



Green Travel Plan;

Weigall Sports Complex

For Sydney Grammar School (c/o
Jattca)

7 October 2020

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1	7/10/20	Final Issue	JJ	KB/AM	Tina Tang
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Contact

Andrew Morse

+61 2 8920 0800

+61 414 618 002

andrew.morse@ptcconsultants.co

Kasia Balsam

+61 2 8920 0800

+61 478 848 945

kasia.balsam@ptcconsultants.co

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ptc.

Suite 502, 1 James Place
North Sydney NSW 2060
info@ptcconsultants.co
t + 61 2 8920 0800
ptcconsultants.co

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1. Introduction

ptc. has been engaged by Jattca on behalf of Sydney Grammar School to prepare a Green Travel Plan (GTP) to accompany a State Significant Development Application (SSDA) for the development of a sports complex at the Weigall playing fields in Rushcutters Bay.

The Senior School cannot accommodate its sports program on SGS properties and relies on external facilities which are limited and logistically difficult to manage. This is becoming increasingly difficult in terms of accommodating sports programs and popular and dominant sports have limited capacity due to student demand and limited or no available facilities.

The construction of the sports complex would meet the demand of the SGS community and reduce reliance on external facilities enabling greater supervision and protection of students.

The location of the subject site is outlined in Figure 1.



Figure 1 - Site Location

2. Background Information

2.1 Government Policy

In order to prepare a state significant development application, the Secretary's Environmental Assessment Requirements (SEARs) need to be met. The requirement below directly relates to the Green Travel Plan which accompanies the development proposal.

- Address the relevant planning provisions, goals and strategic planning objectives in Future Transport Strategy 2056, Sydney's Cycling Future 2013, Sydney's Walking Future 2013 and Sydney's Bus Future 2013.
- Accurate details of the current daily and peak hour vehicle, existing and future public transport networks and pedestrian and cycle movement provided on the road network located adjacent to the proposed development.
- The adequacy of existing public transport or any future public transport for infrastructure within the vicinity of the site, pedestrian and bicycle networks and associated infrastructure to meet the likely future demand of the proposed development.
- Measures to integrate the development with the existing/future public transport network.
- Details of travel demand management measures to minimise the impact on general traffic and bus operations, including details of a location specific sustainable travel plan (Green Travel Plan) and the provision of facilities to increase the non-car mode share for travel to and from the site.
- The consideration of any future bicycle/pedestrian corridors including the Paddington Greenway project.

3. Green Travel Plan

3.1 What is a Green Travel Plan?

A GTP is a document which outlines how a development intends to make travel to and from the site safer and more sustainable. The GTP addresses local traffic issues around the site and encourages active, safe and sustainable travel methods, such as walking, cycling, scooting, public transport or car sharing. A GTP correlates with the development's overall aspirations and is a document that is monitored and reviewed regularly.

A GTP is not just the installation of bike racks or provision of end-of-trip facilities. A good GTP aims to promote and maximise the use of more sustainable modes of travel via a range of actions, promotional campaigns and incentives. The plan includes site management tools that encourage students, staff and visitors to make more sustainable transport choices. A GTP requires ongoing implementation, monitoring and review. As such, nominating an individual or team to oversee the implementation of a travel plan is a crucial component of success.

An effective GTP can offer many benefits such as reduced parking costs, less congestions on the public road networks, health and environmental benefits which generally results in healthier and happier students and staff.



3.2 Why is a Green Travel Plan required?

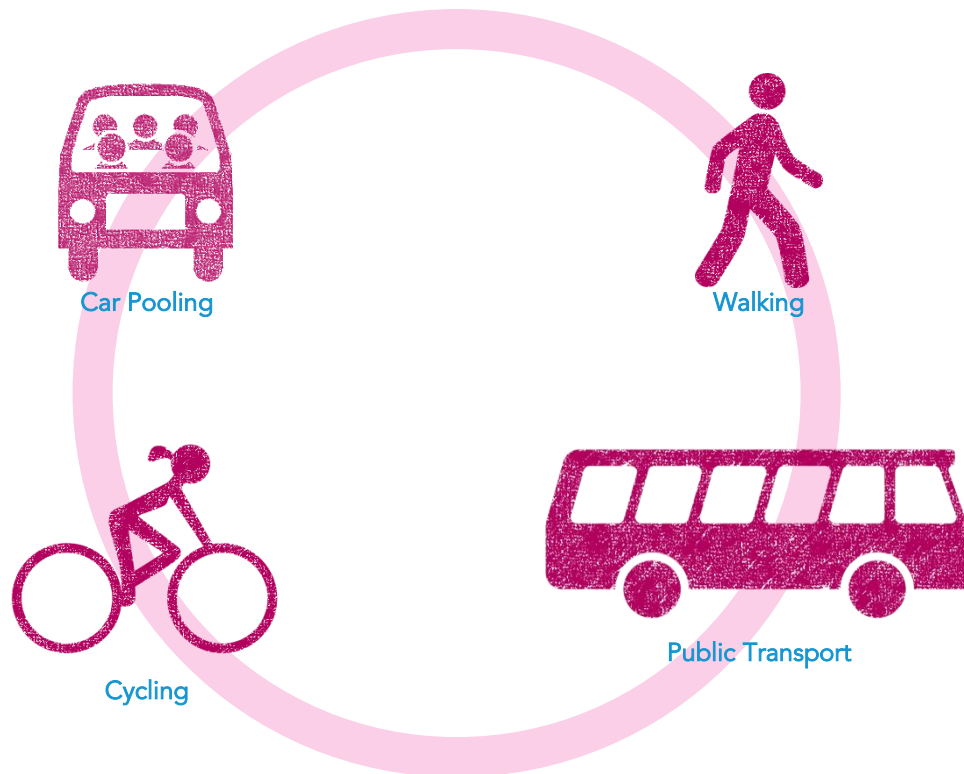
Development of a Travel Plan is widely accepted as one of the best ways to increase active travel around the site. A successful GTP offers many benefits for the staff, students and visitors including:

- Building confidence and improving social interaction by walking and/or cycling;
- Assists in implementation of health, fitness and wellbeing programs;
- Improving social interaction with others to be more interested and involved within the precinct as they walk or cycle;
- Improving safety by reducing traffic and local road congestion;
- Improving the environment by reducing air pollution from private vehicles;
- Creating opportunities for healthier lifestyles and more vibrant, cohesive and accessible communities; and
- Providing individuals with leadership opportunities.

It is likely that students, staff and visitors with good understanding of an active and sustainable mode of transport will follow a healthy and active lifestyle, care about the environment and prioritise location and lifestyle over car ownership.

3.3 The Purpose of a Green Travel Plan

The purpose of the GTP is to provide a package of measures with the aim of promoting and reducing the reliance of private car usage. Strategies are recommended to encourage and support the uptake of daily travel methods in a more sustainable way. This may be achieved through the review of existing policies and identifying programmes to encourage students, staff and visitors to adopt more active and sustainable forms of transport.



This document identifies the following:

- Review of existing public transport infrastructure and future transport options;
- Assessment of existing travel patterns within the area;
- A modal share target for the development;
- A framework to identify and respond to travel demand from the development and surrounding area;
- Strategies to implement prior and during occupancy; and
- A monitoring strategy to track performance of the GTP.

4. Steps to Develop the GTP

To develop a GTP, there are five (5) key steps to follow to commence its operation:



4.1 Step 1 – Set up an Advisory Committee

- Appoint an individual (GTP Officer) to coordinate specific actions and to track the progress of this work;
- Develop a working group that involves representatives from the precinct community
- Identify ways how the whole community will be involved and informed of the work (e.g. regular articles in the precinct website/ social media).

4.2 Step 2 – Data Collection & Review Existing Situation

As part of the development, it is expected that there will be new staff, students and visitors travelling to and from the site on a daily basis. It is anticipated that the new commuters will adopt a similar travel mode split to the existing staff and students. However, to verify travel behaviours an initial survey should be conducted to identify travel behaviour. This is recommended to be conducted as an online survey (e.g. Survey Gizmo). The results would assist with developing travel planning schemes and how existing facilities are able to improve around the site area and beyond.

4.2.1 Staff & Student Questions

As a minimum the following questions should be considered:

- Are you a staff member, student, or visitor of the site?
- What is the postcode of your place of residence?
- How do you currently travel to work / school and what is the distance of travel?
 - Walk/run
 - Bicycle
 - Bus
 - Train
 - Combination of bus and train
 - Car (Driver)
 - Car (Passenger)
 - Other _____
- If you drove, please answer the following:
 - Did you park on site today? If so where?
 - Did you park on-street? If so where?
- Were you dropped off by private vehicle? If so where?
- What time do you usually arrive at the school in the morning and how long is the trip?
- What time do you leave the school in the afternoon and how long is the trip?
- Is your residence in an area not serviced by any of the identified transport options?
- Do you need to drive to work for another reason? Why and how often does this occur (e.g. dropping off or collecting children from school/childcare, shopping on the way home, etc.)

4.2.2 Additional Questions

- Have you heard of car share? Do you know where the nearby car share locations are? If yes, would you use it?
- If not, what are the barriers to you using car share to travel to and from the sports complex?

- What would make you consider using car share as a form of transportation?
- If you would like to take part in walk/cycle groups and/or carpooling please specify which group, contact details (email) and postcode below.
- Do you have any suggestion/recommendations to encourage sustainable modes of transport?

Once the survey findings are available, methods to achieve specific targets will be identified with proposed time frames. This could include adopting strategies outlined in Section 8, which is undertaken by the Advisory Committee. These methods and targets are then available to be monitored (refer to Section 8.2)

4.3 Step 3 – Prepare the Travel Plan

Based on the data, an overall vision on the modal travel should be considered with clear objectives. The GTP should be prepared based on those objectives, notably:

- Build a precinct culture that supports active travel by motivating and encouraging the user to get involved;
- Set specific SMART (Specific, Measurable, Achievable, Relevant, Timed) targets;
- Develop an action plan that lists activities and strategies that eliminates the community's barriers to active travel to meet the objectives;
- Estimate the budget required to meet the objectives, identify funding source and develop implementation strategies; and
- Review and consult with the users.

4.4 Step 4 - Deliver & Implement

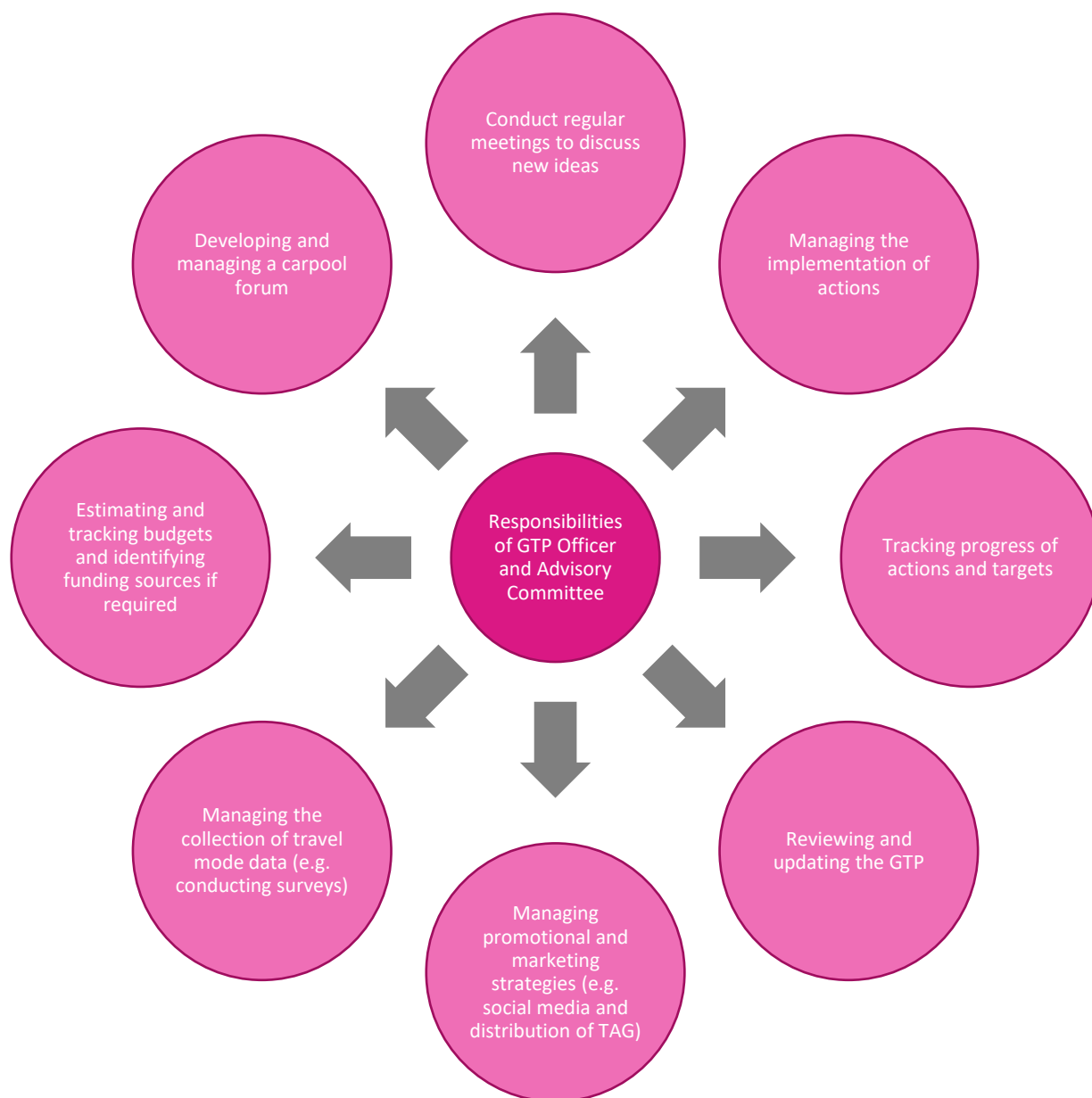
Once developed, launch the GTP and carry out regular monitoring (every 12 months is recommended) as part of the implementation strategy. Travel mode data should be collected and reviewed each quarter.

4.5 Step 5 - Recognise Process

The successes of the GTP should be celebrated regularly, for example at key events. The plan should regularly be reviewed and include new ideas, targets and benchmarks.

5. Responsibilities of GTP Officer and Advisory Committee

The responsibilities of the GTP officer and Advisory Committee will include (but not limited to):



6. Public Transport Infrastructure

6.1 Existing Public Transport Infrastructure

The locality has been assessed in the context of available forms of public transport that may be utilised by staff, students and visitors. When defining accessibility of public transport, the NSW Guidelines to Walking & Cycling (2004) suggests that 400m-800m is a comfortable walking distance.

The available public transport options such as buses and trains within the comfortable walking distance are shown in Figure 2.

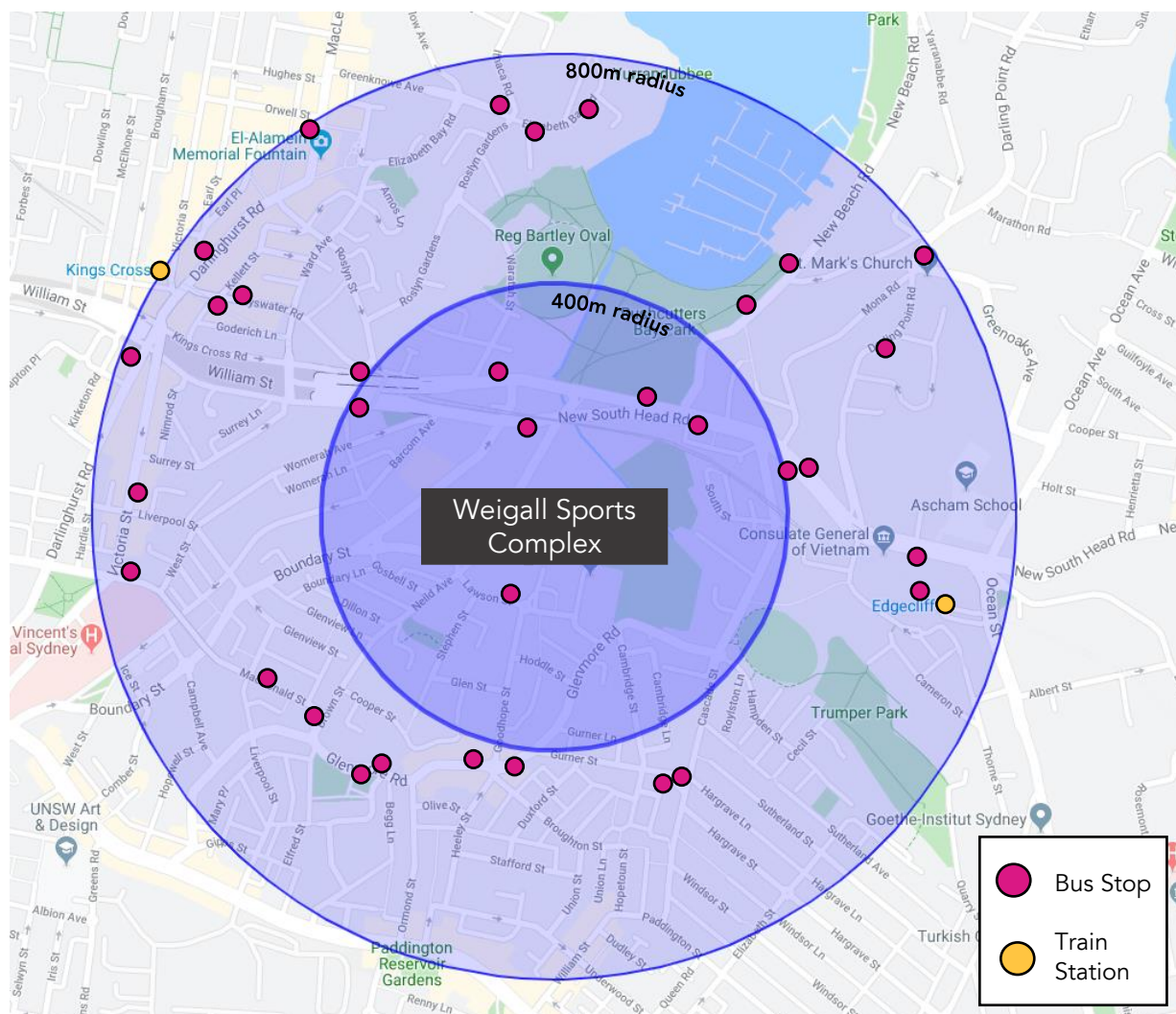


Figure 2 - Public transport options (bus stops in pink, train stations in yellow)

6.1.1 Train Services

Edgecliff Station lies approximately 700m from the development, which is within the comfortable walking distance.

The Station serves the T4 Eastern Suburbs & Illawarra Line. The T4 Line provides frequent services with trains arriving approximately 5-10 minutes during the peak and 10 minutes in the off-peak periods. The service is provided every 15 minutes throughout the weekends.

It is envisaged that due to the frequent services and the proximity of the station to the subject site, trains will be an attractive alternative mode of transport for prospective staff and students.

6.1.2 Bus Services

The subject site is well serviced with multiple bus stops within a comfortable walking distance. A summary of the available bus routes is presented in Table 1 which services the site.

Table 1 - Bus Route Summary

Bus Route	Coverage (to and from)	Service Frequency
200	Chatswood to Bondi Junction	Mon-Fri: Every 20-30 min Sat & Sun: No services available
300	Kings Cross to Central Railway Square (NightRide Express)	Mon-Fri: Every 10-20 min Sat: Every 10-20 min Sun & Public Holidays: Every 10-20 min
311	City Millers Point to Central Railway Square via Darlinghurst & Potts Point	Mon-Fri: Every 15-20 min Sat: Every 30 min Sun & Public Holidays: Every 30 min
324	City Walsh Bay to Watsons Bay via Old South Head Road	Mon-Fri: Every 10-30 min Sat: Every 10-20 min Sun & Public Holidays: Every 30 min
325	City Walsh Bay to Watsons Bay via Vaucluse Road	Mon-Fri: Every 30 min Sat: Every 20-30 min Sun & Public Holidays: Every 20-30 min
328	Bondi Junction to Darling Point via Edgecliff (Loop Service)	Mon-Fri: Every 60 min Sat: Every 60 min Sun & Public Holidays: Every 60 min
333	City Circular Quay to North Bondi via Bondi Junction	Mon-Fri: Every 5-10 min Sat: Every 5-10 min Sun & Public Holiday: Every 5-10 min
340	Bondi Junction to Chatswood	Mon-Fri: Every 10-15 min Sat: Every 15-20 min Sun & Public Holidays: Every 15-30 min
352	Bondi Junction to Marrickville via Oxford Street, Crown Street & King Street	Mon-Fri: Every 20-30 min Sat: Every 30 min Sun & Public Holidays: Every 30 min
388	Paddington to Bondi Junction	Mon-Fri: 1 service available at 9:20am
389	Bondi Junction to Pyrmont	Mon-Fri: Every 10-15 min Sat: Every 15 min Sun & Public Holidays: Every 15 min
440	Rozelle to Bondi Junction	Mon-Fri: Every 10-20 min Sat: Every 10-20 min Sun & Public Holidays: Every 20-30 min

6.1.3 School Bus Service

The proponent currently provides bus services for students travelling from the main campus to the external facilities. It is anticipated that the School will continue to provide these services post construction of the proposed development.

An analysis was conducted for the anticipated number of students that will travel to the Weigall site via the School operated buses. The analysis and the number of buses the School will provide can be found in the traffic report prepared by **ptc.** on 07/10/2020.

6.1.4 Car Share Service

GoGet Car Share is an existing carpooling service which operates within the local area through apps supported by IOS and Android devices. The service provides multiple shared cars within the vicinity of the subject site. The locations of the available vehicles within the 400m-800m catchment area is shown in Figure 3. Therefore, carpooling to the subject site would be a viable option for visitors and staff members.

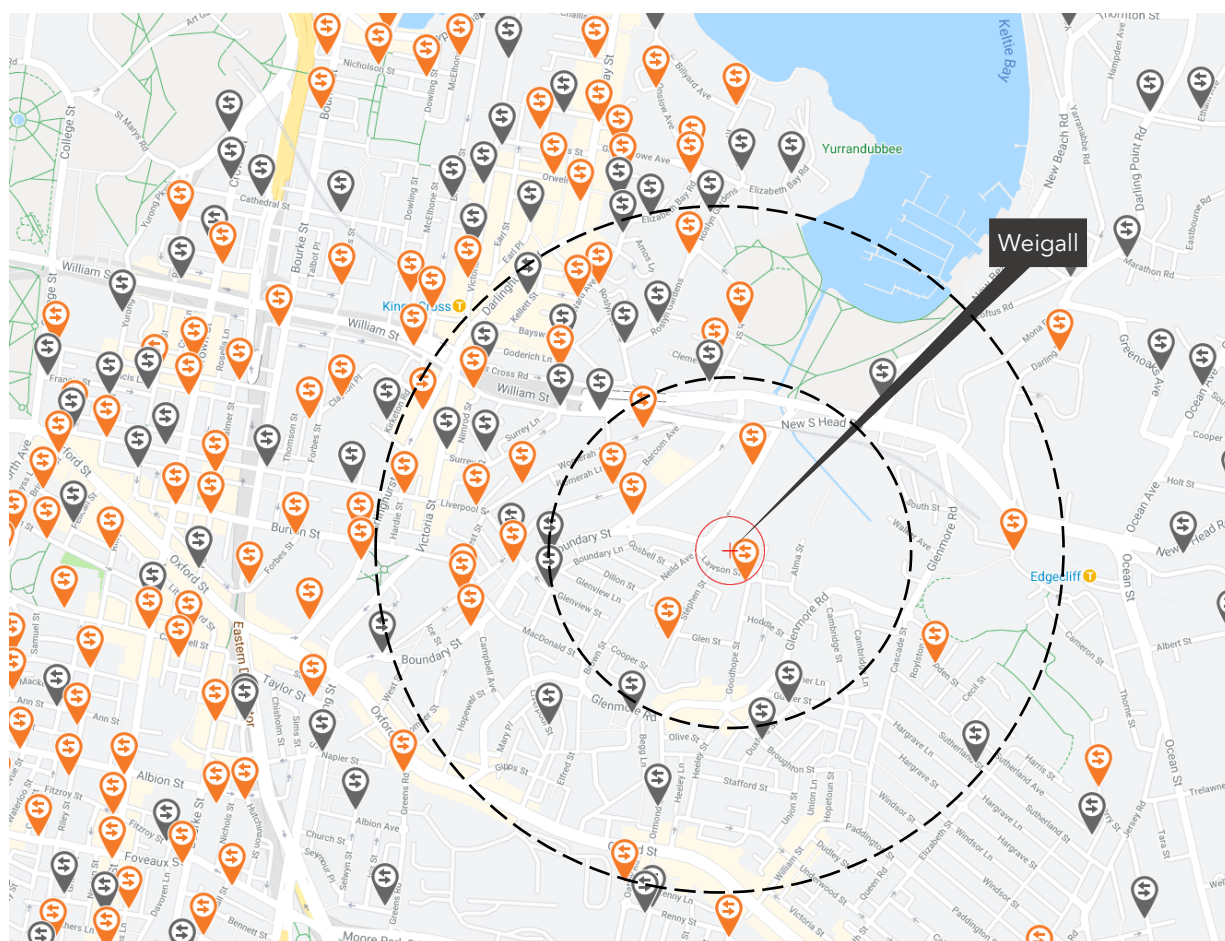


Figure 3 - GoGet car locations (Source: GoGet)

6.2 Existing Active Transport Infrastructure

6.2.1 Pedestrian Infrastructure

The existing pedestrian connectivity in the vicinity of the subject site has been assessed. When defining accessibility, the NSW Guidelines to Walking & Cycling (2004) suggest that a 400m-800m catchment represents a comfortable walking distance. It has been observed that the majority of the roads within the 400m radius of the subject site provides footpaths on both sides.

The proposed development is to provide two pedestrian access points. The accesses are proposed to be located on Alma Street and Neild Avenue. The subject site is located within a low-density residential area therefore is provided with excellent pedestrian networks including footpaths on both sides of the roadways bordering the subject site.

Students approaching the site via the east are able to use the pedestrian facilities along the Lawson Street / Neild Avenue intersection to safely walk to the subject site. The students approaching from the west are able to use the pedestrian facilities located along Alma Street / Lawson Street intersection and Lawson Street / Vialoux Avenue intersection for safe passage to the subject site.

The students and staff will travel to and from the subject site via the School operated coach bus during the weekdays. The School currently uses the Bus Zone located on Neild Avenue to perform pick up and drop off duties of students travelling to/from the subject site. It is envisaged that this operation will continue post construction. It is noted that there is currently a footpath on Neild Avenue which provides a direct connection from the Bus Zone to the subject site which is anticipated to be used by students and staff.

The existing pedestrian amenities surrounding the subject site is shown in Figure 4.



Figure 4 - Local Pedestrian Amenities

6.2.2 Cycling Infrastructure

The existing cycling infrastructure in the vicinity of the subject site is illustrated in Figure 5. The subject site is provided with on-road cycling infrastructure with low to moderate difficulty. Hence, it is anticipated that cycling would be a suitable alternative mode of transport for local staff, students and visitors travelling to the subject site.

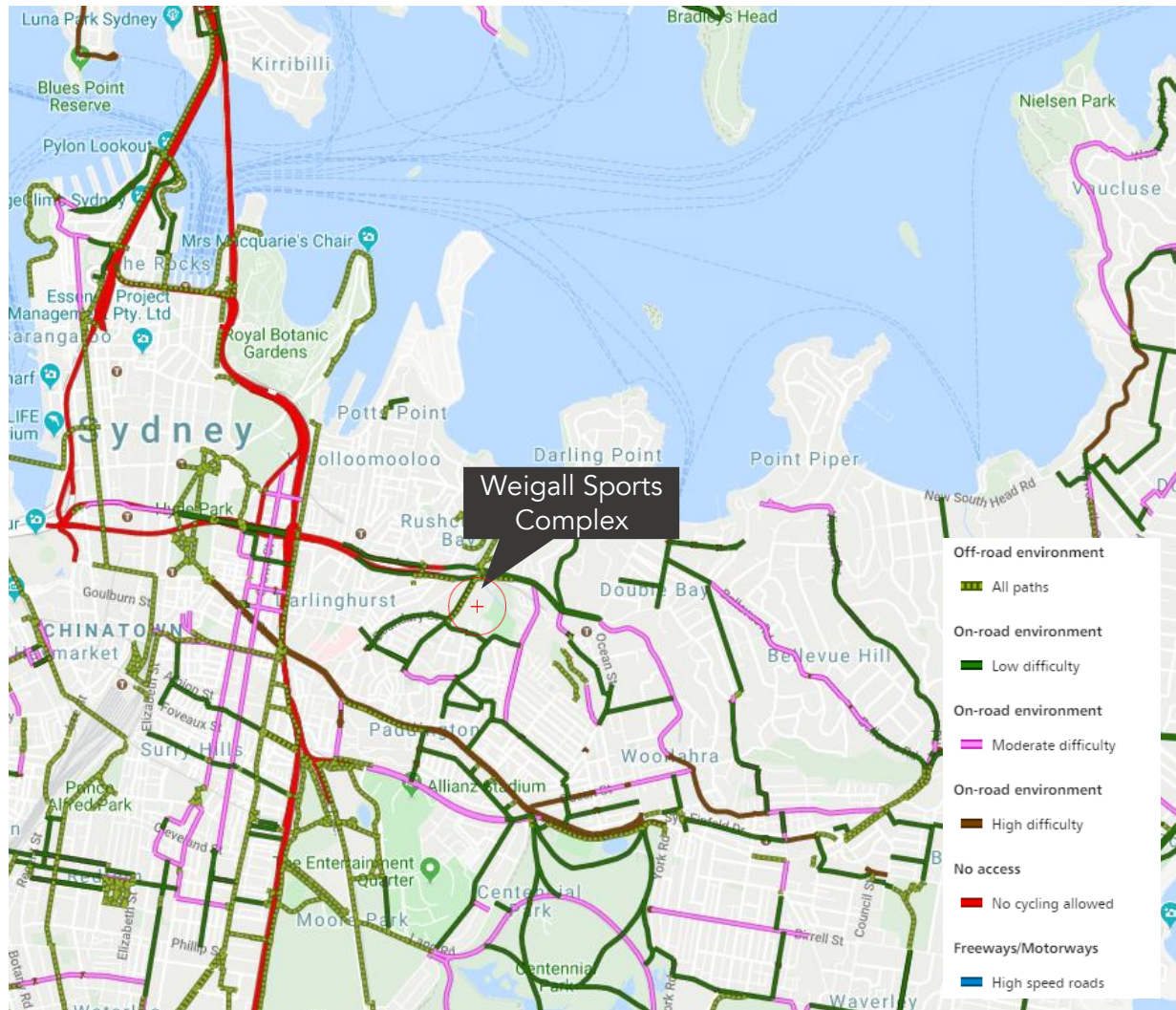


Figure 5 - Cycling Infrastructure (Source: RMS Cycleway Finder)

6.3 Future Active Transport Infrastructure

Woollahra Municipal Council encourages students, staff and visitors to cycle within the Local Government Area (LGA). The Woollahra Bicycle Strategy 2009 identifies goals and strategies to provide improved connections and accessibility throughout the city centres, open spaces and suburban areas within the LGA. The primary objectives of the bicycle strategy were to:

- Coherence (with logical connections);
- Directness;
- Safety;
- Comfort;
- Attractiveness; and
- Equal access for all user groups in the community.

The existing and proposed on-street and off-street cycling infrastructure within the Woollahra LGA are shown in Figure 6.



Figure 6 - Existing and Proposed Cycling Infrastructure (Source: Woollahra Bicycle Strategy 2009)

The Woollahra Bicycle Strategy aligns with the goals and strategies of Sydney's Cycling Future 2013. The main objective of the plan is to improve the cycling infrastructure in order to provide a better connection between different regions within Sydney towards the Sydney CBD.

The proposed Paddington Greenway project will further encourage the use of cycling as a mode of transport as the aim of the project is to provide direct connection between Darlinghurst and Woollahra.

It is envisaged that with the construction of the proposed cycling infrastructure, cycling would become a viable mode of active transport for staff and students travelling from different regions and not limited to those living in the vicinity of the subject site. However, it is noted that in order to promote and accommodate the increase in use of active transport, the existing on-street cycling infrastructure along

Neild Avenue and Lawson Street should be provided with a physically separated bicycle lane to offer a safer environment for cyclists.

The following is an excerpt from the Sydney Walking Future 2013 document which summarises the long-term goal in terms of walking:

"The actions set out in Sydney's Walking Future will make walking the transport choice for quick trips under two kilometres and will help people access public transport. Increasing the number of people walking will help to reduce the burden of congestion on our roads and free up capacity on key public transport corridors."

The existing pedestrian amenities has been illustrated in Figure 4. The vicinity of the site is provided with excellent pedestrian amenities which is envisaged to encourage students and staff living within the two kilometre radius to choose walking as a mode of transport. It is anticipated that with the strategies outlined in Section 8, it will encourage more students and staff to walk to and from the proposed development.

6.4 Future Sustainable Transport

6.4.1 Car Share / Car Pooling

Car share spaces can provide more efficient use of parking space, with a single car share vehicle potentially replacing up to 12 private vehicles that would otherwise compete for local parking. Car share users are charged by time and distance, at a rate set by each operator.

The key benefits of car share/pooling include:

- **Save money** – ride sharing with just one person;
- **Gain comfort** – sharing a ride relieves the stress of daily traffic pain, it also reduces the stress of your commute so that you arrive more relaxed;
- **Save time** - gain more personal time to spend with friends and family by taking advantage of T2 and T3 lanes; and
- **Peace of mind** –staff do not have to worry about driving when they don't need to (i.e. too tired/fatigue etc.)

There is currently a wide range of car sharing options available within a 400m-800m walking catchment area from the subject site. Therefore, to further promote the use of car share/pooling, the school is encouraged to provide parking spaces dedicated to car share vehicles onsite to encourage staff and visitors to use the service in conjunction with carpooling.

6.4.2 Electric Vehicles

There are no requirements or guidelines provided by Woollahra Municipal Council for the introduction of electric vehicle (EV) charging station facilities at new developments. However, consideration is to be given to the Future Transport Strategy 2056 which encourages the modal shift to active and public transport and electric vehicle use. Therefore, the school is to closely monitor the modal shifts in the future and should the demand increase, the school is encouraged to retrofit some of the existing parking spaces to EV spaces to accommodate the demands of the users.

7. Opportunities and Targets

A GTP is not a one-off document – it is a process of ongoing implementation, review and improvement. As such, setting out the objectives and targets are the first step in preparation of a GTP. When developing objectives, site context is important.

Targets must be specific, reasonable and achievable, and should be associated with measurable improvement in mode share. They need to be realistic but ambitious and must be time-bound so that progress is assessed against targets.

Objectives and targets should also consider any overarching Woollahra Municipal Council policies or plans such as the State Government's mode share target in the area.

7.1 Before & After School

There are no travel statistics available as the proposal involves a new development. The Australian Bureau of Statistics (ABS) provides Journey to Work (JTW) data which has been used as a reference to understand the travel behaviours of parents. It is anticipated that students travelling to and from the site via private vehicle will likely be picked up / dropped off by parents travelling to / from work hence the JTW data provides an indicative travel mode split of students. The data provides travel mode splits for the suburbs Paddington – Moore Park. Therefore, the JTW 2016 (Place of Work)¹ for Paddington – Moore Park provides an indicative travel behaviour of students during the before and after school period.

The mode share data is summarised in Table 2.

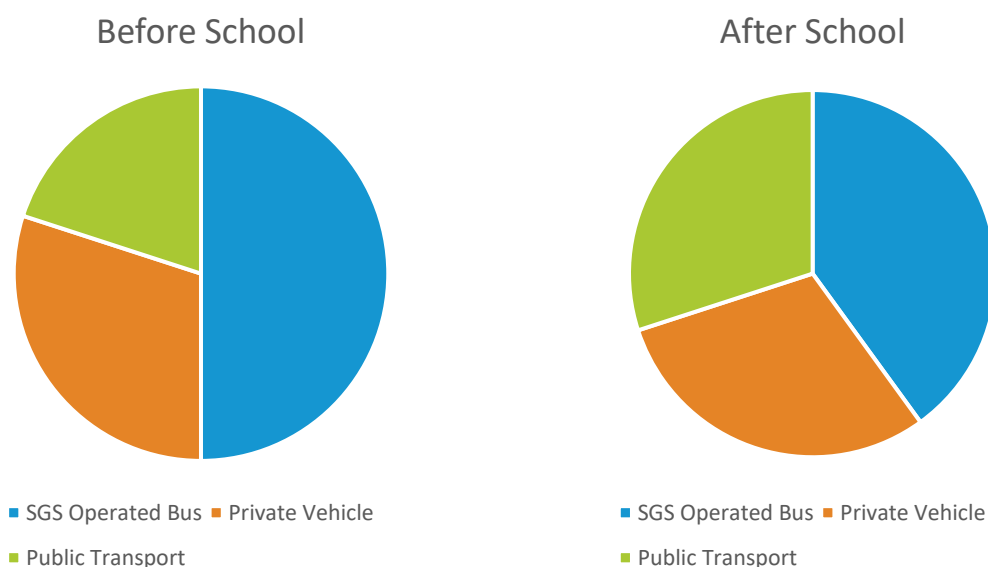
Table 2 - Journey to Work Data 2016 (Double Bay - Bellevue Hill)

Transport Mode	Mode Share
Private Vehicle	48.44%
Public Transport	22.80%
Worked at home or Did not go to Work	14.66%
Walked Only	8.44%
Cycling	2.56%
Motorcycle / Scooter	1.68%
Mode not stated	0.87%
Other Mode	0.53%

¹ Travel mode data for commuters whose Place of Work is within Paddington – Moore Park region.

The School currently offers various sport activities at external facilities. The current travel mode split of students travelling to and from these external facilities has been assumed with the information provided by the School. A detailed analysis has been undertaken in the traffic report prepared by **ptc**.

The current travel mode splits for before and after school periods are summarised below:



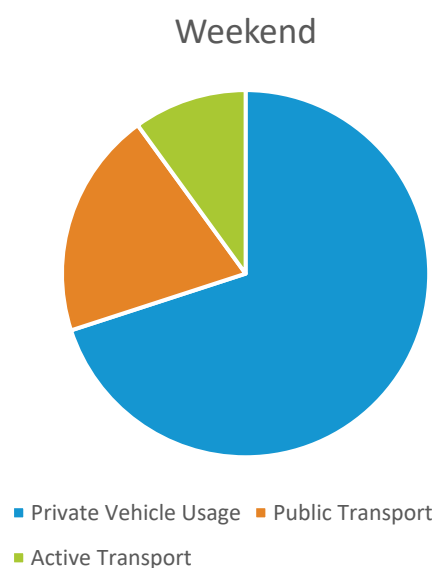
The pick-up / drop-off analysis has been undertaken with the modal split shown above. Therefore, these mode splits are set as the target mode share to ensure that the proposed pick up / drop off facility is able to accommodate the demand likely to be generated by the proposed development.

The development is to conduct surveys (see Section 4.2) post construction to obtain an accurate base from which this data can be improved on annually. The strategies (refer to Section 8) are to be implemented to achieve the above-mentioned target mode share.

7.2 Weekend

It is noted that the proposal involves the construction of a new infrastructure therefore no travel statistics are available. The proposed development is anticipated to be used to host interschool sports competitions throughout the weekends. The Journey to Work data would not provide an accurate representation of the travel behaviours of the parents, staff, students and spectators as the JTW data provides the travel behaviours to commutes to work.

The first principle assumptions that were made in the traffic report prepared by **ptc.** has been adopted as the indicative target mode share. The following are the travel mode splits that were assumed:



The likely parking demand for the development has been calculated based on the above mentioned first principle assumptions. Therefore, these assumptions can be used as the target mode share to ensure the proposed parking provision can accommodate the parking demand generated by the development.

Therefore, surveys will need to be undertaken post construction of the development to identify the existing travel behaviours to and from the site. The strategies to achieve the target mode share is to be implemented to achieve the target mode share stated above.

8. Strategies

Strategies for the implementation and monitoring of the GTP is detailed in the following section.

8.1 Promotion and Marketing Strategy

Once the Travel Plan has been adopted, it is essential to maintain interest in the scheme. Each new initiative in the plan will need to be publicised by the TP Coordinator with effective marketing. The GTP needs to have a variety of actions that guide strategies relating to promotion, facilities and policies to create incentives for sustainable travel behaviour. A staging strategy should also be outlined in the plan for any actions which may need it.

Greater awareness of initiatives through the promotion of the travel plan tend to result in higher uptake of sustainable travel modes. To ensure all users are aware of the initiatives it is important to seek assistance from Woollahra Municipal Council, Bicycle NSW, Pedestrian Council Australia, RMS, TfNSW and other stakeholders from time to time.

A take home 'transport brochure' containing information of all existing public transport within a 1.2km walking radius and also links to surrounding suburbs will be an effective strategy in informing staff and parents of children. Presenting travel options during school assembly is another effective way to start conversation about sustainable travel behaviours between staff member and between children and parents. Best practice suggests that information, which is presented should be concise, simple and as site specific as possible. Other strategies can include classroom initiatives, rewarding students for using more sustainable forms of transport where possible. Most importantly the school website should be used as a platform to recommend the most energy efficient form of travel.

8.2 Monitoring and Evaluation

The GTP does not only outline actions and strategies but also ensures monitoring and evaluation of those initiatives. This is a crucial part of the travel planning process as it ensures maximum benefits are gained. Initially, there will be a review of the mode share targets after 6 months of the completion of the development, followed by yearly tracking and reassessment. There may be cases that new initiatives may need to be implemented or new targets may need to be set if they are exceeded or too ambitious.

The overall success of the travel plan is dependent on good communication between various entities such as the TP Coordinator, Principle, P&F, Woollahra Municipal Council and TfNSW. The TP coordinator must ensure all parties including students and staff are well informed about reasons for adopting the plan, promote the benefits and provide information about alternatives and initiatives. It is also important to receive feedback through the annual travel surveys to ensure staff, students and their parents/carers are understanding and realising the benefits.

The TP coordinator can make subsequent changes to the initiatives or to the targets after the data is collected from each travel survey. The review of the data should consider the following questions.

- Are the targets still realistic? Are they still ambitious? Should they be updated?
- Are there difficulties in achieving particular targets? What are the likely reasons for this?
- Are there any gaps with regards to actions?
- What is preventing further improvement on mode share and how can this be addressed?

The ongoing cycle of the review process must ensure people's reasons for travelling are considered and understood. Any barriers to changes in their behaviour should be considered as it will help decide for the most effective actions to be identified. This review process is also an opportunity to communicate the progress to the school community which can encourage more change from feedback of the results.

To ensure that all commuters to the school understand the benefits of sustainable travel, key elements to development and implementation must be practiced. These include:

- Communication – It is necessary to explain the reason for adopting the plan and all the benefits. Information on alternatives must also be readily available so it is easier for people to make the change.
- Commitment – The TP coordinator must ensure consistent action to help change established habits. Using communication and the provision of necessary resources impetus for commuters can be provided to switch from using private vehicles.
- Consensus – Broad support is necessary for the introduction of the TP. If it is not received well by the school community the targets will not be achieved.

Progress from the travel plan will also be presented to council by the School and TP Coordinator after each annual review for a recommended period of five years after the issue of the Occupation Certificate (OC).

The progress to be presented includes:

- Number of students and staff;
- Details of mode split (initial survey results);
- Success of initiatives (as listed in Table 3 of this document); and
- Details of any rectification measures proposed.

9. Action Plan Initiatives

The initiatives that is to be employed by the TP coordinator to encourage sustainable travel behaviours among students, parents and staff are outlined in Table 3. The aim of these actions is to encourage people to improve their travel mode accordingly to the benchmark mode share summarised in Table 2.

Table 3 - Action Plan Initiatives

Action	Why	How	Who	When	Resources
Strategy 1: Encourage Sustainable Travel Through Promotion and Marketing Strategy					
Issue a 'information pack' to current and new students and staff.	To inform commuters of different platforms/apps they can use to find sustainable transport options	Issue an information package both in the mail and electronically.	TP Coordinator	Can be emailed to all students and teachers instantly, however a physical copy should be provided upon completion of the development.	Information sheets
Distribute a Transport Access Guide (TAG) to all students, staff and sports masters of other schools.	To increase awareness of the location of public transport in the vicinity	Distributing information sheets to all commuters	TP Coordinator	Upon starting classes after completion. Emailed to sports masters of other schools travelling to the development to participate in interschool competitions.	TAG
School Website Transport options	Allows online access to all the various transport options for accessing the school	Having a webpage which covers all available options and links to learning more about them	TP Coordinator	Available all the time	Website
Safety programs	Allows kids to be more informed about any dangers of being a pedestrian and also gives ease of mind to parents/carers	Pedestrian safety can be taught during class and reinforced by teachers and parents. Information can also be provided in the 'information pack'.	Teacher and TP Coordinator	After completion of development with reinforcement every year.	Information sheets

Action	Why	How	Who	When	Resources
Consistent reminders through school assemblies	Reinforces the idea of sustainable travel and can encourage discussion	Principal or TP coordinator to provide a concise presentation about the benefits of sustainable travel options.	Principal or TP Coordinator	Once a term to show commitment to achieving targets	List of benefits and a PowerPoint
Annual Assemblies to announce progress	To inform students and staff about progress to achieving travel mode split targets. Will encourage healthy competition to beat the target.	Short presentation at annual assemblies	Principal or TP Coordinator	At the beginning or end of each year	Survey results and PowerPoint
Classroom competitions	Promote healthy competition between students.	Getting classrooms to compete through determining the classroom with the most children (can include the teacher) who take sustainable forms of transport. Should be done as a tally over a month as children can decide to take the "greener option".	Teachers	As an activity throughout the whole first month after completion.	Information sheets and a board to count up tally's and show progress of each class.
Pedometer-based walking program	Promote healthy competition between students. Can also be used to enable active transport for other trips.	Providing a cheap pedometer for each student and recording each student total for a month. Can be introduced as part of September.	TP Coordinator	During the month of September. Preferably choosing a different month to the 'classroom competitions' action to encourage students and staff all year round.	Pedometer and a progress board
Walking and Cycling buddy scheme	Motivates people to use active transport more often	Sending out a questionnaire to everyone asking about their area of residence and contact	TP Coordinator	Sent out once a year to accommodate new students and staff	Questionnaire

Action	Why	How	Who	When	Resources
		details so they can be buddied up.			
End of trip facilities	Allows active transport commuters to shower and change to be comfortable at work.	Including a shared locker area with two unisex, fully accessible showers with basins.	SGS	Completion of development	Shower and change room facilities
Bicycle parking facility	Provides cyclist with a safe and secure place to leave their bicycles while at work.	Including additional bicycle parking spaces in an easily accessible space with passive surveillance.	SGS	Completion of development	New bicycle rack
Dynamic and passive timetables on-site	Enables students and staff to easily access public transport information	Include near the exits of the school to allow commuters to check their next travel option before they leave.	TP Coordinator	Completion of development	Information board
Ensuring directional signage is clear and functional	Allows easy wayfinding for students and staff	Include directional signage at the schools exits and liaise with Woollahra Municipal Council to ensure signage is clear in all directions.	TP Coordinator	Completion of development	Signage
Company brochures and cards	Promotes the use of various wayfinding apps and carpooling/sharing services available for use. Some services include Keoride, CoHop, UberPool and GoGet.	Having brochures readily available in the school office and also giving each student and staff member	TP Coordinator	Providing brochures each year and having them readily available at the school office	Brochures
Carpooling scheme	Motivates people who live in close proximity to use carpooling services	Sending out a questionnaire to everyone asking about their area of residence and contact	TP Coordinator	Sent out once a year to accommodate new students and staff	Questionnaire

Action	Why	How	Who	When	Resources
		details so they can be buddied up.			

Strategy 2: Review, Monitoring and Evaluation

Form an advisory committee involving staff and P&F members	Monitor the progress of the GTP	Email invitation for expression of interest	TP Coordinator	Completion of the development	Email
Annual Survey	Monitor, review and evaluate the progress towards the travel mode targets	Online and letterbox surveys to all staff and students. Can be included as part of the information pack.	Advisory Committee and TP Coordinator	Beginning or end of each year	Email and letters
Regular meetings	Discuss the effectiveness of initiatives	In person meeting at a specified location within the school	Advisory Committee	Every 6 months	Meeting agenda and action plan
Update all noticeboards and signage	Ensuring all information is accurate and up to date for those travelling through active and public transport	Replacing information on boards	Advisory Committee	Every month (or more frequently if necessary)	Information boards
Review and update of GTP	Evaluate the success of the GTP implementation and to add any new objectives.	Meetings with advisory committee to suggest any changes	Advisory Committee	Every year for a 5-year period	GTP objectives, targets and progress checklist.
Presentation of annual monitoring review results to council	To present to Woollahra Municipal Council the progress of the GTP target and objectives	Submit monitoring report to Woollahra Municipal Council	Advisory Committee	Every year for a 5-year period	GTP objectives, targets and progress checklist.