



Preliminary School Transport Plan

New Primary School in Murrumbateman

Murrumbateman

10/06/2021

Ref: P1669



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1 Introduction

1.1 Introduction

This Preliminary School Travel Plan accompanies an Environmental Impact Statement (EIS) pursuant to Part 4 of the Environmental Planning and Assessment Act 1979 (EP&A Act) in support of an application for a State Significant Development (SSD-11233241).

The development is for a new primary school located at 2 Fairley Street, Murrumbateman.

This report addresses the relevant Secretary's Environmental Assessment Requirements (SEARs), namely the school travel and operational transport and access management arrangement aspects relating to the School development. These items include site transport amenities, existing conditions of the site, provision of measures to encourage sustainable travel modes, and operational management of access, pedestrian access and circulation arrangements, car park access, service vehicle arrangements, and School Kiss-and-Ride arrangement.

1.2 The School

The proposed development is for construction and operation of a new primary school with Core 21 facilities in Murrumbateman that will accommodate up to 368 students.

The proposed development includes:

- A collection of 1-2 storey buildings containing 14 home base units, 2 special education learning units, hall, administration facilities and library.
- On-site parking lot with 40 spaces and kiss-and-ride area.
- OSHC with a capacity of 110 students.
- Outdoor sports court and play area.
- Integrated landscaping, fencing and signage.

1.3 Background

Ason Group has been commissioned by Hansen Yuncken on behalf of School Infrastructure NSW (SINSW) to prepare a Preliminary School Transport Plan (PSTP) to accompany a State Significant Development Application (DA) to the NSW Department of Planning, Industry and Environment (DPIE) for the development of a new primary school in Murrumbateman, situated in the Murrumbateman township.

The works subject to the proposal involve the construction of a Primary school facility located at 2 Fairley Street, Murrumbateman (the Site). The construction for the School follows the NSW Government commitment to provide a school for the Murrumbateman region announced in June 2018.

On 8th December 2020, the Secretary of the DPIE issued Secretary's Environmental Assessment Requirements (SEARs) for SSDA Application No. SSD-11233241. This report has been prepared to address the SEARs requirements, as outlined above in **Section 1.1**.

1.3.1 Site Amenities and Existing Conditions

Section 2 of this Plan details the location and amenities of the site, i.e., bicycle parking, carparking, access locations, and drop-off / pick-up facilities. Analysis is also provided on the anticipated mode share of the school for students and staff when the school becomes operational. Details regarding the public transport within the area and pedestrian connectivity are also provided.

In addition, SINSW have requirements for a detailed catchment analysis to be undertaken for potential students in the region to be considered to assist with the planning of likely travel mode share and the planning of correlating transport services and infrastructure requirements to support future school operations.

1.3.2 Preliminary School Travel Plan

Section 3 of this document describes the Preliminary School Travel Plan (PSTP) and is intended to develop a package of site-specific measures to promote and maximise the use of sustainable travel modes, including walking, cycling, public transport, and carpooling. These strategies will assist in less reliance on the use of private vehicles for travel to and from the school, supporting sustainability initiatives for growth into the future, providing sustainable travel modes that support independent travel of children attending the school and potential health benefits associated with walking, scooter riding and bicycle riding.

The STP sets out objectives and strategies to assist the School in achieving green travel goals to improve sustainability.

It also includes a review of the existing transport modal choice and sets targets so that the effective implementation of the Plan can be assessed. These targets are intended to be realistic but ambitious enough to initiate substantive behavioural change to achieve the desired outcomes, given existing and future multi-modal transport networks. This is expected to be coordinated with the School or their representatives. It shall be reviewed regularly to ensure it remains relevant and reflective of current conditions.

1.3.3 School Transport Operations and Access Management Plan

Section 4 of this Plan, herein referred to as the School Transport Operations and Access Management Plan is to provide guidance in relation to the traffic management arrangements for the site. The overall objective is to ensure safe and efficient movement of vehicles, students, visitors, and staff. In particular, this Plan details the following:

- A pedestrian access plan;
- Drop-off / Pick-up facilities management plan;
- Car parking plan;
- Servicing plan; and
- Details on the governance and administration of the plans.

1.4 Detailed Stakeholder Engagement

Over the course of the development of this Plan, Ason Group has consulted with key stakeholders including Transport for NSW (TfNSW), Yass Valley Council, and the SINSW. This report provides details of consultation undertaken by the Project Team in its preparation of this STP.

1.4.1 Council & TfNSW Joint Project Working Group

TABLE 1: ENGAGEMENT 1

Scheduled Weekly Meeting 02	
Identified Party to Consult:	Yass Valley Council, TfNSW, SINSW, Ason, Hansen Yuncken, Pedavoli, Savills, Mecone
Consultation type:	Microsoft Teams Meeting
When is consultation required?	Prior to submissions
Why?	<p>An update on the project was provided, noting a D&C contractor would be on board late February 2021 to assist with the design development and SSDA documentation. The School was on target to open D1T12023.</p> <p>SEARS had been received, with agency comments, the project team are working through requirements.</p>
When was consultation scheduled?	Meetings are scheduled to occur on a weekly basis from project inception.
When was consultation held?	17 th March, 2021
Identify persons and positions who were involved	<p>YVC – Liz Makin (Strategic Planning Manager)</p> <p>TfNSW – Maurice Morgan (Murrumbateman TfNSW Rep), Damien Pfeiffer (Director Land Use)</p> <p>SINSW – Lachlan MacDonald (Project Director), Alfred Jury (Project Director), Rebecca Lehman (Project Director)</p> <p>Ason Group – Dora Choi (Transport Consultant), Wendy Zheng (Transport Consultant)</p> <p>Hansen Yuncken – Paul Todhunter (Project Manager)</p> <p>Pedavoli – Sam Rigoli (Architect), Katie- Lee Carter (Architect)</p> <p>Mecone – Adam Coburn (Town Planning Consultant)</p> <p>Savills – Emma Viljoen (Project Manager)</p>

Scheduled Weekly Meeting 02

Provide the details of the consultation	Preliminary discussion to raise working concerns, share project progress.
What specific matters were discussed?	<p>DC (Ason) presented their investigative findings to date, having undertaken a site visit on Friday 12 March 2021. During the site visit Ason observed the operations of the childcare facility in close proximity. During this discussion Ason gave an overall appraisal of the site, its constraints and opportunities and a consideration of best locations for the transport infrastructure, including:</p> <ul style="list-style-type: none"> - Bus bays - Private car kiss and ride - Pedestrian routes and access points - Staff car parking <p>Ason is undertaking traffic counts to obtain data to support current design considerations.</p> <p>TfNSW noted a number of items for consideration:</p> <ol style="list-style-type: none"> The Barton Highway upgrade works has not been funded to reach Murrumbateman and as such the project should not plan for any changes to traffic conditions. School bus stop should be on the local road network, not the highway. Concerns at the noted short stay parking suggestions for Rose Street. support linkages to the southern pedestrian and cycling linkages to the site Catchment area is likely to come from the west, but also from the growing subdivisions in the North Eastern direction concern of how the management of children crossing the Barton Highway for use of the Oval, consider access times and movement of children. RL noted this would be addressed in the Transport Plan and the Operational Plan. Project team to review potential pedestrian access off Rose Street to the old School site <p>Council noted a number of items for consideration:</p> <ol style="list-style-type: none"> Consider utilisation of Mecca Childcare (on Rose Street adjacent to the Old School House) for OSHC as it becomes unoccupied at 3pm Expectation that drop off happens internally on site so as not to cause congestion on Rose Street and surrounds Changes to ACT policy will see students coming to Murrumbateman from closer to the border. Water pipeline project being commissioned later this year which will see an increase in residents. Consideration of how students get to school from the denser older village. <p>SINSW noted that Ason will prepare the School Transport Plan, which includes the Green Travel Plan and will continue to work with SINSW on its implementation once the school is operational. The Transport Plan will set mode share targets.</p> <p>Council/ TfNSW to consider an appropriate school of a similar size for transport benchmarking purposes.</p>

Scheduled Weekly Meeting 02	
What matters were resolved?	n/a – preliminary discussion

TABLE 2: ENGAGEMENT 2

Scheduled Weekly Meeting 03	
Identified Party to Consult:	Yass Valley Council, TfNSW, SINSW, Ason, Hansen Yuncken, Pedavoli, Savills
Consultation type:	Microsoft Teams Meeting
When is consultation required?	Prior to submissions
Why?	Purpose of this meeting was to take the form of a working group and a follow on from meeting held 17th March 2021.
When was consultation scheduled?	Meetings are scheduled to occur on a weekly basis from project inception.
When was consultation held?	24 rd March, 2021
Identify persons and positions who were involved	<p>YVC – Liz Makin (Strategic Planning Manager), Meryl Hinge (Yass Council Engineer), Terry Cooper (Yass Council Rep)</p> <p>TfNSW – Maurice Morgan (Murrumbateman TfNSW Rep)</p> <p>SINSW – Lachlan MacDonald (Project Director), Alfred Jury (Project Director), Rebecca Lehman (Project Director) Sarah Kelly (Project Director)</p> <p>Ason Group – Dora Choi (Transport Consultant), Wendy Zheng (Transport Consultant)</p> <p>Hansen Yuncken – Paul Todhunter (Project Manager)</p> <p>Pedavoli – Sam Rigoli (Architect), Katie- Lee Carter (Architect)</p> <p>Mecone – Adam Coburn (Town Planning Consultant)</p> <p>Savills – Emma Viljoen (Project Manager)</p>

Scheduled Weekly Meeting 03

Provide the details of the consultation	Weekly discussion to raise working concerns, share project progress.
What specific matters were discussed?	<p>DC (Ason) presented an overview of transport and traffic strategy and drivers, key items below, presentation attached:</p> <ul style="list-style-type: none"> • Catchment areas with walking and cycling opportunity • Catchment likely to be 20km radius, acknowledgement of future • students to be attending from East of Barton Highway • Mode share assumptions • Case Study at Estella PS, Wagga Wagga • OSHC accounts for approx. 30% of students utilising alternative hours • Proposed location of school bus stop on Fairley Street • On site kiss & ride • Requested clarification on background growth percentage for future • base case and horizon year (10 year post Project Completion) • Seeking confirmation of traffic survey locations. Ason propose: <ul style="list-style-type: none"> – Barton Highway / Fairley St – Fairley St / Rose St – Rose St / Hercules St – Hercules St / Barton Hwy – AM (6am – 10am), PM (2pm – 5pm) <p>TfNSW noted a number of items for consideration:</p> <ul style="list-style-type: none"> • Catchment to the East of the highway will be expanding and the traffic assessment should consider the 10- and 20-year projections. • School bus stop proposed on Fairley Street should not be used as an interchange; consideration of all other bus stop locations to be covered off in assessment, i.e., on site, Rose Street, Barton Highway etc • Operation plan to include the frequency of Oval use, concern of how the management of children crossing the Barton Highway. • SINSW to provide presentation to TfNSW (issued with these minutes) <p>Council noted a number of items for consideration:</p> <ul style="list-style-type: none"> • Integration of the adjacent childcare was good, utilising existing ramp, consideration for Mecca Childcare access. It was noted the Southern pedestrian gate facilitated this. • Understanding required of school operational plan around the school bus stop, concern of children congregating. • Bus route to be determined, through consultation with TfNSW bus services. • Council to supply Ason with information of the developments planned for the North East of the site • Council to supply Ason with Cadastral data contact details. • Stage 2: Council requested clarity on next stage and whether this was being considered in this SSDA application. LMac noted that any future demand would be analysed by demographers and when a need arose a new business

Scheduled Weekly Meeting 03	
	case would be written, and funding sought. All recognised the constraints of this site.
What matters were resolved?	n/a – preliminary discussion

TABLE 3: ENGAGEMENT 3

Scheduled Weekly Meeting 04	
Identified Party to Consult:	Yass Valley Council, TfNSW, SINSW, Ason, Hansen Yuncken, Pedavoli, Savills
Consultation type:	Microsoft Teams Meeting
When is consultation required?	Prior to submissions
Why?	Purpose of this meeting was to take the form of a working group and a follow on from meeting held 24th March 2021.
When was consultation scheduled?	Meetings are scheduled to occur on a weekly basis from project inception.
When was consultation held?	31th March, 2021
Identify persons and positions who were involved	<p>YVC – Liz Makin (Strategic Planning Manager), Meryl Hinge (Yass Council Engineer), Terry Cooper (Yass Council Rep)</p> <p>TfNSW – Kristy Campbell (Manager – Road Use Safety), Jayd Marsh (Community and Partnering)</p> <p>SINSW – Alfred Jury (Project Director),</p> <p>Ason Group – Dora Choi (Transport Consultant),</p> <p>Hansen Yuncken – Paul Todhunter (Project Manager), Dean Katsikaros (Project Manager)</p> <p>Pedavoli – Sam Rigoli (Architect)</p> <p>Savills – Emma Viljoen (Project Manager)</p>

Scheduled Weekly Meeting 04

Provide the details of the consultation	Weekly discussion to raise working concerns, share project progress. EV noted that project team (HY and Architects) have undertaken a site visit and noted number of opportunities and limitations.
What specific matters were discussed?	<p>DC (Ason) presented back on a number of items requiring clarity after meeting 24th March 2021:</p> <ul style="list-style-type: none"> • School capacity was for 370 students as outlined in the SEARS • Crossing of the Barton Highway was not required by the school for curriculum purposes, as confirmed with the DEL • The operational requirements for occasional use of the Oval would be addressed in the School Travel Plan as part of the SSDA. <p>New depersonalised data shows no students in walking or cycling catchment East of Barton Highway, these students would rely on buses.</p> <p>Requests for Information, as listed in the attached presentation for Council/ TfNSW feedback:</p> <p>Traffic Surveys:</p> <ul style="list-style-type: none"> • Total movement count (pedestrian, cyclist, vehicles (classified). Typical weekday (during school term), between 6am –10am, and 2pm – 6pm <p>Intersections of:</p> <ul style="list-style-type: none"> • > Barton Highway / Fairley Street • > Fairley St / Rose St • > Rose St / Hercules St • > North St / Rose St <p>Traffic Assessment:</p> <ul style="list-style-type: none"> • Apply 2% background growth between 2021 data to Future Base Case (at Project Completion, Jan 2023) • 2% growth over 10 years for Horizon Year • Sensitivity test – apply 3% growth between 2021 to 2023, and 3% growth over 10 years for Horizon Year <p>Parking Restrictions:</p> <p>Draft parking restrictions suggestion:</p> <ul style="list-style-type: none"> • Fairley Street Bus Stop – confirmation required on whether bus bay to be applicable during school times only or full time bus stop? • Rose Street, between Fairley St to North St – East Side - 1-hour, between 8am – 6pm, School Days only? • Rose Street, between Fairley St to North St – West Side – No Stopping? • Rose Street, between North St to Hercules St – Given there are no kerbs – suggestion from Council sought <p>LM noted comments on the adequacy of the intersection traffic counts relies on an understanding of the proposed bus routes.</p> <p>DC was to meet with bus services division of TfNSW next.</p> <p>DC presented the masterplan showing pedestrian routes and play areas.</p> <p>Council noted a number of items for consideration:</p> <p>a) Concern noted from an urban planning perspective of the waste collection on the prominent corner of the site. SR noted that this would be reviewed with Ason in terms of alternative placement but that the enclosure was set back from the boundary to allow for landscape and screening.</p>

Scheduled Weekly Meeting 04	
	<p>b) Consultation with the Fairly Early Childhood Centre should be undertaken regarding potential access from their car park into the site. The project team agreed and would reach out but noted the site did not rely on this access.</p> <p>c) LM queried whether any further development to access from the South had been undertaken. SR noted the building arrangement allowed for good visual and physical connection and this was a key aspect of the design. EV noted discussions with Mecca childcare were underway. DC noted a further review would be undertaken.</p> <p>d) MH queried access from the southern gate should on arrival it was found to be locked. DC noted a footpath was already established along Rose Street and a further footpath would be established from Fairley into the main gate.</p> <p>e) LM noted that the transport assessment would need to address potential parent drop off from the Crown land to the South.</p> <p>f) LM queried status of consideration of school use of the Crown land to the South, EV noted a building inspection report had been undertaken to assist in decision making. Report was under review. This would be discussed further with Council.</p>
What matters were resolved?	n/a – preliminary discussion

TABLE 4: ENGAGEMENT 4

Regional Bus Contractor Consultation	
Identified Party to Consult:	TfNSW, QCity Transit
Consultation type:	Phone Calls, e-mail exchange
When is consultation required?	Prior to submissions
Why?	Purpose of meeting to discuss the additional bus routes options and availabilities with bus service providers for the School.
When was consultation scheduled?	Consultation scheduled to be undertaken between 10-May 2021 and 17-May 2021.
When was consultation held?	-
Identify persons and positions who were involved	<p>TfNSW – Tanya Jennison, Nicola Gentle</p> <p>Ason Group – Dora Choi (Transport Consultant), Wendy Zheng (Transport Consultant)</p> <p>QCity Transit – David Thompson (Infrastructure and Planning Officer)</p>
Provide the details of the consultation	<p>Options for bus transit information is currently being sought for Murrumbateman location. Discussion points include –</p> <ul style="list-style-type: none"> - Potential for existing school bus routes in the region to additionally provide service for new school. - Potential for new routes to be introduced, feasibility discussion.
What specific matters were discussed?	-
What matters were resolved?	On-going.

2 Existing Conditions

2.1 Site Location

The site is located at 2 Fairley Street, Murrumbateman, in the local government area of Yass Valley Council. The site is formally described as Lot 302 DP1228766. The site is irregular in shape and has an area of 15,434.92m².

The site is located at the northern end of the Murrumbateman village, which is characterised by a mix of uses including low density residential and some commercial.

Immediately surrounding development includes a tourist hotel to the north across Fairley Street, Murrumbateman Library (located in the former Murrumbateman schoolhouse, a local heritage item) to the south, a medical centre and childcare centre to the west, and rural land and equestrian facilities to the east across Barton Highway. There is also a cycling and equestrian pathway to the south between the site and library.

The site contains an existing parking lot at its northern end and a driveway along its western boundary. There is also a mound of soil at the southern end of the site. The site is otherwise cleared and vacant.

The surrounding locale is designated as an RU5 'Village' land use in accordance with Council LEP and predominantly consists of low density residential, as well as childcare and aged care facilities in the vicinity. The current site access, which terminates as a cul-de-sac is anticipated to be decommissioned for the construction of the school.

The Site and surrounding context is demonstrated in **Figure 1** and **Figure 2**, below.



Figure 1: Site Location

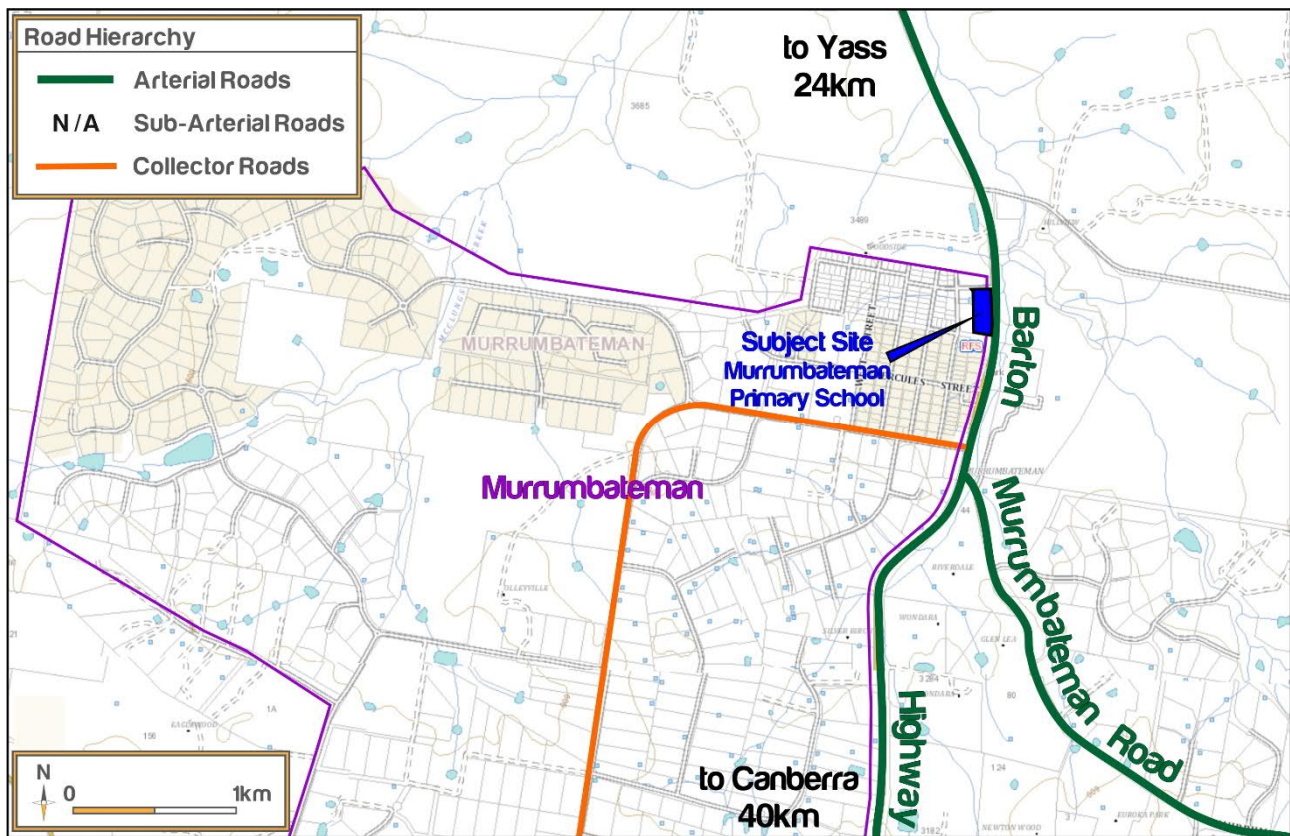


Figure 2: Site Context and Road Hierarchy

2.2 Site Transport Facilities

The architectural plans for the School development indicate locations of frontages, crossovers and access locations relevant to transport facilities associated with the school. This includes, but is not limited to:

- Bicycle parking locations
- Kiss & ride locations
- Bus stop locations
- Concrete pedestrian footpaths and access points
- Existing and Proposed crossing locations.

Figure 3 below demonstrates the configuration of existing and proposed transport facilities and defines connections to the locale.



Figure 3: School Transport Facilities

As defined in the figure above, the Site has two pedestrian access to the north and south of the school, with connectivity to the pedestrian network west of the Site. It has been considered that there is no pedestrian footpath to the Sites' east towards the Barton Highway. The provision of a single pedestrian crossing has been proposed across the driveway of the Murrumbateman Health Hub parking lot.

It is envisioned that the indented lane to the north-east of the Site on Fairley Street – referred above - would facilitate the location for a dedicated school bus. Currently, there are no bus services utilising this road, with public transport options utilising the Barton Highway south-east of the Site providing access to the Murrumbateman township.

In relation to the potential for kiss and ride arrangements, an on-site cul-de-sac arrangement has been proposed as demonstrated above. It is anticipated that during school hours this internal roadway will be utilised for not only Kiss & ride operations, but also for servicing.

The access crossover for an internal staff parking area for the school is present along the internal access adjacent to the cul-de-sac location.

Bicycle Parking locations are indicated in proximity to the Sites' secondary access location along the Pedestrian and Equestrian Trail to the south. It is envisioned that bicycle parking is provided in line with EFSG

Guideline rates established by School Infrastructure, assessed student demand and accompanied by adequate security provisions.

2.3 Travel Mode Share

An assessment of the ABS 2016 Census Data for the region was undertaken to determine the mode share in Murrumbateman. The results are provided in table below –

TABLE 5: TRAVEL MODE SHARE

Travel Mode ¹	%
Car (as driver)	82%
Car (as passenger)	7%
Bus	1%
Walking	4%
Cycling	0%

Note: 1. Excludes people who worked from home or do not work

The above table demonstrates typical modal share characteristic of regional areas, featuring a high dependency on private vehicles (~89%) and reduced dependency on public transport resultant from reduced coverage in township areas. Notwithstanding, for local activity centres (including schools, commercial and retail centres) will generally note increases to public and active transport usage relative to convenience and proximity.

2.4 Public Transport

2.4.1 Existing Services

The Murrumbateman township has limited connectivity to public transport networks. Notwithstanding, it is anticipated that as additional land in the township activates, further urban centres develop to the north and additional land releases in the wider region come online there will be additional opportunity for additional bus routes and increased frequencies to service the locale.

Currently, the 842 and 843 bus routes are the two public bus routes servicing Murrumbateman. The routes provide direct connectivity between Yass and Canberra as a regional transit bus shown in **Figure 4**.

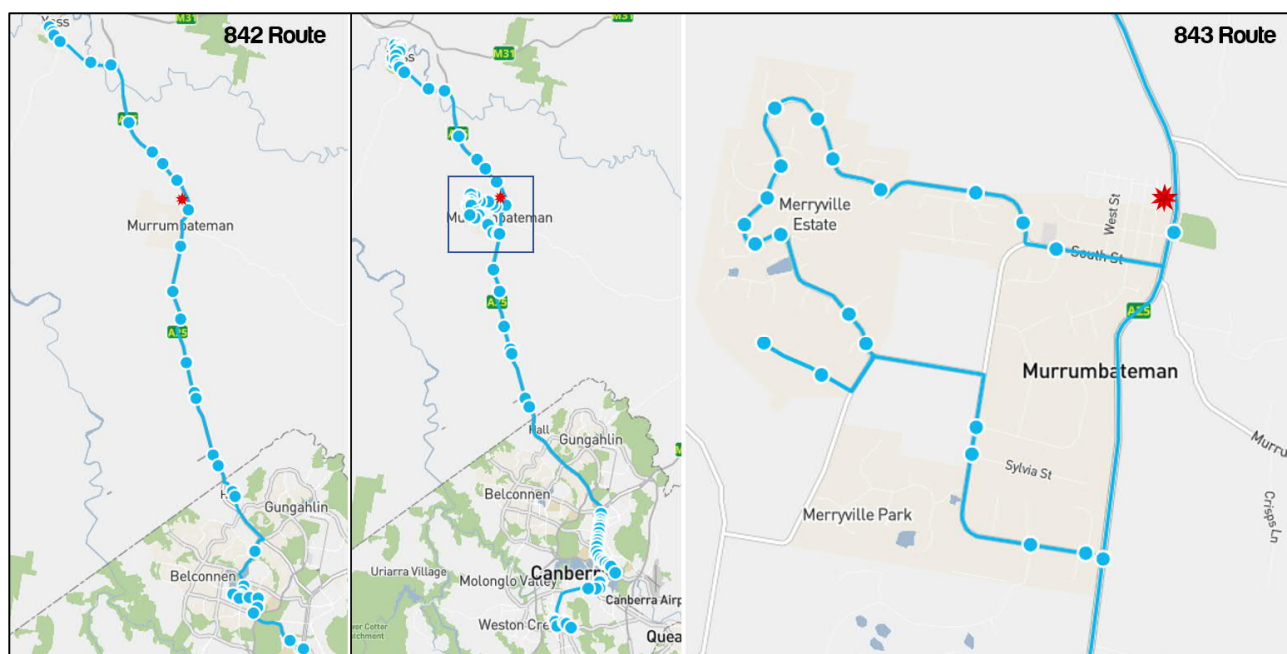


Figure 4: Bus Routes 842 / 843

2.4.2 Future Opportunities for Services

To align with modal transport goals supported by TfNSW and SINSW, it is considered that future bus routes for school developments should provide full catchment zone coverage for students requiring access to the school. As such, consultation with TfNSW and private bus companies are currently being undertaken to undergo strategic assessment of future catchment zones relating to the School.

In the immediate future, it should be considered that the 842 and 843 bus routes may provide opportunity to allow for the provision of school service through the implementation of alternative routing during the following services:

TABLE 6: ALTERNATIVE BUS ROUTE SERVICE OPPORTUNITIES

Bus	Direction	Departure Location	Departure Time	Arrival Location	Arrival Time
842	SB	Yass	07:05 AM	Murrumbateman	07:35 AM
843	SB	Yass	08:45 AM	Murrumbateman	09:05 AM
843	NB	Murrumbateman	02:45 PM	Yass	03:04 PM

It should be noted that the above suggestions only provide limited catchment and may not be sufficient for service following operational commencement and scheduled bell times.

While the above option provides modification of existing services, additional bus routes and route extensions are proposed below to maximise potential catchment for the School.

- Murrumbateman East Loop

The proposed bus loop provides service access to students east of the township, utilising Hillview Drive and Murrumbateman Road, targeting rural areas of the region.

While the suggested route below provides eastern accessibility, it should be considered that there may be several constraints to the route, including an unsealed road section of the northern leg between Yass River Road and Sutton Road. Additionally, the route is anticipated to require upwards of 80-minutes of travel time.

The route is demonstrated in **Figure 5**.

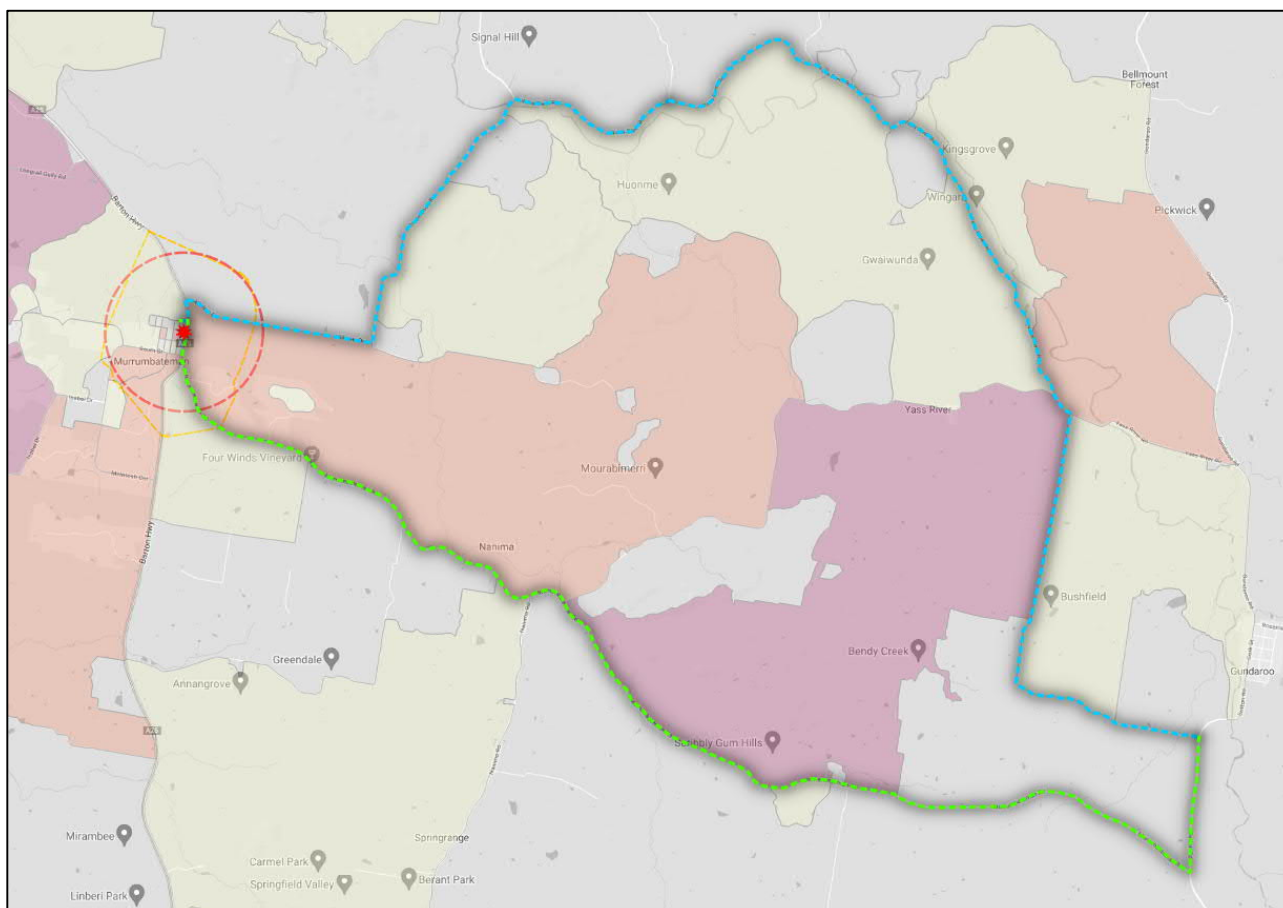


Figure 5: Murrumbateman East Loop

- Yass – north-west Route

The suggested additional route (shown in **Figure 6**) between Yass and Murrumbateman has been suggested with the intention to provide additional education options between the School and Yass, as well as provide access to student locations towards the north-east and east of Murrumbateman. The total travel time towards the school from Yass is estimated at approximately 40-minutes.

However, it should be considered that the southern portion of the route has unsealed road connections, which may impact feasibility of service provision.

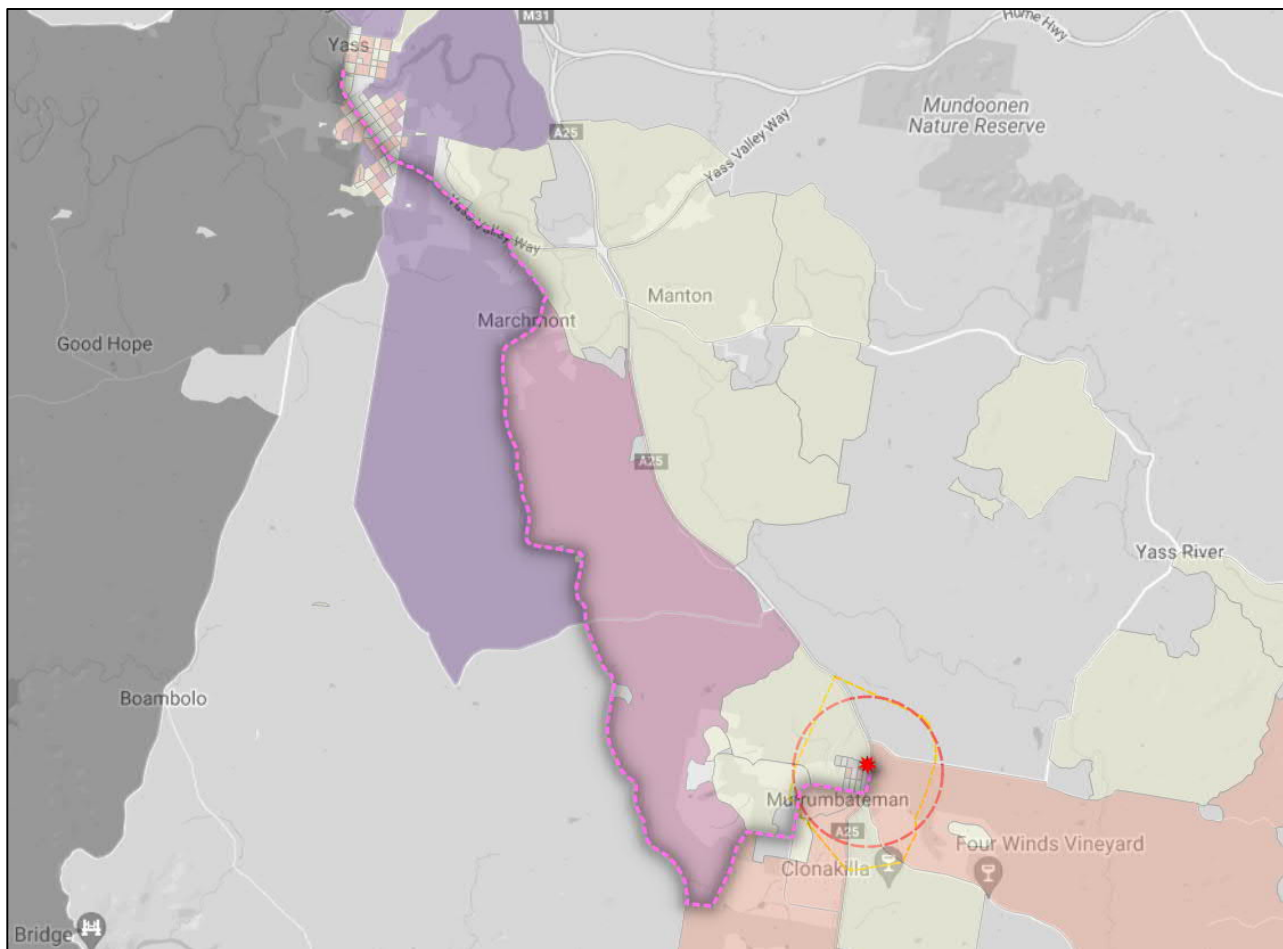


Figure 6: Yass - Murrumbateman North-West Route

2.5 Active Transport

2.5.1 Pedestrian Network & Connectivity

Currently, the provision for footpaths and pedestrian connectivity throughout the Murrumbateman township is predominantly concentrated around the town centre at the corner of Barton Highway and Hercules Street. Future developments towards the towns' north and north-east are anticipated to provide new footpaths in certain locations to the north of the school site.

Figure 7 below demonstrates the existing pedestrian access mobility plan coverage for Murrumbateman in the contexts of proximity to the School.

2.5.2 Cycling Network

Currently, the existing cycling network throughout the Murrumbateman township is predominantly concentrated around the town centre, with single connection to the south via McIntosh Court. Future developments are anticipated to connect into the existing shared path network.

Figure 7 below demonstrates the existing shared path and bike path network for Murrumbateman in the contexts of proximity to the School.

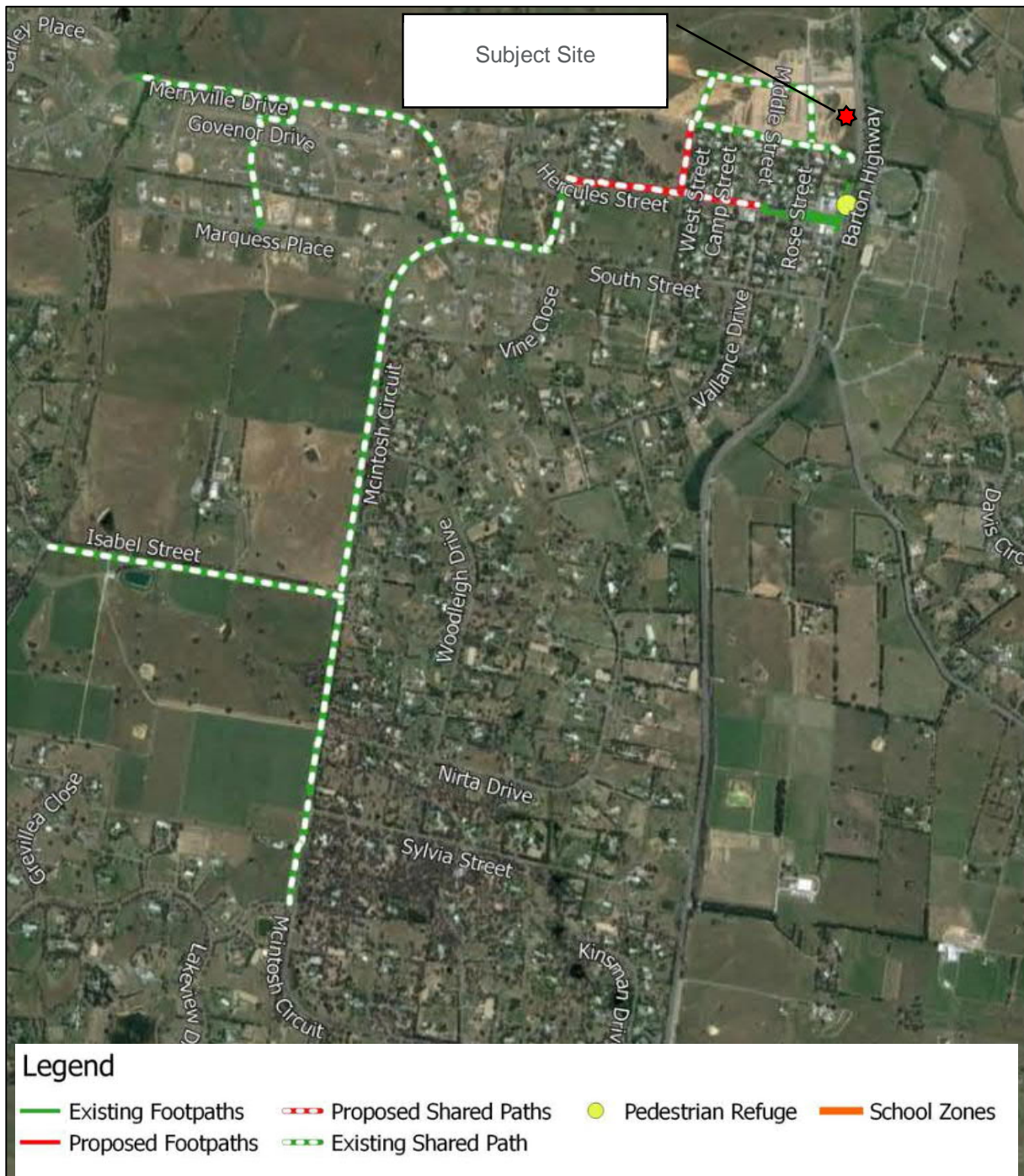


Figure 7: Pedestrian Access Mobility Plan and Bike Path Network

2.6 Catchment Analysis

In consideration of the school being constructed as a new development, SINSW have provided indicative student locations based on existing student catchments of schools in the region. The following figure demonstrates the priority areas of student density relative to the new primary school in Murrumbateman. For the purposes of reporting, student information has been 'anonymised' for assessment.

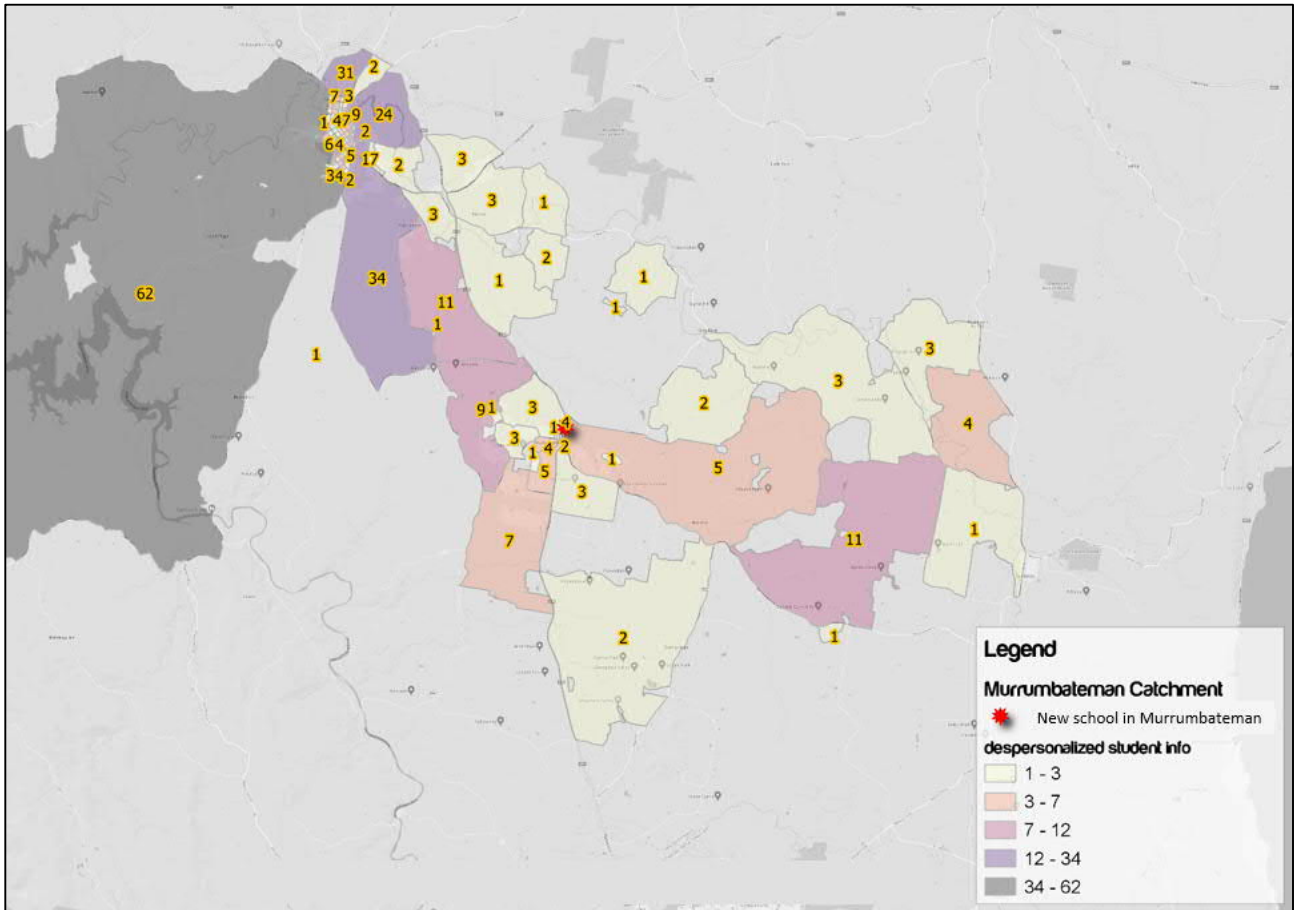


Figure 8: Yass Valley Student Catchment (K-6)

The above figure demonstrates a high concentration of students specifically around the Yass area, with a large proportion of students situated west of Yass. Towards Yass' south-east, the student density decreases between Yass and Murrumbateman, before spanning eastwards.

It has been considered that the high density of students located in Yass are less likely to attend schools outside of the Yass township due to the desirable proximity and location. Similarly, the large proportion of students to the west of Yass have limited road connectivity to Murrumbateman, with Yass providing the more convenient alternative location.

Accordingly, it can be determined that the future catchment for the new school in Murrumbateman, will be the Murrumbateman township, supported by future strategic urban growth in the locale, as well as for more regional locations situated to the towns' more immediate north, as well as to the east and south.

2.6.1 Public Transport Catchment

In line with guidelines outlines by the NSW Government and Transport for NSW, the School Student Transport Scheme (SSTS) provides catchment guidelines to provide eligibility for school public transport. For grades 3 – 6, the following eligibility criteria applies –

- They are a resident of NSW, or an overseas student eligible for free government education.
- The straight line distance from their home address to school is more than 1.6 km.
- The walking distance from home to school is 2.3 km or further.

As defined above, **Figure 9** below demonstrates the catchment areas with reference to the new primary school development in Murrumbateman.

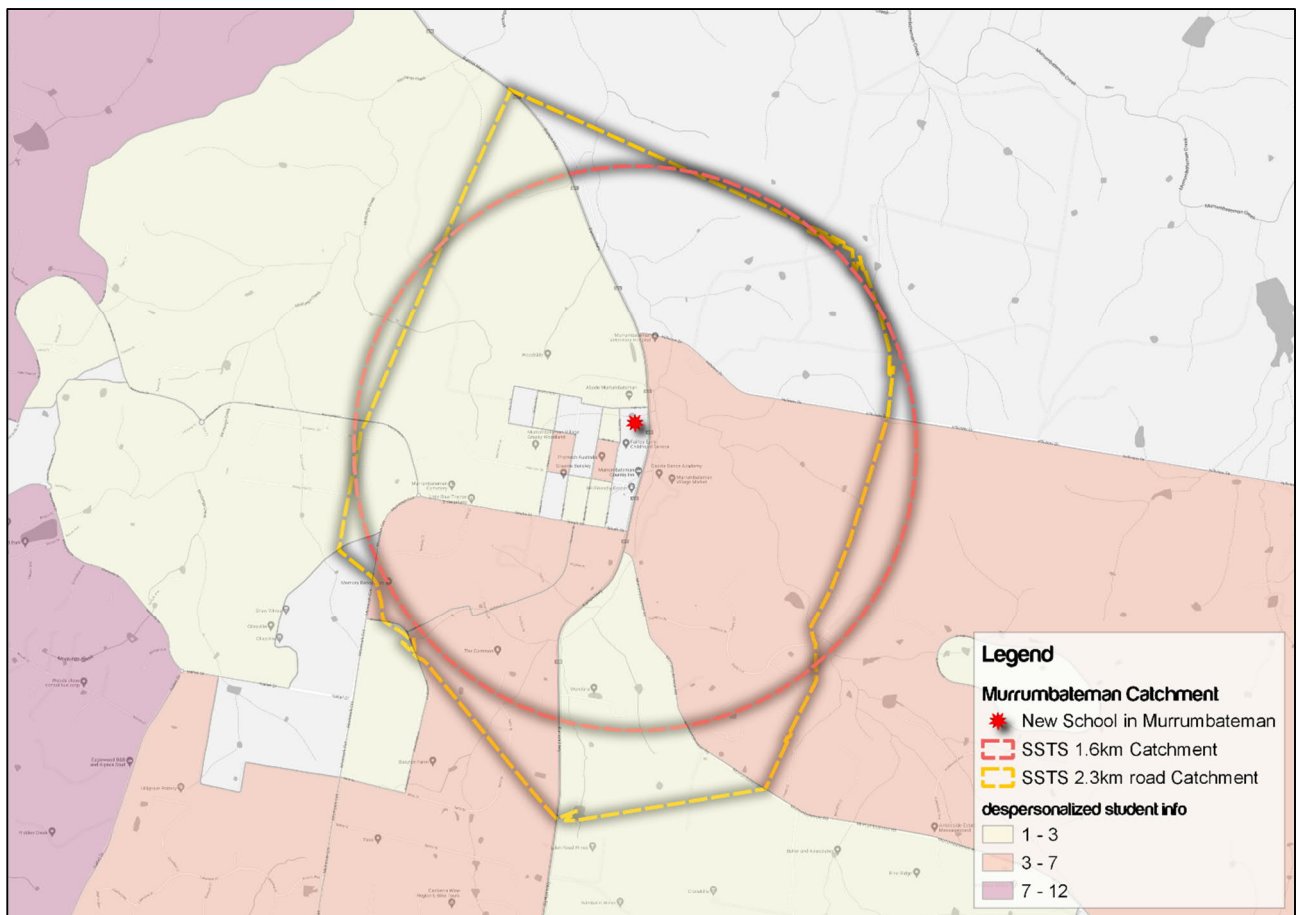


Figure 9: SSTS Exclusion Zones

The boundaries above demonstrates that both the 1.6km radius and 2.3km distance capture the wider proportion of the township.

2.6.2 Active transport Catchment

- Pedestrian Catchment

SINSW have characterised the walking catchment of a school within 5, 10 and 15-minute walking distance increments of the school, representing desirability for the catchment area. **Figure 10** demonstrates the walking distance isochrones relative to the Site.

For students under the age of 16, Yass Valley Council has advised against utilisation of the crossing location on Barton Highway adjacent to the Jones Park Rest Area and the Oval to the east, east of the community centre. Accordingly, the pedestrian catchment below demonstrates restricted access towards the east due to the constraints imposed by the Barton Highway.

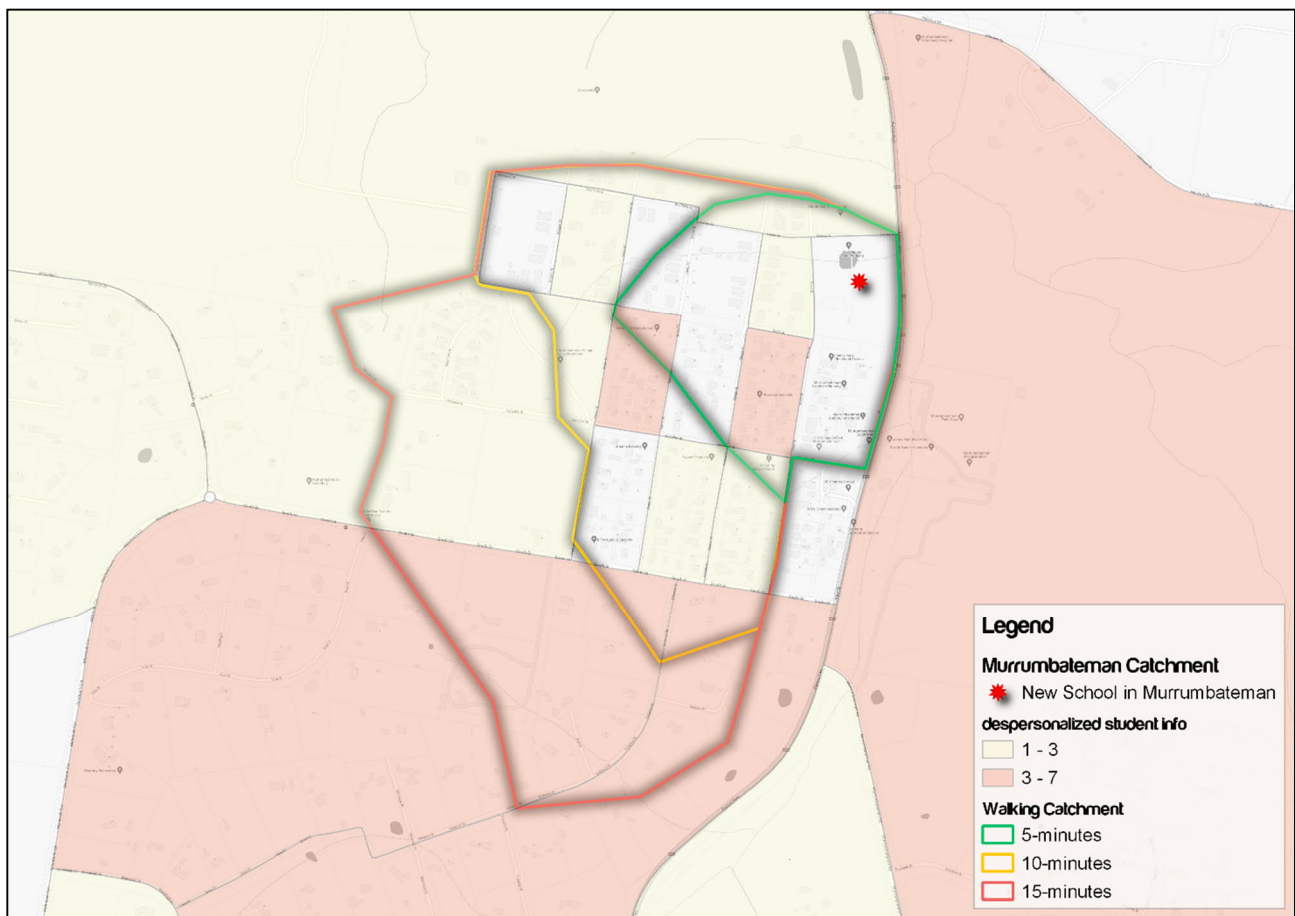


Figure 10: Pedestrian Catchment Zones

- Cycling Catchment

In addition to the pedestrian catchment guidelines described by SINSW, the catchment areas for cycling are defined in a similar format of 5-minute increments. **Figure 11** demonstrates the maximum extents of the cycling catchment zone. Similar to the walking catchment, Yass Valley Council has advised against utilisation of the crossing location on Barton Highway adjacent to the Murrumbateman Fields Days east of the community centre for students under the age of 16.

Notwithstanding this, it should be considered that while the catchment analysis is determined by the on-road network, the limited provision of pedestrian footpaths and off-road cycling infrastructure do not support the active transport mode, particularly for younger students.

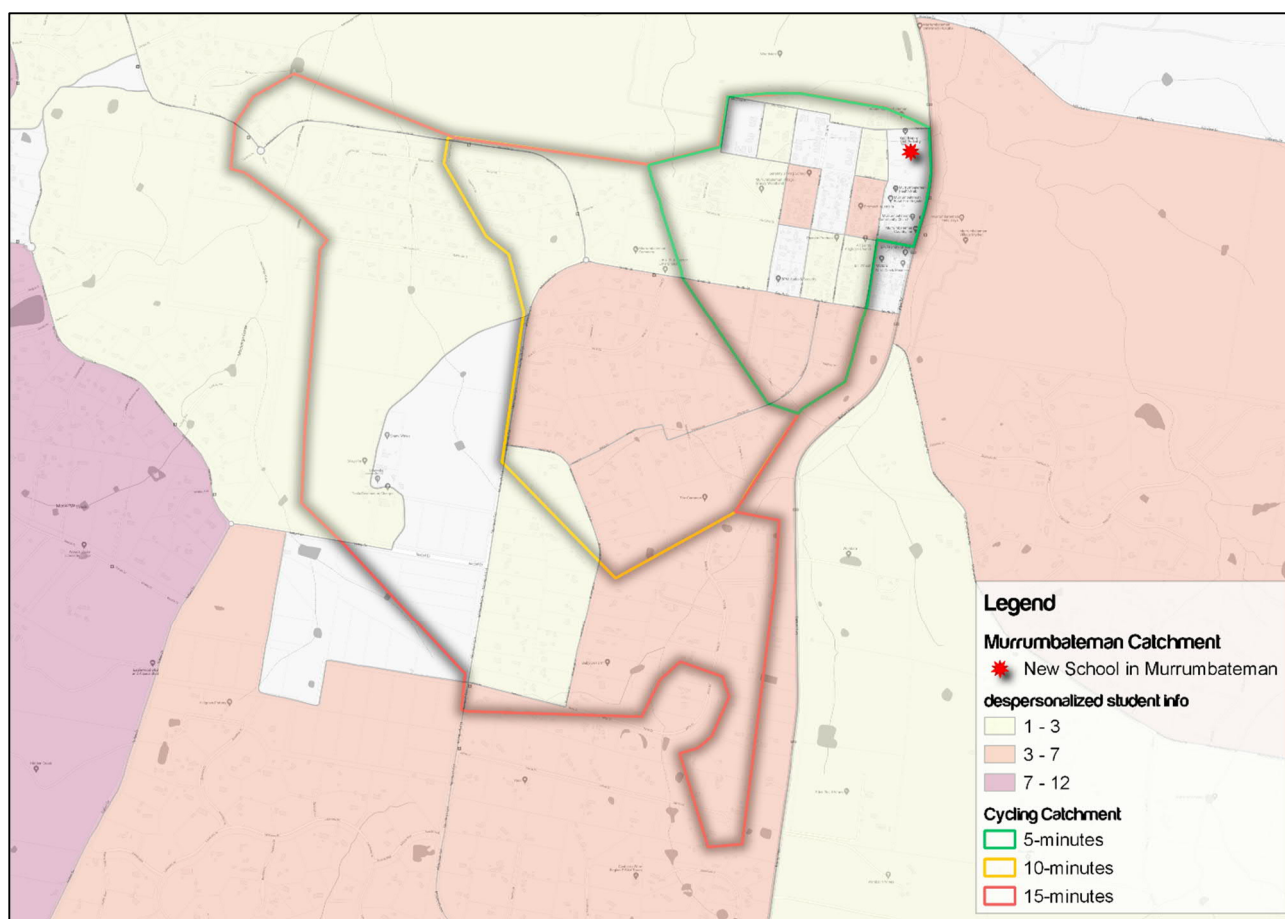


Figure 11: Cycling Catchment Zones

2.6.3 Catchment Summary

An assessment of the student catchment information provided by SINSW in the context of public and active transport catchment areas has been conducted, with the assessment results summarised in the below table.

As with the above assessments, that the below information captures information of students across a wider catchment area associated with several schools in the region. As such, the results of Table 7 can be considered 'indicative' for the new primary school in Murrumbateman.

TABLE 7: CATCHMENT ANALYSIS

Catchment Analysis	Notional (as the crow flies)		Actual (on path/using road network as proxy)	
1-400m (5-min walk)	8	1%	9	2%
401-800m (10-min walk)	10	2%	5	1%
801-1200m (15-min walk)	1	0%	1	0%
5-min cycling	19	3%	15	3%
10-min cycling	14	2%	7	1%

15-min cycling	12	2%	2	0%
1-1600m crow flies / 2300m on path (excl from SSTS Primary)	25	4%	27	5%
Within 400m of public transport stop / station / wharf that brings them closer to school	0	0	0	0%
Within 800m of public transport that brings them closer to school	0	0	0	0%
# outside SSTS zone, with PT access with no PT option	-	-	551	95%
# outside SSTS zone, with PT access	-	-	0	0%
OSHC placements				
Total Students (2020) enrolments	578		578	

The key points of the catchment are summarised below –

- The potential catchment area for the new primary school in Murrumbateman largely spans the township, as well as rural communities to the immediate north, east and south of the town. In addition, as additional land releases unlock in the region, the suburban catchment is anticipated to further grow northwards.
- There are generally gaps within the townships' current pedestrian network, with active travel by walking and cycling having to be facilitated on-road or on the verge. This infrastructure is expected to improve with the construction of nearby developments. In the interim, it is not considered desirable to encourage a modal shift towards these active modes, due to the safety considerations.
- There are potential opportunities for the student population to be serviced by several regional bus routes and loops, as suggested above. It may be beneficial for the school to be supported by OSHC placements to facilitate more convenient drop off and pick-up timings for parents of students at the school.

3 School Travel Plan Framework

3.1 Transport Objectives

The primary objectives of this Plan are to:

- Reduce the environmental footprint of the school,
- Promote the use of 'active transport' modes such walking and cycling, particularly for short-medium distance journeys,
- Promote the use of 'public transport' modes including a bus network with full coverage of the catchment area,
- Reduce reliance on the use of private vehicles for travel to / from the School, and
- Encourage a healthier, happier, and more active social culture.

Having regard for the above, this Plan adopts the following movement hierarchy with priority given to 'active transport' followed by mass public transport and lastly the use of cars and other private vehicles. This hierarchy is reflected in the recently released Road User Space Allocation Policy, January 2021 prepared by TfNSW.

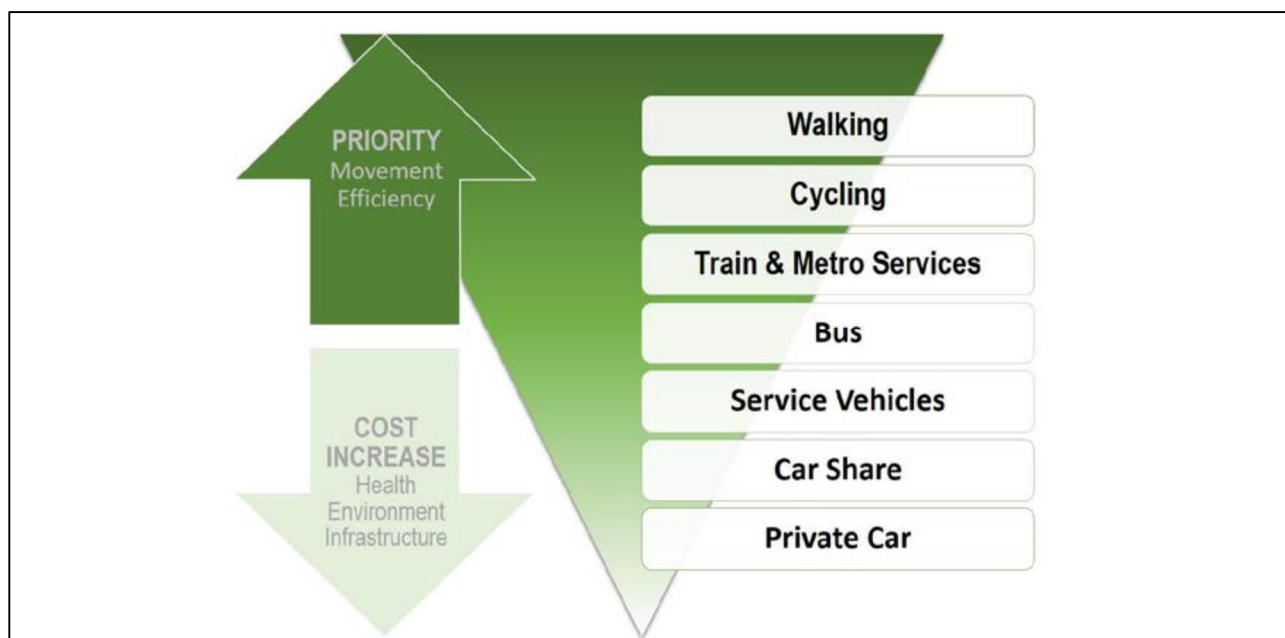


Figure 12: Movement Hierarchy

In a broad sense, this Plan is intended to encourage the use of active transport thereby reducing the overall distance travelled by private vehicles.

3.2 Action Plan

3.2.1 Action Plan Measures

The following specific actions have been identified to aid achievement of the STP targets. These identified strategies include promotion of some event or day-specific activities. In isolation, these may not dramatically

alter the day-to-day travel of staff. However, there are benefits of such activities whereby participation can increase awareness of alternative modes of travel that can then form the basis of future travel patterns.

TABLE 8: ACTION PLAN MEASURES

Item No.	Action / Description	Target	Timeframe	Responsibility
1. General				
1.1	Establish a centralised Travel Plan Coordinator (TPC) which is to take responsibility for the ongoing review and monitoring of this Plan. This person(s) shall also provide direction to staff / parents in relation to specific requirements arising from the Plan. Estimated annual budget for a TPC assuming 10 weeks per term, 4 terms, and 4 hours per week is \$50,000 excl. GST	School Administration / Department of Education	By operational commencement date	Department of Education
1.2	Provide 'Travel Welcome Pack' for newly employed staff, highlighting alternate modes of transport other than use of a private vehicle.	Staff	By operational commencement date and ongoing	TPC
1.3	Review of Plan as a regular item on the agenda of staff / management meetings.	Staff	Annually	TPC
1.4	Preparation of a Transport Access Guide (TAG) and review following changes stipulated by the TPC	Staff, Students, and Parents	By operational commencement date and opening	TPC
2. Walking & Cycling				
2.1	Promote National Ride2Work Day and coincide with participation in Ride-To-School Day. This provides an opportunity for students, parents, and staff to try riding to school as well as celebrating those that currently utilise bicycles.	Staff, Student, and Parents	Annual	TPC
2.2	Promote Walk to Work Day and coincide with participation in "Walk Safely to School" Day. Similar to the above, it would encourage alternative modes of transport. Older students can be paired with younger students who live close together to walk to school as a pair or group	Staff, Students, and Parents	Annual	TPC
2.3	Develop further school-specific activities designed to get people moving with a reward participation. For example, a competition to see which staff and/or student in each year can get the most 'steps' in a given time period; similar to Steptember activities.	Staff, Students, and Parents	Annual	TPC
2.4	Encourage volunteers to organise a 'walking school bus'. This allows for students to travel to school in an organised group guided by two adults. This would require liaising with the TPC.	Students and Parents	Weekly, Monthly, Annually	TPC / Parents

2.5	Advocate, provide, and maintain safe pedestrian and bicycle facilities to and from the school.	Staff and Students	On-going	TPC / Council
2.6	In accordance with the cycling mode share targets identified, sufficient secure parking spaces and 'EoJ' facilities shall be provided and maintained.	Staff and Students	On-going	TPC
3. Education Initiatives				
3.1	For Year K-2 students include education programs teaching road awareness using play-based learning	Students	On-going	TPC
3.2	For Year 3 students include education programs teaching road safety with a focus on walking independently to school.	Students	On-going	TPC
3.3	For Year 4 students include education programs to teach road safety with a focus on cycling independently to school. This may include an experience or an excursion.	Students	On-going	TPC
3.4	For Year 5-6 students include education programs to teach how to travel independently on the public bus system in preparation for travelling to high school and other destinations.	Students	On-going	TPC
4. Public Transport				
4.1	Display route maps and timetables (for services within 10 minutes walking distance) in high trafficable areas within the school.	Staff and Students	On-going	TPC / DoE
4.2	Advocate for TfNSW to improve public transport services in response to increased development within the surrounding area.	Staff and Students	On-going	TPC / DoE
4.3	Update this Plan and TAG to reflect changes to any bus routes and service times.	Staff and Students	On-going	TPC
4.4	Undertake a review to promote initiatives for staff using public transport. This may include a review of potential tax incentives for Government employees that use public transport.	Staff	On-going	TPC
4.5	Promote use of public transport for students with a rewards scheme. i.e. students are provided incentives to travel to and from the school.	Students	On-going	TPC
4.6	Liaise and discuss with TfNSW the feasibility of providing bus services for students outside of the 2.3km driving distance from the School.	Students	To be undertaken prior to school opening	TfNSW / Project Team
5. Reducing Car Travel				
5.1	Review initiatives for staff and parents to promote car-pooling. This may include (but not limited to) the provision of online services or forums to facilitate ease of finding carpooling scheme participants.	Staff and Parents	To be undertaken prior to school opening	TPC

5.2	Potentially introduce and enforce of parking restrictions around the school. This is to be discussed and implemented in collaboration with Council's Road Safety Officer	Staff and Parents	To be undertaken prior to school opening	TPC
5.3	Liaise with staff to discuss the feasibility of a parking management scheme which would discourage the use of single occupant car travel to the site while incentivising employees to travel by alternative modes of transport.	Staff	To be undertaken prior to school opening	TPC

3.3 Communications Strategy

With consideration to the above measures, a communication strategy has been developed that can be adopted by the future school administration and TPC to communicate the measures detailed above. It should be noted that this communication strategy is subject to review following further discussions with the School administration.

TABLE 9: COMMUNICATIONS STRATEGY

What	When	Method	Target	Responsibility
Share objectives and goals with the student body and staff	Prior to school opening and every term during operation	<ul style="list-style-type: none"> - Welcome packs to new staff and families. - Social media. - Website. 	Staff, Students, Parents	TPC
Provide information regarding transport options to and from the school, and on-site end-of-trip facilities.	Prior to school opening. This information is to be available always and presented every term	<ul style="list-style-type: none"> - Welcome packs to new staff and families. - Website. - Information boards within school grounds. 	Staff, Students, Parents	TPC
Provide details regarding school promoted initiative that encourage alternative modes of transport, such as: Ride-To-School Day, Walk-To-School Day, September, etc.	Annually prior to the event	<ul style="list-style-type: none"> - Social Media. - Website. - Skool Bag App - E-newsletters. 	Staff, Students, Parents	TCP
Provide details regarding the safety and volunteer process to manage a walking school bus	This information is to be available always and presented every term	<ul style="list-style-type: none"> - Welcome packs to new families. - Website. - Skool Bag App - E-newsletters. 	Students and Parents	TCP
Provide details regarding availability of student bus passes	Prior to, and at school opening. This information is to be available always and presented every term	<ul style="list-style-type: none"> - Welcome packs to new families. - Website. 	Students and Parents	TCP

Liaise with parents regarding the education programs provided by the school that encourage alternative transport modes	Prior to school opening. This information is to be available always and presented every term	<ul style="list-style-type: none"> - Welcome packs to new families. - Website. 	Students and Parents	TCP
Link key resources regarding operation of school zones, road safety, and parking restrictions within the local area.	Prior to, and at school opening. This information is to be available always and presented every term.	<ul style="list-style-type: none"> - Welcome packs to new families. - Social Media - Website. - Skool Bag App - E-newsletters. 	Parents	TPC
Detail information regarding operation of drop-off / pick-up area	Prior to, and at school opening. This information is to be available always and presented every term.	<ul style="list-style-type: none"> - Welcome packs to new families. - Social Media - Website. - Skool Bag App - E-newsletters. 	Parents	TPC

3.3.1 Welcome Packs

As detailed above, new staff and families shall be provided with a 'welcome pack' as part of the on-site induction process which includes the Plan and other information in relation to sustainable transport choices. This pack shall include a copy of the Plan as well as general information regarding the health and social benefits of active transport. Advice on where to find further information should also be included.

3.3.2 Accurate Transport Information

In addition to these 'welcome packs', a Travel Access Guide (TAG) shall be provided to all staff.

A copy of the TAG should also be displayed prominently in staff areas, such as lunchrooms and foyer areas, and information boards throughout the school for parents and students. The TAG shall be presented in a form that is reflective of the commitment to achieving positive transport objectives.

This TAG will be prepared upon completion of school bus route planning with TfNSW and the local bus operator.

3.4 Mode Share Targets

With consideration for the existing site and surrounds, taking into consideration the low population growth experienced over the past 5 years, and considering the vast, regional catchment of the school, the proposed Action Plan and the communication strategy, the following target mode shares have been identified. It is expected that further analysis and revision of the mode share targets as planning of potential school bus routes will be required prior to the school become operational.

Travel mode surveys would be undertaken once the School is operational to establish baseline figures from which progress can be measured.

TABLE 10: MODE SHARE TARGETS

Travel Mode	Staff	Students
Car (as driver)	70%	-
Car (as passenger)	20%	70%
Bus	0%	20%
Walking	5%	8%
Cycling	5%	2%

4 School Transport Operations and Access Management Plan

4.1 Operational management Measures

4.1.1 Plan of Management

The School can and will coordinate pedestrian and vehicle on-site and within the local road network to meet operational requirements and ensure the safety of students with maintaining efficiency on-street. The following management measures are proposed.

4.1.2 Key Responsibilities of management

Management shall:

- Ensure all staff are provided with sufficient training to undertake the required tasks. This includes responsibility for measures to ensure that all staff, parents/carers, visitors, and students are familiar with site specific rules through appropriate site induction procedures.
- Be familiar with and address their respective duty of care requirements in accordance with the applicable state Work Health and Safety legislation.
- Ensure WHS Incident logbooks are maintained and undertake necessary action(s) in relation to any reported issues.

4.1.3 Hours of Operations

The School is anticipated to be accessible from 6:30AM – 6:30PM on weekdays with restricted access outside of these hours. The bell times are as follows:

- Start Time: 9:00AM
- Finish Time: 3:00PM

In addition to standard school hours, the school provides Out of School Hours Care (OSHC) services between the following times:

- Before School: 7:00 AM to 9:00 AM
- After School: 3:00 PM to 6:00 PM

4.1.4 Pedestrian Access

With reference to Section 2.2, at this stage, no pedestrian crossing locations are proposed in the immediate vicinity of the Site.

Notwithstanding, Ason Group is in discussion with the project team and Council to establish the potential for future strategic crossing in the locale. Specifically, two key crossing locations include the following:

- An east-west crossing spanning the access road from Fairley Street; and
- An east-west crossing spanning Rose Street via the equestrian path and north street.

It is recommended that traffic counts be commissioned initially at 6 months following Day 1 operations to review and validate whether the level of pedestrian / traffic activities meet the criteria. These surveys will be organised by the Travel Plan Coordinator.

The below table demonstrates a warrant assessment against TfNSW Supplement to AS1742.10:2009 (Version 3.1) based on existing conditions (traffic and pedestrian survey counts undertaken for the site) of the proposed crossing locations. The data presented are existing conditions, whereby the school is currently undeveloped.

TABLE 11: CROSSING WARRANT ASSESSMENT

Warrant Type	Reduced Warrant (Children)		Special Warrant			Childrens. Crossing		
Location	Ped => 30	Veh => 200	Ped => 30	Veh => 200	PV => 45,000	Ped => 20	Veh => 50 (per direction)	Spd <= 60 km/h
Access Rd (Via Fairley Street)	N	N	N	N	N	M	M	Y
Rose St (E-W, adj North St)	N	N	N	N	N	M	M	Y

Note: "M", or orange scores indicate that based on existing surveys, the current numbers do not meet volume requirements; however there is potential for growth as the School comes online and future urban developments come online.

The above warrant assessment demonstrates that broadly, the level of existing volume of vehicles demonstrated in the traffic surveys fall under the requirements for both the reduced and special warrants for the provision of a zebra crossing. Notwithstanding, both locations exhibit acceptable speed conditions for dedicated childrens' crossings, with the potential for pedestrian demand and vehicle volumes to increase with the implementation of the school and future developments.

However, as the pedestrian sightlines at the Rose St crossing investigated above are poor and is the main east – west pedestrian / cyclist / equestrian route to and from the school, speed reduction treatment is recommended on the approach to the crossing location.

4.1.5 Visitor Access

Visitor access to the school will be via the main access gate on Fairley Street.:

- The intercom, gate control panel (GCP) and video monitor will be located and controlled from the administration office or an alternate central location.
- Key FOBs or proximity cards will be provided to staff who have access to the car park. Others will need to use the intercom to be granted access.
- Visitors to the school will utilise on-street parking and access the School via the main gate.

4.1.6 Out of Hours Access

As established above, indicative OSHC hours are anticipated between the operational hours of 7:00 AM and 6:00 PM. Regarding the general site as a whole; access will be restricted at these times:

- weekdays: before 6:00am and after 6:30pm
- weekends and public holidays: before 8:00am and after 6:00pm

Notwithstanding the above, prior to any larger scale out-of-school-hours activities (fete, sporting events, carnivals, community use of school hall, church groups, etc), an Event Traffic Management Plan specific to the activity should be prepared to address traffic and parking management matters.

4.1.7 Vehicle Access

Given the nature of the Site, different vehicle types will be required to access the School and will utilise the drop-off / pick-up areas. As detailed in Section 2.2, the School provides a drop-off / pick-up area as well as access to the staff car park via the access road from Fairley Street to the north as detailed in Figure 13. Service vehicles will access the servicing area via the staff carpark access.

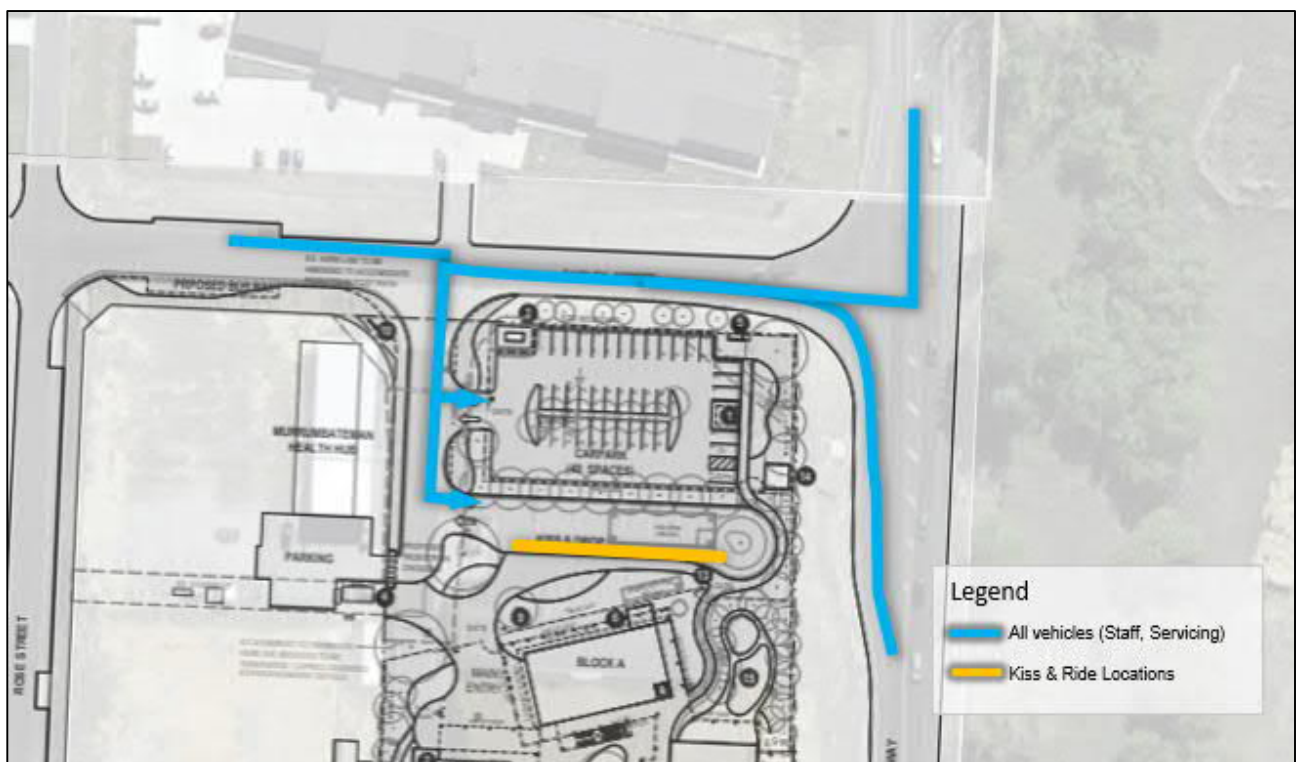


Figure 13: Vehicular Access

The management procedures of these amenities are discussed below.

4.1.8 Drop-off / Pick-up Facilities

As detailed in Section 2.2, the school intends to provide an internal circulating road for Kiss & Ride arrangements. The figure above demonstrates the kiss & ride locations accessible by the internal connection.

As part of the Indicative Parking Restrictions Plan prepared by Ason Group, the area indicated in Figure 13: Vehicular Access will be signposted as “Kiss & Ride Area” between specific operational hours during the day. This will essentially operate as “No Parking” zones where parents are unable to leave 3m from the vehicle or stay for longer than 2 minutes.

Refer to Appendix A for a copy of the Indicative Parking Restrictions Plan.

TfNSW has prepared information documentation titled School Drop-off and Pick-up; Organising the Initiative details additional methods that can be adopted to assist in a safe and efficient management system for drop-off / pick-up areas. This has been attached in Appendix B.

4.1.9 Staff Carpark

Access to the staff carpark is provided on-site via an access on Fairley Street and accommodates 40 parking spaces including 2 accessible spaces. Parking allocation is to be determined by the School administration.

4.1.10 Bus Access

As per Section 2, the bus stop location servicing the School is proposed to utilise an existing kerbside indented parking bay located north-west of the School on Fairley Street. The bus stop will be operational during the School peak periods to allow students to travel to and from the School. It is anticipated that for both morning and afternoon services, bus services will loop around the school in a counter-clockwise direction.

For special events such as excursions, these bus stops will also be utilised. Students would be escorted to and from the bus stops through the secondary southern access to reduce impact on Murrumbateman Health Hub and to eliminate the need to cross access driveways.

4.1.11 Servicing

All major deliveries and waste collection will occur via the staff car park. Delivery times would be strictly managed, whereby regular services are subject to strict timelines that to ensure the minimum movements possible and these occur outside of the school peak periods. Deliveries will be managed by the School's administration and management staff and will ensure that drivers are familiar with the details of the Plan, as well as the Code of Conduct discussed below.

4.1.12 Driver Code of Conduct

All drivers are to operate in a manner consistent with the requirements of applicable Work Health and Safety (WHS) legislation and other business specific policies.

All commercial vehicle drivers are to be familiar with the Driver Code of Conduct before attending the Site. A copy of the Code is included in Appendix C.

5 Governance and Support

5.1 Travel Plan Coordinator

To assist with the management of the School Travel Plan, a person(s) shall be nominated as the Travel Plan Coordinator (TPC) and be responsible for:

- Engagement with the staff and parent bodies,
- Implementation and promotion of the School Travel Plan actions,
- Monitoring the effectiveness of the Plan (refer to monitoring requirements outlined in **Section 6**) and ongoing maintenance of the School Travel Plan,
- Provide advice in relation to transport-related subjects to staff, management, and visitors, as required, and
- Liaise with external parties (i.e., Council, public transport, and car share operators) in relation to Travel Plan matters.

This role does not necessarily require a full-time position; however, it should be clearly designated among the key responsibilities of the building management group.

This may include financial incentives for staff to use active transport and public transport to travel to work. However, this is not a mandatory requirement and would be subject to the management discretion.

5.2 Resourcing

It is not anticipated that the maintenance of this Plan will have significant ongoing cost implications and shall be reviewed on an annual basis by the TPC in order for the best outcome. To fund the monitoring of the PSTP, it is recommended that \$5k per year is allocated by DoE beyond the initial 13 months of implementation of the School Travel Plan.

6 Monitoring and Review Process

6.1 Plan Maintenance

This Plan shall be subject to ongoing review, ideally biennially, and will be updated accordingly. Regular reviews will be undertaken by the TPC, as required.

Key considerations regarding the review of the Plan shall be:

- Updating baseline conditions to reflect any changes to the transport environment in the vicinity of the Site such as changes to bus services, new cycle routes, new roads, etc. In this regard, review of the Plan – and associated TAG in particular – may be undertaken on a more frequent basis,
- Tracking progress against proposed travel mode targets,
- To identify any shortfalls and develop an updated action plan to address issues, and
- To ensure travel mode targets are updated (if necessary) to ensure they remain realistic but also ambitious.

6.2 Monitoring and Review Actions

To assess the efficacy of the Plan strategies, the following actions are to be undertaken by the TPC:

- Review updated de-personalised data from the Department of Education with a GIS analysis.
- Travel mode surveys to determine the proportion of persons travelling to/from the site by each transport mode. This will be in the form of annual travel mode questionnaire surveys to be completed by all persons attending the Site, as far as practicable. This survey may be undertaken online or in-person at the discretion of the TPC.
- Review information regarding participation in active travel programs.
- Undertake community consultation to gauge feedback regarding implemented strategies and areas for improvement to further encourage use of alternative modes of transport.
- Periodic on-site review of facilities such as the drop-off / pick-up area, bicycle racks.

It is recommended that an initial audit be undertaken within 6-months of the school opening to establish baseline mode share as early as possible.

Following the review process, the Plan would be updated with consideration for the findings and resubmitted to DPIE. It should be noted that the initial review of the STP will be undertaken shortly after operational commencement of the School on Day 1. Term 1. 2023.

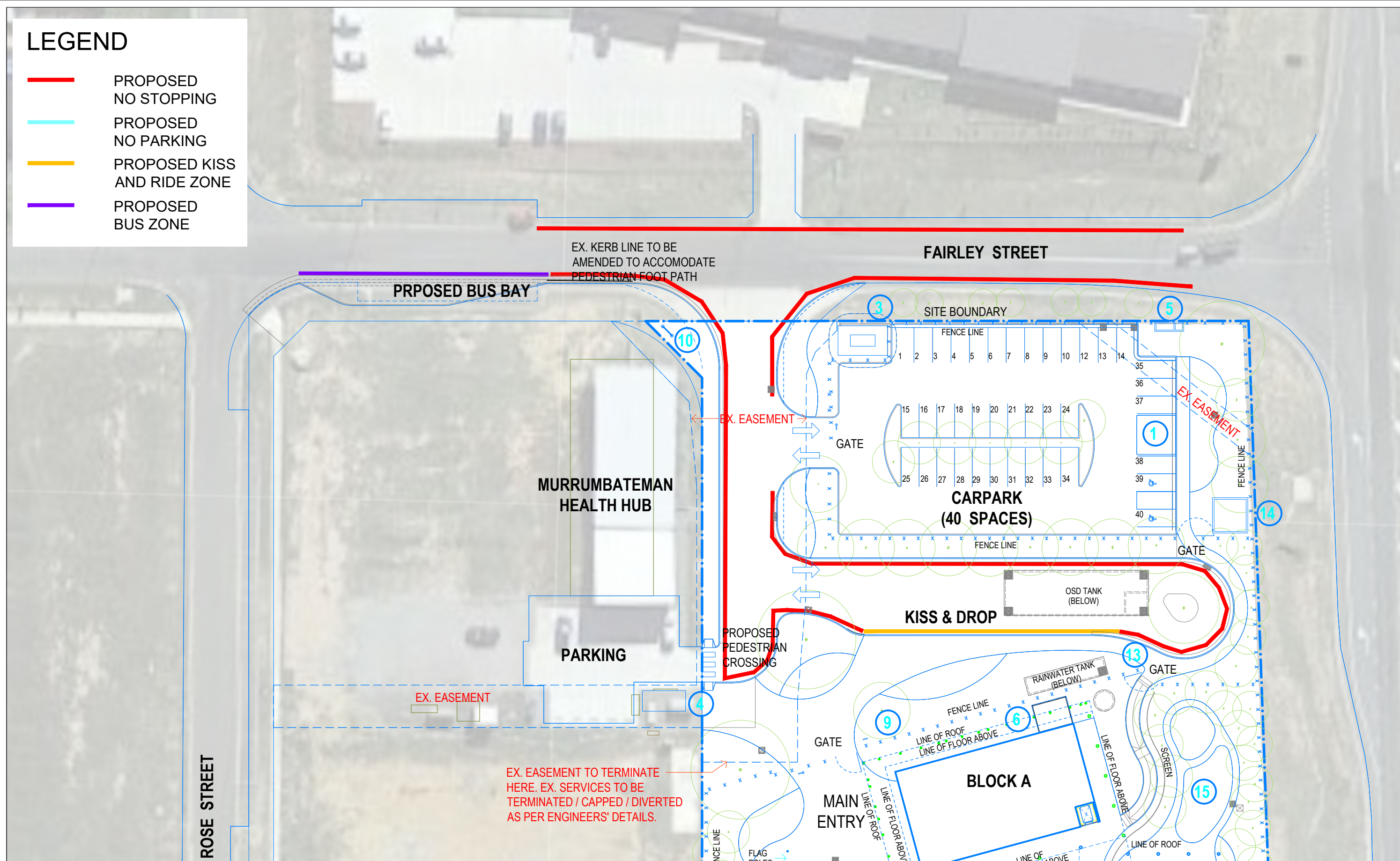
6.3 Feedback Framework

Following the actions undertaken as part of the review process, feedback is to be provided to key stakeholders including: the community, TfNSW, Council, and the Department of Education, detailing the efficacy of the strategies. The strategies and Plan will be adapted accordingly

Appendix A. Indicative Parking Restrictions Plan

LEGEND

- PROPOSED NO STOPPING
- PROPOSED NO PARKING
- PROPOSED KISS AND RIDE ZONE
- PROPOSED BUS ZONE



Notes:

This drawing is provided for information purposes only and should not be used for construction.

Note architecture plan (blue) assessed were provided by Pedavoli on 28.05.2021

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Appendix B. School Drop-Off & Pick-Up

School Drop-off and Pick-up

Organising the initiative

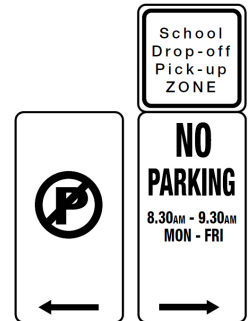
What is a school Drop-off and Pick-up zone?

Some schools and councils use No Parking areas, signed as Drop-off and Pick-up, Kiss and Ride, or Kiss and Drop zones.

These areas are always on the school side of the road and are designated by “No Parking” signs.

They provide a safe spot for parents and carers to drop off and collect their children from school by car.

Drivers may drop off and pick up passengers legally within a two-minute timeframe.



What is a school Drop-off and Pick-up initiative?

This strategy allows the efficient use of the Drop-off and Pick-up area during busy times at the beginning and end of the school day.

A driver pulls into the kerb and remains in control of the vehicle while an identified supervising adult from the school community assists students to exit or enter the vehicle.



Kids and Traffic
Safety Door sticker
RTA45091021K

What must be planned?

The school community needs to:

- Consult with the local council to consider whether the traffic environment outside the school would support the initiative without disrupting traffic flow.
- Consider existing school access points and school entry and exit procedures.
- Confirm school community support for the initiative.
- Fully understand all legal issues regarding liability in respect of students and volunteers.

How to implement the initiative

The school community needs to:

- Consider relevant insurance policies and child protection guidelines.
- Determine the operating times of the initiative.
- Develop a system for matching the child to the correct vehicle at pick-up times.
- Develop a roster of those adults approved by the school community to supervise students as they exit or enter a vehicle.
- Communicate details of the initiative's operation and safety procedures to drivers, students, supervising adults and the general school community.
- [Keeping our kids safe around schools](#) has information for principals, parents and members of the school community. Order Safety Door stickers from our [online catalogue](#).

roadsafety.transport.nsw.gov.au

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Appendix C. Drivers' Code of Conduct

- Driver Code of Conduct -

Drivers Code of Conduct

Safe Driving Policy for the new primary school in Murrumbateman

Objectives of the Drivers Code of conduct

- Minimise conflict with other road users;
- Minimise road traffic noise; and
- Ensure minibus and bus drivers use specified routes.

Code of Conduct

All vehicle operators accessing the site must:

- Take reasonable care for his or her own personal health and safety.
- Not adversely, by way of actions or otherwise, impact on the health and safety of other persons.
- Notify their employer if they are not fit for duty prior to commencing their shift.
- Obey all applicable road rules and laws at all times.
- In the event an emergency vehicle behind your vehicle, pull over and allow the emergency vehicle to pass immediately.
- Obey the applicable driving hours in accordance with legislation and take all reasonable steps to manage their fatigue and not drive with high levels of drowsiness.
- Obey all on-site signposted speed limits and comply with directions of traffic control supervisors in relation to movements in and around temporary or fixed work areas.
- Ensure all loads are safely restrained, as necessary.
- Operate their vehicles in a safe and professional manner, with consideration for all other road users.
- Hold a current Australian State or Territory issued driver's licence.
- Notify their employer or operator immediately should the status or conditions of their driver's license change in any way.
- Comply with other applicable workplace policies, including a zero tolerance of driving while under the influence of alcohol and/or illicit drugs.
- Not use mobile phones when driving a vehicle or operating equipment. If the use of a mobile device is required, the driver shall pull over in a safe and legal location prior to the use of any mobile device.
- Advise management of any situations in which you know, or think may, present a threat to workplace health and safety.
- Drive according to prevailing conditions (such as during inclement weather) and reduce speed, if necessary.
- Have necessary identification documentation at hand and ready to present to security staff on entry and departure from the site, as necessary, to avoid unnecessary delays to other vehicles.

Crash or incident Procedure

- Stop your vehicle as close to it as possible to the scene, making sure you are not hindering traffic. Ensure your own safety first, then help any injured people and seek assistance immediately if required.
- Ensure the following information is noted:
- Details of the other vehicles and registration numbers
- Names and addresses of the other vehicle drivers

- Names and addresses of witnesses
- Insurers details
- Give the following information to the involved parties:
 - Name, address, and company details
 - If the damaged vehicle is not occupied, provide a note with your contact details for the owner to contact the company.
- Ensure that the police are contacted should the following circumstances occur:
 - If there is a disagreement over the cause of the crash.
 - If there are injuries.
 - If you damage property other than your own.
- As soon as reasonably practical, report all details gathered to your manager.