

**MEMORANDUM OF AGREEMENT
BETWEEN
GREATER WELLINGTON REGIONAL COUNCIL,
EXAMPLE CITY COUNCIL AND
EXAMPLE SCHOOL**

1.0 INTRODUCTION

This agreement is between the Greater Wellington Regional Council, Example City Council and Example School.

These parties agree to develop, implement, monitor and maintain a School Travel Plan in keeping with the Wellington Region's School Travel Plan programme methodology. The School Travel Plan will set out a series of actions to:

- Reduce school related car journeys
- Improve aspects of the local environment which influence active and sustainable travel
- Support a school culture which encourages parents to choose active and sustainable travel for their children
- Enhance community awareness of, and involvement in, children's travel to school
- Address the findings of the parent and class surveys

For the Greater Wellington Regional Council:

_____ **Date:** _____
Jill Beck

Manager Transport Strategy Implementation
Greater Wellington
PO Box 11 646
Wellington

For the Example Council:

_____ **Date:** _____
Name

Job Title
Department
Example Council
Address 1
Address 2

For Example School:

_____ **Date:** _____
Name

Principal
Example School
Address 1
Address 2

2.0 RESPONSIBILITIES OF EXAMPLE SCHOOL

A teacher, or key staff member, must be nominated to take the lead role in School's Travel Plan process. The responsibilities of this person include:

2.1 Coordination

- Work with your School Travel Plan coordinator following the Wellington Region's School Travel Plan programme process
- Insure that the Travel Plan initiatives are implemented
- Coordinate parent groups, and the working party, as necessary

2.2 Communication

- Communicate the programme goals, developments, actions and outcomes to the school staff, students, parent community and other groups as appropriate
- Attend one day Annual Regional School Travel Plan teachers' forum to present progress and issues, and to receive updated programme information
- Submit invoices for travel plan expenses to Greater Wellington

2.3 Monitoring

- Facilitate the distribution and collection of the parent surveys at the start and end of the first year
- Facilitate the class survey yearly
- Report findings to working group and school community yearly

2.4 Leadership

- Represent the school on the working party
- Assist other staff members to promote active and sustainable travel in their classes
- Take on full responsibility of working party meetings after the first year of the programme
- Finding new opportunities to improve and develop the school's travel plan



3.0 RESPONSIBILITIES OF EXAMPLE CITY COUNCIL

3.1 School Selection

- Nominate schools to be offered the opportunity to join the Wellington Region's School Travel Plan programme

3.2 Programme Support

- Provide GIS mapping support for the initial Mapping Our Travel exercise maps and for the School Travel Plan report maps
- Provide professional advice on infrastructure
- Resource a School Travel Plan Coordinator

3.3 Infrastructure

- Prioritise infrastructure through the normal council process with consideration to the School Travel Plan report and survey findings.

4.0 RESPONSIBILITIES OF GREATER WELLINGTON REGIONAL COUNCIL

4.1 Funding

- Provide up to \$1500 for initiatives of the School Travel Plan
- Provide up to \$1000 for teacher release time
- Provide \$100 for parent survey returns at the beginning and end of the first year (\$200 in total)

4.2 Programme Support

- Coordinate a yearly forum for school lead staff members responsible for the School Travel Plan
- Provide programme templates and best practice information to the School Travel Plan Coordinator
- Input, analyse and store School Travel Plan data
- Monitor individual travel plan outcomes and regional programme outcomes
- Provide School Travel Plan data for reporting as necessary



4.0 RESPONSIBILITIES OF THE SCHOOL TRAVEL PLAN COORDINATOR

4.1 School Support

- Support the school's lead staff member in following the Wellington Region's School Travel Plan programme process
- Supply the Lead Teacher's Guide to the school's lead staff member
- Guide the school's lead staff member to accessing funding for the School Travel Plan and funding for release time
- Conduct "Mapping Our Travel" training for school staff
- Assist in establishing the working party

4.2 Travel Plan Process

- Communicate the Wellington Region's School Travel Plan programme elements to the lead teacher/staff member and working group
- Write and present a travel report based on the survey data
- Assist with action planning
- Monitor implementation and assist with media opportunities for the school

4.3 Monitoring

- Have parent surveys delivered at the start of the first year and the end of first year
- Deliver class surveys on the yearly anniversary of the first survey
- Attend working party meeting to provide on-going support

4.4 Leadership

- Represent the Example Council on the working party
- Communicate best practice for travel plan initiatives to working party
- Attend the one day Annual Regional School Travel Plan teachers' forum

