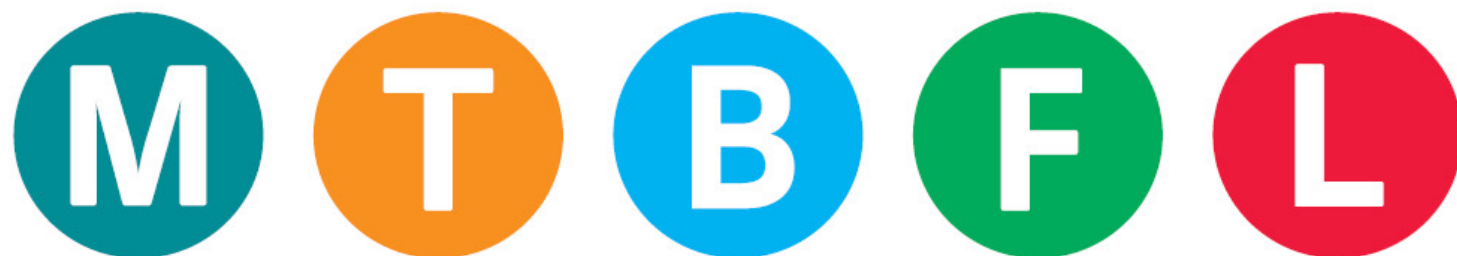


Travel Access Guide

Advice to organisations about
developing a Travel Access Guide



Creating a Travel Access Guide

A Travel Access Guide (TAG) is a concise representation of all of the travel options to a building or precinct, highlighting key information about the most effective ways of accessing a location by sustainable modes of transport (public transport, walking or cycling).

A TAG may also provide information about car parking, end of trip facilities and freight and servicing arrangements, depending on individual business requirements.

A TAG is an essential part of helping employees and visitors plan their journeys to the office and to show the full range of transport options that are available within a short walking distance.

In this way it can help staff make their best travel choices, as well as help a business or office to promote itself as an employer of choice due to its transport connectivity.

We're here to help!

The following advice has been prepared for organisations seeking to prepare a TAG for their building or workforce. Following the steps outlined in this advice will help provide a gold-standard and easily understood TAG.

Transport for NSW can also provide organisations with individual advice about preparing their own TAG!

Feel free to get in touch at travelchoices@transport.nsw.gov.au

A Travel Access Guide Checklist and a Sample Travel Access Guide can also be accessed at <https://www.mysydney.nsw.gov.au/travelchoices/tdm>

Getting started on your guide

Checklist for consideration

Your involvement in the process can vary, depending on how detailed the TAG needs to be.

Local knowledge of the site and audience is an essential part of delivering an effective solution.

To begin with, consider these questions before preparing to draft the guide:

CHECKLIST Travel Access Guide

Checklist to create an effective Transport Access Guide:

- ☐ What is the main purpose of this guide? (To provide staff with travel information, promote active transport, limit parking, etc).
- ☐ Which facilities or areas will be covered?
- ☐ Which organisations will be involved?
- ☐ Will the information be for staff, students, visitors and suppliers?
- ☐ Are there any special considerations to consider?
- ☐ How often will updates be required?
- ☐ Will TAGs be required in multi-lingual format?
- ☐ Are TAGs for web only, printed or for poster display on signage infrastructure?
- ☐ When are the key implementation dates?
- ☐ Do you have site plans outlining key facilities?
- ☐ What mapping considerations are to be included?
(campus map, local area map, radiating map, regional map and stat map).
- ☐ What imagery do I have access to, do I need to organise a photographer?
Do I have appropriate and approved images I can use?
- ☐ What is our involvement in the proofing process, it is your responsibility to seek necessary approvals?
- ☐ Do you have web requirements for accessing compatible information online?
- ☐ How will they be distributed?

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TOMORROW'S
SYDNEY
TRAVEL CHOICES



Questions to consider

Consider these questions before preparing the guide:

- What is the main purpose of the TAG (to provide staff with travel information, promote active transport, reduce car parking, etc)?
- Who is the audience? Will the information be for staff, visitors, students, couriers/suppliers etc.?
- What time of day do people travel to the site?
- Which building facilities or services will be highlighted?
- Which organisations are involved and do they have varying requirements?
- What public transport services are available nearby and how far away are they from the building?
- What is the best way (safest, most direct) to walk between public transport services and the building?
- Are there any special or unusual factors that should be considered (e.g construction, special events, time of day changes)?
- What map extents are to be covered? (precinct map, local area map, radiating map, regional map or state map, for example)?
- How often will updates be required and are there known changes coming to the precinct that should be accounted for ?
- Are TAGs for web only, printed (take-away) or for poster display on signage infrastructure (or all of these) ?
- When are the key implementation dates ?
- What imagery is available and does a photographer need to be organised ? Is there approval to use copyrighted material ?
- What is the proofing process? Responsibility may fall to you to seek organisational approvals!
- Will TAGs be required in multi-lingual format?
- What web requirements are applicable, for example web-content accessibility?
- Where will the TAG be hosted and how will it be distributed and communicated to its audience?
- What supporting information might be provided with the TAG?

Practical steps on how to prepare a Travel Access Guide!

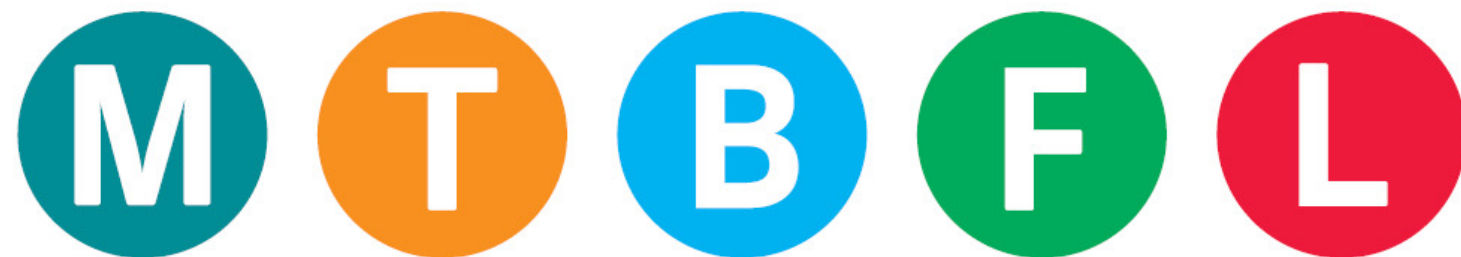
The following slides provide an example of a TAG Transport for NSW (TfNSW) has prepared for one of our new office buildings, located at 7 Harvest Street, Macquarie Park. A complete version of this TAG is [available for viewing here](#).

This particular TAG has been prepared as a source of information for our employees who will relocate home office to this location, and for other staff, visitors and clients who may need to attend the site for face to face meetings. A secondary audience is freight and servicing providers.

This TAG has a particular focus on public and active transport accessibility and is intended to encourage employees and visitors to consider using sustainable transport modes to access the site. It is one output of a broader travel demand management strategy aiming to encourage those outcomes.

Travel Access Guide

7 Harvest Street, Macquarie Park



7 Harvest Street Macquarie Park

Travel Access Guide



Identify the site and client.

Adopting appropriate corporate and site branding will assist with building identification, recognition and ownership.

Transport for NSW iconography and pictograms such as the **Metro, Train, Bus, Ferry, and Light Rail**



can be used to help orient viewers of the TAG with the transport network and help ensure consistency. They are free to use and are [available here](#).



Nearby Transport Services



Public Transport Access

This map shows the Macquarie Park precinct and identifies the site of 7 Harvest Street within that context.

It highlights the proximity to Macquarie Park Metro Station as the main transport interchange in the precinct and the most direct safe walking route between the Station and 7 Harvest Street.

It also shows all bus stops within an 800m walk of the office and nearby (considered to be a reasonable walking catchment).

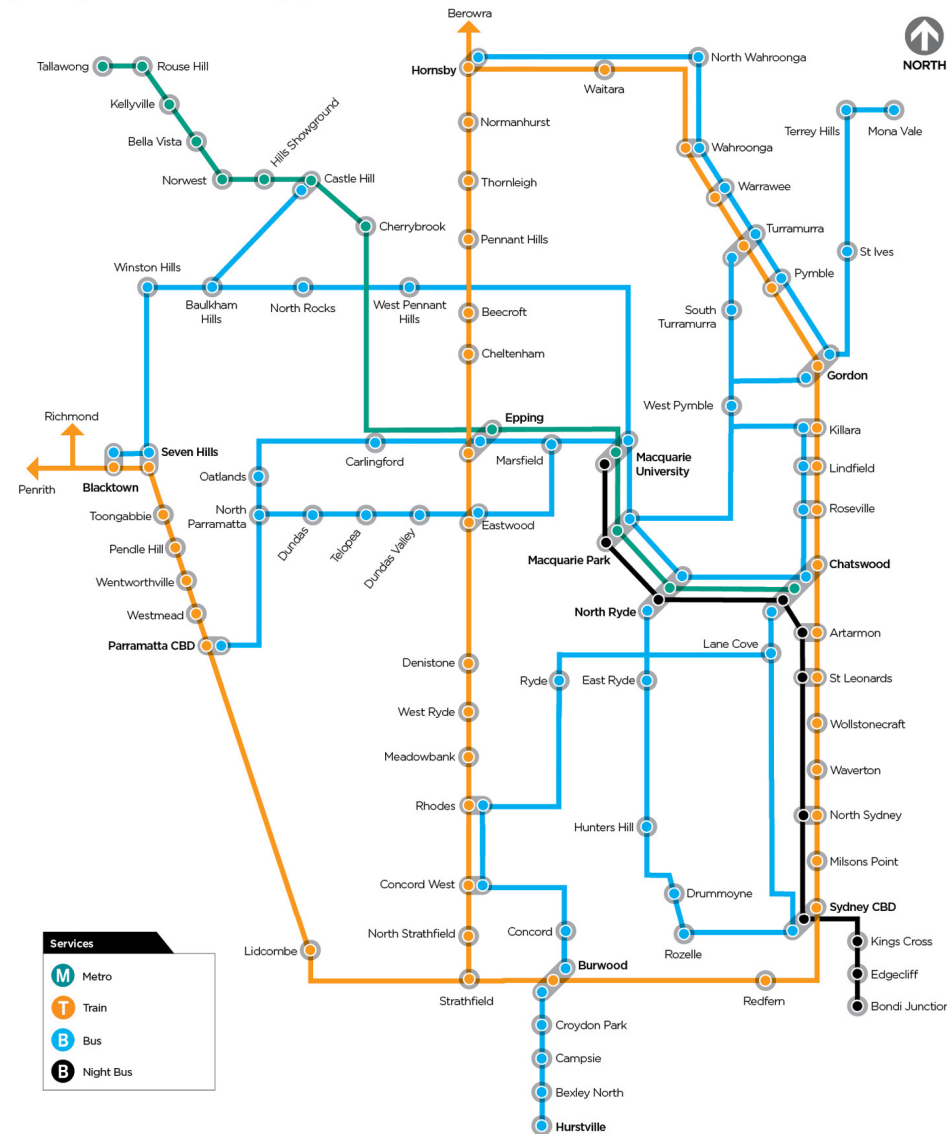
The nearby Macquarie Centre, University and Metro Station are also included as points of interest and likely trip generators for office staff.

Data to inform this page can be found from a variety of sources, but can be validated by entering a stop or station name or number on <https://transportnsw.info/trip/departures#>



Transport Connectivity

Direct transport services to 7 Harvest Street, Macquarie Park.
(including train to metro interchanges)



Transport Connectivity

This diagram provides a visualisation showing the transport connectivity of the site including train, bus, metro, ferry and night bus services that are directly accessible from the office (including train services that include a platform to platform interchange).

The diagram is intended to allow readers to easily identify the broad range of locations with direct public transport access to the office, and to identify the major hubs they may be able to travel to in order to access direct services.

For example, a reader living in Penshurst will quickly identify that there is a direct service available if they travel to nearby Hurstville.

Getting to 7 Harvest Street

Walking

The preferred walking route between the office and Macquarie Park Metro Station is to cross at the intersection of Waterloo and Lane Cove Roads. Care should be taken when using this intersection, particularly during peak periods.

Cycling

The office is well-connected to local cycling infrastructure, with an off-street shared cycleway on the northern side of Waterloo Road connecting to the Macquarie Park Regional Bicycle Route. This will include a new \$40 million pedestrian and cycle bridge providing safe and easy access between Lachlan's Line, North Ryde Station and Macquarie Park.

The **Macquarie Park Bike Map** shows all the precinct's low traffic streets and off-road shared paths. The map can be downloaded online and hard copies are also available at reception.

[To download information visit Macquarie Park Bike Map](#)

Cohop is a dedicated carpooling app that has been developed for people seeking to carpool that work in Macquarie Park and North Ryde. It's free to use, cuts congestion and can help save travel costs.

[For detailed information visit Cohop](#)



Getting to 7 Harvest Street

This map shows the immediate vicinity of the building in fine grain detail and provides detailed information about safe walking routes including pedestrian crossings, dedicated cycle routes and shared paths.

Building Access and Facilities

End of trip facilities including change rooms, showers, and lockers are provided on the Mezzanine level. Secure bike storage and servicing equipment is located on Ground Floor. Additional information about building access and facilities will be provided prior to occupancy.

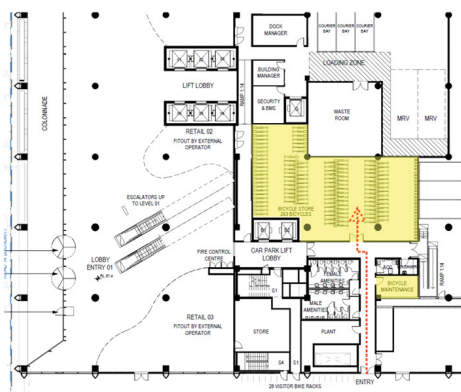
End of trip facilities include:
187 secure bike racks, accessed via secure swipe card. Male and female change rooms including showers, toilets, lockers, ironing facilities, full length mirror, vanity area with dryers and drying room. Accessible unisex showers, toilets and lockers.

The new Macquarie Park site have new EOT facilities including:

- Ground floor
- Secure bike racks (swipe card access)
 - Bike maintenance

- Mezzanine
- Male and female change rooms including: showers, toilets, lockers, ironing facilities, full length mirror, vanity area with dryers, drying room
 - Accessible unisex showers/ toilets / lockers

The process for booking / allocating bike racks and lockers is still to be determined.



GROUND FLOOR - Entry to secure bike racks / bike maintenance. Access to change rooms via the shuttle lifts to the mezzanine.



MEZZANINE - Changing facilities, lockers & showers

Facilities

	Men	Women	Accessible Unisex
Secure bike racks*	187 x bike racks allocated to Transport		
Showers	16	17	2
Toilet	4	4	2
Lockers*	114	114	4

* Allocated to Transport based on the sqm of the site leased.



KEY PLAN

End of Trip Facilities and Information

This diagram illustrates the end of trip facilities provided at the site including any change rooms, showers, lockers and bike cages that are provided to tenants/employees.

End of trip facilities include:

187 secure bike racks, accessed via secure swipe card. Male and female change rooms including showers, toilets, lockers, ironing facilities, full length mirror, vanity area with dryers and drying room.

Accessible unisex showers, toilets and lockers.

Our Travel Access Guide

Hosting your TAG as on a company website makes it easy for staff to access, print, share, link to further information and update, if required. For more information visit mysydney.nsw.gov.au/travelchoices or contact travelchoices@transport.nsw.gov.au

