Travel Plan template

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SCO0038

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Executive Summary

Summarise:

- *What needs or issues the Travel Plan will address*
- *What significant benefits will result from having the Travel Plan in place over the long term*
- *What key activities will be delivered to help achieve the benefits*
- *How progress will be tracked*
- *How staff and stakeholders will be kept engaged*

Include a statement of Executive / Senior management support and commitment to the Plan.

1. Introduction

1.1 What is a Travel Plan?

For example: *A Travel Plan is a management strategy for delivering long term behavioural change and sustainable travel patterns. It is about understanding how people make their transport decisions and using this to influence behaviours that lead to better organisational outcomes, while reducing adverse impacts such as congestion.*

1.2 What needs will the Travel Plan address?

Could include for example:

- *Minimise negative transport impacts of the site/organisation*
- *Maintain and improve viability of existing or proposed site*
- *Relocate with minimal impact on staff retention*
- *Ensure people feel safe, secure and well informed about travel to and from the site*
- *Give employees more flexibility to choose how and when they commute*
- *Enable the organisation to sustainably expand*

This can also lead to:

- *Increased efficiency*
- *Improved position as employer of choice*
- *A more active, healthy and happier workforce*

1.3 Travel Plan context

Outline the organisational context and the policy context for the Travel Plan:

- *How the Travel Plan fits with the broader, long term organisational goals and business strategy*
- *How the Travel Plan fits with Local and State Government goals and strategy*
- *How the Travel Plan fits with the goals and strategy of other nearby organisations or precinct partners (if applicable)*

2. Current or Future Situation

2.1 Location and facilities

Describe your site, facilities and business including:

- *Number of staff*
- *Number and type of persons accessing the site(s) other than staff (eg. patients and visitors, contractors, deliveries)*
- *Nature of key business activities affecting travel*
- *Description of the site(s) including map showing locality, access roads and public transport*
- *Plan of site showing car parks, access points and facilities such as cycle stands, end of trip facilities such as lockers and showers etc.*
- *Frequency of transport services to the site and any future changes expected to the transport network*
- *Planned Land use development*
- *Access issues for those who may feel more vulnerable or who have mobility impairments*
- *Description of current or future facilities that encourage sustainable travel*
- *Description of current or future site barriers to sustainable travel*

2.2 Current organisational policies affecting travel

Outline the internal human resource policies and other business rules related to travel including car use and parking, vehicle lease schemes, working from home and business travel arrangements and any relevant salary packaging arrangements.

3. Key Insights

3.1 Key findings and analysis

Present the key findings from your data collection (preferably in graphical or tabular form), for example:

- *Travel mode distribution*
- *Travel origin, time and distance*
- *Reported reasons for choice of travel mode*
- *Reported barriers to sustainable transport*
- *Reported incentives for change*
- *Business travel data and costs*

Present analysis and key findings from the perspective of the stated organisational needs / goals of your Travel Plan.

*Consider comparing your organisation's travel patterns to general patterns of travel in the area (see Australian Bureau of Statistics Census Journey to Work data accessed at: **www.transport.nsw.gov.au/data-and-research**.*

Consider undertaking a simple Geographic Information System (GIS) mapping exercise – plotting home locations of employees alongside public transport access, walking and cycling routes.

3.2 Data collection methodology

Describe how you collected data to get a robust understanding of how people are travelling to your site and the underlying causes of their behaviour. Details could include:

- *Employee focus groups – outline how groups were formed, number of people involved, questions asked, etc*
- *Organisational travel surveys – outline how survey was distributed, number and percentage of returns, etc (include copy of survey in appendix)*

*Transport for NSW's Household Travel Survey if used (accessed at: **www.transport.nsw.gov.au/performance-and-analytics/passenger-travel/surveys/household-travel-survey-hts**)*

4. Travel Plan Management and Engagement

Outline:

- *Roles and responsibilities for Travel Plan development and monitoring*
- *Decision making / governance framework*
- *Steering committee details (if established)*
- *Key internal and external stakeholders who helped develop the plan and how they will continue to be engaged*
- *List roles of any organisations outside your organisation (eg bus operators, local government, state government, neighbours etc).*

5. Travel Plan Outcomes

Articulate what outcomes you want to achieve from having the Travel Plan in place.

These could include:

- *Travel accessibility for employees*
- *Workplace productivity*
- *Employee travel safety and personal security*
- *Employee health and wellbeing*
- *Business improvements*
- *Corporate sustainability*
- *Cost savings*

6. Travel Plan Impacts

Set realistic, quantifiable performance indicators to measure progress towards achieving the impacts of the Travel Plan within a certain timeframe; eg "increase the use of public transport by 10% in 3 years or have working from home available one day a week for all staff by 2020".

The Travel Plan Summary will also include performance indicators for each individual activity.

7. Travel Plan Outputs

Record the key products and services that need to be delivered to achieve the impacts.

Outputs could include: Plans / Reports, brochures, articles and presentations, digital materials (websites, social media), events, works, marketing campaigns, policies, incentives, facilities, infrastructure etc).

8. Travel Plan Activities

Who, What, When – Define what activities need to occur to deliver the outputs, who is responsible for delivering them and timeliness for delivery.

9. Inputs and Travel Plan Resourcing

List resources (time, people, budget) for Travel Plan development. Identify any expected income from Travel Plan initiatives and where this income would be spent. Remember to cover off all the various kinds of costs involved. Note: Travel Plan incentives can be resourced through actions aimed at influencing behaviour change – such as funding staff Opal cards through a car parking levy, or using the levy to provide a free car wash for staff that car pool to work.

- *Implementation costs – construction of end of trip facilities, staff shuttles*
- *Operating costs – security for accessing end of trip facilities, providing Opal cards for staff travel, or a new car park management system*
- *Staff costs – people to coordinate, manage and monitor; developing communications material*
- *Ongoing maintenance and renewal costs*
- *Potential savings, if known.*

10. Travel Plan Summary

Document how your organisation will deliver the individual activities that form the Travel Action Plan.

Identified needs <Insert your organisation's identified needs here>						
Inputs	**Activities**			**Outputs**	**Impacts**	**Outcomes**
what resources are required?	what	who	when	what needs to be created?	performance indicators	what will be achieved?
• *E.g. HR Department staff resources*	• *Develop Flexible Working policies – including working from home, flexible hours, hot desking, remote working, etc.*	• *HR Department*	• *October 2018*	• *Flexible Working Policy*	• *20% staff on flexible working agreements by July 2019* • *20% improvement in staff satisfaction surveys for health and wellbeing by 2020*	• *Improved health and wellbeing of staff* • *Increase in productivity* • *Organisational savings on office accommodation*
• *Funds for shuttle bus*	• *Arrange staff bus service linking to nearest public transport hub*	• *Facilities manager* • *Travel Plan coordinator*	• *Funding – within 3 months* • *Operating – within 6 months*	• *Shuttle bus*	• *Reduction in vehicles arriving at site in peak by 20% by 2020*	• *Reduce number of vehicles arriving at the site during peak periods*

11. Monitoring and Reporting

Outline:

- *How the Travel Plan will be monitored (eg. by using an annual travel survey)*
- *How progress against the Travel Plan will be reported and to whom (eg. Board of Directors, local authority)*
- *Who is responsible for collecting data and reporting*
- *When the Travel Plan (in particular, activities and targets) will be reviewed and adjusted*
- *If the Travel Plan is a condition of consent, check with the relevant planning authority requirements.*

12. Travel Plan Appendices

A Travel Plan is an iterative document and it is useful to attach and update supporting collateral to the Travel Plan as it is developed. Documents such as Travel Access Guides, End of Trip Facilities maps and Walking and Cycling maps can be useful appendices to the Travel Plan.

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A full suite of templates and resources to help you prepare your Travel Plan is available online at
www.mysydney.nsw.gov.au/travelchoices/resources