**GREEN TRAVEL PLAN TEMPLATE**

**Company Name**

**Somewhere St**

**Suburb, 3000**

**Draft Prepared: Month Year**

**Introduction**

This template provides information to building developers, owners and operators on the production of a typical Green Travel Plan (GTP) for commercial developments. It highlights the measures that should be considered in design at planning stage to ensure suitable infrastructure is available for successful travel plan adoption, and considers actions that can be taken during operation.

This Green Travel Plan consists of five sections:

1. Aim
2. Background
3. Targets
4. Actions
5. Monitoring & Reporting

**1. Aim**

The aim sets out what you want to achieve and when. It should be closely linked to the more detailed targets (below) and contain a timeframe and a percentage reduction figure.

*E.g. The overall aim of the plan is to cut the number of single occupancy car journeys to, from and for work by employees by X per cent by XXXX.*

Please make a clear commitment to the implementation of this Green Travel Plan.

**2. Background**

This section provides the context for your plan.

State all intended uses of land (offices, retail, dwellings, etc.) and the scale of the development (floor area, number of shops, dwellings, etc.). Please include reference to any relevant policies or strategies, or planning requirements such as planning permit conditions that may be relevant.

If Travel Plan is being developed at Planning Stage, please state type of ownership of the site. For example, owner/developer to operate, lease or on-sell development.

Provide a site location map highlighting nearby amenities and transport options. You should also identify any specific transport opportunities and constraints presented by your site and/or surrounding neighbourhood. Detail the current public transport networks available to/from the site including bus, train and tram services and bike paths/lanes. Include the number of car spaces and bike spaces available (including visitors spaces) both off street and on street and do some research and investigation of how staff/patrons from a nearby workplaces of a similar size and type travel to give you a baseline.

Estimate how many staff will work the proposed premises and state their expected travel habits.

**3. Targets**

This section is where you set out what you hope to achieve from the plan.

Your targets should be achievable, measurable and stretching. The information that you have collected will enable you to make a judgement about the opportunities for alternatives to commuting and work trips in single occupant vehicles. To arrive at targets, you need to assess these opportunities against the effort and money that can be committed to them as well as the expectation from Council based on any existing planning permit conditions or the parking waiver the Travel Plan is offsetting. Indicative targets and measures can be produced at the planning stage based on known information. If a property is to be sold or leased, the Travel Plan can be included in the Sales and Leasing Agreements, with the condition that the plan will be further developed by the Body Corporate/tenants at a later stage.

The overall target should be expressed in terms of reducing car driver trips to and from the site, which can usefully be expressed as a percentage of staff travelling by single occupant vehicle. This measurement allows you to judge your progress over time, even if staff numbers on site go up or down.

You may also find it helpful to set sub-targets to show the increases you aim to achieve in other ways of travelling to your site, such as walking or public transport, and a target for reducing the proportion of business travel made by car.

For example;

- Achieve 50% of staff traveling to work in a single occupant vehicle by 2020

- Increase the proportion of active transport trips (walking and cycling) to work to 15% by 2020.

- Reduce the number of trips by single occupant vehicle for work purposes to 50% by 2020.

**4. Actions**

This section sets out what you are going to do, when, who is going to do it and an approximate cost for each action. You may want to create an Action Plan for each target you may have identified above or for each mode of travel that will feature. The latter is done below as an example with an example Action Plan for generic actions also.

Describe all aspects of Green Travel Plan that relate to the built form, i.e. number of physical car and bike parking spaces, end-of-trip change and shower facilities for cyclists, visitor/customer bike parking spaces, pedestrian entrances and walkways, etc. Note that these should all be reflected in the architectural drawings in a consistent manner. Provide extracts from plans as illustrations where relevant.

Outline the roles and responsibilities for the delivery of the Green Travel Plan actions, including identifying who is responsible for delivering aspects of the plan which relate to communications as well as monitoring and reporting.

Please note that are examples of actions in tables at the end of this template document and a reference only and that many more actions could be developed. The strength of your actions must reflect your targets – strong targets require strong actions.

1. **Monitoring & Reporting**

The Green Travel Plan should be monitored to make sure it is achieving the targets as set out in Section 3 above. Annual monitoring and review at a minimum is strongly recommended and should be focused and low cost and focus on employees travel habits, barriers and opportunities to sustainable transport use.

Please indicate who will undertake this monitoring and reporting process, how often, who will receive the reporting information and who is ultimately responsible.

Monitoring of your GTP can either be a long-term process through travel diaries and GPS monitoring of pool vehicles, for example, or can be undertaken during a focused survey period, where staff/patrons/visitors travel habits over the period of a week are recorded and reported on. You should consider the following:

* + How you conducted your monitoring,
	+ The results of your monitoring activities,
	+ How the results compare to your targets,
	+ What actions have been implemented from your travel plan, and
	+ What actions are yet to be implemented and when you propose to do so.

You should also identify how the findings from the report will be communicated to staff and/or management, and how processes can be modified/improvements made prior to the next review.

**Appendix 1: Possible Actions for a Green Travel Plan**

**General & Communications Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Timeline** | **By whom**  | **Approx cost** |
| Promotion including:* + Display boards or screens in prominent locations to show public transport maps and timetables.
	+ An events calendar – 3-4 events per year. Best in conjunction with state wide events such as Ride to Work Day, World Environment Day, National Walk to Work Day. Plan for lunch, morning teas or breakfasts, guest speakers, demonstrations etc.
	+ Toilet talk – a series of posters behind toilet doors where people can read them in private!
	+ Wall of Honour – staff who travel sustainably are chosen (one per month) for a photograph and quotes on a wall of honour dedicated to green travellers
 | From time of occupation |  |  |
| A monthly newsletter including;* News, events and articles on the environment, health and fitness.
* Remind staff that they don't always need to walk in the shoes they wear for work - these can be left at work and staff can come in trainers.
* Outline new initiatives and how staff can access them or get involved.
* Staff profiles – who is getting involved and reaping the rewards.
* Facts and figures from around Australia and overseas.
* Information regarding up and coming events.
 | Ongoing |  |  |
| Monitoring & Reporting – Conduct surveys and keep records of the success/uptake of other initiatives. | Ongoing |  |  |

**WALKING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Timeline** | **By whom**  | **Approx cost** |
| Produce a map showing safe walking routes to and from your site with times, not distances, to local facilities, such as shops and bus stops (e.g. Walkscore)  |  |  |  |
| Open-up short cuts for pedestrian access across the proposed work site  |  |  |  |
| Review condition of existing footpaths onsite Provide additional or upgraded footpaths to meet staff needs  |  |  |  |
| Negotiate with your local council for improvements to footpaths used by staff  |  |  |  |
| Have some Walk to Work days encouraging staff to come by alternative means |  |  |  |

**CYCLING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Timeline** | **By whom**  | **Approx cost** |
| Provide sufficient number of bicycle parking spaces to meet peak needs, which is easily accessible, well lit and secure. |  |  |  |
| Provide cycle parking for visitors. |  |  |  |
| Ensure bike parking is clearly visible or provide signage to direct people to bike parking spaces. |  |  |  |
| Develop a 'bike buddy' scheme for inexperienced cyclists. |  |  |  |
| Establish an internal Bicycle Users Group (BUG). |  |  |  |
| Review condition of existing onsite cycle routes  |  |  |  |
| Upgrade or provide new onsite cycle routes  |  |  |  |
| Supply a workplace toolkit - this can consist of puncture repair equipment, a bike pump, a spare lock and lights  |  |  |  |
| Provide interest-free loans for staff to buy a bicycle and accessories, which they then pay back from their wages  |  |  |  |
| Provide an onsite cycle maintenance service (either as a special one-day event or on a regular basis)  |  |  |  |
| Produce a map showing quiet cycle routes to the workplace.  |  |  |  |
| Participate in annual events such as 'Ride to Work Day'  |  |  |  |
| Provide annual membership to staff for organisations such Bicycle Network  |  |  |  |
| Provide discounted bicycle purchase through bulk purchasing agreements |  |  |  |
| Provide a staff bike pool |  |  |  |

**END OF TRIP FACILTIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Timeline** | **By whom**  | **Approx cost** |
| Provide # of showers and changing rooms  |  |  |  |
| Provide lockers for a change of clothes – ensure lockers are in close proximity to changing rooms |  |  |  |
| Provide drying room/facilities  |  |  |  |

**PUBLIC TRANSPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Timeline** | **By whom**  | **Approx cost** |
| Develop a map showing public transport routes to your worksite |  |  |  |
| Put up a noticeboard or info screen with information and maps showing the main public transport routes to and from your work site |  |  |  |
| Place information on the work intranet with links to appropriate external websites |  |  |  |
| Provide a company bus that links with existing public transport services e.g. a shuttle bus between work and the train station |  |  |  |
| Provide an interest-free loan to buy an annual Myki |  |  |  |
| Provide discounted travel cards |  |  |  |
| Encourage public transport use for business travel |  |  |  |
| Ensure tickets are available at the workplace for work travel during the day |  |  |  |

**CAR POOLING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Timeline** | **By whom**  | **Approx cost** |
| Set up a car pooling database |  |  |  |
| Organise postcode lunches |  |  |  |
| Allocate priority parking spaces for car poolers |  |  |  |
| Provide a guaranteed ride home for car poolers |  |  |  |

**CAR PARKING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Timeline** | **By whom**  | **Approx cost** |
| Identify priority users of car park e.g. people with disabilities, shift workers, carpoolers. |  |  |  |
| Introduce or increase charges for car parking and use money raised for TravelSmart initiatives |  |  |  |
| Introduce an exclusion zone restricting car parking permits for staff living in close proximity to the site |  |  |  |
| Provide sustainable transport allowances for staff who surrender car parking permits |  |  |  |
| Review policy on providing parking permits for new staff |  |  |  |
| Offer cash incentives for staff willing to give up car parking spaces |  |  |  |
| Provide charging point for electric vehicles |  |  |  |
| Provide spaces for car-share |  |  |  |
| Provide spaces for mopeds/motorbikes |  |  |  |

**TRAVEL FOR WORK**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Timeline** | **By whom**  | **Approx cost** |
| Audit the use of pool cars for work journeys |  |  |  |
| Audit the use of taxis for work journeys |  |  |  |
| Install teleconference facilities in offices and use to replace some regular meetings |  |  |  |

**LARGE COMMERCIAL DEVELOPMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Timeline** | **By whom**  | **Approx. cost** |
| Provide on-site amenities such as cafe, crèche etc. |  |  |  |

**Appendix 2: Additional Information Sources**

**Bicycle Network**

https://www.bicyclenetwork.com.au

**Public Transport Victoria**

http://ptv.vic.gov.au

**TravelSmart**

http://www.travelsmart.gov.au