



**Greater Wellington's Travel Plan:
Go Smart Travel Plan**

This document outlines the recommended targets and actions for the Go Smart Travel Plan.

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1 Introduction

This document details the recommended targets and actions for Greater Wellington's travel plan. For a background on the travel plan read associated documents: Greater Wellington's Travel Plan Project Charter, Research Plan and the Go Smart Travel Report.

2 Project overview

2.1 Project Objectives

- Reduce the number of car journeys used by staff to travel to and from work and within working hours
- Increase the number of walking, cycling and public transport journeys used by staff to travel to and from work and within working hours
- Increase the fuel efficiency and environmental sustainability of GW's vehicle fleet
- Reduce the number of peak hour commuter trips by single occupant vehicle

2.2 Project Targets

By February 2008:

- To reduce the number of staff that drive alone to work at the Regional Council Centre by 25% by February 2008 (ie. From 23 to 17 people)
- To reduce the number of staff that drive alone to work at the Masterton Office by 25% by February 2008 (ie. From 24 to 18 people)
- To increase the number of walking, cycling and public transport journeys used by staff to travel to within working hours. This can be measured by the uptake of public transport tickets, umbrellas and coats and the pool bike if introduced. The use of the video conferencing facility could also be measured
- All depots and smaller GW worksites to set their own targets relating to their travel to and from work and during the working day by July 2007
- To implement a vehicle purchasing policy based on criteria of whole of life costs, fuel efficiency and lower carbon emissions by February 2008

Long term implementation:

- To reduce the number of staff that drive alone to work at the Regional Council Centre by 35% by 2009 and 45% by 2010 (based on 2007 levels)
- To reduce the number of staff that drive alone to work at the Masterton Office by 35% by 2009 and 45% by 2010 (based on 2007 levels)
- To reduce the litres of fuel used by GW's vehicle fleet over a 3 year/100 000km period by 23% or 265,000 litres or 545 tonnes of CO₂
- As part of organisation's culture the Travel Plan will become a policy document and will be reviewed on a regular basis as with other GW policies

3 Recommended actions

The main actions recommended are:

3.1 Walking

- Increase facilities for staff who walk, run or cycle to work to store clothes and personal items at RCC

3.2 Cycling

- Develop a policy on rules of use of cycle locker in consultation with existing users
- Investigate the formation of a BUG (bicycle users group) that would be responsible for monitoring use of the cycle locker and notifying facilities management of abandoned cycles
- Ensure the capacity to store cycles in RCC meets the demand of all commuting and recreational cyclists. Ensure best use is made of the existing space through layout and good management.
- Investigate a discount on bicycle, running shoes or other related equipment purchase for GW staff
- Purchase and administration of a GW branded pool bike with accessories for use from the Masterton Office

3.3 Public Transport

- Public transport tickets available for staff business travel with administrative staff of each division

3.4 Carpooling

- Establish a carpooling programme at GW. Facilitation of car pooling through inviting interested staff who live in the same area to a meeting. Establish ground rules for car pooling
- Investigate the development of an IT solution to facilitate car pooling to meetings where users can easily find suitable matches

3.5 Vehicle Fleet

- Audit of GW's vehicle fleet to identify potential savings in fuel, CO₂ emissions and financial costs while meeting the particular needs of GW
- Develop a policy that all GW vehicles become pool vehicles that can be booked by all staff
- Streamline the current booking system to be more consistent and communicate to staff what this system is
- Increased communication to all staff on protocol of booking vehicles, using vehicles efficiently and the standard the vehicles must be maintained in
- Investigate the development of an administration system that provides more detailed information on vehicle use for monitoring purposes. For example, when booking vehicles the user must enter the purpose of trip and destination
- Investigate the development of a system where vehicles in each office are regularly checked by one person to ensure all vehicles are run as efficiently as possible. For example, issues such a tyre pressure, cleanliness and oil

3.6 Communications

- Regular communications providing Travel Plan related information and updates to staff including; dedicated intranet pages, promotions of relevant events and appropriate communication methods to staff who do not regularly access Gwennie

3.7 Video conferencing

- Promote video conferencing use through running demonstrations of how to use this for relevant staff

3.8 GW Policies

- Information to be provided to all new staff on Go Smart as part of staff induction, including video conferencing and other Go Smart initiatives
- A guaranteed ride home policy for staff who walk, cycle, catch public transport or carpool to or from work in the event of a emergency or car pool driver let down. Development of policy would define what situations would qualify for a guaranteed ride home
- Develop a flexible working policy

4 Benefits and Costs of recommended actions

Action	Priority	Benefits	Costs		Responsibility
			\$	Time	
Walking					
Increase facilities for staff who walk, run or cycle to work to store clothes and personal items at RCC	M	The site audit and feedback showed the lockers in the women's showers do not have sufficient storage space for the current number of users. As there is no extra space in the women's showers space needs to be allocated from another area for this.	\$200 per locker	3 months	Facilities Management RCC
Cycling					
Develop a policy on rules of use of RCC cycle locker in consultation with existing users.	H	This would ensure clear rules are established that existing users would be more likely to follow.	0	1 month	Travel Plan Coordinator
Investigate the formation of a BUG (bicycle users group) that would be responsible for monitoring use of the cycle locker and notifying facilities management of abandoned cycles. This needs to be led by a staff member passionate about cycling as a commuting option.	M	This would encourage self-administration of the rules of the RCC cycle locker and support new cyclists.	0	1 month	Travel Plan Coordinator/ Facilities Management RCC
Ensure the capacity to store cycles in RCC meets the demand of commuting and recreational cyclists. Ensure best use is made of the existing space through layout adjustments and good management.	H	The site audit and staff feedback clearly identified that the cycle locker does not meeting existing demand and this is a significant issue for current cyclists. The locker has 29 spaces and throughout summer there are 35-40 cycles crammed in with some staff using visitor cycle parking outside reception. In the week of the travel survey 21 RCC staff cycled three or more days, 25 staff cycled one to two days and 46 said they were 'likely' or 'very likely' to consider cycling more often.	possible \$500 to adjust hook layout	1 month	Travel Plan Coordinator/ Facilities management
Investigate a discount from local retailers on bicycles, running shoes or other related equipment purchase by GW staff.	H	According to Go Smart survey results this would provide a significant incentive for behaviour change. Of the 13 people who currently drive alone to work and said they were 'likely' or 'very likely' to consider cycling more often, five listed a discount to buy a bicycle as one of three reasons that would make it easier for them to cycle to work.	0	1 month	Travel Plan Coordinator
Purchase and administration of a GW branded pool bike (with helmet, lock, lights, carrier rack, panniers, floor pump and spare inner tubes) for use at the Masterton Office. Communicate to Masterton staff that covered cycle stands are available at Masterton Station and cycle lockers are planned for the 07/08 year.	M	Masterton staff can ride to train station when travelling to RCC. Note: \$200 could be gained from the sale of three bicycles abandoned in the locker. Estimated costs are \$400/bike to upgrade abandoned bicycles with higher ongoing maintenance charges.	\$900 + annual maintenance \$150/year	Ongoing administration	Facilities Management Masterton
Public Transport					
Public transport tickets available for staff business travel with	M	Encourage use of public transport for travel during the working day. May	\$500	Ongoing	Travel Plan

administrative staff on each division.		reduce taxi fare costs.	annually (offset by taxi and fleet savings)	administration	Coordinator
Car pooling					
Establish a carpooling programme at GW. Facilitation of car pooling through inviting interested staff who live in the same area to a meeting. Establish ground rules for car pooling. Maintain interest and involve new staff in carpool through good communications and facilitation of carpool groups.	H	According to Go Smart survey results this would provide a significant incentive for behaviour change. Of the 21 people who currently drive alone to work and said they were 'likely' or 'very likely' to consider carpooling more often, 12 chose "if a carpooling programme was set up at my workplace" as one of three reasons that would encourage them to carpool to work. This was supported by staff who attended small discussion groups.	0	2 month set then ongoing administration.	Travel Plan Coordinator
Investigate the development of an IT solution to facilitate car pooling to meetings where users can easily find suitable matches	M	Increase efficient use of vehicle fleet by matching staff travelling to the same destination.	0	8-10 months	IT/Travel Plan Coordinator
Vehicle Fleet					
Audit of GW's vehicle fleet to identify potential savings in fuel, CO ₂ and financial costs while meeting the particular needs of GW's work.	H	A 23% reduction over a 3 year/100,000km period: \$200,000 265,000 litres of fuel 545 tonnes CO ₂	\$8500 +GST	1-2 months	Travel Plan coordinator/Ministry of Transport
Develop a policy that all GW vehicles become pool vehicles that can be booked by all staff.	H	Significant opportunity to increase efficiency of use of GW vehicle fleet Should be implemented together with a sound policy on rules of interloan to meet concerns on this issue.	0	6 months	Travel Plan Coordinator
Streamline the current booking system to be more consistent and communicate to staff what this system is.	M	Increase consistency and ease of use of booking system.	0	3 months	Travel Plan Coordinator
Increased communication to all staff on protocol of booking vehicles, using vehicles efficiently and the standard the vehicles must be returned in.	H	Ensuring that concerns regarding sharing vehicles between divisions are addressed and all staff understand the rules regarding vehicle use.	0	Ongoing communication	Travel Plan Coordinator
Investigate the development of an administration system that provides more detailed information on vehicle use. For example, when booking vehicles the user must enter the relevant project code and destination.	M	Gather the level of information necessary to determine how efficiently our vehicle fleet is being used.		8-10 months	Travel Plan Coordinator
Investigate the development of a system where vehicles in each office are regularly checked by one person to ensure all vehicles are run as efficiently as possible. For example, issues such a tyre pressure, cleanliness and oil.	M	Consistent management of all GW vehicles. Ensure all vehicles are run as efficiently as possible.	May require changes in job scope.	6 months set up then ongoing administration.	Facilities Management /Travel Plan Coordinator

Communications					
Regular communications providing Travel Plan related information and updates to staff including; dedicated intranet pages, promotions of relevant events and appropriate communication methods to staff who do not regularly access Gwennie.	H	Travel Plan research show communication is a key factor in the success of a travel plan and sufficient time must be allocated to ensure good communications take place. Communications maintain interest, persuade and motivate staff and provide an opportunity for staff feedback on the Travel Plan.	0	4 hours a week ongoing	Communications/Travel Plan Coordinator
Video conferencing					
Promote video conferencing use through running demonstrations of how to use this for relevant staff.	H	Make best used of existing video conferencing facility.	0	1 per fortnight for 2 months	Travel Plan coordinator/ IT staff.
GW Policies					
Information to all new staff on Go Smart as part of staff induction, including video conferencing and other Go Smart initiatives.	M	Informs all new staff of options provided by GW to encourage sustainable travel.	tba	tba	Human Resources
A guaranteed ride home policy for staff who walk, cycle, catch public transport or carpool to or from work in the event of a emergency or car pool driver let down. Development of policy would define what situations would qualify for a guaranteed ride home.	H	Very effective method to encourage solo car drivers to change behaviour. Travel survey results show of the 21 staff who currently drive alone three or more times and week and said they were 'likely' or 'very likely' to consider carpooling more often, nine chose a guaranteed ride home for emergencies and 11 a guaranteed ride home if let down by driver as one of three reasons that would encourage them to carpool to and from work. A guaranteed ride home was also the most popular option chosen by staff who drive three or more times and week and said they were 'likely' or 'very likely' to catch public transport or walk more often. This is a low cost initiative. For example, Waitakere City Council (around 700 staff) estimates their guaranteed ride home has been used by staff three to four times in the past six months.	\$500 (may not be used)	tba	Human Resources
Develop a flexible working policy	H	Go Smart survey results show convenience/ flexibility is most common reason behind travel behaviour. Flexible working hours would increase the convenience of all sustainable transport modes, making them a more attractive option to staff. Flexible working hours also provide a number of HR benefits to GW.	tba	tba	Human Resources

5 Risks

There is no person allocated to be responsible for the implementation and ongoing coordination of the Go Smart Travel Plan. Once the Travel Plan is written by the Transport Strategy Implementation department there is a requirement for a person to be allocated to fulfil this role as agreed in the Travel Plan Programme Partnership Agreement (see Appendix One). This special project is an organisation-wide initiative.

Several of the recommendations require extra time and resources from various departments in GW and in some circumstances a change in staff job scope may be required. This is important to ensure that the travel plan becomes embedded in GW's regular business practice.

6 Recommendations

The following recommendation regarding the amount of time needed for a Travel Plan Coordinator to implement the Travel Plan is based on other workplaces that have undertaken Travel Plans. To implement their Travel Plan ARTA (Auckland Regional Transport Authority) estimate two days a week for the duration of the project (eight months to a year) and Waitakere City Council two and a half days a week for one year. On an ongoing basis North Shore City Council travel behaviour change staff estimate they spend one day a week on maintaining their travel plan and Waitakere City Council one and a half to two days a week. While Greater Wellington has lower staff numbers than some of these organisations we are implementing our travel plan at all worksites while the above have focused on their head office only.

In conclusion, we recommend:

1. That EMT allocates a Travel Plan Coordinator to be responsible for the implementation of the Go Smart Travel Plan. This position will be one day a week on an ongoing basis. In addition to a Travel Plan Coordinator, resources from Human Resources, Facilities Management, Information Technology, Communications and the Go Smart working party will also be required as indicated in this Project Scope.
2. That EMT endorses the actions in this Project Scope in principle for further investigation in the Go Smart Travel Plan.

7 Further information

For further information or other documents in Greater Wellington's travel plan contact: Ping Sim, Sustainable Transport Planner. On ext 7957 or ping.sim@gw.govt.nz

Appendix One: Text of Travel Plan Programme Partnership Agreement.

This agreement was signed on 18 December 2006 by Jill Beck on behalf of Greater Wellington's Travel Plan Programme and Dave Benham on behalf of Greater Wellington.

Greater Wellington's Travel Plan Programme *Choosing Sustainable Transport*

Partnership Agreement - Statement of Understanding

Greater Wellington's Travel Plan Programme aims to provide choices for travel to work, sustainable options for work related travel, and a better understanding of the real costs and benefits of different travel choices.

This agreement defines the roles and responsibilities of the parties involved in developing a Travel Plan.

A Travel Plan is a set of actions and initiatives that are undertaken by an organization to achieve clear targets aimed at promoting more sustainable travel choices and reducing reliance on the private car. It is developed by the organisation to address the specific needs of individual sites and staff which bring a number of benefits, both to your organisation and to individuals.

By signing this agreement **Greater Wellington Regional Council (GW)** agrees to join Greater Wellington's Travel Plan Programme, follow the travel plan project methodology and implement a Travel Plan.

Greater Wellington's Travel Plan Programme (GW's TPP) Responsibilities:

Greater Wellington's Travel Plan Programme will provide a robust travel planning process and the tools and products to make the travel planning process easy and cost-effective. GW's TPP will:

- Provide Project Management support through the travel plan process.
- Provide access to Greater Wellington's Travel Plan Programme guidance documents, templates and tools at each stage of the travel plan process at no cost.
- Provide access to travel plan products and tools that can be used to plan and implement the travel plan as these become available.
- Review the key outputs of the travel plan process, including the project charter, the project scope, project plan and progress reports.
- Endorse projects through to the next phases of the travel plan process upon receipt and review of required travel plan documentation at each milestone within 5 working days.
- Advise on and provide travel planning best practice resources.
- Monitor and evaluate the outcomes of the organisation's travel plan.

7.1 GW's Responsibilities:

- Allocate a workplace Travel Plan Coordinator.
- Follow the travel plan process as defined by Greater Wellington's Travel Plan Programme, providing required documentation and credible data at each phase of the project.
- Provide GW's TPP with the key outputs of the travel plan process, including the project charter, the project scope, project plan and progress reports.
- Provide GW's TPP with the required documents at each milestone of the travel plan process for review and endorsement through to the next phases of the project by the travel plan team.
- Commit funding required to implement travel plan activities.
- Monitor and evaluate the outcomes of your travel plan.
- Undertake the staff and student travel survey and annual follow-up surveys using Greater Wellington's Travel Plan Programme travel survey tool.

Signed on behalf of
Greater Wellington's Travel Plan Programme:

Date: _____

Signed on behalf of
Greater Wellington Regional Council: _____

Date: _____