

Workplace Travel Planning

Greater Wellington can help your workplace encourage and enable staff to choose the lowest-carbon modes of transport. Travel plans can be formal or informal and can involve a range of initiatives or just one or two. A great travel plan will help improve staff health, productivity and can add to your workplace's Employee Value Proposition.



What is a Travel Plan?

A travel plan is a range of measures that promote active or sustainable modes of transport to and from work and during the day.

What does Greater Wellington Provide?

Greater Wellington aims to support your workplace to build initiatives, and access resources to make developing travel plans easy and cost effective:

- Advice to help develop and implement a travel plan
- Staff travel surveys and analysis of results
- Networking opportunities through a quarterly Workplace Travel Forum

What Actions might be in our plan?

Your travel plan will be unique to suit your workplace and the level of commitment in your organisation. The following phases are outlined below:

- 1. Set Up.** Ensuring management commitment and the availability of someone to oversee the plan. Defining the objectives and scope.
- 2. Research.** Prior to planning and implementation staff and site will be checked for any issues and opportunities affecting uptake of sustainable travel.
- 3. Planning.** Deciding on which initiatives will be implemented and how and getting approval from management.
- 4. Implementation.** This is when actions in the plan are in force, evaluation and lessons learned throughout are captured to ensure plans deliver on objectives.
- 5. Improvement cycle.** Evaluation and identification of opportunities to improve and monitor the plan, including possible follow up survey to see how travel patterns have changed as a result of the plan.

Key success factors

- Management commitment and leadership by example
- Travel plan is a living document, with policy changes embedded in business practice
- Providing significant incentives to influence travel choices
- Travel plan fits well with organisation's needs and provides a clear benefit

See Also:

www.gw.govt.nz/getting-around-the-region