



ACTIVE TRAVEL

Planning guide

Active Travel is a great way to increase physical activity levels.

What is a travel plan?

A travel plan is a coordinated package of measures aimed at increasing opportunities for using more sustainable transport modes such as walking, cycling and public transport. Travel plans also aim to provide innovative and more cost-effective alternatives to single occupant car travel where few alternatives exist, like ridesharing and carshare options.

Because travel plans are instigated by workplaces, they are able to take advantage of the ability to organise on-site activities, make use of the administrative functions of the workplace, provide facilities, and create greater opportunities for travel behaviour change among workers.

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Why undertake a travel plan?

Promoting active and sustainable transport:

- Boosts worker health, job satisfaction and workplace morale
- Reduces environmental and social impact of car transport
- Assists worker access, recruitment and retention
- Frees up car parking spaces for customers and visitors
- Reduces fleet and parking costs
- Improved corporate image as a sustainable workplace.

Developing a travel plan is not a one-off process, but an ongoing process of engagement and development with workers, aimed at reviewing and improving more sustainable travel options.

Get Healthy at Work provides the tools for employers to create a workplace travel plan. The amount of time it takes your organisation to complete a travel plan will vary depending upon the size of the organisation and amount of resources that can be committed, however, it is a good idea to complete it within six months of starting the process. This will keep momentum going and capitalise on the enthusiasm of workers. Producing a few visible, short-term wins is a good idea as it demonstrates success and builds support for change among workers.

Tips for Getting Started

Confirm management commitment

It is important to seek advice from senior management about whether the introduction of a travel plan is suitable for your organisation at this particular time. Develop a plan that would be suitable for your organisation and seek approval.

Appoint a travel plan coordinator and establish a team

The travel plan coordinator should have a good understanding of how the organisation works, be able to communicate effectively with management and workers, and be capable of devising and managing implementation of a change initiative. They should also have an interest and awareness of transport options. Forming a small team to assist with developing and implementing the plan will also be crucial to get the plan off the ground.

Announce commitment to develop a plan

Once management has committed, announce that the organisation is to promote sustainable travel through a workplace travel plan.

It is very important to get workers involved with the plan from the beginning and ensure their ownership, support and enthusiasm.



6 Steps to Creating a Workplace Travel Plan

1 Gather Information about your organisation's current travel patterns.

You can do this by surveying workers or collating feedback within a regular team meeting. Some key pieces of information to obtain from workers includes:

- Suburb which they live
- Type of transport they currently use to get to and from work and the reasons they choose this mode of transport
- How likely it is they will change how they travel to and from work in the next 6 months and the type of transport they would change to
- Whether they work across multiple worksites.

Information regarding workplace location, transport facilities (e.g. parking, safe cycle paths), services nearby (i.e. bus and train stops), and work practices will also be useful to gather.

Once you have analysed this information, look at the data for opportunities and barriers. It is also a good idea to provide this information to workers to create interest and momentum.

2 Consult with stakeholders within your organisation

Health and Wellbeing coordinators, facilities managers, fleet managers and supervisors are just a few people you can consult with to find out more about opportunities and barriers to specific strategies and actions, and to confirm results obtained from surveying workers.

3 Set realistic targets and objectives to help you guide actions for active travel

For example, your objective may be to increase the number of workers who are cycling to work. Your target might be to have 10% of workers cycling to work regularly. However, if you find that only 5% of workers have an interest in cycling to work but that 20% would be interested in walking, your targets (and, in turn, the actions you select) should reflect this. It is essential to set targets that are achievable and relevant to your workplace.

4 Develop Actions

Actions are the core part of your travel plan – they are the elements that will help achieve your objectives and define your strategy for implementation. Some examples of actions you could include in your plan are listed in subsequent sections.



5 Implement These Actions

It's important to promote the plan within your organisation so that workers are aware of it. Launching the plan by holding an event or sending out communications will help to promote it, however this shouldn't be a one-off. Regular engagement with management and workers will help maintain awareness and support for the initiative. Ensure that workers are informed of what is going on through regular communication via the intranet, posters, newsletters, and/or at regular worker meetings.

6 Monitor and Review

Review your travel plan in order to understand whether it's achieving its objectives and targets, and to determine which actions are the most efficient in helping to achieve these. Regular updates on the progress of the plan will not only give workers a sense of achievement, but will also serve as a reminder about the organisational goals that the plan is setting out to achieve. It is important that the workplace travel plan team regularly review the plan and check progress, to bring about long-term changes in active travel behaviours within the workplace.

Maintaining Motivation

Participation certificates, prizes and rewards are great ways to maintain motivation of active travel (public transport use, walking and cycling) within your workplace. Examples include discount coupons, fitness trackers, water bottles, etc. This could be tied to a worker health points program that rewards regular participation.

Announcements through newsletters, intranet, posters and charts are an effective way to recognise the achievements of people using public transport and walking more as part of their journey to work, as well as promoting the initiative to others.



Using public transport has health benefits because it involves more walking.

Promoting PUBLIC TRANSPORT

Public transport is a good commuting option for many people. It is often quicker and cheaper than using a car in congested areas where parking is limited.

Research shows that people who catch public transport to work are more likely to achieve the 150 minutes per week of moderate physical activity recommended for good health.

Encouraging workers to use public transport

Although workplaces don't have control over public transport timetables, there is still a lot you can do to support workers to use public transport:

- Include a link to Transport NSW website on your intranet so workers can plan their trip.
- Highlight public transport services in induction materials and invitations for training sessions or seminars.
- Provide Opal cards for workers to use when travelling to work related meetings.
- Provide a small daily bonus (e.g. \$1-2) or another incentive to workers who choose not to drive to work and instead cycle, walk or catch public transport. These daily bonuses may actually help your workplace save money in the long run, by reducing the need to pay for or lease additional car spaces on site.
- Common practice often sees workers using taxis or fleet cars for short business trips. Taking public transport or walking for business trips helps to normalise the practice within the workplace culture and helps to increase physical activity throughout the workday.

Planning your trip

There is plenty of information to help you plan your trip – whether it's your daily commute to work or a trip to somewhere new. Maps and timetables will show you which services you can take to reach particular areas. You can use the trip planner available at transportnsw.info to help find the easiest route to your destination.

There are also a number of apps for smartphones which allow you to plan your trip and track the arrival of your bus, train, ferry or light rail.

These include:



TripView: save your favourite trips to easily plan trips on the go, plus get real-time tracking to help you work out when your bus, train, ferry or light rail will arrive.



TripGo: see door-to-door trip options that indicate the fastest, cheapest and most environmentally-friendly ways to travel.

i For public transport options in regional NSW, see Regional Trains and Coaches, transportnsw.info/regional

Promoting WALKING

Walking is a free, healthy and inexpensive alternative to the car that workplaces can promote and can easily be incorporated into the working day. Walking isn't just great for our physical health, but can improve our health across a variety of facets:

Walking is a great way to improve your health and wellbeing.

Health Benefits

- Reduces risk of heart disease, diabetes and arthritis.
- Burns kilojoules and helps manage weight.
- Improves sleep quality and increases energy.

Workplace benefits

- Improves worker attitudes toward organisation and boost morale.
- Helps manage transport problems.
- Attracts and retains workers seeking healthy working conditions.

Social Benefits

- Builds a more connected workplace community.
- Reduces worker isolation.
- Strengthens relationships between workers.

Environmental Benefits

- Reduces costs of traffic congestion, parking, noise and pollution.
- Short car trips are the least fuel-efficient and most polluting, and walking is a zero emission alternative.

Actions to get people walking

Mix walking with travel to work

If workers live within two to three kilometres of their workplace, then walking to work a few days each week can be a good option. However, if workers live further away, they may be able to mix walking with public transport.

Establish lunchtime walking groups

Walking groups offer a social way of providing workers with some exercise during their working day and can encourage workers to get into the habit of walking regularly.

Walking meetings

Make the streets your conference room and get people out of the office for a walking meeting. Walking increases energy levels and ability to think clearly and could increase meeting productivity.

Implement an incentive-based walking program

Consider joining an incentive-based walking program such as a pedometer challenge, which can be a competitive but fun way to promote active travel.

Provide facilities to encourage more walking and active travel

Showers and change rooms: Providing showers and change rooms at the workplace can encourage the uptake of walking to and from work. Showers and change rooms also encourage other forms of physical activity such as lunchtime sport and cycling to work.

Lockers: Providing lockers or other storage facilities assists workers with walking to and from work, or undertaking physical activity at lunchtime. Storage lockers can help eliminate barriers to physical activity including carrying work clothes, cosmetics or shoes to work.



PROMOTING *Cycling*

Cycling is healthy, low-cost and increasingly popular way for people to get to work. Many organisations now capitalise on this by providing end-of-trip facilities (including secure bicycle parking, lockers and showers) as well as actively encouraging workers to ride to work.

Why promote cycling in your workplace?

Cycling benefits individuals and organisations, providing an alternative for short and medium distance trips.

Benefits include:

- Improved health for cyclists
- Improved workplace morale
- Help to attract and retain workers seeking healthy working conditions
- Reduced transport and parking costs
- Fewer emissions and reduced road traffic pollution, noise and congestion.

Cycling is an affordable and active way to travel to and from work. If your commute to work is 10km or less, this can be an easy 30 minute cycle.

Cycling can also be combined with public transport. Transport for NSW provides over 1200 secure bicycle lockers at over 140 train stations across the Sydney and NSW regional rail network. If your workplace is too far to ride to, cycling to the train station can be a good alternative. While bicycles are not permitted on buses, they can be taken on light rail or ferries for no additional charge, if there is enough room on the service.

There's a lot an employer and workers can do to make their workplace cycle-friendly.

Encouraging cycling in your workplace

- People who already cycle to work are your best resources. They can ride with newcomers through a 'bicycle buddies' scheme, assist with journey planning and answer questions about safe cycling and riding with traffic.
- Workers need to know their decision to cycle to work will be supported by management and that there is no stigma attached to riding. Management can show support by having a flexible approach to dress codes and working hours, and by sponsoring and getting involved with cycling events.
- Establish a BUG (Bicycle User Group) – this can help to bring together workers who cycle, support cycling activities at the workplace, and keep members informed about cycling matters.
- Offer a short course on bicycle maintenance that will provide new riders with the skills and confidence to maintain their cycling equipment to a safe and reliable standard. Offering simple bicycle safety and maintenance courses can help give cyclists confidence about riding and maintaining their bicycles.
- Provide facilities – showers and change rooms, bicycle parking facilities that are safe and convenient, bicycle repair kits, and providing information about cycling routes and maps can all boost worker confidence towards cycling.

Further Information and Resources

Cycling information

Transport for NSW: Planning your journey and keep up to date on Bike events around NSW
<https://transportnsw.info/travel-info/ways-to-get-around/walking-cycling/cycling>

Bicycle NSW: a community based, not-for-profit organisation promoting cycling bicyclensw.org.au

Bicycle lockers at train stations

For more information about locations and secure bike sheds <https://apln.transport.nsw.gov.au/bikelockers/faces/jsp/public/home.xhtml>

Workplace guides

The Bicycle Network website includes useful resources on making workplaces cycle-friendly, bicyclenetwork.com.au

Other useful web links

Bicycle User Groups in NSW:
bicyclensw.org.au/bicycle-user-groups/

Commuter Cycling and National Ride to Work Day:
<https://www.bicyclenetwork.com.au/rides-and-events/ride2work/>