

# Travel Plan Guidelines

Maximising the use of sustainable modes of travel

## City of Ryde Travel Plan Guidelines

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# Introduction

## PREPARATION OF TRAVEL PLANS

### Promoting sustainable forms of transport such as walking, cycling and public transport

The City of Ryde Council is committed to reducing private car use by promoting sustainable forms of transport such as walking, cycling and public transport.

To help achieve this goal Council has established a 'development trigger' which requires new developments of a certain size to prepare and implement a Framework Travel Plan.

Travel Plans seek to bring about a mode shift away from single occupancy car use towards more sustainable forms of transport for the benefit of residents, businesses, visitors and the greater community.

This document outlines the requirements for the preparation of Travel Plans, which will be assessed during the development application process.



# What is a Travel Plan?

## A SITE-SPECIFIC PLAN

### Maximising the use of sustainable transport

A Travel Plan is a site-specific plan designed to reduce the impact of a development by maximising the use of sustainable modes of travel. Travel Plans outline a range of actions and incentives to increase the uptake of walking, cycling, public transport, car sharing and car-pooling to reduce dependency on private cars.



# Benefits of Travel Plans

## BENEFITS FOR THE WIDER COMMUNITY

There are far-reaching benefits for all

Travel Plans can have far-reaching benefits for employers, employees, residents, businesses and the wider community. These include:

- Reducing congestion and pollution in the local area;
- Reducing greenhouse gas emissions;
- Reducing costs associated with car parking, fleet maintenance and travel;
- Reducing journey times;
- Increasing physical activity, leading to greater productivity and improved health and wellbeing;
- Increasing accessibility to a site; and
- Improving corporate image.



# When is a Travel Plan Required?

## MINIMISING IMPACT

Plan required for all developments that exceed 10,000 square metres

A Framework Travel Plan is required for all developments that exceed 10,000 square metres of new floor space. This includes residential developments. The Travel Plan should be submitted along with the Development Application. In some circumstances, where this is not practical, it will be made a Condition of Consent and must be submitted before a Construction Certificate is issued.

Conditions of consent may also require that a Travel Plan be provided for any new development that Council believes has the potential to generate significant traffic and transport impacts.

# Travel Plan Contents

## INDICATIVE GUIDE

### Objectives of the Travel Plan should be clearly stated

Each Travel Plan will be unique and specific to the site and proposed development, depending on its nature and context. The following is an indicative guide as to what needs to be included and what Council will be looking for when reviewing Travel Plans as part of the development assessment process.

#### Background

A brief background to the development should be provided detailing the site location, type of development, number of premises, expected number of residents or employees, hours of operation (if commercial) and any other relevant background information.

#### Objectives

The objectives of the Travel Plan should be clearly stated. These may include:

- Reducing dependence on private cars;
- Improving pedestrian and cycling facilities;
- Promoting public transport and car sharing;
- Reducing congestion in the local area.

A Travel Plan will be measured against its stated objectives so they must be achievable and specific to the site context and nature of the development.

#### Site Audit

A site audit is necessary to determine existing facilities in the area and current modal splits. The site audit should consider:

- Public transport services in the area, including proximity to the site, frequency of services and accessibility;
- Location of nearby car share pods;
- Existing bike and pedestrian facilities, including accessibility, connectivity and safety;
- Existing mode-split data for the area, including trains, buses, ferries, bicycles, walking, car share, motorcycle, car (passenger) and car (driver);
- If the subject site is occupied, existing mode split data for the specific site. This should be obtained from a travel survey of staff, residents or visitors.

#### Targets

Mode split data should be used to formulate a target for the future. As a minimum the target should be to meet a 40 per cent public/active transport and 60 per cent private vehicle split. When formulating a target it is important that it is specific, measurable, achievable, realistic and has a time-frame. Targets should also consider relevant Council plans or policies. For example, if a planning document identifies a mode share target for the area this should be addressed in the Travel Plan.

# Travel Plan Contents

## INDICATIVE GUIDE

### A Travel Plan should include an Action Table

#### Actions

Actions detail how the targets in the Travel Plan are going to be achieved. Actions may include:

- Developing specific policies and strategies to meet targets;
- Providing support facilities and infrastructure connections (including through site links) to nearby footpath, bicycle and public transport networks;
- Promoting certain activities by hosting workshops or events and/or providing incentives or disincentives;
- Providing, to Council satisfaction, appropriate support infrastructure for public transport passengers (bus shelters/waiting areas), taxi drop-off areas, car-pooling/car share parking and bicycle parking and end of trip facilities.

A Travel Plan should include an 'Action Table' which outlines the specific actions to be implemented, the timeframe for implementation and who will be responsible for implementing each action. An example is provided below.

Action	Why	How	Who	When	Resources
<b>Strategy 1: Encourage Sustainable Travel Choices</b>					
1.1 Include a Transport Access Guide in the induction pack for new employees	Important to introduce new staff to sustainable travel behaviours and provide information	Prepare information sheet and include in induction packs	Sustainability Officer and Human Resources Officer	By September 2015	Staff Time
<b>Strategy 2: Enhance Facilities and Practices</b>					
2.1 Provide bike racks for 20 bikes near the main entrance to the building	Currently not enough bike parking to cater for demand	Include in capital works program, design and arrange installation	Building Manager	By December 2015	Approx \$10,000

Further examples of specific actions are provided in Appendix 1.

# Travel Plan Contents

## INDICATIVE GUIDE

### Implementation

To ensure the Travel Plan is implemented it is necessary to attach responsibility for implementation to a specific person (or committee), known as a Travel Plan Coordinator. For workplaces this should be someone who has a good overview of the activities of the organisation, such as a senior manager or someone in human resources, sustainability or facilities management. For residential developments the Travel Plan Coordinator could be a member of the Body Corporate, the building manager, an interested resident or a staff member from the managing agency.

The role of a Travel Plan Coordinator is to:

- Coordinate the implementation of the Travel Plan;
- Conduct surveys and collect data to measure progress;
- Communicate and promote the Travel Plan to stakeholders;
- Coordinate events and initiatives;
- Monitor and review the Travel Plan.

In both residential and workplace settings it is likely that coordinators will require assistance from 'champions' to promote specific actions and encourage the uptake of initiatives.

### Funding

A Travel Plan will also require funding to support implementation. Some facilities, such as bicycle parking, showers and end of trip facilities, may be part of the development itself. Other actions, such as ongoing promotion, will require additional funding. The Travel Plan should identify the source of this funding.

### Monitoring

Ongoing monitoring and review is crucial to the success of a Travel Plan. A Travel Plan should contain a section on how monitoring and review will occur. Council requires that reviews be conducted annually for a minimum of five years after the issue of any construction certificate. The results from these reviews must be provided to Council to show progress towards Travel Plan targets and objectives.

Reviews should include:

- Basic information about the site, including the number of employees or residents;
- Details of mode-splits and progress towards targets (obtained from an annual survey);
- Details of the initiatives implemented since the last review;
- An assessment of whether initiatives have been successful in terms of meeting Travel Plan objectives and targets; and
- Details of future initiatives to be undertaken or any changes necessary.

Council recognises that when a Travel Plan is required as part of the development application process the end user may not necessarily be known to the developer. In such circumstances the monitoring and review process becomes increasingly important. It is vital that developers explain to future tenants the expectations regarding travel planning that have been agreed for the site.

# Submitting Travel Plans

## REVIEWING AND FEEDBACK

Once a Travel Plan has been prepared it should be submitted to Council as part of the Development Application package. In some circumstances, where this is not practical, it will be made a Condition of Consent and must be submitted before a Construction Certificate is issued.

Annual reviews must also be submitted to Council for feedback.



# Where to get help

## ASSISTANCE IS AVAILABLE

### Transitioning to sustainable modes of transport

Applicants may contact Council's Building and Development Advisory Service Team on 9952 8485 for assistance during the Development Application process.

Some businesses may have the capability to develop a Travel Plan in-house while others may require the services of a traffic consultant.

In Macquarie Park businesses may also seek assistance from Connect Macquarie Park + North Ryde, including detailed site audit and personalised journey planning to assist staff in transitioning to sustainable modes of transport.



# Appendices

## Appendix 1: Actions to Consider for Travel Plans

Program	How it works
<b>Managing Car Use</b>	
Car Sharing	Residents, staff and visitors are encouraged to use a shared car (eg. Go Get) to reduce the need for individuals to own their own vehicle.
Carpooling	Developments can establish a car pooling program to help people find someone to share in their daily commute.
Priority Parking Schemes	Workplaces and residential buildings can have car spaces specifically designated for car share vehicles or people who carpool. These should be put in desirable locations to encourage greater uptake.
User Pays Parking Schemes	Charging for parking provides an incentive for people to use alternative forms of transport.
<b>Promoting Public Transport</b>	
Travel Pass Loan Schemes	Businesses may consider subsidising staff travel passes to increase public transport use. Alternatively, staff can pay for their own annual travel pass through their salary, spreading the cost over the year to make it more affordable.
Cashout Schemes	Employees are given the option to 'cashout' of their company vehicle and opt to use public transport.
Public Transport for Business Travel	Organisations can promote public transport as the first preference for business travel. This should be supported by employees having access to travel passes.
<b>Promoting Cycling and Walking</b>	
Providing End of Journey Facilities	By providing facilities such as showers, change rooms, lockers and bike racks people will be more likely to walk or cycle.
Bicycle Fleets	Organisations may consider having bicycle fleets which employees can use for local trips.
Bicycle User Groups	A Bicycle User Group (BUG) can be set up within an organisation or local area to educate and encourage others to ride. BUG members can provide helpful tips on cycling, share route plans or form 'bike buses' to travel to and from work.
Hosting Walking and Cycling Events	Organisations can participate in events such as Bike Week or Walk to Work Day to encourage greater uptake by employees.
<b>Other</b>	
Flexible Working Hours	Allowing staff the flexibility to commute outside peak periods can reduce overall congestion and travel time.
Tele-conferencing and Working from Home	Providing the option to work remotely means there will be fewer vehicles on the road.
Transport Access Guide	Providing people with a Transport Access Guide is an easy way to let them know about the transport options available in the area.

# References

## CONCLUSION

### Maximising the use of sustainable modes of travel

#### Helpful Websites

Premier's Council for Active living NSW has a number of quick links and case studies.

[http://www.pcal.nsw.gov.au/workplace\\_travel\\_plan/references#prepare](http://www.pcal.nsw.gov.au/workplace_travel_plan/references#prepare)

#### Case Studies

Travel plan examples

*Clay Farm: Residential Travel Plan*  
<http://www.greatkneighton.co.uk/userfiles/residential-travel-plan.pdf>

*Macquarie Park/Optus: PCAL Case Study*

[http://www.pcal.nsw.gov.au/\\_\\_data/assets/pdf\\_file/0019/118621/PCAL0002\\_CaseStudies\\_Optus-v4\\_2.pdf](http://www.pcal.nsw.gov.au/__data/assets/pdf_file/0019/118621/PCAL0002_CaseStudies_Optus-v4_2.pdf)





