

Appendix H

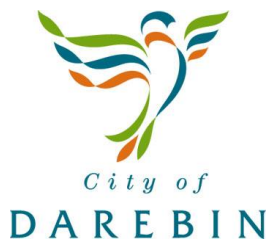
City of Darebin Sample Guidelines: Travel Plans – Guidelines for Planning Permit Applicants

and

Travel Plan Development Brief

Travel Plans - Guidelines for Planning Permit Applicants

The City of Darebin is committed to reducing car use within the municipality and the wider metropolitan area. To do this Council is looking to encourage local residents and workers to reduce their car use and use alternatives such as public transport, walking and cycling as much as possible. Council is also pursuing a program to improve local facilities for pedestrians and cyclists.



Objectives of a Travel Plan

The main objective of a travel plan is to provide facilities and incentives that help people traveling to and from the site to reduce their car use and use alternatives.

It is important that you plan clearly defines its objectives at the outset and includes a package of measures that will meet your objectives.

Some useful documents that will help you define Travel plan objectives are listed in this document

What is a Travel Plan?

Travel Plans seek to bring about a mode shift away from single occupancy car use for the journey to and from a location, workplace or venue thus increasing the use of more sustainable alternatives such as public transport, walking, cycling and carsharing. Travel Plans offer the opportunity to encourage people to think more about how they travel and provide them with the infrastructure and information they need to make their travel choices.

Benefits of a Travel Plan

While Travel Plans help reduce car use which brings environmental benefits there are many other reasons why you should develop and implement a Travel Plan including:

- Increasing the actual and perceived accessibility and marketability of your site
- Reducing car parking required which may save you money in land purchase, development and management costs
- Staff recruitment and retention can be improved if your site is accessible by a range of transport options and
- Encouraging and enabling walking, cycling and public transport use will increase physical activity, improving health and wellbeing of the staff/residents.

When a Travel Plan is required to support a Planning Permit Application

The City of Darebin requires large developments to submit a Travel Plan as part of the planning permit application process. You will have to submit a Travel Plan if you are required to submit a planning permit application and your development comprises:

- 20 or more residential units
- An office component of 500sqm or more or
- An industrial component of 1,000sqm or more or
- Retail premises of 1,000sqm or more.

When a Travel Plan is required (continued)



In some other circumstances you may choose to submit a Travel Plan to support your planning permit application. For example, if:

- Your development may be refused due to unacceptable traffic impacts, then a Travel Plan may help mitigate these impacts or
- You want to reduce on site parking provision, then a Travel Plan may help you justify reduced parking and demonstrate how parking will be managed.

The Travel Plan Process

The process for a Travel Plan to be submitted falls into two categories: (1) those Travel Plans required to make a decision on a permit application and (2) those required as part of the policy framework.

- (1) If a Travel Plan is submitted as part of a planning permit application where reduced parking has been requested, for example, then it will be a requirement of the application that a Travel Plan is submitted. This is because the Travel Plan will become part of the decision making process used in the assessment of the permit.
- (2) In some circumstances a permit may be approved if all other criteria has been satisfied. In these cases a Travel Plan condition will be applied to the permit.

A Travel Plan is not a tool to correct traffic and transport impacts arising out of development although it can mitigate them. Moreover, a Travel Plan is a mechanism to improve overall accessibility to the site. The process is detailed in the following table:

“A Travel Plan is a mechanism to improve overall accessibility to your site”

| Stage | Category 1 | Category 2 |
|---------|--|--|
| Stage 1 | Outline Travel Plan submitted with permit application by the applicant . The submitted outline will be assessed as part of the permit assessment process. The outline Travel Plan must therefore be approved prior to permit approval and will form part of the permit consent. | If all other criteria are satisfied and the application is approved it will be a requirement for the permit (usually in condition 1) that a full Travel Plan will be submitted for approval prior to development commencing. |
| Stage 2 | Travel Plan to be endorsed pursuant to the planning permit together with plans and other relevant documents. | Prior to endorsement of any plans, applicant to submit Travel Plan (as well as other condition 1 requirements) for approval prior to occupation. Council officers will assess the Travel Plan and approve or seek changes as necessary. |
| Stage 3 | Monitoring report to be submitted to Council by occupier 12 months after occupation commenced. | Monitoring report to be submitted to Council by occupier 12 months after occupation commenced. |



Content of a Travel Plan

The following information provides an outline of the steps to be taken when developing a Travel Plan. You will need to decide on the extent of information you can provide Council and this will depend on the stage of the development detail and if the occupier is known or not

The Travel Plan will be unique to your site and proposed development, however, the following should give you a guide to what you should include and what Council will be looking for when they review your planning permit application.



Background

Explains the site location, the number and type of premises and floor area or residential units, how staff/residents will probably (or do) travel and the transport options available. Details about the building and facilities available should also be included.

When the Travel Plan is evaluated you will be expected to have covered:

- Type and size of development
- Number of employees (estimate or certain)
- The type of work that will be undertaken and hours of operation
- The number of units and mix (by number of bedrooms)
- The expected date of building occupation, or the date on which the building was occupied
- Details of on-site facilities including: cycle parking, showers, change rooms, pedestrian and cycle paths and parking spaces, including parking management measures.
- Details of off-site facilities including: public transport stops and service information, local bike paths and lanes and footpaths including crossing points.
- The expected mode split (how people will travel to and from the site in the absence of a Travel Plan)
- Information from a staff or residents survey, if the premises are occupied.

Enforcement

As the Travel Plan forms part of the planning permit requirements and content, it will be enforceable in the same way as other planning permit conditions. Should you find that you are having difficulty with any aspect of your Travel Plan you should contact Council.

Objectives

You need to clearly state the objectives of your Travel Plan. The objectives should fit within the overall aim of a Travel Plan—the reduction of car use—but may focus on other outcomes such as increasing bicycle use.

Your plan will be measured against the objectives you set so you should carefully consider what is possible to achieve. For example, if you are allocated close to good footpaths and your workforce generally lives locally it would be appropriate to identify objectives based on increasing walking and cycling.



Targets

Your Travel Plan needs to include a set of targets against which your Travel Plan will be measured and evaluated. The targets should be specific, measurable, achievable, realistic and time-based.

Incentives, initiatives and actions



Implementation Plan

The implementation Plan will identify which actions and initiatives will be put in place and who will be responsible for their implementation. It will not be possible to implement all the actions and initiatives at once and some may take a relatively long time to realize.

Where the development plans are at an early stage, on-site facilities should be incorporated so they are available to the building occupants from the outset.

For help and more information please contact Darebin's Sustainable Transport Officer on 8470 8341.

Detail on how you expect to achieve your targets is an important part of your Travel Plan. This section of the Plan will guide you in the implementation of the Travel Plan. Some actions will be easier to realize than others which may take longer to achieve. You may need the help of others to implement some actions, such as improvements to a local bus stop. You will need to consider these factors when selecting the actions and in your implementation plan.

The initiatives you select should include both 'carrots' and 'sticks' to bring about a behaviour change. At a new building it will be easier if 'sticks' such as parking controls are in place from the outset. Facilities to support cycling and walking should also be in place from the day occupation commences. Other incentives, initiatives and actions you may consider include metcards available for work trips, carpool matching service, information for all staff on alternatives available nearby, interest free loans for bicycle and met-card purchases and events to promote alternatives. The list is endless.

Your Travel Plan will also need to identify the person responsible for the implementation of the Travel Plan and the time they will allocate to the task. This person or Travel Plan Coordinator is important to the success of your Travel Plan.

Management support for the Travel Plan is also important to the success of the plan in achieving its targets and objectives.

Monitoring Plan

Your Travel Plan needs to include a monitoring plan. This will state how and when you will review your Travel Plan progress against the targets you set out initially. The monitoring plan should incorporate a data collection plan, stating when you will collect data on staff travel and local transport provision.

As part of the planning permit approval you will be required to submit a monitoring report to Council one year after building occupancy commenced. The monitoring report will need to identify what activities have taken place and progress relative to your Travel Plan.

Specifically your monitoring report should contain:

- Basic information about the site including what the building use is and how many staff are employed (or residents if residential);
- A review of your Travel Plan objectives and targets;
- Details on data collection undertaken since the Travel Plan was implemented and occupancy commenced;
- A comparison between the targets set in the Travel Plan and the achievement of those targets (mode share is a key target);
- Details of the initiatives implemented since occupancy and an assessment of their success in terms of meeting the Travel Plan objectives; and
- Details of the person responsible for Travel Plan implementation and the amount of time they commit to this task.

These websites will also be of use:

www.travelsmart.gov.au

www.travelsmart.vic.gov.au

www.envict.org.au

www.transportenergy.org.uk/bestpractice/

Development of Site Specific Travel Plans for New Developments

Brief for Development of Guidelines

The City of Ryde has developed a clear policy objective of reducing car use within the LGA and the wider metropolitan area through the Ryde Integrated Transport Strategy. Council is pursuing a number of projects and initiatives aimed at achieving this policy objective, including the implementation of a workplace travel plan for its own offices and staff. The travel plan aims to reduce Council's own impacts on the environment and set an example for others to follow. A number of subsequent activities encourage businesses and residents to examine and reduce their own car use.

Council has recognised the need to ensure new developments within Ryde and their occupants do not negatively impact on the local community and that they contribute to enhancing the local environment from the outset. In line with their own activities, Council is now seeking to require new developments to be accompanied by a travel plan that sets out how the development and its occupants will reduce car use below that normally expected. Travel plans will necessarily set out a range of actions to be undertaken by the developer and occupiers to achieve targets for mode share that can be monitored by Council.

To ensure consistent application of the policy requirement and to inform developers about travel plans and what is expected of them, Council is now looking to develop guidelines for Council staff and developers. These guidelines must be clear in Council's policy application and their requirements. The guidelines, in conjunction with other areas of development application decision making, must be capable of scrutiny through the Land and Environment Court appeal process. The guidelines need to take account of the inherent differences between residential and commercial developments and the nature of ownership and occupation.

There are two clear requirements –

- Guidelines for Council staff on the application of policy relating to travel plans for new developments. The guidelines must clearly state the criteria for the application of the policy, the opportunity to grant exceptions if required and monitoring mechanisms. The guidelines must be easily understandable, fair in terms of Council's overall policy objectives and capable of withstanding scrutiny through the appeal process.
- Guidelines for developers of both residential and commercial properties required to put in place a travel plan as part of their development consent, clearly stating what a Travel Plan is, what is required of the developer in developing a plan, the travel plan development process, mode share targets and where to obtain assistance, advice and additional information. The guidelines must be clearly understandable and lead to the desired outcome in terms of a reduction in car use by the development occupiers in comparison with the use that could normally be expected. Guidelines should encourage ownership by developers and occupiers through a clear demonstration of the advantages of travel plans. The travel plans should be seen as a positive addition rather than an unnecessary and onerous requirement by Council.

In developing the guidelines, the following requirements must be considered and incorporated:

- The need to confirm the type and scale of development to which the policy will apply;
- The need for the guidelines to be effective in encouraging the take up of TPs in the LGA and the corresponding reduction in car use associated with new developments;

- The guidelines must be based on a thorough understanding of the planning process employed by the City of Ryde, with detailed notes to be provided by Council planners;
- The guidelines must contain examples of successful TPs and common techniques and actions to assist officers and developers in their understanding of TPs – to include the City of Ryde’s TP;
- The approval process for developer submitted TPs must be determined and should be consistent and easy to manage within existing Council procedures;
- The guidelines must be capable of scrutiny through the appeal process and State Planning Policy must be reviewed;
- Ongoing Council involvement in enforcement and monitoring should be minimal at most and preferably not required;
- Ensuring ownership of the TP by the developer and subsequent occupier(s) is crucial and the process should seek to develop the required level of ownership;
- Penalties should be considered to encourage compliance and ownership and ensure Council is not left with an unacceptable situation, particularly with respect to the negative impacts of on-street parking;
- TP templates would assist developers in both their understanding of a TP and writing the plan and should be considered for inclusion – the TravelSmart (Victoria) template is available as a basis;
- In suggesting measures for developers to adopt within their TPs, the guidelines should recognise the relative ease/difficulty of common TP measures and make suggestions accordingly; and,
- The final presentation and format of the guidelines is important and will ideally allow for a number of user friendly options including being web-based, emailable and printable documents.

Suggested Methodology

A **meeting** with Council staff, including the TP Coordinator and Traffic and Transport Planning Manager, to understand the targets and objectives to be built in and realised through application of the guidelines and to quantify the resources available from within Council to support developers and building occupants and review and approve submitted TPs. This meeting will also provide the opportunity to the clarify material and information supplied by Council as necessary.

Review of Existing Guidance, guidelines and resources available to Council and developers.

This will include a review of local, national and international resources that are available with the aim of encouraging developers to utilise pre-existing guidance in the development and implementation of green travel plans and seek appropriate advice from Council and others as necessary.

Development of Guidelines

The guidelines will recognise the requirements defined through meetings with Council staff and the likely resources available from within Council in the application of the guidelines and in supporting developers in meeting policy requirements.

The guidelines will clearly identify the Council process to approval and the monitoring and review of TPs established as a result, recognising that any ongoing Council involvement should be minimal. In addition the guidelines will be an important source of information to Council officers and developers. It is also important the guidelines are subject to regular review to ensure they remain up to date, reflecting Council’s policy and changes in development types and pressures within the LGA.

The guidelines will include two elements –

- Council staff, covering process, procedures and monitoring
- Developers covering plan development, targets, expected content and measures. It is likely distinct sections will be produced for –
 - Commercial development
 - Residential development

It is essential the both sets of guidelines clearly identify Council processes leading to approval to ensure transparency of application and increase understanding by Council staff and developers. The guidelines must be easily understandable and written in plain English, including definitions of all terminology.

Review of Guidelines

Following the development of draft guidelines there will be a review period. It is essential Council staff review the guidelines to ensure they are workable within Council's planning, policy and decision making frameworks.

The review period will include a workshop, bringing together Council officers who have already input into the development of the guidelines, in particular –

- Statutory planners
- Strategic planners
- Travel plan coordinator
- Traffic and transport planners

Finalisation of Guidelines

Following Council's review of the guidelines they will be revised and finalised.

Design Development

While the actual nature of the guidelines and the design will depend on the content as developed through the above process, some initial ideas include for the development of web based guidelines, possibly utilising an interactive format, emailable, downloadable and printable formats. It is essential the guidelines present as accessible and easily understandable.