



Work Place Travel Plan

API Distribution Centre

Warehouse 4, Hollinsworth Road

Marsden Park NSW



Traffic Engineering

Transport Planning

Data Analysis

Consulting Services



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## Revision History


Issue	Date	Comments
A	2/11/2021	Issued as draft for agency consultation.
B	01/11/2021	Added and responded to TfNSW comments and submitted for approval. Updates are shown in blue font.  Minor formatting has not been shown in blue.
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Table 1: Revision History

## Executive Summary

This Work Place Travel Plan (**WPTP**) satisfies the conditions of Work Place Travel Plan B9 and B10 of SSD-10477 for Warehouse 4, Hollinsworth Road Marsden Park.

This WPTP has been prepared in consultation with Transport for NSW (**TfNSW**), Sydney Business Park (**SBP**), and Australian Pharmaceutical Industries Limited (**API**) representatives.

The WPTP is based on available information and data available at the time of preparation. As the warehouse for API will be newly completed, the targets contained within WPTP may not be representative of actual staff travel patterns.

The WPTP addresses the organisations travel needs and impacts with a focus to promote the use of sustainable transport and operating practices at the site.

This document and the processes contained within, will assist with the ongoing development and improvement of travel needs of the site. This will be achieved through implementing, monitoring, evaluating, reporting and ongoing management of this WPTP.

The lessons learned from the API Distribution Centre WPTP will be shared with the Sydney Business Park (**SBP**) to contribute to the on-going development and management of the SBP. SBP will share and continue to campaign to enhance sustainable transport options to improve outcomes for all tenants within the SBP.

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# 1 Introduction

This document has been developed by Headway Traffic and Transport on behalf of SBP for Warehouse 4, Hollinsworth Road, Marsden Park which will be occupied by API to satisfy the requirements for the development consent SSD-10477.

To assist the transition and adoption, SBP will oversee the implementation of the WPTP until such time API can demonstrate an ability to appropriately resource the ongoing management of the WPTP.

## 1.1 Scope

This document:

- Identifies current transport options to Warehouse 4, Hollinsworth Road, Marsden Park,
- Identifies possible strategies (between Travel Plan User Group (TPUG), API & users) to be implemented to encourage more sustainable transport options,
- Provides a questionnaire to be provided to staff to identify their travel habits,
- Establishes a process for API to manage the WPTP documentation,
- Provides details to set targets for sustainable transport usership, and
- Provides an A4 sustainable transport Travel Access Guide that can be distributed to staff and visitors.

## 1.2 Objectives

The objectives of this WPTP are to:

- Meet the requirements and obtain approval by the Planning Secretary,
- Reduce travel dependency on private vehicle travel, and
- Promote and encourage the use of active transport.



### 1.3 Purpose of the WPTP

A WPTP involves the implementation of suitable package of site-specific measures to encourage and promote the use of more sustainable methods of travel. This includes walking, cycling, public transport and car sharing. These methods of travel can be encouraged by using a range of policies, incentives and promotional campaigns suitable for the specific place of work.

A WPTP is to be considered a working document and continually referred to with the intent to implement, monitor, review. This document should be updated as required (quarterly, half yearly or annually) based on the outcomes of the following process.

Implement: Annually implement any changes of the WPTP, inform staff of the WPTP and educate staff of travel options and benefits.

Monitor: Continually monitor private vehicle usership/travel methods and changes in and access to transport options.

Review: Annually review the WPTP to re-evaluate targets and information gathered throughout the year and update the WPTP as required.

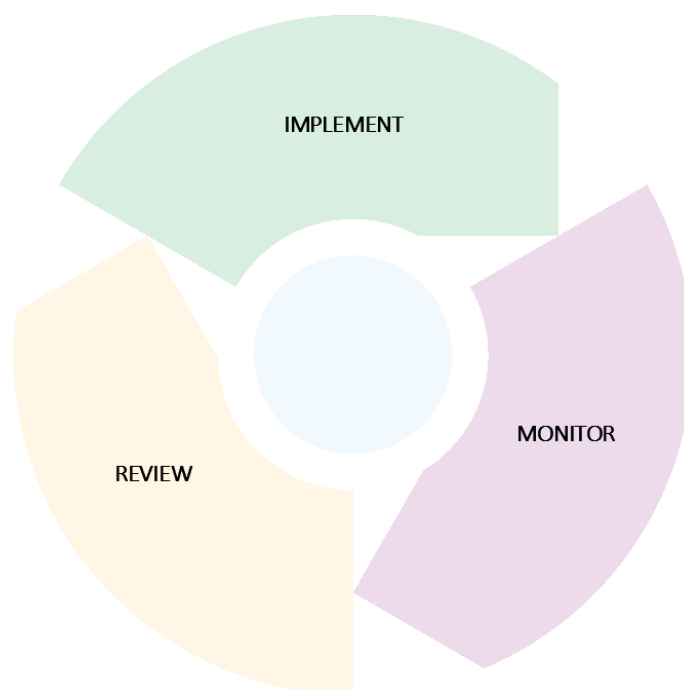


Figure 1: Implement, Monitor & Review Diagram

## 1.4 WPTP Governance

Interim governance will be managed by Sydney Business Park to ensure the implementation as per the approval conditions. Ownership will be transitioned to API with the following structure.

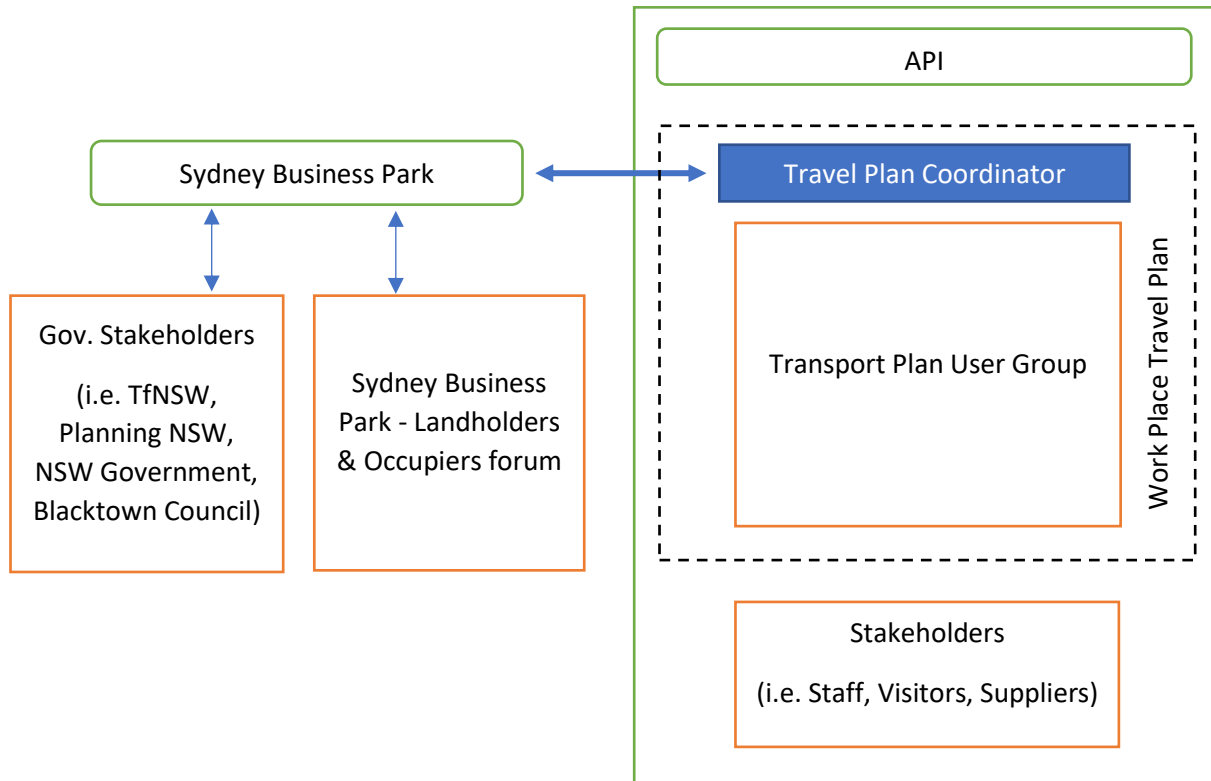


Figure 2: WPTP Governance

## 1.5 TfNSW and Planning NSW Feedback

This WPTP has been prepared based with consideration of feedback received from TfNSW and Planning NSW for another development within the Sydney Business Park. [TfNSW has provided comments on the draft version of the WPTP. These comments are provided with responses and links to updates in Appendix F: TfNSW Correspondence.](#)

## 2 Location and Site Description

The API warehouse is located within the SBP in Marsden Park. The warehouse has been labelled as Warehouse 4 as part of the development consent. SBP has direct access to Richmond Road within proximity to the Westlink M7. Bus services provide public transport opportunities and connect the T1 and T5 train lines and Sydney Metro North West line to the precinct.

Figure 3 below shows the location of the API warehouse with reference to Richmond Road.



Figure 3: Site Locations - Source: MetroMap

### 3 Building Facilities

#### 3.1 Building Overview

The site is expected to generate employment for 160 full time equivalent personnel. The API Warehouse is comprised of:

Facility	Area
Warehouse	32,725 m <sup>2</sup>
Offices	690 m <sup>2</sup>
Waste Area	180 m <sup>2</sup>
Forklift Room	390 m <sup>2</sup>
Drivers Amenities	90 m <sup>2</sup>

Table 2: Site Breakdown

#### 3.2 Parking Facilities

Vehicle and bicycle access into the site is via Hollinsworth Road on the northern side of the site.

Site Area	No. Parking spaces Provided	No. Accessible Parking spaces Provided	No. Bicycle spaces Provided
North (Hollinsworth Road)	184	4	24
Total	184	4	24

Table 3: Parking Spaces Provided

### 3.2.1 End of Trip Facilities

The following table provides a summary of end of trip facilities.

Location	No. Showers	No. Lockers
Office	1	180
Total	1	180

\*Office bike racks co-located with warehouse racks

Table 4: Bicycle Provisions and End of Trip Facilities

Site access and the location of parking and end of trip facilities located within the site are shown below.

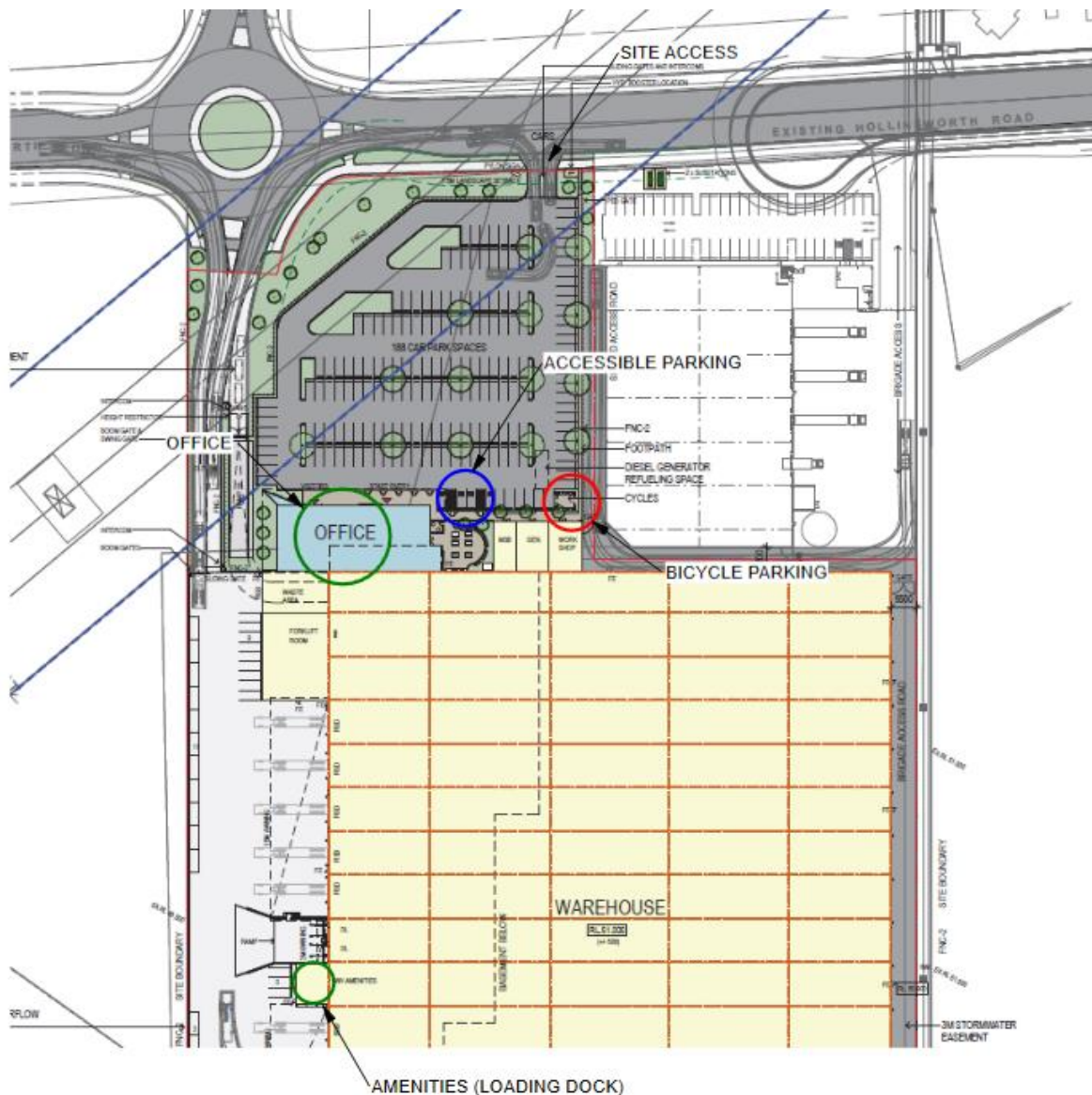


Figure 4: Location of End of Trip Facilities



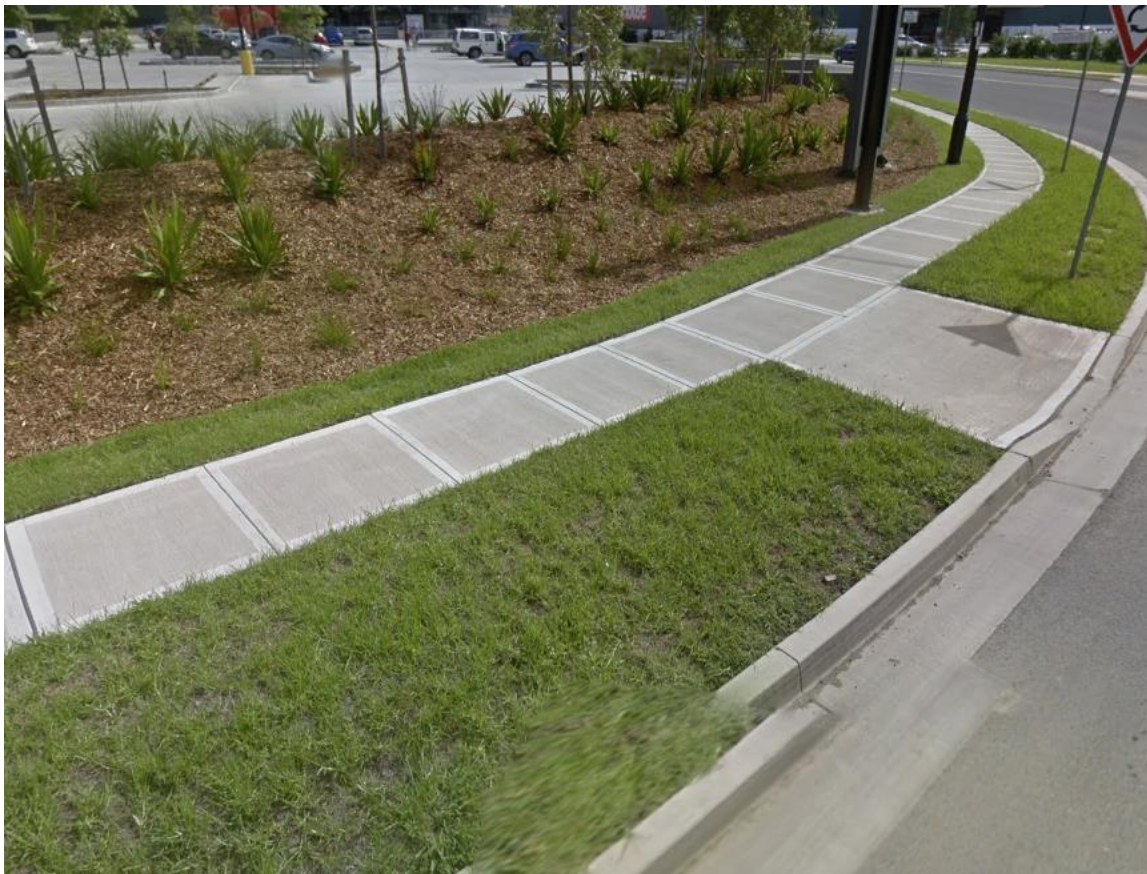
## 4 Transport Facilities and Services

SBP's regular dialogue with TfNSW and the NSW Government will provide regular updates to API when new facilities become available for the WPTP to be updated. SBP also campaigns for sustainable transport options to be enhanced within the SBP area to improve connectivity.

A Travel Access Guide (TAG) providing an overview of the current transport options and journey times is provided in **Appendix A: Travel Access Guide**.

### 4.1 Typical Footpath Access

Internal footpaths connect the SBP to public bus services that operate within the park and Richmond Road. Below is an example of a typical footpath within the SBP. As the developments are completed within the SBP, footpaths are being constructed. [All footpaths are expected to be completed within 5 years \(i.e. 2026\).](#)



*Figure 5: Typical Footpaths within the Sydney Business Park*

## 4.2 Cycling Facilities

A variety of on road, off road and separated bicycle facilities connect the SBP via Richmond Road to transport hubs and other local land developments.

Transport for NSW have developed an interactive map that can be used to view the verified bicycle facilities. This map should be used as a guide as there may be a delay in new facilities being built and the map being updated.

Link to map: [https://roads-waterways.transport.nsw.gov.au/maps/cycleway\\_finder](https://roads-waterways.transport.nsw.gov.au/maps/cycleway_finder)

The following map shows the shared cycle facilities within the vicinity of the SBP. A shared path is provided on Richmond Road and a portion of Hollinsworth Road from Richmond Road to Chifley Glade. Until all developments are completed within the SBP, bicycle use is limited to the road.

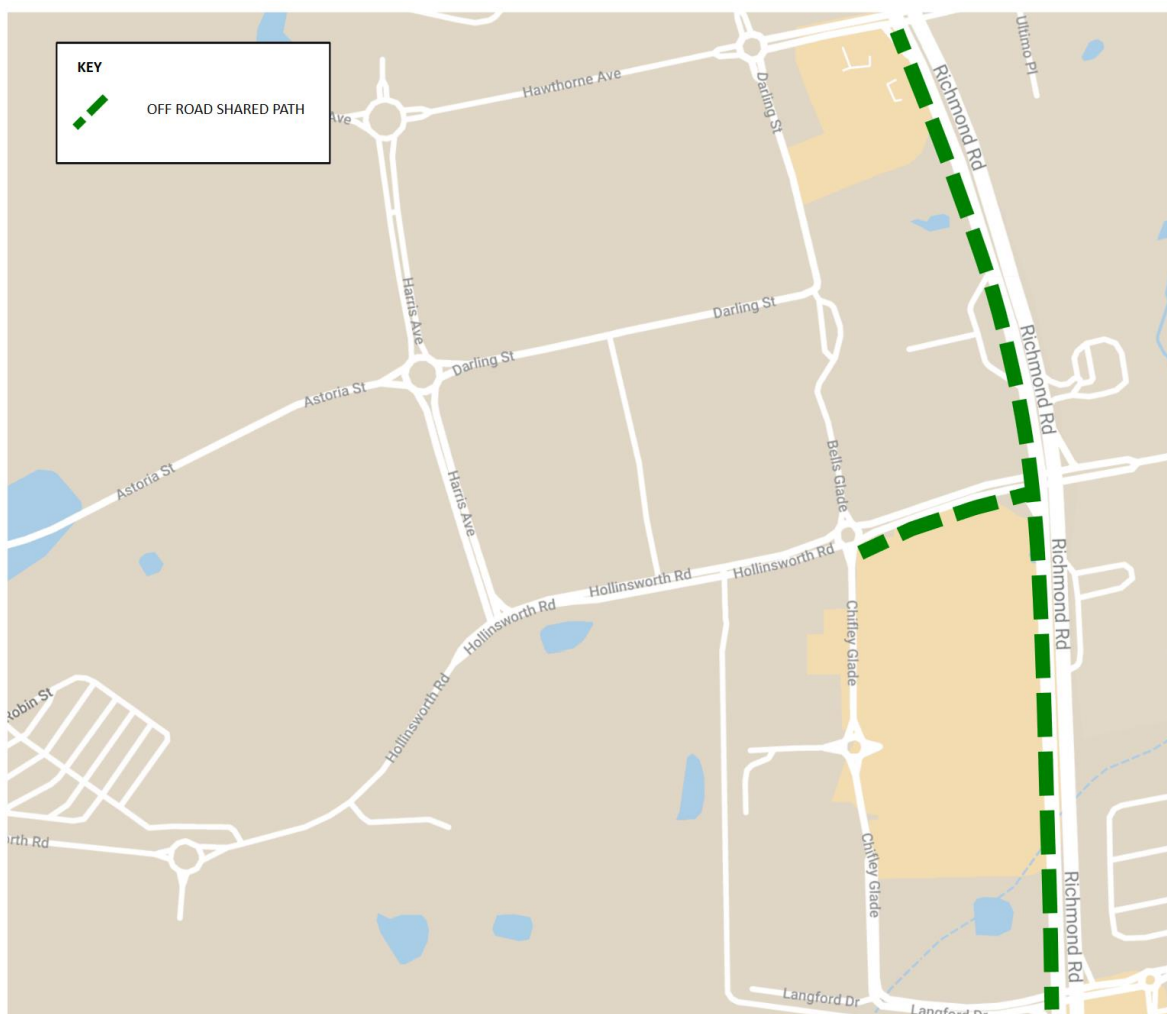


Figure 6: Off-road bicycle facilities within the vicinity of the Sydney Business Park

Figure 7 shows the proposed bike paths, however, the bike path is expected to be completed within 5 years (i.e. 2026).



Figure 7: Proposed bike Sydney Business Park (Source: Blacktown Council – 2016 Bike Plan)

## 4.3 Public Transport Opportunities

For all up to date services, refer to <https://transportnsw.info/> as this will have real time information on the best way to arrive to API using public transport. It will also provide details on any changes to services and provide alternative options.

### 4.3.1 Bus Services

Four TfNSW bus services provide access to the Sydney Business Park. These services are located within walking distances to the site. Refer to **Appendix A:** for journey times.

742 – Rouse Hill to Marsden Park (via Rouse Hill & Tallawong Train Stations)

747 - Mount Druitt to Rouse Hill Station via Marsden Park & Riverstone

751 – Rouse Hill to Blacktown (via Blacktown & Schofields Train Stations)

Figure 8 shows the and nearest bus stops and serviced routes.



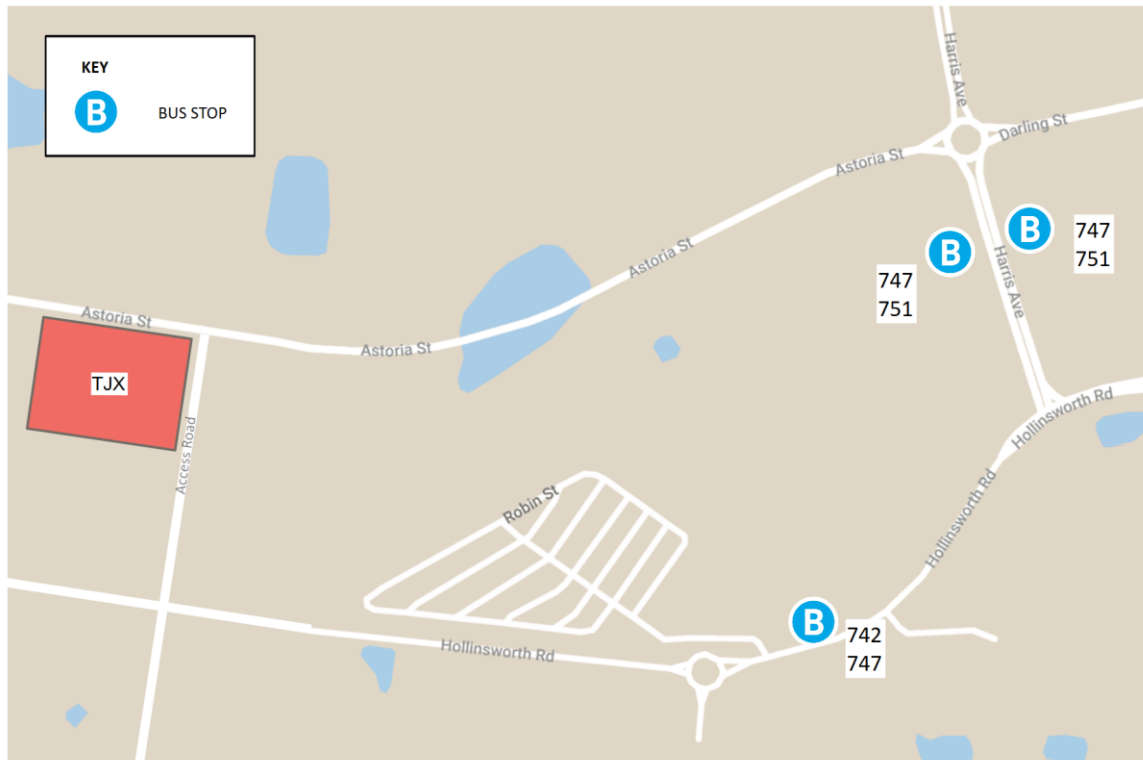


Figure 8: Nearest Bus Routes to the Warehouse

### 4.3.2 Train Services

Three train lines provide access to the Sydney Business Park with connecting bus services (as described in **Section 4.3.1**. **Table 5** provides the nearest train lines and typical frequency during peak and non-peak periods.

Train Line	Peak Frequency*	Non-Peak Frequency*
T1 – North Shore and Western Line	Every 30 minutes	Every 30 minutes
T5 – Cumberland Line	Every 30 minutes	Every 30 minutes
Sydney Metro – North West	Every 5 Minutes	Every 10 minutes
*Based on current timetable		

Table 5: Train and Metro Lines with Typical Frequency

Figure 9 shows the nearest train and metro networks. To access the warehouse via the train or metro network, it is recommended to use:

- Blacktown Station,
- Mount Druitt Station, or
- Tallawaong Station.



Figure 9: Nearest Train Lines (including Metro) to the Warehouse (Source: TfNSW)

Figure 10 shows the proposed Sydney Metro West network connecting the Western Sydney International Airport to St Marys Station (linking to the existing Train network). The Sydney Metro West project is expected to be completed by 2030.



Figure 10: Proposed Sydney Metro West Line (Source: TfNSW)

## **5 WPTP Objectives & Targets**

### **5.1 Roles and Responsibilities**

#### **5.1.1 Travel Plan Coordinator**

A Travel Plan Coordinator (TPC) is to be appointed by API. The TPC will be responsible in leading the implementation, monitoring and reviewing of the WPTP.

In the interim, SBP will oversee the development and management of the WPTP.

#### **5.1.2 Travel Plan User Group**

The TPUG should be formed as soon as practicable.

The TPUG is to be developed to assist in setting and achieving the WPTP targets. The TPUG is to be made up of a 2-4 staff representatives that reflect the different travel user groups (i.e. drivers, walkers, cyclists and public transport users).

The TPUG should meet as required.

### **5.2 Immediate Objectives**

To ensure a successful adoption of the WPTP, is recommended that TPUG be organised on a volunteer basis. The user group will further develop policy, objectives and targets. The composition of the WPTP user group should represent all user groups to ensure inclusion, greater adoption and engagement by staff.

### **5.3 Objectives**

The following objectives are suggestions to assist in the advancement of the WPTP. Initiatives should be focused on encouraging sustainable travel to and from work during the workday. Ultimately the objectives will be developed by the WPTP user group.

- Establish a stakeholder engagement strategy,
- Review wayfinding and further develop promotional material,
- Develop carpool policy (Carpooling is two or more people agreeing to travel by private car together, to the same destination, a destination along the route or within the vicinity of the driver's destination.)

- Install e-charging bike facilities or other facilities suggested by employees to improve bicycle uptake.

## 5.4 Targets

Targets should be measurable (i.e. 30% of staff travel by bus) and achievable (it is unlikely that 100% of staff will use public transport). The following are suggestions to assist in the advancement of the WPTP.

- Travel mode shift from private car use to carpool by 10%,
- Achieve sustainable transport usage of 50% by all staff, and
- “Carpool day” to get 50% of driving staff to carpool on a given day.

### 5.4.1 2022 – Targeted Mode Share and Trip Generation

Being the first year of operation, mode share and trip generation are estimated. The following figures to be reviewed and updated based on staff surveys gathered throughout the year. The TPUG should review and agree to the figures below. The total number of staff are based on full time equivalent employees.

Table 6 provides the targeted mode splits for the API Warehouse.

Mode	No. Staff	% Mode Share
Private Vehicle	80	50%
Carpool	8	5%
Bicycle	24	15%
Public Transport	48	30%
Total	160	100%

Table 6: Estimated Daily Mode Share

## **6 Monitoring & Review**

### **6.1 Establishing Baseline Conditions**

To clearly identify baseline conditions, surveys must be undertaken frequently within the first year. Baseline conditions should consider number of employees on site, use of parking areas, use of site end trip facilities, use of public transport, identification of travel modes, number of visitors accessing the site and regular servicing and delivery vehicles.

This information should be gathered regularly within the first year to identify changes once staff become settled and to be able to set objectives and targets for year two.

### **6.2 Implement, Monitor & Review**

Quarterly monitoring and reviews will be required to monitor transport mode usage.

#### **6.2.1 Implement**

**Immediately (upon handover from SBP)**

The SBP will install an additional 13 secure bicycle parking spaces prior to handover to API.

The SBP will provide a handover to API prior to API occupying the site. The handover will include a briefing of the expectations and obligations of API with regards to implementing, monitoring and reviewing the WPTP

API will be required to nominate a TPC to manage the on-going requirements of the WPTP. This will include establishing the TPUG to implement agreed measures and update the WPTP as required. A TPUG email is to be established and shared with all staff for ongoing communications. This allows staff to provide a direct line of communication with the TPUG to obtain relevant information, share ideas or discuss potential improvements.

A carpool scheme will need to be developed by the TPUG. The carpool scheme can be established by inviting staff to register their interest and provide their postcode. This information can be used to connect staff who live near each other or connecting staff who live enroute.

The following items must be actioned upon handover from SBP

1. Nominate the TPC

2. TPUG email to be established and distributed to all staff
3. TPC to distribute TAG to employees prior to commencing work
4. TPC to develop communication strategy (i.e. emails, announcements, open meetings, suggestion box, notification board)
5. TPUG to be established

The TPUG should initially meet regularly with the first year to develop and implement strategies to achieve the target mode split. During these meetings, the TPUG can consider additional measures to be implemented to encourage green travel and reduce dependency on private vehicles.

Potential initiatives the TPUG can consider encouraging a transport mode shift to green travel options include:

- Pre-loaded opal cards for new employees
- Salary sacrifice options for bicycle purchases
- Subsidised panniers or backpacks for employees who commit to active travel
- Incentives for participation in National Ride2 Work Day and Walk to Work Day.
- Promoting end of bike facilities and bike spaces

### Long Term (1 year +)

The TPUG will be required to review data collected and feedback received from staff to make adjustments to the incentives, targets and facilities to ensure that resources (staffing and funds) are appropriately allocated to achieve the desired outcomes and targets. After the first year the TPUG can meet quarterly to discuss the WPTP.

### 6.2.2 Monitor

The TPUG will be required to monitor the mode split to identify opportunities to improve green travel options and also identify successful outcomes. Successful outcomes are important to be shared with the SBP as these successes can be applied to other tenants in the park.

As part of the monitoring, the activities in **Table 7** are to be conducted to gather data on staff (and if frequent, visitor) travel behaviours. This data can be used at the review stage to develop strategies to improve green travel options.

Activity	Timeframe
Annual travel survey to monitor mode share, mode shift, time of travel, etc. As provided <b>Appendix C: Travel Survey</b> <b>Error! Reference source not found..</b>	Once per year in the same month
Spot counts of occupancy of car park and bicycle racks As provided <b>Appendix D: Parking Survey</b> .	Every 3 months
Review of parking data (if available) to assess occupancy	Every 3 months
Review numbers of people signed up for carpooling scheme	Every month
Count of queries to online Travel Plan email account As described in <b>Section 6.2.1</b> .	Every month
Annual site audit – update	Once per year in the same month
Annual WPTP Policy – update	Once per year in the same month

*Table 7: Activities to be completed by the TPUG*

### 6.2.3 Review

The primary objective of the WPTP is to reduce the dependence on private vehicle trips, ideally through increasing active transport trips. However, it is understandable that for some staff this may not be possible. Where this is not possible the TPUG can consider alternative incentives to reduce private vehicle dependence. This includes:

- Flexible working hours: Flexible hours may give some staff the opportunity to choose transport options that have limited off-peak services due to the length of their journey.
- Working from home opportunities: Each weekday a person works from home reduces their private vehicle usage by 20%. For a person that uses one tank of fuel (\$60/tank) every week travelling to work, this can equate to a saving of \$650 and 1000kg of CO<sub>2</sub> emissions.



<https://www.mysydney.nsw.gov.au/travelchoices/tdm> provides resources for the TPUG to use to develop strategies and incentives to reduce private vehicle demand when reviewing data and setting goals for the next year.

## **6.3 Surveys**

Surveys are provided in **Appendix C: Travel Survey** which can be used or modified to gather information to develop the baseline conditions. Consideration should be given to using an online survey supplier (i.e. Survey Monkey, Google Forms and SoGoSurvey) for surveys to be distributed via email. This will most likely lead to higher survey participation rate.

### **6.3.1 Travel Surveys**

This includes collecting information such as:

- Travel modes used
- Preferred method of travel
- Average time spent travelling daily
- Consideration of other travel modes
- No. of transport modes used
- Staff travel profile

### **6.3.2 Parking Surveys**

The parking surveys will require the Travel Plan Coordinator to periodically count the number of free vehicle spaces within the car park to identify car park usage.

## **Appendix A: Travel Access Guide**

# Getting to API Warehouse

## Marsden Park

### Travel Access Guide



# Your Travel Choices

The API Warehouse is located within the Sydney Business Park at the corner of Access Road and Hollinsworth Road. This Travel Access Guide outlines the many choices available to you to travel to and from work.

The precinct is well serviced by public transport with buses connecting the Sydney Business Park with the rest of Sydney through the T1, T2 and Sydney Metro North West rail lines. In some cases, this makes it faster and more reliable to travel to the Sydney Business Park by public transport than by private vehicle.

## Plan ahead

Planning ahead is key. The Trip Planner on [transportnsw.info](http://transportnsw.info) and public transport apps like Opal Travel, TripView or Citymapper provide real-time service updates, detailed service information, walking and cycling distances and accessibility details.

## Prioritise Public Transport

- The Metro North West Line provides frequent, turn-up-and-go services to Tallawong and Rouse Hill Station
- Bus services are available at nearby stops at Harris Avenue and Hollinsworth Road.
- Using public transport can be a comfortable alternative to driving; it allows you time to concentrate on something other than being at the wheel and enjoy activities such as reading, relaxing or planning your next holiday.
- Catching public transport helps contribute to your daily physical activity. People who regularly catch public transport get about 25 minutes more physical activity a day, compared to people who drive.

## Prioritise Public Transport

Walking or riding your bike as part of your daily commute is a great way to improve and maintain your physical health and mental well-being. It keeps you active without the need for a gym membership and gives you some me-time in your busy day.



## Consider Working Flexibly

- Flexible working arrangements can improve work-life balance, health and wellbeing and productivity.
- Flexible working includes any work arrangement which changes the traditional Monday to Friday, 9 to 5 arrangements.
- Options include working from home, at another office when meeting with colleagues based there, or by working hours that allow you to travel outside peak periods.
- Ongoing flexible working arrangements are subject to business requirements and manager's approval. Speak to your line manager to discuss flexible working opportunities.

## Use flexible working to travel outside the peak

- Travelling outside the peak is a great way to beat the morning and afternoon rush.
- It helps to cut down your travel time, allows for a more comfortable journey and beats the stress of sitting in traffic. It can also free up time for you to do other tasks before or after work.
- Travelling on the metro or train before or after the peak could also save you money.

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# Rail & Metro Connectivity

The T1, T2 and Sydney Metro North West rail lines provide access to Tallawong, Rouse Hill and Blacktown and Mount Druitt Stations. These stations are serviced by buses that take you within minutes to the API warehouse.



The bus network maps show available bus routes to the API warehouse.

3



# Bicycle & Pedestrian Access with Transport Options

**End of trip facilities** including change rooms, showers, and lockers are provided. Maps below show location of these facilities.

Secure bike storage and e-bike charging stations are provided on the within the secure parking area on the north-east corner of the site.

Additional information about building access and facilities will be provided prior to occupancy.

End of trip facilities include:

43 secure bike racks, accessed via secure swipe card via the Service Road. Unisex showers, toilets, lockers, vanity are located on each floor of the main office and within each amenities area within the warehouse.

## Trip Times

Pedestrian trip time shown in minutes from bus stops.

Cycle trip times shown in minutes from Richmond Road Shared Path

## Regular Bus Services

**Harris Ave before Darling St (Bus Stop ID: 2765135)**

**747** Mount Druitt Station to Rouse Hill Station (via Marsden Park and Tallawong Station)

**751** Blacktown Station to Marsden Park

**Harris Ave after Darling St (Bus Stop ID: 2765136)**

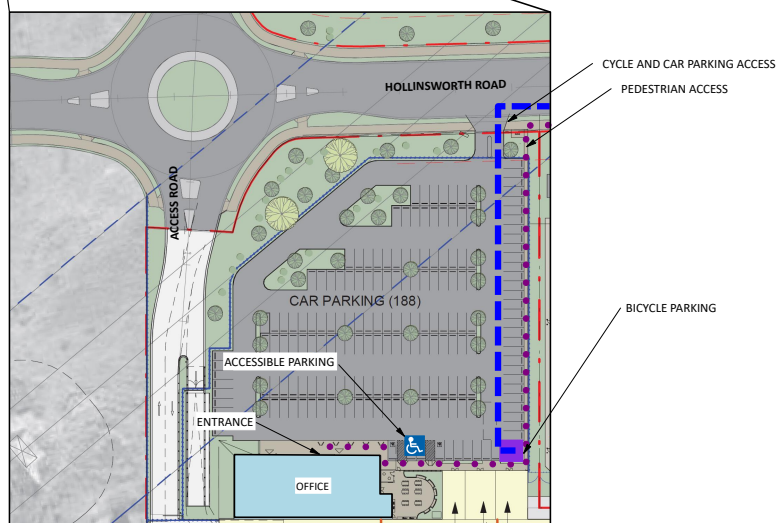
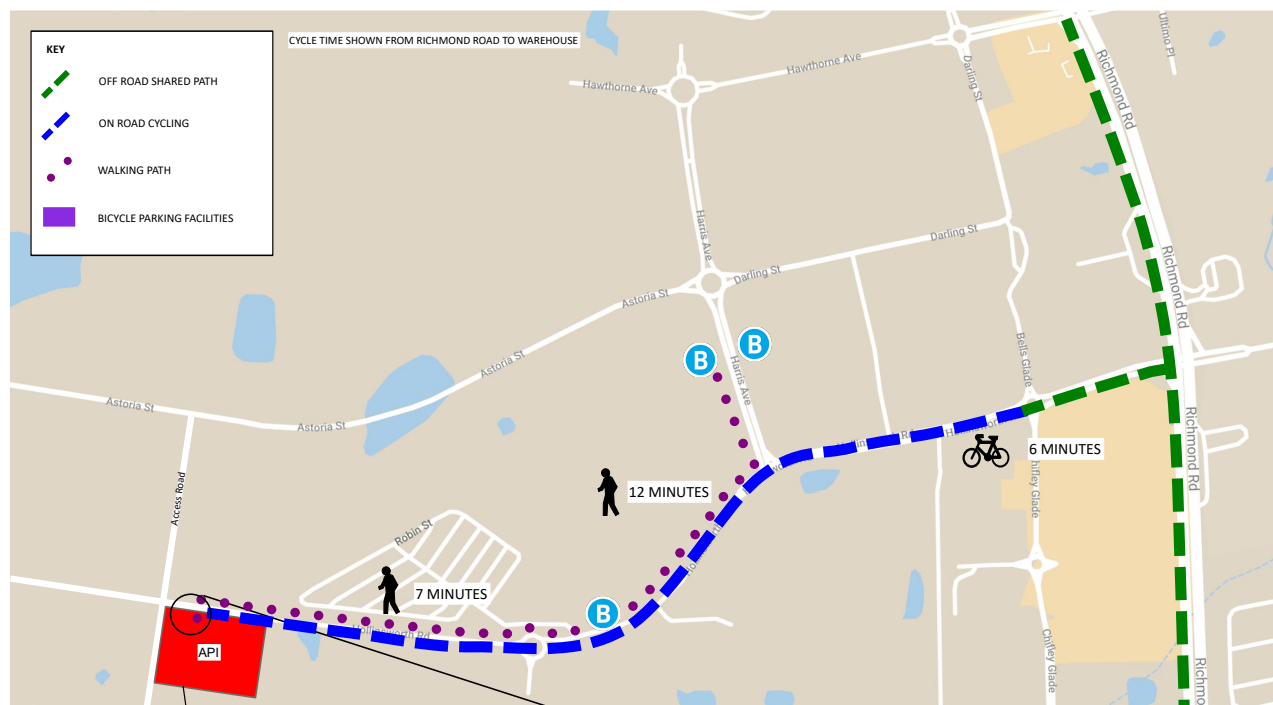
**747** Mount Druitt Station to Rouse Hill Station (via Marsden Park and Tallawong Station)

**751** Blacktown Station to Marsden Park

**Ingenia Lifestyle Stoney Creek Hollinsworth Rd (Bus Stop ID: 276512)**

**742** Marsden Park to Rouse Hill Station (via Tallawong Station)

**747** Mount Druitt Station to Rouse Hill Station (via Marsden Park and Tallawong Station)



# Building Access and Facilities

**End of trip facilities** including change rooms, showers, and lockers are provided. Maps below show location of these facilities.

Secure bike storage are provided on the within the parking area on the north-east corner of the site.

Additional information about building access and facilities will be provided prior to occupancy.

End of trip facilities include:  
24 secure bike racks, accessed via secure swipe card via the Service Road. Unisex showers, toilets, lockers, vanity are located on ground floor to the right after the main entrance.

The API Warehouse site has new EOT facilities including:

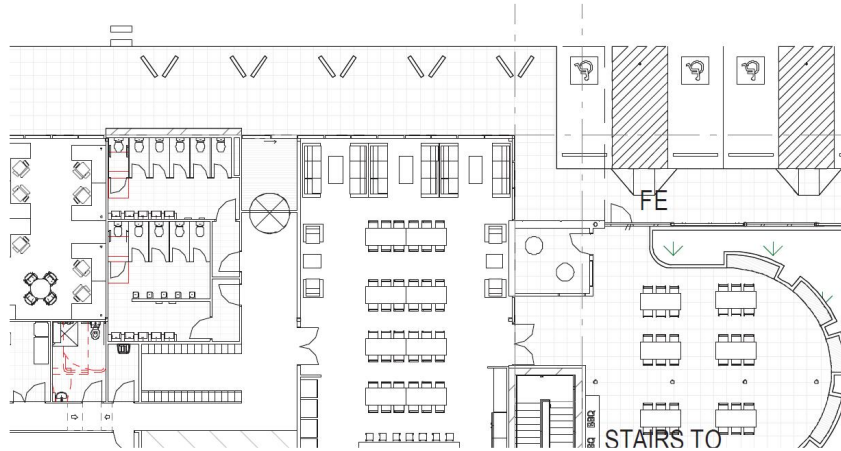
Office (Ground Floor)

- Accessible unisex showers / toilets / lockers / break out room

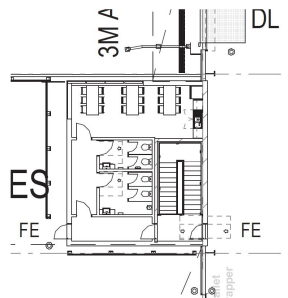
Warehouse Facilities

- Toilets

The process for booking / allocating bike racks and lockers is still to be determined.



OFFICE - MAIN ENTRANCE



WAREHOUSE AMMENITIES (WESTERN FACILITIES)



## **Appendix B: Historical Summary of Collected Surveys**

Attach annual summary of collected surveys as they are completed.

## **Appendix C: Travel Survey**

## API - Travel Survey

How many days a week do you work on site?


What post code do you live in?

How do you currently get to work? You may select more than one if you use multiple modes of transport.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Bus						
Car						
Carpool (inc. Drop off)						
Cycle						
Motorcycle						
Taxi						
Train						
Walk						

How far do you live from work?

Less than 5km		15km-25km	
5km-10km		25km-50km	
10km-15km		Over 50km	

How long does it take you to travel to work?

Less than 15min		Between 45min – 60min	
Between 15min – 30min		Between 60min – 90min	
Between 30min – 45min		Over 90min	

Go to [www.maps.google.com.au](http://www.maps.google.com.au) and calculate how long would it take you to travel from home to site.

Mode of Transport	Approx. Time (from google)	Primary transport mode (select 1)	Tick if you would consider alternatives
Bicycle			
Car, Motorcycle, Taxi			
Public Transport			
Walk			
Carpool	n/a	n/a	

If you travel by private vehicle:

Would you consider changing to a sustainable transport mode if API provided incentives?

If yes, what incentives would change your transport mode?

\_\_\_\_\_

## **Appendix D: Parking Survey**

Parking Survey		Date:
		Time:
		North
A	No. of Parking Spaces:	184
B	No. of Available Spaces:	
C	No. of Occupied Spaces (A-B):	
D	No. of Accessible Parking Spaces:	4
E	No. of Available Accessible Spaces:	
F	No. of Occupied Accessible Spaces (D-E):	
G	No. of Bicycle Spaces	24
H	No. of Occupied Bicycle Vehicle Spaces:	
I	No. of Available Bicycle Spaces (G-H):	
Comments:		

## **Appendix E: Useful Links**

## Australian Resources

<https://www.mysydney.nsw.gov.au/travelchoices/tdm>

<https://www.activelivingnsw.com.au/assets/Uploads/PCAL-WTP-Brochure.pdf>

<https://www.ryde.nsw.gov.au/files/assets/public/publications/travel-plan-guidelines.pdf>

<https://healthierworkplacewa.com.au/media/2303/workplace-travel-survey-fact-sheet.pdf>

## International Resources

<https://www.derby.gov.uk/media/derbycitycouncil/contentassets/documents/plans/travelplans/DerbyCityCouncil-TP-App3-Survey.pdf>

<https://www.actcanada.com/docs/act-resources/workplace-travel-plans.pdf?sfvrsn=0>

## **Appendix F: TfNSW Correspondence**

Correspondence or comments to be attached if required.



The following comments have been extracted from the email sent by TfNSW to Owen Walsh on Wednesday 20 October 2021. The responses to the table below are applicable for Warehouse 4 only. Comments for Warehouse 1 will be addressed in its respective WPTP.

Comment	Response																		
<p>a) Reducing car use: Given the amount of supported active and public transport access into the site, we would advise that you aim to reduce your private vehicle mode share from 70% to around 55% and implement a range of actions to try and lift your bike share mode share up by a further 10%. Now that COVID-19 restrictions in NSW have lifted, and our vaccination rate for NSW is progressing towards 85%, we think you can also lift the mode share of your car pooling from 0% to 5%. For this WPTP, COVID-19 restrictions will need to be updated within this WPTP. Our proposed mode share data table is below:</p> <table><tr><th>Mode type</th><th>PJEP Environmental Planning</th><th>TfNSW requested mode share</th></tr><tr><td>Private vehicle</td><td>70%</td><td>55%</td></tr><tr><td>Bike share</td><td>5%</td><td>15%</td></tr><tr><td>Car pool</td><td>0%</td><td>5%</td></tr><tr><td>Bus/train</td><td>25%</td><td>30%</td></tr><tr><td>TOTAL</td><td>100%</td><td>100%</td></tr></table>	Mode type	PJEP Environmental Planning	TfNSW requested mode share	Private vehicle	70%	55%	Bike share	5%	15%	Car pool	0%	5%	Bus/train	25%	30%	TOTAL	100%	100%	<p>Table updated to reflect split of mode types. Note table provided does not add to 100%. Values modified to achieve 100% mode share. Refer to <b>Table 6</b>.</p>
Mode type	PJEP Environmental Planning	TfNSW requested mode share																	
Private vehicle	70%	55%																	
Bike share	5%	15%																	
Car pool	0%	5%																	
Bus/train	25%	30%																	
TOTAL	100%	100%																	
<p>b) End of trip bicycling facilities: With our suggested rate of increased bike mode share we would suggest that you increase the amount of bike parking stations that are available, given that you have 30 allocated bike spaces within Warehouse 1 and 22 bike spaces allocated for Warehouse 4. This can also include e-charging stations for e-bikes. You can also provide signage on your proposed end of facility facilities established lockers and showers (we suggest the number of showers in Warehouse 4 be increased) within the warehouse to promote these facilities to your employees.</p>	<p>It is not possible to add additional facilities as the warehouse has been constructed. The facilities were built as per the approved plans.</p> <p>Scope has been added to the TPUG to consider facility improvements based on usage. Refer to <b>Section 6.2.1</b>. This will provide an opportunity for resources to be appropriately applied based on users feedback and collected surveys.</p> <p>Additional bicycle parking facilities will be installed by SBP prior to API occupying the site to accommodate the targeted bike mode share.</p>																		
<p>c) Section 5.2 on cycling facilities we will need you to provide a map to specify what cycle paths are available for employees to get to and from and include this information in the Travel Access Guide. This section will also need to identify the specific and cumulative development impacts expected for this development site, and the prospective timing for those developments to occur.</p>	<p>1) Section 5.3 updated to include map of cycle paths within the vicinity of the SBP.</p> <p>2) TAG updated to include new imagery</p> <p>3) There are no further specific and cumulative cycle path development impacts associated with this site.</p>																		
<p>d) Section 5.3 on Public Transport facilities should provide a map of what these facilities are and include these in the TAG. This section will also need more information on what types of developments are expected here, when they will be happening and who is expected to be doing them.</p>	<p>1) Section 5.3 updated to include map of public transport facilities</p> <p>2) TAG updated to include new imagery</p> <p>3) Western Sydney Airport Metro Line added to Section 5.3.2</p>																		

e) Section 5.3.1 Bus Services - This section will need to include a map of where the bus services are, the TAG should not be included here as it is detailed in your below appendices. There are a few pages in these plans that are just white space so these will need to be formatted.	1) Section 5.3.1 updated to include map of where bus services are located.  2) TAG removed from this section  3) White space removed
f) Section 5.3.2 Train Services – This section will need to include a map of the actual train services, and the train stations that they stop at close to the site, we would also expect train times to be covered here. In addition, if there are any anticipated train stations such as Sydney Metro, in development please refer to those and how employees will walk to and from the site with these changes.	1) Section 5.3.2 updated to include map included of Sydney Train network stations recommended to be used.  2) Section 5.3.2 updated to include train frequency provided  3) The Sydney Metro Western Sydney Airport line has been added as future connectivity.
g) Visitors and employees work trips to and from the site - We would also encourage you to consider staggering the times of anticipated trips for visitors and work related trips to and from the site by employees, and to encourage any of the sustainable transport options; bus, train, walking or car pooling to get to and from the site.	Noted. These recommendations added to the WPTP. Refer to <b>Section 6.3.2</b> .
h) Staggering shift times - for your employees so that they match up with train and bus times ie starting at 7am rather than 5am (as an example) so that employees can get to and from work safely. For employee safety using these options we would ask that the journey to the site for active and public transport be well-lit and sign-posted.	Noted. Expected standard shift times are no earlier than 7am finishing no later than 4pm. These coincide with current transport timetabling and daylight hours.  The warehouse facilities provide lighting for all areas expected to be used by pedestrians, cyclists and vehicles. Scope has been added to the TPUG in <b>Section 6.3.2</b>
i) Initiatives - We appreciate the initiatives you have suggested for staff for using sustainable travel. To further encourage more staff to participate in sustainable transport options we would also encourage you to consider the following initiatives: a. Pre-loaded opal cards for new employees b. Salary sacrifice options for bicycle purchases c. Subsidised panniers or backpacks for employees who commit to active travel d. Incentives for participation in National Ride2 Work Day and Walk to Work Day. e. Promoting end of bike facilities and bike spaces	Implementation Strategy developed and added to <b>Section 6.2.1</b> . These initiatives have been added.  Implementation strategy added to <b>Section 6.2</b> .
j) Implementation Strategy: We would recommend that you include a detailed implementation strategy in your WPTPs noting all the tasks for completion, how they will be completed and completion date, including an implementation checklist to achieve the proposed initiatives. Your stakeholder engagement strategy will also be included in this (including all of your stakeholders, key messages and the channels you will use to engage your stakeholders) – please find our Potential engagement techniques link that may be useful to you. We note there is a separate communications strategy to guide this, and we recommend that the implementation strategy be updated with the communication tasks to promote initiatives. This will include the roles and responsibilities of the team; firstly the Sydney Business Park team in the interim then TJX/API staff to carry out management of the WPTPs.	Implementation Strategy developed and added to <b>Section 6.2</b> .  The SBP will hand over ownership of the WPTP to API prior to the warehouse being occupied. SBP does not communicate with API staff.  API will be responsible for developing a suitable communication strategy with their staff. This has been added to a list of tasks to be completed by the TPC upon handover from SBP.
k) Travel Access Guide or TAG should include maps and times of all modes of transport, bikes, bus, train, walking and car-pooling options. The longer term TAG can be updated on a regular basis as more infrastructure (pathways cycleways etc) come into existence. For further helpful information – please check this link How to Create a Travel Access Guide doc here.	TAG updated in accordance with the TfNSW guide.
l) Travel Survey – we appreciate your effort in doing the travel survey. We would recommend that you conduct staff and resident	Travel survey updated to include post code of persons surveyed.

travel surveys to obtain workforce data analysis (including staff residential postcodes) to identify the actual staff/resident travel origin and destination patterns, this will inform strategies that help to reduce car parking demand for staff and residents to get to and from the site. Please note that both Travel Survey sections for Warehouse 1 and Warehouse 4 will need to be the same	
m) Submission to us -We ask that you submit a copy of the updated WPTP for TfNSW endorsement, prior to the issue of the Occupation Certificate.	Noted.

## **Appendix G: Planning NSW Correspondence**

Correspondence or comments to be attached if required.