

KPMG

**Establishment of First Use and Fit
Out of Level 23-38, Commercial
Building C5**

Workplace Travel Plan

Rev A | 18 February 2014

This report takes into account the particular instructions and requirements of our client.

It is not intended for and should not be relied upon by any third party and no responsibility is undertaken to any third party.

Job number

Arup
Arup Pty Ltd ABN 18 000 966 165



Arup
Level 10 201 Kent Street
PO Box 76 Millers Point
Sydney 2000
Australia
www.arup.com

ARUP

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1 Introduction

This Workplace Travel Plan is submitted to the Minister for Planning pursuant to Part 4 of the Environmental Planning and Assessment Act 1979 (EP&A Act) in support of the State Significant Development (SSD) Development Application for the KPMG fit-out (commercial office Levels 23-38) of Commercial Building C5.

1.1 Background

The 22 hectare Barangaroo site has been divided into three distinct redevelopment areas (from north to south) – the Headland Park, Barangaroo Stage 2 and Barangaroo Stage 1 (herein after referred to as Barangaroo South).

Lend Lease Pty Limited (herein after referred to as Lend Lease) was successfully appointed as the preferred proponent to develop Barangaroo South on 20 December 2009.

1.2 Site Description

Barangaroo is located on the north western edge of the Sydney Central Business District, bounded by Sydney Harbour to the west and north, the historic precinct of Millers Point (for the northern half), The Rocks and the Sydney Harbour Bridge approach to the east; and bounded to the south by a range of new development dominated by large CBD commercial tenants.

The 22 ha Barangaroo site is roughly rectangular in shape and has frontage to the harbour foreshore of 1.4km. Hickson Road delineates the eastern boundary.

The NSW Government held an international urban design competition for the site in 2005 and the winning entry was used as the basis for the original Barangaroo Concept Plan which was approved in February 2007 and sets out the urban design and policy initiatives to be employed in the redevelopment of the site.

The Concept Plan (as modified) is the statutory planning approval to guide the urban renewal of Barangaroo and currently provides for the development of mixed use precinct comprising commercial, retail, residential and community development and new public open space / public domain.

The Barangaroo Delivery Authority is the state government authority that manages and delivers the development of Barangaroo.

1.3 Project Background

Project Approval for Commercial Building C5 (MP 10_0227) was granted by the Department of Planning on 24 April 2012 for the following:

- piling and associated earthworks and remediation
- construction and use of a new commercial building (C5) with a maximum GFA of 90,539m² comprised of:
 - 5,315m² of retail floor space
 - 83,760m² of commercial floor space

- 1,370m² office lobby
- allocation of 94m² of floor space within basement.
- operation and use of 153 car parking spaces (139 commercial, 7 for all other uses) allocated to C5 within part of the basement car park
- 326 bicycle spaces (65 temporarily located in the landscaped forecourt adjacent to Hickson Road, and 261 located in the basement car park (the construction of which is subject of the Basement Car Park Approval)
- pedestrian and cycle access and circulation arrangements
- signage zones on the building façade to accommodate building and business identification signage
- temporary works and uses including:
 - creation of a temporary forecourt and landscaping along Hickson Road
 - surfacing of the surrounding streets and laneways including part of Globe Street, part of Shelley Lane and part of Margaret Street West
 - hoardings
- installation of utility services.

1.4 Project Application Description

The proposal seeks the establishment of first use and to undertake associated internal fit-out works to Levels 23 to 38 (Level 27 Plant) of Building C5 Barangaroo South to accommodate an office for KPMG.

KPMG are currently accommodated at 10 Shelley Street Sydney as the sole tenant. The 10 Shelley Street building provides bicycle parking and lockers for 100 staff which represents a 4.4% provision rate. Up to 2,400 KPMG staff are anticipated to be on site at any one time within the new C5 commercial building.

1.5 What is a Work Place Travel Plan?

A Work Place Travel Plan is a package of measures put in place by an employer to try and encourage more sustainable travel whilst commuting to work and also during the course of work, including business and delivery travel or other visitors to the employer's site. It is a means for an organisation to demonstrate a commitment and take a pro-active step towards improving the environmental sustainability of its activities.

More generally, the principles of a Work Place Travel Plan are applied to all people travelling to and from a site. Government authorities are placing increasing emphasis on the need to reduce the number and lengths of motorised journeys and in doing so encourage greater use of alternative means of travel which have less environmental impact than the car.

1.6 Objectives

The objectives of a Work Place Travel Plan are:

1. **Travel Demand Management** which reduces the need for energy intensive car, taxi or air travel by combining journeys for different purposes, travelling to alternative closer locations, or using other means of communications e.g. audio conferencing, video conferencing and working at home or other off-site locations using email or wireless telecommunications.
2. The use of **more sustainable transport modes** i.e. walk, cycle, bus, motorcycle, car sharing, light rail, bus and rail in place of the higher energy consumption travel modes such as single occupant car travel, taxi and air travel. This generally requires improving people's travel choices by making more travel modes available, i.e. to improve mobility for non car-drivers. The alternative measures of reducing mobility for car drivers by increased road usage and parking charges or restricting road and parking capacity are also an option, particularly in congested locations.

2 Transport and Access Service Strategy

2.1 Mode split

The mode split target for the KPMG component of the C5 Commercial Building is consistent with the overall mode split target for the Barangaroo South development presented in Table 1. A stringent car parking rate of 1 space per 600m² GFA for commercial uses, provision of a pedestrian and cycle friendly environment, and planned public transport initiatives will help to achieve this target.

Table 1: Comparison of the commuter transport task for the Journey to Work

Mode	2011 Census ¹	C5 Commercial Building Final Target*
Car	15.6%	4.0%
Bus/Light rail	22.9%	20.0%
Train	49.0%	63.0%
Ferry	2.6%	1.0%
Other (pedestrian, cyclists, motorcycles, taxi)	9.9%	12.0%
Total	100%	100%

* Based on overall mode split target for the Barangaroo South development. It is expected that the Ferry mode will be aligned more closely with the Census data.

2.2 Pedestrian Access

For the ultimate Barangaroo South development the following pedestrian linkages are proposed:

- **Wynyard Walk:** A new high-volume pedestrian tunnel and bridge from Barangaroo to the frequent rail and bus services at Wynyard Station and George Street (currently under construction). This new link will facilitate excellent walking connections from the C5 building for KPMG employees.
- **City Walk Wynyard Connection:** A new pedestrian link bridge over Sussex Street/Hickson Road located close to the intersection of Hickson Road and Napoleon Street which links into the Wynyard Walk.
- **189 Kent Connection:** A new pedestrian link bridge over Hickson Road to be constructed and coordinated with the future development of 189 Kent Street.
- **Maritime Staircase:** A new staircase at the junction of Napoleon Street and Hickson Road which connects to the Maritime Centre providing a link to Kent Street.

¹ Based on journey to work trips to Sydney Inner SLA

2.3 Cycling Access

The Sydney City Centre Access Strategy was released by the NSW Government in December 2013. The strategy outlines the future city centre cycleway network to encourage growth in cycling and reduce pressure on the public transport system. Measures proposed include:

- Extending the Kent Street cycleway south to Liverpool Street
- Construction of a bi-directional cycleway on Liverpool Street
- Construction of a bi-directional cycleway on Castlereagh Street and Pitt Street, providing a new north-south connection through the CBD
- Extending the existing King Street cycleway to Castlereagh Street
- Extending the east- west cycleway along Park Street to Castlereagh Street

The strategy also notes that investigations for additional cycleway connections in the city centre are ongoing, including “cycle connections to Barangaroo”. The strategic cycleway network map (see Figure 1) indicates these connections to be via the Pyrmont Bridge cycleway and the Harbour Bridge cycleway.

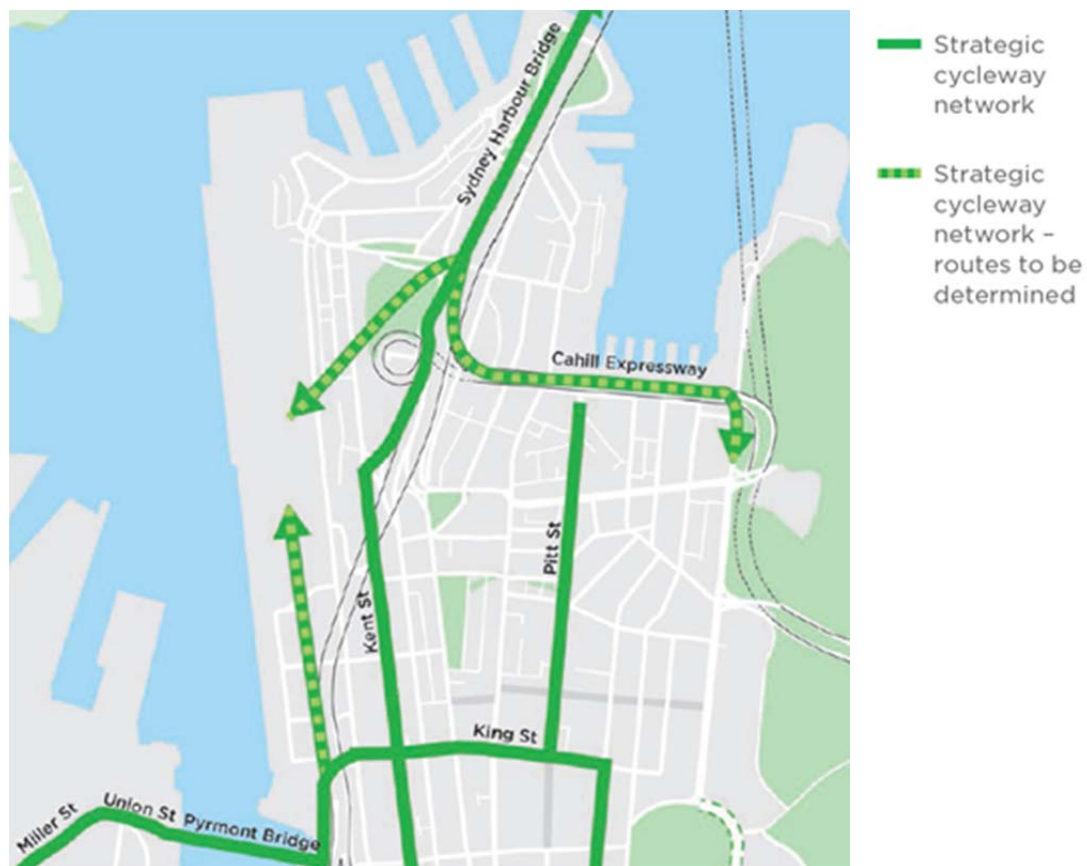


Figure 1 Strategic Cycleway Network Map

Source: Sydney City Centre Access Strategy (NSW Government, 2013)

The C5 building will have bicycle access and onsite facilities for commuter cyclists (i.e. showers, changing rooms, lockers). A minimum target of 5% of building occupants provided with a bicycle parking space has been adopted which aligns with the mode share target of 4% of journey to work by bicycle.

The City of Sydney has commenced a roll out of a cycleway network where dedicated cycle lanes are being constructed throughout the CBD as part of its Cycle Strategy and Action Plan 2007-2017.

Short term visitor bike parking will be available in the permanent public domain adjacent to the C5 Commercial Building. Bicycle parking spaces will be provided in the basement to meet the needs of the buildings tenants.

2.4 Public Transport Accessibility

The site is well located to a number of public transport hubs, including rail, light rail, bus and ferry.

2.4.1 Sydney Light Rail

In December 2012, the NSW Government released 'Sydney's Light Rail Future'. This document details plans for expanding the existing light rail network to the Sydney CBD and South Eastern Sydney as well as the completion of the Inner West Light Rail extension.

The first stage of the inner-west light rail extension is a 5.6km extension running between Lilyfield and Dulwich Hill as shown in Figure 2. It will run from the current light rail terminus at Lilyfield, along the disused freight rail corridor, to Dulwich Hill. The extension is expected to be operational by 2014. It could be expected that public transport patronage to Barangaroo from the inner west would shift mode from bus and rail as a result of these extensions.

The CBD and South East Light Rail link will connect Circular Quay to the University of New South Wales via Anzac Parade and Alison Road. The integration of existing and planned light rail networks would further enhance patronage by this mode to Barangaroo. This link will include the pedestrianisation of a 1 kilometre section of George Street, between Bathurst and Hunter Streets. Construction is expected to commence in 2014 and be completed in 2020.

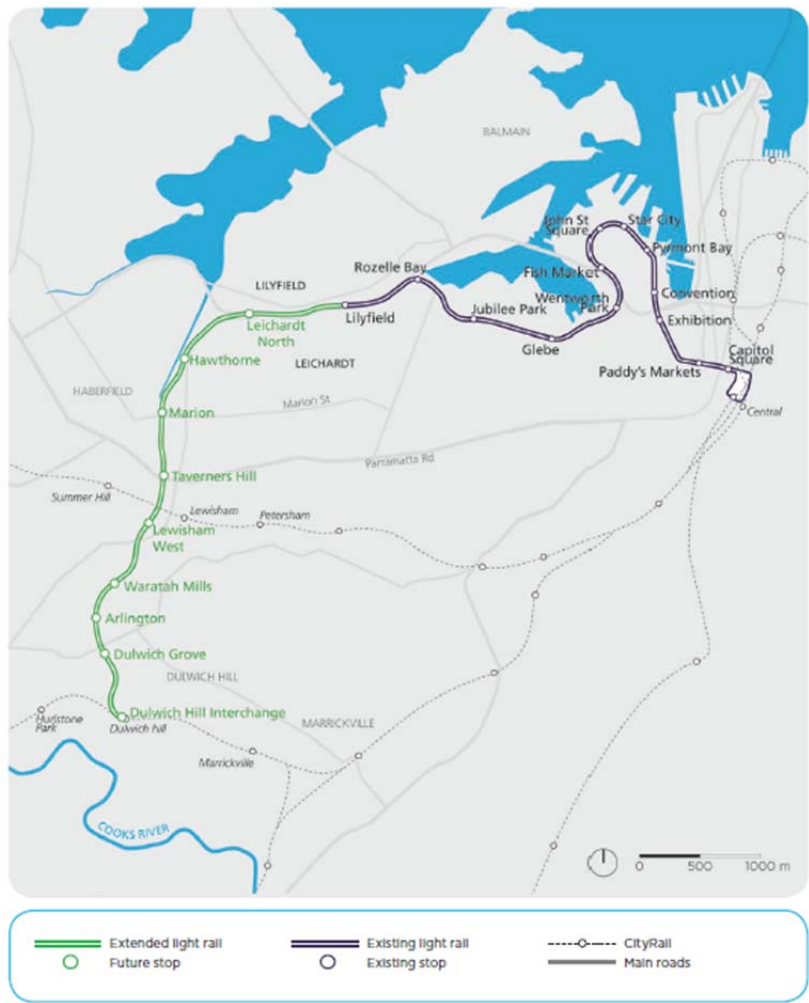


Figure 2 Proposed Light rail extensions

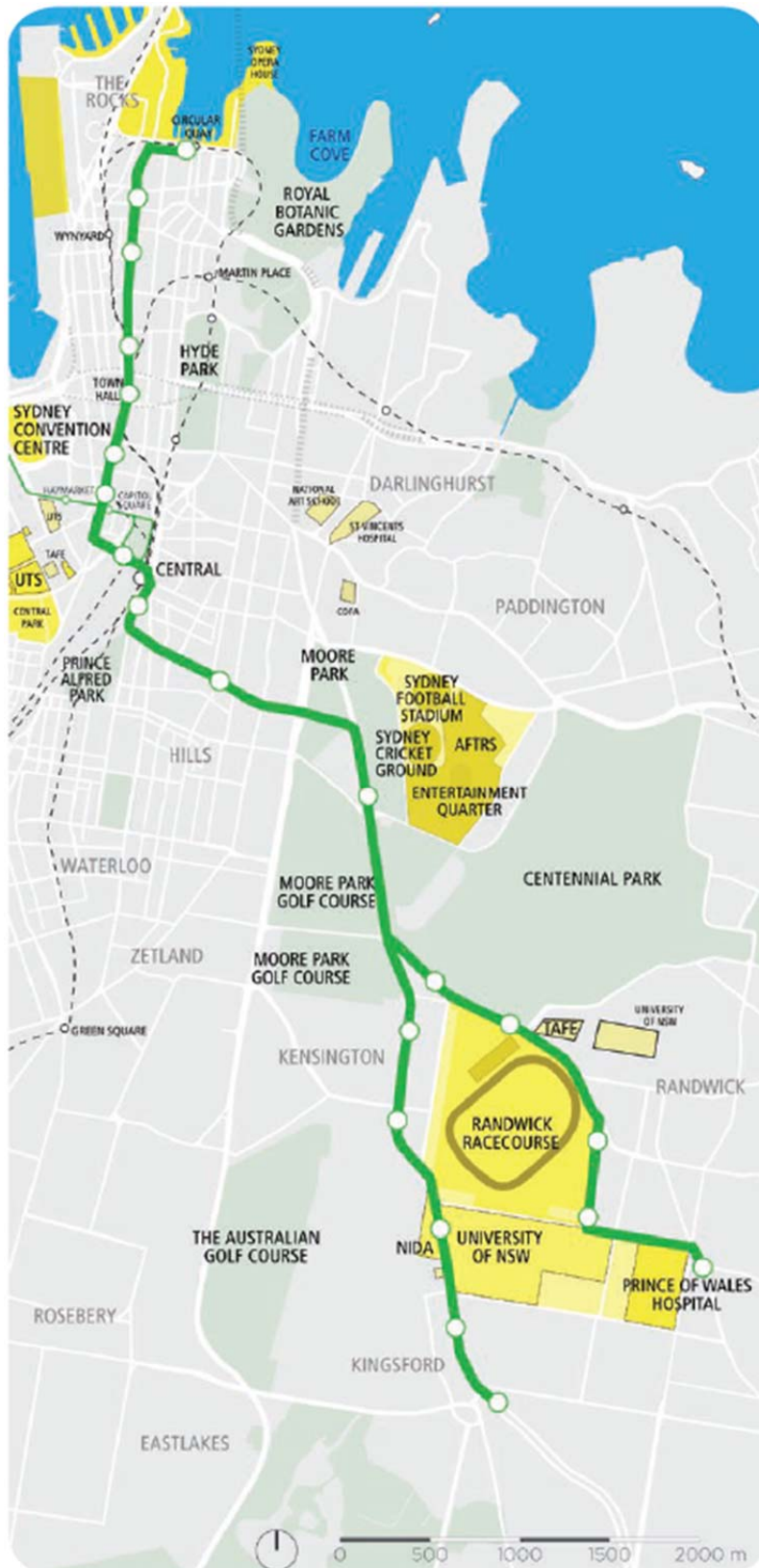


Figure 3 CBD and South East Light Rail Route Map

Source. Sydney Light Rail Future, NSW Government

2.4.2 Ferry

The Sydney City Centre Access Strategy commits to constructing a new ferry hub at Barangaroo, delivered in time for major tenants moving in to the development. This new wharf will support the commercial development of the precinct, with new ferry services anticipated from the east and north, as well as the existing western ferry catchments.

The new ferry hub will service the new development and connect ferry users to the western and midtown parts of the city centre via the Wynyard Walk link. It will reduce capacity constraints on the Circular Quay terminal and will bring additional ferry services and routes directly to Barangaroo.

The current TMAP assigns only a 1% mode to ferry for journey to work. Larger tenants in this area have recorded ferry mode share as high as 7% indicating that there is good potential for an increased ferry mode share with increased services and improved frequencies.

2.4.3 North West/South West Rail Links

The NSW Government is committed to building the North West Rail Link and South West Rail Link. Work continues on the projects including:

- Planning for the Rapid Transit System which will connect the 23km distance between Epping and Rouse Hill, expected to open by the end of 2019.
- Construction of the South West Rail Link, which includes 10.5km of twin track between Glenfield and Leppington, two new stations at Edmondson Park and Leppington, car parking and a train stabling facility at Rossmore. The project will be finalised in 2016

2.4.4 Bus Services

The Sydney City Centre Access Strategy outlines a redesigned bus network which improves bus reliability and address congestion and capacity constraints. Some of the key proposals relevant to the Barangaroo development include:

- New bus routes will run to Barangaroo and Walsh Bay via the city centre, Napoleon Street and Hickson Road
- Erskine Street to act as a key east-west bus corridor in the northern CBD
- The major bus stop precinct serving Barangaroo will be in the area surrounding Wynyard Station on York, Clarence and Kent Streets.
- Approximately every second bus service on key Inner West bus routes entering the city centre via Broadway will only operate to Central. This will reduce the number of buses unnecessarily entering the city centre. The remaining services will continue to the northern end of the city centre via Elizabeth Street northbound and Castlereagh Street southbound.
- Bus routes servicing the Eastern Suburbs will utilise Elizabeth Street. Passengers travelling to Barangaroo will alight at Martin Place and walk through the city and across Wynyard Walk

The future city centre bus network is summarised in Figure 4.

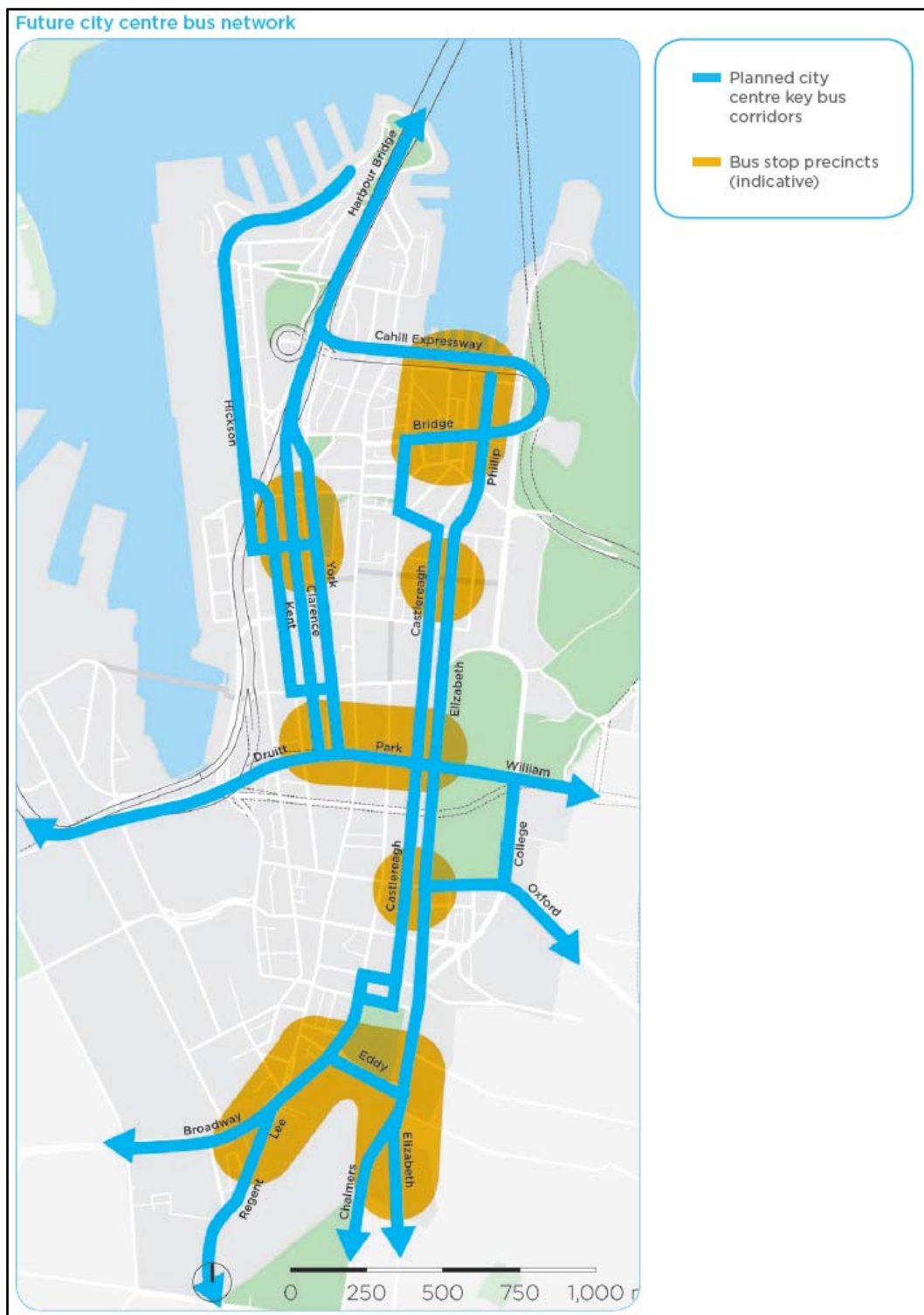


Figure 4 Future City Centre Bus Network

Source: Sydney City Centre Access Strategy (NSW Government, 2013)

2.5 Wynyard Walk

The NSW Government has commenced work on Wynyard Walk (previously Barangaroo Pedestrian Link), a direct pedestrian link between the new Barangaroo development and Wynyard Station and transport interchange. The Wynyard Walk, expected to be complete by 2015, will provide a high level of access to public transport for the growing western corridor of the CBD, including Barangaroo and King Street Wharf. The proposed route for Wynyard Walk is shown in Figure 5.

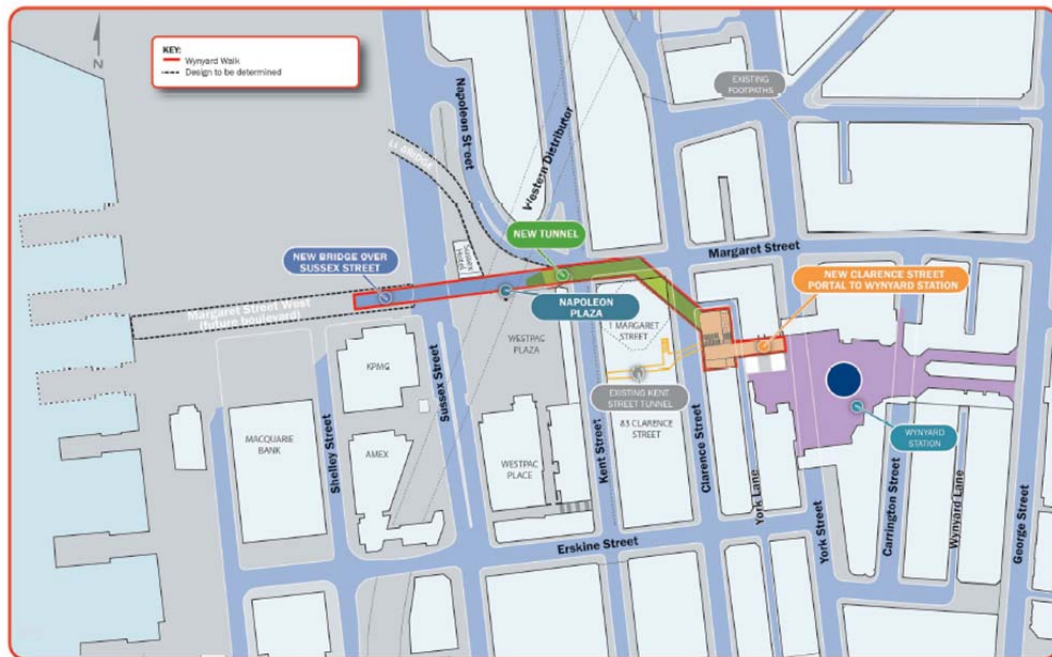


Figure 5 Wynyard Walk (Source: REF April 2012, Transport for NSW)

2.5.1 Improving Public Transport Services and Facilities

The NSW Government continues to work on a range of improvements to public transport including:

- Full implementation of the Opal card electronic ticketing for ferries, trains, buses and light rail.
- Infrastructure upgrades for the rollout of the new Waratah trains.

2.5.2 NSW Long Term Transport Masterplan

The NSW Long Term Transport Masterplan was released in December 2012 and outlines a 20 year plan for the direction of transport services across NSW. The plan presents an integrated approach to transport planning and identifies the roles different modes of transport play in meeting the future needs of the State population.

The *NSW Long Term Transport Masterplan* confirms that the proposed Barangaroo Ferry Hub is an integral component of Sydney's transport network, supporting commercial development of Barangaroo and take pressure off Circular Quay.

The masterplan aims to integrate public transport services to maximise future use as well as improve the overall customer experience. The masterplan discusses the implementation of the 'Opal' card – the future integrated public transport ticketing system for NSW.

2.5.3 Barangaroo Integrated Transport Plan

In August 2012, the BDA released the Barangaroo Integrated Transport Plan, which was prepared by a taskforce chaired by Transport for NSW and included City of Sydney, BDA, Lend Lease and other Government agencies. The plan outlines a series of transport strategies and actions to accommodate the significant employment growth in the northern CBD over both the short and long term. A selection of the recommended actions include:

- Plan for investigation of a future bus corridor along Hickson Road in lieu of light rail;
- To accommodate the significant increase passenger throughput over the short and long term (up to 26%), prepare a costed implementation plan to upgrade the station and improve capacity;
- Investigate options to relieve congestion at the Wynyard bus interchange and increase the number of bus stops and layovers;
- Commence planning for a new ferry interchange at Barangaroo;
- Complete the Sydney Light Rail strategic plan to determine the feasibility of light rail on George Street and Hickson Road;
- Construct Wynyard Walk, City Walk Bridge and other bridges over Hickson Road as per existing planning approvals;
- Improving cycling access to Barangaroo by extending the City of Sydney's bicycle network, including upgrading existing bicycle shoulder lanes on Hickson Road; and
- Locate sufficient taxi ranks in consultation with City of Sydney, BDA and the Taxi Council.

2.6 Summary

Public transport accessibility to Barangaroo will be enhanced considerably through the delivery by NSW Government of the planned public transport upgrades across the Sydney network.

3 Work Place Travel Plan Framework

A Work Place Travel Plan specific for KPMG at the C5 Commercial Building will need to address the following issues:

- What are the **objectives** for KPMG in terms of travel journeys to and from work, during work hours and other travel to and from the office.
- How are the set objectives going to be met? What **measures** are going to be implemented and encouraged?
- Who is going to be responsible for the management, implementation and administration of the measures?

3.1 Work Place Travel Plan Objectives

The main objectives of the Work Place Travel Plan are to reduce the need to travel and promotion of sustainable means of transport.

The more specific objectives include:

- High modal share for public transport, cycling and walking to work journeys;
- To ensure adequate facilities are provided at the site to enable staff and visitors to commute by sustainable transport modes;
- To reduce the number of car journeys associated with business travel by staff and where applicable visitors to KPMG head office
- To facilitate the sustainable and safe travel of new employees;
- To continue with established initiatives to reduce the need to travel for work-related activities, particularly air travel; and
- To raise awareness of sustainable transport amongst staff and visitors.

In order to meet the objectives and targets of the Work Place Travel Plan, the following physical and management measures are recommended and should be implemented, in addition to the existing travel initiatives.

3.1.1 General Marketing and Promotion

The objectives of the Work Place Travel Plan will only be achieved with the support of KPMG C5 office staff. Marketing the benefits and promoting the sustainable alternatives available are therefore crucial in encouraging staff to adopt the Work Place Travel Plan measures. It is important that at an early stage, staff are made aware of the need for the Work Place Travel Plan, and that it is emphasised that the measures are being introduced to support and encourage people to use cars more wisely.

In addition to raising general awareness, any successes achieved will be fully publicised to staff in order to motivate them to use sustainable modes of transport.

- A dedicated webpage for KPMG (Sydney) employees will be created to include travel information section containing information on cycle parking and useful links to public transport websites specific to the C5 office location. This webpage would service the 2,400 KPMG employees in the Barangaroo precinct;

- Support and promote events such as National Bike Week, Bike2Work Days, walk to work day to staff through, broadcast messages and intranet.

3.1.2 Reducing The Need To Travel

To ensure that sustainable transport options are promoted to staff when making journeys for work purposes, and to reduce the need to travel, the following measures should be implemented. These measures require implementation by staff members across the building.

- Continued promotion of the office teleconferencing and videoconferencing facilities as an alternative to face to face meetings.;
- Creating and involving KPMG Clients , when applicable and relevant, in KPMG videoconferencing facilities;
- Promote the existing KPMG telecommuting policy to all existing and new staff.

3.1.3 Travel During the Working Day

To provide KPMG staff with a choice of convenient sustainable transport option for work – related travel during the working day the following initiatives should be promoted:

- Use of the Sydney Trains network to travel to places that are on or near a train line;
- Walk to places that are close by rather than taking the taxi;
- Continued promotion of the taxi pooling system for the C5 Commercial Building which would cross check for common destinations and inform the passenger of possible taxi pooling options.

3.1.4 Cycling

As described in Section 2.3 the C5 Commercial Building will have good access to the cycling network and will provide onsite facilities for cyclists i.e. easily accessible bike room/shelter, changing rooms and showers, lockers and good access from those facilities to the office. In order to activate and promote cycling the following measures should be considered:

- Provide Sydney cycle maps to staff;
- Participate in annual events such as 'Ride to Work Day';
- Broadcasts in staff areas should have news of events / generic posters promoting cycling;
- Staff who cycle to work should be encouraged to form a Bicycle User Group in order to provide a body of regular cyclists who can discuss issues relating to the provision of on-site cycling facilities and the maintenance of off-site cycle routes; and
- Set up 'Bike Buddies' scheme for less confident staff interested in cycling.

3.1.5 Public Transport

To promote the use of public transport for travel to work and work – related journeys during the day.

- Continue to provide bicycle parking for KPMG employees to encourage the use of public transport travel – in line with the approved Barangaroo Concept Plan;
- Update the existing KPMG intranet page to contain useful links to journey planning websites in Sydney;
- Provide useful public transport maps and promotional items to potential and current public transport users in the existing induction pack for new employees;
- Provide broadcasts in staff areas regarding news of events / generic posters promoting public transport.

3.1.6 Walking

Specific Travel Plan measures designed to encourage more walking trips to and from work by those employees living within a reasonable distance.

- Produce walking related articles for inclusion in the office newsletter focussing on ‘walking champions’ to highlight best practise in walking to business meetings;
- Create and maintain an intranet ‘useful walking routes’ containing useful routes to key parts of the Sydney CBD, including public transport terminals at Wynyard, Circular Quay, Martin Place and Town Hall rail stations;
- Participate in Walk to Work day.

3.1.7 Taxi share and shuttle bus service

In order to reduce the number of car trips and especially trips made to common destinations the following measures should be considered:

- Continue with taxi share system for trips during the day for KPMG employees; and

3.1.8 Way finding and urban informatics

As an entirely new precinct Barangaroo South will need a careful wayfinding strategy. The strategy will include the C5 building as part of the precinct plan. Key civic nodes, Wynyard train station, ferry terminal and other public spaces will need to be located quickly. A number of wayfinding measures would be implemented through Barangaroo South precinct planning process rather than independently by KPMG. The way finding measures could be introduced to improve connectivity and enhance access to the C5 Commercial Building:

3.1.9 Staff Induction

To ensure new members of staff are aware of the Work Place Travel Plan, all new staff members should be made aware of the Plan as part of their induction process. The Work Place Travel Plan section of the induction should provide new starters with the following:

- A brief introduction to the Work Place Travel Plan and its purpose;
- Tour of the office to include a visit to cycle parking areas and shower and changing facilities; and
- Provision of a Work Place Travel Plan information which would include information on incentives to use sustainable means of transport e.g. /taxi share system.

3.1.10 Visitor Travel / Site Access Information

To ensure KPMG staff and visitors to the office are provided with information on sustainable transport options to the site

- For internal site access information, consider developing an interactive map to show useful walking route, nearby public transport terminals and popular cycling routes to work, expanded to include additional local information useful to staff such as nearby shops and services or locations for recreational activities

3.1.11 Summary of measures and additional information

Appendix A provides a summary of measures that could be implemented in a KPMG Work Place Travel Plan.

3.2 Scheme Administration

3.2.1 Administration

An essential part of an effective Work Place Travel Plan is to nominate a Travel Plan co-ordinator for the C5 KPMG office. A KPMG representative, together with representatives from other tenants in the same building would form a Travel Plan Management team enabling a consistent and organised approach for the whole building. One person would be chosen to represent and lead the Work Place Travel Plan initiatives for the whole C5 Commercial Building.

KPMG have resources within Business Units of People, Performance & Culture and Property & Operations (Marketing and Promotions Co-ordinator, Walking coordinator and the Cycling Coordinator) who will implement these activities. KPMG will formalize these activities via goal setting.

Senior management support is critical to ensuring the success of any travel plan for a number of reasons such as to:

- Lead by example;
- Allow budget allocations for the implementation of measures; and

- Give support to changes or development of policy documentation.

Administration of the Travel Plan involves the maintenance of necessary systems, data and paperwork, consultation and promotion.

3.2.2 Consultation

The success of the Work Place Travel Plan will rely on the support of the employees which will be overseen by the Work Place Travel Plan co-ordinator. The Work Place Travel Plan co-ordinator will be responsible for all liaisons with outside bodies, including local transport operators, planning and highway authorities.

Liaison with officers of the Council, e.g. those responsible for cycling and public transport will be undertaken as required. The co-ordinator will also seek to join and attend meetings with any local travel forums as appropriate in order to exchange ideas with other like minded organisations.

3.2.3 Promotion

All employees will be made aware of the details of the Work Place Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving its objectives at its launch. Job applicants will be made aware of the Work Place Travel Plan at the interview stage and be directed to the dedicated online page for more information.

The promotional material will advise employees wishing to raise specific transport-related matters to discuss them with the appropriate nominated Travel Plan co-ordinator who in turn would liaise with the Work Place Travel Plan management team, transport operators and the local authority as required.

3.2.4 Updating, reviewing and monitoring

The Work Place Travel Plan is a strategy that will evolve over time. Although the objectives of the Plan to 'educate' and create awareness with employees and to facilitate travel by sustainable modes will not change, it may be possible over time to define or re-define specific targets. Target setting should reflect an ambition for continued progress year on year and there should be a mechanism to review targets in light of monitoring surveys.

The monitoring measures could include collecting data on employee travel patterns for journeys to work and also during work. KPMG will commit to conducting an on-line travel survey of all staff within 3 months of occupation. The recorded data would inform modes of transport and distance travelled by each mode, from which energy consumption and emissions could be estimated.

Following the implementation to the Work Place Travel Plan, the Work Place Travel Plan management team should meet annually to undertake a review of the Travel Plan measures in place. The objective will be to measure their success and to identify the potential for refinements.

The Work Place Travel Plan management team will then compile a review report outlining the results of the review. The report will also incorporate the results of on-going monitoring processes throughout each of the preceding periods.

4 Conclusion

Implementation of a Work Place Travel Plan and travel demand measures are essential for providing access to KPMG staff and visitors of the C5 Commercial Building in a sustainable way and meeting the low car mode share target for Barangaroo South. The Work Place Travel plan will contribute to a healthier and better quality of life for staff and a reduction in air and noise pollution. KPMG will benefit from more productive staff, cost savings and reduced demand for car parking. The KPMG C5 office will be easily accessible for employees, particularly those travelling from key transport nodes such as Wynyard Station.

Appendix A

Work Place Travel Plan Measures - Targets, Indicators and Timescales

A1 Green Transport Plan Measures – Targets, Indicators and Timescales

The following proposed initiatives are suggested to be implemented by KPMG following their occupancy of the C5 building.

No.	Measure/Initiative	Implementation Date	Responsibility	Indicator
General Marketing and Promotion				
1	A Travel Information section will be created containing information on cycling storage and changing facilities and useful links to public transport websites.	+1 month	Marketing and Promotions Co-ordinator	No. of hits
2	Green Transport Plan broadcasts will be located in communal staff areas.	+1 month	Marketing and Promotions Co-ordinator	Feedback
Reducing the need to travel				
1	Continued promotion of the office teleconferencing facilities as an alternative to face to face meetings..	Ongoing	All relevant staff as required	Feedback from Business Units
2	Continue to include teleconference and video conferencing meetings as a standard option in client proposals in preference to face to face meetings where practical.	Ongoing	All relevant staff as required	Feedback from Business Units
Travel during the working day				
1	Promote use of rail and walking to get to places that are along the train lines.	+1 month	Marketing and Promotions Co-ordinator	No. of staff participate
Cycling				
1	Support and participate in annual events such as 'Ride to Work Day'.	Launch date	Cycling coordinator	No. of staff participating in events
2	Within 12 months of the Green Transport launch, the Green Transport Plan co-ordinator will produce at least 2 cycling related articles for inclusion in newsletters.	Within 12 months of Launch	Cycling coordinator	No. of articles
Staff Travel Survey				
1	Undertake an online survey of staff travel patterns	Within 3 months of initial occupation	GTP committee	No. of participants

No.	Measure/Initiative	Implementation Date	Responsibility	Indicator
3	The GTP Cycling Co-ordinator will regularly update the content for Green Transport Plan broadcasts in staff areas with news of events / generic posters promoting cycling.	Ongoing	Cycling coordinator	No. of events promoted
4	Make staff aware of public transport cycling carriage policies	Ongoing	Cycling coordinator	Feedback
5	Set up 'Bike Buddies' scheme for less confident staff interested in cycling.	+6 months	Cycling coordinator	No. of staff participating
Public Transport				
1	Provide useful public transport maps and promotional items to potential and current public transport users on the intranet	Launch date – ongoing	Public Transport coordinator	No. of hits
2	Regularly update the Green Transport Plan broadcasts in staff areas with news of events promoting public transport.	Ongoing	Public Transport coordinator	No. of events promoted
Walking				
1	Produce walking related articles for inclusion on the intranet focussing on 'walking champions' to highlight best practise in walking to business meetings when relevant	Launch – ongoing	Walking coordinator	No. of hits
2	Create and maintain an intranet 'useful walking routes' containing useful routes to key parts of the Sydney CBD, including public transport terminals at Circular Quay, Martin Place and Town Hall rail stations	Launch – ongoing	Walking coordinator	No. of hits
3	Participate in Walk to Work day	~ October each year	Walking coordinator	No. of participants
Staff Induction				
1	Provide an overview of the Green Transport Plan for new staff inductions	Launch + ongoing	Staff induction coordinator	No. of staff inducted
Visitor Travel / Site Access Information				
1	For internal site access information, consider developing an interactive 'Google Map' to show useful walking route, nearby public transport terminals and popular cycling routes to work, expanded to include additional local information useful to staff such as nearby shops and services or locations for recreational activities	+ 1 month	GTP committee	Level of staff use of access guide

Appendix B

Suggested Material for Staff Intranet Site

B1 Suggested Material for Staff Intranet Site

This information should go under ‘Green Transport Plan’

Need Public Transport Information? The website

<http://www.transportnsw.info/> provides information on all bus, train and ferry routes in the Greater Sydney area. The website includes:

- A journey planner;
- A free mobile phone application to obtain public transport departure times on your phone;
- Latest Service Changes;
- Route Maps; and
- Information on fares and passes.

Sydney Trains

<http://www.sydneytrains.info/>

Timetables for all Sydney Trains services:

<http://www.sydneytrains.info/timetables/>

Fares and passes information: <http://www.sydneytrains.info/tickets/>

Information on which stations have cycle parking facilities:

http://www.sydneytrains.info/stations/station_details?n=&giveOutput=true&facility=bikeRacks

You can register for updates on Planned Track works at:

http://www.sydneytrains.info/service_updates/trackwork/alerts

Sydney Buses

Timetables: <http://www.sydneybuses.info/routes>

Fares and passes information: <http://www.sydneybuses.info/tickets/>

Other bus operators in Sydney:

<http://www.131500.com.au/plan-your-trip> **Ferries**

Sydney Ferries Timetables: <http://www.131500.com.au/plan-your-trip/on-ferries>

Sydney Ferries Fares and passes information:

<http://www.131500.com.au/tickets/fares/all-fares#myferry>

Matilda Ferries – Lane Cove Commuter Service:

<http://www.matilda.com.au/dir076/matilda.nsf/Pages/Ferry+Services~Lane+Cove+-+City>

Can I take my bike on public transport?

Train – yes, but payment is required at peak times

Bus – Some buses may allow bikes

Ferries – Yes, free of charge

Light Rail – Yes, currently free of charge. Staff may restrict the number of bicycles carried on each tram should the carriage be crowded. It is currently unclear as to whether bicycles will be permitted free of charge on the CBD and South East Light Rail line.

For more information, see: <http://www.131500.com.au/faqs/faqs-taking-belongings-on-public-transport#can-i-take-my-2>

Going to the Airport?

Airport Link runs from all City Circle stations (Wynyard is the nearest to this office) to the Domestic and International Terminals of Sydney Airport every 10 – 15 minutes. The journey takes just 17 minutes, much quicker and cheaper than a taxi journey. For more information see: <http://www.airportlink.com.au/>.

The price of tickets includes a gate access fee at the airport.

For transport at the end of your trip, see:

AirTrain Brisbane: <http://www.airtrain.com.au/>

SkyBus Melbourne: <http://www.skybus.com.au/>

Long Distance Trains – including sleeper services

<http://www.nswtrainlink.info/> New South Wales Transport Info:

<http://www.countrytransport.131500.com.au/index.asp>

Teleconferencing. Do you need to travel? Why not try a teleconference?

The office has facilities to hold teleconferences that reduce the need to travel for face to face meetings. There are rooms in which teleconferences can be held: The IP phone system is capable of handling conference calls – each staff member has access to this system at his/her desk.

The travel policy encourages you to think about whether your trip is necessary before you travel for a meeting or site visit. The code states:

‘Before making any journey, staff should always consider whether the travel is necessary and whether other options could be utilised (e.g. videoconferencing, combining several engagements into one trip), or finding out who else may be travelling to the same destination and could carry out the necessary work or activity.’

Walking and Cycling

Click [here](#) for the Sydney Office cycle guide.

Format:

- Where do I park my bicycle?
- Where can I get changed and showered once I arrive at work?
- Isn't cycling too much like hard work?
- Cycling's too dangerous for me
- Where can I get cycling equipment?
- Are there any useful cycle routes to the office?

Useful links;

- Sydney Cycling clubs
- Sydney cycling authorities
- Other useful cycling links – e.g. route map site