

Lend Lease Pty Ltd

**Establishment of First Use and Fit-Out of Level 1-28, Commercial Building C4**

Workplace Travel Plan

Rev B | 7 February 2013

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 220316

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# 1 Introduction

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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 Westpac fit-out (commercial office Levels 1-28) of Commercial Building C4.

## 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

The Commercial Building C4 Project was approved by the Minister for Planning on 3 March 2011 under Part 3A of the EP&A Act and Modified under s75W on 24 February 2012 (Mod1). The development to be carried out pursuant to the instrument of approval for the Commercial Building C4 (Mod1) Project generally comprises:

- piling and associated earthworks and remediation;

- construction and use of a new commercial Building C4 with a maximum 99,656m<sup>2</sup> GFA comprised of:
  - 2,691m<sup>2</sup> of retail floor space
  - 95,571m<sup>2</sup> of commercial floor space; and
  - 1,394m<sup>2</sup> office lobby.
- allocation of 161 spaces for C4 commercial use plus 5 for retail use and 36 loading spaces within the basement car park;
- allocation of 720 bicycle spaces for C4 use (127 temporarily located in the landscaped forecourt adjacent to Hickson Road, and 593 within the basement car park);
- pedestrian and cycle access and circulation arrangements;
- construction of public domain works including:
  - extension of Globe Street;
  - City Walk; and
  - the southern laneway;
- signage zones on the building facade that will 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 Globe Street, the future City Walk, a portion of Shelley Lane and the southern laneway;
  - construction banners; and
  - hoardings
- installation of utility services.

## 1.4 Project Application Description

This Project Application seeks approval for the construction of a fitout within the C4 Commercial building tower. The tenancy will comprise 27 floors totalling 59,304m<sup>2</sup> of floor space and will occupy podium levels 1 and 2 and tower levels 3 through to level 28 (not including Level 16 which is a plant floor).

## 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 Green 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, tram, 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 Westpac component of the C4 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 600m<sup>2</sup> 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	2006 Census <sup>1</sup>	C4 Commercial Building Final Target*
Car	18.8%	4.0%
Bus/Light rail	22.4%	20.0%
Train	47.6%	63.0%
Ferry	2.7%	1.0%
Other (pedestrian, cyclists, motorcycles, taxi)	8.5%	12.0%
Total	100%	100%

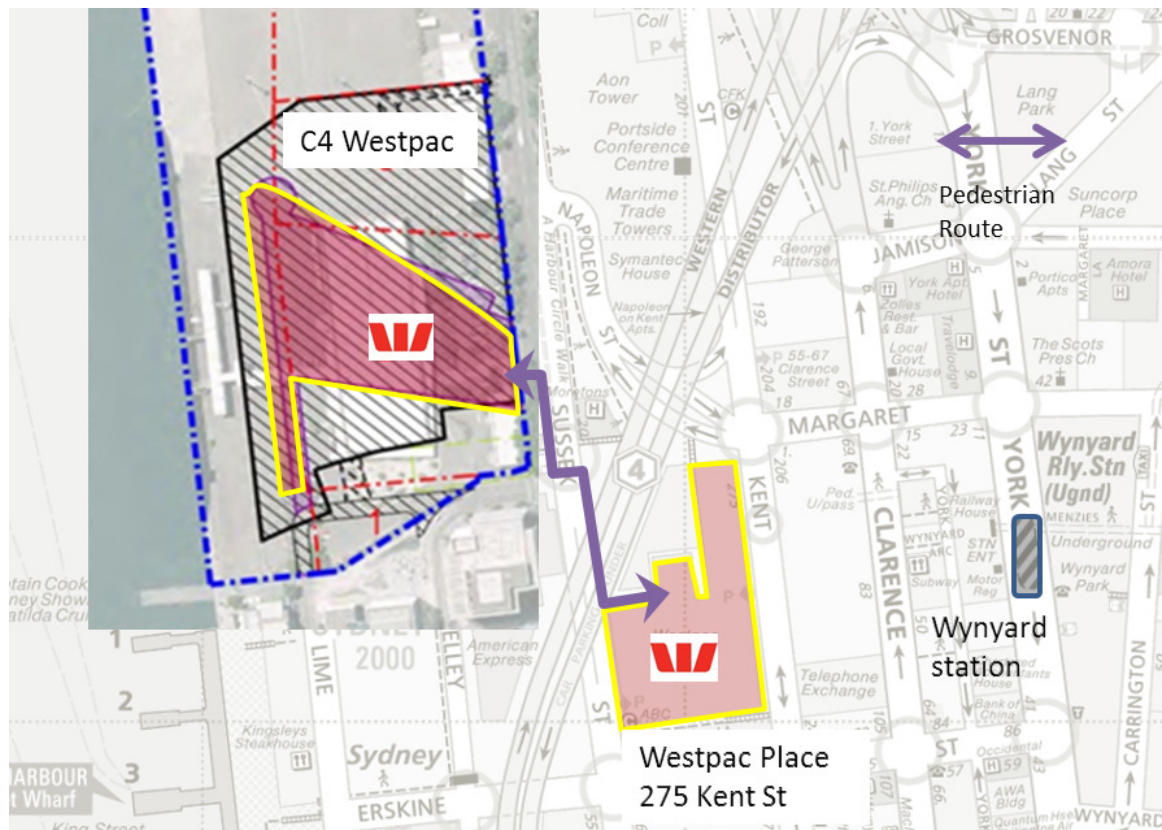
\* Based on overall mode split target for the Barangaroo South development

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

- **Wynyard Walk:** A new high-volume pedestrian tunnel 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 between the C4 building and the existing Westpac Place at 275 Kent Street. This is shown in Figure 1 below.

<sup>1</sup> At the time of writing, 2011 Journey to Work Census data was not yet available

Figure 1: Key Pedestrian Route between C4 and Westpac Place



- **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.

## 2.2 Cycling Access

The C4 building will have bicycle access and onsite facilities for commuter cyclists, i.e. showers, changing rooms, lockers. A base line 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. Current planning for Building C4 has adopted a 10% target for bicycle parking which is in excess of the mode share target and will allow for growth in this mode of travel as the cities bicycle facilities improve. 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.

There will be bike parking available on Globe Street for short term visitor use adjacent to the C4 Commercial Building and bicycle parking spaces will be provided in the basement for staff. In total 580 bicycle parking spaces are currently being considered for C4 Commercial Building – of which the majority (400) will be provided for Westpac employees. These bicycle parking spaces will



complement the existing bicycle facilities at Westpac Place (275 Kent Street), increasing the bicycle parking availability for Westpac employees in the northern CBD area.

## 2.3 Public Transport Accessibility

The site is well located to a number of public transport hubs, including rail, bus and ferry. Public transport accessibility to Barangaroo is a key area where there has been further development since the TMAP 2008. At the time of the TMAP 2008 assessment, the mode share to public transport was focused on train and bus with a very low ferry mode share. There is now the potential for a number of changes to transport modes to influence the mode of choice to Barangaroo; these being Sydney Light Rail and Ferry services.

### 2.3.1 Sydney Light Rail

The first stage of the inner-west light rail extension is a 5.6km extension running between Lilyfield and Dulwich Hill. It will run from the current light rail terminus at Lilyfield, along the disused freight rail corridor, to Dulwich Hill. The NSW Government's 2012-13 budget has allocated \$116 million for the construction of the railway, which 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 NSW Government has allocated \$25m in the 2012-13 Budget to plan for future light rail development across Sydney. The Government recently appointed consultants to prepare a Light Rail Strategic Plan for an area approximately 10km in radius from the Sydney CBD to consider light rail extensions as part of a wider integrated light rail network. This plan will specifically investigate the feasibility of extending light rail through the CBD, to the University of NSW and to Sydney University. The integration of existing and planned light rail networks would further enhance patronage by this mode to Barangaroo.

The Draft NSW Long Term Transport Masterplan presents the key findings from the Sydney Light Rail Study, highlighting that a light rail option serving Barangaroo via The Rocks would *'provide fewer customer benefits, and therefore (is) considered a lower priority.'*

### 2.3.2 Ferry

Existing commuter ferry services providing access to Barangaroo and the CBD in general arrive and depart from King Street Wharf (number 3) and Circular Quay. The potential for a new Barangaroo Wharf Ferry terminal to service the western side of the city has the potential bring additional ferry services and routes, contributing to an increase in ferry mode share. 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.



### 2.3.3 Wynyard Walk

The NSW Government's 2012-13 Budget includes \$61 million to building the 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 the King Street Wharf.

### 2.3.4 North West/South West Rail Links

The NSW Government is committed to building the North West Rail Link and South West Rail Link, allocating more than \$750 million to continue work on the projects in the 2012-13 Budget which includes:

- \$360 million to develop the 23km North West Rail Link between Epping and Rouse Hill. This includes funding the preparation of major construction sites, property acquisition and the development of a second Environmental Impact Assessment (EIS). An EIS for the major civil construction works was placed on public exhibition in April 2012
- \$397 million to continue 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

### 2.3.5 Improving Public Transport Services and Facilities

The NSW Government's 2012-13 Budget includes a range of improvements to public transport including:

- \$124 million towards delivering electronic ticketing for ferries, trains, buses and light rail.
- \$127 million to acquire 269 buses for Sydney and the outer Metropolitan area
- \$148 million for the new transport access program to improve access to the public transport network, including station upgrades, better access to CityRail Stations, improved transport interchanges and commuter wharf improvements.
- \$95 million for infrastructure upgrades for the rollout of the new Waratah trains.
- \$22m for capital improvements on the Sydney Ferry fleet and infrastructure

### 2.3.6 Long Term Transport Masterplan

The draft NSW Long Term Transport Masterplan was released in September 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 *Draft 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.

### 2.3.7 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.

## 3 Work Place Travel Plan Framework

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The proposed new Westpac office in the C4 building would consolidate several smaller Westpac offices across the Sydney CBD into one central location, while the existing office at 275 Kent Street will continue to operate. The new office would eliminate much of the travel demand between offices. A key travel route would exist between the proposed C4 office and the 275 Kent Street office which is less than a 5 minute walk away following completion of the Wynyard Walk development. This compares to existing walks in excess of 15 minutes between 275 Kent Street and Westpac at Martin Place.

A Work Place Travel Plan specific for Westpac at C4 Commercial Building will need to address the following issues:

- What are the **objectives** for Westpac 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 visitors;
- To facilitate the sustainable and safe travel of new employees;
- To reduce the need to travel for work-related activities, particularly air travel; and
- To raise awareness of sustainable transport amongst staff and visitors.

### 3.2 Work Place Travel Plan Measures

#### 3.2.1 Existing Measures

Westpac currently has a series of sustainable travel initiatives implemented across existing offices including Westpac Place at 275 Kent Street. These existing measures would also be applied and extended to the proposed C4 Westpac office:

- Public transport timetables information on intranet link;
- Induction package for new employee which includes information about methods of travel to the office;

- End of trip cycling facilities (showers and lockers) provided for staff;
- Westpac currently implements flexible working hours allowing the employees to arrive at work and leave work during the shoulders of the peak. This also includes working from home policies;
- Secure bicycle parking provided for employees;
- Westpac actively promotes National Ride to Work Day;
- Telecommuting policy which reduces the need for work related travel;
- Minimal on-site parking is provided for Westpac employees to encourage use of alternate modes of travel;
- Loans to staff to purchase yearly public transport tickets; and
- Minibuses are provided for groups of staff to travel to metropolitan locations;

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.

### 3.2.2 General Marketing and Promotion

The objectives of the Work Place Travel Plan will only be achieved with the support of Westpac C4 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 Westpac (Sydney) employees could be created to include travel information section containing information on cycle parking and useful links to public transport websites specific to the C4 office location. This webpage would service approximately 13,500 Westpac employees in the CBD North precinct;
- Continue to support and promote events such as National Bike Week, Bike2Work Days, walk to work day to staff through lunch time presentations, notice board posters, intranet and email.

### 3.2.3 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.

- Active promotion of the office teleconferencing facilities as an alternative to face to face meetings. This can be achieved by placing 'reducing the need to travel' as an item on internal group meeting agendas;

- Include teleconference meetings as a standard option in client proposals in preference to face to face meetings where practical; and
- Promote the existing Westpac telecommuting policy to all existing and new staff.

### 3.2.4 Travel During the Working Day

To provide Westpac 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 CityRail 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;
- Introduce a taxi or pool car share system for the C4 Commercial Building which would cross check for common destinations and inform the passenger of possible taxi/pool car sharing options.

### 3.2.5 Cycling

As described in Section 2.2 the C4 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:

- Supply a workplace toolkit-this can consist of puncture repair equipment, a bike pump, a spare lock and lights;
- Come to an arrangement with a local cycle retailer for cheap servicing of staff bikes. If staff buy enough bikes from the retailer, they may agree to service them for free;
- Consider providing interest-free loans for staff to buy a bicycle and accessories, which they then pay back from their wages;
- Provide Sydney cycle maps to staff;
- Participate in annual events such as 'Ride to Work Day';
- Notice boards in staff areas should have news of events / generic posters promoting cycling;
- The office should have a 'Cycling to work' website specific for their office containing details of storage areas, shower facilities and links on the intranet containing useful links to journey planning websites in Sydney;
- Make staff aware of public transport cycling carriage policies and cycle storage facilities at rail stations;
- 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 on 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.

### 3.2.6 Public Transport

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

- Continue to provide a minimal number of parking spaces for Westpac employees within the C4 building basement to encourage the use of public transport travel – in line with the approved Barangaroo Concept Plan;
- Update the existing Westpac intranet public transport 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;
- Promote the availability of return rail tickets for travel to and from Sydney Airport; and
- Provide notice boards in staff areas should have news of events / generic posters promoting public transport.

### 3.2.7 Walking

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

- Produce a map showing the most direct route connecting C4 office and 275 Kent St office, along with the estimated walking time;
- 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;
- Make pedometers available to staff expressing an interest in walking to work and investigating potential participation in [www.walksmart.net](http://www.walksmart.net) website; and
- Participate in Walk to Work day and look into holding a ‘healthy breakfast’ as a reward to all those who participate.

### 3.2.8 Pool cars, 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:

- Set up a journey to/from work car share system for all C4 Westpac employees who are willing to participate in the scheme. The system would inform participants of other employees who live in the same area or who pass through the area on their way to work. The participants either share the costs or alternate in driving to work;
- Introduce a taxi or pool car share system for trips during the day for Westpac employees; and

- Continue the use of shuttle bus services for common trips made by the employees or visitors. It would be necessary to conduct a questionnaire among staff and visitors to establish which routes are desirable for a shuttle service.

### 3.2.9 Way finding and urban informatics

As an entirely new precinct Barangaroo South will need a careful wayfinding strategy. The strategy should include the C4 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. The following way finding measures would be implemented through Barangaroo South precinct planning process rather than independently by Westpac. The way finding measures could be introduced to improve connectivity and enhance access to the C4 Commercial Building:

- Either superimposed onto mobile or beamed onto walls, façades and other urban elements, responsive digital ‘landmarks’ can be created to aid with wayfinding and improving public transport services.;
- Transport Real Time Information system with interactive maps would inform of optimum travel options at the time for public transport and route choice for cyclists and car share drivers. The system would be installed on the employees’ mobile phones and computers. This could also be made available to visitors on touch screens in the foyer of the C4 Commercial Building;
- Variable Message Signage at the ferry terminal, bus stops, and light rail stops would display information on service departures and expected delays;
- Barangaroo Travel Information Centre could be formed and would function similar to a Tourist Information Centre informing visitors and staff on the optimum ways to get to their destination;
- Introduce a Real Time Traffic count of pedestrians and cyclists at key pedestrian and cycling routes that lead to Barangaroo. Then project back to the public onto walls, façades or display using Variable Message Signage information with how many people cycled and walk through this cross section of the path and also what was the daily maximum in the past. The Real Time count could be conducted on public transport passengers and also fed back to the public; and
- It must be noted that the wayfinding strategy will need to be planned carefully so that it is clear to the recipient and not overloaded with information.

### 3.2.10 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 visit cycle parking areas and shower and changing facilities; and
- Provision of a Work Place Travel Plan information package which would include information on incentives to use sustainable means of transport e.g. pool bikes and car/taxi share system.



### 3.2.11 Visitor Travel / Site Access Information

To ensure Westpac 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

### 3.2.12 Summary of measures and additional information

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

## 3.3 Scheme Administration

### 3.3.1 Administration

An essential part of an effective Work Place Travel Plan is to nominate a Travel Plan co-ordinator for the C4 Westpac office. A Westpac 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 C4 Commercial Building. The role should be undertaken by an enthusiastic and high quality communicator in order to promote measures that will encourage employees to think about travel other than as a single occupancy car user. He/she will need to be an enthusiastic and respected member of staff who is keen to champion the cause of the Travel Plan. Other qualities that may be appropriate include the capability of dealing with all types of people within Barangaroo and external organisations, the ability to lead by example, the ability to approach issues with a practical and balanced perspective and the capability for original and innovative thinking to raise awareness of the Travel Plan at a local level.

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.

### 3.3.2 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.

### 3.3.3 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.

Other promotional material will take a variety of forms and will be issued either to individual employees, displayed in a prominent location in the office or provided in the form of 'one off' marketing initiatives. This would include outlining the benefits for staff in participating in government travel surveys to both improve public transport services and promote the use of public transport.

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.

### 3.3.4 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' 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 the work. 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 plan would be updated to consider firmer details of the initiatives of the NSW Long Term Transport Masterplan, as they are forthcoming. The management team will further engage with Government to assist in designing and operating services which best support the needs to the Westpac workers and therefore promote high levels of sustainable transport modes.

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

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Implementation of a Work Place Travel Plan and travel demand measures are essential for providing access to Westpac staff and visitors of the C4 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. Westpac will benefit from more productive staff, cost savings and reduced demand for car parking. The Westpac C4 office will be easily accessible for employees, particularly those travelling between Westpac Place at 275 Kent Street and the new C4 building.

## Appendix A

### Green transport Plan Measures – Targets, Indicators and Timescales

## A1 Green Transport Plan Measures – Targets, Indicators and Timescales

The following proposed initiatives and measures are suggested to be implemented by Westpac following their occupancy of the C4 commercial building.

No.	Measure/Initiative	Implementation Date	Responsibility	Indicator
<b>General Marketing and Promotion</b>				
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 notice boards will be created in a suitable communal staff area.	+1 month	Marketing and Promotions Co-ordinator	Feedback
<b>Reducing the need to travel</b>				
1	Continued promotion of the office teleconferencing facilities as an alternative to face to face meetings. This can be achieved by placing 'reducing the need to travel' as an item on internal group meeting agendas.	Ongoing	Marketing and Promotions Co-ordinator	Feedback from Business Units
2	Continue to include teleconference meetings as a standard option in client proposals in preference to face to face meetings where practical.	Ongoing	Marketing and Promotions Co-ordinator	Feedback from Business Units
3	Revise the internal travel policies to promote sustainable transport modes. In particular, the policy for use of Cabcharges should recommend that staff consider alternative modes of transport for journeys within the CBD, promoting the availability of 'TravelTen' bus tickets.	+1 month	Marketing and Promotions Co-ordinator	Feedback
4	Continue to support flexible working hours working from home policies	Ongoing	Marketing and Promotions Co-ordinator	Feedback from Business Units

No.	Measure/Initiative	Implementation Date	Responsibility	Indicator
<b>Travel during the working day</b>				
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
2	Continue the use of shuttle bus services for common trips made by the employees or visitors	Ongoing	Marketing and Promotions Co-ordinator	No. of staff participate
<b>Cycling</b>				
1	Supply a workplace toolkit-this can consist of puncture repair equipment, a bike pump, a spare lock and lights.	+1 month	Cycling coordinator	No. of toolkits distributed
2	Come to an arrangement with a local cycle retailer for cheap servicing of staff bikes. If staff buy enough bikes from the retailer, they may agree to service them for free.	+1 month	Cycling coordinator	Feedback from coordinator
3	Consider providing interest-free loans for staff to buy a bicycle and accessories, which they then pay back from their wages.	+ 1 month	Cycling coordinator	Feedback of interest
4	Obtain Sydney cycle maps from RMS.	Launch date	Cycling coordinator	No. of items distributed
5	Continue to support and participate annual events such as 'Ride to Work Day'.		Cycling coordinator	No. of staff participating in events
6	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
7	The GTP Cycling Co-ordinator will regularly update the Green Transport Plan notice boards in staff areas with news of events / generic posters promoting cycling.	Ongoing	Cycling coordinator	No. of events promoted / posters used
8	Make staff aware of public transport cycling carriage policies and cycle storage facilities at rail stations.	Ongoing	Cycling coordinator	Feedback

No.	Measure/Initiative	Implementation Date	Responsibility	Indicator
9	Within 3 months of the launch, staff who cycle to work will be encouraged to form a Bicycle User Group (BUG) in order to provide a body of regular cyclists who can discuss and report to the Travel Plan co-ordinator on issues relating to the provision of on-site cycling facilities and the maintenance of offsite cycle routes.	Within 3 months of the Launch	Cycling coordinator	Feedback from BUG
10	Set up 'Bike Buddies' scheme for less confident staff interested in cycling.	+6 months	Cycling coordinator	No. of staff participating
<b>Public Transport</b>				
1	Provide useful public transport maps and promotional items to potential and current public transport users.	Launch date – ongoing	Public Transport coordinator	No. of items distributed
2	Regularly update the Green Transport Plan notice boards in staff areas with news of events / generic posters promoting public transport.	Ongoing	Public Transport coordinator	No. of events promoted
<b>Walking</b>				
1	Produce a map showing the most direct route connecting C4 office and 275 Kent St office, along with the estimated walking time	Launch	Walking coordinator	No of staff walk between the offices
2	Produce walking related articles for inclusion in the newsletter focussing on 'walking champions' to highlight best practise in walking to business meetings.	Launch – ongoing	Walking coordinator	No. of articles produced
3	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
4	Participate in Walk to Work day and look into holding a 'healthy breakfast' as a reward to all those who participate.	~ October each year	Walking coordinator	No. of participants
<b>Staff Induction</b>				
1	Develop a Green Transport Plan induction leaflet to be incorporated in the staff induction folder	Launch + ongoing	Staff induction coordinator	No. of staff inducted



No.	Measure/Initiative	Implementation Date	Responsibility	Indicator
<b>Visitor Travel / Site Access Information</b>				
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

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This information should go under ‘Green Transport Plan’

**Need Public Transport Information?** The 131500 website <http://www.131500.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: <http://www.131500.com.au/servicechanges/>;
- Route Maps; and
- Information on fares and passes.

You can also ring 131500 for journey information. Or, you can visit websites for trains, buses, ferries, light rail and monorail as follows;

### City Rail Trains

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

Timetables for all Cityrail services: <http://www.cityrail.info/timetable/index.jsp>

Fares and passes information: [http://www.cityrail.info/fares/commuter\\_tickets.jsp](http://www.cityrail.info/fares/commuter_tickets.jsp)

Information on which stations have cycle parking facilities:  
<http://www.cityrail.info/facilities/facilities.jsp?n=&giveOutput=true&facility=bikeRacks>

You can register for updates on Planned Track works at:  
<http://www.xyzdirect.com.au/content/cityrail/online/registration/registrationform.asp>

### Sydney Buses

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

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

Other bus operators in Sydney:

<http://www.131500.com.au/planyourtrip/privatebusoperators.asp>

You can register for e-mail alerts to get information on service changes / events:  
<http://www.alerts.sydneybuses.info/Subscribe.aspx>

### Ferries

Sydney Ferries Timetables: <http://www.sydneyferries.info/timetables.htm>

Sydney Ferries Fares and passes information:  
<http://www.sydneyferries.info/tickets-fares.htm>

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, free of charge

Monorail - No

For more information, see:

[http://www.131500.com.au/customerservice/faqs/faq\\_belongings.asp#17](http://www.131500.com.au/customerservice/faqs/faq_belongings.asp#17)

### **Monorail and Light Rail**

<http://www.metromonorail.com.au/fares&tickets.asp>

### **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.countrylink.info/>

New South Wales Transport Info:

<http://www.131500.com.au/countrytransport/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