

Lend Lease Pty Ltd

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

Workplace Travel Plan

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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

This Workplace Travel Plan is submitted on behalf of Westpac 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. This Workplace Travel Plan has been prepared in consultation with Westpac and will form the basis of a Westpac Workplace Travel Plan for occupation of the building.

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 (MP10-0025 Mod3) was approved by the Minister for Planning on 28 May 2013 under Part 3A of the EP&A Act. The development to be carried out pursuant to the instrument of approval for the Commercial Building C4 (Mod3) Project generally comprises:

- piling and associated earthworks and remediation;
- construction and use of a new commercial Building C4 with a maximum 99,097m² GFA comprised of:
 - 2,338m² of retail floor space
 - 95,140m² of commercial floor space; and
 - 1,619m² office lobby.
- allocation of 161 spaces for C4 commercial use plus 4 for retail use and 36 loading spaces within the basement car park;
- allocation of 420 bicycle spaces for C4 use (127 temporarily located in the landscaped forecourt adjacent to Hickson Road and 293 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 for Westpac. The tenancy will comprise 27 floors from podium levels 1 and 2 and tower levels 3 through to level 28 (not including Level 16 which is a plant floor). The fitout will comprise 5,000 workstations with an expected daily attendance rate of 90% which will result in 4,500 staff of site at any one time.

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 600m² GFA for commercial uses, provision of a pedestrian and cycle friendly environment, and planned public transport initiatives will help to achieve this target. The Workplace Travel Plan is a key tool used to achieve the mode targets and has been developed in consultation with Westpac to ensure the measures outlined are suitable for the Westpac occupation of Building C4 and aligns with their wider practices.

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

Mode	2011 Census ¹	C4 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%

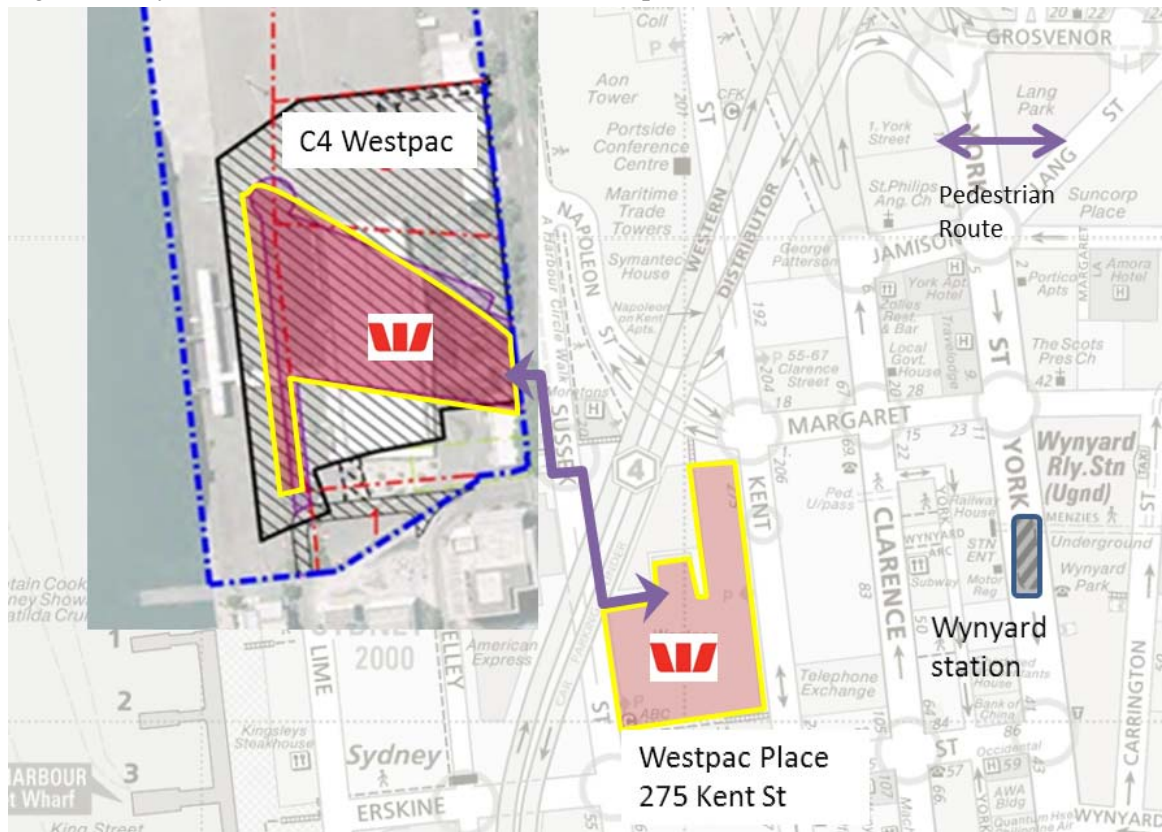
* Based on overall mode split target for the Barangaroo South development

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.
- **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

Figure 1: Key Pedestrian Route between C4 and Westpac Place



2.2 Cycling Access

The Sydney City Centre Access Strategy was released by the NSW Government in September 2013 for public review. 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 2) indicates these connections to be via the Pyrmont Bridge cycleway and the Harbour Bridge cycleway.

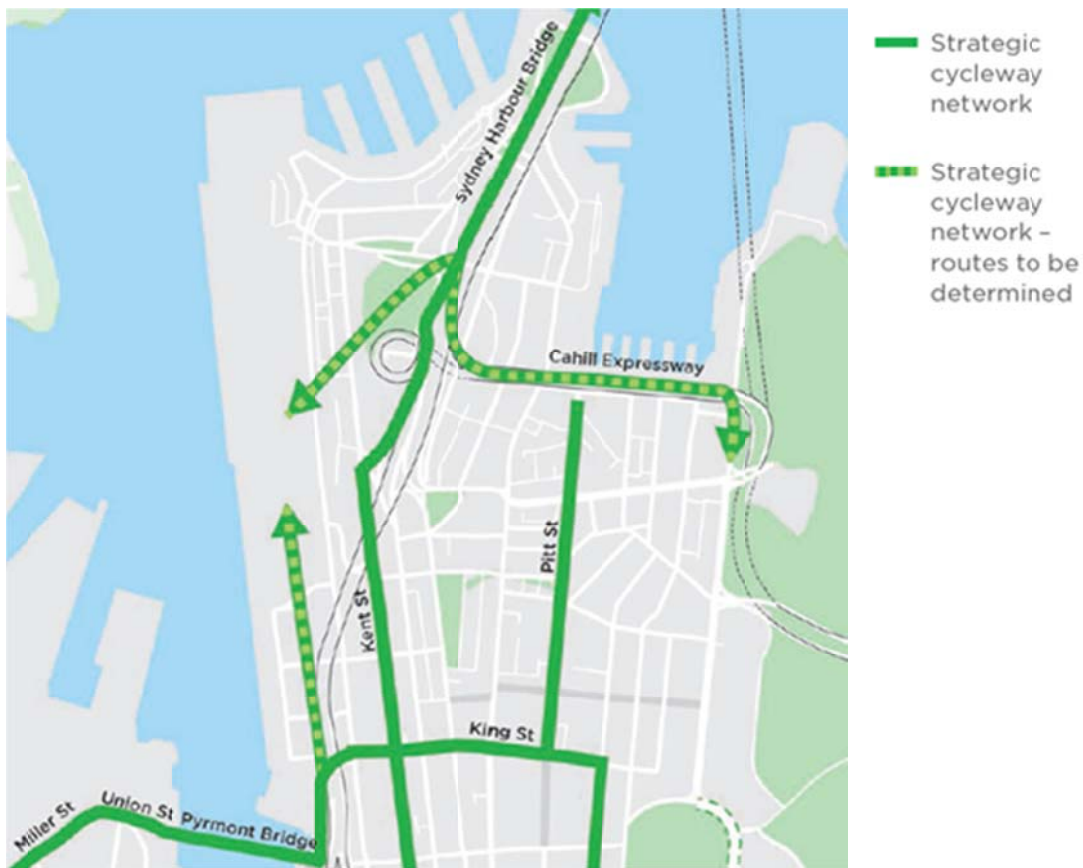


Figure 2 Strategic Cycleway Network Map

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

The C4 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 C4 Commercial Building. Bicycle parking spaces will be provided in the basement to meet the needs of the buildings tenants. 293 bicycle parking spaces are approved for C4 Commercial Building.

2.3 Public Transport Accessibility

The site is located in proximity 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

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 3. 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.

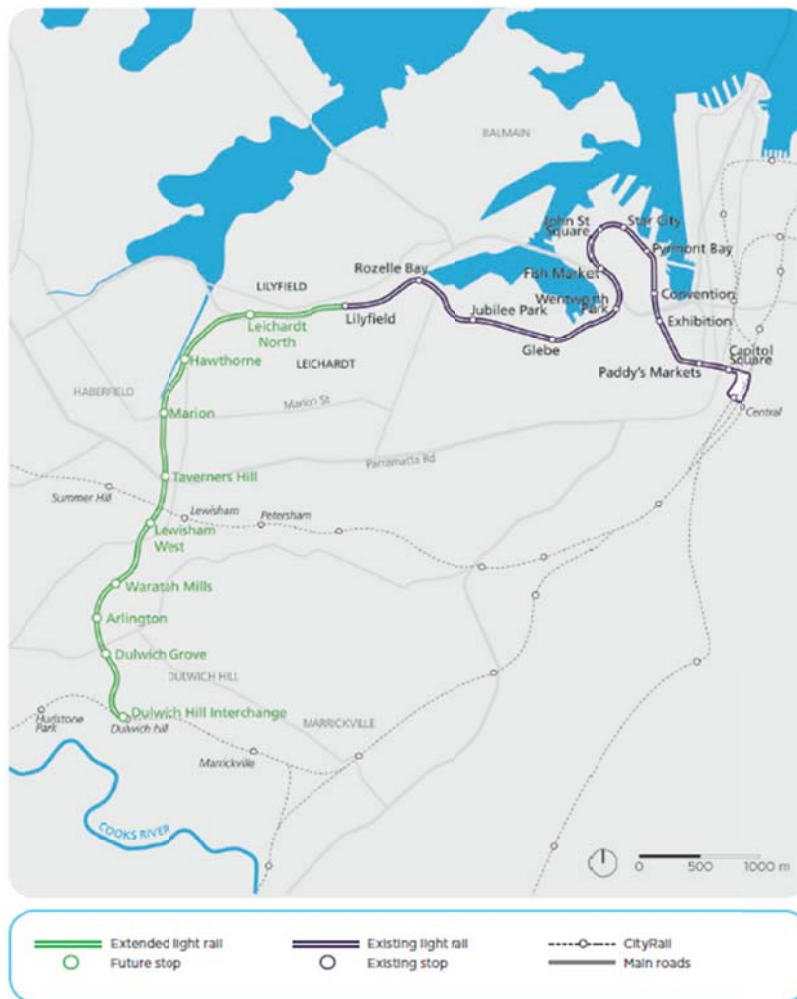


Figure 3 Proposed Light rail extensions

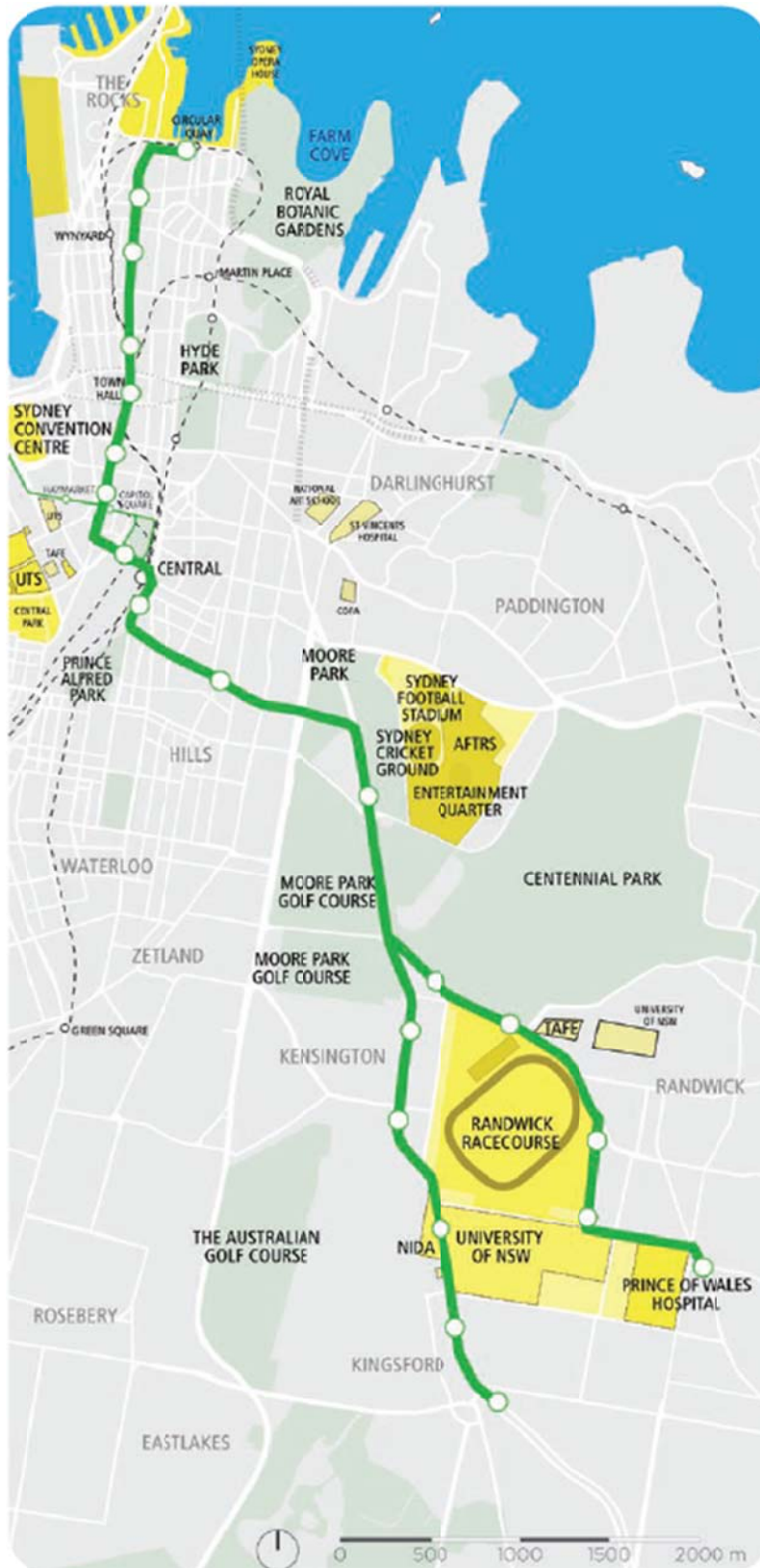


Figure 4 CBD and South East Light Rail Route Map

Source. Sydney Light Rail Future, NSW Government

2.3.2 Ferry

Existing commuter ferry services providing access to Barangaroo and the CBD arrive and depart from King Street Wharf (number 3) and Circular Quay.

An action of the Sydney City Centre Access Strategy 2013 (for further consultation), is to construct a new ferry terminal at Barangaroo to service the western and midtown parts of the city. The construction of this ferry terminal will reduce capacity constraints on the Circular Quay terminal and will bring additional ferry services and routes directly to Barangaroo. This will potentially contribute 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 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 the 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)

2.3.4 North West/South West Rail Links

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

- Planning for the Rapid Transit System which will connect the 23km distance between Epping and Rouse Hill.
- 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 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.

2.3.6 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.

2.3.7 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 includes:

- 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;
- 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.

2.4 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

The proposed new Westpac office in the C4 building would consolidate several smaller Westpac offices across the Sydney CBD into a 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 will be 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.

This Work Place Travel Plan specific for Westpac at C4 Commercial Building needs 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?

These matters are addressed in the following sections.

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 Westpac 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 over 13,000 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 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;
- 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 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 will 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. A number of wayfinding 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:

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. 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.

The Green Transport Plan Measures included in Appendix A provide targets, indicators, timescales and responsibilities to allow monitoring to occur.

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 finer 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

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
General Marketing and Promotion				
1	Appoint Travel Plan Co-ordinator	Prior to occupation	Westpac	Appointment
2	A Travel Information section will be created containing information on cycling storage and changing facilities and useful links to public transport websites.	+1 month	Travel Plan Co-ordinator	No. of hits
3	Green Transport Plan notice boards will be created in a suitable communal staff area.	+1 month	Travel Plan Co-ordinator	Feedback
4	Initial Staff Travel Survey	3 months after full occupation of the building	Travel Plan Co-ordinator	Survey results
Reducing the need to travel				
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	Travel Plan 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	Travel Plan 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	Travel Plan Co-ordinator	Feedback
4	Continue to support flexible working hours working from home policies	Ongoing	Travel Plan Co-ordinator	Feedback from Business Units

No.	Measure/Initiative	Implementation Date	Responsibility	Indicator
Travel during the working day				
1	Promote use of rail and walking to get to places that are along the train lines	+1 month	Travel Plan Co-ordinator	No. of staff participate
2	Continue the use of shuttle bus services for common trips made by the employees or visitors	Ongoing	Travel Plan Co-ordinator	No. of staff participate
Cycling				
1	Supply a workplace toolkit as share infrastructure - this can consist of puncture repair equipment, a bike pump, a spare lock and lights.	+1 month	Travel Plan Co-ordinator	No. of times toolkits used
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	Travel Plan Co-ordinator	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	Travel Plan Co-ordinator	Feedback of interest
4	Obtain Sydney cycle maps from RMS.	Launch date	Travel Plan Co-ordinator	No. of items distributed
5	Continue to support and participate annual events such as 'Ride to Work Day'.		Travel Plan Co-ordinator	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	Travel Plan Co-ordinator	No. of articles
7	The Travel Plan Co-ordinator will regularly update the Green Transport Plan notice boards in staff areas with news of events / generic posters promoting cycling.	Ongoing	Travel Plan Co-ordinator	No. of events promoted / posters used
8	Make staff aware of public transport cycling carriage policies and cycle storage facilities at rail stations.	Ongoing	Travel Plan Co-ordinator	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	Travel Plan Co-ordinator	Feedback from BUG
10	Set up 'Bike Buddies' scheme for less confident staff interested in cycling.	+6 months	Travel Plan Co-ordinator	No. of staff participating
Public Transport				
1	Provide useful public transport maps and promotional items to potential and current public transport users.	Launch date – ongoing	Travel Plan Co-ordinator	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	Travel Plan Co-ordinator	No. of events promoted
Walking				
1	Produce a map showing the most direct route connecting C4 office and 275 Kent St office, along with the estimated walking time	Launch	Travel Plan Co-ordinator	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	Travel Plan Co-ordinator	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	Travel Plan Co-ordinator	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	Travel Plan Co-ordinator	No. of participants
Staff Induction				
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
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 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 and ferries as follows;

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