

This document should be used in conjunction with:

* Travel Plan Guidance Notes
* Access and Parking Strategy for Health Campuses in the Perth Metropolitan Area

All documents are available at [www.health.wa.gov.au/parking](file:///\\hdwa.health.wa.gov.au\shared\Facilities%20Management\SCG\Metropolitan%20Access%20and%20Parking\SECURE\2022%20Web%20Site%20Documents\Travel%20Plans\www.health.wa.gov.au\parking)

This travel plan template has been adapted from the document *Travel Plan Template*, developed by the ‘Travel for Work’ programme (TfW).

#### Travel Plan

Name of health care campus

Date

|  |
| --- |
|  |
|  |

Name of hospital

Date

Travel Plan

|  |  |  |
| --- | --- | --- |
| **Contents** | | **Page** |
|  |  |  |
| **i** | **Brief summary** |  |
| **ii** | **Executive policy statement** |  |
| **1** | **Introduction** |  |
| **2** | **Roles and responsibilities** |  |
| **3** | **Current travel patterns, travel issues and site assessment** |  |
| **4** | **Objectives** |  |
| **5** | **Targets** |  |
| **6** | **Actions** |  |
| **7** | **Monitoring and evaluation** |  |
| **8** | **Financial issues** |  |
| **Appendices** | | |
|  |  |  |
| **A** | **Plan of site** |  |
| **B** | **Location of site** |  |

# Summary

* The over riding reason for writing the Travel Plan
* The over riding objective for the Travel Plan
* A brief summary of the significant measures to be introduced
* Later versions of the travel plan document should include a summary of progress towards targets

# Executive policy statement

* A clear, short and positive statement of intent
* Clearly state the organisations commitment to the plan
* It should have the agreement of all senior executives/CEO/Board
* Should be signed by CEO, Managing Director and/or Chair or equivalent

# Introduction

## Background information

**Policy context:**

* What travel plans are for
* The transport situation
* Relevant state transport policy
* Relevant state health policy

**Organisation context:**

* A brief description of site and organisation (to set the context rather than provide detailed information which comes in section 3)
* State location
* Brief history of site and organisation
* Describe on-site activities

## Reason for Travel Plan at (name of health care campus)

List the main motivations for writing your travel plan, for example:

* Parking issues
* Health and fitness of staff
* Environmental concerns
* Access to site
* Planning permission
* Any current travel issues that are in addition to the main motivation
  + - This could include staff parking in nearby roads
    - Recruitment and retention difficulties

# Roles and responsibilities

* Set out:
* If a travel plan coordinator has been (or will be) appointed
* Membership and role of the travel plan steering group
* How frequently future steering group meetings will be held
* Who is responsible for organising the meetings
* List all who have contributed to or been consulted on the Travel Plan
* List roles of any organisations outside your organisation (eg bus operators, local government, state government, neighbours etc)

# Current travel patterns

## Site assessment

### Location and facilities

* Description of your site(s)
* Description and assessment of current facilities that encourage sustainable travel
* Description and assessment of current site barriers to encouraging sustainable travel
* Map showing locality (or appendix) with commentary
* Plan of site, access points, showing car parks, cycle stands, bus stops, showers etc. (or appendix) with commentary

### Size of health campus

* Number of staff
* Number and type of persons accessing the site(s) other than staff (eg. patients and visitors, contractors, deliveries)

### Activity of the organisation

* What activities occur on the site
* How nature of activities affects travel to/from site eg:
* Timing of access by various users
* Travel during business hours
* Weekend/ out of hours working etc

### Development plans

* Likelihood of expansion
* Change in staff numbers (and related activity)
* Identify how any local transport initiatives may affect the site

### Review of current HR and other policies

* Flexible working hours
* Working from home
* Car park pass allocation
* Lease/other car ownership/usage scheme

## Travel survey

### Method

* Describe how survey data was collected:
* Size, scope and method of data collection (include a copy of the questionnaire as an appendix)
* State how many forms were issued, returned and percentage of survey population
* Staff forums

### Current modes of transport

* Set out key findings from survey for example:
* Number of walking journeys to site
* Number of cycle journeys to site
* Number of bus journeys to site
* Number of journeys made by employees driving alone
* Number journeys made by employees sharing a car
* Present results in a table similar to the one below

|  |  |  |  |
| --- | --- | --- | --- |
| **Mode** | **Number of Journeys** | **Percentage of Journeys** | **Comparison with percentages from other locations** |
| Walking | 15 | 5% |  |

### Home location of staff

* Use survey and/or data from HR to ascertain how far employees live from the site
* Show this information on a map if possible

(This analysis can be used to identify and promote suitable modes of transport, but not target specific people)

### Travel during business hours

* Analyse business travel needs of organisation
* Analyse current business travel data
* Establish possible changes to current policies

### Analysis of survey

* Identify which modes of transport could be promoted in light of the survey findings
* Establish the popular alternative modes of travel to site. What do people want to use, but currently cannot
* Analyse travel on business data

# Objectives

* The objectives provide the overall direction of the travel plan
* The objectives state what you aim to achieve by implementing the travel plan
* An example of a travel plan objective is:
  + “To improve to choice of transport modes available to employees travelling to work”

# Targets

Below are some ideas of what to include in this section. For greater detail please see the guidance notes.

* Target(s) should be set that will help achieve each objective.
* Set out targets in a table, similar to the one below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objective** | **Aim targets** | **Timescale** | | | |
| Reduce drive alone commuting |  | 01/01/Xxstart | 01/01/XX target | 01/01/XX target | 01/01/XX target |
| Increase journeys to site by walking *[AIM]* | 28.3% | 29% | 30% | 31% |
| Increase journeys to site by cycling *[AIM]* | 31.7% | 33% | 34% | 35% |
| Reduce journeys to site by car *[AIM]* | 65% | 60% | 57% | 55% |

# 6 Actions

Below are some examples of what to include in this section. For greater detail please see the guidance notes

* Actions are the tasks needed to meet targets. They should state who will do the work and what resources will required
* Set out actions already being undertaken, for example
* Raising awareness of local bus stops locations
* Set out actions that the organisation is planning to take to help it meet its travel plan targets. These should be set out in a table, similar to the one below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Target** | **Action** | **Implementation Date** | **Resources Required** | **Responsibility** |
| Increase journeys to site by cycling | Renew bike sheds | March 20XX | $XXX | Travel Plan coordinator |
| Publish maps of local cycle routes | Feb 20XX | $XXX | Travel Plan coordinator |
| Set budget for travel plan | Allocate travel plan budget  to TP co-ordinator | mid Feb 20XX | $XXXX | Director of Finance |

*Consider using combined target/monitoring table – see example in Section 6 of the guidance notes.*

# Monitoring and evaluation

Below are some examples of what to include in this section. For greater detail please see the guidance notes.

* Set out how the travel plan will be monitored eg. by using the annual travel survey; how this will be reported; and to whom to (eg. board of directors; local authority)
* State who is responsible for producing monitoring report
* State who is responsible for collecting and publishing data
* Revise the summary of the travel plan annually to show movement towards targets (and reasons for adjusted targets)
* State the frequency with which the travel plan will be reviewed and new targets set as appropriate

# Financial Issues

Below are some examples of what to include in this section. For greater detail please see the guidance notes

* Set out all the financial implications of the travel plan
* State the overall expected expenditure – this will be based on the resources required to implement meet the targets in Section 5
* State the source of finance, for example;
* Facilities budget
* Human Resources budget
* Grant from a public body
* State any expected income from travel plan initiatives and where this income would be spent

