Workplace Travel Plan

Organisation name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation location (street address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of employees at location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Working group/ team members

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| **Workplace Champion(s) or contributor(s)** | **Job title or position** |
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# Objectives

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| **Objective** | **Targets and Goals** | **Link to corporate goals or policy** |
| *Example:*  *Increase the number of employees using active transport to get to and from work* | *Example:*  *Our aim is for an average of x% staff walking, riding or using public transport to work on normal days.* | *For example:*  *Our organisation’s wellness policy aims to support employees to be physically active. Active travel for commute and business trips is a way employees can incorporate regular exercise in their work days.* |
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# Getting ready to take action

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| **Opportunities** | **Challenges** |
| What can help in encouraging walking, bike riding and use of public transport to your organisation?  * *For example: close to frequent bus services, secure bicycle parking, limited on-site car parking, active Workplace Wellness Committee.* | What may limit the ability of staff to walk, cycle or catch public transport?  * *For example: no personal lockers provided, staff expected to use their own cars to make business trips.* |
| What has inspired team members to get involved in Your Move? | **What other internal challenges may limit the uptake of walking, bike riding and use of public transport?** |
| What are the strengths and assets within your workplace that could help in encouraging active travel? |  |
| What ideas does the team have to enable walking, riding or catching public transport to/from work? |  |

# Our activity ideas

There is a great list of [activities on the Your Move website](https://yourmove.org.au) that you can use to search for something that interests you that will make a real difference. *Make sure you sync your activities on this template, with your activity list on* [*your activity page.*](https://yourmove.org.au/activities/)This is to ensure you can “tick off” completed activities when you [write a story](https://yourmove.org.au/stories/) about it, which will automatically give you redeemable points *on top of any points that we give you for writing your story.*

By ‘activity’ we mean any action the workplace could implement to enable or encourage active travel by employees. Activities could include providing information through the workplace intranet, holding a bike to work breakfast, running a bike skills workshop or buying and providing SmartRider cards for business trips. Visit the [Your Move website](Your%20Move%20website) for more ideas on activities your organisation could complete and add them to your online ‘Activity planner’.

| **Activity**  (what) | **Reason**  (why) | **Key tasks**  (how) | **Responsibility**  (who) | **Timeframe**  (when) |
| --- | --- | --- | --- | --- |
| *For example:*  *Hold a bike to work breakfast* | *Recognise cycle commuters and encourage interested staff to try it, help to normalise and celebrate cycling as a positive option for getting to work, also mark Bike Week* | *Promote breakfast through intranet article, noticeboard posters. Ask managers to mention at team meetings, offer incentive for novice cycle commuters to join in, offer advice with journey planning,*  *Arrange catering, get budget approval (wellness program budget)* | *Sally, Workplace Wellness Coordinator, Tom, WHS committee* | *Tuesday March 20, 2024* |
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# Monitoring and review

We monitor the travel plan by:

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| --- | --- | --- |
| **Activity**  (what) | **Responsibility**  (who) | **Timeframe**  (when) |
| *For example:*  *Run employee travel survey (annually)*  *Count bicycles in bike cage (every six months)*  *Record number of employees participating in each activity* | *Sally, Workplace Wellness Coordinator* | *August 2024* |
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We will review this travel plan in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) to check how we went and identify activities for next year.