# Workplace travel plan

## Workplace Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Number of employees at workplace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Working group/ team members

|  |  |
| --- | --- |
| **Workplace Champion** | [enter name/s here] |
|  |
| **Members, contributors (supporters)** | [enter name/s here] |
|  |
|  |
|  |

### Objectives

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| --- | --- | --- |
| **Objective** | *For example:*  *Increase the number of employees using active transport to get to and from work* | [enter objective here] |
| **Link to corporate goals** | *For example:*  *Our workplace 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.* | [enter link to corporate goals here] |

**Getting ready to act**

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| **Opportunities** | **Challenges** |
| *What can help in encouraging walking, cycling and use of public transport to your workplace? These are things you could promote or build on. 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? These could be things to address or help people work around. For example: no personal lockers provided, staff expected to use their own cars to make business trips.* |
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**Our activity ideas**

There is a great list of [activities on the Your Move website](https://yourmove.org.au/activities/) 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.

| **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, Mel –Wellness Committee members | Tuesday March 20, 2018 |
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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 2018* |
|  |  |  |
|  |  |  |
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We will review this travel plan in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) to check how we went and identify activities for next year.