APPENDIX 1: SMALL BUSINESS WORKPLACE TRAVEL PLAN TEMPLATE

Please see Small Business WTP Guidance for assistance to fill out this template.

Is this template for your business?

- This form is suitable for businesses that are required to develop a WTP for the purpose of resource consent AND;
- For any small-medium sized businesses that want to influence the travel behaviours of their staff and customers

Name of business:

Business address:

Number of staff: Numbers of visitors/contractors etc:

Step 1: What are you trying to achieve with your Workplace Travel Plan?

Goal

Objective 1

Objective 2

Objective 3

Step 2: Build a picture of the situation

To build an understanding of the situation at your business, you can collect travel data from three sources:

A. Policy Audit

Are employees/students/contractors/visitors given information about sustainable travel to and from the site when they join (or visit)?   Yes   No

Are any staff offered free parking?   Yes   No

Who/how many?

Does your business provide company cars?   Yes   No   If so, how many?

Are employees provided with tools to conduct meetings remotely   Yes   No   N/A
If so, what sort (e.g., Microsoft Teams, laptops, etc.)?

Do policies enable staff to have flexible start/finish times and to work from home when appropriate?   Yes   No

How many staff work flexibly in an average week?

Does your organisation offer any assistance with public transport costs?   Yes   No

Are any incentives offered to encourage walking or cycling?   Yes   No

If so, what are they?

B. Site Audit

General questions

How many people are on the site, on average, on any given day?

What are the workplace/site operating hours?

Is the site shared with other organisations? What facilities are shared?

On site facilities

Rate the pedestrian access to the site (tick one)
Things to consider: routes/footpaths direct to key locations e.g., bus stops, shops, lighting, obstructions on paths, covering from rain/sun, safe crossing points, signage.

Poor   Average   Good

Rate the cycling access to the site (tick one)

Things to consider: are there dedicated facilities, conditions of facilities, are nearby roads conducive to cycling, are they busy? Steep or flat?

Poor   Average   Good

End of trip facilities – for staff and visitors

How many bike parks are there on site?

What is the occupancy rate of the existing bike parks? Are they normally full, mostly full, half full or never used?

Are bike parking facilities covered?   Yes   No   TBC   N/A

Is bike parking secure? (locked/CCTV/well-lit/visible location)   Yes   No   TBC   N/A

Are bike facilities conveniently located? E.g., near lifts/entry/exit/lockers?   Yes   No   TBC   N/A

Are there any showers/lockers/towel drying rooms/hair dryers/irons/other facilities?   Yes   No   TBC   N/A

Motobikes/scooters – for staff and visitors

How many parking spaces are there for motorbikes/scooters?

Are the spaces covered?   Yes   No   TBC   N/A

Are the spaces secure? (locked/ CCTV/ well-lit/ visible location)   Yes   No   TBC   N/A

Are the spaces conveniently located? E.g., near lifts/ entry/ exit/lockers?   Yes   No   TBC   N/A

Car parking – for staff and visitors

What is the estimated number of vehicles travelling into and out of the site daily?

How many car parks are provided?

How is parking allocated? (e.g., first in first served, fees, company car parks etc.)

Vehicle access

Are there any known operational issues (e.g., with delivery vehicles)?

Are there currently any safety issues with vehicle access?

C. Workplace travel survey

The following table can be filled in with the results of a basic travel survey that you undertake to understand how employees or customers travel. A survey, in combination with a site and policy audit will help you decide which initiatives best suit your WTP.

How do staff most often travel to the workplace? (Enter the percentage of people that use the stated mode for the longest part of their trip)

Transport Type	Percentage %
Private vehicle	%
Passenger in a private vehicle	%
Bus	%
Bicycle	%
Walk	%
Motorcycle	%
Work from home	%

How would staff/customers consider changing the way they travel to/for work?

Transport Type	Percentage %
Carpool	%
Bus	%
Bicycle	%
Walk	%
Motorcycle	%
Work from home	%

What would incentivise your staff/customers to change the way they travel? (use any incentives that are realistic)

Incentive Type	Percentage %
Free bus cards	%
Work from home	%
An E-bike scheme	%
A flexible working policy	%
Secure bike and motorbike parking	%

Drop in your pie chart below

Step 3: Design a package of initiatives

When selecting initiatives, consider opportunities (or deficiencies) that arise from the questions in **Step 2**, and apply the following criteria:

- Is it focused on outcomes?
- Does it ensure value for money?
- Are there secure resources?
- Is there a spread of initiatives?
- Can it be measured/monitored?

Using these criteria select 3–5 initiatives either from Appendix 2 or create your own

Initiative 1

Initiative 2

Initiative 3

Initiative 4

Initiative 5

Step 4: Produce an Action Plan

When implementing the initiatives, it is important to recognise they do not act in isolation but are designed to interact with and reinforce each other. Because of this, it is crucial to consider the order and timing for the delivery of initiatives in a coordinated manner. See the list of initiatives (Appendix 2) for ideas.

See the below action plan example.

Initiative	Responsible	Delivery date	Cost	Funding source
Allow flexible start and finish times so people can catch the bus	*Joe Smith, Office Manager* *Jane Doe, Communications*	*Implemented by January 2025*	*$0*	*n/a*
Implement an e-bike scheme - Workride	*Anna Hughes, Project Manager*	*Implemented by October 2024*	*Some upfront costs which will be recuperated*	*Fleet*

Template to be filled in:

Initiative	Responsible	Delivery date	Cost	Funding source

Step 5: Review

Review this action plan annually through a workplace travel survey and add or amend initiatives according to lessons learnt. Also take opportunities to celebrate success and publicise your wins internally and externally.