
APPENDIX 2: LIST OF INITIATIVES

Please note that this list is not exhaustive, and you should feel free to develop measures that relate to your specific business.

Communications and engagement

- Identify a Workplace Travel Plan (WTP) coordinator or a team to support the WTP.
- Get management to lead by example – get them walking, biking, and taking the bus and promote them doing it!
- Promote any existing travel related infrastructure (bike racks, showers, etc.) or policies (work from home, flexible working, incentives).
- Promote the use of local amenities and facilities to staff (e.g. local gym, library, store, day care)
- Promote local, national, and international travel related events such as Aotearoa Bike Challenge, Walk2Work Day, and Car Free Day.
- Promote cost and emissions comparisons between different ways of travelling.
- Promote the business's/organisation's sustainability goals.
- Promote staff walking, cycling, and taking the bus by creating "good news" stories and advertising them across the business.
- Identify opportunities for giveaways, awards, or incentives such as the staff Christmas party.

Sustainable travel options

- Arrange personal travel planning sessions – get an expert from the Council to support this.
- Run e-bike and micro-mobility "try it out" sessions.
- Run cycle and scooter skills safety training sessions. Talk to Council about how to arrange these training sessions.
- Run bus information sessions for route planning, Bee cards, and how to take bikes on buses. The Orbus website offers tools for route planning and handy tips. Talk to Council for support running these sessions.
- Offer discounted bus fares to staff by making use of the new FBT exemptions.
- Host an event for staff interested in carpooling so staff can get to know each other, discuss routes, and work schedules.
- Provide pool/fleet bikes and Bee cards for staff to use for work instead of a vehicle.
- Reduce the number of fleet vehicles and/or carparks available.
- Provide a subsidy or financial benefit to not travel by car (e.g., provide staff with Bee cards, or cover the cost of a yearly bike maintenance, or subsidise a pair of walking shoes).
- Provide a Guaranteed Ride Home policy to ensure that staff can get home in an emergency if they carpool or use active or public transport.
- Provide buses or shuttles for group travel events.

Policies and leadership

- Have clear expectations around when it's appropriate to use a fleet vehicle rather than walk, cycle, or take the bus.
- Promote virtual meetings, workshops, and conferences where appropriate.
- Encourage greater consideration about the need to travel or options to combine trips.
- Develop a work from home, flexible working and/or flexitime policy.
- Consolidate deliveries using vans or trucks and consider using walking/cycling couriers for ad hoc deliveries.

Facilities, land use and property

- Provide showers, lockers, changing rooms, towels, hair driers, drying rooms etc. for cyclists and walkers.
- Provide secure cycle parking facilities for staff and/or visitors.
- Ensure there are high-quality pedestrian and cycle access points to the site/building. This could include high quality lighting or security cameras at access point, secure bike parking options for members of the public and staff.
- Provide a bicycle pump and/or tool kit.
- Install online conferencing facilities for an alternative to face-to-face meetings.
- Charge for on-site parking spaces from post-tax salary or charge at market rates.
- Limit staff parking spaces, so staff are not locked into driving.
- Reduce parking spaces available for single occupancy vehicles or provide priority parking for those carpooling.
- Provide designated parking spaces for scooters and motorcycles.
- Provide umbrellas and rain jackets for those who want to walk to work meetings.