



Department of Conservation
Te Papa Atawhai



greater WELLINGTON
REGIONAL COUNCIL

Department of Conservation Travel Plan for Head Office

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FOR FURTHER INFORMATION

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1. Executive Summary

Travel plans are used to manage travel within an organisation by providing a strategy for organisations to reduce environmental impacts, increase productivity, and provide healthier transportation options for their workers. They include both the commute and business related travel.

The Head Office (HO) staff travel survey and a number of focus groups were used to collect information on HO staff travel behaviours. Feedback from these sources identified key actions to encourage more sustainable forms of transport. These include:

- Encouraging less single person car commuting through the establishment of a car-pooling programme, including the provision of car-pooling car parks in Conservation House;
- Encouraging cycling and walking through the provision of additional secure bike shed facilities, bike racks, lockers and corporate bicycles;
- Encouraging reduced air travel through the provision of web cams in key meeting rooms and workstations to facilitate greater use of “video-conferencing”, as well as training in the use of this technology.
- Encouraging reduced taxi travel through the provision of pre-paid bus tickets including the Flyer (to and from the airport) and strong encouragement from senior management to use public transport where possible.
- Developing more flexible work arrangements including making it easier to work from home and to travel to and from work outside peak hours.

2. Background

The Department of Conservation (DOC) is a member of the Govt³ Programme. In May 2007 Cabinet “directed public service departments to have a workplace travel plan in place by 2010 aiming for a 15 per cent reduction in kilometres travelled”. (Cabinet paper (CAB Min (07) 18/7) on ‘Progress on Government Leadership on Climate Change: Transport and Buildings’). DOC’s Greenhouse Gas Emissions Reduction Plan includes a commitment to develop a Workplace Travel Plan for DOC’s Head Office, Auckland Conservancy Office and Christchurch Conservancy Office.

3. Introduction

This plan is designed for Conservation House/Head Office (HO). It sets out how the 300 staff employed can make more sustainable transportation choices.

The plan includes a range of measures that will be used to shift staff from using modes of transport which have the highest impacts to ones which are much more sustainable. In particular, single car occupancy users will be targeted in reduction measures as they utilise the least efficient form of transport available for commuter travel. The aim of this travel plan is to foster social change; essentially, altering mindsets to one that focuses on more sustainable travel choices.

3.1 Project Objectives

- *Reduce the number of Conservation House staff that drive alone to and from work, as well as within working hours.*
- *Increase the number of cycling, walking, and public transport journeys used by Conservation House staff to travel to and from work, as well as within working hours.*
- *Increase the number of Conservation House staff using teleconferencing.*
- *Increase the number of Conservation House staff using videoconferencing.*
- *Promote Carpooling for Conservation House staff*

3.2 Project Targets

- *To reduce the number of staff that drive alone to and from work, as well as within working hours, by at least 15 per cent over 5 years (3 % per annum).*
- *To reduce the number of Conservation House personal parking spaces by at least 15 per cent over 5 years (3 % per annum).*
- *To increase the number of cycling, walking, motorcycling, and public transport journeys used by staff to travel to and from work, as well as within working hours by 15 per cent over 5 years (3% per annum).*

4. Actions

<i>Task</i>	<i>Time needed</i>	<i>Completion Date</i>	<i>Responsibility</i>
Oversee plan and report progress to GMT and GWRC	-	Ongoing. 1 st report Dec 2008	Kathryn Maxwell
Encourage Car Pooling			
1. Establish policy on allocating car spaces – when staff leave (excluding DG and GMs) convert parking space to car-pooling space. Paper to GMT	2 days	End of March 2008	Kathryn Maxwell, Julie Austin and GMT
2. Join GWRC's car pooling scheme	1 day	March 2009	Julie Austin
3. Provide free ride home option for staff for emergency situations	2 days	April 2008	POD - Suzanne Edwards and GMT
Encourage cycling and walking			
1. Install a new secure bike cage and bike stands in the basement car park.	5 days	May-June 2008	Kathryn Maxwell, Julie Austin and Grant

<i>Task</i>	<i>Time needed</i>	<i>Completion Date</i>	<i>Responsibility</i>
Secure funding, arrange contractors			Baker
2. Install lockers for walkers and cyclists	2 days	April-May 2008	Julie Austin
3. Provide DOC branded umbrellas and rain coats	1 day	March 2008	Genevieve Spargo
4. Identify and provide information on walking routes to staff (intranet and cafeteria displays)	3 days	Sept 2008	Find a keen walker maybe Bernie Napp
5. Create a Bicycle Users Group (BUG) – linked in with the Green Cycle Group	2 days	September 2008	Geoff Tilbrook
6. Install cycle stand in foyer for visitors on bikes.	2 days	April 2008	Julie Austin
7. Communicate the new incentives to cycle and walk to staff.	3 days	On-going	Nannette Dempsey
Encouraging use of buses instead of taxis, and webcams and teleconferencing instead of flying 1. Provide free bus tickers (Stagecoach and flyer) at reception	5 days	June 2008	Julie Austin
2. Senior management to instruct staff to use the Flyer bus service for trips to and from the Airport to Conservation House	1 day	March 2008	Kathryn Maxwell GMT Nannette Dempsey
3. Provide monthly travel prizes to staff that use public transport. Staff to drop receipts into prize box in the cafeteria	2 hours a month	Starting April 2008	Travel Plan Co-ordinator
4. Provide metlink travel planning information to staff via cafeteria displays internet articles and links	2 days	On going April 2008	Nannette Dempsey
5. Develop an Audio-conference guide and promote its use by staff	2 days	March 2008	Heather Paterson
6. Provide webcams for staff who agree to use the technology	5 days	June 2008	Ken Walker
7. Provide webcam training for staff through intranet and in-house training	5 days	June 2008	Mike Morrion's team
8. Set up a Conservation House travel page on the intranet.	3 days	May 2008	Nannette Dempsey

<i>Task</i>	<i>Time needed</i>	<i>Completion Date</i>	<i>Responsibility</i>
<p>More flexible work arrangements 1. Update Balancing work and personal responsibilities to allow for more flexible working hours and to work a minimum of one day per month from home. Provide guidance on how to access the DOC network remotely from home.</p>	5 days	June 2008	POD – find out a name

Proposed budget March 2008- March 2009

Measures	Estimated cost
Operating	
Provide free ride home option for staff for emergency situations	\$1,000 per annum
DOC branded umbrellas and rain coats	\$700 (Sustainable Business Practice Programme)
Cycle stand for the foyer (3)	\$1,500 (Sustainable Business Practice Programme)
Free bus tickets at reception for business travel	\$1,200
Free weekly train/bus pass to trial (i.e. staff don't use public transport)	Free from GWRC
Travel Plan Coordinator (Michael Duindam part time – 400 hours a year)	\$6,000 (Sustainable Business Practice Programme)
Communications Person	\$3,000 (Marketing and Communications)
Launch of plan with Minister	\$600 (Sustainable Business Practice Programme)
Miscellaneous	\$800
TOTAL	\$14,000
Capital	
Install a new secure bike cage and bike stands in the basement car park.	\$22,000 (2007/08 CSG Capital budget)
Install lockers	\$4,420 (2007/08 CSG Capital budget)
TOTAL	\$26,420

5. Travel behaviour at Conservation House

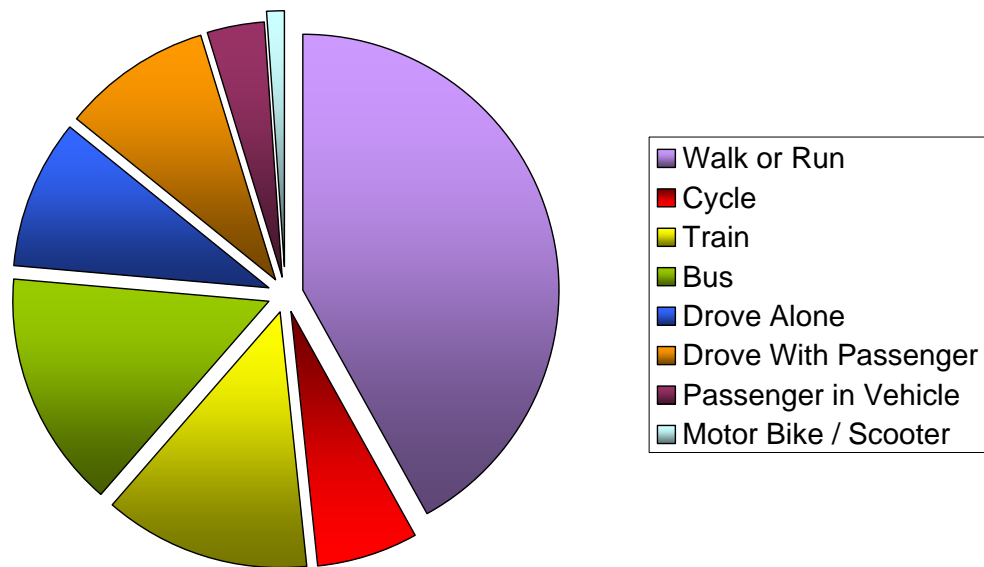
A workplace travel survey was conducted in October 2007 to provide insight into the travel behaviours of DOC staff. 75 per cent (249 people) of Conservation House staff participated in the survey. As a follow up to that travel survey, focus groups were held to gather more in-depth knowledge about how DOC staff regard the way they travel now, and how they think DOC can travel more sustainably into the future.

The following table and graph indicate how DOC workers commute. The travel survey allowed users to make multiple selections when explaining how staff travelled to work. Each travel mode therefore represents either a part or whole portion of a commuter’s journey to and from work.

Conservation House Travel Modes

Walk or Run	140	42 %
Cycle	21	6.3 %
Train	43	13 %
Bus	50	15 %
Drove Alone	32	9.6%
Drove With Passenger	31	9.3%
Passenger in Vehicle	12	3.6%
Motor Bike / Scooter	4	1.2%

How Conservation House Staff Commute



Overall, 28 per cent of staff commute by public transport, 48 per cent of staff walk, run or cycle, and 23 per cent commute by private vehicle.

6. Travel Plan Initiatives

6.1 Car use

Objective(s):

- *to reduce the number of single occupancy car trips made by Conservation House staff*
- *to reduce the number of Conservation House personal car park spaces by a minimum of 15 per cent within 5 years (3% per annum)*

Performance(s):

- *measured by percentage of Conservation House staff using cars for singular travel in follow-up surveys*
- *measured by calculating the amount of available personal car parks at Conservation House on a year by year basis*

Cars, trucks and vans are the most unsustainable modes of transport for commuter travel. Each vehicle that uses the road creates congestion. Congestion creates pollution, and reduces the amount of time that staff could be spending at work or with family.

Why do some staff at Conservation House travel to work by car?

The following comments from focus group members show that staff drive to work for a variety of reasons:

Irregular working hours make cars a much more flexible transportation option

Convenient for after work activities

Not close enough to public transportation

Don't want to get sick from being packed into a sardine tin like train or bus

Issues concerning distance, accessibility and flexibility determined whether or not the majority of Conservation House staff chose to use to travel to work. Perceptions that alternative modes of travel negatively impact on health and/or lifestyle choices was also identified by focus group members as being reasons for not giving up cars for travel.

Conservation House Parking Spaces

Currently, DOC spends \$102,000 per year for 28 parking spaces at Conservation House. DOC is obligated to pay for these parking spaces until renewal of the building lease in 2018 – unless other parties (non DOC) wish to acquire the spaces through sub-lease arrangements.

Currently, parking spaces are available for the Director General (DG), General Managers (GM's), and others with historical car park arrangements. RD&I also have

four parking spaces and two emergency parking spaces also exist. All 28 parks onsite have been assigned, and a further three parking spaces are paid for off-site.

In order to discourage car use and reach the objective of reducing the number of car parks at Conservation House by a minimum of 15 per cent within 5 years, work parking spaces should be removed or at the very least limited to a select few. In an attempt to reduce car parks, current staff with parking spaces could either be bought out or offered alternative transport options such as annual public transport passes. In the event that staff do not want to give up their parking spaces, they should be retained until that staff member leaves the organisation. Once that member has left, that park should be offered as a car pooling park which would be available for all HO staff.

Two emergency car parks are available for HO staff to use. These parking spaces are able to be booked through reception. When they are not being used, DOC still has to pay for them. Emergency park usage fluctuates; over some periods they are in heavy use, while in others they are unoccupied for many days. Staff mainly use these spaces when they have medical appointments.

Carpooling

Carpooling is an effective means by which to optimise the use of parking spaces and reduce the amount of cars on the road. Carpooling also makes non-driving participants vulnerable to their driver's availability. An unexpected emergency could effectively leave car-poolers stranded should the driver need to go somewhere in a hurry. Providing a free-ride-home option to staff is one way of overcoming this. Housing New Zealand provide a free-ride-home option for staff for emergency situations. Staff are required to register for the free-ride-home as well as made to understand the terms and conditions attached to the service. Staff are not eligible if a public transport option is available, or if unscheduled work results in night time departure from work.

Rideshare software provides a means in which to facilitate carpooling by electronically linking interested individuals. Greater Wellington Regional Council is in the process of acquiring rideshare software. They are expecting to trial rideshare in June 2008 and roll it out to its partners shortly after. Through DOC's partnership agreement with Greater Wellington, DOC will be able to acquire this rideshare software free of charge.

Action(s)

- Re-allocate current parking spaces for car-pool use once existing users leave the organisation;
- Re-assign one of the emergency car parks as a car pooling parking space.
- Initiate and facilitate a carpooling programme for Conservation House staff (potential to link up with other organisations);
- Offer annual public transport passes to DOC staff who currently hold car parks, in exchange for DOC parking spaces;
- Investigate the use of ride-share software such as flex-in-the-city (carpooling management tool) for use at Conservation House.

6.2 Walking

Objective(s):

- *To increase the number of walking trips made by Conservation House staff*

Performance(s):

- *measured by calculating the number of staff utilising walking as a means of travel. Measure through follow up surveys and compare results with the initial survey results.*

Walking is the largest mode of transport used by Conservation House. Walking constitutes 42 per cent of all commuter travel. When asked in the workplace travel survey whether or not staff could be encouraged to walk or run more often as a means in which to get to work, 28 per cent of indicated that they could be encouraged to walk or run more, 27 per cent of respondents indicated that nothing could encourage them, while the remaining 45 per cent indicated that they already walk or run as much as possible.

Why do some staff at Conservation House walk to work?

The following comments from focus group members show that staff walk to work for a variety of reasons:

Living in close proximity to work makes it a logical choice.

Walking improves physical and mental well being.

It's cheap, it keeps you fit and it's faster in rush hour.

Focus group members were also asked to comment on what would encourage more staff at DOC to walk. Some suggestions included:

Providing more flexible working arrangements to allow for the time it takes to walk to work, as well as the time needed to shower and prepare for work.

Providing detailed maps for walking, with an emphasis on nice routes.

Encouraging the formation of lunchtime walking groups for staff to get used to walking again - interested staff could buddy up with others who share similar walking routes to and from work.

Increase facilities for staff to store items such as clothes, footwear and shampoo. These could just be small desk storage bins/lockers.

Distance to work is a crucial factor in determining whether or not staff choose to walk or make alternative travel choices. Weather also plays a crucial role. Lack of shelter leaves people vulnerable to changeable weather. Those living relatively close to the inner city are less affected by weather due to the availability of covered sidewalks. Those that are not close to the inner city are relatively exposed to the elements. The decision to either walk, use public transport or use a car to commute can therefore rest

solely on whether or not an individual believes that they will arrive to work and back home again in a relatively clean, healthy, dry and safe state.

Action(s)

- Provide DOC branded umbrellas and/or raincoats to staff to protect them from the elements;
- Increasing locker storage capacity to store clothing, running shoes, toiletries and other equipment;
- Providing easily accessible information on safe/attractive/sheltered walking and running routes on the intranet and staff cafeteria;
- Acquire *Smart Travel Discount Card* (through the Wellington Regional Council / Department of Conservation partnership agreement) for DOC staff to purchase discounted bicycles and accessories, as well as maintenance services. Alternatively;
- Provide travel planning assistance to staff so that they can make informed transport decisions. Provide scheduling through *Metlink* or *Living Streets Aotearoa*.

6.3 Cycling

Objective(s):

- *to increase the number of cycling trips made by Conservation House staff*

Performance(s):

- *measured by regularly calculating the number of staff utilising cycle parks*

6.3 per cent of staff at Conservation House cycle to work. A recent site audit indicated that 20 bike parking spaces are available in the DOC bike enclosure. When asked in the travel survey whether or not staff could be encouraged to cycle more, 28 per cent indicated that they could be encouraged, 10 per cent indicated that they already cycle enough, and 62 per cent stated that nothing could encourage them to cycle to work.

DOC currently has no bike storage facilities for visitors to use. Storage is available for staff only and usage is relatively dependent on weather conditions and season. On some days less than half of the bike parking spaces available are used, while on other days there is more demand for spaces than supply can provide. Cycling peaks in the summer months due to calmer weather, while in winter cycling levels decline.

Despite fluctuations in use, it is anticipated that bike parking demands will increase – especially as the cost of petrol increases. As a result, the construction of a secondary bike enclosure is necessary. Additional locker facilities are also necessary to store cycle equipment and personal items such as changes of clothing and toiletries.

Why do some staff at Conservation House cycle to work?

The following comments from focus group members show that staff cycle to work for a variety of reasons:

Don't like public transport

Reducing cars on the road

Cycling is environmentally friendly and cheap

Cycling is quick and there is safe storage at work

Focus group members were also asked to comment on what would encourage more staff at DOC to cycle. Some suggestions included:

Dedicated cycle lanes – bus drivers are unpredictable

Increased locker and shower facilities

Providing a DOC bike fleet which could be used by staff to test-drive bikes

Subsidised bikes and gear

DOC Bicycle Fleet

Providing a set of bicycles for staff use could encourage staff that currently do not cycle to give it a go. Having bicycles available for business travel would also allow staff to travel to other organisations sustainably, in a less expensive and perhaps faster (depending on location) means than using taxis or public transport.

Action(s)

- Form a BUG (bicycle users group). A BUG would be responsible for monitoring use of cycle cages and notifying the travel plan co-ordinator and facilities manager of cycle related issues;
- Purchase a fleet of DOC pool bicycles, including accessories (helmets, lights, high visibility DOC branded vests etc);
- Acquire *Smart Travel Discount Card* (through the Wellington Regional Council / Department of Conservation partnership agreement) for DOC staff to purchase bicycles and accessories, as well as reducing maintenance costs. Alternatively;
- Create a secondary bike enclosure consisting of at least another 20 bike parking spaces;
- Provide travel planning assistance to staff so that they can make informed transport decisions. Provide scheduling through *Metlink* or *Living Streets Aotearoa*;
- Provide public cycle parking in Conservation House foyer.

- Increasing locker storage capacity to store clothing, running shoes, toiletries and other equipment;

6.4 Public Transport

Objective(s):

- *to increase the amount of public transport trips made by Conservation House staff*

Performance(s):

- *measure through follow up surveys and compare with the initial survey results.*

Public transport makes up 28 per cent of all modes of commuter travel by staff from Conservation House. For the purpose of this report, public transport constitutes travel done by bus and train. 15 per cent of staff use the bus and 13 per cent use the train.

Why do some staff at Conservation House use public transport?

The following comments from focus group members show that Conservation House staff take public transport to work for a variety of reasons:

Cheap, efficient and environmentally friendly

Reliable

Door to door access

Focus group members were also asked to comment on what would encourage more staff at Conservation House to take public transport. Some suggestions included:

Having a more flexible work-life balance which allows for public transport mishaps (late to work due to overload)

Having up-to-date information about services and routes

More efficient services that provide reliable travel

Action(s)

- Provide free public transport tickets for staff business travel;
- Provide a free weekly bus/train tickets for staff to trial public transport;
- Monthly prizes (transport orientated) to encourage continued walking and public transport journeys.
- Provide travel planning assistance to staff so that they can make informed transport decisions. Provide scheduling through *Metlink* or *Living Streets Aotearoa*.

6.5 Business Travel

Objective(s):

- *decrease the amount of business travel by at least 15 percent over 5 years (3% per annum). This includes air travel and taxi use.*

Performance(s):

- *measured by the amount of staff travelling via taxi or air travel for business.*

Currently, DOC has no approval procedure regarding business travel. If staff want to travel for business they require manager approval. Although DOC's long distance travel footprint is relatively small compared to other Departments, measures still need to be taken to reduce air travel so that DOC can be more sustainable. Between July 2006 and July 2007 DOC staff travelled 6,689,717 kilometres by air. A 15 per cent reduction in air travel distance would result in a 1,003,457 kilometre reduction. In order for DOC to reach a reduction in air travel of 15 per cent in 2012, air travel would need to be below 5,686,259 kilometres.

The creation of a formal business travel request procedure could aid in reducing air travel by setting out a process where alternative communication options are required to be taken into consideration before air travel is permitted. Factors for air travel approval should focus on issues such as:

- Is the proposed travel necessary?
- Are other options for communication available? (teleconferencing/videoconferencing)

Action(s)

- Create a booking system for business travel that discourages unsustainable travel choices and emphasises the use of non-travel alternatives. See section 6.7 for non-travel alternatives.

6.6 Taxi use

Objective(s):

- *to reduce the amount of taxi use by Conservation House staff by 15 per cent over 5 years (3% per annum).*

Performance(s)

- *measured by tallying the amount of taxi trips paid for through p-card payments and taxi-chit vouchers.*

Action(s)

- Promote public transport as the primary mode of travel for business. This includes travel to the airport;
- Make it a DOC policy that staff use the *Flyer bus* service for travel from HO to and from Wellington Airport;
- Replace taxi-chit vouchers with bus and train passes;
- Provide prepaid bus tickets for the airport as an alternative transportation mode for business travel;
- If taxi travel is deemed necessary, use *Green Cabs* (except for parliamentary travel due to taxi agreement with *Wellington Combined Taxi's*).

6.7 Video and Telephone Conferencing

Objective(s):

- *increase video and telephone conferencing usage by Conservation House staff by 15 per cent over 5 years (3 % per annum), as an alternative to medium and long distance business travel.*

Performance(s):

- *measured by the amount of uptake of DOC funded web-cams at Conservation House.*
- *measured through follow up surveys and compare with the initial survey results.*
- *IT reports to management every 6 months on videoconferencing usage (hours of use, amount of staff, frequency of use).*

Videoconferencing

The workplace travel survey indicated that 77 per cent of staff at Conservation House have never used videoconferencing for work/business meetings. Of those that do use them, 47 per cent use them less than once a year, 26 percent use them on a 6 monthly basis, and only 3 per cent of total survey respondents use webcams frequently (monthly/fortnightly).

Teleconferencing

The workplace travel survey indicated that 23 per cent of staff at Conservation House have never used teleconferencing for work/business meetings. Of those that do use them, 16 per cent use them less than once a year, 14 percent use them on a 6 monthly basis, and 29 per cent of total survey respondents use teleconferences frequently (monthly/fortnightly).

Barriers to use

When asked if participants could be encouraged to use webcams, 78 per cent responded yes. This is similar to the number of respondents which answered that they had never used webcams before. It would seem then that the relatively small use of webcams is not necessarily related to a general reluctance to do so, but rather that barriers exist preventing individuals from using webcams. Barriers include:

- Availability of equipment for the other party (60 %);
- Training on how to use equipment (49%);
- Technical support to use the equipment (45%); and
- Ease of booking (36%).

Why don't some staff use video and telephone conferencing?

The following comments from focus group members show that staff do not use videoconferencing for a variety of reasons:

Poor quality products

Technophobia

Lack of a dedicated videoconference area

Focus group members were also asked to comment on what would encourage more staff at DOC to use teleconferencing. Some suggestions included:

Providing good quality in-house training

Upgrade videoconference infrastructure – better quality visual and sound

Action(s)

- Make webcams widely available to staff (see Greenhouse Gas Reduction Plan);
- Provide a webcam training programme for staff;
- Ensure infrastructure such as specialist facilities and bandwidth are in place, and/or at a high enough standard to support videoconferencing services. Upgrade if required;
- Introduce a desktop web cam promotion for Conservation House staff. Make 20 desktop web-cams available to staff for free (see Greenhouse Gas Reduction Plan).
- Provide training on how to use teleconferencing

- Create a coding system for HO meeting room bookings. When booking, users should be advised as to what facilities are on offer (teleconferencing, videoconferencing, electronic whiteboard etc).

6.8 Flexible Work Arrangements

Objective(s):

- *enable flexible working arrangements for staff at Conservation house, to enable them to travel to work more sustainably.*
- *Reduce travel impacts by 15 per cent over 5 years by permitting one day working from home per month*

Performance(s):

- *measured through follow up surveys to indicate how flexible staff think working arrangements are.*
- *measured through pay roll system.. Set up separate pay code for work at home so that these days can be monitored by managers and POD.*

The workplace travel survey indicated that many workers at DOC were in favour of more flexible working arrangements in order to reduce the impact of commuter travel.

- 32 per cent of staff were in favour of more flexible working hours where they could determine when they could arrive and leave from work;
- 52 per cent of staff were in favour of working at home once a week (or fortnight);
- 28 per cent of staff believed that current arrangements already allow for flexible working hours.

The Department of Conservations current flexible work policy, 'Balancing work and personal responsibilities' outlines the procedure in which employees are to make work / life arrangements with the organisation. The policy sets out measures in which managers are required to take cultural, religious, and family responsibilities into account when determining working arrangements. Depending on the manager involved, work arrangements can either be flexible or restrictive.

DOC's flexible work policy has not been updated since June 2005. It will need to include references to the new *Employment Relations (Flexible Working Arrangements) Amendment Act 2007* which is due to come into force on 1 July 2008.

Essentially, the Employment Relations (Flexible Working Arrangements) Amendment Act 2007 requires employers to consider the request from staff for flexible working arrangements. The Act also provides a procedure which dictates the terms to which a request can be accepted or refused. The process involved also includes a means in which to appeal work arrangement decisions.

Currently, it is difficult for staff to arrange to work from home. If staff were permitted to work from home once every two weeks, HO travel impacts could be reduced by 10 per cent. Permitting staff to work from home once every month reduces travel impacts by 3 per cent. Over a five year period, this would equate to a 15 per cent reduction in travel impacts. The ability to connect remotely to the DOC network from home is there, staff just need to be given guidance on how to do so.

Focus group feedback

The following comments from focus group members present various views concerning DOC's flexible working arrangements:

There is a perception that a Mantra surrounding work flexibility at DOC exists. This is not necessarily the case however. It is essentially up to the manager to decide.

Current arrangements are fine as long as you do your time.

Guidelines are required.

Action(s)

- Update the Balancing work and personal responsibilities policy to reflect legislative changes. Add travel clauses which encourage staff to travel more sustainably;
- Message from Director General to managers to support staff that use more sustainable transport options. For example, allowing flexibility around issues that may prevent staff from arriving/leaving work at usual times (untimely public transport, flat bike tyre, poor weather);
- Include workplace travel in the Personal Performance Review process. Managers should discuss with staff their work flexibility concerning travel, and organise a day in which staff can work from home each fortnight/month;
- Provide guidance on how to connect to the DOC network remotely from home.

7. Communications Plan

A Communication Plan will need to be completed shortly after the Department of Conservation Workplace Travel Plan is released. The Communication Plan will essentially be an extension of the Travel Plan, entailing how its measures should be promoted.

8. Travel Plan responsibilities

The Travel Plan Co-ordinator's role requires continued dedication. In its current state, the role is filled by a casual staff member. The department will need to fill this position in the absence of this staff member. The role will involve 2 days a week of work. The role includes:

- Maintaining commitment and support from senior management and staff for the travel plan;
- Designing and implementing a simple but effective marketing and awareness campaign to Head Office people in travel planning;
- Setting up, co-ordinating and attending steering meetings;
- Acting as a point of contact for Head Office staff requiring information;
- Liaising with key resources: POD, MCG, Greater Wellington Regional Council, MfE, LTNZ;
- Overseeing the implementation of the travel Plan for Head Office.

The position of Travel Plan Co-ordinator will report directly to the Sustainability Manager.

9. Cost management

This Workplace Travel Plan has an operational budget of \$15,000 and capital budget of \$20,000. The actions outlined in this plan will need to fit within the constraints of this budget, unless additional funding can be generated.

10. Risks and how they will be mitigated

Risks

- Fail to achieve the 15 per cent reduction targets (CAB Min (07) 18/7)
- Insufficient support from management

Mitigation of Risk

1. Employ a staff member to fill the role of travel plan co-ordinator
2. Adequately resource the actions in the plan
3. Briefing to GMT to support the workplace travel plan and appointment of travel plan co-ordinator

11. Evaluation and monitoring

The travel plan will be evaluated through a follow up survey provided by Greater Wellington Regional Council. This survey will be undertaken in October 2008. The travel plan will also be reviewed annually by the travel plan co-ordinator and improved where necessary in line with existing organisation policies. Staff will be able to provide feedback on the plan via the intranet and personal discussion if required.

12. **Appendix of Considered Actions** (not currently in the plan)

- Appoint a Bicycle Maintenance Officer
- Interest free loans for DOC staff for public transport annual passes
- Interest free loans for DOC staff bicycle purchases
- Interest free loans for DOC staff for running shoes
- Remove all DOC parking space entitlements from DOC staff and sub-lease as carpooling parks to the public
- Paid to walk to work
- 15 minutes amnesty time for walkers, runners and cyclists to prepare for work once they have arrived (shower, iron shirts, makeup etc...)
- Condensed working week (4 days of working 10 hours)
- Free parking for carpoolers
- Electric powered scooters for DOC business use
- Staggered work start times. Staff organised into groups (not by organisational/divisional grouping) then times alternated each day (one group starts at 8am, another at 8.30am, another at 9am, another at 9.30am).