

GWRC NIWA (Wellington Site) Travel Plan Report 2007_8

Travel Plan co-ordinator: Sarah Bury

Travel Plan Communication Methods

In the Calendar of Events table below the **text in red** illustrates **Communication Events** (with staff, management and public) on Travel to Work Initiatives. The main forms of communication have been:

- monthly meetings of Greta Point Sustainable Development Committee (GP-SDRC) with mail-out of minutes to all GP staff
- quarterly meetings of National SDRC (which are reported back to GP-SDRC and all GP staff)
- monthly “Travel to Work Programme” reports in a format similar to this table which have been provided to the Board since July 2007
- meetings with Wellington Regional Manager, and NIWA Director of Operations to develop and promote travel plan
- email dissemination of any travel-related information/initiatives (including summaries of GWRC travel workshop forums) to all Wellington staff
- articles in Wellington Site newsletter “Rainbow Connection”
- articles in an all-NIWA newsletter “NIWA news”
- presentations at Wellington site staff meetings
- placement of NIWA-GWRC Travel plan, Travel Charter, GP-SDRC meeting minutes and staff presentations on NIWA intranet site

Reporting

Summary reports which have been disseminated to staff and NIWA’s board are listed after this table in itemised **Appendices** referred to in the table in **blue text**. The final Travel Survey Results were presented at a staff meeting (**Appendix VIII** and powerpoint presentation).

Key initiatives, events and outputs of NIWA’s travel plan (Jun 2007-June 2008)

- 2 Grass roots C Footprint staff meetings – brainstorming issues of how to reduce our C footprint
- Bike-now cycle survey (LTNZ): 135 participants
- GWRC staff travel survey: 78% participation. 60% staff using sustainable form of transport more than 3 times a week
- Attendance at GWRC Travel Planners Forums & Govt3 workshops & dissemination of information to staff
- Sustainability Seminars delivered to NIWA staff
- Information disseminated on TXT-train, Womens’ cycling group, walk to work day, Bike Now “Bike Bus”, Smart Travel discount cards, Free PT “Give it a Go” trial, free bikes on trains initiative
- NIWA Happy Hour cycling promotion to support Bikewise Challenge

- Bikewise Challenge – NIWA (Wellington) won Regional section: 44% staff participation
- Upgrade of Brodie Building Bike Sheds, increased from 18-36 bike capacity (Allen building shed on 2008/9 capex)
- Upgrade of Allen Building and Brodie Building shower blocks
- Bike maintenance courses run during lunch hours
- Lunchtime cycle events organised
- Support of Cycle petitions for cycle paths
- Greencabs endorsed as “taxi of choice” for NIWA

Calender of Events relating to NIWA’s Wellington Travel Plan 2007-8

Date	Activity	Personnel Involved	Outputs
26 Jun 07	C Footprint Grass Roots meeting at NIWA Greta Point	Co-ordinated by Sarah Bury, convened by Dave Lowe, Jim Renwick, Notes taken by Michelle Hollis	Minutes taken and key concerns/issues noted
27 Jun 07	Action Group meet to summarise key points raised at C Footprint meeting	Dave Lowe, Jim Renwick, David Wratt, Richard Richardson, Michelle Hollis, Sarah Bury	Summarised and prioritised key concerns/issues from Grass roots meeting. Notes and action points submitted to NIWA Board and emailed to Allgreta staff
Jul 07	All-Greta email cycle awareness bulletins	Kerrie Firth	Employees informed of cycling events and initiatives
Jul 07	Bike-now Cycle survey carried out in conjunction with Land Transport NZ. Buddy system and cycle training workshops co-ordinated.	Brett Grant	135 employees took part in cycle survey. 26 people responded that they would definitely use a bike fleet bike if one was provided. Secure cycle parking, poor access to showers and lack of clothing lockers were identified as barriers to people cycling to work.
26 Jul 07	Environmental Footprint Grass Roots meeting at NIWA Greta Point	Co-ordinated by Sarah Bury, convened by Murray Poulter, & Richard Richardson, Notes taken by Harriet Palmer.	Minutes taken and key concerns/issues noted
7 Aug 07	Action Group meet to summarise key points raised at Environmental Footprint meeting	Richard Richardson, Sarah Bury, Mike Harvey, Peter Franz, Harriet Palmer, Tracy Farr	Summarised and prioritised key concerns/issues from Grass roots meeting. Notes and action points submitted to NIWA Board and emailed to Allgreta staff
7 Sep 07	1 st meeting of new Greta Point SDRC	Sarah Bury, Richard Richardson, Kerrie Firth, Harriet Palmer, Peter Franz, Katja Riedel, Lynda Griggs, Kath O’Shaughnessy	Agreed to meet on monthly basis: working on priority issues – travel to work, procurement, recycling and sustainable energy. Minutes emailed to Allgreta staff.

8 th Oct 07	Greta Point SDRC meeting	Sarah Bury, Kerrie Firth, Richard Richardson, Peter Franz, Kerstin Kroeger, Lynda Griggs, Bernard Miville, Harriet Palmer, Matt Walkington	Summarised activities/prioritised issues on GP site for National SDC meeting on 16 th Oct. Minutes emailed to Allgreta staff.
16 th Oct 07	National SDRC meeting	Richard Richardson, Sarah Bury, Kerrie Firth, Peter Franz	Richard Richardson and Sarah Bury to co-ordinate NIWA Sustainable Transport plan. Summary of action points at Greta Point presented to National Committee (see Appendix I)
18 th Oct 07	Sustainable Business Network: "Sustainable Transport Workshop" held at Greater Wellington Regional Council (GWRC).	Richard Richardson, Sarah Bury, Kerstin Kroeger	Greenfleet pdf of presentation emailed to Sarah Bury. Notes taken and summary of key issues reported back to GP SDRC and National SDC (see Appendix II). Met Ping Sim (GWRC) and initiated working relationship with GWRC Travel Plan Programme.
25 th Oct 07	"Waste and Sustainable Procurement" meeting with Michelle Hayward, GWRC. Follow up meeting with Ping Sim to further discuss signing partnership agreement for GWRC Travel Plan Programme.	Sarah Bury, Richard Richardson, Kerstin Kroeger, Peter Franz, Linda Griggs.	Waste audit information supplied to Michelle Hayward. Michelle supplied information on sustainable procurement suppliers. Sustainable purchasing policy information to be supplied to Rilke and Dennis. Follow up meeting required with GP SDRC to ACTION points raised at this meeting.
5 th Nov 07	GP-SDRC meeting. Blair O'dowda invited to attend to summarise IT sustainability plans. Brett Grant invited to attend to summarise workplace cycling initiatives.	GP-SDRC committee	Capex items prioritised to support Travel Plan. Action list drawn up to address prioritised sustainability issues. Information sent to Mark James. Brett Grant summarised workplace cycling initiatives with Bike Now run by LTNZ. Survey results from July 2007 Bike Now staff survey presented (135 people responded). Minutes emailed to Allgreta staff.
9 th Nov 07	Meeting with Wellington Regional Managers to update them on sustainability issues	Sarah, Richard, Andrew L, Rosie H	Discussed sustainability capex applications & travel to work initiative with GWRC
9 th Nov 07	Travel planners forum, Regional Council Centre, 142 Wakefield St, L5 Committee Room. Case Study: Capital and Coast District Health Board, Jan Simmons.	Sarah	PPT presentation emailed to Sarah. Summary of meeting presented at next GP SDRC meeting.

12 Nov 07	NIWA seminar: “The potential role of plantations in global climate change mitigation. Are trees the answer?” Dr. Miko Kirschbaum, Landcare Research.	All-greta employees	Understanding that greenhouse mitigation strategies should focus primarily on management of fossil fuel emissions, with tree-planting playing only a subsidiary role.
14 th Nov 07	“Transforming Transport in a Carbon Constrained World” 1-day workshop organised by Victoria University, Rutherford House Wellington.	Attended by Dave Lowe, Mike Harvey, Sarah Bury, Peter Franz	Notes taken and summary of key issues reported back to GP SDRC and National SDC. SB met Francie Pedersen from MfE and obtained information on Govt ³ programme.
15 th Nov 07	Richard & Sarah met with Mark James to discuss GWRC Transport to work Programme	Mark, Richard, Sarah	Mark James 9(Director of Operations) persuaded to sign agreement with GWRC
16 th Nov 07	Capex expenditure list submitted to Mark James	Richard, Sarah, Andrew, Rosie	New cycle shed, BMS upgrade, Variable speed drives, upgrade showers
20 th Nov 07	Mark James signed partnership and confidentiality agreement with GWRC	Mark James	Officially entered into working partnership with GWRC
23 rd Nov 07	Signed GWRC partnership agreement mailed to GWRC	Sarah	
23 rd Nov 07	GWRC contacted to obtain on line Travel to work survey	Sarah	
26 th Nov 07	Survey, charter and research plan templates sent to SB from Ping Sim.	Sarah	
27 th Nov 07	RR and SB meet to discuss survey, charter & research plan	Sarah & Richard	
29 th Nov 07	SB discusses survey requirements, charter & research plan with Ping Sim, GWRC. Reported back to AndrewL. Survey emailed to AL, MJ, Amy H for approval.	Sarah, Ping Sim & Andrew Laing	
4 th Dec 07	SB&RR meet AL – discuss & edit survey, travel charter and research plan. Survey introductory email sent to Mark for approval.	Sarah, Richard, Andrew L, Mark	
4 th Dec 07	Paul Barker WCC,	Sarah, Paul Barker	Paul will contact us again in New

	Transport Safety Manager contacted	(WCC)	Year after travel survey to assist us with travel plan research phase
5 th Dec 07	Survey link sent to Sarah from Ping. Charter & research plan emailed to Ping	Sarah, Ping	Travel plan charter & travel research plan documents lodged with GWRC
6 th Dec 07	Committee tested survey link – all OK	SB & committee	
13 Dec 07	Staff presentation at GP on sustainability issues and travel plan	Sarah & Richard	Travel survey launched at Staff Meeting. Powerpoint presentation placed on NIWA Intranet site (See Appendix III and ppt presentation)
13 Dec 07 – 25 Jan 08	Travel Survey link open for Wellington staff	Sarah & Ping	Wellington staff participating in travel survey
13 Dec 07	National Sustainability Development committee meeting	Sarah, Richard, Kerrie	Reported back to National committee on waste, procurement & travel initiatives in Wellington
14 Dec 07	Niwa News article written on Travel Plan	Sarah	Article published in NIWA news prior to Christmas (see Appendix IV)
25 Jan 08	Travel survey closes	Sarah & Ping	
28 Jan 08	Preliminary information from travel survey obtained verbally from Ping	Sarah & Ping	183 responses from total of 234 staff (78% response rate). 60% of those surveyed use some form of sustainable transport (other than drive alone in car)
31 Jan 08	GWRC sent info on TXTtrain facility for obtaining updated train travel information	Sarah & Ping	TXTtrain info emailed out to all Wellington staff
12 Feb 08	GWRC contact Sarah to request media release on NIWA travel survey results	Sarah, Philippa Lagan, Michele Hollis	Survey results fed back to Philippa Lagan and media release article prepared promoting NIWA's sustainable transport results (See Appendix V)
15 Feb 08 – 26 Feb 08	Email enquiry to Green Cabs requesting information	Cliff Law	Customer pack received from Green Cabs who use hybrid vehicles and claim lower fuel emissions. Committee approved NIWA's switch to Green Cabs company. Taxi Cards given to Reception and email sent out by RR on 26 Feb to notify staff to use Green Cabs as taxi of choice.
18 Feb – 2 Mar 08	Bikewise Challenge	Joshua Mountjoy, Mike Revell	NIWA (Nationwide) enters Bikewise Challenge. 2 nd place in nationwide top 10 Largest Organisation Category with 46% staff participation (338 participants, total km's cycled 25627) compared to winners who got 50% participation with 299 staff taking part and only 11,015kms cycled. NIWA (Wellington) won the regional section with 44 % participation (113 cyclists rode 9058 km) with the second place going to Telecom NA who only managed a

			6% participation.
18 Feb 08	Brodie Building Bike Sheds upgrade	Andrew Laing, Richard Richardson, Brett Grant, Ray Nunns, Building Contractors	Brodie Building Bike shed cycle capacity increased from 18 to 36 cycles. New hanging racks installed. Cycle shed covered and locked fob-entry door installed. Floor-mounted cycle footpumps, maps, sunscreen and cycle repair kits to be provided in bike sheds once building work completed.
18 Feb 08	Email notification of Womens cycling group	Kerstin Kroger	Sub-cycle group for Women of Recreation – cycling incentive group for women wanting to cycle recreationally after work
19 Feb 08	Walk to work day email sent out	Sarah Bury	
26 Feb 08	Email notification of Bike bus (Bike now) email.	Brett Grant	Bike Now have set up a couple of Bike Bus routes where people are invited to join other cyclists to cycle on two designated routes to work.
26 Feb 08	Climate change seminar: “Attribution of observed changes in climate to human and natural factors” Peter Stott, Hadley Centre	Sam Dean	Information on climate change issues disseminated to staff
26-27 Feb 08	Bike maintenance courses run in Greta Point carpark 12.30-1.30 pm	Josh Mountjoy, Hilary oliver, Brett grant	2 lunchtime bike maintenance courses covered puncture repairs, derailleur and brake adjustment and wheel tuning. 25 + people attended on both days
28 Feb 08	Lunchtime beach cycle: Greta Point to Lyall Bay	Sarah Bury	13 participants took part in lunchtime social event
28 Feb 08	GWRC Travel Survey results emailed to Sarah	Ping Sim, Sarah Bury	78% of Greta Point staff participated in Wellington Travel Survey. Preliminary results indicate: 9% walk/run, 20% cycle, 4% bus, 4% train/ferry, 40% drove alone, 18 % drove with passenger, 2 % as passenger in car, 3 % motorbike. Results to be processed and written up as full report for Board and presented to staff at next staff meeting in April. Travel Planners Group to meet and discuss results and determine list of initiatives and actions to be taken.
29 Feb 08	MfE Govt3 meeting, Te Papa, Wellington	Sarah Bury, Peter Franz, Leigh Torres	Summary of Govt3 initiatives provided to attendees. Follow up email of contacts and initiatives sent out to all participants.
29 Feb 08	Bikewise – prizegiving for participants at Greta	Sarah, Brett Grant	Encouraged 20 new bikewise participants to cycle for 10 minutes

	Point Happy Hour		each to increase Bikewise Challenge entries.
6 Mar 08	GWRC Travel co-ordinators Forum. Presentation by Brian Baxter, Manager of Transport Design & Development GWRC.	Sarah, Richard	Information obtained on new bus & train service initiatives – information written into presentation for 7 March staff meeting & included in March Board report (see Appendix VI)
7 Mar 08	Greta Point Staff meeting: Presentation update on Travel to Work Programme	Sarah	Brief one page ppt summary of travel survey results
7 Mar 08	Walk to Work day email mailed out to Allgreta	Sarah	
7 Mar 08	Allgreta email informing staff of useful cycle website addresses	Joshu Mountjoy	
11 Mar 08	SB, RR, Andrew Laing (Regional Manager Wellington) meet Ping Sim and Philippa Lagan to discuss survey results		
20 Mar 08	Article on NIWA's performance during Bikewise Challenge written for NIWA News	Joshu Mountjoy	
20 Mar 08	NIWA Seminar: Attributing observed changes in physical and biological systems to anthropogenic climate influences. Professor David Karoly, Univ. of Melbourne, Melbourne, Australia		
27 Mar 08	SB, RR meet Mark James to discuss GWRC survey results	Sarah, Richard, Mark	Staff survey travel to work results presented to Director of Operations
1 Apr 08	Rainbow Connection (NIWA Wellington newsletter) article written to promote Smart Travel Discount cards, Free Public Transport "Give it a Go" trial in last week of May & info on safe cycling routes	Sarah, Richard	Article published in Rainbow Connection (see Appendix VII)
3 Apr 08	Govt3 transport Programme Workshop attended	Sarah	Summary from workshop prepared to present at staff meeting
10 Apr 08	WCC email sent out requesting signatures on petition for reinstatement of cycle path outside NIWA. 2 nd petition for	Sarah	

	safer cycling initiatives in Wellington also signed by many at NIWA GP		
17 Apr 08	GP staff meeting: results from travel to work survey presented	Sarah	Ppt presentation placed on V drive and on Wellington Intranet site (See Appendix VIII and ppt presentation)
5 May 08	Email sent out to Allgreta staff about "Give it a go" public transport free ticket passes. Posters put up around site to publicise.	Sarah	14 Greta Point staff members took part in this trial
15 May 08	Charlie McClean (Greencabs) sends email with cab company update – forwarded on to staff	Sarah	
29 May 08	Staff emailed to inform them of where to purchase monthly PT tickets	Sarah	
5 Jun 08	GWRC Workplace travel planners forum at Victoria University	Sarah	
10 Jun 08	Cyclists in Wellington survey emailed out to Allgreta staff	Kerrie	
15 Jun 08	Allgreta staff email informing them that GWRC will not charge for bikes on trains from 1 Jul 08	Sarah	

Appendix I

Jan 2006-Oct 2007 summary of actions in Wellington presented to 16 Oct 07 National SDRC meeting

Commuting/Business Travel

- Increased used of video-conferencing facilities to reduce travel
- Sustainable Transport Planner workshop – Thur 18th Oct 2007 (Richard Richardson, Sarah Bury and Kerstin Kroger registered)
- Communication with DOC to obtain information on their energy savings project relating to their vehicle fleet (Harriet Palmer)
- Seeking information on i-commute personalized travel plans used by vodaphone – includes electronic carpooling facility – Contact Tom Nevitt (Sarah Bury)
- Participation in Bike-wise event - resulted in about 50% reduction of cars in car park
- All Greta email Cycle-awareness bulletins (Kerrie Firth)

- Cycling survey conducted & Cycle training workshops co-ordinated (Brett Grant)
- Lunch-time cycle event to Chocolate Fish
- Regular mountain biking group ride out at lunchtimes (encouraging bike use)

Suggestions from employees, collated from 2 grassroots brainstorming meetings

The first priority should be to hire a contractor to assess options, prioritise and develop a sustainability plan for NIWA, in particular for areas offering the best returns. This same consultant could be utilised to advise and assist with Energy Technology project (see below).

NIWA employees want guidance as to best practice – through consultants, seminars, NIWA intra and inter-net.

Priorities identified

- Reduce C transport footprint
- NIWA Vessels – reduction of fuel consumption: fuel efficient systems/carbon capture/sail power(!)". Use of NIWA sustainability money to fund a **desktop survey** to consider all options for decreasing carbon emissions from the ship.
- Focus on changing attitudes of employees:
 - **Teleworking/flexible hours**
 - **Laptop computers to replace desktops** (where requested) to facilitate flexible working hours
 - **Electronic carpooling** etc – develop a NIWA workplace travel plan like Vodafone's i.commute. Subcontract this out to a specialist provider: **ideal opportunity to use Auckland relocation as test study**
 - Replace work fleet with **more fuel efficient vehicles**
 - **On site bikes/scooters** for short trips to town
 - **Subsidies for employees using sustainable transport** (walking, cycling, bus, low emission vehicles etc) – **Incentives:** competitions/rewards for improved sustainable transport
 - Promote GPS tracking system on buses in Wellington
 - Lobbying to Regional Councils to improve public transport

Appendix II

Summary from Sustainable Business Network (SBN) & Greater Wellington Regional Council (GWRC) Transport Workshop: 18 Oct 2007

Attended by: Sarah Bury, Richard Richardson, Kerstin Kroeger.

Contacts:

Mark Roberts, Greenfleet programme; Mark@sustainable.org.nz

Kerstin Gendall, Regional Manager, Sustainable Business Network, PO Box 8095, Wellington, New Zealand. central@sustainable.org.nz, www.sustainable.org.nz
04-384-4715

Ping Sim, Sustainable Transport Planner, Greater Wellington Regional Council.
DD 04-382-7959; T 04-384-5708; F 04-802-0352
www.gw.govt.nz/travelplans

- PDF of Mark Robert's Greenfleet programme presentation sent to Sarah – available to those interested on request.
- Greenfleet programme www.greenfleet.org.nz will be available to all non-members by Christmas 2007.
- SBN – “Get sustainable challenge” – resource available for businesses to improve their sustainability.
- GWRC provide a Greater Wellington Zone Travel Planning Resource (contact: Ping Sim)
- Resource aims at decreasing the use of cars by voluntary means. Asks: What type of traveller is your CEO – do we have good role models in senior management at work?
- GWRC provides resources to assist process of travel planning in organisations, including on-line travel to work survey, guides/templates, post survey analysis, annual follow-up surveys. They also provide support for implementing actions.
- Auckland Regional Transport Authority (ARTA) provided carpooling system currently used by Vodaphone – this is having some teething problems. Ping Sim is hoping to access a similar (hopefully working package) for Wellington by Christmas 2007.
- www.greenride.com – US web-based tool for electronic carpooling which has been successfully adapted by some NZ businesses – some payment required to access the mapping software.
- Interactive workshop session on how to change attitudes of employees to use more sustainable forms of travel: Case study from Capital and Coast Health Board.
- Presentation by Alex Lide?? from Honda on hybrid vehicles.

[Appendix III](#)

Sustainability Presentation for NIWA staff meeting: 13 December 2007

Planning Notes

NIWA-wide initiatives

- 1) Sustainable Development Initiatives outlined in the 2007/08 business plan. Actions and targets – show summary table. Point out actions that concern Wellington site. State summary table available on intranet staff ppt presentation
- 2) New name for National committee: National Sustainable Development Committee – *Continuous Improvement* - Conveys message of ongoing process
- 3) Sustainable Development Philosophy
- 4) Sustainable Development Policy
- 5) State when sustainability report will be made available

Wellington initiatives

Travel to work plan

- Why we are doing it? – Benefits to staff
- Travel survey
- What will happen after the survey?

Transport accounts for over 40% of New Zealand's CO₂ emissions and is the fastest emissions growth sector.

A primary aim of our travel plan is to reduce NIWA's carbon footprint by promoting more active travel choices and reducing dependency on the car. How we travel impacts directly on the environment and on us personally – in terms of fitness, finance, personal satisfaction, time and quality of life.

Benefits to staff from changing our behaviour and the way we travel:

- Reduced CO₂ emissions
- Reduced traffic frustrations & parking hassles
- Reduced travel costs
- Improved health, fitness and wellbeing
- Opportunity to improve site facilities and policies
- Options for changing work arrangements in terms of teleworking, compressed working week and flexible hours.

Process: Wellington and Auckland are the first two NIWA sites for which travel plans are being developed. Once established at these sites, then travel plans will be rolled out to the other main NIWA sites.

GWRC Partnership: NIWA has formed a partnership with Greater Wellington Regional Council (GWRC) who is helping to develop our Wellington Travel Plan Programme. The first stage of the travel plan is to obtain benchmark data via a survey on how staff currently travel to work. Charter & research plan written – available on wellington intranet

Benefits of working with GWRC: contacts, influence on how GWRC might shape travel strategies and infrastructure in future e.g bus time tables, park and ride, bikes on buses, cycle lanes, laybys for hitching posts - leverage

Survey: To achieve this we need everyone to fill in a short survey which asks staff how they currently travel to and from work and what would be the most effective initiatives to encourage more sustainable methods of travel. It also asks staff for their opinions on changing work arrangements, such as working from home and flexi-time. **The survey takes less than 10 minutes to complete.** It is important for us to get feedback from as many people as possible to obtain representative data. Your responses will be used to shape our travel plan and our future workplace environment.

Multiple modes of travel: The survey asks you if you use more than one method of travel to or from work to list the method you use for the longest distance. The survey is structured like this to facilitate GWRC's data processing and analysis. If you use two or more forms of travel NIWA would like to know what these are, so we can accurately cater for all needs: **please can you state all forms of travel that you use and any other information that you think is relevant in the final question box** that requests any additional comments or suggestions.

Survey map: (show map using results) The survey requests information on where you live so GWRC can compile a travel map of where staff live and how they travel to work. Staff contact details are protected by the privacy act and will not be used for any other purpose other than that stated in the survey.

What will happen following survey:

- Travel plan working group will be formed
- Meeting with GWRC to discuss survey results: SPSS data analysis (travel patterns, transport modes, journey lengths, travel times) and travel to work map provided by GWRC
- Survey data results & key findings communicated to staff (combinations of: email, staff meeting, rainbow connection, NIWA news, intranet): will include info on road safety concerns, improvements required of facilities & policies etc.

- Working group will produce summary report (made available on intranet) – Survey results will determine actions for 2nd phase of the travel plan– research phase – interactive workshop & staff consultation will drive the next phase. (Dedicated email address that travel plan working party can access? Or emails just sent to SB – see Blair)
- Follow-up travel survey next December.
- For those that require additional information Project charter and research plan will be attached to ppt presentation – available on intranet.

Final survey information

Survey Prize Draw: All completed surveys with contact details will go in to a draw to win one of two prizes: a bottle of wine or a book token both worth \$25. (Your name will not be used for any purpose other than awarding prizes).

Survey dates: The survey start date is Friday 14th December 2007, **closure date is Friday 25th January 2008**, but where possible we encourage you to complete the survey before the Christmas break.

Thank you in advance to all those who take the time to do the survey. This is your chance to have your say about your working environment.

Questions (Allow 5 minutes)

Appendix IV

14 Dec 2007 NIWA News Article (Internal NIWA publication)

NIWA's Travel Plan

NIWA is developing a travel plan as one of the Sustainable Development Initiatives outlined in the 2007/08 business plan. Transport accounts for over 40% of New Zealand's CO₂ emissions and is the fastest emissions growth sector. **A primary aim of our travel plan is to reduce NIWA and its staff's carbon footprint by promoting more active travel choices and reducing dependency on the car.** Wellington and Auckland are the first two NIWA sites for which travel plans are being developed. Once established at these sites, then travel plans will be rolled out to the other main NIWA sites.

NIWA has formed a partnership with Greater Wellington Regional Council (GWRC) who is helping to develop the Wellington Travel Plan Programme. **A Charter** (outlining why NIWA is developing a travel plan and what is involved) and a **Research Plan** (outlining how the travel plan will be researched and carried out) have been written and are available on the Wellington intranet site. The first stage of the travel plan is to obtain benchmark data: a staff travel survey has been launched in Wellington (13th Dec 07- 25th Jan 08) to collect data on how staff travel to work; and we are auditing taxi, rental and vehicle fleet usage in the New Year. Survey results and key findings will be reported and

will determine the next phase of the travel plan which will be carried out in consultation with staff. A follow-up travel survey, site and policy audit is planned next December 2008 to assess travel plan progress.

Some of the anticipated benefits of the travel plan are:

- Reduced CO₂ emissions
- Enhancement of NIWA's public profile
- Improvement in public transport options & road safety for cyclists and pedestrians
- Reduced traffic and parking frustrations
- Opportunity to improve NIWA site facilities and policies
- Reduced travel costs
- Improved health, fitness and wellbeing of staff

Any enquiries relating to NIWA's Wellington travel plan can be directed to Sarah Bury. Enquiries regarding Auckland's travel plan should be made to Ken Becker.

[Appendix V](#)

Publicity article written by Philippa Lagan, GWRC for *Dominion Post* and *Our Region* newspapers

News release (For Dominion Post)

13 March 2008

Pedal power takes off at NIWA

A recent survey has found that increasing numbers of staff at Greta Point's National Institute of Water & Atmospheric Research (NIWA) are cycling to and from work.

NIWA scientist and workplace travel plan coordinator Sarah Bury said the survey showed that 20 percent of the workforce (44 staff), rode to and from work each day and that a significant number of other staff would seriously consider biking to work in the future. NIWA recently took part in the nationally co-ordinated Bikewise event winning the Wellington/Wairarapa (100-499 employee) category with 44% (113 staff) participation.

“There has always been a hard core of cyclists but over the last two years or so it has definitely increased. NIWA management have doubled the size of our bike sheds over the last year and we are nearing full capacity again.”

She says there are various reasons that NIWA has such a relatively high proportion of cyclists. “Most people who work for NIWA have a strong personal commitment to sustainability and that's reflected in the nature of our work as an environmental science organisation. People here also seem to be generally aware of the importance of health and

fitness. And this is an awkward location for people to take public transport to and from, so that's another incentive to ride to work."

Greater Wellington is helping Sarah and other NIWA staff to develop a workplace travel plan, to encourage more staff to make sustainable transport choices. Sarah says the desire for such a plan came from both staff at the grass roots and the board and senior management wanting to make a difference and reduce their carbon footprint.

Greater Wellington's sustainable transport planner, Ping Sim, says workplace travel plans help people think about using other means of transport, than a car, for getting to and from work. "In these times of rising petrol prices, a lot more people are seriously considering alternative means of transport. The great thing about a plan is that it aims to give people choices and meet their needs at the same time. For example, many working parents would prefer to leave their car at home and take public transport or walk or bike to work, but then what do they do if there's an emergency with their children? A workplace travel plan puts things in place, like access to taxis or a company car in such cases, so people can make sustainable choices and have peace of mind at the same time."

Ping says other benefits of a workplace travel plan include increased health and wellbeing; improved workplace facilities for showering and cycle storage; more productive use of car parking space and reduced car parking costs – for both employers and employees; and an enhanced corporate image.

Greater Wellington is currently working on travel plans with about 12 major workplaces in the Wellington and Hutt Valley.

For more information, contact:
Ping Sim, Sustainable Transport Planner
Ph. 04 382 7959

Carbon-friendly commuting (For Our Region)

Bike sheds at the National Institute of Water and Atmospheric Research (NIWA), at Greta Point, are full to the brim, thanks in part to an effective workplace travel plan.

NIWA scientist Sarah Bury says the desire for such a plan came from staff, senior management and the board wanting to reduce their carbon footprint. "Most people who work for NIWA have a strong personal commitment to sustainability. People here also seem to be generally aware of the importance of health and fitness. And this is an awkward location for people to take public transport to and from, so that's another incentive to ride to work."

Greater Wellington is working on travel plans with 12 major organisations in the region. Greater Wellington's sustainable transport planner, Ping Sim, says a travel plan gives people choices and meets their needs at the same time. "A plan puts things in place, like

access to taxis or a company car in emergencies, for example, so people can make sustainable choices and have peace of mind at the same time.”

More information about workplace travel plans is on our website, www.gw.govt.nz

Appendix VI

March 2008 Board Report

Board Report – sustainable development – Wellington Region

6 March - Workplace Travel Coordinators Forum

Sarah Bury and Richard Richardson attended the travel coordinators forum on travel to work. The forum was hosted by the Greater Wellington Regional Council (GWRC) and included a presentation from Brian Baxter, Manager of Transport Design and development from the GWRC. The discussion centered on what new initiatives had occurred and were planned to encourage people to travel on the buses and trains throughout the greater Wellington region, and in particular to and from their workplace. It was enlightening to find that the Council is making every effort to increase the availability of buses and trains, e.g. better timetables, refurbished buses and trains, etc. As always they are restricted by funding but they have encouraging plans for the future.

7 March – All Staff Meeting

At the Greta Point all staff meeting Sarah Bury updated staff on the Travel to work programme and Peter Franz informed staff of the planned compost trial initiative happening at Greta Point for the week commencing 10 March.

11 March – Travel Survey Results

A meeting was held by Andrew Laing, Sarah Bury and Richard Richardson with a GWRC staff member regarding the results from the staff travel survey. 78% of the staff at Greta Point responded to the survey. One of the main results was that at least 50% of the staff who answered the survey were using sustainable travel alternatives in travelling to work (i.e. on 3 or more days a week), including 44 staff cycled to and from work each day. Further details on the results will be announced at the staff meeting on 17 April and will be included in our April Board report.

Appendix VII

Rainbow Connection Newsletter Article (April 08)

Wellington Transport Plan Initiatives

Results from the Wellington Staff travel survey will be presented at the next staff meeting (17 April) along with the launching of two transport initiatives:

Smart Travel Discount Cards

Greater Wellington Regional Council will be sending us some free *Smart Travel Discount Cards* which give you discounts at selected stores on walking or cycling goods. We will send you an email in the next couple of weeks as soon as these are available. The list of shops can be seen at www.gw.govt.nz/discountcard.

Free public transport trial

Staff who do not currently take public transport to work will be offered a free ticket to use either the train or bus for the last week of May 2008. One month after the trial participants will be sent an online survey asking them about their travel since the trial. Staff who already use public transport, walk, cycle or carpool will be offered the opportunity to enter a prize draw. We will send out information of how to obtain the free tickets and how to enter the draw nearer the time.

Lynda: Please add Richard's piece on safe cycling routes [here](#).

Sarah Bury and Richard Richardson

Appendix VIII

Notes for Wellington Staff Meeting 17 April 2008 SUMMARY TRAVEL SURVEY RESULTS

Meeting outline

- 1) Travel Survey Results
- 2) GWRC Workplace Travel Planners Forum (6 March 08)
- 3) MfE Govt3 Programme: Workplace Travel Plan Workshop (3 April 08)
- 4) Cycling issues – GWRC petitions
- 5) Two GWRC travel plan initiatives
- 6) Composting update

Travel Survey Results

Map

78% of the staff at Greta Point responded to the survey.

9 % walking
22 % cycling
4 % bus
4 % train
40% drove alone

15% drove with passenger
2 % drove as car passenger
3 % motorcycle
1% did not work

- One of the main results was that 60% of the staff who answered the survey were using sustainable travel alternatives in travelling to work (i.e. on 3 or more days a week).
- This means that we are meeting our NIWA 1st stage sustainability target of “50% of staff using sustainable forms of travel by June 2008”
- To meet the 2nd stage target of “70 % by June 2009” we will need to run some focus groups/interactive seminars and develop some action plans for 2008/9

When people were asked to select 3 main reasons why they travel the way they do results showed:

People who walked/ran, or cycled did it to **improve health and fitness (94%)**, because **it was better for the environment (72%)**, to save money (33%), and/or because public transport was not a viable option (19%).

People who rode motorbikes did it for convenience (80%), to save time (60%), money (60%), because public transport was not a viable option (60%), for reliability (20%) and because it was better for the environment (20%).

People who took public transport did it because it was better **for the environment (53%)**, to **save money (47%)**, because of poor weather (26%), for convenience (22%), to save time (16%), and because it was safer (9%).

People who carpooled did it because **public transport was not a viable option (56%)**, to **save time (48%)**, for **convenience (48%)**, to **drop off children (44%)**, because it was safer (25%), to save money (20%) and because of poor weather (12%).

People who drove alone mainly did it for **convenience and flexibility (76%)**, to **save time (53%)**, because **public transport was not available or was unrealistic (45%)**, for personal use of car at work (26%), reliability (12%), because of poor weather (11%), drop off/pick up children (9 %), because of impairment or disability (5%).

Cycling

31 people who drove to work at least once a week said they would be likely to cycle to work more often if:

Incentives to make it easier to cycle:

42% guaranteed ride home

23% if transport was available for personal use during day

61 % more cycle lanes

48% discount to buy bike or other equip

Carpooling

25 people who drove to work alone at least once/wk said they would be likely to carpool more often if:

63 % guaranteed ride home

PT users

33 people who drove to work alone at least once/wk said they would be likely to use PT more often if:

21% if transport was available for personal use during day

21% if shuttle bus available between PT and work

Walkers

15 people who drove to work alone at least once/wk said they would be likely to use PT more often if:

62% if guaranteed ride home

GWRC Workplace Travel Planners Forum (6 March 08)

Summary of status of GWRC transport plans by Brian Baxter, Manager of Transport Design

\$300 million currently allocated to public transport: ¼ operating costs, rest allocated to upgrades

\$1.7 billion to be allocated to public transport in next 10 years: 50% funded by Govt, 50% by users & rates

Electrification of rail line Paraparaumu to Waikanae, double tracked line.

Assets upgrades

Trains

\$30 million for new carriages and stations, 70 new trains ordered. Redesigning new trains to fit more bikes onto trains. Bikes will travel free on trains.

Buses

61 new trolley buses ordered. Rolling out 110 new buses over next 2 yrs. Bike racks planned for buses (current trial in CC)

Integrated fares and ticketing for buses – due out in few months – Snapper card (privately owned). Ultimately will include trains as well.

GPS system for buses to come out.

txtbus

Comments and requests to Brian Baxter.

MfE Govt3 Programme: Workplace Travel Plan Workshop (3 April 08)

Ministry for the Environment runs the Govt³ programme that helps central government agencies become more sustainable.

<http://www.mfe.govt.nz/issues/sustainable-industry/govt3/>

NIWA member of Govt3 programme

3 travel plans currently available

GWRC: Commute travel only

Carbon Neutral Public Service programme: Business Travel only

Govt3: Commute & Business Travel

CNPS: 6 core public service agencies leading the way in achieving C neutrality by 2012: MfE (Ministry for Environment), MoT (Ministry of Transport), MAF (Ministry of Agriculture and Fisheries), Ministry of Defence, Ministry of Women's Affairs, Department of Corrections, Department of Conservation, Inland Revenue, Archives New Zealand.

GWRC can tailor a survey for Wellington staff to just answer questions related to business travel and to include these Q's into the follow-up survey, so Wellington survey is aligned with Govt3 regional survey that will be rolled out to other NIWA sites.

Govt3 Travel Survey – integrated with GWRC survey and is now available to roll out to regional sites

Govt mandate for government agencies to have a 15% reduction in kms travelled (business & commute)

By 2010 all Govt agencies have to have a travel plan in place.

In most companies domestic and international air travel emissions far exceed any other category of travel. (MfE 78% of their total emissions including energy is domestic and international air travel). We need to properly audit our business travel and set targets for reducing emissions from domestic and international air travel – carbon offsets for travel?

Travel auditing – access information from providers. Travel plan training for staff making air, taxi, rental car and other travel bookings. Centralised booking system will enable auditing. Check data against invoicing – internal auditing checks.

Fleet fuel (litres)

Rental cars (kms)

Taxi (kms)

Dom & intl air travel (kms)

Travel Planning Information on Company websites:

Links on our website for visitors: how to travel to office/sustainable travel options

Stories of how people in our organisation travel to work on the website

Guaranteed ride home?

World Environment Day 2008: Wellington is hosting World Environment Day 2008 in partnership with the United Nations Environment Programme (UNEP) on **June 5**. The Ministry for the Environment is the lead government agency coordinating the event alongside UNEP.

Community-based and regional activities in Wellington 2-6 June – Is NIWA going to do anything for this?

Kicking the Habit: The theme for World Environment Day 2008 is climate change with a focus on moving towards a low carbon economy and lifestyle. “Kick the Habit” (the ‘carbon’ habit) is the international slogan for the event.

Cycling issues – GWRC petitions

WCC are running a programme to investigate the possibility of creating a bike free(ly) programme in Wellington.

This includes bike paths solely for cyclists and sufficient parking spaces for bicycles.

Here is a link to the petition and a bit more info about it.

<http://www.wellington.govt.nz/haveyoursay/e-petitions/ep/details/23>

Petition against removal of cycle lane and the installation of traffic islands in central reservation and for the reinstatement of the northbound cycle lane.

<http://www.wellington.govt.nz/haveyoursay/e-petitions/ep/details/28>

Two GWRC travel plan initiatives

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Registrations for the public transport trial will open on the 5th May till the 14th May. Interested people will need to fill out the online registration form details of which I'll email out near the end of April.

Composting update

Since we did not generate sufficient compost after our week's trial at Greta Point for the Wellington regional council "Kai to Compost" scheme to uplift, we have initiated a community wide scheme. Soi Restaurant, Bay Leaf Café, I-kids, High-five Childcare Centre and Greta Point Childcare Centre have all agreed to collect and audit their compost (7-11 April). We have now established that we can collectively produce enough compost to qualify for "Kai to Compost" to collect our waste. We will initiate this community composting scheme in the next couple of weeks and hopefully get a publicity article published in the Dominion Post.