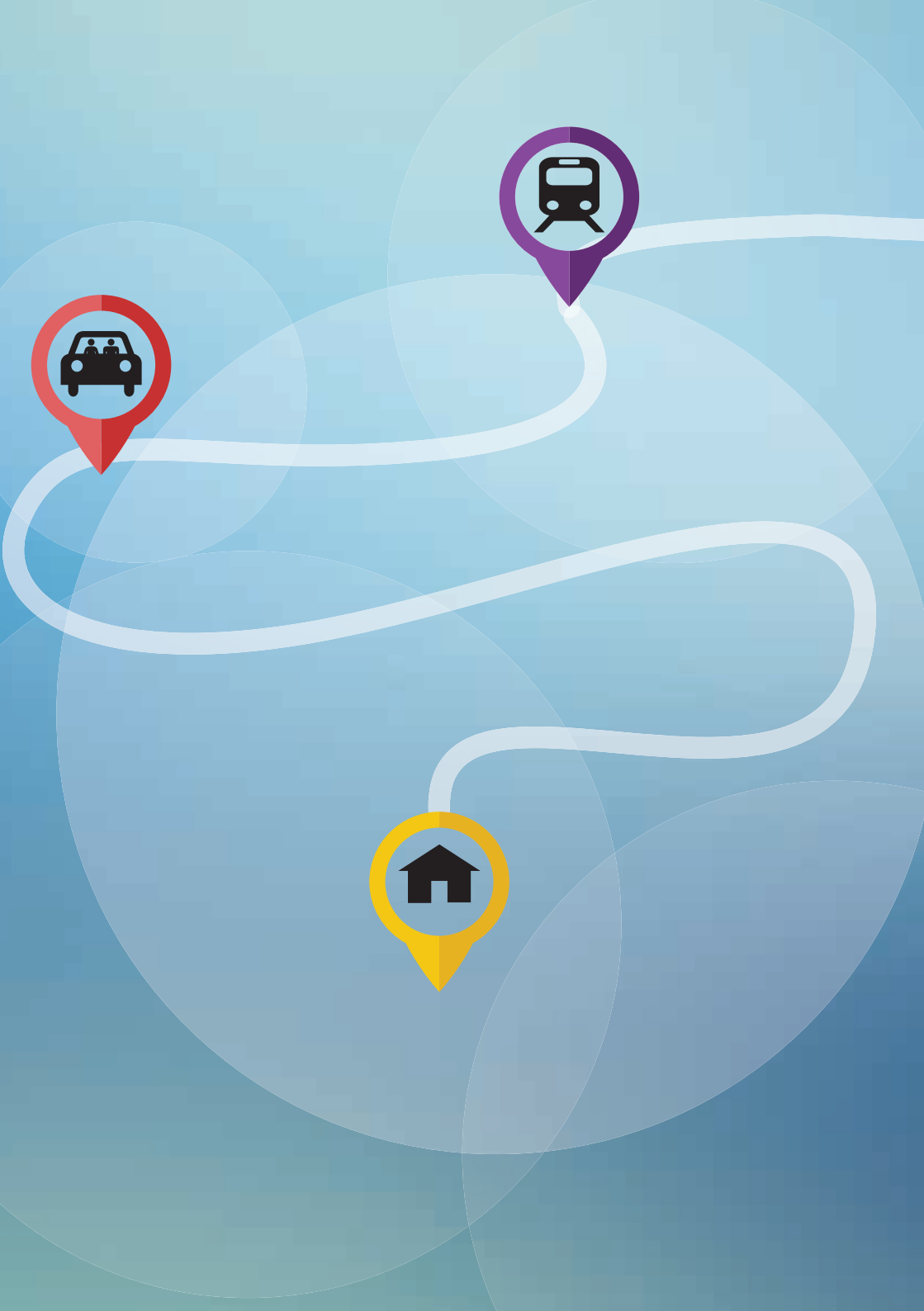




GREEN TRAVEL SCHEME

GUIDELINES





The City of Greater Dandenong is committed to limiting traffic congestion, car dependency, fossil fuel use and greenhouse gas emissions. Council believes it should lead the community in promoting a more environmentally friendly approach to travel and encouraging its employees to use sustainable modes of transport to get to and from work is a great way to work towards this.

The Green Travel Scheme is designed to recognise and reward those employees who wish to adopt green travel habits. The scheme provides incentives to employees who wish to:

- purchase a bicycle for transport to and from work;
- use public transport;
- carpool with work colleagues to get to and from work;

These guidelines contain all the information you need to know about what each incentive offers and how you can apply.

Important information

This scheme applies to all permanent full-time and part-time employees, including any temporary employees who are engaged for a period of 12 months or longer. The Green Travel Plan applies to all areas of Council.

An employee can only have one green travel scheme operating at any one time. This includes the Myki annual ticket and the computer purchase scheme.

Only an employee's departmental manager or director has the authority to approve the issue of a car pool permit, a green travel scheme for purchase of a bicycle or Myki/V/Line pass.

Employees should determine the purchase type that best suits their travel needs. Staff are encouraged to seek their own independent financial advice before signing up for a Green Travel Scheme program.



Green Travel Scheme Incentives

Financial Assistance for a Bicycle Purchase

Through this green travel scheme incentive, each eligible employee can purchase a bicycle, helmet and associated safety equipment (lights, reflective vest, panniers etc) up to a combined maximum value of \$1000.

Staff who select this incentive will be given 12 months to pay back the purchase cost. Employees may choose to repay over a shorter timeframe. The total amount will be divided into 26 equal payments, which will be deducted from the employee's post-tax fortnightly salary. Deductions will commence the first pay period after receiving the incentive.

Please note that there is no pro rata for part-time staff.

Employees who take up this option will be provided with secure bike storage in the basement of the Dandenong Civic Centre and have access to change rooms and showers.

How to purchase a bicycle

- Council has a panel of suppliers within the municipality from which employees can choose their bicycle. Get the list off them and head down to one of the suppliers to find a bike that fits your needs and budget.
- Once you have chosen your bicycle and accessories, complete the Green Travel Deduction Authority Form and calculate the total cost of the purchase and the fortnightly repayment using the repayment calculator below. Payroll can help you work this out.
- Give the form along with the tax invoice from the supplier to your manager. Your manager will then approve the Green Travel Deduction Authority Form and send a copy with documentation to payroll.
- Council will then pay the supplier direct on behalf of the employee.
- The repayments will commence the first pay period after Council has purchased the bicycle on your behalf.
- All application information will be retained on the employees personnel file.



Incentive conditions

- Council has a reasonable expectation that the bike will be used on a regular basis as a mode of travel to and from work. The bike must be used in excess of 20 times per annum. Employees may be requested to provide a summary of when the bike has been used.
- Employees having received a green travel scheme for the purchase of a bicycle will only be eligible to apply for an additional green travel scheme to upgrade their bicycle once every three years.
- Should an employee cease employment with Council prior to paying back the green travel scheme, the amount outstanding will be deducted from accrued leave entitlements prior to the final pay being calculated.
- Where an employee does not have adequate leave entitlements to cover the remainder of the purchase cost, they will be required to reimburse Council the outstanding amount prior to departure. Reimbursement of green travel schemes should be by bank cheque and made out to 'Greater Dandenong City Council'.

Repayment calculator

Remember that all repayments in the green travel scheme are made by way of post-tax deductions from the employee's salary.

Purchase amount	Repayments	Total repayments
\$400	26 payments x \$15.39 (per fortnight) =	\$400
\$600	26 payments x \$23.08 (per fortnight) =	\$600
\$800	26 payments x \$30.77 (per fortnight) =	\$800
\$1000	26 payments x \$38.47 (per fortnight) =	\$1000

Summary

- Purchase of a bicycle and accessories
- Up to \$1000
- One purchase every three years
- Post-tax repayments fortnights over 12 months (or less if requested)



Financial Assistance for a Myki/V/Line Pass (Ticket)

Through this green travel scheme incentive, each eligible employee can purchase a yearly Zone 1, Zone 2 or Zones 1 and 2 Myki Commuter Club 365 day pass or yearly V/Line pass.

Staff who select this incentive will be given 12 months to pay back the purchase cost. Employees may choose to repay over a shorter timeframe. The total amount will be divided into 26 equal payments, which will be deducted from the employee's post-tax fortnightly salary. Deductions will commence the first pay period after receiving the incentive.

Staff can renew their pass every year after the previous year's purchase cost has been repaid in full.

How to purchase a Myki or V/Line Pass

- Work out what type of pass you would need (Zone 1, Zone 2, Zones 1 and 2 or V/Line pass). For assistance go to www.ptv.vic.gov.au or speak to Organisational Development.
- Complete the Myki Commuter Club Application Form.
- Also complete the Green Travel Deduction Authority Form (last page of this guide) and calculate the total cost of the purchase and the fortnightly repayment using the repayment calculator below. Payroll can help you work this out. Give the form along with the tax invoice from the supplier to your manager. Your manager will then approve the Green Travel Deduction Authority Form and send a copy with documentation to payroll.
- Council will then purchase the relevant Myki/V/Line ticket or Myki yearly pass on your behalf.
- The repayments will commence the first pay period after Council has purchased the pass.
- All application information will be retained on the employee's personnel file.



Incentive conditions

- Additional Myki or V/Line passes will not be approved until the employee has repaid the outstanding debt on a previous purchase.
- If an employee ceases employment with Council prior to paying back the cost of the Myki or V/Line pass, the amount outstanding will be deducted from accrued leave entitlements prior to the final pay being calculated.
- Where an employee does not have adequate leave entitlements to cover the remainder of the purchase cost, they will be required to reimburse Council the outstanding amount prior to departure. Reimbursement of the cost of the Myki or V/Line pass should be by bank cheque and made out to 'Greater Dandenong City Council'.

Repayment calculator

Remember that all repayments in the green travel scheme are made by way of post-tax deductions from the employee's salary.

Type of 365 day Myki pass	Repayments	Total repayments
Zone 2	26 payments x \$32.18 (per fortnight) =	\$836.55
Zone 1 & 2	26 payments x \$74.70 (per fortnight) =	\$1942.20

Summary

- Myki Commuter Club 365 day pass (Zone 1, Zone 2 or Zones 1 and 2) or a yearly V/Line pass
- Post-tax repayments fortnights over 12 months (or less if requested)
- Can renew every year once previous balance has been paid



Carpooling Program

The Dandenong Civic Centre provides a great opportunity to trial and implement a carpooling program. It aims to reduce the number of single occupant vehicles coming to work and is an important part of Council's Green Scheme.

With over 300 people in the Dandenong Civic Centre carpooling system is a great way for staff to come together and save money, make friends, relieve stress, and of course reduce pollution and carbon emissions.

What exactly is carpooling?

Carpooling is the process of sharing the use of a car with one or more other people travelling to a given destination. There are no strict rules in car pooling. Two or more people can travel together from the same area or pick up people along the way. There can be a set driver or the driver can rotate as can the vehicle itself.

It is an easy and convenient means of travel for people who want to be more environmentally friendly. Every litre of petrol saved reduces 2.4kg of carbon dioxide emission from your tailpipe. Add two people to your car and you save 4.8kg.

Benefits

There are many benefits to sharing the journey to work with others. They include:

- reduced travel costs by sharing expenses eg petrol, maintenance and car parking
- time saved and stress reduced
- less vehicle wear and tear
- reduced need for a second car
- reduced traffic congestion by taking another car off the road
- reduced greenhouse gas emission and improved air quality
- alternative travel options
- opportunities to make new friends.

There are also a number of benefits for the community, including:

- reduced vehicle emissions
- reduced traffic volumes and congestion.

Who can register?

All permanent full-time and part-time employees, as well as any temporary employees who are engaged for a period of 12 months or longer, can participate in this program.



How will the car pooling program work?

Council will establish a system where staff can register for participation. The system will assist in matching staff who live near each other or along the same path of travel.

Council will also support and/or facilitate a range of activities to encourage carpooling. These might include morning teas where potential carpoolers can meet and network; a webpage on Webstar or information in employee induction programs.

Registered staff will receive a 'Carpoolers' permit, which will entitle them to park their vehicle in the allocated locations at Council's Thomas Street car park, on days when they are actively participating in carpooling ie driving at least one other registered carpooler staff member to work.

Carpooler permits are registered against individual staff members, not specific vehicles. This means that they can be used in any vehicle transporting at least two registered CGD car poolers to work. Council will guarantee a ride home. In the event that a registered carpooler comes to work in some-one else's vehicle and is unable to be taken home in the same or another carpooler's or colleague's vehicle, Council will provide access to a Myki pass or cab charge voucher at no cost.

Carpooling tips

Car pooling arrangements need to be discussed between the parties participating. It is best to be open and honest about:

- start and finish times
- pick-up time and location
- how the process will work
- reimbursement costs – petrol, parking, tolls
- the back-up plan in case something comes up.

Other things to remember:

- Make sure you have the other person's contact details in case circumstances change.
- Ensure your insurance, driver's licence and vehicle registration is valid.
- Be considerate of things that may annoy your fellow traveller, such as music, smoking, strong perfume/ cologne.
- Be on time.
- Don't take or request detours.
- Keep your car reasonably clean.
- Drive safely.



Frequently Asked Questions

Questions	Answers
How does it work if two people carpool?	Purchase one permit between two cars. • Pay 50 percent each of the cost of a parking permit. • One car parking space. • Permit transfers between cars. • The cost of an annual parking permit in the Thomas Street car park in 2016-17 is \$990. After the 50% subsidy is applied this drops to \$495 for 12 months. Therefore if 2 people are carpooling this would cost \$247.50 per person per annum or \$4.76/week for a permit in the first year.
How does it work if four people carpool?	Purchase one permit between four people: • Pay 25% each. • One car parking space. • Permit transfers between cars. • The cost of an annual parking permit in the Thomas Street Carpark is \$990. After the 50% subsidy is applied this drops to \$495 for 12 months. Therefore if 4 people are carpooling this would cost \$123.75 per person per annum or less than \$2.40/week for a permit in the first year.
What are the incentives to participate in the carpooling initiative?	• Significant saving on parking permit costs. • Preferred allocated spaces for carpooling participants. • Savings on petrol and running cost. • A guaranteed ride home in the event that your fellow car pooler needs to leave work suddenly. • Contribute to reducing greenhouse gas emissions. • Contribute to reducing traffic congestion in central Dandenong.
What happens if I need to drive in separately due to family or personal reasons?	People participating in a Carpool arrangement will be allocated 10 occasional parking permits per annum. If more are required then they can be purchased at the ticket machines at the daily rate.
What happens to the carpool arrangements when one of the people participating is on leave?	The person/s who remain at work will continue to use the allocated car space but will need to display the carpool permit until the other person returns from leave.



Questions	Answers
What happens if I need to leave work suddenly?	Council will guarantee a ride home for the other person/s if this occurs. This may be in the form of a Myki ticket, a lift with another colleague or a taxi voucher.
What if I need to travel during work time?	If a staff member has carpooled and needs to travel for work purposes during the day (such as to meetings, training, conferences, seminars, etc) Council will provide a Myki card. These cards will be available through your supervisors and will be available for use at no cost to you. Where a destination cannot reasonably be reached by public transport, access to Council pool vehicles and/or travel allowances for use of private vehicles will continue to be available, in accordance with existing guidelines and procedure.
Do I need to own a car to participate in carpooling?	No you don't need to own a car. The people participating in this arrangement will need to negotiate costs for parking permits and car running costs.
What happens in the event of a dispute between people participating in a carpooling group?	This will be left entirely between the parties to resolve. Council will not intervene. Carpool participants may seek advice from OD to resolve the dispute. Where a dispute cannot be resolved between parties, Council may cancel the car pooling permit.
What happens if the car pooling arrangement is no longer convenient when one member wants to cancel?	The remaining person would then seek another carpooling buddy. If they cannot find another person then they would revert back to normal travel and parking arrangements until another buddy is found. They would then need to reapply for carpooling permit.
Who pays for running costs such as petrol and insurance etc, where two people are in a carpooling arrangement?	All parties entering into a car pooling arrangement will need to discuss these matters and come to cost sharing agreement amongst themselves prior to applying for a car pooling parking permit.

Please note: The information on carpooling provided in these FAQs is for information purposes only. No claims are made as to be accuracy, authenticity, appropriateness or suitability for your particular needs or circumstances or for any particular use. City of Greater Dandenong accepts no liability to any loss or damage caused by any error or omission contained in the information.

Those engaging in carpooling arrangements must ensure, and are otherwise responsible for, their own personal safety. Council cannot and does not ensure your safety. By engaging in carpooling you agree and accept that Council shall have no responsibility, and does not accept any liability, for your safety.



Staff Parking

Staff located at the Dandenong Civic Centre will be entitled to access subsidised parking at Council's Thomas Street car park, in accordance with the provisions set out in the Greater Dandenong City Council Enterprise Bargaining Agreement. Part-time and casual staff will also have access to those benefits, on pro rata basis.

If staff based elsewhere need to drive their personal vehicle to the new municipal building for work purposes (as outlined above) please refer to the Staff Parking Guidelines in Webstar for advice on the options available.

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