

FINDEX



OUR STORY, OUR FUTURE

Active Travel Guide FY23–27

Active Travel Guide

FY23–27

03 **Introduction**
About this guide
Use of this guide

04 **Modes of transport**
Walking
Cycling

11 **Using public transport**
Benefits of using public transport
Planning public transportation

14 **Supporting active travel at Findex**

15 **Contact**

This is an interactive PDF. Click on the pages to navigate!



FINDEX



Introduction

About this guide

This guide has been developed for Findex employees to promote and encourage active modes of transport between their homes and work sites and or during their lunchbreaks. The aims of this guide are to:

- Promote health and wellbeing through active choices.
- Reduce our consumption of natural resources (fuel).
- Minimise our impact on the environment by lowering emissions associated with our staff commuting.
- Promote cost-effective alternative transport options compared to single occupant car use.

This guide is to encourage sustainable travel modes such as cycling, walking/running and taking public transport. It will be monitored and reviewed annually and updated where required.

Use of this guide

This guide provides resources and information on various types of active transport for Findex employees to access in deciding on alternative modes of transport.

Following pedestrian and road safety rules / signage as well as wearing relevant safety gear during travel is always mandatory by all employees.

Appropriate planning by assessing weather forecasts and alerts is to be considered and addressed with a 'Plan B' should a mode of active travel not be safe, or appropriate weather safety gear is not present/packed.

Employees should notify a buddy (work colleague or family member) when taking an active travel mode to or from the workplace to ensure knowledge of routes and planned arrival time in case of an emergency.



Modes of transport

Walking

Walking is a free and healthy alternative to single car use, and it can be part of your daily physical exercise. Walking is low impact, can be done at your own pace and doesn't require special training.

From 30 minutes of walking every day alone, cardiovascular fitness, bone density, endurance and muscle power can all be strengthened while also reducing body fat¹. Walking for 30 minutes or more a day reduces the risk of heart disease and stroke by 35% and Type 2 diabetes by 40%².

Walking a 5km trip takes approximately 45–60 minutes depending on your pace. Walking can also be combined with public transport, walking to the transport stop to commence your journey or walking a large portion of your journey and adding on public transport to complete the trip allows longer routes to be sped up, gain the health benefits from walking while also reducing your transport associated emissions. Combining walking with public transport emits less carbon emissions compared to travelling by car.

¹ <https://www.betterhealth.vic.gov.au/health/healthyliving/walking-for-good-health>

² <https://walking.heartfoundation.org.au/benefits-of-walking>

Health benefits of walking³

- Improved heart circulation and heart rate.
- Stronger bones decreasing your risk of osteoporosis.
- Increased muscle strength.
- Improved balance, lowering your risk and severity of falls.
- Improving and maintaining a healthy weight through expending energy.
- Enhanced overall health and wellbeing.
- Decreased stress levels.
- Improved self-esteem.

Environmental benefits of walking⁴

- Walking does not emit carbon emissions, so by choosing walking over other modes of transport, you are lowering emissions that contribute towards climate change.
- By skipping the car and walking, local air quality can be improved by reducing the number of cars on roads and exhaust that causes air pollution.
- Reduces road and parking congestion.

Other benefits of walking

- Increases social connections by walking with colleagues and/or the community⁵.
- Reduces social isolation⁵.
- Raises community safety through walkers acting as surveillance on their journeys.
- Saving in the cost of fuel, public transport and limits the wear and tear on your vehicle.

³ <https://www.healthnavigator.org.nz/healthy-living/e/exercise-the-benefits-of-walking/>

⁴ https://www.victoriawalks.org.au/environmental_benefits/

⁵ https://www.victoriawalks.org.au/social_benefits/



Tips for walking

- Stretch before and after your walk to reduce muscle soreness.
- Wear comfortable clothing and shoes.
- Wear sunscreen, sunglasses, and a hat.
- Take a reusable bottle of water (avoid single use plastic bottles).
- Create a playlist of your favourite songs to listen to on your walk.
- Plan your route ahead of time.

Safety tips for walking

- Follow all road and pedestrian rules, signage and or redirections that may be in place from special works (e.g., construction, road works).
- Check weather forecasts and plan ahead so you're not walking in unsafe weather such as storms and or rain which may impact visibility of road users or pose a risk of tree falls.
- Watch out and take earphones out when using shared pathways (pathways designated for use by walkers, runners, cyclists) and crossing roads to avoid accidental collisions.

- Watch the ground and where you are stepping to avoid uneven ground, raised footpath trip hazards, holes/ditches.
- Avoid walking along areas of thick grass which may be hiding holes or dangerous wildlife.
- If walking at low light periods of the day, stick to well-lit footpaths.

Motivation for walking

- Create an office walking group with colleagues that share similar walking routes or can join at various points.
- Set yourself a goal of how many times a week you are going to walk to and from work and try to beat it in following weeks or months.
- Start a walking fundraiser, via the workplace giving program for a charity that aligns to the Findex Community Fund focus areas and set a goal of a distance in a month to achieve.

FINDEX



Cycling

Cycling is a low cost, popular, zero emissions, fast, low-impact and healthy way of transport compared to car use. Cycling, compared to most other forms of exercise, poses less strain on the body and results in less injuries. All major muscle groups are used during cycling resulting in a great workout for the body. Cycling also builds stamina, strength and aerobic fitness.

Cycling is gaining popularity with a lot of cities and local councils which allow the public to hire bikes. Public bikes are available for those who do not own a bike or who wish to try it out before buying a bike.

Considering how long it would take to cycle to work? If your work site is 10km or less, cycling this distance is approximately a 30-minute trip.

Combining cycling as part of your trip with using public transport, compared to a single car trip, reduces emissions while also delivering personal health benefits. Various transport hubs (bus, rail, ferry) offer secure bike storage – which opens being able to cycle if your work site is too far to cycle the entire route as an option.

Bikes can be taken on some modes of public transport such as rail, light rail and or ferries for no additional cost if you want to use your bike again once you get off public transport.

Health benefits of cycling⁶

- Improved cardiovascular fitness.
- Increased flexibility and muscle strength.
- Improved joint mobility.
- Reduced stress levels.
- Improved posture and coordination (preventing falls and fractures).
- Strengthened bones (preventing arthritis).
- Reduced body fat.
- Prevents and/or manages disease (such as cardiovascular disease, colon cancer, breast cancer, diabetes).
- Assists in reducing anxiety and depression.
- Improved sleep⁵.

Environmental benefits of cycling⁷

- Cycling has no fossil fuels and is pollution free.
- E-bikes are less carbon intensive than cars. E-bikes emit 25-35g CO²-e/km compared to an average car which emits 220g CO²-e/km⁶.
- Reduces the demand for resources required to build, service and dispose of cars.
- Cycling requires less roadway and residential space, therefore demands less resources to create concrete and allows for more space to green urban areas through planting flora.

⁶ <https://www.betterhealth.vic.gov.au/health/healthy-living/cycling-health-benefits>

⁷ <https://www.qld.gov.au/transport/public/bicycle-riding/benefits-of-riding>

⁸ <https://bicyclenetwork.com.au/newsroom/2022/05/19/can-e-bikes-decarbonise-our-transport-systems/#:~:text=E%2Dbikes%20come%20in%20lower,160g%20CO2e%2Fkm>

Other benefits of cycling⁸

- Cycling, compared to driving a car, means slower and less dangerous traffic for pedestrians and kids thereby improving road safety.
- Cycling reduces the number of cars on the road which can lead to safer road environments.
- Provides an opportunity for social interactions and connection with your surrounding environment and community.
- Bike parking is often free, which reduces your transportation costs. Riding 10km each way to work saves approximately \$1,700 a year in transport costs (including running costs and depreciation).



Tips for cycling

- If you're starting out cycling to work, a beginner's rule of thumb to build up fitness is to increase the length of your journey no more than 10% each week.

Safety tips for cycling

While the tips below are common, it is recommended that you always check with your local road authorities of the state/region you live in to ensure up to date mandatory safety recommendations are addressed.

Bicycle helmets

- You must wear a correct fitting and fastened helmet on your head that always meets Australian and New Zealand standards (AS/NZS2063) when cycling. The helmet must have the standard certification displayed on the helmet to ensure it has passed all safety tests.
- Motorbike helmets, climbing helmets, or horse-riding helmets are not suitable for cycling.
- Helmets are only designed to protect your head once. Replace your helmet if⁹:
 - The helmet has been involved in an accident.
 - The helmet has been damaged.
 - Helmet polystyrene is cracked and/or chipped.
 - Helmet straps have become worn or frayed.
 - The helmet does not fit your head.
- If you have dropped your helmet inspect inside and out for cracks and fractures of any size.

⁹<https://www.nzta.govt.nz/roadcode/code-for-cycling/equipment/>

Lights

- In Australia and New Zealand, you must have one or two front lights, they must be either white or yellow in colour. If two lights are present on the front – only one of these may flash so as not to draw too much attention and distract drivers.
- You must have one red rear light, which may flash.
- Lights must be seen from at least 200 meters away at night minimum.
- Lights are to be used between sunset and sunrise and or at times when you can't see a pedestrian, person, or vehicle 100 meters away (the length of a football field).
- Your bike must have lights and reflectors suitable for the conditions you are cycling in, these will ensure you are seen by other cyclists, road users and pedestrians.

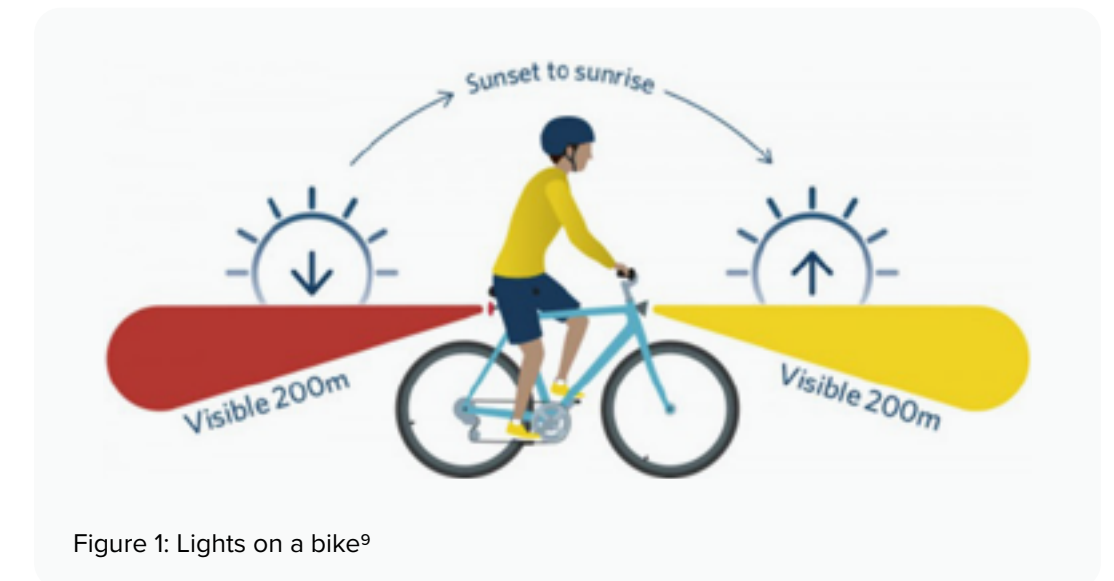


Figure 1: Lights on a bike⁹

Reflectors

- Bike must have a yellow or red reflector facing backwards during day and night.
- Pedals must have reflectors when riding between sunset and sunrise and at other times when lights are required. Pedal reflectors must face forwards and backwards. If the pedal design does not allow for reflectors, wear reflective material (e.g., bands and or clothing with reflective trim).

Brakes

- Before commencing each trip, ensure that your bike has working brakes on both the front and back to ensure you can stop quickly.

Bells and horns

- Your bike must have a working bell, horn or warning device fitted so you can alert those around you if necessary.

Road rules and safety

- Follow all road rules, signage and or redirections that may be in place from special works (e.g., construction, road works).
- Shared pathways are paths that can be used by cyclists, pedestrians, and mobility devices. Cyclists must travel at a speed safe to all users of a shared pathway and allow a meter of space where possible with other users.
- Let pedestrians and users of shared pathways know that you'll pass them by ringing your bell or calling "passing on your left/right" while you're a few meters from them. This is considered polite and courteous cyclist behaviour and assists in avoiding accidental collisions.

- Check weather forecasts and plan so you're not cycling in unsafe weather such as storms and or rain which may impact visibility of road users or pose risk of tree falls.
- When cycling along parked cars be mindful doors may open at any given moment so maintain a safe speed that allows you to suddenly stop if needed.

Clothing

- Do not use earphones when cycling to ensure you are aware of your surroundings and nearby vehicles.
- Wearing sunglasses or clear lens glasses prevent road dirt, bugs, and rain from hitting your eyes – preventing you from becoming suddenly distracted or vision impaired from eye irritation. Sunglasses will prevent your eyes being hit with glare which can impact your visibility.

Motivation for cycling

- Create an office cycling group with colleagues that share similar cycling routes so others can join at various points.
- If purchasing a bike is not within your current budget, consider purchasing and sharing a bike with colleagues – which will allow everyone to have access to a new mode of active transport.
- Set yourself a goal of how many times a week you are going to cycle to and from work and try to beat it in following week or month.
- Start a cycling fundraiser for a Findex charity and set a goal of a distance in a month to achieve.

Using public transport

Public transport offers a cost effective and fast way to get to work. It avoids sitting in traffic, trying to find parking and in many instances having expensive parking fees and or fines if you're late moving your car in timed areas.

Benefits of using public transport

Catching public transport can benefit your health, help you save money and lower your impact on the environment.

Health benefits of using public transport¹⁰

- Walking or cycling to and from public transport stations includes physical activity into your day.
- Having a mixed journey where a larger portion of your journey is by either walking or cycling with the remaining distance being public transport provides health and environmental benefits.
- Catching public transport can allow time for a personal breather to relax such as, listening to a podcast or reading a book, which can benefit your mental health and wellbeing.

¹⁰ <https://translink.com.au/travel-with-us/benefits-of-public-transport>

Financial benefits of using public transport¹¹

- Public transport can be up to four times cheaper compared to travelling in your car.
- Travelling by public transport reduces costs associated with buying, maintaining, and running cars.

Environmental benefits of using public transport¹¹

- Public transport reduces our reliance on fossil fuels. Modes of transport such as bus, ferry, train and trams transport large numbers at once compared to private cars – making public transport at least twice as energy efficiency compared to private vehicles.
- Public transport also reduces road congestion – a full bus removes more than 50 cars off the road, whereas one full train can take more than 600 cars off the road.

¹¹<https://translink.com.au/travel-with-us/benefits-of-public-transport>



Planning public transportation

The public transport agencies below for each state can be used to plan your trip and search for nearest public transport stations/stops.

State Public Transport: Australia

| State | Public Transport |
|------------------------------|---|
| Australian Capital Territory | Transport Canberra |
| New South Wales | Transport for NSW |
| Northern Territory | Northern Territory Public Transport |
| Queensland | Queensland Public Transport |
| South Australia | Adelaide Metro |
| Victoria | Public Transport Victoria |
| Western Australia | Transperth |

State Public Transport: New Zealand

FINDEX



Supporting active travel at Findex

Dynamic Working Guidelines

Our people are empowered through our Dynamic Working Guidelines to be able to design their workday around working remotely. In doing so our people have the opportunity to factor in active transport into their workday, such as working from home and then travelling to work at non-peak hour times. With many choosing to work from home predominantly, this also creates more available time for individual exercise before or after work and invites more family time to encourage active lifestyles by walking kids to or from school or care facilities.

End of trip facilities

Our Property and Procurement Team's 'Sustainable Property and Leasing Policy' seeks to drive increasing end of trip facilities for our people to encourage active travel. The Findex intranet page outlines offices that have end of trip facilities.

FINDEX



Contact

For enquiries about the environmental benefits of public transport and how this can help our carbon footprint contact the Findex Sustainability Team at sustainability@findex.com.au

For any questions about people wellbeing please contact peopleoperations@findex.com.au

For questions about end of trip facilities please contact the Findex Property and Leasing Team.



FINDEX



Findex Group Limited ABN 40 128 588 714 (Findex)

While all reasonable care is taken in the preparation of the material in this document, to the extent allowed by legislation Findex accept no liability whatsoever for reliance on it. All opinions, conclusions, forecasts or recommendations are reasonably held at the time of compilation but are subject to change without notice. Findex assumes no obligation to update this material after it has been issued. You should seek professional advice before acting on any material.

Crowe Global is a leading international network of separate and independent accounting and consulting firms that are licensed to use "Crowe" in connection with the provision of professional services to their clients. Crowe Global itself is a non-practicing entity and does not provide professional services to clients. Services are provided by the member firms. Crowe Global and its member firms are not agents of, and do not obligate, one another and are not liable for one another's acts or omissions.

© 2023 Crowe Global

Findex (Aust) Pty Ltd, trading as Crowe Australasia is a member of Crowe Global, a Swiss Verein. Each member firm of Crowe Global is a separate and independent legal entity. Findex (Aust) Pty Ltd and its affiliates are not responsible or liable for any acts or omissions of Crowe Global or any other member of Crowe Global. Crowe Global does not render any professional services and does not have an ownership or partnership interest in Findex (Aust) Pty Ltd.

© Findex Group Limited 2023. All rights reserved.

17 May 2023