



TravelSmart Workplace fact sheet Workplace cycle facilities



SUPPORTING STAFF CYCLING

Cycling is a healthy, low cost way for people to get to work. To support cycling for work trips, workplaces need to provide end-of-trip facilities, such as bicycle parking, showers and lockers.

This fact sheet provides advice for employers, site managers and staff to work towards better facilities in their workplace.

Cycling for work related trips

Perth's generally flat landscape, good weather most of the year and growing network of cycling routes offer the opportunity for more travel by bicycle.

Cycling can be a good option in many country towns, especially given the relatively short commuting distance that many people have.

To enable cycling to and from your workplace, it is important to provide good quality end-of-trip facilities. Lack of adequate end-of-trip facilities is one of the greatest obstacles to cycling, so it is critical that cyclists at your workplace have access to secure bicycle parking, changing rooms, lockers, and showers.

Providing good facilities is an important step for employers and site managers in making their workplace cycle-friendly.

The benefits of doing so can include:

- reducing transport costs
- easing pressure on car parking
- promoting employee health
- enhancing your environmental performance by changing some work-related car trips to cycle trips.

Assess your needs

Each workplace has different needs and capacity for facilities, so a good start is to conduct a site audit of available space or current facilities and consider your options for parking, changing and storage.

TravelSmart Workplace can provide guidance with staff travel surveys and worksite audit audits. You can also use standards and design guidelines to determine the type and number of facilities required.



A QUICK GUIDE TO WORKPLACE CYCLE FACILITIES

1. WHY SUPPORT CYCLING?

Supporting cycling shows a commitment to a healthy workplace and has benefits for your organisation as a whole.

2. MAKE A PLAN

- Assess your options: consider the different facilities your staff and visitors need and calculate demand.
- Consider making your cycling facility efforts part of a broader travel plan to maximise your efforts.
- Consult management for support

3. PARKING AND STORAGE

- Make sure people have somewhere secure and convenient to park their bikes.
- Use the Bicycle Parking Table (p. 3) to get an idea of what kind of facilities may suit your workplace.

4. INSIDE FACILITIES

- Provide lockers for staff and manage the locker system to maximum use and convenience.
- Consider showers, change rooms, bike maintenance equipment.
- Consider providing pool bicycles

5. FACILITY GUIDELINES

- Review facility guidelines to get a picture of what you can/should be providing.
- If your workplace is leased, work with other tenants and building management

Bicycle parking and storage

Parking for staff and visitors

People need somewhere convenient and secure to park their bicycle at the workplace. There are a variety of space efficient bicycle parking options available that allow for storage at ground (standing rails) or wall/ceiling (mounted racks) levels.

Bicycle parking should be:

- Visible to allow passive surveillance and provide a noticeable sign of your organisation's support for cycling;
- Easy to find and located close to key entry points, change rooms and locker facilities; and
- Sheltered from sun and rain.

Security guard and video surveillance can be used to monitor rails, enclosures and lockers for a higher level of security.

For short-stay users, such as visitors coming to a meeting, consider parking rails near the main entry, under a shelter. For long-stay users, such as employees or students, consider a dedicated compound with rails and swipe card access or keyed lock.

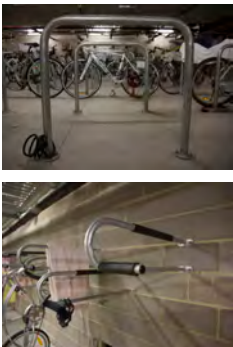


Calculating demand

The number of rails or racks and size of the parking space needed depend on how many employees and visitors come to the workplace.

Take account of existing and potential demand – it is better to build in spare capacity to accommodate more cyclists in future than have to retrofit later. For large sites such as universities a series of bicycle parking locations may be needed.

BICYCLE PARKING TABLE

Certain bicycle parking options are more suited to particular locations. The following table matches the types of parking facilities to common locations.

	Parking option/s	Recommended locations
	<p>Parking rails and mounted racks:</p> <p>An effective and low cost way to provide short to medium term parking and can be arranged to maximise bicycle storage in the available space. They can be installed in any number to meet the parking demand, with rails installed as clusters or groups spaced 1m apart. Be sure to allow space for people to move their bicycles in and out.</p> <p>A U-rail supports the entire bicycle, allows users to lock the bicycle frame and wheels. Each rail can support two bicycles, with one of each side.</p>	<ul style="list-style-type: none"> • University and TAFE campuses • Primary and secondary schools • Shopping centres • Swimming and recreation centres • Libraries • Markets <p>Multiple:</p> <ul style="list-style-type: none"> • Business Districts • Strip shopping centres
	<p>Bicycle enclosures:</p> <p>Grouping parking rails within a restricted-access enclosure can provide a higher level of security. Enclosures include rooms, compounds and purpose built areas and can be fitted with a roof for added security and weather protection.</p>	<ul style="list-style-type: none"> • Workplaces • University and TAFE campuses and residences • Primary and secondary schools • Transit stations • Apartment buildings, residential complexes
	<p>Bicycle lockers:</p> <p>A safe option that restricts access to a single user. Although more expensive, they offer added security for people with expensive bicycles and are effective for all day and overnight parking, particularly in public places where there is a high risk of theft and vandalism. Users can also store their cycling gear, helmet and clothes along with their bicycle.</p> <p>Lockers can be assigned to single users for a period, or set up for casual users and members of the general public. They can be secured using a padlock or electronic access control.</p>	<ul style="list-style-type: none"> • Transit Stations • University residences • Workplaces where enclosures are not possible

Inside facilities

LOCKERS

Personal lockers

A locker will give people somewhere to store clothes and other belongings e.g. bicycle helmet, cycling shoes, toiletries. Using split or full-length lockers (rather than half-length ones) gives space for people to hang shirts or pants without creasing them.

When determining the number of lockers to be provided, consider what is needed for people involved in lunchtime or in-work exercise activities as well as cycle commuters.

Locker management

A good locker management system should be put in place so that they are used appropriately. This could mean requiring people to register for a locker and regular checks that lockers are being used. When people leave the organisation, clearing out the locker and advising the facilities manager should be on the exit checklist.

CHANGING FACILITIES AND SHOWERS

Adequate changing and showering facilities are a big incentive for people considering cycling to your workplace and demonstrate a serious commitment to promoting cycling. These facilities can also be used by people doing other types of physical activity, such as lunchtime sports and exercise.

It may not always be possible for an existing site to add state-of-the-art facilities, however the provision of storage and lockers or negotiating with adjoining or nearby buildings to use their facilities may be an option.

In some workplaces the nature of people's work may require access to showers e.g. those involved in outdoor labour like council parks' crews. Factor this in when determining the number of showers and lockers to provide.

Privacy and security should be considered too, e.g. electronic card access. The condition of shower and change facilities is also important. Ensure that cleaners maintain them well.

OTHER FACILITIES AND EQUIPMENT MAY INCLUDE:

- Iron and ironing board and hairdryers - making a professional look easier for cycle commuters
- RCD power points and pneumatic switches - reducing safety concerns
- Places for people to dry wet towels and clothes, e.g. drying racks, a clothes line or drying cabinet.
- Sunscreen



PROFILE: City of Perth

The City of Perth provides pool bikes for staff to use for business trips and other work related travel. Booking of the bikes is administrated by customer services on the ground floor of their building, where staff sign in and out and pick up a helmet. The bikes are kept in a secure bike store that is easy to access.

“*The pool bikes make it easier and more convenient for people to cycle for work trips. We've had a great uptake from staff and the bikes have been a worthwhile investment.*”

Laura Donovan, Active Transport Planner

POOL BICYCLES

Consider buying some pool bicycles for business meetings and site visits within cycling distance of the workplace. A bicycle may be an ideal vehicle for staff patrolling car parks or council rangers.

Fleet bicycles could be loaned to employees for lunchtime rides or to try cycle commuting. Several local employers have them, e.g. local councils, the Heart Foundation, Department of Transport, Main Roads and QEII Medical Centre. For guidance read How to set up a successful bike fleet: A toolkit⁽¹⁾.

BIKE REPAIR KIT

A bike repair kit will complete your cycle facilities. It could include a floor pump, puncture repair kit, spare tubes and set of Allen keys, spanners and screwdrivers. The kit could be stationed in the bike parking compound or at a nearby reception/service desk from where staff who ride to work can borrow it.

Facility guidelines

FACILITY GUIDELINES

There are guidelines available for end-of-trip facilities at workplaces, including Cycling Aspects of Austroads Guides and End-Of-Trip Facilities in Government Buildings for Cyclists^{(2) (3)}. These provide guidance in relation to the number of bicycle parking spaces and design features. Some local councils have end-of-trip facility requirements under their local planning schemes.

Tenants

Where your organisation is a tenant, improvements could be negotiated with the building manager. Working together with other tenants can help build a case for better facilities.

Summary table

The summary table below is based on Austroads and Bicycle Network Victoria guidelines^{(2) (4)}. These requirements can be used to assess the adequacy of facilities at an existing workplace and can also provide specifications for new workplaces.

These guidelines offer a rule of thumb for workplace cycle facilities. When applying them consider current and potential demand from employees and clients/visitors. Travel surveys in TravelSmart Workplaces have shown as many as 18 per cent of staff cycling to work.

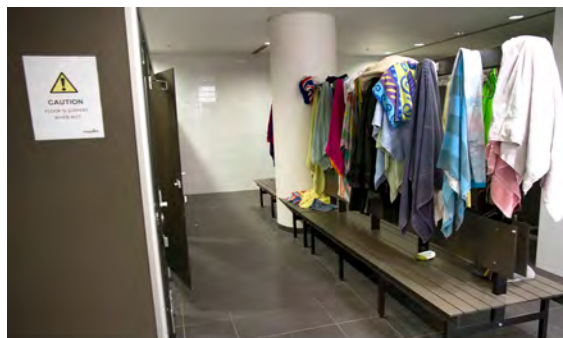
The size and nature of the workplace will also shape what is needed (e.g. current participation, potential uptake, demand from staff involved in lunch time exercise or activities outside normal work hours, etc.)



Department of Transport lockers



Woodside storage facilities



Department of Transport showers

FACILITY GUIDELINES SUMMARY TABLE

Note: Only minimum parking, shower and locker ratios given. For a workplace that aims to be 'cycle friendly' the minimum ratios may be inadequate.

Facility	Parking	Showers and change rooms	Personal lockers
Number	At least 1 space for every 10-20 long-term user (5-10% of employees) + 1 space for every 50 short-term users	At least 1 for the first 5 long-term parking spaces, then 1 per 10 subsequent spaces	At least 1 locker for each long-term parking space
Location	Easily accessible, close to building entry	Close to parking	Close to parking and showers
Design considerations	<ul style="list-style-type: none"> Visibility and security Sheltered and secure Racks appropriate for users Manoeuvrability to and within facility to position and lock bicycle 	<ul style="list-style-type: none"> Safety and security Use by people for other activity purposes i.e. lunchtime exercise Towel drying racks 	Good ventilation

Resources

WORKPLACE CHECKLIST

Question	Your Notes
Is secure, long-stay bicycle parking provided at your workplace? If yes, how many bicycles can be accommodated?	
Is visitor/short-stay bicycle parking provided?	
Are showers and change rooms available for employees to use?	
Are lockers available for employees who cycle commute?	
How do your workplace facilities rate against the guidelines above?	

WORKPLACE ACTION TABLE

Action	Description
Install short-stay (visitor) bicycle parking	Install parking e.g. U rails near front entry, for visitor use – ensure shelter and lighting.
Install or enhance long-stay bicycle parking	Provide adequate secure parking facilities to meet peak needs e.g. new or expanded bike compound or store room, sufficient to accommodate peak demand.
Negotiate access to shower, change and locker facilities	If facilities cannot be installed at your workplace, negotiate with a nearby workplace or gym for employee access.
Provide signs for bicycle facilities	Make it easy for employees and visitors to find bicycle parking (and where appropriate showers and lockers) using signs.
Provide more/better lockers	Provide lockers for people who cycle commute to store clothes, toiletries, etc – prefer split or full length lockers.
Improve locker management	Where there is a need, establish a management regime such as requiring users to register and checking use every six months to help ensure use as intended and availability for new comers.
Install a clothes line or rack	Provide somewhere for people to dry their towel and cycling gear e.g. racks or line in a well ventilated area near changeroom.
Provide hairdryer, iron and ironing board	Add to change room amenities for convenience of cycle commuters.
Provide a bike repair kit	Provide basic tools and materials so cycle commuters can repair punctures or replace a tube, include a bicycle pump – store in compound or with reception/ service desk.
Adopt policy on cycle facilities	Develop and seek management endorsement of policy – good provision for cycle commuters should be part of decisions about any workplace relocations, retrofits and development projects.

ENDNOTES

- (1) How to Set up a Successful Bikefleet - A Toolkit www.travelsmart.gov.au/toolkits/bikefleets/
- (2) Cycling Aspects of Austroads Guides. *Austroads (2011)*. www.onlinepublications.austroads.com.au/items/AP-G88-11
- (3) End-Of-Trip Facilities in Government Buildings for Cyclists. Bikewest, Department of Transport WA. available at www.transport.wa.gov.au/activetransport/24953.asp
- (4) The Bicycle Parking Handbook. *Bicycle Victoria (2004)*. Available at www.bicyclenetwork.com.au/general/bike-parking-experts/93941/

LOCAL CYCLING INFORMATION

Bikewest, Department of Transport – promotional information, cycling maps, annual events and infrastructure information Ph: (08) 6551 6157 www.transport.wa.gov.au/cycling

Bicycling Western Australia (BWA) – a community based not for-profit organisation promoting cycling. www.bwa.org.au

GENERAL INFORMATION

Cycling Resources Centre – online library of information on cycling www.cyclingresourcecentre.org.au

Bicycle Network Victoria – website includes useful resources on making workplaces cycle-friendly www.bicyclenetwork.com.au/

BICYCLE FACILITIES GUIDELINES

For general and legislative requirements see **Austroads** www.austroads.com.au/bicycles

Bicycle Parking Assistance www.bicyclenetwork.com.au/general/bike-parking-experts/

End-Of-Trip Facilities in Government Buildings for Cyclists available at www.transport.wa.gov.au/activetransport/24953.asp

WORK GUIDES

What is a Bicycle User Group? Available at www.transport.wa.gov.au/activetransport/24643.asp

Workplace BUG Guide www.bicyclenetwork.com.au/general/ride2work/93093/

TravelSmart Workplace is helping WA workplaces reduce car use and promote active, sustainable travel choices. The program is run by the Department of Transport.

To find out how your workplace can be part of the transport solution, contact TravelSmart Workplace:

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