



## MAKING YOUR WORKPLACE CYCLING FRIENDLY

Building the massive Metro Tunnel Project will cause some unavoidable surface disruption for several years. This is a short guide for making your workplace cycling friendly to help your employees who may prefer to ride to work during the construction period.

Encouraging and providing opportunities for employees to be active during and outside their work day has many benefits including increasing health and wellbeing, increasing productivity and reducing absenteeism.

Riding to work is a great way to be active. Some people find they save money on a gym membership, for others it gives them control over their commute and a quicker journey than driving or taking public transport, and many people find it fun!

### Support to keep you moving

The Melbourne Metro Rail Authority (MMRA) has a team of transport advisors to help you keep your organisation moving while major Metro Tunnel construction is underway.

MMRA can help you prepare for upcoming changes by:

- providing up to date information about changes to transport networks during Metro Tunnel Project construction
- undertaking employee and/or student travel surveys to help tailor travel advice
- assisting you to develop a Travel Action Plan for your organisation

Here are some ideas about what your workplace can do to promote and support cycling.

### Develop a Travel Action Plan

In consultation with MMRA, develop a Travel Action Plan and get it endorsed by your organisation's leadership team.

A Travel Action Plan may form part of your organisation's environmental management system, your health and wellbeing strategy or your corporate social responsibility policy.

### Provide good end of trip facilities

#### Secure bike parking

- Easy access to/from the street, close to change rooms and building access.
- Ensure facilities are well-lit, sheltered from the weather, have good surveillance and a mix of bike racks to accommodate different riders and bikes. Include a bike pump and basic tool kit.
- Provide enough bike racks for future use. Up to 10 bike racks can fit into one car space.

#### Showers and change rooms

- Secure, lockable, well-ventilated and close to bike parking.
- Provide enough facilities to meet peak demand and future use.
- Go one step further by adding a drying cupboard and providing hairdryers, an iron and ironing board. Many workplaces go all the way and provide a towel service!



### Lockers

- You will need more lockers than bike racks because people who are active at lunchtime also use them. An employee survey can help to assess demand.
- Lockers should be within or close to change rooms. The further away they are the less practical it is for your employees to use them.

### Build a supportive culture

#### Executive champions

- Fostering cultural change to encourage more active travel needs support from the top.
- Nominate an executive champion who will lead policy changes and participate in events to show others that cycling is an accepted way to commute to your workplace.
- Allow employees to work flexible hours so they can ride to work outside of peak commuting times.

#### Coordination and resourcing

- Several departments across your organisation may need to be involved, such as human resources, security, facilities and sustainability.
- Change will happen fastest if you commit resources to and responsibilities for implementation.

### Build a social network

#### Provide cycling information and promote events

- Include information on cycling to work in your workplace induction process for new employees.
- Participate as a workplace in annual Ride2Work Day events.
- Hold regular events such as cycle proficiency training and bike maintenance workshops.
- Support a range of cycling styles with your events and communication (some people ride fast in lycra, others ride sedately in work clothes).
- Share cycling news and personal stories via your internal communications channels.

### Create a Bicycle User Group (BUG)

- A BUG can take the lead on supporting new cyclists and running events; they just need a little resourcing and support.
- Set up an online forum to share information and news and promote the benefits of cycling.
- Provide opportunities to match up existing cyclists with people thinking about riding to work for the first time to provide help and advice. This might include riding with someone on their first ride to work.

### Build connections with nearby bicycle shops and mobile services

- There are many retailers and mobile services that will provide discounts or on-site advice, maintenance and workshops.
- Employees buying an e-bike using a Novated Lease agreement may be exempt from Fringe Benefits Tax in certain circumstances.

### Cycling Events & Resources

Bicycle Network offers a variety of useful resources for workplaces. Check out their website at [bicyclenetwork.com.au](http://bicyclenetwork.com.au) for information on bike friendly workplaces, guidelines for end of trip facilities, a bike parking handbook and Ride2Work Day.

### Your Journey

For assistance in developing a Travel Action Plan please contact MMRA:

 [yourjourney@melbournemetro.vic.gov.au](mailto:yourjourney@melbournemetro.vic.gov.au)

 [metrotunnel.vic.gov.au/yourjourney](http://metrotunnel.vic.gov.au/yourjourney)



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