

The Cycle-Friendly Workplace



Your step-by-step guide

- ✓ *Increase staff productivity*
- ✓ *Reduce pressure on parking*
- ✓ *Reduce absenteeism*
- ✓ *Reduce greenhouse gas emissions*





Promoting active transport options such as cycling can bring a host of financial, environmental and health benefits to your organisation.

Cycle-friendly policies provide an opportunity for your organisation to make a positive contribution by reducing pollution and congestion and tackling climate change.

Passenger transport is a major contributor to greenhouse gas emissions, congestion, and air pollution. Individual car travel to and from work generates approximately 14 million tonnes of greenhouse gas every year.

By contrast, regular cycling can help control stress, anxiety and depression, and build social connections in the workplace. As a result, cycle-friendly workplaces may have greater morale, lower absenteeism and higher productivity.

A healthy and happy workforce can also have substantial financial and community benefits as well as productivity benefits which are complemented by other direct financial savings to the organisation. These can include reduced costs for taxis, car parking, fleet packages and petrol cards.

Promotion and facilitation of active transport such as riding to work can also be part of your organisation's green operating strategy and triple-bottom-line reporting.

The *Cycle-Friendly Workplace* booklet will help you create a workplace that supports and promotes regular physical activity as part of a sustainable lifestyle. It provides the tools for encouraging staff to ride to work, and information about end-of-trip facilities such as secure bike parking, change rooms, showers and lockers.

My department, the Department of the Environment and Water Resources, sets a strong example – taking practical steps to encourage staff to cycle to work and cycle to meetings. Its fleet of seven bikes each year travels approximately 3885 kilometres, saving almost \$3000 in transport costs, reduces greenhouse gas emissions by an estimated 291 kilograms and provides staff with 220 hours of healthy exercise. It's an award winning example of practising what we preach.

I commend this publication to all CEOs, CFOs and HR Managers who are keen to promote healthy and sustainable transport options for their organisation.

A handwritten signature in black ink, appearing to read 'Malcolm Turnbull'.

The Hon. Malcolm Turnbull MP

*Minister for the Environment
and Water Resources*



Australian Government

**Department of the Environment
and Water Resources**

**Department of Health
and Ageing**

Acknowledgements Bicycle Victoria produced this publication with funding assistance from the Australian Greenhouse Office (Australian Department of Environment and Water Resources) and the Australian Department of Health and Ageing.

Many organisations and individuals read and commented on the manuscript, including John Voyage and Danielle Leo, Maurice Blackburn Cashman Lawyers, and Peter Anderson, Director of Workplace Policy, Australian Chamber of Commerce and Industry. Thanks also go to the six organisations featured in the case studies and others quoted throughout the publication.

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ABN 41 026 835 903

www.ride2work.com.au

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Your staff make their own decision whether to ride to work, but you can make that decision a lot easier.

Whether your organisation employs two people or 2000, you can take three easy and cost-effective steps to make your workplace cycle-friendly.

The important thing is for management and staff to work together. It's as much about attitudes and people as it is about facilities.



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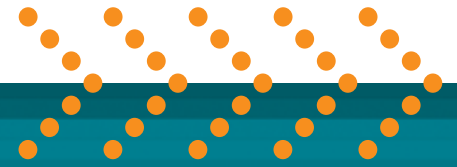
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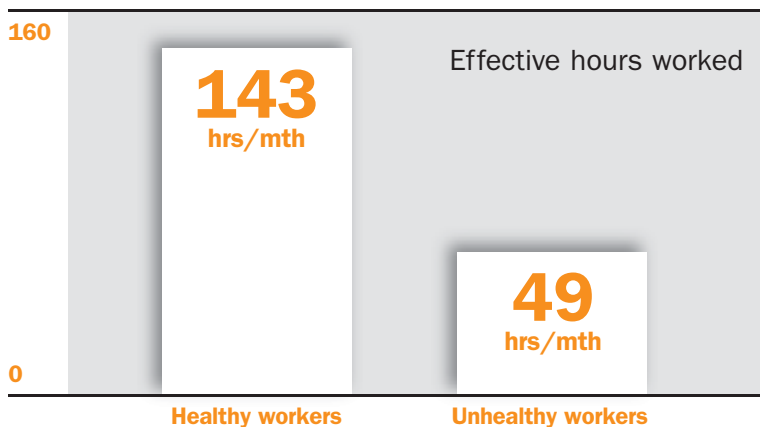


Benefits for your organisation

Cycle-friendly workplaces boast higher morale, lower absenteeism and greater productivity. They also enjoy reduced operating costs and demonstrate environmental responsibility.

What are the costs of poor health?

A November 2005 study commissioned by Medibank Private found that healthy workers are almost *three times more effective* at work than unhealthy workers:



The study revealed the following facts:

- 10% of workers surveyed were completely inactive
- 40% engaged in only minimal exercise
- 62% of workers surveyed were overweight, including 28% clinically obese as defined by World Health Organisation
- 53% felt overwhelmed with stress and pressure a significant proportion of the time¹

Absenteeism & “presenteeism”

Watson Wyatt Worldwide warned in 2000 that “absenteeism and associated lost productivity is approximately 17% of total payroll.”²

There is also the hidden cost of “presenteeism” whereby employees attend work despite being too sick, tired or stressed to be productive. According

“Regular exercise is a key to staying focussed and productive at work, so I’m happy to invest in facilities and programs that make riding to work easier”

Chip Goodyear,
CEO BHP Billiton



to the University of Wollongong’s Professor Don Iverson, “Presenteeism is three to five times more costly to companies in Australia than absenteeism.”³

How can riding to work help?

- Cycling is a low-impact physical activity.
- Riding to work builds exercise into daily behaviours and is a time-efficient way to fit regular exercise into a busy lifestyle. Within 15km of a busy CBD, riding to work is likely to take you less time than other forms of transport.
- Regular physical activity reduces the likelihood of obesity, heart disease, diabetes and some forms of cancer.⁴
- Cycling also helps control stress, anxiety and depression.⁵

What financial benefits can you expect?

- Reduced car park overheads and more economic use of land
 - > Cost of a single space in an A-Grade CBD office building is between \$8000 and \$10,000 per annum.
 - > 10 bicycles can be parked in one car space.
- Reduced car fleet, taxi and petrol card costs
- No congestion charges: car parking levies are now in place in Melbourne and Sydney with annual fees of around \$800 per space
- Healthier and happier staff are more productive at work and less likely to take sick days
- Increased connectivity in the workplace through strong cycle-friendly culture.

What about your environmental rating?

Transport consumes 25% of Australia’s total energy requirements.⁶ According to the Australian Greenhouse Office, cycling just 10km each way to work instead of driving saves 1.3 tonnes of greenhouse gas emissions each year.⁷

Reports have stated that air pollution causes more deaths among Australians than road accidents: each year, on average, 2400 deaths are linked to air quality and health issues – compared with 1700 people killed in road accidents.⁸

PROFILE:

CSL

Type of organisation:

Private pharmaceutical company with annual turnover of \$400 million

Number of employees:

900 (Parkville site); 1500 at seven sites around Australia



“Riding to work has a key role in our health and wellbeing program”

Phil Lovelock,
Health, Safety and
Environment Manager

A healthier workplace

Pharmaceutical company CSL is a workplace that is reaping the benefits of encouraging cycling among its 900 employees at its Parkville site, in inner Melbourne.

Being situated opposite the Commonwealth Games Village, CSL was forced to think ‘outside the box’ in order to ease traffic congestion in the months around the Games. The company created a BUG (Bicycle User Group) to support and encourage people to ride to work as an alternative to driving. After only one year the BUG has more than 120 members.

CSL has started running its own ride-to-work event in the middle of the year. Organiser, Geoff Lewis says of the first attempt, “We organised a free breakfast, partially funded by CSL, and a visit by a local bike-shop owner who gave demonstrations on bicycle maintenance. Even on a shockingly cold day, we still had 43 riders!” Four months later on Ride to Work Day 2006 there were 77 participants.

The broader wellbeing story

Phil Lovelock, the Health, Safety and Environment Manager for CSL’s Parkville, Woodend and interstate branches, views cycling as one part of a wider, holistic wellbeing program at CSL, “We’re trying to get people mentally and physically healthier, making it a better place to work.”

CSL has set up a Mind, Body, Environment Committee, which organises activities such as the ‘Parkville Pacers’ – a popular lunchtime 3km walk around the perimeter of the CSL site. Through the CSL intranet site they also organise on-site yoga classes, seated massage and environmental-behaviour awareness campaigns.

Some personal stories

CSL employees have experienced a range of benefits from cycling to work:

Ian Liddle rides the most direct route to work via the main roads in the morning. But on the way home, he follows the Moonee Ponds and Ring Road bike

paths. “It’s twice as long, but I love every minute of it.” Ian says regular cycling has helped him to manage his weight, and improved his breathing and overall fitness. In addition, “It’s safer, easier and doesn’t cost.”

Kim Wicks’ first ride was the CSL Ride to Work Day. She’s now a regular cyclist who claims to get to work quicker and in a better mood, and remains more alert and awake during the day. “I don’t get that three o’clock lag anymore.”

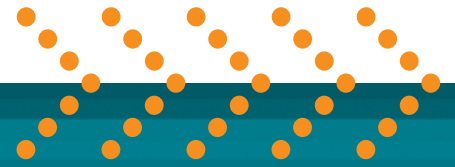


Geoff Lewis, convener of CSL BUG

Geoff Lewis, who set up the CSL BUG, came to riding after a personal struggle with weight, and a diagnosis of sleep apnoea. Geoff is now committed to his bicycle for transport. He lost 43kg through riding to work and dieting and says he is now more active and alert at work.

Geoff only lives a five-minute ride from work, so on the way home he takes a 30km detour via a scenic bike path along the Yarra River. “I get the heart pumping and get a sweat up.”

Sam Staniero keeps an Excel spreadsheet tracking the dollars he has saved in fuel by cycling. At last count it was running at \$580 savings per year.



Step 1:

Build the culture

Supporting the creation of a cycle-friendly culture will help to encourage riding to work, and build a more connected, healthier workplace.

Your best resource

Regular cyclists are your best resource when it comes to creating a cycle-friendly culture. They can assist new riders with journey planning, match them up with 'bike buddies' from their own area, provide tips about facilities and managing work clothes, and answer questions about riding in traffic or taking safer routes.



National Golder Associates BUG, Melbourne office

Join National Ride to Work Day

National Ride to Work Day is a great way to celebrate commuting by bicycle with work peers and colleagues. It's an event that everyone can take part

“ Regular cyclists enjoy the opportunity to help build a cycle-friendly culture. They're your best means of encouraging more staff to ride to work. Getting the confidence to ride from experienced riders makes a big difference. **”**

Peter Anderson,
Director of Workplace Policy,
Australian Chamber of Commerce and Industry

in, from serious cyclists through to novices. There are community breakfasts around Australia, and many workplaces hold events on site. Some organisations also hold internal Ride to Work Day events once a quarter or once a month. See www.ride2work.com.au.

Management endorsement

Employees need to know that there is no stigma attached to riding; they won't be embarrassed or looked down upon by arriving in bike clothes. Management can also sponsor a workplace breakfast and provide prizes, or go one step further and ride to work on the day.

Workplace BUGs (Bicycle User Groups)

BUGs are often launched on National Ride to Work Day or formed shortly afterwards with the aim of maintaining the enthusiasm year-round. BUGs can be as casual or as formal as is desired and are usually championed by a keen cyclist within the organisation. Some BUGs are purely social; others work to improve workplace facilities for cyclists. See Workplace BUG Guide (back cover).

Join other events

Many organisations enter teams in annual cycling events. These can be easy, family events or challenging rides that involve preparation and training. Many have a fundraising component which provides added incentive for widespread participation. See Local cycling information (page 13).

Speak to your local bike shop

Treasury BUG in Melbourne has established a link with its nearest bike shop, CBD Cycles. The bike shop has organised maintenance workshops for BUG members and regular discounts.

Flexible approach

Relaxing your organisation's dress code, especially on Fridays, can encourage staff to cycle. Flexible working hours can also be an incentive for employees to walk, cycle or use public transport to get to work.

PROFILE:

Hawker de Havilland

Type of organisation:

Aircraft manufacturer with annual turnover of \$300 million

Number of employees:

225 (Fishermans Bend site); 1300 at two sites around Australia



“It’s brought people together from all parts of the organisation”

Tony Carolan,
General Manager for
Business Development

From local to global

Hawker de Havilland, a Boeing company, is a great example of a cycle-friendly workplace that has embraced cycling both within its local corporate neighbourhood and its branches interstate and overseas.

The Boeing Bicycle User Group has more than 100 members across its two sites at Bankstown in Sydney and Fishermans Bend in Melbourne.

Tony Carolan, the company’s General Manager for Business Development, is a keen cyclist. “We’re always looking for ways to improve employee health, and it was great that this initiative came from within the employees themselves.”

“Riders get to mix with other people in the company who they probably would never have met,” Tony adds. “This even extends to international colleagues.”

The local corporate neighbourhood

The Boeing BUG has built links with other people who ride to work in Fishermans Bend in Melbourne, including employees from Aerostaff, DSTO and GKN.

This fast-growing community will be crucial to support the development of better parking and riding facilities in the long-term. In the meantime, the BUG provides support and social interaction for riders in this industrial zone of inner Melbourne.

Connecting with interstate and overseas riders

There are several BUGs throughout the Boeing company within Australia and overseas. Using email they maintain a level of contact that enables each organisation to support visiting cyclists.

Long-term visitors from overseas who would normally cycle to work in their own country are supported by the Boeing BUG in Australia, which provides

information on the following:

- most suitable routes to work
- bicycle parking
- the vagaries of the local weather
- BUG social event calendar

This coordination has enabled visitors to feel immediately welcomed in Australia, and ready to contribute as a productive member of the work team.

The BUG basics

Simon Whitehead, a Melbourne-based design engineer with Hawker de Havilland, set up the Boeing BUG in 2003.

“It was important I found the right person in senior management to present the idea to. I then presented a simple, low-cost business plan for the BUG, which included planned activities, roles, costs and benefits for Boeing.”

The BUG’s activities are overseen by a member of the senior leadership team. The company’s HR and Marketing departments support the activities of the BUG. Recently the BUG raised \$500 for the Amy Gillet Foundation to help them raise bicycle safety awareness among motorists.

The Boeing BUG has its own jersey, which employees can buy, and a bi-monthly newsletter. People are encouraged to join through bulletin board announcements, word of mouth and events like National Ride to Work Day and social rides. Simon encourages people who might be thinking about setting up a workplace BUG to consider doing the following:

- Set 12-month goals for the BUG.
- Allocate generous timeframes to meet them.
- Allow time and money for improving bicycle facilities.
- Tap into events that already exist, such as National Ride to Work Day.

“It is also important for a coordinator to set limits on their own involvement and to stick to these.”



PROFILE:

Portfolio Partners

Type of organisation:

Investment management firm with annual turnover of \$35 million

Number of employees:

58 (Southbank site); 62 at three sites around Australia



“Cycling builds camaraderie between you and your clients”
Craig Bingham,
Managing Director

Bicycles and business

Melbourne-based Portfolio Partners not only encourages a cycle-friendly workplace, but has built its brand image around cycling and the health benefits for employees and clients alike.

Managing Director Craig Bingham is a passionate cyclist who has helped to establish a strong cycling culture at the firm. Ten to 15 people ride to work each day, from a pool of only 58 staff!

Sponsorship as brand building

Portfolio Partners has taken out sponsorship of various major bike rides such as Around the Bay in a Day (Victoria), Sydney to the Gong (New South Wales) and South Bank to Surfers (Queensland).

“Our first priority is always the client, and it’s been great to get our clients actively participating in an enjoyable experience that really represents what our brand is all about,” says Craig.

As Portfolio Partners Around the Bay in a Day ride draws nearer, around 50 riders from the team meet at lunchtimes at Albert Park Lake to train together, cycling laps of the lake. On the event day, there are around 500 in the Portfolio Partners team, including staff, advisors and associates.

The concept is now spreading interstate with employees creating teams with their clients to participate in the Sydney and Brisbane events.

“It really has helped to build camaraderie amongst our employees and the people we regularly do business with. Cycling knows no boundaries in terms of age, or even fitness,” says Craig.

Sustainability – walking the talk

Portfolio Partners has built a corporate ethos around active participation in sustainability issues, beginning with the health and wellbeing of its staff. The business also consults with its clients on issues such as energy efficiency, waste minimisation and sustainable consumption.

Craig explains: “It’s about so much more than just cycling. We offer a range of activities and wellbeing programs that encourage people to exercise and enjoy healthy lives. It’s about creating a workplace where people enjoy coming to work.”

Future directions?

Craig is a big fan of constantly seeking staff feedback and adapting his programs to suit employee needs. “We have had only two staff members leave in the last year, so I consider that a pretty important performance indicator.”



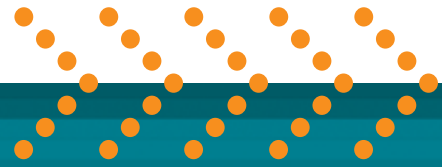
Russell Close, Simon Gerrans and Craig Bingham

Creating an open culture

“When I first came here, people worked more in separate silos. Now we have people riding together with others from different work areas. It really has helped to break down barriers and build a more open and communicative culture,” says Craig.

At the Southbank office, the company supplies a dedicated bicycle-storage cage, two showers, towel service and 25 lockers. If the showers are full, it’s not uncommon to see people at their desks in riding gear – nobody blinks an eye. “It’s become a natural part of the culture here,” remarks cyclist Scott Lillingston.

The pool of cyclists at Portfolio Partners ranges from infrequent leisure riders through to passionate racing enthusiasts.



Step 2:

Improve facilities

Facilities for cyclists need to be managed so that supply keeps up with demand. Moving offices is an opportune time to upgrade facilities.



Know your needs

Woodside Energy in WA re-evaluated its cycling facilities when it moved to Woodside Plaza, a new site replacing eight other locations.

“We originally planned for 100 bike racks in the new building,” Andy Miles-Tweedie from Woodside says. “But after conducting random ‘walk-in’ surveys of our staff as they arrived at work, we realised

we needed space for around 212 bikes.”

The following ideas will help you make your workplace more cycle friendly, and demonstrate your commitment to cycling.

Bicycle parking

Secure bicycle parking is an important way to encourage riding to work. There is a range of bicycle parking devices that are space efficient and allow cyclists to lock bicycles at ground or wall level. Things to consider when planning parking:

- Quantity of bicycle parks – ensure it meets existing and future demand (see FAQ section, page 12)
- Safety and security – a separate bicycle cage is preferred
- Convenient location for cyclists
- Ease of access when the facility is full
- Weather protection
- Lighting
- Attractiveness

Consult with existing cyclists and your building or facilities manager.

“Our upgrade of cycling facilities has encouraged more staff to ride to work. We’ve exceeded our target of a 10% reduction in single-occupant car use.”

Jude Munro, CEO City of Brisbane

Simple solutions

Adam Chambers from Primary Industries and Resources SA came up with a simple solution to finding space for bicycle parking – he arranged to use a vacant shop on the ground floor of the office building in Grenfell St.

Cycle parking for visitors

If visitors can use the staff bicycle parking, make sure they know this is the case. Otherwise work with your local council to provide public parking within 30m of your building entrance.

Changing facilities and showers

Good-quality changing rooms and shower facilities are a big incentive for riding to work. Facilities should be secure, lockable and located in well-lit locations close to bicycle storage areas. They should also include toilets and non-slip floor surfaces.

See FAQ section (page 12) for information on the number of showers to install.

Alternatively, you could negotiate with an adjoining building or a nearby gym or club for your employees to use their facilities.

Storing clothes

Lockers enable staff to store towels and clothing. Ideally, they should be well-ventilated, secure and lockable. Alternatively, staff could store their belongings in a ventilated, lockable room with shelving and hooks.

Other facilities and equipment

You can make cycling to work even more attractive to your employees by providing the following:

- iron and ironing board
- hair-dryers
- cyclist notice board
- sunscreen (in bathrooms)
- toolkit containing floor pump, spare tubes, puncture repair kits, allen keys, spanners and screwdrivers

See Legislative requirements for facilities (page 13) for information about state building regulations.

PROFILE:

Department for Transport, Energy and Infrastructure, South Australia

Type of organisation:

Government department

Number of employees:

2000



“We’re keen to give our staff the opportunity to lead by example.”

Jim Hallion,
CEO

Different designs for different locations

The South Australian Department for Transport, Energy and Infrastructure (DTEI) has created a number of differing bicycle facilities in locations across Adelaide. Each facility has been designed to meet the demands of the cycling population and the availability of space at the venue.

DTEI Roma Mitchell House

At DTEI’s Roma Mitchell House on North Terrace, Hassell Architects designed a dedicated bicycle facility as part of a ground-floor redevelopment. Previously, space was at a premium and employees were parking bicycles inside the building, causing health and safety concerns.

The new all-in-one facility includes the following:

- basement bicycle room with 34 parks – a combination of hanging hooks and floor parking
- fully enclosed room with air-conditioning and heating
- three unisex showers
- lockers
- visitor bicycle parking on the street-front footpath

The facility has been at 75% capacity during the winter months and is expected to reach capacity in the warmer weather. Some cyclists, like Andrea Pearce, mix up their travel routine.

“I ride in three days and on the other two days I run the 7.5km in to work, and catch the bus home,” Andrea says.

Gemma Kernich coordinated a Bicycle User Group for several floors of the 12-storey building. She says, “We had a bike champion looking after each floor so there was a central point of contact for cyclists to give feedback to the organisation during the bicycle facility upgrade.”



DTEI Walkerville

The largest bicycle facility is at Walkerville in Adelaide’s inner north-east. Around 25 people cycle in each day from a population of 800.

Facilities include the following:

- secure, covered outdoor bicycle cage (for motorcycles too) with island floor U-shape bicycle stands
- swipe-card entry system to bicycle cage
- visitor bicycle-parking rails
- separate male and female showers and lockers
- hairdryer, iron and ironing board
- vacuum-drying cupboard for towels

Jeremy Champion de Crespigny was one of the original cyclists who 10 years ago lobbied for facility improvements at Walkerville.

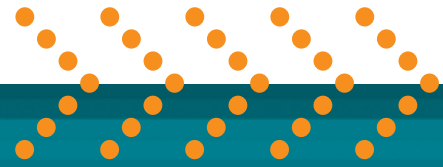
“There were just a handful of us back then. We had an area to park, but it was very exposed, and a bit ramshackle,” Jeremy recalls. “Now there are around 30 bikes in the park every day. It works well with flexi-time – most people work out a routine that suits them to come in between seven and ten o’clock in the morning.”

DTEI Norwood

DTEI’s metropolitan regional office in the inner east houses 70 people, about six of whom cycle to work regularly.

Facilities include the following:

- outdoor sheltered bicycle racks in the rear service yard
- visitor bicycle parking at the front of the office
- unisex shower
- hairdryer



Step 3:

Consolidate & innovate

A wide array of measures and incentives can be used to strengthen the cycling culture at your workplace.

Cycle-friendly info pack

Create an info pack for staff that includes details on the following:

- bicycle facilities at your organisation
- nearby cycling routes (obtainable from your state/territory cycling organisation)
- your Workplace BUG (Bicycle User Group), if applicable

Distribute the pack via email, intranet or hard copy and include it in orientation material for new and prospective staff. Many Workplace BUGs have their own page on the organisation's website or intranet. As an example, visit University of WA's BUG at www.sponsored.uwa.edu.au/bug/.

Cycle proficiency training and bicycle maintenance workshops

If some staff are not confident about riding to work, your organisation could organise on-site training workshops for cycle proficiency and bicycle maintenance.

Provide incentives

Here are some easy ways to encourage your staff to cycle to work and demonstrate commitment to a cycle-friendly workplace. Consider including some of the following incentives in workplace agreements.

Frequent rider program. Cyclists calculate kilometres travelled, or days cycled to work. Points go towards bicycle accessories such as cycle computers or bicycle panniers.

“Increasingly, employers are recognising the benefits. They're seeking new ways to encourage riding to work and to support those that do.”

Mark Paterson,
Department Secretary,
Australian Government Department
of Industry, Tourism and Resources



Reimbursement. Reimburse employees for costs such as gym fees (for use of facilities), bicycle storage fees or bicycle maintenance. Some organisations, such as City of Yarra in Melbourne reimburse staff who use their personally owned bicycle for work trips (around 10c per km).

Salary packaging. Allow staff to package their bicycle as part of their salary.

Interest free loans. Offer interest-free loans for staff to buy or upgrade their bicycle.

Bicycle fleet

Do your staff make local trips within 5km for work purposes? Consider buying a pool-bicycle or a fleet of bicycles for this purpose. It's usually faster and healthier for staff to cycle, and it saves your organisation taxi fares and the cost of running pool cars.

You will also need to provide helmets in a variety of sizes, locks, reflective vests, street directories and possibly a cycle computer for recording kilometres travelled.

The Australian Greenhouse Office in Canberra has a fleet of seven bicycles for its staff of 200, including three electric bicycles, three pedal bicycles and one folding bicycle. They have measured the average ride duration to be 3.5km one-way.

Developing a bicycle policy

Many larger organisations are now developing bicycle policies for their staff that incorporate the following:

- bicycle travel during working hours
- mileage allowance and bicycle purchase guidelines
- staff green travel policy

For examples, see www.ride2work.com.au (search: bicycle policy).

PROFILE:

Arup

Type of organisation:

Design and engineering company with annual turnover of \$100 million

Number of employees:

200 (Melbourne site); 900 at seven sites around Australia.



“ Supporting cycling sends a strong message about what we believe in ”

Andrew Wisdom,
Principal

Green Transport Plan

Arup is a global design and engineering consulting firm with 800 employees in Australia. The Melbourne office houses 180 staff, of whom 15 to 20 cycle to work most days.

Arup is known for having a positive cycling culture in most of its worldwide offices. The Melbourne office has taken this a step further by developing a ‘Green Transport Plan’ with the assistance of the Department of Infrastructure as part of its ‘TravelSmart’ initiative. The plan encourages people to go to work via public transport, cycling or walking.

Arup’s Green Transport Plan included the following five initiatives to encourage cycling:

1. Interest-free loans for cycling equipment

Staff can borrow up to \$2000 interest free to purchase bicycles and/or bicycle equipment.

2. Monthly ride-to-work breakfasts

Arup funds a free breakfast in a local café for staff who ride in to work on set days.

3. In-house cycle-safety sessions

Targeted at the novice rider, these sessions are conducted by an experienced trainer and cover cycling issues such as positioning yourself on the road, avoiding car doors, traffic awareness, managing intersections, turning right and road rules. Seasoned riders are invited to the sessions to share their experiences.

4. Intranet website with cycling information

A one-stop shop of cycling information, maps and route information, equipment tips, and links – based on a template from the Department of Infrastructure.

5. Cycle-buddy systems to encourage first timers

These systems link novice riders with experienced riders living in a similar area. This allows them to ride together for the first few rides, and share information.

Arup also provides cycling facilities such as a secure bicycle cage in the basement car park, showers,

lockers and a drying room on the office floors.

Sustainability is a core value of Arup, and the Green Transport focus is a way to promote employee health and safety. “People who are interested in sustainability in their professional lives will naturally turn attention on to themselves. It’s a win-win!” says Arup cyclist Ian Burton.

Employer of choice

Reducing absenteeism is one result of encouraging a healthier and happier environment through cycling.

“Given Arup’s culture, cycling is not unnatural,” says Michael Alder, who promotes cycling throughout the company. “It’s not a hard sell. It’s a natural progression for many.”

“The Green Transport Plan gives us a competitive advantage in attracting and retaining employees. The current skill shortage in engineering talent means we are trying different ways to reward our staff.”

The cycling culture has yielded other benefits. “As soon as you establish a relationship with someone outside the work environment, it makes the work environment that much more enjoyable,” Michael says.

Andrea Cranstoun came to Arup from the arts world, and found the engineering culture at Arup to be a very different experience. “Cycling has helped me connect and feel more comfortable here. It provides a commonality across all levels.”

Arup is also a regular entrant in the Portfolio Partners Around the Bay in a Day bike ride. The 2006 team had 25 members, including some external architecture clients who donned the Arup jersey for the ride.

PROFILE:

Lend Lease

Type of organisation:

Retail and community property group, integrated with investment and construction management businesses; global operating profit after tax of \$354.2 million.

Number of employees:

950 (The Bond site); 2110 at 90 sites around Australia



“ We actively promote the environmental and wellbeing benefits of safe cycling to our employees globally ”

Greg Clarke,
Managing Director and CEO

Innovative ways to increase cycling

Lend Lease's Sydney office, The Bond, is one of Australia's leading sustainable corporate workplaces.

The Bond's impressive facilities act as an incentive for prospective cyclists.

“Our facilities include showers, change-rooms, iron and ironing board, hanging space and lockers, so it's not a problem once you get in the swing of it,” says David De Wolfe, one of the company's cycling coordinators. “Plus The Bond is equipped with a secure bike cage, so it's possible to ride in one day and out the next – leaving your bike at work overnight.”



Ride to Work Day 2006

Typically, about 50 people from The Bond cycle to work. “Probably 20 would cycle in every day,” David estimates. “The others would cover the continuum between once a week and every day.”

In 2006, Lend Lease hosted the Sydney CBD Ride to Work Day breakfast attracting hundreds of commuter cyclists. David De Wolfe says hosting the breakfast helped raise the profile of cycling within the organisation and gave Lend Lease the opportunity to reach out and spread the message of cycling benefits to others in the CBD community.

Cycling in the City program

The City of Sydney recently piloted training sessions with novice cyclists from Lend Lease.

Lend Lease is working towards realising its vision of operating free of incident and injury wherever it has a presence – this means employees must always arrive home in the same condition in which they left for work. The Incident & Injury Free (IIF) program is working to ensure the safety and wellbeing of employees in offices as well as on work sites.

The training sessions covered safety aspects of cycling in Sydney traffic and basic bike maintenance, and included a group ride in the city streets.

Lend Lease initially targeted people living within a 10km radius of the city who were inclined to cycle, but hadn't yet established themselves as regular riders.

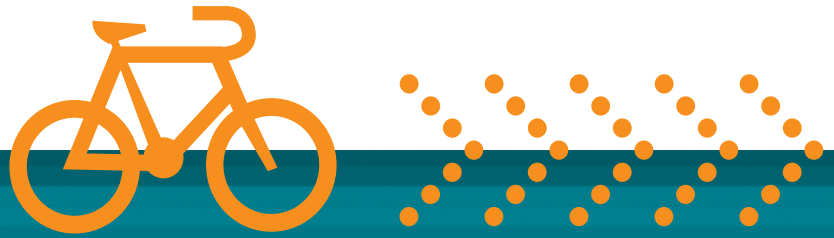
Spreading the message to other sites

David De Wolfe is currently in the process of establishing cycling coordinators at about 15 other Lend Lease sites around Sydney. Most of these are construction sites, often situated far from public transport.

“It's critical to have a central point of contact where we can disseminate the right information to ensure people are informed about all the issues relating to cycling. It is also important to have local contacts with local knowledge on cycle routes.”

As part of its commitment to development of employee wellbeing programs globally, Lend Lease is working towards providing cycling facilities and activities to employees in its offices, on its sites, and in its tenancies across the globe. Lend Lease's carbon neutral European headquarters at Hanover Square in London includes brand new cycling facilities.

Maria Atkinson, Global Head of Sustainability at Lend Lease said the organisation's culture strongly encourages the innovation and enthusiasm of employees like David De Wolfe. “The challenge for Lend Lease is to take innovative programs and activities – like David's coordination of Ride to Work Day – that have proven success and emulate them for employees in our offices globally”.



FAQs

Is cycling safe?

A 15-year Danish study found cycling for an average of three hours per week decreases mortality by 39%.⁹ A sedentary car-based lifestyle is far more dangerous than regular cycling. Lack of physical activity is the most prevalent risk factor for heart disease, which kills one person in Australia every 10 minutes.¹⁰ Regular cycling also reduces the risk of obesity, diabetes, depression, and some cancers.¹¹

US company Exponent, which analyses accident data, has compared the number of fatalities associated with various activities in terms of exposure to the activity. While the number of bicycling fatalities per million exposure hours was 0.26, the number of motoring fatalities was 0.47. By way of comparison, swimming recorded 1.07, and scuba diving, 1.98.¹²

What happens if a cyclist is injured on the way to work?

All states and territories have a compulsory third party insurance scheme to cover personal injury resulting from road traffic accidents. This covers bicycle riders who are injured in a transport accident directly caused by the driving of a motor vehicle or a collision between a bicycle and an open door of a motor vehicle where the incident is caused by the driver's negligence. Some states also have no-fault schemes which provide some compensation, especially for medical and like expenses.

Staff involved in accidents to and from work can also check whether the applicable state or territory workers compensation scheme provides personal injury cover. The rules of workers compensation schemes differ in each jurisdiction.

Staff are also able to take out personal injury insurance. Some cycling organisations also offer personal or third party insurance as a membership benefit. It is also worth checking the type of cover that might be provided in insurance policies under a company, industry or personal superannuation scheme.

What happens if a cyclist is injured while at work or riding as part of their work?

Injuries occurring in the course of work (such as cycling between work activities) are covered by workers compensation schemes. WorkCover, or the relevant workers compensation authority, pays benefits in these cases once claims are made and approved. There may be additional common law entitlement, if the incident was caused by negligence, the extent of which varies from state to state.

How many bicycle parking spaces, showers and lockers should we have?

Bicycle Victoria suggests the following guidelines as a *starting point for initial investment*. Thereafter, a regular audit is advisable to cater for the inevitable increase in demand that seems to follow provision of good facilities. For example, EPA Victoria provides one bicycle parking space for every five employees in order to meet demand. Allow for use by occasional riders and visitors as well as regular riders.

No. of employees	No. of showers	No. of bicycle parking spaces
20	1	1
50	1	3
150	2	8
300	2	15
500	3	25
Per 250 staff thereafter	1	10

For new and renovated buildings or for a change in the use of an existing building, specific planning provisions or guidelines will apply in some states and territories. See Legislative requirements for facilities (page 13).

How much will it cost to make my workplace cycle friendly?

Far less than you'd expect! You can start with something as simple as registering your workplace for National Ride to Work Day. Use the interest generated to encourage the formation of a Workplace BUG (Bicycle User Group). Participation in the event will also help you gauge the level of enthusiasm and the adequacy of your existing facilities.

There are many cost-effective infrastructure improvements you can make. You might be surprised at how much you can save your business by becoming more cycle-friendly and how short the pay-back period can be. Save money by selecting the best location, installing functional rails and making best use of available space. If you're short on space or looking for an interim solution, consider sharing facilities with other businesses or making an arrangement with a nearby gym.



Resources and contacts

Commuter cycling and National Ride to Work Day

www.ride2work.com.au

Local cycling information

Bicycle New South Wales
www.bicyclensw.org.au
(02) 9218 5400

BicycleNT
www.bicyclent.org.au
bicyclent@aapt.net.au

Bicycle Queensland
www.bq.org.au
(07) 3844 1144

Bicycle South Australia
www.bikesa.asn.au
(08) 8232 2644

Bicycle Transportation Alliance Inc (WA)
www.btawa.org.au
(08) 9420 7210

Bicycle Victoria
www.bv.com.au
(03) 8638 8888
or 1800 639 634

CyclingSouth (Tasmania)
www.cyclingsouth.org
(03) 6273 4463

Pedal Power (ACT)
www.pedalpower.org.au
(02) 6248 7995

Sample workplace bicycle policies

www.ride2work.com.au
(search: bicycle policy)

Starting a workplace bicycle fleet

Guidelines published on the TravelSmart Australia website
www.travelsmart.gov.au/toolkits/index.html

Legislative requirements for facilities

Facilities should reflect potential demand, however, some states/territories have established minimum requirements as follows:

ACT: ACT Planning and Land Authority, Bicycle Parking Guidelines, 30 November 2006, www.actpla.act.gov.au

VIC: Department of Sustainability and Environment, Victorian Planning Provisions (VPPs), October 2004, www.dse.vic.gov.au/planningschemes/aavpp/52_34.pdf

Guidelines for facilities

The following states/territories do not have legislative requirements at the time of going to publication:

NSW: Department of Planning, 'Planning guidelines for walking and cycling', DIPNR04_203, ISBN 0734755325

NT: NT Department of Planning and Infrastructure, Northern Territory Planning Scheme, Clause 8.2

QLD: Brisbane City Council, 'Transport Access & Parking Services Code', www.brisbane.qld.gov.au

SA: No statewide provisions. See respective Local Council.

TAS: No statewide provisions. See respective Local Council.

WA: Department of Primary Industry, 'Guidelines for State Government buildings' www.dpi.wa.gov.au/media/Files/cycling_end_of_trip.pdf

Bicycle parking consultation, design and installation

Bicycle Victoria's Bicycle Parking Experts will maximise the return on your bicycle parking investment. Contact Bicycle Victoria or see www.ride2work.com.au (search: experts).

The Bicycle Parking Handbook

See back cover.

Workplace BUG Guide

See back cover.

Insurance and legal issues

For general information and advice: www.mauriceblackburncashman.com.au; 1800 810 812

ACT: NRMA Insurance: www.nrma.com.au/pub/nrma/motor/ctp/act/index.shtml; 13 21 32

NSW: Roads and Traffic Authority: www.rta.nsw.gov.au; 13 22 13

NT: TIO: www.tiofi.com.au/tioweb.nsf/0/1BDF0AB33462634669256D5000071998?OpenDocument; (08) 8946 2338

QLD: Motor Accident Insurance Commission: www.maic.qld.gov.au; (07) 3227 8088

SA: Motor Accident Commission: www.mac.sa.gov.au; (08) 8221 6377

TAS: Motor Accident Insurance Board: www.maib.tas.gov.au; 1800 006 224

VIC: Vicroads: www.vicroads.vic.gov.au; 13 11 71

Transport Accident Commission: www.tac.vic.gov.au; 1300 654 329

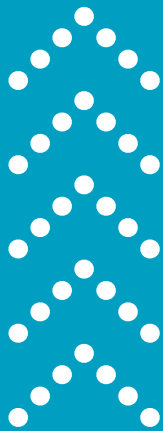
WA: Insurance Commission of W.A.: www.icwa.wa.gov.au; 1800 643 338

- 1 Medibank Private, 2005. The health of Australia's workforce.
- 2 Watson Wyatt Worldwide, 2000. Staying@Work, The Dollars & Sense of Effective Disability Management.
- 3 For more information on presenteeism, see the Health and Productivity Research website, www.hprc.com.au.
- 4 Bauman, A et al, 2002. Getting Australia active, National Public Health Partnership: Melbourne
- 5 Landers, Daniel M, 1997. 'The influence of exercise on mental health', Research Digest (Dec.), series 2, no. 12, President's Council on Physical Fitness and Sports.
- 6 Austroads, 2000. Roadfacts 2000. http://www.onlinepublications.austroads.com.au/script/Details.asp?DocN=AR0000038_1004
- 7 Australian Greenhouse Office, Global Warming: Cool it! Transport <http://www.greenhouse.gov.au/gwci/transport.html>.
- 8 'Air pollution "bigger killer than road accidents"', Sydney Morning Herald, 2 Mar. 2004.
- 9 Andersen, Lars Bo et al, 2000. All-Cause Mortality Associated With Physical Activity During Leisure Time, Work, Sports, and Cycling to Work. Archives of Internal Medicine, Jun 2000; 160.
- 10 Bauman et al, 2002. Getting Australia active, National Public Health Partnership: Melbourne.
- 11 British Medical Association, 1992. Cycling Towards Health and Safety, Oxford University Press: Oxford.
- 12 Exponent Corp. (Failure Analysis Associates, Inc.), 1993.



“ I ride to work regularly. For me, the exercise is critical. It provides an outlet for the demands of the job and gives me time to think. I know from my own experience that regular exercise is a key to staying focussed and productive at work, so I’m happy to invest in facilities and programs that make riding to work easier for our employees. BHP Billiton has a fabulous cycling culture at all levels of the organisation and I enjoy being part of that. ”

Chip Goodyear,
CEO BHP Billiton



Other publications in this series include:

The Bicycle Parking Handbook

A guide to evaluating your needs, choosing a location, selecting the right rails and designing a layout that works.

Workplace BUG Guide

The ideal starting point for anyone who wants to know more about Workplace BUGs (Bicycle User Groups) and how to start one.

Free copies available from Bicycle Victoria:

bicyclevic@bv.com.au
or (03) 8636 8888
or 1800 639 634.

Also available online at
www.ride2work.com.au

WWW
ride2work.com.au

