

The Cycle-Friendly Workplace



Your step-by-step guide

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





Nurturing a happy, healthy and productive workplace is good for business and great for staff. Right now, members of your organisation are likely to be concerned about – and affected by – a range of issues like climate change, rising fuel prices, air pollution, traffic congestion and health matters. By encouraging your staff to cycle to and from work, you can make a positive contribution towards tackling all of these issues.

The integration of cycle-friendly facilities and practices within your organisation can increase your attractiveness as an employer, boosting your corporate environmental performance and triple bottom line reporting. It can also achieve financial savings through reduced costs of car parking, taxis, car fleets and petrol.

This booklet on cycle-friendly workplaces can help you create a workplace that promotes and practises cycling as a normal part of the working day. It provides information on the incentives and on-site facilities that will encourage staff to ride to work and even to meetings. It gives you ideas and contacts for developing riders' cycling skills and providing a support network.

The many examples within this booklet are inspirational, demonstrating that cycling is a rapidly evolving form of commuting. I am pleased that my own Department of the Environment, Water, Heritage and the Arts is setting a strong example with a corporate fleet of seven bikes and extensive bicycle parking and changing facilities in its Canberra office.

I recommend this publication to all managers who want to promote cycling as an effective transport option within their organisation.

The Hon Peter Garrett AM MP

*Minister for the Environment,
Heritage and the Arts*



Media Partner



TREK

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www.ridetowork.com.au

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The environmental, health and productivity benefits of riding to work are well documented.

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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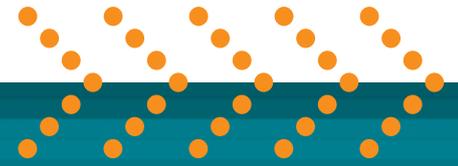
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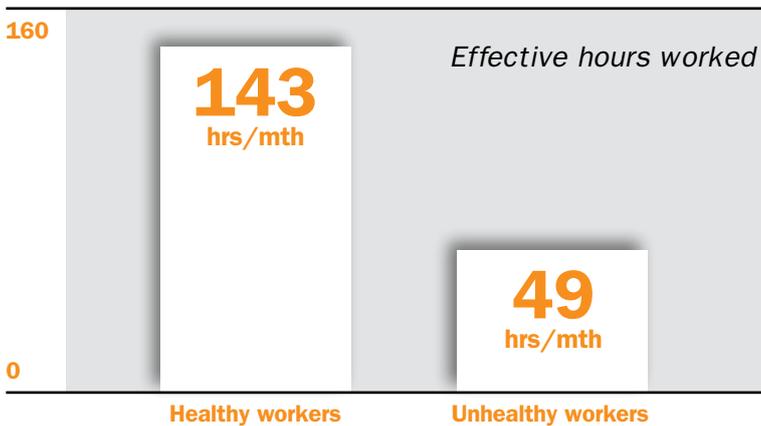


Benefits for your organisation

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 report: 'The health of Australia's workforce' 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 time.¹

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

“*Bike commuting is good exercise and staff health is a key component in our health and wellbeing strategy, whilst improving productivity, it is fun.*”

Colin Macdonald
Corporate Manager HSE CSIRO

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 cancer⁴
- 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?

Road transport is responsible for nearly 12% of Australia's greenhouse gas emissions, with cars alone responsible for 8%.⁶ According to the Department of Climate Change, 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 Limited

Type of organisation:

Private pharmaceutical company with annual turnover of \$400 million

Number of employees:

1000 (Parkville site); 1500 at seven sites around Australia



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

Margaret Shilling,
Health Safety and
Environment Manager

A healthier workplace

Pharmaceutical company CSL Limited is a workplace that is reaping the benefits of encouraging cycling among its 1000 employees at its Parkville site, in inner Melbourne.

CSL was forced to think ‘outside the box’ in order to ease traffic congestion in the months around the Commonwealth Games with the Games Village being situated opposite. The company created a BUG (Bicycle User Group) to support and encourage people to ride to work as an alternate to driving.

CSL continues to promote bicycle use as an alternate method of transport through its ‘travel smart’ initiatives.

The broader wellbeing story

CSL views cycling as one part of a wider, holistic wellbeing program where they try to get people healthier both mentally and physically, making CSL a better place to work.

CSL has a Mind, Body and Environment (MBE) Committee which organises activities such as the ‘Parkville Pacers’ – a popular lunchtime 3 km walk around the perimeter of the Parkville site. Through the CSL intranet site, the MBE Committee also organise on-site yoga classes, seated massage and environmental awareness campaigns. The MBE Committee also coordinate the annual Ride to Work Day, promoting cycling as one of the key activities of the CSL health and wellbeing program.

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 improve his breathing and overall fitness. In addition, “It’s safer, easier and

doesn’t cost”. With Ian’s enthusiasm for riding, he has also taken up the role of CSL BUG coordinator.

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”.

Sam Staniero keeps an Excel spreadsheet tracking the dollars he has saved in fuel by cycling. At last count it was running at \$580.00 savings per year.



Space-effective bike parking facilities



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 Ride to Work Day

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

“*There are benefits to business from having a fit and healthy workplace. Cycling to work is good for the health of employees, and increasingly businesses are seeing it as healthy for their staff morale and productivity.*”

Peter Anderson,
Chief Executive Officer,
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.ridetowork.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 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.”

“Boeing is currently preparing for its ISO 14001 certification to reflect our commitment to environmental improvement. One of the strategies being pursued is the reduction of vehicle pollution and in this context we are very keen to support and encourage the ever increasing body of employees that cycle to work every day. Not only do their actions help with the environment, but we also believe that their increased fitness helps their work performance. A win in both ways.”

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 local information on weather, routes, facilities and social activities.

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.

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 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 Ride to Work Day.

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



PROFILE:

Aviva Investors

Type of organisation:

Investment management firm with annual turnover of \$35 million

Number of employees:

60 (Southbank site); 64 at three sites around Australia



“Cycling builds camaraderie between you and your clients”

Craig Bingham,
Managing Director

Bicycles and business

Melbourne-based Aviva Investors (previously 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!

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

Sustainability – walking the talk

Aviva Investors 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?

“We have embraced bike commuting within the organisation with all the staff benefits it brings and now we will be taking it out to our clients and advisers.”



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.



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 and we now have secure areas with swipe access and increased numbers of lockers and showers,” 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 220 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 secure 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.

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.

“ 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 of Brisbane

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.

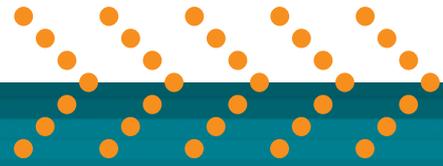
“There were just a handful of us back then. We had an area to park, but it was very exposed, and a bit ramshackle,” Jeremy recalls. “Now there are around 30 bikes in the park every day. It works well with flexi-time – most people work out a routine that suits them to come in between seven and ten o’clock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



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 Department of the Environment, Water, Heritage and the Arts at its main office in Canberra has a fleet of seven bicycles for its staff of 500, including three electric-assisted bicycles, three pedal bicycles and one folding bicycle.

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.ridetowork.com.au (search: bicycle policy).

PROFILE:

Arup

Type of organisation:

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

Number of employees:

1300 at eight sites around Australasia.



“ 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 1300 employees in Australasia.

The Melbourne office houses 320 staff, of whom 20 to 30 cycle to work most days. Arup has developed a ‘Green Transport Plan’ with the assistance of the Department of Infrastructure as part of its ‘TravelSmart’ initiative.

The plan encourages people to travel to work via public transport, cycling or walking and includes:

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, organised by the Bike User Group.

3. In-house cycle-safety sessions

Targeted at the novice rider, these sessions cover cycling issues such as positioning yourself on the road, avoiding car doors, traffic awareness, managing intersections, turning right and road rules.

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 close by to ride together for the first few rides.

6. Cycling facilities

Secure bicycle cage in the basement car park, showers, lockers, ironing boards and a drying room on the office floors.

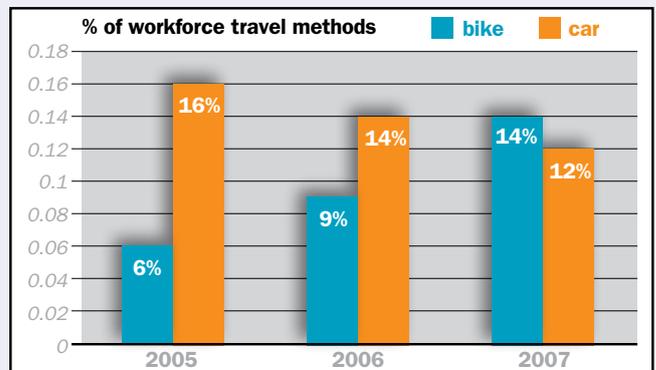
In addition Arup has ceased to offer free car parks to senior staff. Many of these initiatives are now being rolled out nationally.

Arup’s Sydney office has 350 people of which 30-40 ride to work each day. In all, about 95% of Sydney staff either ride or catch public transport to work. There is only staff car parking for three. Two senior managers have traded in their cars for low consumption diesel models and now catch the train twice a week.

Arup has also created a pool of bikes for people to use instead of catching cabs to meetings around the Sydney CBD. They are housed prominently to ensure they are not forgotten and one even has a small motor. The combination of bike use and Arup-provided bus and rail tickets has led to a 50% drop in cab usage.

Employer of choice

Arup is known for having a positive cycling culture in most of its worldwide offices. Michael Alder, who promotes cycling throughout the company says “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.”



Since promoting cycling in 2005, Arup has been measuring employees’ transport habits and found a significant increase in cycling and drop in car usage.

PROFILE:

Lend Lease

Type of organisation:

Retail and community property group, integrated with investment and construction management businesses; global net operating profit after tax of \$445.9 million.

Number of employees:

1000 (The Bond site); 2800 at 75 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 2007

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 2007, 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.

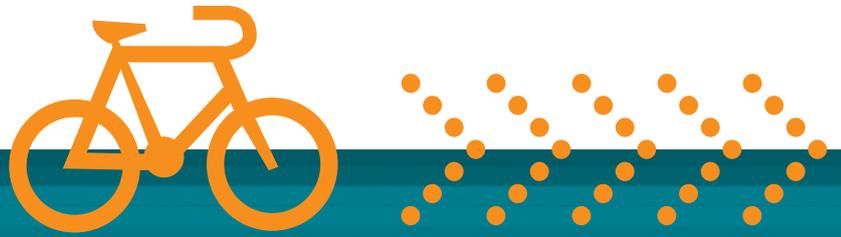
Spreading the message to other sites

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 the 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 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.ridetowork.com.au

Local cycling information

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

Bicycle NT
www.bicyclent.org.au
info@bicyclent.org.au

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

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

Cyclo Sportif (WA)
www.cycloportif.com.au
info@cycloportif.com.au

Bicycle Victoria
www.bv.com.au
(03) 8636 8888
or 1800 639 634

Cycling South (Tasmania)
www.cyclingsouth.org
(03) 6273 4463

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

Sample workplace bicycle policies

www.ridetowork.com.au
Search: "Bicycle policy"

Starting a workplace bicycle fleet

Guidelines published on the TravelSmart Australia website
www.travelsmart.gov.au/toolkits/bikefleets/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 General Code, www.legislation.act.gov.au
Search: "Bicycle Facilities"
Select: "Territory Plan 2008"

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, www.brisbane.qld.gov.au
Search: "Bicycle"

SA: No statewide provisions. See respective Local Council. www.transport.sa.gov.au
Search: "Bicycle facilities"

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 Bike Parking Experts will maximise the return on your bicycle parking investment.
www.bikeparking.com.au

The Bicycle Parking Handbook

See back cover.

Workplace BUG Guide

See back cover.

Insurance and legal issues

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

ACT: NRMA Insurance: www.nrma.com.au
13 21 32

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

NT: TIO: www.tiofi.com.au
Select: "Benefits Available"
OpenDocument;
1300 301 833

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 National Greenhouse Gas Inventory 2005, Australian Greenhouse Office, 2007.
- 7 "Global Warming Cool it" Department of Climate Change <http://www.environment.gov.au/settlements/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.



Cycling is an important part of my life, so I'm very happy to encourage every Telstra employee to ride to work instead of driving: as well as helping with physical fitness, we can also reap the environmental benefits. Last year, Telstra won the 'Workplace Challenge', and I know we can get even more people taking part this year. It's a great opportunity for first-time riders to give it a go, and for experienced riders to be a part of this great organised event.



David Moffatt,
Group Managing Director,
Telstra Consumer Marketing and Channels



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.

Copies available from:

www.ridetowork.com.au
Select: "The Cycle-Friendly Workplace"
or contact (03) 8636 8888
or 1800 639 634

WWW

ridetowork.com.au

