access policy – many organisations will need to develop a policy on access to and use of end-of-trip facilities. A policy will generally cover the use of designated routes to access bicycle parking facilities, use of bicycle parking, appropriate bicycle user behaviour and perhaps also the use of showers, lockers and other items. A policy developed in conjunction with bicycle riders and other stakeholders (e.g. pedestrians sharing the same access) will both encourage use and improve ongoing maintenance of the facilities provided for them.

![Image](access-policy.png)

Figure 1: Accessing bicycle parking facilities via internal building lift - Brisbane Administrative Centre, Brisbane City Council

Changing rooms and shower facilities

In the Queensland climate, providing changing rooms and shower facilities can encourage people to ride longer distances to work, university or other destinations. These facilities also benefit people other than cyclists. This includes persons who are pursuing other physical fitness activities such as walking, running or in-the-workplace fitness activities (Figure 2).

The following are the characteristics of best-practice design of changing room and shower facilities:

- **Location** – changing rooms and showers should be conveniently located close to bicycle parking facilities or major building entrances.
- **Segregation** – separate, individual shower facilities for males and females are preferred. Unisex design of shower facilities may allow for greater accessibility.
- **Safety and security** – well-designed facilities have non-slip surfaces, hooks and/or benches to keep belongings off the floor, adequate lighting and ventilation and are included in regular cleaning and maintenance programs. It is preferable for facilities to be lockable and they should not be easily accessed by persons who do not work in the building.
- **Availability** – Table 2 below represents Bikewest WA’s advice on the number of showers required per number of employees. This is a useful guide for buildings looking to retrofit suitable facilities. Queensland Transport’s State Interest in Planning Schemes (QTPIS) found on the Queensland Transport website [www.transport.qld.gov.au](http://www.transport.qld.gov.au) provides information on suitable end-of-trip facilities for new developments.
End-of-trip facilities for bicycle riders

Table 2: Bikewest WA suggestions for minimum number of showers

<table>
<thead>
<tr>
<th>Total No of Staff</th>
<th>Minimum Shower Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-19</td>
<td>One (1) shower</td>
</tr>
<tr>
<td>20-49</td>
<td>Two (2) showers, 1 male and 1 female in separate change rooms</td>
</tr>
<tr>
<td>50-149</td>
<td>Four (4) showers, 2 male and 2 female in separate change rooms</td>
</tr>
<tr>
<td>150-299</td>
<td>Six (6) showers, 3 male and 3 female in separate change rooms</td>
</tr>
<tr>
<td>300-500</td>
<td>Eight (8) showers, 4 male and 4 female in separate change rooms</td>
</tr>
<tr>
<td>&gt;500</td>
<td>Additional shower facilities will be required at a rate of 1 female and 1 male shower for every 250 staff</td>
</tr>
</tbody>
</table>

Note: If it is not possible to provide changing room and shower facilities on a particular site, it may be possible to negotiate access for users with an adjoining building or a nearby gym where these facilities are available.

Figure 2: Quality shower facilities can be used by cyclists, joggers, walkers and other active employees – Brisbane Administration Centre, Brisbane City Council.
Lockers are best located within changing rooms. Alternatively, they can be provided adjacent to bicycle parking, or additional storage space can be provided within bicycle lockers.

- **Availability** – as a general rule there should be one locker for each available bicycle parking space. Additional lockers may also be provided to cater for walkers, joggers and other individuals who exercise at lunch time.
- **Design** – lockers should be secure (with robust locking mechanisms) to ensure belongings are adequately protected while stored. Lockers need to be well ventilated and have sufficient space to allow for the storage of cycling attire and equipment (Figure 3). They should also be positioned for safe and convenient access and ideally be long enough to hang a skirt or shirt.
- **Maintenence** – like shower facilities, locker facilities should be regularly maintained so that they remain clean and functional. Procedures also need to be put in place to provide for regular audits of the lockers. This ensures lockers are both cleaned internally on a regular basis and are made available to persons with demonstrated need.

Figure 3: Lockers come in a range of sizes and styles