



Workplace Access Audit

The location of a workplace, the transport facilities and service at and around it and the organisation's policies and practices are all factors that will affect people's options for travelling there.

This access audit will help you understand these factors and plan activities to encourage active travel for your workplace.

How to complete the audit

The Access Check asks a series of questions about your workplace covering the following areas:

- Workplace policies and practices
- Walking and cycling facilities
- Public transport services
- Cars and motorbikes.

It is also important to consider workplace accessibility for people with different abilities. The Disability Services Commission's [Building and Facilities Checklist](#) can be used to assess the level of access in your building and facilities.

The Access Check can be completed by one person or shared among members of a workplace group responsible for your health, environment or transport initiatives.

If you are planning active, sustainable transport actions for workplaces at different sites complete a check for each one. If the workplace policies and practices apply across all sites, just answer these questions once.

When answering the questions:

- Use your judgement
- Observe your workplace, e.g. count the number of bicycle parking spaces provided
- Ask a relevant person, e.g. talk to the Building Manager about parking
- Check online e.g. the Transperth website about public transport stops and services nearby
- Ask colleagues, e.g. someone who walks or cycles about hazards or amenities near the workplace.



Using the findings

Your answers to the questions should highlight any barriers and opportunities for employees and clients/visitors to use active, sustainable travel options to your workplace.

The workplace can assess and consider ways to overcome the barriers such as providing new bicycle parking facilities if it is inadequate. There may be opportunities to promote options such as the frequent bus services. Consider these in selecting activities to encourage people to use active travel options – a workplace travel plan [link to webpage] is a good framework for doing this.

The Access Check can be repeated to assess change over time – for example, whether information is now provided online about accessing the workplace or whether facilities have been improved.

If you need advice on how to complete the check or apply the findings [contact the Your Move team](#).

Disability access

Tassels Place is fully wheelchair accessible. Visitors can arrange disabled parking through their Department of Transport contact.

Carpool

Find a colleague who lives nearby and share a ride if you need to come by car.

Work from home

If your job and home situation allow, you could arrange to work from home some days. This reduces time and cost of commuting and might mean you have more time before or after work to walk or cycle to local shops, parks or with children to/from school.

Your Move

Your Move provides information supporting and motivating people to enjoy a more active and connected lifestyle, by finding more ways to get there. We also help workplaces and schools to promote walking, cycling and public transport.

Check out our online journey planner designed to make getting about Perth by public transport, cycling or walking a breeze: www.yourmove.org.au



Department of Transport

your move

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DOT 1494-28-10

An example of a workplace access guide produced using the findings of the access audit

Workplace Access Audit

Workplace/organisation name: _____

Physical address: _____

Number of employees at workplace: _____

How many people are at the workplace on a typical workday? _____

Completed by: _____ Date: _____

1. Workplace policy and practice

1.1 Does your organisation have policies that affect employee travel options for commuting and business trips e.g. policies on working hours, employee health, car parking?

- No
- Yes, summarise in the table below.

Policy name	Summary of relevant provisions
Example: Car parking	Onsite car parking is allocated to senior management (directors and above) and pool cars

1.2 Is information on options for travelling to your workplace made available to workers and/or visitors e.g. on internet, intranet, in employee inductions?

- No
- Yes, describe how: _____

2. Walking and cycling

2.1 Assess pedestrian facilities and amenities around your workplace using the table below.

Road name	Describe facilities e.g. wide concrete path or no path, is there shade or shelter, are there safe crossing points?
Example: Smith Street	Path all along, no crossing point but not much traffic, nice walk to shops with street trees along route

2.2 What cycle routes run near the workplace? Describe briefly (check relevant Perth Bike Map or Your Move Map).

Example: wide shared path along Marmion Ave

2.3 What facilities are provided at the workplace for people who cycle there? Describe in the table below.

Facility	Number and type e.g. 3 U rails for up to 6 bikes	Does current provision meet demand? Do colleagues indicate that changes are needed?
Bicycle parking		
Showers		
Personal lockers		
Clothes drying facilities?		

2.4 Are pool bicycles provided at the workplace (for staff to use for business or commute trips)?

- No
- Yes, note number and location: _____

3. Public transport

3.1 What public transport stations/stops are nearest to your workplace? For Perth workplaces you can check on the [Transperth website](#) using the [Stops Near You](#) function.

Stop name or number and location	Service number and origin and destination	Service frequency
Example: stop 18803 on Smith St before Green St, 100m away	103 Perth to Fremantle	every 10 mins weekdays per times, every 20 mins off peak

3.2 Are Smart Rider cards made available to workers for business trips?

- No
- Yes, note where: _____

4. Cars and motorbikes

4.1 What car parking is available at and around the workplace?

Car park name/location	Number of bays	Cost to staff e.g. \$/day or hr if anything	Time restrictions - if any
Workplace car park			
Public car parking station e.g. provided by private operator			
Street parking			

4.2 Do employees drive fleet vehicles home, including regular home garaging?

- No
- Yes, how many (employees): _____

4.3 Is carpooling i.e. sharing a ride, promoted for business trips involving fleet vehicles?

- No
- Yes, how: _____

Key findings

Fill in the table below to record your findings and identify possible activities to promote opportunities and address barriers. * You can find activity ideas on the [Your Move website](#).

Aspect	Key findings	Possible activities*
Example: Public transport	Frequent bus services within 3 mins of main entry No seating or shelter at bus stop where people would catch bus home	Promote bus services through intranet post and noticeboard poster e.g. Did you know there is a bus to Subiaco station every 5-10 min weekdays 4-6pm? Contact local council about bus stop facilities (they might put it on the list for improvement if you make a good case)
Workplace policy and practice		
Walking and cycling		
Public transport		
Cars and motorbikes		

