

Relocating workplace – Time to make Your Move

For organisations relocating staff – whether one employee, a work group or a whole workforce – transport is an important issue in the change process. Here's how you can use Your Move to encourage and support employee travel choices towards active options.

Relocation as an opportunity

How we commute between home and work often becomes a habit. Transport can become a concern for employees in the lead up to the relocation and they may be open to considering transport alternatives. They will have questions like 'will I get car parking?' or 'is public transport nearby?'

Include transport in the change management process. Use the opportunity to encourage employees to think of alternatives to driving to work.

Why promote transport alternatives?

Driving to work contributes to traffic congestion and pollution, which can lead to affecting staff health and wellbeing and it increases the demand on workplace parking availability.

Encouraging more employees to use public transport, cycle and walk can:

- Improve staff health, wellbeing and productivity through increasing physical activity
- Reduce employee travel costs and provide the opportunity to exercise, or extra time to relax on public transport buses and trains
- Reduce workplace car parking demand and the use of fleet vehicles
- Contribute to corporate sustainability goals.





Location

The workplace location affects how employees will travel to work. When seeking locations consider:

- Proximity to frequent and convenient public transport services, e.g. is a train station or well-served bus stop nearby?
- Car parking at and around the workplace (free or low-cost parking will encourage driving)
- Access by bicycle and on foot e.g. is there a cycle route close by?
- Workplace facilities for active commuters e.g. showers, bicycle parking
- How far employees live from the current workplace and potential sites - longer commuting distance could limit transport options and increase stress.

A workplace location that is close to public transport, accessible on bicycle and foot and with limited car parking options could be a good investment in the welfare of your workforce.

Workplace facilities and practices

If your organisation is building a new workplace or is negotiating a lease, you could set specifications for [good end of trip facilities](#) such as bike parking and showers or have improvements made to existing facilities.

The relocation could be a good time to consider adding push or electronic bicycles to the corporate fleet. Bike riding to local business appointments is a practical travel option and staff could trial cycle commuting.

An impending relocation is a good time to review work practices that affect how staff travel. Your organisation could:

- Reduce car parking and allocate parking for pool cars, clients, and employees with limited physical mobility or those who really have no travel alternatives. Parking is a business asset and should be managed in alignment with corporate goals.
- Allow flexibility in start and finish times to help staff commute using public transport or by bicycle (where appropriate given staff roles)
- Reduce the number of employees with a salary packaged vehicle or who have commuting use of a pool vehicle by offering alternatives like cashing out
- Provide pool bicycles and [SmartRider cards](#) for local business trips.

Changes like these signal organisational support for travel alternatives and align practice with goals.

Staff engagement

Engaging staff in transport strategies as part of the relocation change management process is important:

- Involve staff representatives in considering the new workplace location, at least in the criteria for site selection and facilities
- Allow staff to raise questions, voice concerns and offer suggestions regarding transport – this can generate useful ideas
- Organise staff trips to the new workplace before the move – use public transport together or walk or cycle as a group to give staff the opportunity to experience travel alternatives. Make sure the trip is well planned so it is a positive outing particularly for people who are less familiar with taking public transport or cycling.
- Provide practical information on transport options around the new workplace. [Produce a map](#) showing bus and train stops and cycle routes. Invite the Public Transport Authority education team to talk to employees and promote the online journey planner.
- Gather together staff to try new travel modes. For example, staff interested in commuting by bicycle could be matched with an experienced rider to discuss how to prepare and even ride to work together.
- Include transport information in the staff welcome pack or on the intranet as they move into the new workplace. Include an access map and link to the [Transperth website](#). Promote end of trip facilities and amenities nearby, such as cafes. Run site tours as part of the new site orientation.

After the move

The relocation can prompt employees to consider their commute and they can be encouraged to try something different, e.g. catching the bus in place of driving alone. New behaviour takes time and there is the risk of falling back to familiar commuter habits,

particularly in the first few months. Use ongoing positive reinforcement and peer support to encourage and sustain active travel choices.

Plan your approach

A planned approach is recommended to make the most of relocating a workplace.

A [workplace travel plan](#) offers a good framework for this and there are plenty of activity ideas on the [Your Move website](#). [Contact the Your Move team](#) if you want to discuss 'your move'.

See the [Capricorn relocation example](#).