

Looking to run an active travel to work event?

Here are our top ideas for holding an event to activate staff and encourage healthy, sustainable travel.

Contact our friendly team of **Travel Choice Advisors** at Greater Wellington for support at sustainabletransport@gw.govt.nz.



Catering

- Pair transport information with food and coffee. Social environments encourage people to share how they get to work.
- Budget about \$5 per person for good morning tea catering.



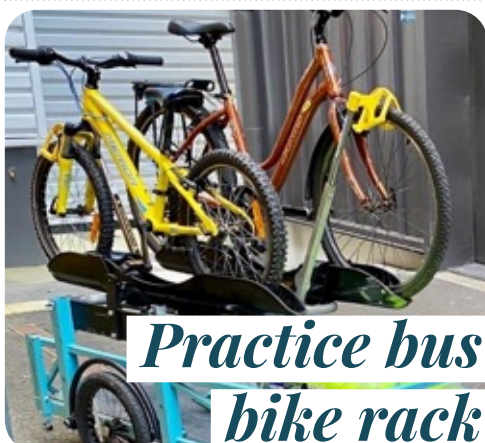
Reflective gear

- Councils around the Wellington region offer free reflective gear to help keep people safe when they are travelling in low-light conditions. These items make walkers, runners, scooters, and cyclists more visible and waterproof.
- **Free pack covers*** are available from your local council. Email sustainabletransport@gw.govt.nz to arrange a supply for your workplace. We'll need to know how many active travellers are in your workplace. *While supplies last.



Cycle maps

- Greater Wellington makes cycle maps highlighting safe commuting and recreational routes.
- These maps are great for people who have bikes but aren't sure where to ride, and for new cyclists who want better information about where to find quiet roads, cycle lanes, and shared paths.
- Greater Wellington can provide **free** cycle maps to new riders in your workplace. Email sustainabletransport@gw.govt.nz to get a supply for your workplace - we'll need to know how many new or prospective bike riders are in your workplace.



Practice bus bike rack

- Greater Wellington has a mobile practice bus bike rack we can bring to your active travel event. This helps people learn how they can put their bike on the front of any regular bus service.
- Great for staff who might like to combine bus and bike trips. Or for people who would like the assurance they can get their bike home in case of poor weather or mechanical issues.
- Greater Wellington can bring the mobile bus bike rack to your event*. Email sustainabletransport@gw.govt.nz to book the rack. We'll need ample outdoor space and a bike to practice with.

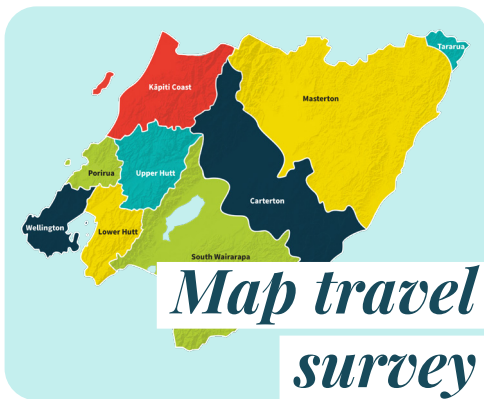
*This resource is free but subject to availability.



- Wellington City Council's Bikespace offers a free mobile mechanic service. They will visit your workplace with all the tools and knowledge to help people repair and maintain their own bikes.
- Handy for people who need a bit of help getting their bicycle safe and ready to ride.
- To book mobile Bikespace, email bikespace@wcc.govt.nz. You'll need to provide a suitable space for mobile Bikespace to set up. We recommend pre-booking times for staff to work with the mechanic.
- This service is **free** to businesses in Wellington City. If you are outside of Wellington, email sustainabletransport@gw.govt.nz. There may be a similar service available in your area.



- Pedal Ready instructors deliver cycle-skills training and guided group rides to help riders gain confidence and experience new infrastructure.
- Email bookings@pedalready.org.nz to chat to the Pedal Ready team.
- Check with your staff members to see how many people are interested in a guided ride* and how they rate their riding skills and confidence. *This is a free service, subject to the availability of instructors.



- A map survey is a fun and interactive activity for your active travel event. Staff can mark how they travel to work and where in the region they travel from. It is an easy way to collect basic information about how staff travel to work.
- Email sustainabletransport@gw.govt.nz and let us know you would like to complete this activity. Greater Wellington has map files for you to print.
- We recommend an A0 printed map to encourage interaction. Supplies and printing will cost about \$100 for this activity.



- Let staff know about your changing rooms, storage lockers, bike parking, or any other resources you have available to encourage and support active travel to work.
- You may be surprised that not everyone knows how to access secure bike parking, or changing rooms.



- 529 Garage is an app to record details about your bike or scooter so it can be identified if it is stolen. Greater Wellington offers registration events for workplaces. We can register people on the spot and provide free 529 shield stickers.
- You'll need ample outdoor or indoor space for a registration event and to communicate with staff in advance, so they bring their bike/scooter to work on the day.
- This is a **free** service. Email sustainabletransport@gw.govt.nz to learn more and seek a booking.