

## 1. About the BUG needs analysis

We believe that BUGs do a great job promoting and supporting cycling in their localities and workplaces. The results of this survey will enable us to get a clearer understanding of BUGs in Australia and identify areas in which we can provide support and resources to strengthen the capacity of BUGs to achieve their vision and goals.

The survey has 12 sections:

1. Location and coverage
2. Membership and contacts
3. Organisational and financial resources
4. Organised rides
5. Advocacy
6. Risk and insurance
7. Details of insurance
8. Details of no insurance
9. Training and skill development for members
10. Training and skill development for public
11. Communications and promotions
12. Miscellaneous

Individual BUG responses will be kept confidential, but we will share the report and findings with the cycling community.

The survey will skip some pages depending on how you answer some questions.

All questions won't apply to all BUGs, so many of the questions are optional. But the more information you give us, the better we'll be able to find out what's needed.

## 2. Location and coverage

1. What is your BUG's name?

2. How many years has your BUG been in operation?

3. What area does your BUG cover? (Choose more than one if applicable.)

- Inner metro (within 5-8km of CBD)
- Outer metro (>8km from CBD)
- Regional

4. In which state or territory is your BUG located?

5. Does your BUG cover a geographic area (e.g. local government area) or group (e.g. workplace or interest group)

- Geographic area
- Workplace or interest group

6. Please describe the geographic coverage or interest group your BUG caters for. (If a workplace BUG, please tell us the town or suburb in which your workplace is located.)

3. Members or contacts

1. Some BUGs have formalised memberships, others have an informal network of interested people. How many people does your BUG keep in touch with through one or both means?

2. Have these numbers varied over the last 3 years?

- Declined by more than 10%
- Have no data
- Steady - increased or decreased by less than 10%
- Increased by more than 10%

3. Please indicate the percentage of your members in each age group. Numbers should add up to 100. (If you don't have exact numbers an estimate will be good. If you have no data, skip this question.)

<18	<input type="text"/>
19-35	<input type="text"/>
36-55	<input type="text"/>
56-70	<input type="text"/>
>70	<input type="text"/>

4. What is the ratio of men and women involved in your BUG? If you don't have exact numbers an estimate will be good. If you have no data, skip this question.

5. What percentage of new members or contacts come from each of these sources? The numbers should add up to 100%. (If you don't have exact numbers an estimate will be good.)

Events (e.g. public rides, cycling shows)	<input type="text"/>
Magazines	<input type="text"/>
Newspaper articles	<input type="text"/>
Bike shop referrals	<input type="text"/>
BUG web site	<input type="text"/>
Other web sites	<input type="text"/>
Others	<input type="text"/>
Formal recruitment campaigns	<input type="text"/>
Word of mouth referrals	<input type="text"/>

6. What proportion of your members or contacts do the following types of cycling? (If you don't have exact numbers, an estimate would be good.)

	None	10%	20%	30%	50%	75%	100%
Commuting	€	€	€	€	€	€	€

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MTB	€	€	€	€	€	€	€	€
Racing	€	€	€	€	€	€	€	€
Recreational	€	€	€	€	€	€	€	€
Touring	€	€	€	€	€	€	€	€

### 4. Organisational and financial resources

1. Is your BUG incorporated (i.e. registered with your state or territory government as a legal entity)?

Yes

No

2. If your BUG is not incorporated, please tell us why your BUG decided not to incorporate.

3. Does your BUG conduct regular meetings such as general, committee or executive meetings?

Yes

No

4. Where does your BUG conduct meetings? (Choose more than one if applicable.)

Neighbourhood house

Private home

Pub

Public hall

Other (please specify)

5. If your BUG charges a joining fee, please indicate how much the fee is. (Choose "No joining fee" if applicable.)

No joining fee

< \$50.00

between \$50 and \$75

between \$76 and \$100

> \$100

6. If your BUG charges an annual membership fee, please indicate how much the fee is. (Choose "No membership fee" if applicable.)

No membership fee

< \$50.00

between \$50 and \$75

between \$76 and \$100

> \$100

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7. Does your BUG have any other income, including non-monetary support such as community grants or support from a local bike shop? Please indicate sources, even if another organisation looks after funds on your behalf. (Choose more than one if applicable.)

- No other income
- Community grants
- State grants

- Fund raising
- Sponsorship (bike shops or other local business)
- Other (please specify)

8. Does your BUG run organised rides?

- Yes
- No

## 5. Organised rides

1. How many rides does your BUG generally run each month of each grade?

- Family
- Easy (<30 km)
- Medium (30-70 km)
- Challenging (>70 km)

2. How many people generally attend each type of ride?

- Family
- Easy (<30 km)
- Medium (30-70 km)
- Challenging (>70 km)

3. What sort of bikes do people ride on each type of ride? (Choose more than one if applicable.)

	N/A	Hybrid	Mountain bike	Touring	Commuter	Road	Recumbent	Tandem	Tag-along	Child trailer
Family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easy (<30km)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium (30-70km)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Challenging (>70km)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Advocacy

1. How would you describe your BUG's priorities?

- All rides
- Mostly rides with some advocacy
- Rides and advocacy
- Mostly advocacy with some rides
- All advocacy

2. Is your BUG engaged in any of these activities?

	Yes	No	No, but would like to
Advocacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bike safety promotion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rail trails (maintenance, promotion or campaigns to establish)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information sessions for commuters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General information for cyclists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partner with other organisations in public rides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ride to school campaigns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ride to work campaigns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other activities not listed (please specify)

3. Who does your BUG target with advocacy or safety campaigns? (Choose more than one if applicable.)

- N/A
- Local government
- State government
- Federal government
- Motorists
- Local cyclists
- Tourist cyclists
- Other users of shared facilities (e.g. rail trails, off-road paths)
- Workplace
- Other (please specify)

4. Does your BUG have any formal relationships with your local council, other government agency (e.g. representation on regular council planning or RoadSafe committee) or employer? Choose more than one if applicable

- N/A
- Regular council planning
- Traffic committee
- RoadSafe committee
- Sustainable action committee
- Workplace facilities committee
- Other (please specify)

5. If your BUG has any informal relationships with its local council, other government agency or employer, please tell us briefly what form it takes.

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6. If your BUG has no links with local government, other agencies, or employer if yours is a workplace BUG, please tell us why.

- N/A
- Not part of BUG agenda
- Not sure how to go about establishing such a relationship

- Local government, agencies not interested
- Employer not interested
- Other (please specify)

7. Please describe briefly the additional resources your BUG needs to run its campaigns or programs.

Financial

Skills and people

Information or knowledge

## 7. Risk and insurance

1. Does your BUG have any formal policies or strategies for assessing and managing the various risks it might face?

- Yes
- No

2. If you answered yes above, please describe how your BUG manages the risks it has identified.

For example your BUG might require all ride leaders to be trained, or a written assessment of potential hazards to be prepared for each proposed ride.

3. If you answered no above, please tell us why your BUG does not have a process to formally manage risk.

- Not sure how to go about it
- The BUG is only engaged in advocacy
- Other (please specify)

4. A group insurance policy insures a number of people under one policy. This often results in reduced premiums.

If a group insurance product for BUGs with reasonable premiums were offered would you consider taking it up? Please indicate what type of insurance you might consider. (Choose more than one if applicable.)

- Yes - public liability
- Yes - Personal accident cover

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- Yes - Directors and officers liability
- No - not required

5. Does your BUG carry any insurance now?

- Yes
- No

## 8. Insurance details

1. What type of cover does your BUG have ? (Choose more than one if applicable.)

- Public liability
- Personal accident
- Directors and officers liability
- Other (please specify)

2. What is the annual premium for your BUG's insurance?

\$

3. Where did your BUG source its insurance?

- Covered by state bicycle organisation
- Through broker or direct to insurance company
- Covered by another organisation, (please specify)

## 9. No insurance details

1. Please tell us why your BUG doesn't have insurance. (Choose more than one if applicable.)

- Premiums too expensive
- Not sure where to go
- Understand that incorporation provides limited liability protection
- The BUG decided its activities do not expose it to risk that needs insurance cover
- Other (please specify)

10. Training and skill development for members

1. Does your BUG provide or have access to any form of training or skills development for members? (Choose more than one if applicable.)

- N/A
  - Ride leadership
  - Riding skills
  - Maintenance skills
  - First Aid
  - Submission or grant application writing
  - Planning and running campaigns
  - Public relations
  - Other (please specify)
- 

2. If your BUG offers ride leader training, what form does it take?

- N/A
  - In-house program
  - State cycling body program
  - Cycling Australia program
  - Community or privately offered course
  - Other (please specify)
- 

3. If your BUG does not offer ride leader training, please tell us why. (Choose more than one if applicable.)

- Don't run rides
  - Have not felt the need
  - Not sure what sort of program to run
  - Don't have resources to run training
  - Other (please specify)
- 

4. In which areas would your BUG like to access training or skills development if it could? (Choose more than one if applicable.)

- Ride leadership
  - Cycling/maintenance skills
  - First Aid
  - Submission or grant application writing
  - Planning and running campaigns
  - Public relations
  - Other (please specify)
- 

5. If your BUG would like to offer training or skill development programs to members but cannot, what resources or extra help would enable it to do so?

11. Training and skill development for public

1. Does your BUG provide any form of training or skill development for the public? (Choose more than one if applicable.)

- N/A
  - Riding skills
  - Bicycle maintenance
  - Commuting
  - Learn to ride a bike
  - Other (please specify)
- 

2. If your BUG offers training or skill development to the public, what age groups do you target? (Choose more than one if applicable.)

- N/A
  - Children
  - Youth
  - Adults
  - Seniors/retirees
  - Other (please specify)
- 

3. If your BUG does not offer skill development to the public, please tell us why.

- N/A
  - Have not felt the need
  - Not sure what sort of program to run
  - Don't have resources to run training
  - Unable to cover the risk
  - Other (please specify)
- 

4. If your BUG would like to offer training or skill development programs to the public but cannot, what resources would it need to do so?

12. Communications and promotions resources

1. What means does your BUG use to communicate with members, people affiliated with your BUG and the public? (Choose more than one if applicable.)

- Post (e.g. newsletter)
  - Email newsletter
  - Telephone
  - Email lists grouped by interest
  - Flyers, posters, stickers
  - Web site
  - Blog, or online forum or message board
  - Personal presentations or forums
  - Newspaper column
  - Other (please specify)
- 

2. If your BUG has a web site, how is it funded?

- N/A - we don't have a web site
  - Free community site
  - Sponsored by local company
  - Commercial arrangement
  - Other (please specify)
- 

3. If your BUG has a web site, but it is not meeting your BUG's needs, please tell us what assistance you would like. (Choose more than one if applicable.)

- N/A - we don't have a web site
  - Technical assistance to develop
  - Easier maintenance
  - Analysis to determine its effectiveness
  - Other (please specify)
- 

4. If your BUG does not have a web site, but would like one, what assistance do you need to set one up? (Choose more than one if applicable.)

- N/A - we haven't felt the need for a web site
  - Technical help (don't have the skills to set up a site)
  - Help determining what we should include on the site
  - Easy-to-use templates
  - Help finding a place to host a site
  - Other (please specify)
- 

5. Does your BUG have access to these resources?

	Yes	No
Image libraries	<input type="checkbox"/>	<input type="checkbox"/>
Mapping resources	<input type="checkbox"/>	<input type="checkbox"/>

6. If your BUG does not have access to these resources, does it need them?

	N/A	Yes	No
Image libraries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mapping resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. If your BUG keeps in touch with the activities of other BUGs, how does it do so? (Choose more than one if applicable.)

- N/A
  - Personal contacts
  - Joint rides or social events
  - Joint campaigns
  - Mailing lists
  - Online forums or groups
  - Other (please specify)
-

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8. What facilities would help foster inter-BUG relationships? (Choose more than one if applicable.)

- Internet portal
- Online forums
- Email news and resources

- Convention or formal get-together
- Teleconferences
- Other (please specify)

## 13. Miscellaneous

1. Does your BUG have a formal relationship with your state cycling organisation (e.g. formal affiliation, regular contact or support)?

Yes

No

2. Are you aware of the resources offered by the Cycling Promotion Fund?

Yes

No

3. Are there any other areas in which your BUG would like support?

4. If your BUG has comments on anything we haven't covered in this questionnaire, please note them here.

5. May we contact you if we need to clarify any answers or to seek more information?

Yes

No

6. If you're happy for us to contact you, please provide the following details:

Name

Email

Phone (including area code if not a mobile)

7. If your BUG is not already on it, may we add your details to our BUGs contact

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list?

Yes

No

## 14. Thank you

Thank you for your time to fill in the survey. Feel free to contact us if you have any questions, comments or suggestions.

Survey: Helen Cronin - email [helen\[at\]scratchpad.com.au](mailto:helen[at]scratchpad.com.au) or mobile 0419 875 801

General issues: Rosemarie Speidel - email [speidel\[at\]cyclingpromotion.com.au](mailto:speidel[at]cyclingpromotion.com.au)

BUG database: Kathy Brunning - email [office\[at\]cyclingpromotion.com.au](mailto:office[at]cyclingpromotion.com.au) or phone (03) 9818 5400

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