BIKEABILITY TOOLKIT

The Bikeability Toolkit includes checklists and resource materials that will help create physical and social environments to encourage cycling.

The resource materials include references, guidelines and other resources to assist in the implementation of local bikeability audits and actions.

Local Government is a vital stakeholder in providing supportive environments for cycling. The Bikeability Toolkit will provide guidance, information and help communities and local government to assess the bikeability of their community. They will be able to develop better integrated cycle planning, policies and implementation strategies.

This will result in safety improvements, enhanced access to cycling, changes in modal share of short trips from car to bicycle, improved liveability and increased physical activity through active transport.

Why cycle?

Cycling, whether for transportation or recreation, is a great way to get some exercise. It's good for the environment, and saves money. Particular benefits include:

- Reduced traffic congestion
- Reduced parking problems
- Road and parking facility cost savings
- Reduced crash risk to other road users
- Improved mobility options for non-drivers
- Support for local area sustainability objectives

- Energy conservation
- More liveable communities
- Increased health and fitness
- Consumer cost savings
- Improved public spaces where people interact
- Air and noise pollution reductions

For further details about the benefits of cycling refer to:
www.abc.dotars.gov.au/Publications_Resources/benefits_of_cycling.aspx

Aims of the Bikeability Toolkit

- To provide a simple, easy to use checklist that identifies and provides further resources
- To allow local government to assess its strengths and identify areas where improvement can be made to encourage and promote cycling
- To provide ideas and 'easy to access' resources for further information

How do I use this Toolkit?

How you use this Toolkit will depend on your particular situation. For example, if you are doing a full review of your LGA's bike plan or preparing a new one, you will probably want to complete the Detailed LGA Checklist first. Then you may wish to assess key links in your route network using the Route Based Checklist. If you want a quick assessment of your local area, you can use the Brief LGA Checklist. If you simply want to assess a particular route you can go straight to the Route Based Checklist.

By completing the checklists you will identify issues to be addressed. You can then use the resources to suggest possible improvements.

Carrying out these improvements will involve sourcing funding and prioritising expenditure.

Who should use the Bikeability Toolkit?

Local Government:	Traffic engineers, planners, councillors, sustainability officers
State Government:	Infrastructure planners, road authorities, education authorities, bodies funding TravelSmart programs, greenhouse offices
Developers:	Town planners, urban designers, traffic engineers, property developers
Community:	Local BUG groups, community groups, concerned residents – to provide input to Councils

BIKEABILITY TOOLKIT
Detailed LGA Checklist

The detailed checklist is designed to provide an extensive review of cycling within a municipality. It will allow local governments or other organisations to assess their strengths and identify areas where improvement can be made to encourage and promote cycling. The checklist will ask questions, provide information to assist in answering these questions and downloadable resources are available for further information.

To allow for future review of the checklist, it is recommended that this first section be completed by the person undertaking the checklist. This will provide a reference point for future updates.

Local Government Area		
	Town or city	

Person completing checklist		
	Date	
	Name	
	Organisation	
	Position	

How to use this Guide

We recommend that this checklist is filled out by someone familiar with the cycling facilities in the LGA and a number of rides should be made to get a general assessment of the LGA.

- Complete by entering the most appropriate response to each question.
- Evaluate each section independently of the entire checklist – assess specific areas, then assess the entire Checklist.
- Review summary of responses – follow up by accessing the resources identified.
- Consider direction/suggestions provided in the information box.
- Add your notes in the comments box. Use the reverse side of the form if insufficient space available.
- Access downloadable resource materials to provide further information and assistance.
  - Assessment is through counting frequency of responses - not a good or bad score!
  - By creating subsections, the checklist allows for specific areas to be highlighted as requiring additional attention, and highlights other areas where Council may be demonstrating good practice.

Refer to the downloadable resources and glossary documents to assist you where necessary.

A. STRATEGIC & PLANNING

There is much scope for cycling to be integrated into policy and planning processes. Encouraging cycling in the strategic and planning processes of council will provide long term clear and endorsed guidelines for council, staff and external organisations.

It is essential that relevant checklists and guidelines are considered in the planning stage of any development to ensure any actions proposed and/or undertaken result in an improved cycling environment.

Checklist	Information	Rating	Issues / Comments	Resources
	This column provides additional information.	Y (Yes/Mostly) S (Some) N (No) U (Unknown) NA (Not Applicable)	Note issues to address and any other comments here.	These numbers relate to the resources to be found in the toolkit.

Strategic

	Checklist	Information	Rating	Issues / Comments	Resources
1	**Does council have a bicycle strategy or bike plan?**				1, 2, 6, 10

Is Council committed to Cycling?					
2	**Is there a policy adopted to encourage cycling apart from a Bike Plan?**				8, 10, 12
3	**Is there adequate support and communication at senior level between all relevant officers?**				
4	**Does Council have a 'Cycling Champion' at Executive and/or Management level?**	Any Councillors and/or Senior Management who ride and/or support cycling initiatives.			
5	**Is there a Bicycle Advisory Committee?**				
6	**Is there consultation with user groups and/or Bicycle Advisory Committee regarding bike facility planning and construction?**				14, 15, 18
7	**Is there consultation with user groups and/or Bicycle Advisory Committee regarding bike facility maintenance?**				
8	**Is there a TravelSmart or Travel Demand Management program in place?**	TravelSmart is a generic name for travel behaviour change programs designed to influence people's use of travel modes.			8, 12, 38
9	**Does the cycling budget meet the objectives of the bike plan?**	Budget allocated based on bike plan prioritised objectives and costings.			20, 23, 25, 26
9b	**If No – can any Roads to Recovery or other funding be used for cycling facilities?**				
10	**Is the cycling budget realistic in the context of other transport, recreation, health and education expenditure?**	Consider all capital works, maintenance, promotion and education.			9, 14, 15
11	**Does Council maintain an inventory of cycling infrastructure and facilities?**	Is there a GIS system which includes cycling information?			1, 2, 18, 22
12	**Does Council carry out a regular audit on all cycling infrastructure and facilities?**				

	Checklist	Information	Rating	Issues / Comments	Resources
		Ratings: Y (Yes/Mostly) S (Some) N (No) U (Unknown) NA (Not Applicable)			
13	**Does Council undertake or have access to traffic volume counts for cycling facilities?**	Check with engineers if cycling counts can be done with current equipment by altering settings.			1, 2, 20, 30
14	**If Council has no dedicated cycling officers or budgets for cycling, are other staff and existing budgets used to carry out cycling infrastructure works?**	If a budget exists, enter Not Applicable for response.			
15	**Is cycling considered in LATM's (Local Area Traffic Management) studies and/or plans undertaken?**				
Assessment of Council's bicycle strategy or bike plan					
16	**Is it endorsed by Council?**	This can be found by reviewing Council minutes or asking relevant officers.			Refer each council
17	**Is it up to date?**	Less than 3 years old or has been amended within last 2 years.			6, 14, 20
18	**Does it have a clear statement of commitment to cycling?**	Such as a reduction in crashes, proposed travel modal shift percentage.			6, 14, 24, 20, 33, 28, 29
19	**Is it available to the public?**	By request or online through website, library, other Council centres.			6, 14
20	**Does it have targets and timelines?**	Actions identified with timing for actions to be undertaken/ completed.			1, 2, 3, 4, 5, 6, 10, 14, 25, 26
21	**Is there a specific Council employee(s) responsible for the bike plan?**				
22	**Are targets and timelines monitored and reported on?**	Costing accounted for each action identified in bike plan.			1, 2, 3, 4, 5, 6, 8, 10, 14, 25, 26
23	**Does it include a costed capital works program?**				1, 2, 3, 4, 5, 6, 8, 10, 14, 25, 26, 46
24	**Does it cater for recreational cyclists?**	Recreational cyclists are likely to ride less often per week than commuter cyclists and are more likely to ride on bicycle paths, but there are likely to me more of them.			6, 8, 14, 16, 20, 21, 33, 45
25	**Does it cater for commuting cyclists?**	Commuter cyclists ride more days per week, travel longer distances and make more trips per week by bicycle than other cyclists.			
26	**Does it cater for utility cyclists?**	Utility cyclists make a large number of trips per week by bicycle but usually over short distances, eg: to shops etc.			

	Checklist	Information	Rating	Issues / Comments	Resources
		Ratings: Y (Yes/Mostly) S (Some) N (No) U (Unknown) NA (Not Applicable)			
27	**Does it cater for children riding to school?**	Are school children identified within bike plan – and are actions that address concerns/issues identified?			
28	**Does it include education and encouragement components?**	These should consist of community based actions and identify school based actions.			6, 8, 9, 26, 33, 41, 48
29	**Does Council have a plan to implement a complete on-road and off-road bicycle network?**				
30	**Does it provide crash investigation and analysis?**	If it doesn't – undertake a brief crash statistical analysis to see if the crash involvement rate is higher than expected given population/traffic volumes. Contact Road Safety Officer or Road Corporation for assistance.			6,14, 24, 25, 33
Is Cycling included in the following Council Strategic Documents?					
		Where Council documents have different title, please choose closest match.			
31	**Local Area Integrated Transport Plan**	Usually undertaken within Physical Services/ Engineering department.			2
32	**Road Safety Strategy**	Usually undertaken within Physical Services/ Engineering or Community Health department.			6, Road Authority links 26, 33, 38, 36
33	**Council's Annual Report**				
34	**Is cycling considered in other Council Stategic documents?**	Such as the Green Travel Plan, the Community Health Plan, the Environment Plan, Budget and Financial Plan and the Corporate Plan?			8, 11, 12
Does Council access the following sources of funding for cycling projects?					
35	**Council rates**				
36	**Specific Grants**	Contact Council's Grants Officer to ask to be kept informed of any potential funding opportunities.			8, 9, 11, 12
37	**Road funding allocations**	Did you know that Roads to Recovery funding can be used on cycling projects?			Road Authority links

	Checklist	Information	Rating	Issues / Comments	Resources
		Ratings: Y (Yes/Mostly) S (Some) N (No) U (Unknown) NA (Not Applicable)			
38	**Other State or Territory Govt assistance**	Communicate with roads authority, Departments of Sustainability & Environment, Infrastructure and Planning.			DSE, DOI, Roads Authority links
39	**Other Federal Govt assistance**	Communicate with Australian Greenhouse Office, Departments of Transport & Regional Services and Tourism.			8, 11, 12, AGO, DOTRS
40	**Private funding**	Work with local community/non-profit organisations to apply and access corporate sponsorship, corporate/ philanthropic funding.			
41	**Are other options for funding implemented or being considered, such as developer finance considered?**				
42	**Community contribution**	Work with local community/non-profit organisations to contribute monetary or in-kind support to cycling projects e.g. Lions, Rotary.			

Urban Planning

Is Bicycle Planning integrated into major developments?

	Checklist	Information	Rating	Issues / Comments	Resources
43	**Redevelopments and new road constructions/major road works**	There may be opportunities to provide new/ additional/updated cycling facilities through interpretation and/or adjustment of the planned works schedule.			1, 2, 3, 4, 5, 10 Justification could be provided by considering the wider economic benefits such as cycling tourism. Consult with responsible Road Authority. 20, 28, 39
44	**Redevelopments and new housing development**	Cycling facilities should be provided as early as possible and prior to the completion of houses, buildings and driveways.			4, 5, 10 Consider how local Planning Scheme can be utilised. 20, 21, 33, 38, 41

	Checklist	Information	Rating	Issues / Comments	Resources
			Ratings: Y (Yes/Mostly) S (Some) N (No) U (Unknown) NA (Not Applicable)		
45	**New schools**	Cycling facilities should be provided as early as possible and prior to the completion of access points, roads and driveways.			4, 5, 10 Consider how local Planning Scheme can be utilised. Consult with responsible Education Department. 20, 21, 38
46	**Other community facilities**	Cycling facilities should be provided as early as possible and prior to the completion of access points, roads and parking facilities.			4, 5, 10 Consider how local Planning Scheme can be utilised. 20, 21, 38
47	**Other new land use developments**	Cycling facilities should be provided as early as possible and prior to the completion of access points, roads, buildings and driveways.			4, 5, 10 Consider how local Planning Scheme can be utilised. 20, 21, 38
Is cycling addressed in planning policies?					
48	**Do plans and subdivision plans provide efficient intra-suburb and through-routes for bicycles?**	A modified grid layout allows cycling trips to be shorter and more direct. Also provides several route options.			1, 2, 4 eg: Urban Design Framework
49	**Do street design policies, standards, guidelines and subdivisions require provisions and connections for cyclists on road and off road?**	Check State/Territory Govt requirements and the resources available for urban design and planning.			1, 2, 4 eg: Urban Design Framework
50	**Are traffic calming strategies that are safe for cyclists permitted by local policies and used to limit motor vehicle speeds and volumes?**	For example, 40 km/h speed limits in local streets.			1, 2, 4
51	**Is the "85th percentile speed" of motor vehicles on streets and highways at or below the posted/ design speed?**	Taken from traffic counts.			1, 2
52	**Do new residential and subdivision projects include footpaths and facilities for cyclists?**	Inclusion at development stage saves money and provides incentives for residents to cycle and walk.			eg: State/ Territory Govt Planning Code web link
53	**Do new commercial and retail developments have good provisions for access by cycling?**	Note: there are new guidelines for bicycle facilities in many States.			1, 2, 3, 4, Refer to Austroads or State/ Territory Govt Planning Code

Checklist	Information	Rating	Issues / Comments	Resources
Ratings: Y (Yes/Mostly) S (Some) N (No) U (Unknown) NA (Not Applicable)				

	Are Council policies up to date with legislation and standards?				
54	**Do new commercial and retail developments and major refurbishments meet State or Territory Government or Australian standards for bike parking facilities?**	There are new guidelines for bicycle facilities in many States. Refer to Austroads or State/ Territory Govt Planning Code.			1, 2, 3, 4, 5 eg: State/ Territory Govt Planning Code
55	**Are there State or Territory Government standards regarding the provision of showers, change rooms and lockers in new developments and major refurbishments?**	There are new guidelines for bicycle facilities in many States. Refer to Austroads or State/ Territory Government planning code.			1, 2, 3, 4 eg: State/ Terriroty Govt Planning Code
56	**Do new commercial and retail developments and major refurbishments meet these standards identified above?**	Ensure that new standards are provided to all relevant parties. Refer to Austroads or State/ Territory Government planning code.			1, 2, 3, 4 eg: State/ Territory Govt Planning Code

Strategic & Planning

Scoring instructions

1. For this section only, add the number of responses in each category e.g. the number of 'Yes/Mostly' responses. Ignore 'Unknown' and 'Not Applicable' responses.
2. Write the number of responses in each category in the appropriate box in Column A.
3. Multiply the number of responses by the appropriate weight e.g. multiply number of 'Yes/Mostly'responses by 2.
4. Place the results in the appropriate box in column C.
5. Total scores in columns A & C - the column C total is the **Section Assessment.**
6. Multiply the column A total by 2 to get the **Maximum Score** for this section.

YOUR RESULTS	No. of Responses	Weight	Scores
	A	**B**	**C**
Total 'Yes/Mostly' responses		2	
Total 'Some' responses		1	
Total 'No' responses		0	
Totals			
Maximum Score			

Assessment instructions

1. Transfer the Section Assessment (column C total) and the Maximum Score to the boxes below.
2. Divide the Section Assessment by the Maximum Score and make this a percentage.
3. Look up the Star Rating corresponding to this percentage and record it in the box.

Assessment:	
Section Assessment	
Maximum Score	
Percentage	
Star rating:	

STAR RATING GUIDE:		
*****	=	85% or above
****	=	60% - 84%
***	=	45% - 59%
**	=	30% - 44%
*	=	15% - 29%
Ø	=	14% or less

B. LEVEL OF SERVICE

The bicycle can increase mobility and reduce travel costs, but cycling facilities must be appropriate and deemed 'usable' by cyclists. Research has shown that the benefits of cycling clearly outweigh the costs of improving provision for cyclists.

Checklist	Information	Rating	Issues / Comments	Resources
		Y (Yes/Mostly)		
		S (Some)		
		N (No)		
		U (Unknown)		
		NA (Not Applicable)		

Network

Answer question below relevant to your community size only					
57	**For an inner urban community is there access to cycling facilities within 200m of each residence?**	Option 1			20, 21, 28
	For a suburban community is there access to cycling facilities within 400m of each residence?	Option 2			20, 21, 28
	For a regional community is there access to cycling facilities within 1.0km of each residence?	Option 3			20, 21, 28
	For a rural community is there any access to cycling facilities?	Option 4			20, 21, 28
Answer the following regardless of community size					
58	**Do cyclists on footpaths and/ or cycle paths have priority at driveways and minor intersections?**	Check Australian Road Rules.			1, 2, 3, 4, 16 29, 30, 31, 32
59	**Do routes provide continuous paths to major destinations?**	Ease of access to destinations such as shops, schools, swimming pools and sporting grounds etc. - increases cycling comfort and enjoyment.			1, 2, 6, 16, 22, 30
60	**Are public transport interchanges connected to bike paths/trails?**	Public transport connections can increase commuting cyclists comfort.			1, 2, 4, 5, 6, 8, 10, 30
61	**Do cyclists have a choice of routes?**	Are there both on-road and off-road routes to most destinations?			8, 16, 22, 29, 38, 41
62	**Are children allowed to cycle on footpaths?**				
63	**Are adults allowed to cycle on footpaths?**				
64	**Do on-road cyclists have priority at any crossroads, intersections?**	Check Australian Road Rules.			1, 2, 3, 4, 16 29, 30, 31, 32

	Checklist	Information	Rating	Issues / Comments	Resources
		Ratings: Y (Yes/Mostly) S (Some) N (No) U (Unknown) NA (Not Applicable)			
65	**Is there a policy to have and/or implement continuous on-road cycle lanes?**	Check bicycle strategy/plan.			1, 2, 3, 4, 16 29, 30, 31, 32
66	**Are kerb crossing ramps placed to ensure maximum connectivity between roads, cycle lanes and paths?**				
67	**Are cycle lanes marked with reflective markers, especially on left bends and diverge lanes?**				
68	**Where a cycle lane ends (including at roundabouts) is the treatment open ended?**	So that cyclists are not squeezed, forced to stop or forced onto an adjacent path.			
69	**Do roundabouts include (optional) circulating path treatments?**				
70	**Do cycle lanes continue through roundabouts and other intersections?**				
71	**Do road markings at traffic lights permit right turns from the cycle lane or kerb lane wherever possible?**				
72	**Are bus stops fully indented wherever possible?**				
73	**Is a colored surface used for on-road bike lanes?**	Promotes visibility and increases driver awareness.			1, 2, 3, 4, 16, 29, 30, 31, 32
74	**Is a colored surface used for potential conflict areas on-road bike lanes at conflict points? Eg: at lead up to intersections.**	Promotes visibility and increases driver awareness.			

Signage & Information

	Checklist	Information	Rating	Issues / Comments	Resources
75	**Are routes/trails supported by signs and markings throughout the LGA?**	Symbols are easier to read than writing, and enhance multi-cultural understanding including across Council boundaries.			1, 2, 3, 4, 16, 29, 30, 31, 32
76	**Are maps of cycle routes available?**				8, 20, 22
77	**Are there signs and/or linemarking on shared paths to encourage users to share paths / keep left?**				1, 2, 3, 4, 16, 29, 30, 31, 32
78	**Are there signs and/or linemarking on shared paths to encourage users to keep dogs on leashes etc?**	Vicroads has signs for these purposes.			16, Vicroads
79	**Are signs, linemarking etc on shared paths applied consistently?**	At start/finish of paths and at regular intervals.			1, 2, 3, 4, 16, 29, 30, 31, 32
80	**Are there directional and distance signs on major paths?**				
81	**Are redundant signs removed?**				

	Checklist	Information	Rating	Issues / Comments	Resources
		Ratings: Y (Yes/Mostly) S (Some) N (No) U (Unknown) NA (Not Applicable)			
82	**Are signs, linemarking etc on shared paths clear and easy to follow?**				1, 2, 3, 4, 16, 29, 30, 31, 32

Level of Facilities

	Checklist	Information	Rating	Issues / Comments	Resources
83	**Do facilities comply with minimum engineering guidelines under Austroads recommendations.**				1
84	**Are separate, direct and high quality cycle paths provided, based on traffic speed and volume?**	Eg: NSW Cycle guidelines Figure 3.2, p.13			1, 2, 3, 14, 15 Link to NSW Cycle Guidelines
85	**Is parking banned in on-road bike lanes?**	On-street parking can reduce vehicle speeds but also create a hazard for cyclists manoeuvring around parked vehicles. Parking lanes should be clearly delineated from travel lanes.			1, 2, 3, 14, 15
86	**Do existing retail and commercial areas have good provisions for access by bicycles?**				1, 2, 3, 4, 5 eg: State/ Territory Govt Planning Code
87	**Do cycle paths have good access (and/or signage) to retail facilities such as bicycle shops, cafes and pubs?**				1, 2, 3, 4, 5 eg: State/ Territory Govt Planning Code
88	**Are facilities for cyclists available in appropriate locations?**	Public toilets, rest areas, drinking fountains etc.			5, 9, 20, 22, 38
89	**Are bicycle facilities placed at bus and rail stations/ interchanges?**				5, 9, 20, 22, 38
90	**Are bicycle facilities provided at airports?**				5, 9, 20, 22, 38

Maintenance

	Checklist	Information	Rating	Issues / Comments	Resources
91	**Is there a system to notify Council of maintenance problems?**	Customer Service request system.			20, 26, 28, 29, 30, 31, 32
92	**Are on-road bike lanes swept at least every 3 months or when needed?**				20, 26, 28, 29, 30, 31, 32
93	**Are off-road bike paths swept at least every 3 months or when needed?**				20, 26, 28, 29, 30, 31, 32
94	**Does Council have a policy on types of resurfacing for cycle paths and on-road cycling facilities?**	E.g. aggregate sizes, smoothness.			

	Checklist	Information	Rating	Issues / Comments	Resources
		Ratings: Y (Yes/Mostly) S (Some) N (No) U (Unknown) NA (Not Applicable)			
95	**Is there a policy regarding roadworks/path works that require staff/contractors to repair cycle paths/lanes to previous condition?**	Management clauses and bonds could be used to ensure that activity does not permanently damage or obstruct bicycle paths.			20, 26, 28, 29, 30, 31, 32
96	**Are convenient detours provided for cyclists during capital works?**				

Shared Paths

	Checklist	Information	Rating	Issues / Comments	Resources
97	**Are off-road paths at least as convenient and direct as the on-road equivalent?**				
98	**Are paths wide enough for the pedestrian and cyclist volume expected over the life of the facility?**				
99	**Are paths usable by cyclists on wider or larger bicycles such as tandems or cyclists towing trailers?**				
100	**Are curved deflection rails in place to prevent motor vehicle access?**				
101	**Is there a policy enforced and promoted relating to behaviour on shared paths?**	eg: uncontrolled dogs, bikes give way to pedestrians, keep left, etc.			
102	**Is a centre line marked on the pathway to reduce conflict between cyclists and pedestrians?**				
103	**Is there suitable access to and along the paths for disabled access?**				
104	**Are safety audits undertaken for new shared facilities and modifications of existing paths?**				

Level of Service Summary

YOUR RESULTS	No. of Responses	Weight	Scores
	A	**B**	**C**
Total 'Yes/Mostly' responses		2	
Total 'Some' responses		1	
Total 'No' responses		0	
Totals			
Maximum Score			

Refer to instructions in Section A above.

Assessment:	
Section Assessment	
Maximum Score	
Percentage	
Star rating:	

STAR RATING GUIDE:		
*****	=	85% or above
****	=	60% - 84%
***	=	45% - 59%
**	=	30% - 44%
*	=	15% - 29%
Ø	=	14% or less

C. COMFORT & ATTRACTIVENESS

Almost everyone can enjoy cycling when a minimum of favourable conditions are met.
Cycling can be an efficient and pleasant way to get around, but it is imperative that their ride is comfortable, attractive and safe.
This section of the checklist deals with Comfort and Attractiveness. The Checklist will provide you with some ideas on how to supply, support or improve these important factors in encouraging cycling.

Checklist	Information	Rating	Issues / Comments	Resources
		Y (Yes/Mostly)		
		S (Some)		
		N (No)		
		U (Unknown)		
		NA (Not Applicable)		

Comfort Level

	Checklist	Information	Rating	Issues / Comments	Resources
105	**Are there pleasant and interesting routes or destinations available?**	Interesting routes and destinations also encourage recreational cycling and cycling tourism.			16, 22, 26, 29, 30, 31, 32
106	**Are bike paths/on-road cycle lanes generally free of rubble, glass, gravel, water or other materials?**	Debris on paths increases tyre damage and cyclist injury.			1, 2, 6, 22, 29, 30
107	**Is there a policy to provide adequate lighting for paths?**	Lighting promotes safety and encourages use.			1, 2, 6, 16, 22, 30
108	**Are cycle routes signposted to the same standards as motor vehicle routes?**				

Public End of Trip Facilities

	Checklist	Information	Rating	Issues / Comments	Resources
109	**Are there bike racks available close to major destinations?**	Major destinations include workplaces, sports facilities, schools and shops.			5, 16, 17, 20
110	**Are there secure lockers or compounds available for commuters?**	Cycle facilities should be at least as close as vehicle parking.			5, 16, 17, 20, 20
111	**Are end of trip facilities in well lit and visible locations?**	Well lit and visible locations encourage use and offer more security.			5, 16, 17, 20, 20
112	**Does Council provide bike parking facilities at its offices and other public buildings?**				
113	**Are there bike parking facilities located at public transport interchanges?**	Increases ease of cycling and reduces vehicle congestion/ parking requirements at interchanges.			5, 9, 10, 16, 17, 20, 30

Public Transport

	Checklist	Information	Rating	Issues / Comments	Resources
114	**Do local buses include bike racks or permit bicycles to be taken onboard?**	Encourages commuters and increases trip choice.			8, 9, 21, 26, 27
115	**Do local train services include bicycle facilities or permit bicycles to be taken onboard?**	Encourages commuters and increases trip choice.			8, 9, 21, 26, 27
116	**Do ferry services permit bicycles to be taken on board?**				

Checklist	Information	Rating	Issues / Comments	Resources

Ratings: Y (Yes/Mostly) S (Some) N (No) U (Unknown) NA (Not Applicable)

Comfort & Attractiveness Summary

YOUR RESULTS	No. of Responses	Weight	Scores	
	A	**B**	**C**	
Total 'Yes/Mostly' responses		2		
Total 'Some' responses		1		
Total 'No' responses		0		
Totals				
Maximum Score				

Refer to instructions in Section A above.

Assessment:	
Section Assessment	
Maximum Score	
Percentage	
Star rating:	

STAR RATING GUIDE:		
*****	=	85% or above
****	=	60% - 84%
***	=	45% - 59%
**	=	30% - 44%
*	=	15% - 29%
Ø	=	14% or less

D. SAFETY

A Safe Environment should:

- Warn ▪ Control ▪ Inform ▪ Forgive ▪ Guide

Many debates on cycling have centred on safety. Many of these concerns are real and others are perceived.
Providing more bicycle facilities will increase the number of cyclists. Contrary to popular belief, recent overseas research shows that the greater the number of cyclists the lower the rate of crash risk.

Checklist	Information	Rating	Notes / Comments	Resources
		Y (Yes/Mostly) **S** (Some) **N** (No) **U** (Unknown) **NA** (Not Applicable)		

Risk Perception

	Checklist	Information	Rating	Notes / Comments	Resources
117	**Do cyclists and non-cyclists in general consider it safe to cycle day or night whether on road or on path?**	Also discuss with consultation from BUGs, cyclists. and use of opinion surveys.			1, 2, 3, 4, 5, 6, 14
118	**Do police enforce laws requiring use of lights and helmets?**	Speak to local Police.			1, 2, 3, 4, 5, 6, 14
119	**Are there warning signs for cyclists at tramway and railway crossings?**	Cyclists need to cross these at correct angle to ensure wheels don't get caught in track.			1, 2, 3, 4, 5, 6
120	**Are there pavement markings for cyclists at tramway and railway crossings?**	Pavement markings should provide cyclists with a warning as well as correct crossing position.			1, 2, 3, 4, 5, 6

	Checklist	Information	Rating	Issues / Comments	Resources
		Ratings: Y (Yes/Mostly) S (Some) N (No) U (Unknown) NA (Not Applicable)			
121	**Are there warning signs for cyclists at road crossings?**				
122	**Are there warning/advisory signs for cyclists at locations where the road narrows, such as at bridges?**				
123	**Has a road safety audit been carried out in the past 5 years that included bicycle facilities?**				

Education & Encouragement

	Checklist	Information	Rating	Issues / Comments	Resources
124	**Are maps of cycle routes available?**				8, 17, 20
125	**If there is a map, is it up to date and does it show all cycling facilities?**				
126	**Has there been a targeted 'share the road' driver/cyclist awareness campaign run in the last 5 years?**				8, 17, 20, 48
127	**Are there bike skill courses available to the general public?**				8, 17, 20
128	**Is cycling information included on Council's website?**	Such as Council's bike plan, details of cycling routes, plans for new facilities, information about BUGs, on-line reporting of faults.			8, 17, 20
129	**Is there a policy to have all users keep to the left on shared paths?**				8, 17, 20, 26
130	**Are there regular cycling events organised by the community?**	Races, Tours, Rides.			8, 17, 20, 26
131	**Is there an active cycle racing club in the community which holds races?**	This is an extra means of encouraging bike riding within the community.			8, 17, 20, 26
132	**Does the community have dedicated off-road sports cycling facilities?**	Such as BMX track, cycle track/velodrome, mountain bike trails.			8, 17, 20, 26

Council leading by example

	Checklist	Information	Rating	Issues / Comments	Resources
133	**Are pool bikes available for Council staff during work hours?**	Bicycles can be the fastest mode of transport for trips of up to 5km - reduces parking requirements - frees pool cars for longer trips.			8, 9, 10, 16, 20, 24
134	**Does Council provide end-of-trip facilities ?**	Ie: showers, lockers, secure parking, ironing and towel drying facilities.			8, 9, 10, 16, 20, 24
135	**Does Council provide financial incentives for riding to work?**	Such as interest-free bike loans and an allowance for work trips made on personal bikes.			

136	**Is cycling promoted as a transport option to staff?**	Through policies, newsletters, noticeboards.			8, 9, 10, 16, 20, 24
137	**Does Council employ a Cycling Co-ordinator to oversee all cycling jpolicies, promotions and publicity.**	Specific or under another title. Allows for a co-ordinated approach.			8, 9, 10

Security

138	**Do the local police use regular bicycle patrols?**	Police bike patrols increase police visibility and perceived safety. They also improve interaction with the public and encourage cycling.			20, 33, 38
139	**Are bike paths, facilities and surrounds well lit and open in appearance?**	Encourages use, and provides a safe atmosphere.			1, 2, 5, 10, 16
140	**Is vandalism (including broken glass) a minor problem on local bicycle trails or at facilities?**	Low vandalism rates encourage cycling and reduce maintenance costs.			1, 2, 5, 10, 16

Safety Summary

YOUR RESULTS	No. of Responses	Weight	Scores
	A	**B**	**C**
Total 'Yes/Mostly' responses		2	
Total 'Some' responses		1	
Total 'No' responses		0	
Totals			
Maximum Score			

Refer to instructions in Section A above.

Assessment:	
Section Assessment	
Maximum Score	
Percentage	
Star rating:	

STAR RATING GUIDE:		
*****	=	85% or above
****	=	60% - 84%
***	=	45% - 59%
**	=	30% - 44%
*	=	15% - 29%
Ø	=	14% or less

E. ENVIRONMENT & HEALTH

Cycling is an efficient and cost effective way of securing an improvement in both public and individual health and reducing health costs.

Moderate exercise which can be gained from cycling can produce health benefits, including reducing heart disease, obesity, stroke and diabetes.

Increased cycling can also lead to lower levels of car use, which in turn leads to better air quality.

Checklist	Information	Rating	Notes / Comments	Resources
		Y (Yes/Mostly)		
		S (Some)		
		N (No)		
		U (Unknown)		
		NA (Not Applicable)		

Environment & Health Benefits

	Checklist	Information			Resources
141	**Does Council participate in the Cities for Climate Protection program?**	Cities for Climate Protection is a program that helps local government and communities reduce greenhouse gas emissions.			11, 12
142	**Are there local Bicycle User Groups (BUGs), community cycling clubs, or a cycling advocacy group?**	Council should have a list of all groups and clubs in municipality.			8, 9
143	**Does Council track the level of physical inactivity in the area?**				

Economic Benefits

	Checklist	Information			Resources
144	**Are there bicycle hire facilities available for tourists and irregular cyclists?**	Encourages cycling and offers option of cycling for residents and tourists.			9, 17, 20, 21, 23, 28
145	**Are there rails trails in the local area?**	Rail trails are shared-use paths recycled from abandoned railway corridors. They can be used for walking, cycling and horse riding.			9, 17, 20, 21, 23, 28
146	**Are rail trails being considered?**	Rail trails provide safe facilities for local residents to cycle and encourage tourism.			9, 17, 20, 21, 23, 28
147	**Does the local physical environment allow for cycling tourism opportunities?**	Recent studies have shown that cycle tourism benefits local economies.			9, 17, 20, 21, 23, 26, 28
148	**Does Council encourage cycling tourism opportunities?**	Cycle tourism offers many income producing and promotional opportunities.			9, 17, 20, 21, 23, 26, 28

Schools

	Checklist	Information			Resources
149	**Is there a Bike Ed or similar program available to local schools?**	Usually conducted by or in conjunction with Education Department or Roads Corporation .			Roads Authority links Kids on the Move resource

	Checklist	Information	Rating	Issues / Comments	Resources
		Ratings: Y (Yes/Mostly) S (Some) N (No) U (Unknown) NA (Not Applicable)			
150	**Do local schools encourage/allow students to ride to school?**				
151	**Has a Safe Routes to Schools or similar program been implemented in the local area?**	Encourages cycling to school and identifies areas for improvement.			Roads Authority links Kids on the Move resource
152	**Do local schools participate in TravelSmart or similar programs?**	TravelSmart Schools is the name for 'TravelSmart' travel behaviour change programs within schools.			8
153	**Do the majority of schools provide good bicycle parking?**	Accessible, visible and secure parking facilities encourage cycling.			1, 5
154	**Do schools provide student storage space for bicycle helmets, clothing etc?**				5, 9, 29, 32, 33, 38
155	**Do the majority of schools have 'cyclist friendly' traffic calming treatments in the area around their schools?**	Traffic calming will improve safety and access for all users.			1, 2, 3, 4, 8, 10, Roads Authority links 29, 32, 33, 38
156	**Are traffic counts recorded regularly around each school?**	Keeps track of traffic congestion, speed issues and traffic changes.			1, 2, 3, 4 20
157	**Does council regulate traffic movements near schools to ensure a safe environment for cyclists and pedestrians?**				
158	**Is the 85th percentile speed of motor vehicles around schools at or below the posted speed limits?**	Identified through speed monitoring.			1, 2, 20

Environment & Health Summary

YOUR RESULTS	No. of Responses	Weight	Scores	
	A	**B**	**C**	
Total 'Yes/Mostly' responses		2		
Total 'Some' responses		1		
Total 'No' responses		0		
Totals				
Maximum Score				

Refer to instructions in Section A above.

Assessment:	
Section Assessment	
Maximum Score	
Percentage	
Star rating:	

STAR RATING GUIDE:		
*****	=	85% or above
****	=	60% - 84%
***	=	45% - 59%
**	=	30% - 44%
*	=	15% - 29%
Ø	=	14% or less

Detailed LGA Checklist Summary

This part is for information only.

The Bikeability Checklist is not designed to evaluate or pass judgement on your Local Government in any way. Rather, it is a tool for reviewing and indentifying areas of potential improvement.
Complete the Summary Results section below for an overall bikeability assessment.

Instructions
Add the number of responses for each section of the checklist.

YOUR RESULTS	No. of Responses	Weight	Scores
	A	**B**	**C**
Total 'Yes/Mostly' responses		2	
Total 'Some' responses		1	
Total 'No' responses		0	
Totals			
Maximum Score			

Assessment:	
LGA Assessment	
Out of Possible	
Percentage	
Star rating:	

STAR RATING GUIDE:		
*****	=	85% or above
****	=	60% - 84%
***	=	45% - 59%
**	=	30% - 44%
*	=	15% - 29%
Ø	=	14% or less

SECTION SUMMARIES	STAR RATING
STRATEGIC & PLANNING	
LEVEL OF SERVICE	
COMFORT & ATTRACTIVENESS	
SAFETY	
ENVIRONMENT & HEALTH	
OVERALL	