

Bicycle User Group Start-up Manual

Bicycle Victoria
May 2005

A quick reference guide for people wanting to start a Bicycle User Group or improve the functioning of an existing BUG

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Fast facts

What is a Bicycle User Group?

Summary: A Bicycle User Group is a group of people with some shared interests and goals in relation to cycling.

➔ **Key Quote:** *“I didn't know what a BUG was four years ago. Now the BUG I helped to start has over 100 members, a string of campaign wins, runs at least two social rides a week and has well-attended monthly meetings.”*

– Heidi Marfurt, DarebinBUG

Bicycle User Groups (BUGs):

- are about enthusiasm and skills
- are involved in improving facilities and opportunities for cyclists
- differ from cycling clubs in that they usually do more than organising social rides and are non-competitive
- offer a chance to be heard as cyclists
- offer an opportunity to be part of your cycling community
- provide a local forum for cyclists and draw the
- are always looking for new members!

Types of BUGs

BUGs usually operate in one of three areas:

- Geographical or local government areas: Community BUGs
- Workplaces: Workplace BUGs
- Tertiary institutions: Campus BUGs

Community BUGs. Usually defined by a geographic area such as council municipality or a region. They usually work with local councils to get better bike facilities in their neighbourhoods.

Workplace BUGS. Usually made up of a group of employees who ride to work. They usually work with employers to get better end-of-trip facilities but can also work with local council to improve routes to the workplace.

Campus BUGS. Usually made up by staff and students at a tertiary institution. They work with the university or college to get better end-of-trip facilities, as well as working with Council to get improved bike routes around the university and connections to train stations.

Size does not *necessarily* matter

BUGs vary in size from small (around 6 members) to large (100 members or more). The interests of its members, the needs of the broader cycling community, and the size of the group all input on deciding the objectives and strategies the BUG adopts.

Many successful BUGs have started small and over time grown in size. Others have simply stayed small and been found their own successes.

Large BUGs can have a leading edge:

- Large membership base = more power for lobbying purposes
- Large base = better resource pool (human and financial)
- More able to share the workload
- Better range of skills in the group

Fast facts

What can BUGs do?

Summary: To varying degrees Bicycle User Groups campaign government and employers for cycling improvements, educate the community and promote cycling

➔ **Key Tip:** *Your BUG needs to decide what will it focus on and how*

Working with government and employers

- Review and contribute ideas and suggestions to local bicycle plans and regional plans.
- Review traffic calming proposals and road closures to make sure cyclists are not disadvantaged.
- Organise an appointment with the local council engineers. Visit them at their office and explain what the group stands for. Invite them to BUG meetings.
- Assist councils and businesses to determine appropriate locations and type of bicycle parking facilities.
- Help to change attitudes towards cycling, such as talking with local government councillors, engineers, planners and other state and local government officials.
- Request better end-of-trip facilities in business and workplaces (e.g. parking, clothes lockers, showers).
- Assist local government to review and revise building codes and town planning schemes (so that they require the provision of bicycle parking, showers, change-rooms, lockers and other relevant facilities for bicycle commuters).
- Survey road and path conditions, record safety issues relating to cyclists and report problems to the local council. For example, obstacles on road, overhanging branches, potholes, degraded paths, etc.
- Advocate the creation of bike lanes and wide kerbside lanes on major arterial roads.
- Advocate increased accessibility for cyclists to trains and buses (for dual-mode transport) and secure parking facilities at bus and train stations.
- Request the local council prepare a Local Area Bike Plan. If one exists, request they update it and continue its implementation.
- Measure lanes on local roads and determine where wide bicycle lanes would be appropriate.
- Participate in working parties, reference groups, forums, etc.

- Meet with local members of parliament to put your case
- Survey cyclists and identify which routes are being frequently used by cyclists.
- Investigate what facilities (if any) are available for cyclists at local workplaces, and contact the building owner/manager with suggested improvements.
- Make submissions to and comment on relevant local, state and federal strategies, plans, policies and acts.

Community education and advocacy

- Encourage bicycle education in school for children and adults.
- Assist local schools to conduct ‘Bike Ed’ courses.
- Promote safe cycling habits and responsible road use among members, other cyclists and other road users.
- Work with neighbouring BUGs to reach common goals.
- Utilise the media to the advantage of the BUG’s objectives.
- Start a bike shed and/or offer local bike maintenance.
- Build and maintain an accessible yet functional BUG website.

Promote cycling

- Ensure the BUG is listed in all possible local directories.
- Attend relevant public events with BUG presence.
- Invite local councillors and/or the Mayor on a ride around the local area to highlight issues facing cyclists. Follow up with a social get-together and discussion.
- Invite councillors to your next BUG meeting.
- Conduct a bicycle repair clinic where inspections are made to advise owners on the roadworthiness of their bike.
- Organise rides for the BUG and/or the public.
- Organise social functions to discuss bicycle issues.
- Participate in events with another sport/leisure organisations.
- Establish relationships with local bicycle shop proprietors. These shops are a good place to leave material advertising the BUG.
- Build links with other community groups with similar interests.

Fast facts

How can Bicycle Victoria help?

Summary: Bicycle Victoria can assist BUGs through developing and updating this manual, maintaining an Information Hub of Victorian BUGs, and helping BUGs achieve common goals

➔ **Key Tip:** *Remember, Bicycle Victoria and BUGs have many overlapping goals*

What is Bicycle Victoria?

Bicycle Victoria is a self-funded community organisation, financially self supporting and independent of government. Our mission guides everything we do: *More People Cycling More Often*. Our organisation is composed of the following departments: Campaigns, Events, Membership and Corporate. We have over 30,000 Members in Australia and New Zealand, and we organise various Great Rides. Membership includes bike crash insurance, *BVnews* (a bimonthly magazine), access to legal advice, discounts at bike shops and other Member benefits.

Four Networks Challenge

From a campaigning point of view we work at state and local government level to get the following bicycle facilities:

1. Bike lanes on main roads
2. Bike lanes on local roads or bike friendly local streets
3. Shared paths
4. Rail trails

We call this the 4 Networks challenge – our strategic goals.

Developing and updating the BUG Manual

Bicycle Victoria is committed to supporting BUGs in Victoria. Keeping the BUG Manual up-to-date and accessible on the Bicycle Victoria website is central to this goal. Bicycle Victoria always welcomes feedback on the Manual.

Information Hub at www.bv.com.au

Bicycle Victoria serves as a central Information Hub for BUGs. We maintain various resources relating to BUGs at www.bv.com.au, including up-to-date contact details for all BUGs in the state, rides calendar, details of other cycling clubs, etc.

The BUG Manual will also be located on the Bicycle Victoria website. Keyword search: BUG.

Resources in *BVnews*

Our bimonthly Member magazine, *BVnews*, includes an extensive Cycling Community section, listing many BUGs and their upcoming activities. *BVnews* also includes regular feature stories on BUGs and their activities. BUGs are invited to submit stories and story ideas to Bicycle Victoria for inclusion in *BVnews*.

Resources and advocacy

Bicycle Victoria can:

- Meet with the BUG to agree on strategic priorities for the area so that we are all campaigning for mostly the same things.
- Discuss solutions for major problems and be a resource for the BUG if advice is needed on Australian standards and engineering guidelines.
- Help with liability cover. Bicycle Victoria can assist with individual cover for BUGs and clubs. For full details go to www.bv.com.au and enter 'BUG insurance' to the Keyword Search (top right).

Cycle Notes

VicRoads publishes 'Cycle Notes', a user-friendly series of publications that summarise aspects of *Austroroads Guide to Traffic Engineering Practice: Part 14: Bicycles*. Bicycle Victoria keeps digital copies of all 'Cycle Notes' publications on www.bv.com.au ((Keyword: standards).

How can BUGs and Bicycle Victoria work closely together?

There are many campaign issues that Bicycle Victoria and BUGs can work closely together on. Bicycle Victoria can help coordinate efforts on issues that affect all of us; e.g. poor path design, bollards, etc.

Bicycle Victoria works with state government departments including VicRoads and Parks Victoria and campaigns for increased funding of bicycle-related programs. We also work on major campaigns from amongst the 78 local councils in Victoria.

This may still leave a gap at the local level. A BUG made up of local residents writing to Council on local cycling issues can have a lot of clout and local knowledge that BV doesn't have.

Bicycle Victoria can help coordinate efforts on specific local campaigns of regional significance; e.g. critical gaps in cycling networks.

Fast facts

How can other BUGs help?

Summary: Other BUGs can be called on to offer expertise and reflections on what makes a good BUG work

→ **Key Tip:** *The wisdom of others goes a long way*

BUGs generally start from the ground up, often with a lot of enthusiasm but low on resources. When they finally establish themselves, it can be hard to imagine they once started off just like any other new BUG on the block.

Given this, BUGs are often eager and keen to help emerging BUGs find their feet. Bicycle Victoria can help new BUGs get in contact with other BUGs for advice on a range of issues including:

- Prioritising campaign issues
- Offering advocacy to local cyclists
- Communicating with council and other government bodies
- Utilising local companies to assist with your aims
- Organising local rides and events
- Marketing and promoting events and local cycling issues
- Communicating with the media
- Involving the public

Bicycle Victoria's role

From time to time Bicycle Victoria convenes BUG gatherings and meetings, to help different BUGs support each other in various ways. Members of BUGs have reported finding these meetings very useful. Keep an eye on www.bv.com.au for announcements of future activities.

6 steps to starting and running your own BUG

Step 1: Get initial support from cyclists, council and employers

Summary: A simple step – get out there and start talking to others

→ **Key Tip:** *Existing networks can be a great way to get things started*

The following may be done at different times or concurrently, depending on your interests, existing contacts and particular circumstances.

Find other local cyclists

Phone people you know.

Prepare a leaflet or flier, indicating the purpose of the BUG, desired outcomes, and contact details. Small fliers are particularly handy, such as ¼ of an A4 page. Distribute leaflets or fliers in cafes, libraries, swimming pools, bookstores, etc. Clipping fliers to bicycles is illegal, but often done by new BUGs.

Use existing networks: Bicycle Victoria, Victorian Bicycle Coalition, local council, place of employment.

Utilise readily available free publicity, such as ‘What’s On’ listings in local papers. Consider advertising in a local newspaper or on the Internet. You may be able to get initial funding support from the local council for this.

Speak to bike shop owners, who may be interested in helping set up a local BUG. If nothing else, they are likely to know cyclists who might be keen.

Contact related groups. E.g. parkland, environment and health groups in the local area.

Use existing networks

Networks such as Bicycle Victoria and your local council will offer different kinds of support. See Fast Facts (above) for information on how Bicycle Victoria can help.

The local council may offer a meeting room to hold an initial (or even ongoing) meeting. They may also provide financial assistance with photocopying print materials.

Form a draft agenda of issues, goals and objectives



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GPO Box 1961R, Melbourne 3001

As you start speaking to other cyclists, put together a draft list of things you'd like the BUG to achieve. It may be as simple as getting bike lanes painted on a certain street, or as detailed as a full list of strategies and campaign objectives.

It's important you don't go into the forthcoming Public Meeting empty-handed. Some sort of list of aims will be helpful to reach meaningful outcomes.

6 steps to starting and running your own BUG

Step 2: Hold initial Core Group, Public and Follow-up meetings

Summary: With each meeting your BUG will build momentum and grow in strength

→ **Key Tip:** *Well run and focused meetings are the best way to bring people and ideas together*

Form a launch strategy

A frequently used, and successful, formula for initiating a BUG:

- (1) Hold an initial, small meeting with key supporters (sometimes called the Core Group meeting).
- (2) Hold a Public meeting
- (3) Hold a Follow-up meeting

Hold initial, Core Group meeting

Send out a notice for the initial meeting about two weeks prior, whether by phone, email, fax or post. Then follow it up with a phone call about a week later.

Set out an agenda for the meeting. For a sample agenda, see Appendix A.

Don't be disillusioned if you only get a couple people at the initial meeting. Remember:

- Grassroots collectives are organic creatures and can grow overnight
- This is just the initial meeting. Stick with it!

Things you will want to achieve at the initial meeting include:

- A name for the BUG, including a draft mission statement and objectives
- Get others enthusiastic and active
- A list of contact details for BUG members
- Nominate and elect positions
- A date and venue for the Public meeting
- Agree on date and venue for regular meetings
- An Action Plan, including who will do what in advance of the Public meeting

In particular, you need to think about how to publicise the public meeting to other cyclists.

Hold a Public meeting

The Public meeting is a much larger gathering, the purpose of which is to (a) draw out other interested cyclists and (b) find out what the local issues are.

Use many of the same methods of finding keen cyclists for publicising the Public meeting.

Things you will want to achieve at the Public meeting include:

- Introduction of the BUG, and its current members, to the wider public, local council and other local bodies/organisations
- Give opportunities for representatives of assisting organisations to talk about their commitment to the BUG and broad objectives
- Open discussion of local issues/concerns
- Invitation for others to join the BUG
- Plan for next meeting

You'll also want to survey all attendees there, to find out their priorities and interests. Results from this survey should be summarised and brought to the follow-up meeting.

Also, be sure to obtain contact details for all attendees. Don't let them escape!

Hold a Follow-up meeting

With any luck, this will be the first of many ongoing meetings for the new BUG. Find a meeting place that is convenient and quiet enough to get things done.

It's recommended that BUG members be appointed to tasks, possibly on a rotating basis:

- **Facilitator.** Chairs the meeting, making sure everyone has a chance to have their say and the meeting runs smoothly and as planned
- **Recorder.** Takes minutes of the meeting, making sure that each important point is recorded.
- **Timekeeper.** Makes sure that enough time is spent on each item and ensures that the meeting does not go over the set time (could be the facilitator)

6 steps to starting and running your own BUG

Step 3: Get the finances and official requirements in order

Summary: Make the BUG official: sources of money, insurance and incorporation

→ Key Tip

A level head and a bit of research will help your BUG find its feet on more secure ground

Sources of money

The BUG needs to decide if it needs finances, and how much.

Local councils have a community grants scheme, which may help with start-up costs. Other possible sources include:

- Sponsors (e.g. bike shops)
- Membership fees
- Government or philanthropic funding schemes
- User-pay systems (e.g. people pay to do rides, attend workshops)
- Raffles and other forms of fundraising

If the BUG decides it needs funds, you will need to open a bank account in the BUG's name. Decide which bank/credit union best suits your BUG's needs. A treasurer should be appointed to manage the funds and ensure bills are paid and BUG funds are not overspent.

If grants are received, the BUG must account for how it spends the money.

Insurance

The BUG will also have to decide if it wants or needs insurance. Note that public liability insurance is often compulsory for participation in events or for hall/room hire. Bicycle Victoria can provide advice on the most appropriate type of insurance for your BUG.

Incorporation

There are various pros and cons of incorporating your BUG. If you decide to incorporate the BUG, there are certain legal requirements you will need to meet - including having a constitution and a committee of management.

For further information on what is involved in incorporation, contact Consumer Affairs Victoria:

Level 2, 452 Flinders Lane Melbourne
Ph 1300 361 673
Fax (03) 9627 6210
www.consumer.vic.gov.au
associations@justice.vic.gov.au

They will send you (for free) a kit titled 'Information for Incorporated Associations', which contains an application for Association Incorporation, model rules for an Incorporated Association and 10 Fact Sheets.

The Consumer Affairs Victoria website contains the kit in digital form, at:
http://www.consumer.vic.gov.au/cbav/fairsite.nsf/pages/of_asso_assoc

Great additional resources can be found at:

<http://www.community.gov.au/internet/mfmc/community.nsf/pages/section?opendocument&Section=Start%20a%20Community%20Group>

Community support

Our Community (www.ourcommunity.com.au) is a great member-based resource of community information.

6 steps to starting and running your own BUG

Step 4: Develop feasible objectives, strategies and communications plans

Summary: The trick is simple: plan and prioritise – then focus on those priorities

➔ **Key Tip:** *Develop your BUG to make it a positive and happy organisation to belong to – and regularly reflect on your tasks and achievements*

Start the ball rolling

At the follow up to the public meeting (effectively the first real meeting of the new BUG), start by asking for input from everyone. Brainstorming goals and objectives has its place – now! Then start categorising them, such as into Advocacy, Events, Public Education, Marketing, Campaigning, Strategies, etc.

The next step is to prioritise. Through shared input, agree on the top three objectives for each category. Once achieved, you'll be able to sit back and take in a panoramic view as your BUG takes shape.

An initial idea may be to go for a ride to visit sites identified in your goals and objectives. It can also be a great way to break the ice and make members feel comfortable making contributions. After all, it's all about cycling.

The panoramic view of the BUG's goals and objectives is a great vantage point from which to start thinking about the BUG's Vision and Mission statements. These may be evolving statements, so don't worry if you can't agree on them immediately.

The pragmatics of meetings

Well-run meetings are often indicative of the health of a BUG:

- Establish regular meeting and a location.
- Stay focused. Meetings that go on for hours and don't achieve anything soon discourage participants. We suggest using the Agenda to advertise start and finish times, as well as allocated times for agenda items.
- Members should be positively motivated to remain active and enthusiastic. A shared sense of ownership for the BUG is vital.
- Plan for the next meeting and determine what everyone wants to contribute and assign tasks accordingly.

Marketing and communications

The Internet.

Setting up a website can be a relatively cheap way of reaching your target audiences. Possible uses of a simple yet easily navigated website include:

- Letting members and the public know of BUG events and local issues
- Have available online forms relating to becoming a member, surveys, hazard reports, accident reports, etc.
- A forum for debate (chat rooms, etc.)
- Means of directly communicating with the BUG (through email)

Often the best thing about having a website is that you can refer people to it for aims, ride program, campaigns under way and campaign successes.

Print materials: fliers, posters, stickers, etc.

Cheap and convenient as it may be, the Internet is limited in scope. First, not everyone has access to it. Second, a poster in a shop window can be a lot more effective way of getting wide attention than having a small website that will mostly attract ‘the converted’.

Print materials need not be expensive. A simple message can be photocopied to strong effect. A few examples:

- Fliers handed out on popular bike routes and trails
- Awareness raising posters in shops that attract your target audiences

Use local bike shops to assist. They attract much of your target demographic.

Have fun!

A BUG needs more than sound strategies to sustain life over a long period of time. Social events are a vital part of the BUG’s life. These may be public social rides, rides just for BUG members, or even non-cycling activities. A chance to catch up and have fun can be as important as the task of getting stuff achieved.

Avoid navel gazing

To keep the BUG fresh and constantly vitalised, it’s important to maintain contacts with others and keep an eye on what’s happening beyond the BUG’s scope or field of vision. Inviting guest speakers – whether from another BUG or simply another cycling or grassroots organisation – can be a great way to inject new ideas and perspectives into the group.

6 steps to starting and running your own BUG

Step 5: Involve the public and media

Summary: The old adage rings true: ‘Help others to help you’

It is very important that the work of BUGs be noticed, and that the voice of the BUG be heard. To be most effective, the group needs broad community support. It needs to represent all cyclists (and potential cyclists) and be representative of the entire community in which it is located.

Ways to involve the public

Promotional information. T-shirts, stickers, logos and catchy slogans won’t change the world, but they will help attract new members and promote your cause.

Community outreach. Includes any educational or attention-getting activity. E.g. speaking at schools; offering lectures, seminars and workshops; and attending public hearings and meetings.

Hosting events. Includes social rides and functions.

Surveys, petitions and fliers. Includes distributing leaflets and fact sheets, canvassing opinions ‘on the street’, and obtaining signatures.

Bike maintenance clinics. Setting up a stall to assess and bike safety can not only be a great way to encourage riding, but is an excellent marketing tool.

Network with other organisations. Other bodies out there will have goals that overlap with those of your BUG. These may include groups relating to local precincts, clear air, renewable resources, disabilities, etc.

Ways to involve the media

Letters to the editor. A great way to get a message out to people is to write to the editor of a local or major newspaper. Usually most effective as a response to either a letter from someone else, or a current issue in the media. Letters can help sway public opinion and therefore change policies.

Press releases. A well written and timely press release to the News Desk of a media body can be a great way to ‘get in the news’. Research shows that around 50–75% of all news actually derives from press releases. A good press release should demonstrate one of:

- **Currency:** The issue is newsworthy, in that it is currently happening. It could say that the formation of your BUG is timely because [now find a reason]
- **Celebrity:** There is someone involved who is somehow in the ‘public eye’.



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Use your activities. Your activities are a great source of media material – especially if they stir public debate and interest. Signed petitions are media-worthy, as is a bike ride that demonstrates a point.

Use your events. If you put on an event, invite the media along. Even if it's the launch of a bike maintenance clinic.

6 steps to starting and running your own BUG

Step 6: Work with councils and corporate sector

Summary: Build relationships and networks

→ **Key Quote:** *“Our BUG has become an important part of the community and we’re regularly consulted by local government. I’ve also made lots of great friends through the BUG – people I really enjoy spending time with. All in all, I’d have to say that my involvement in the BUG is one of the best things I’ve done. Once the formalities of establishing a group are out of the way, it’s lots of fun and very rewarding.”*
– Heidi Marfurt, DarebinBUG

Working with councils

The first step is to find out who you need to speak to. The council or company may help you, but it’s the people who work there who will do the work. At your local council, find out who is responsible for transport and/or bike facilities. Having a contact person is a good first step.

Build relationship and encourage council to provide for bikes one project at a time. A good working relationship with the local council will help to achieve a lot. Encourage local councilors and staff to join the BUG.

Do your homework

Find out what council already has in place in regards to bicycles:

- Do they have a bicycle strategy?
- Do they have a budget for spending on bikes?
- Do they have a Bicycle Works Program?

Make it easy for council to meet cyclists’ needs:

- Make your priorities their priorities
- Use the skills of your members (e.g. engineering, drafting, communications)

The BUG should work towards getting council to set up mechanisms to build a bike network. To do this, councils need to:

- Identify roads and paths to be included in the bike network.
- Adopt a Bicycle Works program, which includes designs and costings for each project.
- Allocate a yearly budget for implementing the Bicycle Works Program.

Once these are in place the BUG can advise council on the projects they consider to be highest priority. The BUG should also ask to see and comment on council plans for all bike and road projects since bike riders use all roads, regardless whether they have been identified as part of a bicycle network.

Even if council does not have a bicycle strategy, bicycle works program or budget, the BUG can still write to council and councilors requesting a high priority project be carried out.

Working with corporate sector

Workplace BUGS usually have a narrower focus than community BUGS and are often concerned about end-of-trip facilities. In workplaces where several people ride to work but lack a safe place to leave their bike or adequate facilities for washing or storing clothes, forming a BUG can provide coordinated way to approach management about improving facilities. It is a way for employees with an interest in cycling to meet and provides a useful resource for staff who want to start riding to work.

Workplace BUGS can also approach nearby councils to improve bike routes to the workplace.

Stay in contact with Bicycle Victoria

Keep Bicycle Victoria posted with your activities – everything from your riding events to local campaign issues. There may be many ways we can help. Bicycle Victoria's Member magazine, *BVnews*, can be a great avenue for getting your efforts and successes into a wider arena.

Some strategies for effective lobbying

- Investigate and understand the main issues
- Be clear that your issue falls within the responsibility of the level of Government you are lobbying
- Have a clear understanding of the objectives you wish to achieve through your efforts
- Have realistic and achievable goals and expectations
- Look at the issues from all sides
- Make initial approaches to MPs in writing (most politicians today have emails)
- Meetings should be held in the councilor's or MP's office and a short briefing should be provided beforehand

When contacting or seeing your local councillor or Member of Parliament

- Be prepared and know your facts
- Focus on facts rather than emotions
- Be well briefed on issues
- Discern between the important and unimportant issues
- Be upfront and honest
- Take into account the electorate profile of the person you are going to see

- Leave behind an effective ‘footprint’
- Consider a councilor’s or MP’s personal interest and background

After contact has been made

- Send a thank you letter with a summary of the issues raised and agreements made after a personal visit
- Organise a follow up meeting after 6 to 12 months depending on the circumstances
- If you have not received a response within a fortnight to a letter or email, follow up with a phone call to check if they have received your mail and ask when you can expect a response

Ongoing

- Stay in touch with your councilor or local member, invite her/him to any event you are organising, provide feedback on positive achievements

Appendix A: Sample Core Group meeting agenda

[Insert date and venue here]
Agenda

No.	Time	Item	Who
1	7.00–7.05	Welcome, introductions, attendance and apologies	Meeting facilitator
2	7.05–7.10	Outline of purpose of meeting	Meeting facilitator
3	7.10–7.30	General discussion of local issues/concerns: <ul style="list-style-type: none"> • Dual use paths • Safe Routes to Schools issues • Roads causing concern • Exclusive bike facility needed along busy roads • Traffic calming • Bridge issues • Current re-surfacing of roads All 	
4	7.30–7.50	Discussion of Action Plan: (Allocation of tasks in preparation for Public Meeting) <ul style="list-style-type: none"> • Distribution of Public Meeting ‘Flyers’ • Phoning cyclists • Notices to bike shops • Newspaper notices • Press release and photo • Informing P&C and school principals • Inviting the local government rep • BUG spokesperson at Public Meeting • Minute taking at Public Meeting • Other items ... 	
5	7.50–7.55	Upcoming Meetings: <ul style="list-style-type: none"> • Public Meeting [insert date here] • Regular BUG meetings: date/day/time and venue to be decided 	
6	7.55–8.00	Other Business	

Appendix B: Contacts and resources list

Name	Description	Contacts	Cost
Austrroads Guide to Traffic Engineering Practice: Part 14: Bicycles	Australian engineering standards for building bike facilities	Ph (02) 9264 7088 www.austrroads.com.au	There is a charge
Bicycle Victoria Bicycle User Group Start-up Manual	You're holding it!	Digital copy available at www.bv.com.au (Keyword: Bug Manual)	Free online
Bicycle Victoria BUG list	A-Z of BUGs and cycling clubs around the state	www.bv.com.au (Keyword: BUG)	Free online
Cycle Notes	User-friendly publications that summarise aspects of Part 14	www.bv.com.au (Keyword: standards) www.vicroads.vic.gov.au	Free online
Information for Incorporated Associations	Contents: <ul style="list-style-type: none"> • Application for Association Incorporation • Model rules for an Incorporated Association • 10 Fact Sheets 	Consumer Affairs Victoria Level 2, 452 Flinders Lane Melbourne Ph 1300 361 673 Fax (03) 9627 6210 www.consumer.vic.gov.au associations@justice.vic.gov.au	Free
Information Victoria	Contents: <ul style="list-style-type: none"> • 1300 information number • A-Z of Vic govt websites 	www.information.vic.gov.au	—
Consumer Affairs Victoria	A good resource for information on associations and legal requirements	www.consumer.vic.gov.au	
Our Community	A great member-based resource of community information	www.ourcommunity.com.au	Costs to become a member