Pedal Power ACT
Cordon count data collection instructions for 2016

Town centre	Date of count in 2016	Times of count
Gungahlin town centre	Thursday 25 February 2016	7:00 am to 10:00 am 4:00 pm to 7:00 pm
Belconnen town centre and the University of Canberra campus	Thursday 3 March 2016	7:00 am to 10:00 am 4:00 pm to 7:00 pm
Civic town centre and the ANU campus	Tuesday 1 March 2016	7:00 am to 10:00 am 4:00 pm to 7:00 pm
Woden town centre	Wednesday 2 March 2016	7:00 am to 10:00 am 4:00 pm to 7:00 pm
Tuggeranong town centre	Wednesday 24 February 2016	7:00 am to 10:00 am 4:00 pm to 7:00 pm

1. Download and print the count location details and counting instructions for your nominated count locations (via the count location number at the bottom of the appropriate town centre pages on the website).

2. Down-load the Roads ACT Cordon Count App

You must have a smart phone of tablet that can download and operated the App

Instructions on the website

3. Enter some trial data in the App

At least a week before the first cordon count:

- Enter some trial data into the App and send
- Send an email to the Cordon Count Manager advising that you have sent some trial data
- The Cordon Count Manager will conform that the data was or was not received
- If the data was not received, re load the App and enter some trail data and sent it and an email to the Cordon Count Manager

4. Download and print paper data collection sheets

Download the paper data collection sheet and print at least two copies.

Take the sheets when you go to your allocated count location and us them to collect data should your App not work (for what ever reason).

5. Read and understand the counting rules

The counting rules (included below) are to be followed when counting people walking and riding.

6. Take to your allocated count location in time to start the count at the scheduled start time:

- Count location details and counting instructions for that count location (printed out from the appropriate cordon count page)
- Your smart phone or tablet with the Roads ACT Cordon Count App loaded and working
- Two paper data collection sheet (printed out) – for use if the App or your smart phone or

tablet does not work

- Pens or pencils for recording your counts on paper (when required)
- A clipboard or something similar to hold the paper data collection sheets when recording your counts
- A watch or other time piece – for use if your smart phone or tablet does not work
- A chair if you want to sit on it during the count – you can stand or sit on the ground and at some locations you can sit in your car
- Water and snacks (if desired)
- A hat and sun screen if it's a sunny day, warm cloths if likely to be cold and/or wet weather gear is likely to rain – remember we count rain, hail or shine (unless previously advised otherwise)

4. Go to your allocated count location

- Be on site at your allocated count location ready to count at the start of the session
- Locate yourself safely so that you can clearly see everyone who crosses your count location
- Make yourself comfortable – you will be there for three hours

5. Count all the pedestrians and cyclists crossing the cordon at your location as per the [counting rules](#) and record the data on the App or paper data collection sheets.

6. At the end of each session submit your data via the App 'Send Data' button – that sends the data via email to designated people for future use (please do not send data during the count session as that generates multiple files for you count data)

- Complete and sign and paper data collection sheets used
- Deliver the paper data collection sheets to the supervisor at the location advised

----

Cordon count data collection 'rules'

These 'rules' are applied by the data collectors when counting the numbers of people walking or riding bikes across the cordon.

Counting rules

1. Count people walking and riding bikes across the cordon count location (as given to each counter) – count there and nowhere else, regardless of if you think people have or have not been counted elsewhere. (The count locations make a complete cordon.)

2. People riding bikes (cyclists) are those on pedal bicycles, recumbents, trikes, electric assist bicycles (not motorbikes), or link bikes (tag-alongs), or on tricycles, or walking their bikes. A couple on a tandem are two people riding bikes. Children in trailers or in child seats are not riding bikes and are pedestrians for count purposes.

3. People walking (pedestrians) are those walking (not pushing a bike), jogging or running, or on roller skates, skies, kick scooters or mobility scooters and children riding in prams, child seats and trailers.

4. Males and females are designated by your best estimate (it is likely any errors will cancel out)

5. Start on time at exactly 7 am or 4 pm as appropriate

6. Finish on time at exactly 10 am or 7 pm as appropriate.

7. Do not count people in sight who cross the count location before the start time or after finish time.

8. Do not count yourself or anyone else associated with the count (supervisor and quality assurance checkers).

9. Lookout for well intentioned, but misinformed, people who think they are helping by repeatedly crossing the cordon count location to inflate the count. If you see one, only count them once and advise the supervisor.

10. Do not advertise that you are counting people walking and riding (but do explain what you are doing if asked).

11. We are only counting people who enter or leave the cordon area via public roads, paths and spaces, not via residential or business premises – people who emerge from private property are NOT counted. There is one exception to this rule – when you know for certain that the someone has approached along 'your' road or path, and only cut the corner via private property just before reaching your control. For this reason, the cordon counting point on each road or path is some distance away from the intersections with the roads that form the cordon boundary.

12. We are not trying to count as many people as possible – we are trying to count as accurately as possible!