# Attachment 1: Priority route options analysis (planning)

Cycle Network Local Government Grants, program guidelines

### Overview

The Cycle Network Local Government Grants program (the Program) provides funding to councils to deliver cycling and supporting infrastructure on the Principal Cycle Network (PCN). Up to 50 percent grant funding is available to councils for projects which will deliver options analyses to develop a pipeline of quality projects for delivery Priority A routes identified on the Priority Route Maps (PRM) on locally controlled portions of the PCN.

Planning grants provide a model process and deliverables to support councils to identify possible route options and design options, including priority design treatments; perform an objective assessment of each of their merits; select preferred fit-for-purpose, cost-effective options(s); develop concept design; and determine delivery staging and prioritisation to deliver best practice, high quality, and safe bike riding infrastructure.

### Funding requirements

Projects are considered eligible if they meet the following requirements:

* project delivers options analysis for route identified as Priority A in the PRM
* project complies with scope and deliverable requirements listed below.

Upon finalisation of the options analysis project, councils may apply for detailed design and or construction funding, as appropriate.

### Application requirements

To apply for 50 percent grant funding for an options analysis project, councils must complete all fields in the Priority route options analysis project proposal form. Standard application form is not required.

### Scope requirements

The project is required to:

* Undertake options analysis of a route, identifying preferred alignment and design, high level cost estimate and delivery strategy detailing staging, prioritisation, and funding source.
* Consider priority design treatments, as appropriate, such as retrofit of devices to physically separate bicycles from motor vehicle traffic on an existing on-road bicycle facility, separated cycle tracks, separated cycle and pedestrian paths, and advisory lane or bicycle street treatments.
* Engage with, and address input from, stakeholders such as the Department of Transport and Main Roads (the Department) and bicycle user groups at key milestones in the delivery of options analysis.

The activities listed in the scope below are intended to be a guide and represent the minimum expected to be undertaken. At time of application, councils may propose to simplify scope as needed, providing information demonstrating that an activity has been completed or is not needed (for example, submitting further planning undertaken that determined the preferred route).

Councils may decide whether the options analysis is undertaken in-house or by a contractor.

| **In scope** |
| --- |
| **Project planning**   * Prepare project management plan covering scope, tasks, time, cost, resources, risk and safety. * Prepare stakeholder engagement plan identifying key stakeholders and proposed stakeholder consultation and communication activities. Refer to the ATIP [Community and Stakeholder Engagement Guide.](https://www.tmr.qld.gov.au/Travel-and-transport/Cycling/Research-and-resources/Participation-and-encouragement#cseg) |
| **Background investigations and basis for design**   * Review previous and current planning, related projects, transport network, traffic counts, crash history and safety, demographics, site conditions, facilities, civil structures and utilities. * Collect and record counts of people walking and riding bicycles by hour of the day and day of the week at key locations along the route, including possible decision points. * Identify and assess existing and future transport needs, adjacent/connecting land use, major origins and destinations, and wayfinding opportunities and improvements. * Investigate environmental, heritage, hydraulic, geotechnical and property constraints. * Review connectivity to improve accessibility to the wider cycle network, including the existing and planned Principal Cycle Network and local active transport network. * Conduct site visit to ground truth existing conditions and to create Geographic Information System (GIS) inventory and map/s of existing cycling facilities and infrastructure. * Identify and assess relevant standards and guidelines, opportunities, constraints and risks. * Hold workshop to develop basis for design addressing route alignment and design objectives for fit-for-purpose cycling infrastructure that supports riders of all ages and abilities. * Prepare working paper documenting background investigations and basis for design, and level of service and standard of facility required. |
| **Route** **options**   * Identify and develop route options for a continuous cycling facility consistent with basis for design. * Develop and undertake options analysis methodology to identify preferred route. * Hold workshop to facilitate stakeholder review and further development of route options and inform assessment and selection of preferred option(s). * Prepare working paper documenting route options, analysis methodology and outcomes, and recommended preferred option(s). |
| **Design treatment options**   * Identify and develop options for a continuous cycling facility consistent with basis for design. * Develop and undertake options analysis methodology to identify preferred design treatment option(s) along route. * Hold workshop to facilitate stakeholder review and further development of design treatment options and inform assessment and selection of preferred option(s). * Prepare working paper documenting design options, analysis methodology and outcomes, and recommended preferred option(s). |
| **Options analysis report**   * Develop concept plan for the preferred option(s) including conceptual layout drawings and typical cross sections. * Undertake risk assessment and environmental scan, identify possible land requirements, consider and assess potential impacts. * Hold workshop to review safety in design aspects of concept for preferred option(s). * Conduct site visit with stakeholders to ground truth concept designs and costings. * Prepare delivery strategy identifying staging, prioritisation, high level cost estimates, and potential funding and delivery mechanisms. Delivery strategy to:   + consider and demonstrate feasibility of delivery for the preferred options(s)   + clearly define anticipated completion date for construction for the preferred options(s)   + identify all packages of work required to achieve construction by anticipated completion date. * Prepare options analysis report summarising background investigations and options development and assessment, and stakeholder input and how it has been addressed, and detailing concept plan and assessments, and delivery strategy. |
| **Out of scope** |
| * Transport modelling * Detailed design * Land acquisition * Construction * Marketing * Public consultation (other than targeted consultation). |

### Deliverable requirements

The project should achieve the milestone and deliverables listed in Table 1. The milestones and deliverables listed represent the minimum expected to be produced and correspond to the payment schedule.

**Table 1: Milestones and deliverables.**

| **Milestone** | **Year** | **Deliverable** |
| --- | --- | --- |
| **1 – Execute agreement** | 1 | 1. Execution of agreement 2. Project Work Schedule 3. **Project management plan**: Submit project management plan for review. Plan should cover scope, tasks, time, cost, resources, risk and safety. 4. **Stakeholder engagement plan**: Submit stakeholder engagement plan for review. Plan should identify key stakeholders and proposed stakeholder consultation and communication activities. Refer to the ATIP [Community and Stakeholder Engagement Guide.](https://www.tmr.qld.gov.au/Travel-and-transport/Cycling/Research-and-resources/Participation-and-encouragement#cseg) 5. First payment grant funding payable (50%) |
| **2 - Working papers** | 1 | 1. **Working paper 1:** Submit working paper for review that documents background investigations, basis for design, and level of service and standard of facility required. 2. **Working paper 2:** Submit working paper for review that documents route options, analysis methodology and outcomes, and recommended preferred option(s). 3. **Working paper 3:** Submit working paper for review that documents design options, analysis methodology and outcomes, and recommended preferred option(s). |
| **3 - Project Completion** | 1 | 1. **Final project report (F200):** Upon completion of planning activities, submit a final project report to the program team for review and approval. 2. **Options analysis report**: Submit options analysis report for approval that summarises background investigations, options development and assessment, and stakeholder input and how it has been addressed, and details concept plan, risk assessment and environmental scan, and delivery strategy. 3. Final payment grant funding payable (50%). |

All deliverables need to be submitted to the program team (contact details below) for review and approval. Responding to feedback from TMR is not considered approval of a deliverable.

Throughout project delivery, councils should regularly check-in with the appointed departmental technical advisor who will provide planning and design assistance.

Councils should consider, but are not limited to, priority design treatment options detailed in Active Transport Investment Program Technical Guidance.

Upon finalisation of the options analysis project, councils may apply for detailed design and or construction funding, as appropriate.

### Contact information

If you have any further enquiries, please contact the program team:

Email: [TMR.Cycle.Grants@tmr.qld.gov.au](mailto:TMR.Cycle.Grants@tmr.qld.gov.au)

Website: <https://www.tmr.qld.gov.au/Travel-and-transport/Cycling>