# Attachment 2: Design review guidelines

### Cycle Network Local Government Grants, program guidelines

These design review guidelines (guidelines) have been developed to assist Council's with the design review process for approved projects funded through the Department of Transport and Main Road's (the department), Cycle Network Local Government Grants program (the program).

These guidelines do not reflect the assessment process for funding applications submitted to the program during the annual program development cycle.

### Design standards

The [Active Transport Investment Program Technical Guidance](https://www.tmr.qld.gov.au/travel-and-transport/cycling/cycling-grants/cycling-infrastructure-grants) provide detailed guidance on the essential technical standards for facilities funded through the program. Further to that, these guidelines support an approach to design review which is based on the principles found in:

* Road Planning and Design Manual Edition 2: Volume 3 Supplement to Austroads Guide to Road Design Part 1: Introduction to Road Design
* Road Planning and Design Manual Edition 2: Volume 3 Supplement to Austroads Guide to Road Design Part 2: Design Considerations
* Austroads Guide to Road Design Part 1 – Objectives of Road Design (ADRD01-21).

Councils are encouraged to review these documents to help ensure that they include the minimum design elements at each relevant design stage. This will help ensure a more efficient design review process and lead to better project outcomes.

[Refer **Appendix A - Design stages**](#_Design_Stages)for detailed explanations of minimum design elements required at each design stage. Councils should not advance through design stages without prior review by the Program.

### Design review process

Step 1 - Initial program review

In the first step of the design review, a program technical assessor (PTA) will review council's design plans and complete a project technical assessment form (F400 form), providing their written feedback at an individual item level. The PTA may also include design plan mark ups. The F400 form will then be provided to Council for consideration and response.

Feedback on each item will be provided under four broad **feedback categories**:

* **Required**: Essential outcomes that reflect ATIP technical and performance requirements such as safe systems outcomes and accessibility. Required items must be accepted or closed by the PTA before the project can be considered complete or the design stage can be advanced.
* **Recommended**: Desirable enhancements to the project to improve safety, attractiveness, comfort, connectivity and/or functionality. Council must provide an explanation for why the recommended enhancements cannot or should not be incorporated into the project.
* **Future Requirement**: Identified improvements that will be incorporated into a future project and may be considered as part of the existing project.
* **For Consideration**: Identified design elements for review during the detailed design process (only to be used for planning and concept design review).

**[Appendix B: Design Review Process Guidance](#_Appendix_B_–)** providesfurther information on how each category item is assessed.

Step 2 – Council response

In the next step, Council considers the feedback provided by the PTA and develops a detailed response to each item identified in the F400 form. The response must include enough detail to support Council's position on each item, including references to relevant design standards and publications.

Once complete, Council's response should be provided to the Program for assessment.

Step 3 – Program assessment

Once the F400 has been provided to the Program with Council's response, the PTA will undertake an assessment of the response to each item. The assessment will be recorded in the F400 form and provided back to Council when complete. PTA's will provide comments for Council's response in their assessment of items.

There are six assessment outcomes which fall into three main categories that can be applied to an item in the PTA's assessment:

1. Accepted
   1. The response/outcome is accepted by the PTA. These items are considered closed out and will not be raised in future design reviews.
2. Continued discussion
   1. Open
      1. The item/issue remains open for discussion
   2. Unresolved
      1. The item/issue has been deferred to a future F400 review and will be raised in a future design review stage.
3. Not accepted
   1. Not accepted (future requirement)
      1. The response/outcome from council is not accepted (could have been a recommended item) but the items has been closed out. This item will be tracked as a future requirement and will be required to be implemented on future projects.
   2. Not Accepted (CNLGG program)
      1. The program team has consulted with the PTA and has made the decision to close the item/issue based on an internal decision-making process. There will be implications for any future applications relating to this route, such as but not limited to, ineligibility for receiving funding from the program for future project stages. This category is to be primarily used on highest priority route options analysis and detailed design projects.
   3. Closed (CNLGG program – future implications)
      1. The program team has consulted with the PTA and has made the decision to close the item based on an internal decision-making process. Depending on the specific item/issue, as a part of the decision-making process, the outcome of the project and any funding implications will be determined. This category is to be primarily used on Construction projects.

##### Required items

The program will organise a meeting with Council to discuss all required items that have not been accepted by the PTA. As required items represent essential project outcomes in line with the technical guidance, so must be resolved and accepted before the design review process can be finalised.

If, after discussions have been completed and an item remains unresolved, the following actions/assessment outcomes will be undertaken and applied, dependent on the design stage.

* Concept and preliminary design
  + **Open/unresolved**: Council’s response is accepted however the item remains unresolved and is deferred for review at a more advanced design stage. On this basis, the items will be closed out for the purposes of this particular design stage review.
* Detailed design, issued for construction design, as constructed design
  + **Not accepted (Category)**: The item remains unresolved; agreement cannot be reached between the PTA and Council.
  + In this case, progression to the next stage of the project will need to be negotiated with the program on a case-by-case basis. Please note that at this point there is the potential for withdrawal of program support, in part or in full, as the project does not meet the mandatory technical guidance. These items will be tracked as a requirement on future projects.

##### Recommended items

Items that are listed as recommended and won't be implemented by Council are require to provide a justification for the exclusion, If the justification is not accepted by the PTA, the **'not accepted (Category)'** will be used depending on the response provided by council.

On this basis, the items will be closed out for the purposes of the design review on this particular project.

##### Future requirement items

All future requirement items will be included on the final F400 for the project but will not require a response from council. These items will be tracked and monitored by the program.

##### For consideration

Items that are listed as for consideration are provided during planning or concept design phase. These items do not require a direct response via a F400 but will be checked and confirmed by the PTA in the next stage of design review. The items are included for consideration through the development of the design and may request additional information be provided at the next stage.

Step 4 – Finalisation of design review

When the PTA is satisfied with the design plans, Council will be formally notified that the plans are 'endorsed' by the program. The PTA does not 'approve' Council's design plans. Council, or their Consultant, is responsible for the designs under the supervision of a RPEQ and the endorsement is the departments confirmation that the design is consistent and complies with the technical guidance*.*

Key points to note:

* Any items that remain in the not accepted category at the completion of the design review process will be tracked by the program and considered at future panel review for new project applications. Subsequent projects that include design elements previously marked as future requirements may impact on the success of a grant application.

Appendix A - Design Stages

| **Stage** | **Summary** | **Minimum design elements** | **Close out comments** |
| --- | --- | --- | --- |
| **Concept** | Concept design project applications should be an output from an options analysis project.  Provides opportunity for high level advice before project progresses to the next stages.  Concept design should establish a preferred solution and identify major challenges. | * General horizontal alignment * Typical cross section/s * Proposed crossing/intersection treatments * Identification of major structures (if applicable) * Identification of significant public utility plant (PUP) conflicts * Identify connections to pedestrian and cycle network and attractors * Identify general lighting requirements (intersection/mid-block) * Consideration of conflicts and crossfall at driveways | Items to be for consideration or open/unresolved. |
| **Preliminary (15-50%)** | This design phase is ground truthing the concept design based on engineering survey.  Whilst this is not mandatory, council is encouraged to submit for review prior to detailed design. | As above with addition of:   * Engineering survey provided * Fixed horizontal alignment * Longitudinal alignment (including long section/s) * “Squeeze points” * Any design changes between previous stage itemised. | Items can be accepted or open/unresolved. |
| **Detailed (80-85%)** | This is the level of detailed design expected when submitting an application for a construction project. This will enable the technical assessor to provide a considered assessment of the project and give confidence to the panel that the project will be on track for commencement in the first financial year, if approved.  This is also mandatory for submission in a design project, prior to submitting the Issue for construction drawings. | As above with addition of:   * Locality map * Drawing andex * Existing features and services * Pavement marking and signage * Path/road pavement detail/s * Drainage layout and detail/s * Annotated cross sections * Landscaping detail/s * Road/path lighting assessment (and design, if applicable) * Refine details of any structures including fencing, retaining walls, bridges or rails. * Identification of an hazards within the path environment, and treatments to mitigate risks * Crossing/intersection design * Driveway treatments * Design exceptions need to be documented * Landscaping and furniture details * PUP resolved * Other reports or documents validating the design (e.g. sight distance calcs) * Any design changes between previous stage itemised. | Items can only be accepted or not accepted (Category). |
| **Issued for construction (100%)** | Mandatory for program endorsement and final project report approval of design projects.  Mandatory for endorsed by the program prior to commencing construction on construction projects. | * As above * Any design changes between previous stage itemised. | Items can only be accepted or not accepted (Category). |
| **As constructed** | Mandatory for final project report approval on construction projects. | * As constructed plans must be a mark-up of changes from the endorsed Issue for Construction design drawings. | Items can only be accepted, or not accepted (Category). |

Appendix B – Design review process guidance

| **Feedback category** | **Definition (as per project technical assessment)** | **Assessment guide** | **Council response** | **Close out process** |
| --- | --- | --- | --- | --- |
| **Required** | Essential outcomes that reflect ATIP guidance and performance requirements such as safe systems outcomes and accessibility. Required items must be accepted or closed by the PTA before the project can be considered complete or the design stage can be advanced. | Item relates to unacceptable safe system outcomes, accessibility concerns or is a major red flag to the project, Program, or the department.  For construction projects, the scope must be consistent with the endorsed Issued for Construction design. | **Response mandatory**  Council must provide an explanation for why the required item cannot or should not be incorporated into the project.  RPEQ endorsement alone is not a valid justification for items not being addressed. | **Accepted item:**  An item that has been addressed by Council and accepted by the PTA will be closed out.  **Not accepted (category) Item:**  An item that has not been suitably addressed will be marked with the appropriate assessment outcome.  The Program will organise a meeting with Council to discuss these items.  The Program will manage the subsequent close out of these items with Council based on the assessment outcome assigned. |
| **Recommended** | Desirable enhancements to the project to improve safety, attractiveness, comfort, connectivity and/or functionality. Council must provide an explanation for why the recommended enhancements cannot or should not be incorporated into the project. | Item relates to **minor** safety improvements, attractiveness, comfort, connectivity, functionality and/or, accessibility | **Response mandatory**  Council must provide an explanation for why the recommended enhancements cannot or should not be incorporated into the project. | **Accepted item:**  An item that has been addressed and accepted by the Program/PTA will be marked 'Accepted'  **Not accepted (category) Item:**  An item that has not been suitably addressed will be addressed in accordance with the category assigned. |
| **Future requirement** | Identified improvements that will be incorporated into a future project and may be considered as part of the existing project. | Potential enhancements or improvements that would be nice to have in the current and future projects. | **Response not mandatory.**  Councils can respond to or note identified items. | All future requirement items will be included on the final F400 for the project but will not require a response from council. These items will be tracked and monitored by the program. |
| **For consideration** | Identified design elements for review during the detailed design process (only to be used for planning and concept design review). | The items are included for consideration through the development of the design and may request additional information be provided at the next stage. | **Response not mandatory**  Councils can respond to items directly via F400 or can provide additional information/update designs as a part of the next design review | No close out process required.  Items included in the F400 but will be checked and confirmed by the PTA in the next stage of design review. |