Program Guidelines

Cycle Network Local Government Grants

2019-20 Round

Queensland Government

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Program overview

The Queensland Government is committed to achieving the *Queensland Cycling Strategy 2017-2027* vision of 'more cycling, more often'.

The Cycle Network Local Government Grants Program (the 'Program') allows the Queensland Government to work closely with councils to achieve this vision by delivering and improving principal cycle networks across Queensland.

To get more people riding more often, riding a bike needs to be accessible and safe, with facilities that encourage new riders, women and children. The Program supports councils to deliver best practice, high quality and safe cycling infrastructure and facilities.

Ultimately, the Program will contribute to the delivery of comprehensive and connected Principal Cycle Networks across Queensland. Over the next 10 years funding is being targeted at delivering the highest priority routes (HPR) identified in the Priority Route Maps and Action Plans for each Region's Principal Cycle Network Plan (PCNP).

For the purposes of these Guidelines, "council" is defined to include any Queensland local government authority, or any entity governing or managing a local government area in accordance with legislation such as the *Commonwealth Aluminium Corporation Pty Limited Agreement (Weipa Town Area) Regulation 1994* or other similar governance protocols.

Program objectives

The objective of the program is to support councils in the delivery of cycling infrastructure projects that:

- deliver quality infrastructure which meets best practice design and construction standards
- complete missing links and/or remove barriers that present significant obstacles to cycling
- improve access to trip attractors
- contribute to the development of the principal cycle network
- anticipate and support future demand and use based on mode share targets.

Criteria and eligibility

Eligibility requirements

Projects are considered eligible for Program funding if they meet the following requirements:

- Project is jointly funded between the Department of Transport and Main Roads (TMR, the department) and council, with a maximum of 50% funding from the department (councils must not match TMR's grant funding with funding from other state government programs unless identified as an Aboriginal and Torres Strait Islander (ATSI) community).
- Project contributes directly to the delivery of the relevant regional PCNP, in line with Priority Route Maps.

- Project complies with the Active Transport Investment Program (ATIP) Technical Requirements.
- Project delivery must commence in the 2019-20 financial year.
- Project delivers one (or more) of the following types of cycling infrastructure:
    - off-road exclusive use bikeways
    - on-road bicycle lanes which are physically separated from motorised traffic (also called cycle tracks)
    - off-road shared paths
    - advisory lanes
    - on-road facilities, including bike lanes, shoulder widening, line marking, lane and intersection reconfiguration and priority signalling
    - crossing provisions including at-grade treatments, bridges or underpasses
    - mid-trip facilities and end-of-trip facilities.
- Project delivers one (or more) of the following types of supporting cycling infrastructure:
    - directional and route signage[1]
    - lighting of cycle paths and bikeways
    - data collection for the purposes of monitoring and reporting on the performance of cycling infrastructure.
- Project delivers preliminary and/or detailed design of any of the above cycling infrastructure types.
- Project delivers planning on the HPR identified in the PCNP Priority Route Maps (refer to Highest Priority Route Options Analysis grant category)
- Marketing, communication, promotion and engagement activities funded (refer to **Infra+** projects grant category).

Ineligible projects

Projects ineligible for Program funding include:

- Bicycle Awareness Zone (BAZ) treatments (note exception in *ATIP Technical Requirements)*
- planning and/or concept plans on corridors not identified as priority routes (unless specifically negotiated)
- local network strategies or plans
- land acquisitions (except as part of project construction)
- general road or non-cycling related upgrades
- projects that do not meet minimum standards set by Austroads or *ATIP Technical Requirements*.

[1] Directional and route signage should align with the standards identified in the draft *Cycle Network Signage and Wayfinding Fact Sheet*.

Funding criteria

All eligible applications will be assessed in relation to the following criteria:

- **Strategic priority** – Project is on a Highest Priority Route identified in the Priority Route Maps and Action Plans for the PCN.
- **Attractiveness and comfort** – Project creates a safe and secure environment for vulnerable and new cyclists of all ages and abilities (for example, physical separation from traffic).
- **Network enhancement** – Project contributes to the delivery of the PCN, particularly filling gaps/missing links in the network and addressing barriers to cycling on the network.
- **Connectivity** – Improving the connectivity of the cycle network, linking the community to key local trip attractors (for example, business centres, schools, service hubs and sport and recreational facilities).
- **Demand** – Projects are adequately designed to accommodate the surrounding population level, considering both current and future population projections (10 years). The project has sufficient capacity to accommodate anticipated use of the facility, including consideration of any peak periods and fluctuating demand patterns.
- **Safety improvement** – Project improves safety to cyclists, addressing risks, known hazards and crash locations.
- **Cost effectiveness** – Project costs are appropriate to project scope and are value for money.
- **Project feasibility and deliverability** – Project can be delivered within required timeframes and has adequately addressed relevant project obstacles.

Applications

2019-20 Program application forms and associated documentation are due for submission to TMR by **21 December 2018.** Application form and submissions details are provided on the TMR website.

In addition to standard grant project funding, the Department is also offering four special grant categories. These are outlined below.

One Network projects

One Network is a funding category available to councils to collaborate strategically with TMR to deliver a route with consistent design standards. TMR Districts and councils often collaborate to deliver intersecting or linking projects on the local and state transport networks. This collaboration often enables longer lengths of network to be delivered more quickly and in a co-ordinated way, and demonstrates a ‘one network’ approach to the development and delivery of our transport system.

Councils are encouraged to submit a One Network application for a project on a local road which links or intersects with a state road. Applications demonstrating that councils and TMR Districts are working together to logically and seamlessly deliver the HPR for a community will be considered favourably during the assessment process.

For further information on how to apply for a One Network project please refer to the attached fact sheet (Attachment 4).

Infra+ projects

Infra+ (plus) is a funding category available to councils to undertake targeted promotion, engagement, behaviour change and educational activities associated with cycling infrastructure being delivered on the PCN through the Program.

The main objective of Infra+ grant funding is to rapidly increase the use of new high priority cycle routes (or networks of routes). Activities should therefore be focused on the rideable and walkable catchment of recently completed (or soon to be completed) infrastructure.

For further information on how to apply for Infra+ project applications, please refer to the attached fact sheet (Attachment 5).

Priority Design Treatments

The Priority Design Treatments funding category offers councils the opportunity to access 100% grant funding towards the detailed design of projects which will deliver one of the following high priority cycling treatments:

- retrofit of devices to physically separate bicycles from motor vehicle traffic on an existing on-road cycle facility
- new on-road bike lanes which are physically separated from motor vehicle traffic (also called cycle tracks) or
- advisory lane or cycle street treatment.

In addition to the 100% funding of detailed design, the department is offering design assistance to help establish local capability to design these relatively new treatments. Please note, a maximum of 50% grant funding still applies to the construction of these facilities.

For further information on how to apply for Priority Design Treatment project applications, please refer to the attached fact sheet (Attachment 6).

Highest Priority Route Options Analysis

Highest Priority Route Options Analysis is a new funding category available to councils to undertake options analyses to develop a pipeline of quality projects for delivery of HPR on locally-controlled portions of the PCN. An approved project must:

- Undertake options analysis of HPR, identifying preferred alignment and design, high level cost estimate and delivery strategy detailing staging, prioritisation and funding source.
- Engage with, and address input from, stakeholders such as the TMR district and bicycle user groups at key milestones in the delivery of options analysis.

50% grant funding is available for approved projects and will be funded over one financial year. Detailed design and or construction funding applications may be submitted separately, upon finalisation of the options analysis project.

For further information on how to apply for Highest Priority Route Options Analysis project application please refer to the attached fact sheet (Attachment 7).

How to apply

To apply for funding for all funding types listed above:

- Check eligibility requirements and thoroughly review the ATIP Technical Requirements.
- Complete an application form for each project, ensuring all fields in the form are completed. For further information please see the How to Complete an Application fact sheet (Attachment 8).
- Prepare all supporting documentation including:
    - maps showing the project context and land uses to be served
    - plans or designs, where possible
    - site photos or video footage along the length of the route in each direction, clearly showing the following:
        - the proposed alignment of the project
        - constrained widths between any barriers such as fences, poles, trees or services
        - cross slope or longitudinal slope that may need retaining walls or earthworks and could affect constructability or cost
        - any drainage on, or near, the route that could require specific treatment and
        - any potential issues for crime prevention through environmental design[2].
- Supply as much high quality information and photos/images as possible to assist the Evaluation Panel in assessing the merits of the application.
- Submit application forms and supporting documents, including Infra+ application form if relevant.

Assessment and approval process

Eligible project applications are prioritised through a rigorous three stage assessment process to ensure projects meet the objectives of the program.

Multi-criteria analysis

Projects are assessed using a multi-criteria analysis database which allocates scores against each funding criteria based on the quantifiable benefits of the project. The multi-criteria analysis database has been updated for the 2019-20 round. Measures and weightings against funding criteria are outlined in Attachment 1. Please note projects which are not on a HPR will score significantly lower in this assessment process.

Technical assessment

Projects are assessed by a departmental technical officer against eligibility and funding criteria. This assessment process will review all available evidence including project plans, designs,

[2] See section 4.6 (page 20-21) of the *Crime Prevention through Environmental Design (CPTED) Guidelines for Queensland, Part B: Implementation Guide* (www.police.qld.gov.au/programs/cscp/safetyPublic) for a detailed checklist of issues to be highlighted in photographs/video.

photographs or footage and, where required, on-site assessment. The technical assessment investigates the potential on-site barriers to the constructability of the project such as constrained widths and difficult grades or slopes as well as environmental factors like traffic conditions, route connections, route visibility and passive surveillance viability.

Panel assessment

Projects are assessed by a panel of experts from the programming, planning, engineering and delivery areas of the department as well as external cycling community representatives including Bicycle Queensland. The panel uses the information submitted as well as the outcomes of the multi-criteria analysis and technical assessment to prioritise the projects and provide a final recommendation for departmental approval.

Approval

Following the department's approval of the panel's recommendation, approved projects will be included in the *Queensland Transport and Roads Investment Program* (QTRIP), which is published prior to the beginning of the new financial year. Projects are listed individually in QTRIP, by region.

Successful projects

Following the release of QTRIP, councils will be notified regarding the outcome of the assessment process and the next steps for successful project applications. There are several requirements which must be met to receive funding. The following information details these requirements and associated processes.

Funding agreement

Successful applicants are required to enter into a legally binding Funding Agreement with the Queensland Government before commencing the project and making claims for payment. The Funding Agreement must be signed in duplicate by an authorised officer and returned to the department for execution. One copy will then be returned to council for their records.

The Funding Agreement includes various clauses regarding the requirements of the department and council. The major responsibilities for councils receiving funding through the Program are outlined below.

Notably, the Funding Agreement requires councils to retain the facility or asset funded as part of the agreement for a minimum of 5 years. Councils are also required to maintain the facility at their own cost.

Project works schedule

Within fourteen (14) days of execution of the Funding Agreement, a Project Works Schedule for each project must be lodged with the department. The schedule should outline, as accurately as possible, the forecast delivery dates of project milestones, including design plan submission, start and completion of construction. Please note delivery must commence in 2019-20 and councils have a maximum of two years to complete projects unless otherwise agreed by the department.

Eligible costs

Funding provided through the Program is strictly for expenditure on direct costs incurred by council in the delivery of the approved project scope detailed in the executed Funding Agreement.

Projects must be jointly funded between the department and council, with a maximum of 50% funding from the Program (or 100% for Priority Design Treatments only). Councils (excluding ATSI communities) must not match the grant amount with funding from other state government programs.

Project actual expenditure must be reported at the completion of the project before the final payment will be made and any unexpended funds are to be returned to the relevant parties as per the original funding agreement (50% for the department and 50% for the council except for Priority Design Treatment projects where 100% of any saving will be returned to the department). Requests for additional project funding may be considered through a variation request application process (see Section 7.6 below).

Payment claims

Projects will be funded over two financial years, with the first and second milestones payable in year one and the third milestone payable in year two. The milestone requirements and payment schedule is outlined below.

Milestone 1 (50%) – Year 1
• **A first payment of 50% of the approved grant funding will be due within fourteen days (14) of execution of the Funding Agreement and submission of a Project Work Schedule.**
Milestone 2 (25%) – Year 1
• **A second payment of 25% of the approved grant funding will be payable for each project upon commencement of project works, following approval of project design plans. For projects not including construction, the second payment is payable upon commencement of design works.** • **It should be noted that failing to commence an approved project within the relevant funding financial year without an approved timing variation could result in termination of the agreement.**
Milestone 3 (25%) – Year 1 or 2
• **A final payment of 25% of the approved grant funding, less any unexpended funds[3], will be payable for each project upon successful completion of the project in accordance with the following:** - **a final project report, schedule of expenses and photographs having been submitted,** - **project completed in accordance with the terms of the funding agreement, and**

[3] Unexpended funds means those funds paid or payable to the funding recipient, which are not required to successfully complete an approved project.

- **the project has been approved as complete by the department (please note this involves a technical assessment of the completed project against agreed scope, design plans and the program's technical requirements).**

- **If a funding recipient does not comply with these requirements for an approved project, the final 25% may be withheld until all relevant requirements are met.**
- **Please note, if a project can be completed in Year 1, the final payment will be brought forward (unless otherwise decided). Funding can only be held past Year 2 through consideration of a Timing Variation (see Section 7.6 below).**

Invoice Requirements

Invoices must meet the requirements of a valid tax invoice as shown on the Australian Tax Office (ATO) website. Councils are responsible for determining their requirement to remit GST to the ATO under this programs' funding arrangement.

The approved funding amount through this program is GST exclusive. If GST applies in accordance with the *A New Tax System (Goods and Services Tax) Act 1999*, the department will pay an additional amount (being, 10% of the funding amount) to cover the GST on receipt of a compliant tax invoice.

Design approval

Councils are required to obtain the department's approval for all designs prior to construction of the approved project. Designs are to be submitted to the TMR Cycle Grants Team and will be subject to a technical assessment. Designs must comply with the ATIP Technical Requirements. Please refer to Attachment 4 for guidance for resources on best practice in cycle design.

It is recommended that councils involve the TMR Cycle Grants Team early in the design process so any queries or issues can be discussed and addressed early and delays to projects are avoided.

All projects funded by TMR's Cycle Network Local Government Grants program require design approval by the TMR Cycle Grants Team. This is in addition to any other approvals required by the Department of Transport and Main Roads.

Reporting and evaluation

To ensure effective management of the Program across Queensland, councils are required to comply with the following reporting requirements:

- **Project progress reports**
  - Councils must submit monthly project progress reports on all active projects.
  - A reminder email from the department with the progress report template will be circulated at least five (5) days prior to the report due date.
  - The report will collect information regarding the project status and progress (percent complete), expected milestone delivery date changes, project risks or issues and planned media.
  - Please note: requests for information and/or updates on specific projects may be requested at any time. Please work with the department to provide the requested information in a timely manner.

- **Final project reports**
  - Councils are required to submit a final project report (F200) for each project within thirty (30) days of completion of the relevant project.
  - The report must be completed, signed and submitted to the TMR Cycle Grants Team with the following attachments:
    - Summarised project expenditure report showing the final cost of the project.
    - Final tax invoice less any unexpended funds[4].
    - Copies of the design plans should be submitted to the department prior to project completion for comment and/or approval (for projects covering design only)
    - Photographic evidence of the constructed facility, meaning photographs or video of the project which clearly show the final delivered facility (for construction projects only)
      - See Attachment 2 for a photo evidence checklist. Please note that the department reserves the right to audit construction project quality and conformance to the Funding Agreement and if necessary request changes.
    - Copies of the as constructed design plans should be submitted to the department for approval (for construction projects only).

Project variations

Unforeseen circumstances can sometimes result in changes to the deliverability of projects as originally outlined in the Funding Agreement. When this occurs, councils are able to apply for a project variation which will be assessed and actioned as appropriate. For further information on variation processes or to discuss potential options, please contact the TMR Cycle Grants Team.

The table below outlines the assessment/approval methods for various types of project variations:

Council steps	Assessment/ approval process
Milestone date variation (if able to deliver within Years 1 & 2)	
• Resubmit a Project Works Schedule (F100) and a brief but thorough explanation of the reason/s for the delay.	• If the department has any concerns regarding the proposed changes, further discussion will be held with council. • The schedule changes will be recorded.
Timing variation (if unable to deliver the project within Years 1 & 2)	
• Submit a signed letter or formal email to TMR Cycle Grants Team formally requesting a project extension.	• The request will be evaluated against program and budget commitments.

[4] Unexpended funds means those funds paid or payable to the funding recipient, which are not required to successfully complete an approved project.

Council steps	Assessment/ approval process
• The letter/email should outline why the project has been significantly delayed as well as clarifying council's commitment to the new delivery timeframe. • Attach to the letter/email an updated Project Works Schedule (F100).	• If approved, a letter/email formally approving the new delivery timeframe will be sent to council. • If not approved, the department will move to terminate the project. Expended funding is required to be returned to the department unless otherwise negotiated and approved by the department.
Project scope variation (includes change of alignment, width, length, and so on)	
• Submit a completed project variation application form (F300). • Include as much detailed information as possible regarding why the scope must change. • Clearly outline the proposed new project description as compared to the original description. • Attach any relevant designs, maps, photographs, or other documentation.	• The request will be evaluated against the program requirements and aims. • If approved, duplicate copies of a Substitute Schedule 3 with new project details will be sent to council for signature. The substituted schedule is sufficient evidence of a Funding Agreement variation. • If not approved, the department will negotiate with council regarding options, which may include a different alignment, design, etc. Alternatively it may be agreed that council withdraw the project, with some or all of the expended funding to be returned to the department.
Project cost variation	
• Submit a completed project variation application form (F300). • Include as much detailed information as possible regarding why the project cost has changed. • Note: project savings do not require a variation, but should be highlighted through the monthly report and must be reflected in the final claim.	• The request will be evaluated against the program requirements and aims and available funding. • If approved, duplicate copies of a Substitute Schedule 3 with new project details will be sent to council for signature. The substituted schedule is sufficient evidence of a Funding Agreement variation. • If not approved, council may proceed without additional funding or withdraw the project, with some or all of the expended funding to be returned to the department.
Project withdrawal	
• Send an email to the department formally withdrawing the project. • Include reason/s for the withdrawal and any alternative or future plans council may have relating to the project. • Do NOT issue any invoices or credit notes.	• Council will be required to return any department funds already paid to council. • The department will raise and submit an invoice to council for the return of these funds.

Acknowledgment of the state

Councils are required to acknowledge the Queensland Government contribution to any project receiving funding through the Program. Acknowledgement should be made in all media releases, announcements, events and on-site signage.

Media Requirements

All media opportunities should be highlighted in the project reporting. Through the Funding Agreement, council is required to notify the department of any planned media events, opportunities or statement releases **a minimum of fourteen (14) days prior** to the event or planned release. Councils are also required to invite TMR Ministers to any media events.

See Attachment 3 for specific details regarding the media approval process.

Signage

Approved projects are required to have on-site signage installed no later than thirty (30) days prior to the commencement of construction work and remain on-site for a minimum of one year after the completion of the construction works, unless otherwise agreed by the department.

Council is not required to use a specific template or display the Queensland Government coat of arms, however all project signage MUST clearly and legibly state the following:

> *This initiative is supported by the Queensland Government's Cycle Network Local Government Grants Program.*

Privacy and confidentiality

The use and disclosure of information provided by applicants for the program is regulated by the relevant provisions and penalties of the *Right to Information Act 2009* and the *Information Privacy Act 2009* and the general laws of the State of Queensland.

The information contained in applications will be regarded as private and confidential and will be treated as such by the department. This is subject to the operational need to provide applications to assessors and any statutory or legal requirements to provide information to the Parliament and other organisations, for audit, law enforcement, investigate or other purpose.

As part of the assessment of an application, the department may need to consult with, and provide material from the application to, other government agencies or bodies, other organisations and/or relevant individuals, in order to substantiate any claims or statement made in the application form, or to otherwise assist in the assessment of the application. If this occurs, the department will endeavour to ensure that the parties who are consulted observe appropriate confidentiality provisions.

Following approval of an application, the broad details of an application may be placed online via the department website. In addition, regular updates will be provided on project implementation and progress.

Definitions and interpretation

For the purposes of these Guidelines, "council" is defined to include any Queensland local government authority, or any entity governing or managing a local government area in accordance

with legislation such as the *Commonwealth Aluminium Corporation Pty Limited Agreement (Weipa Town Area) Regulation 1994* or other similar governance protocols.

Attachment 1 – Multi-criteria analysis

The department uses a multi-criteria analysis tool to assess all cycling project applications funded under the ATIP. The table below lists the measures used for each funding criteria and outlines how each measure is scored within the tool. The tool will generate a score based on data provided in the application form for the program.

Criteria	Measure	Score	Scoring Parameters
Connectivity	Number of attractors served within 500m catchment along a project (15%)	Pre-defined bands	Attractor types are given higher scores, based on their cycle trip generator potential, as follows: • Major Commercial/Employment/Retail Area (e.g. Principal Activity Centre/CBD/District Centre/Large Town Centre); Universities; TAFEs and Schools – score of 3. • Rail or Bus stations; Hospitals; Industrial Areas; Minor Commercial/Retail Areas (e.g. neighborhood shops, small town centre) – score of 2. • Parks/Recreation areas – score of 1. The total score of attractors for whole project is then scored in bands. Applicants will be asked to also provide a map of these attractors.
	Diversity of attractors served within 500m catchment along a project (10%)	4	The corridor serves four of the potential use types of Commuter, Recreation, Education or Community/Utility.
		3	The corridor serves three of the potential use types of Commuter, Recreation, Education or Community/Utility.
		2	The corridor serves two of the potential use types of Commuter, Recreation, Education or Community/Utility.
		1	The corridor serves only one of the potential use types of Commuter, Recreation, Education or Community/Utility.
Demand	Total activity within adjacent catchment (up to 1km) radius of the project (10%)	**What are the land use characteristics of the area to be served by the project (pick answer which best describes the majority of the adjacent project catchment – up to 1km):**	
		4	High density residential area; contains a major commercial/ employment/retail area and/or area experiencing high visitor demands.
		3	Medium density residential area; contains a minor commercial/retail area and/or area experiencing medium visitor demands.
		2	Low density residential area and/or area experiencing low visitor demands.
		1	Rural or Rural residential area.
		0	No population served by the project.
Network Enhancement	Fills a gap by addressing a major barrier to cycling (20%)	**Does the project fill a gap in the network, extend the network or address a major barrier to cycling?**	
		4	Addresses a major barrier by constructing a bridge across a river, creek or major road/rail line.
		4	Project fills a missing link in the network i.e. there are existing cycle facilities on either side of the project resulting in a longer continuous route.
		3	Project extends an existing cycle facility resulting in a longer continuous cycle route i.e. the project connects into existing cycle facilities at one end.
		1	Addresses other safety barriers to cycling e.g. intersection improvements, providing a crossing across a road, provision of way finding signage, security improvements or end of trip facilities.

Criteria	Measure	Score	Scoring Parameters
		0	Does not address a gap or barrier.
Safety Improvement	Proposal makes a safer and more secure environment for cyclists (5%)	**Does the project improve safety for cyclists by:**	
		1 for Yes	• Addressing a known cycle crash location? Yes/No.
		1 for Yes	• Responding to community concerns about a hazardous location? Yes/No.
		1 for Yes	• Introducing separation treatment on a high traffic volume road where there was none before? Yes/No.
		Cumulative score, with a maximum total of 3 if answer yes to all 3 of the above.	
Strategic Priority	Constructing HPR (40%)*	**Is the project on (more than 80% of the project needs to be on the priority route category nominated):**	
		5	Highest Priority Route (refer to top 3 routes identified in the LG/TMR Action Plan). If yes, which top 3 priority corridor are you completing?
		4	Priority Route A
		1	Priority Route B
		1	Priority Route C
		1	Priority Route D
		0	Un-prioritised
	*__Note:__ HPR are listed in the action plans for the Priority Route Maps endorsed for each Principal Cycle Network Plan. The endorsed *Queensland Cycling Infrastructure Investment Strategy and Business Case* targets funding to HPR with the aim of completing all within 10 years.		

Trip attractor definitions

The following table defines the categories of trip attractors assessed through this program.

Attractor type	Definition	Examples
Principal activity centres	Principal Activity Centres serve catchments of sub-regional significance and accommodate key concentrations of employment. They also serve business, major and convenience retail, and service uses. These centres provide a secondary administrative focus, accommodating regional offices of government and regionally significant health, education, cultural and entertainment facilities. Typically, these centres comprise key nodes in the regional public transport system and are serviced by multimodal public transport.	- Central Business District - Hub for regional business, retail and services - Regionally significant health, education, cultural and entertainment facilities - Key regional employment areas
Specialist activity centres	As precincts of regional economic significance, these centres provide a primary focus for specialised economic activity, employment and/or education, rather than having a retail function.	- Airports/bases - Universities/TAFEs - Major ports - Hospitals and/or logistics
Transit oriented developments	Transit oriented developments are medium to high-density mixed-use precincts focused around mass transit, such as rail or bus transit systems. These developments are likely to coincide with Principal and Major Activity Centres.	
Schools	All primary and secondary schools and colleges located in Queensland are potential cycle trip attractors.	

Attractor type	Definition	Examples
Public transport nodes	Public transport nodes refer to passenger railway stations, ferry terminals, major bus stations and interchanges. These public transit stations provide the opportunity to create multimodal transport nodes. Note: individual bus stops are not considered public transport nodes.	- Rail stations - Bus stations or interchanges - Ferry terminals
Local activity centres	Local Activity Centres are not regionally significant, but important trip attractors at the local level. Individual or isolated trip attractors, such as corner stores, unless of significant size, are not Local Activity Centres.	- Retail and service precincts - Local specialist centres - Cultural and entertainment hubs - Business centres
Industrial activity centres	These centres are hubs for a range of value-adding industrial activities occurring within the region. Industrial Activity Centres have high concentrations of employment.	
Recreation centres	Recreation centres, such as parks and sports facilities in local communities, are potential trip attractors.	

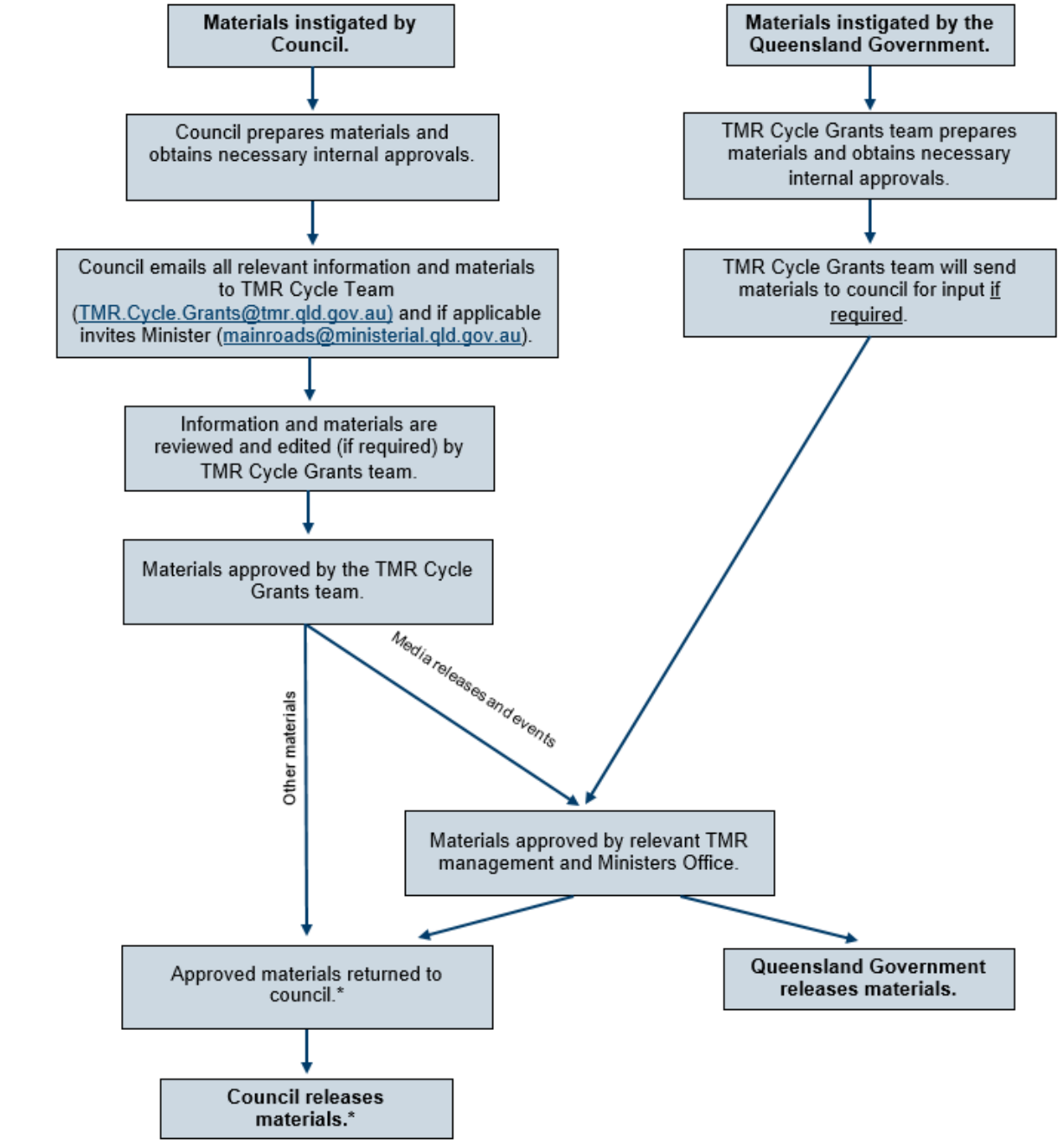
Attachment 2 – Photographic evidence checklist

To assist with the final technical completion approval of construction projects, councils are required to submit photographic or video evidence of the completed project.

A video walk/ride through of the facility is preferred, however photographs will also be accepted. The following checklist provides guidance on the shots (photo or video) that should be included with the Final Project Report.

1. Facility width - photo of tape measure or trundle wheel at typical width - photo of measurement location ∗Repeat for narrowest width and each section of different width ∗Repeat for width between handrails and bollards	☐
2. Direction - photo of approach, looking in direction of travel - photo of departure, looking in direction of travel ∗Repeat for each direction of bicycle lane, for each section of road or side road involved ∗Repeat for each transition between facility type	☐
3. Signage - all wayfinding/directional signage - regulatory and warning signage relating to the facility - location of each sign post	☐
4. All intersections or junctions with other paths or roadways	☐
5. Concrete joints (for off-road facilities)	☐
6. Kerb ramps and tactile pavement markings	☐
7. Any facility restrictions or furnishings, including but not limited to; - bollards - fences within 1 metre of the facility - poles - rubbish bins - seat - trees, shrubs, gardens bordering the facility, etc.	☐
8. Aerial photograph of the extent of the project, if possible.	☐

Attachment 3 – Joint media approval process



***NOTE regarding events:**

- Ongoing coordination will be required for events.
- While the event instigator may nominate a date and time, it must be mutually agreed upon by both parties.
- Communications with council may be through the TMR Cycle Grants team or directly through the relevant attendee's support office.

Attachment 4 – One Network application fact sheet

Refer to attached document and online.

Attachment 5 – Infra+ application fact sheet

Refer to attached document and online.

Attachment 6 – Priority Design Treatment application fact sheet

Refer to attached document and online.

Attachment 7 – Planning Projects fact sheet

Refer to attached document and online.

Attachment 8 – How to Complete an Application

Refer to attached document.

Attachment 9 – Resources

Documents to consider when identifying and developing cycling infrastructure project proposals include:

- Active Transport Investment Program Technical Requirements

Technical direction and project requirements for all cycling projects funded under the Cycling Infrastructure Program both Cycling Works and Cycling Grants funded projects.

- Principal Cycle Network Plans

Projects submitted should contribute directly to the delivery of the relevant regional Principal Cycle Network Plan. Find your Principal Cycle Network Plan at www.tmr.qld.gov.au.

- Queensland Manual of Uniform Traffic Control Devices, Part 9 Bicycle Facilities

This document contains the design of, and the methods, standards and procedures in relation to every sign, signal, marking, light or device, installed on a road.

- Austroads Guide to Road Design, Austroads Guide to Traffic Management and Austroads Guide to Road Safety.

These documents provide guidance for road designers and other practitioners on the design of paths for safe and efficient walking and cycling. Austroads publications are available at www.austroads.com.au.

- TMR Project Cost Estimating Manual

Transport and Main Roads typically makes use of the departmental project cost estimating manual for estimation of departmental project construction costs. More information is available at www.tmr.qld.gov.au.

- Technical Information for Cycling

The department has developed a series of notes and fact sheets to assist planners and engineers provide cycling in their area. The notes are available at www.tmr.qld.gov.au.

- Cycle Network Signage and Wayfinding Fact Sheet

The Fact Sheet is expected to be published on the TMR website late 2018. A copy of the final document will be forwarded to all councils upon publication.

- Crime Prevention through Environmental Design – Guidelines for Queensland

The CPTED guidelines considers design and use, identifies which aspects of the physical environment affect the behaviour of people and then uses these factors to allow for the most productive use of space while reducing the opportunity of crime. Part B Implementation Guide is available at www.police.qld.gov.au/programs/cscp/safetyPublic.

- Queensland Cycling Strategy 2017-2027

Projects should contribute to the *Queensland Cycling Strategy 2017-2027* priority areas: building and connecting infrastructure to grow participation; encouraging more people to ride; sharing our roads and public spaces; powering the economy; and using research and data in decision making. The *Queensland Cycling Strategy 2017-2027* is available at http://blog.tmr.qld.gov.au/cycling/.

Document control sheet

Contact for enquiries and proposed changes

If you have any questions regarding this document or if you have a suggestion for improvements, please contact the Cycling Team on 3066 3802

Version history

Version no.	Date	Changed by	Nature of amendment
0.1	11.09.18	Luke Donaldson	Initial draft
0.2	13.09.18	Sarah Wilkinson	Review
0.3	13.09.18	Darrin Vance	Review
0.4	14.09.18	Sarah Wilkinson	Review
0.5	14.09.18	Robyn Davies	Review
0.6	21.09.18	Adam Rogers	Approve
0.7			
0.8			

Document sign off

The following officers have **approved** this document.

Director

Name Adam Rogers

Position Director (Cycling)

Signature Date 28/9/18

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Name Christina Heffner

Position A/General Manager (Transport Strategy and Planning)

Signature Date 28/9/18