Program Guidelines

Cycle Network Local Government Grants

2021-22 Round

Queensland
Government

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1.   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 council 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 of all ages and abilities.

The Program supports council 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 (PCN) across Queensland. 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 responsible for governing or managing a local government area or infrastructure in accordance with legislation such as the *Commonwealth Aluminium Corporation Pty Limited Agreement (Weipa Town Area) Regulation 1994* or other similar governance protocols.

2.   Strategic Overview

The Program also supports TMR's vision of creating a single integrated transport network accessible to everyone. This vision, purpose and strategic priorities are set out in TMR's strategic plan.

3.   Program Objectives

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

- meets best practice design and construction standards
- completes missing links and/or remove barriers that present significant obstacles to bike riding
- improves access to trip attractors
- contributes to the development of the Principal Cycle Network
- anticipates and supports future demand and use based on mode share targets.

4.   Criteria and Eligibility

4.1   Eligibility requirements

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

- Projects must be on a principal route identified on an endorsed PCNP. This includes projects on an alternative alignment that delivers the same network outcome as determined by further planning.

- Project is jointly funded between the Department of Transport and Main Roads (Department) and council, with a maximum of 50% funding from the Department (council must not match the Department's grant funding with funding from other state government programs unless identified as an Aboriginal and Torres Strait Islander 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 – Technical Requirements (ATIP-TR)](#)

- Project commences in the 2021-22 financial year.

- Project delivers one (or more) of the following types of cycling infrastructure:

  - off-road exclusive use bikeways

  - on-road bicycle lanes that are physically separated from motorised traffic (also called bicycle tracks)

  - off-road shared paths

  - bicycle street

  - 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:

  - wayfinding and signage[1]

  - lighting of bicycle 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 associated with the recent delivery of a cycling infrastructure link on the PCN (refer to Infra+ projects grant category).

> Councils without a PCNP looking for support to construct cycling infrastructure can contact the program team (TMR.Cycle.Grants@tmr.qld.gov.au) to discuss alternate approaches to project delivery.

4.2   Ineligible projects

Projects ineligible for Program funding include:

- Projects not on a principal route identified on an endorsed PCNP. This does not include projects on an alternative alignment that delivers the same network outcome as determined by further planning.

- Projects on a recreational route identified on an endorsed PCNP.

- 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.

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

- Land acquisitions (except as part of project construction).

- General road or non-bicycle related upgrades.

- Projects that do not meet minimum standards set by *ATIP Technical Requirements*.

4.3   Funding Criteria

All eligible applications will be assessed in relation to the following 5 criteria as detailed in Section 13.1 – Multi-Criteria Analysis (MCA).

1. **Connectivity** – Improving the connectivity of the bicycle network, linking the community to key local trip attractors (for example, business centres, schools, service hubs and sport and recreational facilities).

2. **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.

3. **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.

4. **Safety improvement** – Project improves safety to bike riders, addressing risks, known hazards and crash locations.

5. **Strategic priority** – Project is on a Highest Priority Route identified in the Priority Route Maps and Action Plans for the PCN. This includes projects on an alternative alignment that delivers the same network outcome as determined by further planning.

In addition to the criteria included in the MCA, the following three criteria will also be considered when assessing applications:

- **Cost effectiveness** – Project costs are appropriate to project scope and are value for money.

- **Attractiveness and comfort** – Project creates a safe and secure environment for vulnerable and new bike riders of all ages and abilities (for example, physical separation from traffic).

- **Project feasibility and deliverability** – Project can be delivered within required timeframes and has adequately addressed relevant project obstacles, including alignment of designs with the *ATIP Technical Requirements.*

> The Departments' 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, using a 'one network' approach to the development and delivery of our transport system. Projects that meet the criteria and demonstrate a collaborative approach to deliver 'one network' will be considered favourably by the panel.

5.   Community Consultation

Project delivery can be significantly impacted by the quality of community consultation and stakeholder engagement.

Council must provide evidence of community consultation already undertaken, or how they plan to conduct consultation, when applying for construction projects.

Community consultation is a requirement under the Program to ensure that input from key stakeholders shapes the outcomes of proposed projects and that impacted and interested community members are aware of the project.

Council remains responsible for how their stakeholder engagement and community consultation activities are delivered however, the Program has developed a best practice *Community and Stakeholder Engagement Guide* to assist in this

process. Of note, the Program refers council to the Appendices which provide a range of tools on the level of consideration expected in planning for community consultation and stakeholder engagement activities.

Evidence of planning for consultation activities will be reviewed during the Panel Assessment. Activities will be considered in light of the complexity, value and risk of the project.

6. Applications

2021-22 Program application forms and associated documentation are due for submission to the Department by **26 February 2021.**

Note: There is no longer an option for combined 'design and construction' project funding. The Program will continue to support council to design best practice facilities through a comprehensive detailed design only process prior to funding construction projects.

The following project types are available for Program grant funding.

6.1 Highest Priority Route Options Analysis (Planning)

Highest Priority Route Options Analysis is a funding category available to council 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 concept design, high level cost estimate and delivery strategy detailing staging, prioritisation and funding source.

- Engage with, and address input from, stakeholders such as the Department district offices and bicycle user groups at key milestones in the delivery of options analysis. Refer to the ATIP Community and Stakeholder Engagement Guide **(Attachment 8 – Resources)**.

Up to 50% grant funding is available for approved projects and will be funded over one financial year.

For further information on how to apply for Highest Priority Route Options Analysis project application please refer to the attached fact sheet (**Attachment 4**).

6.2 Detailed Design Only

There are two project types that can be applied for under the Detailed Design category, noting that the Program requires council to conform with the ATIP – Technical Requirements for both project types.

6.2.1 Standard Detailed Design

This project type is available to council to complete a detailed design for a facility on the PCN. All detailed design projects must have gone through a planning process to determine the type/standard of facility to be designed. This process can be done through the grants program or internally to council.

Up to 50% grant funding is available for approved projects.

6.2.2 Priority Design Treatments

This project type offers council the opportunity to access 100% grant funding towards the detailed design of projects that will deliver one of the following high priority bicycle lane treatments:

- retrofit of devices to physically separate bicycles from motor vehicle traffic on an existing on-road bicycle facility

- new on-road bike lanes that are physically separated from motor vehicle traffic (also called bicycle tracks)

- advisory lane or bicycle street treatment.

In addition to the funding, the Program will provide design assistance to help establish local capability to design these specific treatments.

For further information on Priority Design Treatment project applications, please refer to the **Attachment 6**.

It is recommended that council involve the Program team early in the design process or prior to submitting the design so any queries or issues can be discussed and addressed early and potential delays to projects are avoided.

All detailed design projects are to be submitted to the Program team and will be subject to a technical assessment. Designs must comply with the ATIP - Technical Requirements. Please refer to Attachment 8 for guidance for resources on best practice in cycle design.

6.3   Construction Only

This project type is available to council to deliver construction projects.

Up to 50% grant funding is available for approved projects to be funded over two financial years. Construction projects are required to start in the first year of funding.

Councils are required to provide evidence that community consultation has been undertaken with all construction projects. Refer to Section 4 – Stakeholder Engagement, on best practice strategies.

Councils are encouraged to include wayfinding signage in all projects delivering network links.

All construction projects funded by the Program require design endorsement by the Program team before physical construction activities begin. This is in addition to any other approvals required by the Department's district offices.

Projects where construction commences prior to the designs being endorsed by the Program will be in breach of the CNLGG funding agreement and may result in a withdrawal of Program funding from the project.

6.4   Infra+

This project type is available to council 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 bicycle 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 Infra+ fact sheet (**Attachment 5**).

7.   How to Apply

To apply for funding for all project types listed above:

- Check eligibility requirements and thoroughly review the ATIP - Technical Requirements.

- Complete a separate application form for each project, ensuring all fields on the form are completed. For further information please see the How to Complete an Application fact sheet (**Attachment 7**).

  o *Note – Planning and Infra+ projects have project proposal forms that are required in addition to the standard application form.

- Applications for construction projects should include designs of a sufficient level of technical detail to enable the program to assess the projects merits based on the program eligibility and technical requirements.

- Provide as much high-quality information and photos/images as possible to assist the Evaluation Panel in assessing the merits of the application. At <u>a minimum</u> this should include the following:

  – maps showing the project context, land uses and trip attractors to be served. Trip attractors should be within 500m of the project (refer to attachment 1).

  – Concept plans or designs

  – 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].

- If the project is located on a route alignment other than that shown in the endorsed PCNP, provide information demonstrating:

  – further planning undertaken that determined the preferred route is on an alternative alignment

  – preferred route delivers the same network outcome as the route shown in the endorsed PCNP

  – any stakeholder engagement undertaken to inform selection of the preferred route on an alternative alignment.

Submit application forms and supporting documents to the Program team via email at TMR.Cycle.Grants@tmr.qld.gov.au.

8.   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.

8.1   Multi-criteria analysis

Projects are ranked using a multi-criteria analysis database that allocates scores against each funding criteria based on the quantifiable benefits of the project. Measures and weightings against funding criteria are outlined in **Attachment 1**. Please note projects that are not on a HPR will score significantly lower in this assessment process.

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[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.

8.2 Technical Assessment

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

Designs submitted as a part of a construction project application without previously being endorsed by the program will be considered on a case by case basis as to the suitability for funding.

8.3 Panel Assessment

Projects are assessed by a panel of officers from the programming, planning, engineering and delivery areas of the Department. The panel uses the information submitted as well as the outcomes of the multi-criteria analysis and technical review to prioritise the projects and provide a final recommendation for Program approval.

> Following panel assessment, council may be requested to supply additional information and respond to panel queries within quick timeframes. Further information regarding panel assessment dates will be communicated to council during the application process.

8.4 Approval of Funding Application

Following the Department's approval of the panel's recommendation, approved projects will be included in the Queensland Transport and Roads Investment Program (QTRIP), that is published in line with the state budget announcement. In a typical year the state budget is released around June or July.

Notice of grant funding approval does not indicate Program endorsement of designs for councils to begin construction activities on a project. Councils are required to obtain separate, formal Program endorsement for all designs prior to construction of the approved project.

9. Successful Projects

Following the release of QTRIP, council 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.

9.1 Funding Agreement

Successful applicants are required to enter into a legally binding Agreement with the Department before commencing the project and making claims for payment. The Agreement must be signed by an authorised officer and returned to the Department for execution. Once executed by the Department, a copy will then be returned to council for their records.

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

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

9.2 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 Agreement.

Projects must be jointly funded between the Department and councils, with up to 50% funding from the Program (or 100% for Priority Design Treatments only). Councils (excluding Aboriginal and Torres Strait Islander 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 Agreement (50% for the Department and 50% for the council except for Priority Design Treatment projects where 100% of any savings will be returned to the Department).

Requests for additional project funding may be considered through a variation request application process (see Section 11.3). Where council plans on seeking additional funding from the Program for unexpected, additional project costs, the proposed variation should be raised with the Program **prior** to the commitment of any additional, unapproved expenditure. The Program makes no guarantee to fund variation requests.

10. 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 are outlined in **Attachment 2**.

11. 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.

12. Reporting and Evaluation

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

12.1 Project progress reports

Councils must submit project progress reports on all active projects as requested by the Program team.

A reminder email from the Program, with the progress report template, will be circulated at least five days prior to the report due date.

The report will collect information regarding the project status and progress (percent complete), expected milestone delivery, payments, project risks or issues and any planned media.

- Please note: requests for information and/or updates on specific projects may be requested at any time. Please work with the Program to provide the requested information in a timely manner.

12.2 Final project reports

Councils are required to submit a Final Project Report (F200) for each project within thirty days of completion of the relevant project.

The report must be completed, signed and submitted to the Program team with the following attachments:

- Summarised project expenditure report showing the final cost of the project.
- Photographic evidence of constructed projects, meaning photographs or video of the project which clearly show the final delivered facility as per the checklist in the final report template.
    - Please note that the Department reserves the right to audit construction project quality and conformance to the Agreement and if necessary, request changes.
    - Copies of the as constructed design plans should be submitted to the Program team for endorsement.
- Any media releases or events associated with the project.
- Copy of approved Variation Request (F300) if applicable.
- Final designs, as endorsed by the Program, for Detailed Design projects.

12.3 Project Variations

Unforeseen circumstances can sometimes result in changes to the deliverability of projects as originally outlined in the Agreement. When this occurs, councils are able to apply for a project variation which will be assessed and actioned as appropriate.

Variations should be raised with the Program prior to the commitment of any additional, unapproved expenditure. Please note that the Program reserves the right to reject variations.

For further information on variation processes or to discuss potential options, please contact the Program team .

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

(1) Project Variations

Council steps	Assessment/ approval process
Timing (if unable to deliver the project within Years 1 & 2)	
- Submit a completed Project Variation Request (F300). - Outline why the project has been significantly delayed as well as clarifying council's commitment to the new delivery timeframe. - Attach to the F300 an updated Project Works Schedule (F100).	- The request will be evaluated against Program and budget commitments. - If approved, a formal letter/email approving the new delivery timeframe will be sent to council. - If not approved, the Program will move to terminate the project. Expended funding is required to be returned to the Program unless otherwise negotiated and approved by the Program.
Project scope variation (includes change of alignment, width, length, and so on)	
Submit a completed Project Variation Request (F300).	The request will be evaluated against the Program requirements and aims.

Council steps	Assessment/ approval process
- 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.	- 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 an Agreement variation. - If not approved, the Program 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 Request (F300). - Include as much detailed information as possible regarding why the project cost has changed. - Variations seeking to increase cost for construction projects require Program approved detailed design plans. - 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 an 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	
- Submit a formal signed letter or email to Program team requesting withdrawal of 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.

12.4   Acknowledgment of the State

Council 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. Refer to point 12.6 for required wording.

12.5   Media Requirements

All media opportunities should be highlighted in the project reporting. Through the Agreement, council is required to notify the Program team of any planned media events, opportunities or statement releases a minimum of fourteen days prior to

the event or planned release. Councils are also required to invite the Minister for Transport and Main Roads to any media events.

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

12.6   Signage

Approved construction projects are required to have on-site construction signage installed no later than thirty days prior to the commencement of construction work and include an acknowledgement of state government funding. They are to remain on-site for a minimum of one year after the completion of the construction works, unless otherwise agreed by the Program team.

Wayfinding and Signage funded through the program (either as stand-alone projects or included within a construction project) must also include an acknowledgement of the state government funding.

Councils are not required to use a specific template however signage MUST clearly and legibly state the following:

> *The <project name / suitable descriptor of the route> is proudly supported by the Queensland Government's Cycle Network Local Government Grants program.*

Councils are not to display the Queensland Government Coat of Arms unless otherwise agreed by the Department.

13.   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, investigative 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.

14. Attachments

14.1 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.

(2) Multi-criteria analysis (scored)

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 bicycle 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.
Connectivity	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.
Connectivity	Diversity of attractors served within 500m catchment along a project (10%)	3	The corridor serves three of the potential use types of Commuter, Recreation, Education or Community/Utility.
Connectivity	Diversity of attractors served within 500m catchment along a project (10%)	2	The corridor serves two of the potential use types of Commuter, Recreation, Education or Community/Utility.
Connectivity	Diversity of attractors served within 500m catchment along a project (10%)	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):**
Demand	Total activity within adjacent catchment (up to 1km) radius of the project (10%)	4	High density residential area; contains a major commercial/ employment/retail area and/or area experiencing high visitor demands.
Demand	Total activity within adjacent catchment (up to 1km) radius of the project (10%)	3	Medium density residential area; contains a minor commercial/retail area and/or area experiencing medium visitor demands.
Demand	Total activity within adjacent catchment (up to 1km) radius of the project (10%)	2	Low density residential area and/or area experiencing low visitor demands.
Demand	Total activity within adjacent catchment (up to 1km) radius of the project (10%)	1	Rural or Rural residential area.
Demand	Total activity within adjacent catchment (up to 1km) radius of the project (10%)	0	No population served by the project.

Criteria	Measure	Score	Scoring Parameters
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 bicycle riding?**
		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 bicycle facilities on either side of the project resulting in a longer continuous route.
		3	Project extends an existing bicycle facility resulting in a longer continuous bicycle route i.e. the project connects into existing bicycle facilities at one end.
		1	Addresses other safety barriers to bike riding e.g. intersection improvements, providing a crossing across a road, provision of way finding signage, security improvements or end of trip facilities.
		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 bike riders by:**
		1 for Yes	• Addressing a known bicycle 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.

(3) Additional MCA Criteria (not scored)

Criterion	Measure	Score	Scoring Parameter
Attractiveness / Comfort	Project makes the environment safer, more attractive and comfortable		**Does the project create a safe and secure environment for vulnerable and new cyclists?**
		4	Project is a shared or separated off road path; a bike lane with separation device or physically separated cycle track
		2	Project is a bicycle advisory street or cycle street on a low traffic volume and speed road
		2	Project is an on-road bicycle lane with no separation
		2	Project is a shared bicycle/parking lane; or is a way finding signage or end of trip facility project
		1	Project is a design only (facility type not defined) or data collection project
Cost Effectiveness	Cost per sqm of project	n/a	Cost/sqm (calculated with low cost per sqm receiving highest scores)
Project Feasibility / Deliverability	Considers the ease in which the project can be constructed/delivered within grant timeframes		**Please select the option that is most relevant to the delivery of this project:**
		4	Very straight forward, feasible project with no major obstacles e.g. no land acquisition, no environmental issues and strong community support AND/OR project's issues have been resolved and can be delivered in required timeframes
		3	Moderately straight forward and feasible proposal with minor obstacles e.g. no land acquisition, few or no environmental issues and good community support
		2	Complex proposal with some difficult obstacles e.g. requires some land acquisition, some environmental issues or has little community support
		1	Very complex proposal with significant obstacles e.g. requires significant land acquisition, environmental issues, major service relocation and/or has little community support

Trip attractor definitions

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

(4) Trip Attractor Definitions

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 bicycle trip attractors.	
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.	

14.2 Attachment 2 – Payment Claims

(5) Payment Claims – Planning Projects

HPR Options Analysis Planning Projects	
Milestone 1 (50%) – Year 1	• A first payment of 50% of the approved grant funding will be due within fourteen days of execution of the Agreement and submission of a Project Management Plan and Stakeholder Engagement Plan.
Milestone 2 (25%) – Year 1	• A second payment of 25% of the approved grant funding will be payable for each project upon commencement of activities outlined against Step 2, 3, 4 in the HPR Options Analysis fact sheet (**Attachment 4**). • 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 Program approval of the project in accordance with the following:
	
	  – Final Project Report (F200)
	
	  – Options Analysis Report
	
	  – project completed in accordance with the terms of the Agreement, and
	
	  – the project has been approved as complete by the Department.
	
	• 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.
	
	• Funding can only be held past Year 1 through consideration of a Timing Variation (see Section 11.3).

(6) Payment Claims – Design Projects

Design Projects	
Milestone 1 (25%) – Year 1	• A first payment of 50% of the approved grant funding will be due within fourteen days of execution of the Agreement and submission of a Project Work Schedule.
Milestone 2 (50%) – Year 1	• A second payment of 25% of the approved grant funding will be payable for each project 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.

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

Milestone 3 (25%) – Year 1 or 2	• A final payment of 25% of the approved grant funding, less any unexpended funds[4], will be payable for each project upon Program approval of the project in accordance with the following:
	  – Final Project Report
	  – project completed in accordance with the terms of the Agreement, and
	  – the project has been approved as complete by the Department (please note this involves an endorsed 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 11.3).

(7) Payment Claims – Construction

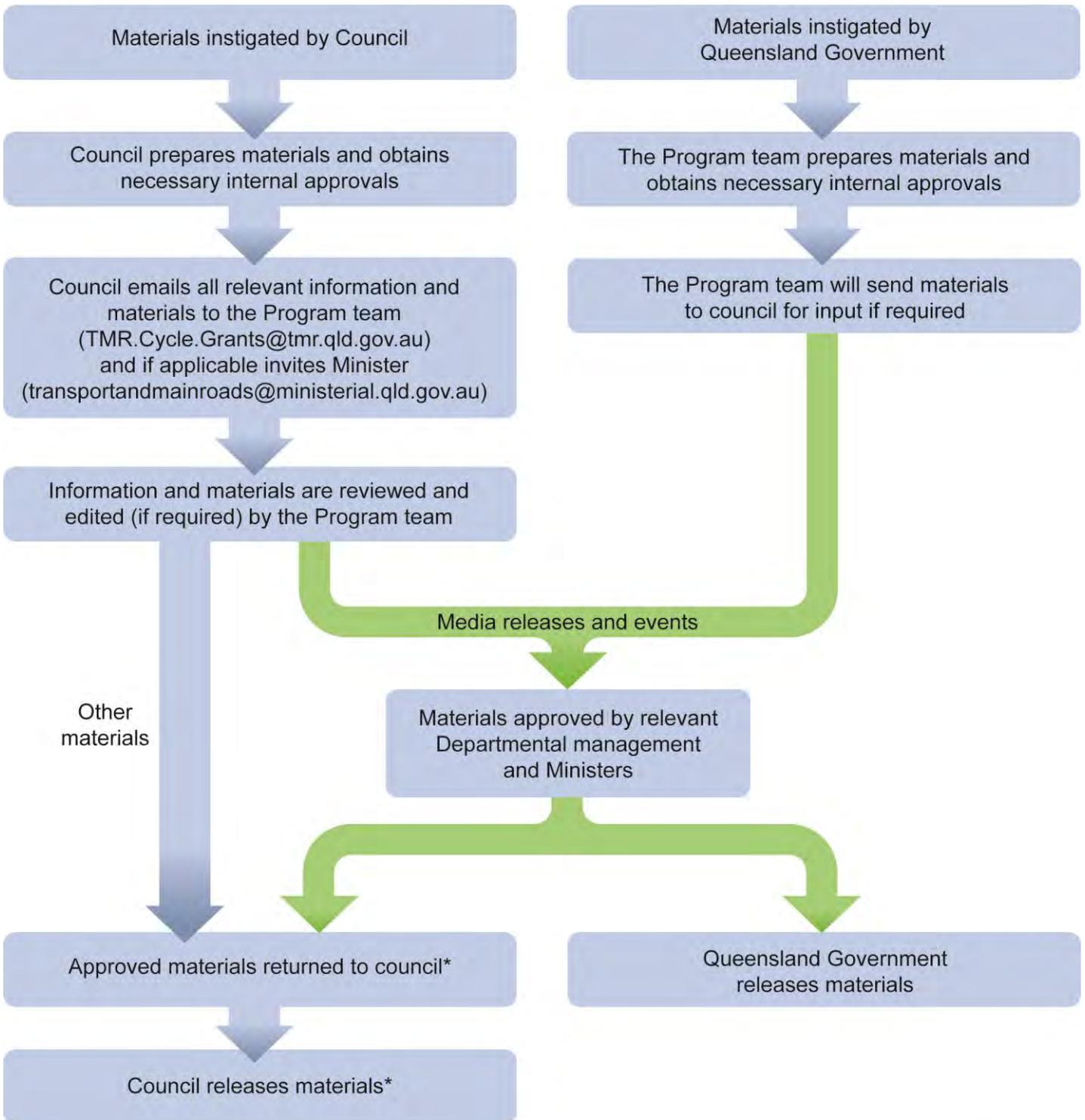| **Construction Projects**	
Milestone 1 (25%) – Year 1	• A first payment of 50% of the approved grant funding will be due within fourteen days of execution of the Agreement and submission of a Project Work Schedule.
Milestone 2 (50%) – Year 1	• A second payment of 25% of the approved grant funding will be payable for each project upon commencement of project works, following Program endorsed project design plans. • Construction signage must be installed. • 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, will be payable for each project upon Program approval of the project in accordance with the following:
	  – Final Project Report
	  – project completed in accordance with the terms of the Agreement, and
	  – the project has been approved as complete by the Department (please note this involves an endorsed 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 11.3).

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

(8) Payment Claims – Infra +

Infra+	
Milestone 1 (50%) – Year 1	• A first payment of 50% of the approved grant funding will be due within fourteen days of execution of the Agreement and submission of Infra+ Project Works Schedule.
Milestone 2 (25%) – Year 1	• A second payment of 25% of the approved grant funding will be payable after the Campaign Plan submitted by the Council is endorsed by the Program and activities have commenced • 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, will be payable upon Program approval of the project in accordance with the following:
	
	   – An Infra+ Final Project Report
	
	   – Campaign Evaluation Report
	
	   – project completed in accordance with the terms of the Agreement, and
	
	• the project has been approved as complete by the Department (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 11.3).

14.3　Attachment 3 – Joint media approval process

Materials instigated by Council	Materials instigated by Queensland Government
Council prepares materials and obtains necessary internal approvals	The Program team prepares materials and obtains necessary internal approvals
Council emails all relevant information and materials to the Program team (TMR.Cycle.Grants@tmr.qld.gov.au) and if applicable invites Minister (transportandmainroads@ministerial.qld.gov.au)	The Program team will send materials to council for input if required
Information and materials are reviewed and edited (if required) by the Program team	

Media releases and events

Other materials

Materials approved by relevant Departmental management and Ministers

Approved materials returned to council*

Queensland Government releases materials

Council releases materials*

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

14.4 Attachment 4 – Highest Priority Route (HPR) Options Analysis

- Refer to attached document and online.

14.5 Attachment 5 – Infra+ Projects

- Refer to attached document and online.

14.6 Attachment 6 - Priority Design Treatment

- Refer to attached document and online.

14.7 Attachment 7 – How to Complete an Application

- Refer to attached document.

14.8 Attachment 8 – 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 Active Transport Investment 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.

- 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 .

- Active Transport Investment Program (ATIP) Community and Stakeholder Engagement Guide

  The ATIP have developed a guide to assist council investigate and implement ways to make sure appropriate stakeholder engagement is delivered prior to planning, designing and constructing cycling infrastructure.

- Bicycle Network Signage and Wayfinding Guidelines

  This guide supports practitioners to provide high-quality and consistent wayfinding signage for bicycle networks. This will help the growing number of Queenslanders riding make full use of the cycling infrastructure available.

- 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/.

15.   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
2.1	7.10.2020	Melanie Baker	Update
2.2	9.10.2020	Darrin Vance	Review
2.3	14.12.2020	Luke Donaldson	Update
2.4	15.12.2020	Darrin Vance	Review
2.5	15.12.2020	Adam Rogers	Approve

Document sign off

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

Director

Name   Adam Rogers

Position   Director (Active Transport)

Signature _[signature]_   Date 15 / 12 / 2020