

Highest Priority Route Options Analysis (Planning)

Cycle Network Local Government Grants, Program Guidelines

Overview

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

Funding requirements

Projects are considered eligible if they meet the following requirements:

- project delivers options analysis for HPR in line with the Priority Route Maps
- project complies with scope and deliverable requirements listed below
- project can be completed in one financial year.

Approved projects will be funded over one financial year. Detailed design and or construction funding applications may be submitted separately, following finalisation of the options analysis project.

Application requirements

To apply for 50 percent grant funding for an options analysis project, councils must complete all fields in the Highest Priority Route Options Analysis application form.

Scope requirements

The project is required to:

- Undertake options analysis of HPR, identifying preferred alignment and design, high level cost estimate and delivery strategy detailing staging, prioritisation and funding source.
- Consider separated cycle facilities.
- Engage with, and address input from, stakeholders such as the Department of Transport and Main Roads (the Department) and bicycle user groups at key milestones in the delivery of options analysis. Refer to the Active Transport Investment Program (ATIP) [Community and Stakeholder Engagement Guide](#).

The activities listed below are intended to be a guide and represent the minimum expected to be undertaken. Alternative approaches will be considered and must be detailed in application submission.

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

In Scope

Project Planning

- Prepare project management plan covering scope, tasks, time, cost, resources, risk and safety.
- Prepare stakeholder engagement plan identifying key stakeholders and proposed stakeholder consultation and communication activities. Refer to the ATIP [Community and Stakeholder Engagement Guide](#).

Background Investigations and Basis for Design

- Review previous and current planning, related projects, transport network, traffic counts, crash history and safety, demographics, site conditions, facilities, civil structures and utilities.
- Collect and record counts of people walking and riding bicycles by hour of the day and day of the week at key locations along the route, including possible decision points.
- Identify and assess existing and future transport needs, adjacent/connecting land use, major origins and destinations, and wayfinding opportunities and improvements.
- Investigate environmental, heritage, hydraulic, geotechnical and property constraints.
- Review connectivity to improve accessibility to the wider cycle network, including the existing and planned Principal Cycle Network and local active transport network.
- Conduct site visit to ground truth existing conditions and to create Geographic Information System (GIS) inventory and map/s of existing cycling facilities and infrastructure.
- Identify and assess relevant standards and guidelines, opportunities, constraints and risks.
- Hold workshop to develop basis for design addressing route alignment and design objectives for fit-for-purpose cycling infrastructure that supports riders of all ages and abilities.
- Prepare working paper documenting background investigations and basis for design, and level of service and standard of facility required.

Route Options

- Identify and develop route options for a continuous cycling facility consistent with basis for design.
- Develop and undertake options analysis methodology to identify preferred route.
- Hold workshop to facilitate stakeholder review and further development of route options and inform assessment and selection of preferred option(s).
- Prepare working paper documenting route options, analysis methodology and outcomes, and recommended preferred option(s).

Design Treatment Options

- Identify and develop options for a continuous cycling facility consistent with basis for design.
- Develop and undertake options analysis methodology to identify preferred design treatment option(s) along route.
- Hold workshop to facilitate stakeholder review and further development of design treatment options and inform assessment and selection of preferred option(s).
- Prepare working paper documenting design options, analysis methodology and outcomes, and recommended preferred option(s).

In Scope

Options Analysis Report

- Develop concept plan for the preferred option(s) including conceptual layout drawings and typical cross sections.
- Undertake risk assessment and environmental scan, identify possible land requirements, consider and assess potential impacts.
- Hold workshop to review safety in design aspects of concept for preferred option(s).
- Conduct site visit with stakeholders to ground truth concept designs and costings.
- Prepare delivery strategy identifying staging, prioritisation, high level cost estimates, and potential funding and delivery mechanisms.
- Prepare options analysis report summarising background investigations and options development and assessment, and stakeholder input and how it has been addressed, and detailing concept plan and assessments, and delivery strategy.

Out of Scope

- Transport modelling
- Detailed design
- Land acquisition
- Construction
- Marketing
- Public consultation (other than targeted consultation).

Deliverable requirements

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

Table 1: Milestones and Deliverables.

Milestone	Year	Deliverable
1 – Execute Agreement	1	<ol style="list-style-type: none"> 1. Execution of Agreement 2. Project Management Plan: Submit Project Management Plan for review. Plan should cover scope, tasks, time, cost, resources, risk and safety. 3. Stakeholder Engagement Plan: Submit Stakeholder Engagement Plan for review. Plan should identify key stakeholders and proposed stakeholder consultation and communication activities. Refer to the ATIP Community and Stakeholder Engagement Guide. 4. First payment grant funding payable (25%)
2 - Working Papers	1	<ol style="list-style-type: none"> 1. Working Paper 1: Submit working paper for review that documents background investigations, basis for design, and level of service and standard of facility required.

Milestone	Year	Deliverable
		<ol style="list-style-type: none"> 2. Working Paper 2: Submit working paper for review that documents route options, analysis methodology and outcomes, and recommended preferred option(s). 3. Working Paper 3: Submit working paper for review that documents design options, analysis methodology and outcomes, and recommended preferred option(s). 4. Second payment grant funding payable (50%).
3 - Project Completion	1	<ol style="list-style-type: none"> 1. Final Project Report (F200): Upon completion of planning activities, submit a Final Project Report to the Program Team for review and approval 2. Options Analysis Report: Submit options analysis report for approval that summarises background investigations, options development and assessment, and stakeholder input and how it has been addressed, and details concept plan, risk assessment and environmental scan, and delivery strategy. 3. Final payment grant funding payable (25%).

All deliverables need to be submitted to the Program team (contact details below) for review and approval*.

*Note - Responding to feedback from TMR is not considered approval of a deliverable.

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

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

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

Contact information

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

Cycling Grants	Email: TMR.Cycle.Grants@tmr.qld.gov.au
Website	https://www.tmr.qld.gov.au/Travel-and-transport/Cycling