

Program Guidelines

Cycle Network Local Government Grants

2024-25 Round

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1. Program overview

The Cycle Network Local Government Grants Program (the Program) supports the Queensland Government's vision for 'more cycling, more often' as set out in the Queensland Cycling Strategy 2017-2027. The Program is administered through the Department of Transport and Main Roads (the department) and supports the Department's vision of 'creating a single integrated network accessible to everyone'.

Through the Program, the department provides funding to Councils to deliver best practice, high quality and safe bike riding infrastructure and facilities that contribute to connected networks for people riding bicycles. Funding is targeted at delivering the highest priority routes identified in the Priority Route Maps (PRM) and Action Plans for each Principal Cycle Network Plan (PCNP).

The department is committed to working with industry partners through the Program to apply Human Rights and Universal Design principles¹ to help achieve a vision of accessible and inclusive transport that allows everyone to move easily, participate in our community and access employment, health, education, and culture. Please refer to the department's Accessibility and Inclusion Strategy¹ for more information.

The department is also committed to its vision of zero deaths and serious injuries on Queensland Roads through the Queensland Road Safety Strategy 2022-31. This includes utilising the Safe System approach to designing and constructing bicycle facilities and the road network overall, by reducing or eliminating hazards and providing a more forgiving road environment. Please refer to the department's Road Safety Policy² for more information.

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. Program objectives

The key objective of the Program is to support Councils in the delivery of bike riding infrastructure that:

- meets best practice design and construction standards
- completes missing links and/or removes barriers that present significant obstacles to bike riding
- improves access to trip attractors
- contributes to the development of the Principal Cycle Network (PCN)
- anticipates and supports future demand and use.

3. Program development timeframes

The Program is developed on an annual basis and is included in the department's Queensland Transport and Roads Investment Program (QTRIP). QTRIP outlines the departments current and planned investment in road and transport infrastructure for delivery over the next 4-year period. The Program includes projects over the first 2-year period, with all new projects required by agreement to commence in the first funding year.

¹ Refer to the Department's Accessibility and Inclusion Strategy for information regarding Human Rights and Universal Design principles. <https://www.tmr.qld.gov.au/About-us/Our-organisation/Accessibility-and-inclusion>

² Refer to the Department's Road Safety Strategy and Road Safety Policy for more information on the Safe Systems approach. <https://www.tmr.qld.gov.au/Safety/Road-safety/Road-Safety-Policy>

The key timeframes for the process are as follows:

Dates	Key Activities
12 October 2023	Opening date for submission of applications
15 December 2023	Closing date for submission of applications
January – March 2024	Project assessment, prioritisation and approval
June 2024	Successful projects announced through the publication of QTRIP as part of the State Budget process

Applications must be lodged via email to TMR.Cycle.Grants@tmr.qld.gov.au by the closing date. Late applications may be accepted subject to negotiation with the Program team.

4. Eligibility

4.1. Eligibility requirements

To be eligible for funding, projects must:

- be on a principal route identified on an endorsed PCNP or on an alternative alignment that delivers the same network outcome as evidenced by further planning (evidence to be provided with submission).
 - Councils are able to include submissions for projects on State controlled routes. If applying for a project on or impacting a state-controlled road, Council is required to provide evidence confirming support from the relevant state agency.
- contribute directly to the delivery of the relevant regional PCNP, in line with Priority Route Maps.
- comply with the Technical Requirements - Active Transport Investment Program³ (Technical Requirements).
- commence in the 2024-25 financial year.
- deliver one (or more) of the following types of cycling infrastructure:
 - off-road exclusive use bikeways
 - separated cycle tracks (on-road bicycle lanes that are physically separated from motorised traffic)
 - off-road shared paths
 - bicycle streets
 - on-road facilities, including bike lanes, shoulder widening, line marking, lane and intersection reconfiguration and priority signalling
 - crossing provisions including at-grade treatments (for example, raised priority crossings), bridges and or underpasses
 - mid-trip facilities and end-of-trip facilities
 - wayfinding and signage⁴
 - lighting of shared paths and bikeways

³ Refer Section 12 Resources to access the Technical Requirements - Active Transport Investment Program

⁴ Wayfinding and signage should align with the [Bicycle network signage and wayfinding guidelines](#).

- data collection for the purposes of monitoring and reporting on the performance of cycling infrastructure, for example installation of data counters.
- deliver detailed design of any of the above cycling infrastructure types.
- deliver planning on a high priority route identified in the PRM (refer to Highest priority route options analysis grant category on page 4 of this guide).
- deliver marketing, communication, promotion and engagement activities associated with the recent delivery of bike riding infrastructure on the PCN (refer to Infra+ projects grant category on page 5 of this guide).

Councils without a PCNP looking for support to develop 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 funding include:

- projects that do not comply with the Technical Requirements
- projects not on a principal route identified on an endorsed PCNP⁵
- projects on a recreation or tourism route identified on an endorsed PCNP
- Bicycle Awareness Zone (BAZ) treatments (note exception in the Technical Requirements)
- planning and/or concept plans on corridors not identified as highest priority route (unless specifically negotiated)
- local network strategies or plans
- land acquisitions (except as part of project construction)
- general road or non-bicycle related upgrades.

5. Community consultation

The department considers that community consultation is critical to ensuring that input from key stakeholders shapes the outcomes of a project and that impacted and interested community members are aware a project.

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

Evidence of consultation undertaken or planning for consultation activities will be reviewed during the Panel Assessment (see Section 9.5). The Panel will take into account the complexity, value and risk of the project when reviewing community consultation activities already undertaken or planned.

Councils remain responsible for how stakeholder engagement and community consultation activities are delivered. The department has developed a best practice Community and Stakeholder Engagement Guide⁶ to assist in this process.

⁵ This does not include projects on an alternative alignment that deliver the same network outcome as determined by further planning.

⁶ Refer Section 12 Resources for information on the Active Transport Investment Program Community and Stakeholder Engagement Guide

6. Project categories

6.1. Highest priority route options analysis (planning)

This category is available to Councils to undertake planning on the highest priority routes on locally controlled portions of the PCN. Projects must:

- undertake an options analysis of the route, 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's district offices 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.

Funding is available on a dollar-for-dollar matched basis. Up to 50% grant funding is available for approved projects.

For further information please refer to the attached fact sheet (**Attachment 1**).

6.2. Detailed design

This project type is available to Councils to complete a detailed design for bike riding infrastructure on the PCN.

Program review of the designs produced with this project category will follow the process outlined in the Design Review Guidelines (**Attachment 2**).

Funding is available on a dollar-for-dollar matched basis. Up to 50% grant funding is available for approved projects and will be funded over two financial years.

6.3. Priority design treatments

This project type is available to Councils for the detailed design of projects that deliver one of the following high priority treatments:

- retrofit of devices to physically separate bicycles from motor vehicle traffic on an existing on-road bicycle facility
- separated cycle tracks (on-road bike lanes that are physically separated from motor vehicle traffic) which may include a parallel pedestrian facility
- separated cycle and pedestrian paths such as:
 - a minimum 5-metres-wide shared path which clearly delineate between space for bike riders and space for pedestrians, or
 - 3-metres-wide path exclusively for bike riders delivered in combination with separate facilities for pedestrians
- advisory lane or bicycle street treatments.

The department will provide design assistance to help establish local capability to design these specific treatments.

Up to 100% grant funding is available for approved projects.

For further information please refer to **Attachment 3**.

Designs must comply with the Technical Requirements - Active Transport Investment Program. Refer Section 12 for resources on best practice in cycle design.

6.4. Construction

This category is available to Councils to deliver construction projects.

Councils must provide evidence that community consultation has been undertaken, or how they plan to undertake consultation, for all construction projects. Refer to Section 5 – Community Consultation.

The department encourages Councils to include wayfinding signage and lighting in all projects, as appropriate. Councils may also include end-of-trip facilities within construction projects.

Funding is available on a dollar-for-dollar matched basis. Up to 50% grant funding is available for approved projects. Construction must commence in the first year of funding.

Councils should refer to the Design Review Guidelines (**Attachment 2**) for information on what is required to be submitted as a part of construction project applications.

All construction projects require design endorsement by the Program team before physical construction activities begin.

This is in addition to any other statutory 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 Agreement and may result in a withdrawal of Program funding.

6.5. Infra+

This category is available to Councils to undertake targeted promotion, engagement, behaviour change and educational activities associated with bike riding infrastructure and facilities being delivered or recently delivered on the PCN through the Program.

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

Funding is available on a dollar-for-dollar matched basis. Up to 50% grant funding is available for approved projects.

For further information please refer to **Attachment 4**.

6.6. Aboriginal and Torres Strait Islander and very remote area councils grants

Aboriginal and Torres Strait Islander, and very remote local government areas of Queensland are eligible to receive up to 75% grant funding for design or construction projects. These councils can also match the Department's funding with funding from other Department⁷ or State Government Programs for this type of project.

To be eligible for funding for construction, a project must have previously had detailed designs developed through the program.

In this case the regional classification of 'Very Remote' is as per the Australian Bureau of Statistics (ABS). See Appendix A for full list of eligible Councils.

⁷ Transport Infrastructure Development Scheme (TIDS) funding can be used to supplement the CNLGG funding but must be matched by a councils own funding, which means it technically can supplement, but not replace the council's contribution. For example the funding mix could be 75% CNLGG / 12.5% TIDS / 12.5% Council.

7. How to apply

7.1. Applying for funding

To apply for funding, Councils need to:

- Check the Program eligibility requirements.
- Review the Technical Requirements.
- Review the Design Review Guidelines (**Attachment 2**) to ensure the required level of technical detail is included in design plans for the department to assess the project merits based on Program eligibility and Technical Requirements.
- Complete a separate application form for each project, ensuring all fields in the form are completed (refer **Attachment 5** – How to complete an application).
 - Note: Planning and Infra+ projects have project proposal forms that are required in addition to the standard application form.
- Provide as much high-quality information and photos/images as possible to assist the Assessment Panel to assess the merits of the application. At a **minimum** this should include the following:
 - maps showing the:
 - project context
 - surrounding land uses
 - trip attractors within 500m of the project (refer to **Attachment 5 – Multi-Criteria Analysis**)
 - appropriate level of design drawings based on project category (refer to **Attachment 2 – Design Review Guidelines**)
 - 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 Design⁸.
- Submit application forms and supporting documents to the Program team via email at TMR.Cycle.Grants@tmr.qld.gov.au.

7.2. Projects not on a Principal Cycle Network Plan

For projects located on a route alignment other than that shown on the endorsed PCNP, Councils are required to provide information demonstrating:

- further planning undertaken that determined the preferred route on the alternative alignment
- that the preferred route delivers the same network outcome as route shown on the endorsed PCNP
- the stakeholder engagement undertaken to inform selection of preferred route on the alternative alignment.

⁸ The Crime Prevention through Environmental Design (CPTED) Guidelines for Queensland is available from <https://www.police.qld.gov.au/safety-and-preventing-crime/safety-in-public-spaces>

For projects located on a route that is not identified as a high priority route in the PRM, Councils need to provide information demonstrating why the priority of the route has increased since publication of the latest PRM:

- change in strategic importance (for example, update of active transport strategy or network plan)
- change in opportunity (for example, opportunity to deliver project concurrently with other works)
- change in feasibility (for example, overcome impediment to delivery)
- change in network connectivity (for example, delivery of adjacent infrastructure has created a missing link)
- change safety, demand, and or land use.

8. Funding availability

As a general rule, projects are to be jointly funded between the department and individual Councils. Councils cannot match the Department's funding with funding from other Department or State Government Programs unless the project is an Aboriginal and Torres Strait Islander (ATSI) or very remote area Council design project (as per section 6.6).

The Program grant funding available and expected Council funding commitment is outlined in the table below.

Project Category	Program Grant Available	Council's Funding Commitment
Highest priority route options analysis	Up to 50%	Minimum 50%. Cannot be matched through other department and/or State Government programs
Standard design	Up to 50%	Minimum 50%. Cannot be matched through other department and/or State Government programs
Priority design treatments	Up to 100%	No minimum funding requirement.
Construction	Up to 50%	Minimum 50%. Cannot be matched through other department and/or State Government programs
Infra+	Up to 50%	Minimum 50%. Cannot be matched through other department and/or State Government programs
ATSI and very remote area council grant	Up to 75%	Minimum 25%. Can be matched through other department and/or State Government programs

9. Assessment criteria and approval process

The department's district offices often collaborate with Councils to deliver intersecting or linking projects on the local and state-controlled transport networks. This can enable 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. Documents demonstrating support from the relevant State agency are to be included with the submission.

9.1. Project priority

Eligible applications are prioritised through a rigorous four stage assessment process to ensure projects meet the Program objectives and guidelines. This process is outlined below in Sections 9.2 to 9.5.

It is critical that Councils consider the priority of the route they are looking to deliver before submitting an application for funding under the Program. The Program is a competitive grants program, with applications competing for a limited pool of funding in each annual funding round. Typically, the value of funding applications each year outstrips the amount of funding available and the priority of a route, as identified in the PRM, is a very important category in the assessment of project merit.

Program funding targets high priority routes identified in the PRM, that is routes identified as Priority A (focus of delivery in the next 10 years). If Councils intend to apply for funding on a route currently identified as a lower priority in the PRM, they are to include information in their application to demonstrate why the priority of the route has increased since publication of the latest PRM. Refer Section 7.2 above for guidance on the type of information required.

9.2. 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 5 - Multi-Criteria Analysis (MCA)**.

Please note projects that are not on a high priority route will score significantly lower in this assessment process.

Eligible applications will be assessed in relation to the following five criteria as detailed in **Attachment 6**:

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 capacity to accommodate anticipated use of the facility, including 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 high priority route identified in the PRM 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 scored criteria, 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 motorised traffic).
- **Project feasibility and deliverability** – project can be delivered within required timeframes and has adequately addressed likely project obstacles, including alignment of designs with the Technical Requirements.

9.3. Program assessment

Applications are reviewed by the Program's project officers against the eligibility requirements. This assessment process includes Council's delivery record on current and previous projects, how many projects Council has currently scheduled, how well Council responds to requests for information and an assessment of the information within the application form (dependencies, deliverability, community consultation and so on).

9.4. Technical assessment

Applications are reviewed by a departmental technical officer against eligibility and assessment criteria as outlined in the Technical Requirements. 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.

Councils are required to review the Program's Design Review Guidelines (**Attachment 2**) for further information on recommended design submission stages and how designs will be assessed by the Department.

9.5. Panel assessment

Applications are assessed by a panel of experts 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, program assessment and technical review to prioritise the projects and provide a final recommendation to the Departmental delegate for consideration.

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

9.6. Application approval

Following consideration and decision by the Departmental delegate, approved projects will be included in the annual Queensland Transport and Roads Investment Program (QTRIP). QTRIP is published along with the State Budget, normally in June each year.

Please note, approval of grant funding does not equate to Program endorsement of For Construction designs to support Councils to begin construction activities on a project. Councils are required to obtain separate, formal ATIP endorsement for all designs prior to commencing construction of the approved project.

Please note, due to QTRIP publication thresholds, not all approved projects will appear in the QTRIP documentation or on the department website.

10. Successful projects

Following the release of QTRIP, councils will be notified regarding the outcome of the assessment process and the next steps.

10.1. 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 be returned to council.

10.2. Reporting and evaluation

To ensure effective management of the Program across Queensland, councils must comply with several reporting requirements. The following are the primary reports required, noting there may be other reports required from time to time.

10.2.1. Project work schedule

Councils are required to submit a Project Work Schedule within **14 days** of executing the Agreement. The Project Work Schedule is a document that includes the estimated delivery dates for key milestones/deliverables for each project. This is a live document and must be updated within 14 days of a known change to the delivery milestones of a project.

10.2.2. Project progress report

Councils must submit a project progress report every second month providing an update on all active projects.

The Program team will email a progress report template to councils at the beginning of the month. Councils will have ten **working days** to submit the completed report.

The report will include information regarding the project status and progress against milestones and deliverables, project risks or issues and any planned media.

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

10.2.3. Final project report

Councils must submit a Final Project Report for each project **within 30 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 Project Variation Request (F300) if applicable.
- Final designs or as constructed drawings.

10.3. Project variation request

The Agreement provides that all project activities must always be carried out in accordance with terms and conditions of the Agreement. If circumstances occur that are likely to adversely affect a council's ability to deliver a project in compliance with the terms of the Agreement, then the council may request a variation to the Agreement.

Potential variations to the Agreement must be requested in writing and follow the Project Variation Request Process outlined in **Attachment 7**. Requests for variations with retrospective effect will only be approved in exceptional circumstances.

The Program has a limited annual funding allocation and councils are expected to meet any project costs involved in the realisation of the project that are over and above the State's contribution as agreed to within the executed Agreement. Councils are expected to continue with the delivery of projects, especially design projects, while waiting on the outcome of a variation request.

Variations will not be approved unless the delegate is satisfied that the project continues to meet all the relevant criteria for the Program, particularly cost effectiveness.

10.4. Project withdrawal

Councils must submit formal notice to the department if they have determined that a project can no longer proceed. Councils must provide reasons for the withdrawal, as well as any alternative or future plans relating to the project.

Council will be required to return any funds already paid unless otherwise agreed by the department.

10.5. Acknowledgment of the State

Councils are required to acknowledge the Queensland Government contribution to all projects funded through the Program. Acknowledgement should be made in all community-facing materials including all media releases, announcements, events, website information and on-site signage. Refer to point 10.5.2 for required wording.

10.5.1. Media requirements

All media opportunities should be highlighted in project reporting. Councils must notify the Program team of any planned media statement releases a **minimum of 10 business days** prior to the planned release. Councils must also invite the Minister for Transport and Main Roads to any planned media events and provide a minimum of 20 business days' notice for these events.

10.5.2. Signage

Approved construction projects are required to have construction signage installed on-site **no later than 30 days** prior to the commencement of construction work. Signage must include an acknowledgement of state government funding. Signs are to remain on-site for a **minimum of one year** after the completion of the construction works, unless otherwise agreed by the Department.

Wayfinding and signage, including 'totem' counters, funded through the Program (either as stand-alone projects or included within a construction project) should also include an acknowledgement of the state government funding, where physical space allows

Council is 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.

Council is not to display the Queensland Government Coat of Arms unless otherwise agreed by the department.

11. 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.

12. Resources

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

1. [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.
2. [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.
3. [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.
4. [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.
5. [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.
6. [Active Transport Investment Program \(ATIP\) Community and Stakeholder Engagement Guide](#)
The ATIP have developed a guide to support the delivery of consistent and effective community and stakeholder engagement for ATIP funded cycling infrastructure projects across Queensland.
7. [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.
8. [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.
9. [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 <https://www.tmr.qld.gov.au/travel-and-transport/cycling/cycling-strategies>
10. Department of Transport and Main Roads, [Accessibility and Inclusion Strategy](#)
Accessible and inclusive transport is critical to allow everyone to move easily and provide the opportunity to participate in our community and access employment, health, education, recreation and culture.
<https://www.tmr.qld.gov.au/About-us/Our-organisation/Accessibility-and-inclusion>

13. List of attachments

- Attachment 1 Highest priority route options analysis
 - Refer to attached document and online.
- Attachment 2 – Design review guidelines
 - Refer to attached document
- Attachment 3
 - Priority design treatments
- Attachment 4 - Infra+ projects
 - Refer to attached document and online.
- Attachment 5 - How to complete an application
 - Refer to attached document
- Attachment 6 - Multi-Criteria analysis
 - Refer to attached document and online.
- Attachment 7 – Project variation process
 - Refer to attached document

14. Appendix A

14.1. List of eligible council for Aboriginal and Torres Strait Islander and very remote area councils

The regional classification of 'Very Remote' is as per the Australian Bureau of Statistics (ABS).

LGA_NAME_2016	PCNP	ATSI LGA	ABS Regional Classification
Barcaldine (R)	Y	N	Very Remote Australia
Blackall-Tambo (R)	Y	N	Very Remote Australia
Boulia (S)	Y	N	Very Remote Australia
Burke (S)	Y	N	Very Remote Australia
Carpentaria (S)	Y	N	Very Remote Australia
Cherbourg (S)	Y	Y	Inner Regional Australia
Cloncurry (S)	Y	N	Very Remote Australia
Cook (S)	Y	N	Very Remote Australia
Doomadgee (S)	Y	Y	Very Remote Australia
Flinders (S) (Qld)	Y	N	Very Remote Australia
Longreach (R)	Y	N	Very Remote Australia
Mareeba (S)	Y	N	Very Remote Australia
McKinlay (S)	Y	N	Very Remote Australia
Mornington (S)	Y	N	Very Remote Australia
Mount Isa (C)	Y	N	Very Remote Australia
Napranum (S)	Y	Y	Very Remote Australia
Northern Peninsula Area (R)	Y	N	Very Remote Australia
Richmond (S)	Y	N	Very Remote Australia
Torres (S)	Y	N	Very Remote Australia
Weipa (T)	Y	N	Very Remote Australia
Winton (S)	Y	N	Very Remote Australia
Woorabinda (S)	Y	Y	Remote Australia
Wujal Wujal (S)	Y	Y	Remote Australia
Yarrabah (S)	Y	Y	Outer Regional Australia

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 on locally controlled portions of the PCN.

Funding requirements

Projects are considered eligible if they meet the following requirements:

- project delivers options analysis for route 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 a route, 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 (50%)
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).
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 (50%).

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

Design review guidelines

Cycle Network Local Government Grants, program guidelines

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

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

Design standards

The [Technical requirements - Active transport investment program \(technical requirements\)](#) provide detailed guidance on the essential technical standards for facilities funded through the program. Further to that, these guidelines support an approach to design review which is based on the principles found in:

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

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

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

Design review process

Step 1 - Initial program review

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

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

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

[Appendix B: Design Review Process Guidance](#) provides further information on how each category item is assessed.

Step 2 – Council response

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

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

Step 3 – Program assessment

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

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

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

Required items

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

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

- Concept and preliminary design

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

Recommended items

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

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

Future requirement items

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

For consideration

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

Step 4 – Finalisation of design review

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

Key points to note:

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

Appendix A - Design Stages

Stage	Summary	Minimum design elements	Close out comments
Concept	<p>Mandatory for design project applications and is an output for an options analysis project.</p> <p>Provides opportunity for high level advice before project progresses to the next stages.</p> <p>Concept design should establish a preferred solution and identify major challenges.</p>	<ul style="list-style-type: none"> • General horizontal alignment • Typical cross section/s • Proposed crossing/intersection treatments • Identification of major structures (if applicable) • Identification of significant public utility plant (PUP) conflicts • Identify connections to pedestrian and cycle network and attractors • Identify general lighting requirements (intersection/mid-block) • Consideration of conflicts and crossfall at driveways 	<p>Items to be for consideration or open/unresolved.</p>
Preliminary (15-50%)	<p>This design phase is ground truthing the concept design based on engineering survey.</p> <p>Whilst this is not mandatory, council is encouraged to submit for review prior to detailed design.</p>	<p>As above with addition of:</p> <ul style="list-style-type: none"> • Engineering survey provided • Fixed horizontal alignment • Longitudinal alignment (including long section/s) • “Squeeze points” • Any design changes between previous stage itemised. 	<p>Items can be accepted or open/unresolved.</p>
Detailed (80-85%)	<p>This is the level of detailed design expected when submitting an application for a construction project. This will enable the technical assessor to provide a considered assessment of the project and give confidence to the panel that the project will be on track for commencement in the first financial year, if approved.</p> <p>This is also mandatory for submission in a design project, prior to submitting the Issue for construction drawings.</p>	<p>As above with addition of:</p> <ul style="list-style-type: none"> • Locality map • Drawing index • Existing features and services • Pavement marking and signage • Path/road pavement detail/s • Drainage layout and detail/s • Annotated cross sections • Landscaping detail/s • Road/path lighting assessment (and design, if applicable) • Refine details of any structures including fencing, retaining walls, bridges or rails. 	<p>Items can only be accepted or not accepted (Category).</p>

Stage	Summary	Minimum design elements	Close out comments
		<ul style="list-style-type: none"> • Identification of an hazards within the path environment, and treatments to mitigate risks • Crossing/intersection design • Driveway treatments • Design exceptions need to be documented • Landscaping and furniture details • PUP resolved • Other reports or documents validating the design (e.g. sight distance calcs) • Any design changes between previous stage itemised. 	
Issued for construction (100%)	<p>Mandatory for program endorsement and final project report approval of design projects.</p> <p>Mandatory for endorsed by the program prior to commencing construction on construction projects.</p>	<ul style="list-style-type: none"> • As above • Any design changes between previous stage itemised. 	<p>Items can only be accepted or not accepted (Category).</p>
As constructed	<p>Mandatory for final project report approval on construction projects.</p>	<ul style="list-style-type: none"> • As constructed plans must be a mark-up of changes from the endorsed Issue for Construction design drawings. 	<p>Items can only be accepted, or not accepted (Category).</p>

Appendix B – Design review process guidance

Feedback category	Definition (as per project technical assessment)	Assessment guide	Council response	Close out process
Required	Essential outcomes that reflect ATIP technical and performance requirements such as safe systems outcomes and accessibility. Required items must be accepted or closed by the PTA before the project can be considered complete or the design stage can be advanced.	Item relates to unacceptable safe system outcomes, accessibility concerns or is a major red flag to the project, Program, or the department. For construction projects, the scope must be consistent with the endorsed Issued for Construction design.	Response mandatory Council must provide an explanation for why the required item cannot or should not be incorporated into the project. RPEQ endorsement alone is not a valid justification for items not being addressed.	Accepted item An item that has been addressed by Council and accepted by the PTA will be closed out.
				Not accepted (category) Item An item that has not been suitably addressed will be marked with the appropriate assessment outcome. The Program will organise a meeting with Council to discuss these items. The Program will manage the subsequent close out of these items with Council based on the assessment outcome assigned.
Recommended	Desirable enhancements to the project to improve safety, attractiveness, comfort, connectivity and/or functionality. Council must provide an explanation for why the recommended enhancements cannot or should not be incorporated into the project.	Item relates to minor safety improvements, attractiveness, comfort, connectivity, functionality and/or, accessibility	Response mandatory Council must provide an explanation for why the recommended enhancements cannot or should not be incorporated into the project.	Accepted item An item that has been addressed and accepted by the Program/PTA will be marked 'Accepted'
				Not accepted (category) Item An item that has not been suitably addressed will be addressed in accordance with the category assigned.
Future requirement	Identified improvements that will be incorporated into a future project and may be considered as part of the existing project.	Potential enhancements or improvements that would be nice to have in the current and future projects.	Response not mandatory. Councils can respond to or note identified items.	All future requirement items will be included on the final F400 for the project but will not require a response from council. These items will be tracked and monitored by the program.

Feedback category	Definition (as per project technical assessment)	Assessment guide	Council response	Close out process
For consideration	Identified design elements for review during the detailed design process (only to be used for planning and concept design review).	The items are included for consideration through the development of the design and may request additional information be provided at the next stage.	<p>Response not mandatory</p> <p>Councils can respond to items directly via F400 or can provide additional information/update designs as a part of the next design review</p>	<p>No close out process required.</p> <p>Items included in the F400 but will be checked and confirmed by the PTA in the next stage of design review.</p>

Priority design treatments

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. 100 percent grant funding is available for councils to design projects which will deliver one of the following priority design treatments:

1. Retrofit of devices to physically separate bicycles from motor vehicle traffic on an existing on-road cycle facility.
2. Separated cycle tracks (on-road bike lanes that are physically separated from motor vehicle traffic) which may include a parallel pedestrian facility.
3. Separated cycle and pedestrian paths such as:
 - a minimum 5-metres-wide shared path which clearly delineate between space for bike riders and space for pedestrians, or
 - 3-metres-wide path exclusively for bike riders delivered in combination with separate facilities for pedestrians.
4. Advisory lane or cycle street treatment.

The Queensland Cycling Strategy 2017-2027 has a vision for more cycling, more often. The program is targeting funding towards achieving this vision, specifically towards using design treatments which are nationally and internationally recognised as best practice for providing a safe environment, leading to greater participation from people of all ages and abilities.

Funding requirements

100 percent grant funding is available for identified priority design treatments. Construction funding applications should be submitted separately, upon finalisation of the project design.

Application requirements

To apply for 100 percent grant funding for a priority design treatment project, councils should complete all fields in the normal program application form. The following details should be included to register it as a priority design treatment project application:

- Project summary – identify which of the applicable treatment options the project will undertake (dot points 1-4 outlined above).
- Construction type – select design as your infrastructure type (only design projects will be considered for 100 percent grant funding. A construction application can be submitted next round once the design project is complete).
- Project cost – provide a project cost estimate and list full amount under state contribution.
- Project description – clearly identify the scope of the project.
- Provide a preliminary concept design for the route.

Deliverables

The project must deliver a detailed design plan for a project(s) on a high priority route on the Principal Cycle Network.

It is council's decision as to whether the design is undertaken in-house or by a contractor.

Projects approved for funding should be rolled out through the following steps:

- Step 1 – Re-submit a concept design for approval, if required. Identify staged delivery for detailed design, where relevant.
- Step 2 – Regularly check-in with appointed departmental technical advisor (advisors will provide design assistance on best practice design treatments as project progresses)
- Step 3 – Submit a draft design plan for review.
- Step 4 – Submit a final detailed design plan for approval.
- Step 5 – Apply for construction funding as part of the next Program funding round, where appropriate and possible.

All designs must comply with the Active Transport Investment Program - Technical Requirements. Please note this document includes specific guidance on priority design treatments.

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

Infra+ projects

Cycle Network Local Government Grants, program guidelines

Overview

Infra+ is a funding category available to councils under the Department of Transport and Main Roads (the department) Cycle Network Local Government Grants program (the program). Infra+ grants enable councils to undertake targeted promotion, engagement, behaviour change, and educational activities associated with cycling infrastructure being delivered on the Principal Cycle Network through the program.

The main objective of Infra+ grant funding is to rapidly increase 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.

Infra+ grants will help deliver the Queensland Cycling Strategy 2017-2027 vision of more cycling, more often by growing cycling participation. Infra+ activities will promote the benefits of bike riding (and walking as appropriate) on the new infrastructure and promote its use for safe, convenient and enjoyable travel.

Application requirements

To apply for Infra+ grant funding, councils should complete the program application form plus an Infra+ proposal form.

Infra+ applications can be submitted either as part of, or in parallel with, an application for construction funding. Infra+ project should focus on routes being delivered or recently delivered. Councils are encouraged to submit an Infra+ application when completing the final section of a longer route or network of routes.

The following details should be included in the Infra+ proposal:

- Objectives of the proposed Infra+ campaign.
- Who is the target audience for the campaign and why? For example, commuters, families and children.
- A map clearly illustrating the whole priority cycle route (or network of routes) targeted by the campaign, along with its rideable and walkable catchment. Ideally this will identify all state and local networks/projects that could be covered by the campaign.
- Identification of projects along the route which are currently under construction (or recently completed), with completion timeframes.
- Identification of any new construction projects for which council is applying as a linked project to the Infra+ application.
- Types of promotional, engagement, behaviour change or educational activities which would be undertaken as part of the campaign. Consider your target audience: what would motivate them to use the new infrastructure? Refer to the Infra Proposal for example activities.
- Indicative costings and timeframes for activities proposed. *Note estimates can be used for the Infra+ application (confirmed costings will need to be submitted and approved as part of an Infra+ campaign plan should your funding application be approved).
- Any specific locations along or near the route where target audiences can be engaged in activities, for example, schools, transit stations, hospitals, universities, shopping centres or neighbourhoods. Consider your target audience: Where do they live? Where do they want to go?
- What would success look like? What performance indicators would you use to measure success? There are a range of measurement and counting options available for pre and post campaign evaluation including: manual and/or automatic cycle and pedestrian counters, cordon counts on principal routes into major centres, ABS travel to work data, gathering data from workplace surveys, school travel

counting parked bicycles, reported behaviours, participation numbers (either through quantitative or qualitative surveys), geospatial information, and cost-benefit analysis of projects.

- A final project report will be required as part of a campaign plan, should your funding application be approved. The final project report should review the program overall, the individual activities completed, the success or failure of activities and how future activities could be improved at a minimum.

Approved Infra+ projects – Deliverables

Before submitting an Infra+ application, the program strongly encourages council to arrange a meeting with the program team to discuss the proposed project and Infra+ activities.

Infra+ projects approved for funding should be rolled out through the milestones and deliverables as listed in Table 1.

Table 1: Milestones and deliverables.

Milestone	Year	Deliverable
1 – Execute agreement	1	<ol style="list-style-type: none"> 1. Execution of the Agreement 2. Submission of infra+ project works schedule. 3. First 50% grant funding payable
2 – Commencing infra+ activities	1	<ol style="list-style-type: none"> 4. Submit a draft Infra+ campaign plan, including detailed cost estimates and work schedule, and an evaluation and monitoring plan for the proposed campaign. The program team will review draft documentation and provide feedback. Councils can seek feedback and assistance from the program at any stage during development process. 5. Submit a final Campaign plan 6. Commence the program endorsed campaign plan activities.
3 – Project completion	1 or 2	<ol style="list-style-type: none"> 7. Upon completion of campaign activities, submit to the program team for review and approval the following- <ul style="list-style-type: none"> ○ Campaign Evaluation report, and; ○ Final project report (F205) 8. Once the final project report has been approved by the program team the final payment of 50% can be claimed

All documentation should be submitted to TMR.Cycle.Grants@tmr.qld.gov.au for review and approval.

Funding requirements

Infra+ funding is available through the program on a dollar for dollar matched basis (50%). Infra+ funding can be applied as a linked grant to an existing or new construction project(s) funded under the program.

Cost items eligible for funding through Infra+ applications must be directly related to the development, coordination and implementation of the Infra+ campaign. Assets can be purchased for use throughout the campaign and future cycling events in the community, if appropriate. All non-asset related items and any recurring expenses must be time limited. A consultant or council officer can be hired/recruited to deliver the grant and associated campaign; however, their role and responsibilities must be clearly defined and directly relate to the delivery of the campaign. All cost items will be approved by the Program via an Infra+ campaign plan developed by council, post funding approval and prior to campaign activities commencing.

All publications and media will need to acknowledge the program funding and need to be approved in accordance with the program guidelines:

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

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

How to complete an application

Cycle Network Local Government Grants, program guidelines

Overview

This guide is to assist local government officers with compiling applications for the Department of Transport and Main Roads (the department), Cycle Network Local Government Grants program (the program).

Information regarding project requirements and criteria is outlined in the program guidelines. Please read the guidelines thoroughly before proceeding with an application for funding.

New application form

These forms are custom documents that when complete, will be imported into the program's multi-criteria analysis (MCA) database to rank the projects in order of priority. All submissions for grant funding must include a completed application form. If you have not received an application form, please email TMR.cycle.grants@tmr.qld.gov.au.



The application forms are used by both the Department and local governments. Some of the screenshots below are from the Department Capital Works program form but the procedure is still the same for the Program form.

Creating a new application

When you open the application form for the first time from the email sent, press the **new application** button before commencing. This process creates a new application form ID to ensure it can be imported into the database as a new project.

Cycle Network Local Government Grants Program

Program Period	2019 - 2020
Application Round	Application Round 1 in 2019 - 2020

New Application

APPLICATION FORM COMPLETE

Timestamp	3 Sep 2017 10:31 AM
Application State	New
GUID	955A2E-019-49F-8A8-8FF9F6282C
Incomplete Responses	0

When you press the **New Application** button, a warning will be displayed prompting you to understand this is for creating a new application for another project and not modifying an existing one.

Program



In the first instance, press **No** to create your first project application. Save with your first project's name at the prompt.

Creating subsequent

To create subsequent application forms that are valid for import into the MCA database for assessment, click the **new application** button at the top of an application form you have

applications already filled out and then when prompted, save the new application form with the relevant project name at the prompt.



Only create applications from the current year Application Form sent by the Department. Using applications from previous years will not be valid and cannot be imported into the MCA database for assessment.

All applications either need to be created from the original template sent by the department for that program period or by clicking the **new application** button on an already filled out application form for that program period.

Do not use the **new application** button if you just want to modify data on an existing project.

To ensure you have created the applications correctly, check that the GUID is different on each application and from the template sent to you by Department.

Saving an application

Your application is first saved as part of the **new application** process. If you need to save the application after this, you can do so by selecting the Save button on the top left of your screen or through file>save.



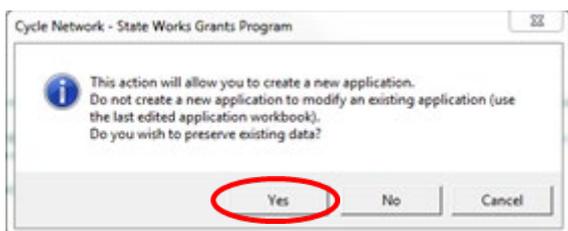
Do not use **save as** from an already filled out application form as it will be considered by the database as the same application.

Save as can only be used from the original application form sent by the department for each new application created or by using the **new application** button on an already filled out application. This is essential to avoid manual input of the application.

Compiling multiple applications

In the first instance, follow the **creating a new application** step above. Pre-fill the fields with information common to all applications (for example, applicant details) and **save**.

Click the **new application** button and select **yes** in the prompt box.



Save with your second project's name at the prompt then repeat this process until you have one application for each of your projects.



Note that if you click **yes**, all data from the existing application will be transferred to the new application. It is recommended that you only pre-fill the project name and applicant details when compiling multiple applications in this way.

Filling in an application

White fields are automatically populated and do not require editing.

**Cycling Infrastructure Program
Capital Works Sub-Program**

APPLICATION FORM INCOMPLETE

New Application

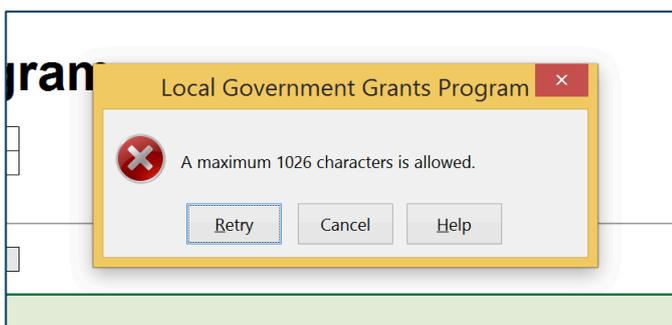
Timestamp	25 Sep 2017 04:08 PM
Application State	New
GUID	CF94363284FEE46B3B304996
Incomplete Responses	34

Green fields are for free-text answers.

Project Summary
Example: This project is requesting a total of \$X in [year] to deliver Xkm of Xtype [project type] at [project location].

Green fields have been validated as text (with a maximum allowable characters), numbers or dates as relevant. If you do not enter information correctly, you will be warned there is an error.

You will need to fix the error or the application will not save (i.e. press **retry** and reduce the number of characters in your answer).



The relevant data (text, date or number) needs to be entered into these green fields for the application to be considered “complete”.

If you do not have an answer to the question, you need to note “not applicable” or any other text to show that you have considered the question before the question is considered “complete”. The application will not be saved if any answers are incomplete.

Yellow fields – are drop down pre-populated fields.

Principal Cycle Network Plan Region
Choose which PCNP region your District is located in

TMR District Office

Application Prepared By

Applicant Phone Number

No Answer

- Central Queensland
- Downs South West
- Far North Queensland
- Mackay Whitsunday
- North Queensland
- Not Applicable
- South East Queensland
- Wide Bay Burnett

Yellow fields are drop down boxes that have already been filled with all the possible valid answers. Users need to choose an answer from the list. **All yellow boxes must be filled out.** If the applicant does not have an answer for the question, choose “not applicable” from the choices.

Tips

- Question 1 – **Principal Cycle Network Plan region** – needs to be selected before any other drop-down menus appear
- **No answer** is the default answer. If the question is not valid to the project or none of the drop-down answers are relevant, you need to select **not applicable** to indicate the question has been considered and then answered. Once a drop-down answer (including **not applicable**) is entered, the answer will be considered to be complete.
- The section arrow may not appear until you select the yellow box.
- Question 2 – **Project suburb name** – requires you to click the grey box next to the yellow box for a list of suburbs to show. Users can start typing a suburb name to be able to select the answer from the lists.

Question help box

Some questions have a hint to help you fill out the questions correctly. This hint will appear when you hover the mouse over the book symbol next to the question.

Finalising an application form

The red exclamation marks in the first column of the application form indicate which questions still need to be completed. These are the compulsory questions in the application form and require an answer before the application can be saved.

In some cases, these red exclamation marks might appear after an answer is entered. For example, if the number of attractors has been entered then the red exclamation mark will appear as you are then required to enter details such as name and distance in adjacent column.

This also occurs in the project milestones question where, if a start date has been entered, a red exclamation mark will appear until the finish date is entered.

5.1 Connectivity			
<p>List the trip attractors that will be positively impacted by this project, including their distance from the project location. Please refer to the Program Guidelines for clarification of types of attractors. Project attractors nominated should be within 500m of the project. Please provide map illustrating the location of all attractors along the project.</p>	Media Event / Announcement	Number of this attractor type	Name of Attractor & Distance for proposed project in Metres
	Major Commercial / Employment / Retail Area	1	
	Universities or TAFEs		
	Major Industrial Areas		
	Hospitals		

Once all questions are answered, the red box “**application form incomplete**” at top right of application form changes to green and “**application form complete**”. The number of incomplete responses should also be 0. The application can now be saved and sent to the program team.

Cycle Network Local Government Grants Program		APPLICATION FORM COMPLETE	
Program Period	2019-2020	Timestamp	3 Sep 2017 10:31 AM
Application Round	Application Round 1 in 2019-2020	Application State	New
		GUID	19932020170903100000000000000000
		Incomplete Responses	0



Incomplete application forms cannot be submitted for funding. If you are having issues completing the form, please contact TMR.cycle.grants@tmr.qld.gov.au.

Printing an application form

The application form template has been designed to print out on A4 paper. Responses in text boxes have been restricted (with character limits) so you cannot write more text than the size of the text box, ensuring the whole application can be printed.

If you require more words than designated, you need to include an attachment to the application form.

When printing the application form it is recommended the applicant choose “A4 Paper and all Columns on One Page” printing option.

Submitting an application and attachments

There are three options for submitting your application and related attachments:

1. Email to tmr.cycle.grants@tmr.qld.gov.au. Please note, there is a 20MB size limit for emails to the department, but you are welcome to spread applications across a number of emails as long as they are clearly labelled.
2. Share the documents using Office 365. If you are unsure how to do this, please contact the cycle grants team.
3. Copy files to a CD or USB and mail through Australia Post. Depending on the number of applications and the size of your attachments this could be the most efficient method. Please make sure you send it a few days before the closing date. Mail to: Cycle Grants, GPO Box 1412, Brisbane 4001.

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/Cycling-grants/Cycling-infrastructure-grants

Multi-Criteria Analysis

Cycle Network Local Government Grants, program guidelines

The department uses a multi-criteria analysis tool to assess all cycling design and construction 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.

Multi-criteria analysis (scored)

Criteria	Measure	Score	Scoring parameters
Connectivity	Number of attractors served within 500m catchment along a project (15%)	Pre-defined bands	<p>Attractor types are given higher scores, based on their bicycle trip generator potential, as follows:</p> <ul style="list-style-type: none"> 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. <p>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.</p>
		4	The corridor serves four of the potential use types of commuter, recreation, education or community/utility.
	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.
		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.

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.
		2	Project addresses intersection improvements or providing a crossing across a road.
		1	Addresses other safety barriers to bike riding e.g. 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	<ul style="list-style-type: none"> Addressing a known bicycle crash location? Yes/No.
		1 for Yes	<ul style="list-style-type: none"> Responding to community concerns about a hazardous location? Yes/No.
		1 for Yes	<ul style="list-style-type: none"> 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):	
		4	Priority route A
		1	Priority route B
		1	Priority route C
		1	Priority route D
0	Existing		

Trip attractor definitions

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

Attractor type	Definition	Examples
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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.	<ul style="list-style-type: none"> - 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.	<ul style="list-style-type: none"> - 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.	<ul style="list-style-type: none"> - 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.	<ul style="list-style-type: none"> - 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.	

Project variation request process

Cycle Network Local Government Grants program guidelines

Overview

The Agreement for Cycle Network Local Government Grants Program (the program) projects provides that all project activities must always be carried out in accordance with terms and conditions of the Agreement. If circumstances occur that are likely to adversely affect a council's ability to deliver a project in compliance with the terms of the Agreement, then the council may request a variation to the Agreement.

A project variation is a change to the timing, scope and/or cost of a project as per the executed Agreement. Each variation request is considered based on its individual circumstances relative to the principles outlined in this procedure.

Where a Council intends to seek program support to change the scope of a project and/or request additional funding, the program strongly encourages Council to contact the program as soon as circumstances that may require a variation occur.

Variation categories

Time

Projects are awarded funding over a one or two-year delivery period, depending on the project category. If a situation arises where Council considers that a project cannot be delivered within the agreed timeframe, a project variation request must be submitted for program approval.

Requests for time extension will not be unreasonably withheld but are limited to a maximum of 12 months at a time.

Scope

Councils may request to change the agreed scope of a project, for example, a change of alignment, width or length.

The Agreement has strict guidelines as to how the funds are to be used, it is therefore important to consider if/how the changes may impact the timing, cost and future planning of the project. Any proposed changes to scope will be assessed in accordance with the assessment criteria outlined for the application assessment process. This criteria can be found in Attachment 1 to the program guidelines.

Program reserves the right to withdraw support for projects that no longer meet program eligibility requirements and objectives, and/or do not provide value for money.

Cost

As per the Agreement, Councils are expected to meet any project costs over and above the State's contribution of the amounts detailed in Schedule 3 of the Agreement. Therefore, variations seeking additional program funding will only be considered on a case-by-case basis and are subject to available funding. Variations will not be approved unless the delegate is satisfied that the project continues to meet all the relevant criteria for the program, in particular cost effectiveness.

Ineligible variations

- Retrospective requests
- Closed / completed projects.

Submission and approvals process

It is critical for Councils to supply the Program with sufficient detail to determine if the request can be approved. If there is not sufficient justification or the reasons provided are not clear, the variation will not be assessed and will be rejected.

The table below outlines the assessment/approval processes for each variation request type.

Category	Approval process
Timing	<ul style="list-style-type: none"> The request will be evaluated against program commitments. If not approved, the program will negotiate with council regarding options. The F300 project variation request will be returned to Council with formal program approved/not approved comments.
Scope	<ul style="list-style-type: none"> The request will be evaluated against the program requirements and aims. If approved, a copy of the 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. The F300 project variation request will be returned to Council with formal program approved/not approved comments.
Cost	<ul style="list-style-type: none"> The request will be evaluated against the program requirements, aims and available funding. Variations seeking to increase cost for construction projects require program endorsed detailed design plans If approved, a copy of the 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. The F300 project variation request will be returned to Council with formal program approved/not approved comments.

For further information on variation processes or to discuss potential options, please contact the [program team](#).

Variation request forms must be submitted to the program at TMR.Cycle.Grants@tmr.qld.gov.au

The program will endeavour to provide an outcome within 2 – 4 weeks of the request being submitted but this time may vary depending on time of year.