Framework for a Proposed Trail Development

(Based on work by D. Davis, 2010)

Project Name			
Project Location			
Project Area			
Land Tenure			
Development Objectives			
Success Criteria			
Background Information			
Steering Group			
Interested Stakeholders			
Meeting Frequency			
Management Model	**Owner**		
	Operator		
	Monitoring		
	Instrument of agreement		
Scope and Scale	**Significance & Importance**		
	Scale		
	Rationale		
	Proposed Use		
	Infrastructure		
	Staging		

User Types and Rider Styles	User Type	
	Style	
	Classification	
Trail System / Model	System	
	Model	
	Direction	
Agreed Standards	Planning & Design	
	Construction	
	Purchasing	
Funding	Site Assessment	
	Concept Plan	
	Corridor Evaluation	
	Detailed Design	
	Construction	
	Management	
Delivery	Site Assessment	
	Concept Plan	
	Corridor Evaluation	
	Detailed Design	
	Construction	
Project Evaluation Methodology		

Steering Committee Approval

Name	
Signature	
Organisation	
Date	

Name	
Signature	
Organisation	
Date	

Name	
Signature	
Organisation	
Date	

Name	
Signature	
Organisation	
Date	

Explanatory Notes

The development of a framework for proposed trail developments will ensure clarity with all stakeholders working towards agreed objectives and outcomes, along with assisting and informing the trail planning, design, construction and management stages.

The framework template is a guide and each project will differ. The template may be altered to suit your project. The following notes have been provided as a general guide to the development of the framework.

Term	Definition
Location	Provide a description of the proposed location
Project Area	Provide details of the boundaries of the planning area for the proposed trails.
Tenure	Provide details as to the land tenure or mix of land tenures applicable to the project area.
Background	Provide the background as how the project area has been identified and why it is being considered for trail development.
Steering group	Developing a framework can only be done through clear and formal consultation with all relevant stakeholders and partners. It is crucial that all key stakeholders and partners are identified, understand and support the planning, design and delivery process. Provide a list the key agencies/groups and persons who will form the steering group. Include contact details – phone & email as minimum.
Interested stakeholders	Identify potential interest groups who should be informed of the project. These interest groups may assist with support for the project for funding applications. These may be Local Government Authorities, Development Commissions, Other trails groups etc. What level of consultation is required and with who? When will consultation be undertaken?
Meetings	Identify an indicative timeframe of how often and where the Steering Group will meet for the duration of the project.
Objectives	Project objectives should define the overall aim and outcomes of the project, clearly setting out what the project is trying to achieve and why. Objectives may include environmental, economic, social or community outcomes. All objectives should be high-level and SMART – Specific, Measurable, Achievable, Realistic and Timely.
Management Model	To ensure long term sustainability, it is essential to identify who are the trail owner and operator. (The trail owner is the entity that owns the physical structure of the trail and manager of the land and carries the liability for the health and safety of all users. The operator is generally the entity that maintains the trail to the agreed standards of the owner.) • Who is the trail owner? • Who is the trail operator? • How will visitor use be monitored? • Who will undertake the maintenance – owner, operator, volunteers?

Term	Definition
Scope and Scale	The scope and scale clearly identify the significance and size of the project and are closely linked to achieving the project objectives. • What is the proposed trail/networks level of significance - national, regional or local • What size is the project? How many kilometres of trail are planned? • Is the project development to be staged? • What type of use is proposed – recreational and/or event?
User Types and Rider Styles	It is essential to define the target users of the trails as part of the framework to ensure that they meet the needs and expectations of the intended users. • What are the different types of users being targeted? • What are the abilities of target users? • What are the appropriate trail classifications for the targeted users? • What are the different styles of activities that will take place on the trails (if appropriate) e.g. cross country vs downhill for mountain bike trails • Is the trail single use or shared use?
Trail System / Model	Outline the trail system being proposed. • Is it linear or looped trail? • Is it a single trail or a network of trails? • If looped, is it a core trail, stacked loop, cloverleaf, or finger style? • Is it single or dual direction?
Agreed Standards	These standards must be agreed by the Steering Group and applied consistently to all aspects of – • planning • design • construction • maintenance.
Funding	Outline how the project will be funded. For larger projects with multiple funding sources, it may be beneficial to outline the sources for the specific stages of trail development e.g. Site Assessments, Concept Plan, Corridor Evaluations, Design, Construction and Management, possibly in a table format.
Delivery	Confirming the way the project will be delivered requires the Steering Group to agree on the following key issues: • Who will deliver the project? (staff, contractors, volunteer, and for what sections of the trail development - Site Assessments, Concept Plan, Corridor Evaluations, Design, Construction and Management?) • How will the project be delivered? • Who will manage the project? • How will the project be managed? • Who will take responsibility for delivering different aspects of the project? • Will the project be staged? • What are the proposed timelines?

Term	Definition
Project Evaluation Methodology	Evaluation of the project is essential to find out if the project has met its objectives and to improve future trail developments. • How is the steering committee planning to evaluate the success of the project? • Has the project met its planned objectives? • Are the trails being used by the intended target market? • Are then any unforeseen issues/impacts (environmental, economic or social)?
Stakeholder Approval	Document the Steering Group approval of completed and agreed framework.