



# Guidance for Local Bike Planning Interim Framework –2022

## Purpose

The Department of Transport (DoT) is currently developing Local Bike Planning Guidelines, which will better inform planning and designing for bike riding in WA.

In the interim, this guidance has been prepared for Local Government Authorities (LGAs) commencing work on Bike Plans now.

It is recommended that [you subscribe](#) to the WABN Grants e-newsletter for updates, including information on the development of the Local Bike Planning Guidelines.

Any queries in relation to this guidance should be directed to [cycling@transport.wa.gov.au](mailto:cycling@transport.wa.gov.au).

## Framework

Key elements for consideration when developing a local bike plan include:

### 1. Develop a vision

A vision statement is typically a one or two sentence statement, which should clearly indicate how bicycle riding fits into the community's future, give a sense of the outcomes that are desired from the plan, and provide clear direction regarding the development of goals and objectives.

To generate a vision broadly supported by the community, **consultation** with the community will be required. Be prepared to undertake an iterative process to work on and refine the language until you have generated a statement that is palatable to both the public, stakeholders, and elected members.

### 2. Long-Term Cycle Network (LTCN)

The [LTCN](#) is an aspirational plan to create a continuous cycling network across the entirety of WA and must be considered in the development of the bike plan.

The bicycle planning process represents the chief mechanism to amend/validate the LTCN for local government:

- a. For areas with an endorsed LTCN, the LTCN should be reviewed in the context of changes to local and broader scale factors.
- b. For areas without an endorsed LTCN, make use of the [WA Cycling Network Hierarchy](#) to develop and categorise the cycling network.
- c. Potential cycle networks or modifications must be discussed and agreed with DoT prior to submitting the bike plan for Council endorsement

Funding is available through the [WA Bicycle Network Grants Program](#) both to design and construct bicycle infrastructure projects along the LTCN and to prepare bicycle plans for local governments.

### 3. Incorporate strategic underpinnings

An all ages and abilities design philosophy is about creating places and facilities that are safe, comfortable and convenient for as many people as possible. By planning for and designing infrastructure that caters for the most vulnerable users, we create a walking and bike-riding network that everyone can use. At the heart of this approach is equity – enabling all people to use the network regardless of age, gender, race, physical ability, or the wheels they use.

In designing cycling networks, the following guiding principles should be incorporated:

- a. **Safe** – People of all ages and abilities should be able to safely and comfortably bicycle to the places they need to go.
- b. **Widespread** – The bicycle network should be extensive and connect most destinations without exposing bicycle riders to hostile traffic conditions.
- c. **Connected** – All cycling facilities should connect to destinations or other cycling routes.
- d. **Legible** – The bicycle network should be easily navigable by people of all ages and abilities. Wayfinding and intuitive routing of the network are vital to a legible network.
- e. **Aspirational** – Bicycle networks will guide local investment in bicycle facilities into the future and should be ambitious to ensure that a comprehensive network is the vision.
- f. **Achievable** – While ambitious, the proposed network should also be grounded in reality and can realistically be built.

### 4. Consider appointing a project steering committee and project working group

The appointment of a project steering committee has strong benefits. Steering committees will oversee the planning process and may be granted the authority to approve the draft plan before it is sent for final endorsement by elected members. Key members of a project steering committee could include DoT, Main Roads WA, Public Transport Authority, schools and neighbouring Local Governments

Project working groups could comprise local government staff from various directorates and the technical officers from key stakeholder organisations, as well as volunteer advocates from the community. The group supports the work of the steering committee by providing expert advice and recommendations.

### 5. Investigate the local context

Assessing the current context is essential to establishing a baseline for bicycle riding within a specific area. This includes:

- a. **Data Review:** Sourcing and reviewing data to assess the current context is essential to establishing a baseline for bicycle riding within a specific area. Types of data could include community demographics/growth, mode share, counts/intercept surveys, crashes, key origins/destinations, major barriers etc.
- b. **Literature Review:** Interrelationships with other plans on both the local and State Government level should be considered and referenced in the plan, both to show the relationship to other planning initiatives and to indicate the cross-cutting nature of planning for active transport. For example Town Planning Schemes, Strategic Community Plans, Health plans etc.
- c. **Existing Physical and Social Infrastructure:** An assessment of the infrastructure both on the ground (physical infrastructure) and programs/initiatives (social infrastructure) currently underway in a local government area or region will provide a starting point for a bicycle plan.
  - i. The condition of existing physical infrastructure can be assessed by a combination of desktop review and site visits. Gaps in the network should be identified where people want to ride a bicycle but are constrained by a lack of

facilities that are not built to accommodate people of all ages and abilities. A great deal of information can be gained by examining current spatial data. If unavailable, it is strongly recommended that GIS data on current and proposed facilities be generated as part of the bike planning process.

- ii. Assessing social infrastructure can take a variety of forms. Some of the key questions to be explored include:
  - What types of programs/initiatives are currently in place to support bike riding?
  - Does the local government/region have any policies in place to increase the cycling mode share?
  - How is bike riding encouraged in the local government area/region?
  - Are there programs or educational opportunities available that could be successfully implemented in the study area, but are not currently being offered?

## 6. Undertake consultation

- a. A robust public consultation process is the cornerstone of any good bike plan and is key to achieving community buy-in and ownership of the bike plan.
- b. Consider developing a consultation plan that addresses the following questions: why are you engaging; who needs to be consulted and how; what information/materials will they need; how will feedback be collected, analysed and reported on?
- c. Involving a broad spectrum of stakeholders is crucial to ensuring that the plan reflects the needs and desires of all community members. This could include older adults, low-income and minority populations, local business community, learning institutions, cycle clubs, road safety organisations, other local clubs etc.
- d. Meeting with neighbouring local governments is vital to ensure that any changes suggested in the plan align with the proposed routes across jurisdictional borders. This is especially important for changes to the LTCN, as any new alignments must be endorsed by neighbouring local governments.
- e. Consider using as many engagement methods as possible to reach the most people. This could include survey development, public open houses, pop-up community forums, mapping exercises, media options, MySay or similar, local newspapers, press releases, radio, email, social media, presentations at events etc.
- f. Engagement methods will need to be tailored to the specific context and it may make sense to go to the places where people congregate, instead of expecting people to come to a meeting. Be flexible in your approach; go with what works!

## 7. Assess the current and future needs for cycling

- a. Following the assessment of the current infrastructure, both social and physical; the gap analyses; and the results of the consultation process, summarise the current needs by generating broad **themes** for specific improvements.

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*Example Theme: Active transport connections between residential areas and commercial areas should be strengthened.*

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- b. Themes are not about developing specific project recommendations, but rather about collating diverse information into understandable categories. With these themes in mind, the bicycle plan authors can work on developing specific interventions or new projects.
- c. Assess the **barriers** and **motivators** to make the connection between an aspirational vision and goals to tangible recommendations for new infrastructure, changes in policy, or new/different education and encouragement initiatives.

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*Example Barriers: Freight routes, bridges with no extra capacity, land use changes*  
*Example Motivators: Underutilised roads/road space, new land developments*

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- d. Consider the life cycle of the bike plan (i.e. typically 5 – 10 years) and the effect of future issues. For example effect of eRideables, climate change, autonomous vehicles etc.

## 8. Developing and prioritising recommendations, and an implementation plan

- a. Identify physical and social infrastructure recommendations based off the results of the consultation process, thematic analysis, learnings from the current context and existing infrastructure, and lessons from the existing and future needs and barriers and motivators analyses.

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*Physical infrastructure recommendations should align with appropriate built form as identified in the [WA Cycling Network Hierarchy](#).*

*Social infrastructure recommendations should consider a wide range of education and encouragement programs (such as bike recycling, bike to work week, organised rides) and policy suggestions (such as bicycle parking and end-of trip facilities)*

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- b. Recommendations should be **specific, measurable, achievable, relevant, and time-based** and should be divided into short-term, medium-term and long-term timeframes. Short-term and some medium-term projects are likely to have identified funding sources, whilst long-term projects are typically aspirational in nature and lack concrete funding.
- c. Prioritise the recommendations by creating a prioritisation methodology based on key criteria that reflect the consultation, local priorities, and staff input. A suite of potential criteria for consideration are included below.

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*Example criteria: safety improvements, community support, access to destinations, network completeness, route function, anticipated usage, value for money*

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- d. Apply weightings to each criterion, in coordination with the Project Steering Committee (if relevant) that reflect its standing in the community and support for the vision.
- e. Develop an implementation plan that includes the detailed schedule of when the projects, programs, and policies will be implemented, the group or agency responsible for implementation and the budget for implementation and evaluation (including funding sources and opportunities).

## 9. Consider evaluation/monitoring of the bike plan

- a. Establish the metrics by which the progress on the plan will be measured.

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*Example metrics could include those relating to infrastructure (e.g. number of projects implemented), programs (e.g. number of bicycle safe courses offered/year, number of participants in events), use of infrastructure (e.g. number of bicycle trips on key corridors) and funding (e.g. percent of total transport funding spent on cycling projects)*

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- b. To ensure accountability, clearly state when the actions will be reviewed and by whom. For example generation of an annual report, plan oversight committee etc.

## 10. Bike plan report structure

While there will be some variability between plans, the following recommended structure provides a baseline for all plans.

- a. Executive Summary
- b. Introduction
- c. Vision, Goals, and Objectives/Strategies/Actions
- d. Existing Conditions
- e. Literature Review
- f. Consultation
- g. Needs Assessment
- h. Recommendations
- i. Implementation Plan
- j. Evaluation/Monitoring

## 11. Mapping

In any bike plan, providing a visual representation of the spatial data will support the overall narrative and will help make the plan more relatable to readers. The following is not an exhaustive list of maps, but rather gives an idea of which maps might support a bike plan.

- a. Context Map – where is this area in relation to other areas
- b. Sub-Geography Map – what are the sub-areas/suburbs/wards/etc. located in this area
- c. Growth/Demographics – what are the different characteristics of each sub-area
- d. Bicycle Crashes – where are the bicycle crashes occurring – differentiated by severity
- e. Current Land Use – where do people live/work/play
- f. Future Development – what are the proposed future developments in the area
- g. Origins/Destinations – what are the key origins/destinations in the area
- h. Current Bicycle Facilities – where and what are the current bicycle facilities
- i. Current Regional Linkages – how do the current bicycle facilities relate to neighbouring jurisdictions
- j. Existing Traffic Volumes – what are the existing traffic volumes in an area
- k. LTCN Alignments – what are the current/proposed alignments indicated in the study area on the LTCN
- l. Gaps/Connectivity Analysis – where are the significant gaps in the bicycle network (considering the LTCN)
- m. Proposed Projects – indicate the exact location and extent of the proposed prioritised projects.