



Department of
Transport

WA Bicycle Network Grants Program Grant Opportunity Guidelines 2023-24 / 2024-25



Program information

Purpose and background

Kaya.

The Western Australian Bicycle Network (WABN) Grants Program is an initiative of the State Government, administered by the Department of Transport (DoT).

Grant funding is available to local governments (LGAs) in Western Australia, up to 50 per cent of the total project cost, for the planning and implementation of bicycle network infrastructure in accordance with State Government priorities set out in the *WA Bicycle Network Plan 2014-2031* (The [WABN Plan](#)).

This document is intended to guide applicants on the WABN Grants Program intake process and requirements, including details on available funding categories and associated eligibility and scoring criteria. These guidelines are reviewed and updated prior to each grant round opening.

Please note that the [Active Travel Officer Program](#) and [Connecting Schools Program](#) are operated separate to this program.

Desired outcomes

The project being proposed should achieve one or more of the following outcomes:

- Increased safety for people on bikes
- Connection and access to strategic destinations, such as:
 - education centres (schools, TAFE, universities, colleges);
 - railway and bus stations;
 - employment and business hubs;
 - shops and activity centres;
 - recreation opportunities (beaches, parks, sporting clubs/venues); and/or
 - tourist attractions.
- Increased cycle tourism opportunities

Alignment to Long Term Cycle Network

DoT recognises the need for consistent bicycle network planning across local government boundaries and has been working in collaboration with local authorities to establish long-term cycling network strategies across the State.

WA's [Long Term Cycle Network \(LTCN\)](#) identifies an aspirational blueprint to ensure State and local governments continue to work together towards the delivery of a continuous cycling network providing additional transport options, recreational opportunities and support for tourism and commercial activity.

The LTCN is made up of 12 strategies, including one for the Perth and Peel region and 11 strategies across regional WA, some still in development. These are ambitious, long-term plans with a vision for infrastructure out to 2050.

The LTCN identifies the function of a route - primary, secondary, local, road cycling and transport trail - rather than the form it should take. Function considers the type of activities that take place along a route, and the level of demand (existing and potential). A route's built form is based on the characteristics of the environment, including space availability, topography, traffic conditions (speed, volumes), primary users, and so on. For more information on the WA Cycling Network Hierarchy, [click here](#).

Aligning to a relevant LTCN strategy (noting that areas not covered by a completed strategy are exempt from this) is now an eligibility criteria for bicycle infrastructure grant categories.

LTCN - Perth and Peel

The LTCN for Perth and Peel has been developed and endorsed by Councils (32 out of 33 currently) in the Perth and Peel region.

Importantly, the network identified is high-level and responsive to local and broader scale factors, with periodic updates agreed by State and local government. It is anticipated the prioritisation of projects to be delivered will be undertaken through local bike planning processes in consultation with the State Government. In the Perth and Peel region, only those routes identified are eligible for grant funding.

LTCN - Regional WA

DoT is working with local governments across regional WA to develop long-term cycling strategies for identified regional centres and their surrounding areas. 11 strategies are planned, with seven already published. More information can be [found online](#).

The regional strategies include a five-year action plan with prioritised projects however, this does not necessarily replace a local bike plan.

Funding model and caps

Grant funding is available for up to 50 per cent of the total cost of the proposed project. Combined funding from any State Government agencies is to be no greater than 50 per cent of the total project cost.

The remaining 50 per cent can be sourced from a combination of local or Federal Government funds and non-government sources, however a minimum of 25 per cent must come from the local government.

For 2023-24, up to \$4 million in funding is available for PBN grants and up to \$4 million for RBN grants.

Projects are encouraged to be staged over two financial years to facilitate high quality planning and design. To enable project staging, funding may be applied for in both the 2023–24 and 2024–25 financial years.

Detailed budget estimates are required to be submitted with the application.

Further information of program funding is at Section 4 of the WABN Grants Program Procedures (available through the [DoT Website](#)).

Eligibility

LGAs are eligible for up to 50 per cent of the total project cost for:

- bicycle infrastructure feasibility studies and concept planning;
- bicycle infrastructure detailed design;
- bicycle infrastructure construction; and
- local bike plans.

There are three main types of criteria applied to applications for funding:

- **General Eligibility Criteria** – non-weighted criteria all grant applications must meet.
- **Specific Eligibility Criteria** – non-weighted criteria all applications within a specific grant category must meet.
- **Competitive Selection Criteria** – weighted criteria used in the competitive assessment process to score applications against specific Program and grant category priorities.

All applications must meet the General and Specific eligibility criteria to be competitively assessed.

Eligibility criteria are not weighted and cannot be waived.

General Eligibility Criteria

All applications for WABN grants must meet the following criteria to be eligible:

- The applicant is a LGA in WA.
- The project is located in WA.
- The project will provide public benefit.
- Required approvals have been obtained from all relevant authorities required to undertake the grant project.
- The applicant has relevant approvals from their own organisation to apply for the grant funds.
- The applicant has met the minimum funding contribution requirements as described in these guidelines.

Specific Eligibility Criteria

Each funding category has specific eligibility criteria.

The following criteria will be applied to **bicycle infrastructure grant categories**:

- The project aligns to a relevant LTCN strategy (noting that areas not covered by a strategy are exempt from this).
- The constructed project will be maintained by the LGA on an ongoing basis.
- The project does not constitute infrastructure renewal, maintenance or minor upgrades. A significant increase to the current level of service must be provided for the project to be deemed a major upgrade, such as replacement of a 1.2 m footpath with a 3m shared path on a primary or secondary route.
- The project does not solely comprise of on-road line or pavement marking.
- The applicant can confirm they have the authority on the land or asset to undertake the project at the nominated site/s.

- The applicant can confirm the grant request does not include ineligible costs as outlined in Section 4.5 of the WABN Grant Program Procedures.
- The applicant has provided all mandatory attachments as outlined in this document and the grant application form.

The following criteria will be applied to the **local bike plan category**:

- The applicant can confirm they do not have a local bike plan that was completed in the last two years.
- The applicant can confirm they have the authority to undertake the project.
- The bike plan will be reviewed and maintained by the LGA on an ongoing basis.
- The applicant can confirm the grant request does not include ineligible costs as outlined in Section 4.5 of the WABN Grant Program Procedures.
- The project will be a bike plan, combined bike/walk plan or an active transport plan, but cannot be a walk only plan.
- The project will align with DoT Guidance for Local Bike Planning (available through the [DoT Website](#)).

Competitive Selection Criteria

The local bike plan category has been prioritised to encourage local governments to undertake vital bicycle planning work. This category does not have a detailed assessment criterion. However, applications must meet the General and Specific selection criteria and only applications that represent quality outcomes will be considered.

Bicycle infrastructure grant categories have a set of weighted selection criteria against which applications are scored competitively.

Bicycle Infrastructure Assessment Criteria

The Program uses a competitive assessment process where responses to criteria (and questions) are evaluated by DoT staff and then reviewed by an external panel (refer to the WABN Grants Program Procedures for more information). While this is a competitive process, applications are assessed independent of each other, and the intent of the assessment is to evaluate the merit of project proposals according to the local context.

The criteria for bicycle infrastructure grant categories are at Appendix 1. Please consider the guidance provided for each question and note the following:

- Most questions do not require a significantly detailed response. A more detailed response will not necessarily score higher than a shorter response.
- This assessment criteria applies to feasibility and concept, detailed design and construction projects and does not apply to local bike plan applications.
- All criteria apply to applications with a construction component.
- Except where specifically identified, all sub-criteria are equally weighted in accordance with the criteria weighting.
- The application form will have reduced and modified Activation and Evaluation sub-criteria for feasibility and concept or design only projects.

Grant infrastructure types

WABN grants can be used to fund the following types of cycling infrastructure.

Off-road infrastructure

The DoT Shared and Separated Path Guidelines provide practitioners with guidance surrounding the planning and design of shared and bicycle-only (separated) paths. The document is available through the [DoT website](#).

On-road infrastructure

Protected bicycle lanes provide a physical separation of bike riders from motor vehicles on a road. Protection may include kerbs (concrete, rubber), planters etc. Lanes may be single or bi-directional. Protection can be provided for the full alignment, or only at key conflict areas depending on location and traffic volumes and speeds.

Safe active streets

Safe active streets are cycle routes on quiet local streets, where speeds have been reduced to 30 km/h to allow for a safer shared street space. With lower traffic speeds, the streets are much safer for pedestrians and riders of all ages and abilities, as well as for people driving.

Safe active street routes form part of the wider bicycle network, connecting to off-road shared paths and linking community amenities such as schools, railway stations or shops.

Additional landscaping and amenities also help make the streets more attractive places to ride and walk.

Implementation of safe active streets can be complex and DoT recommends a three to four year program. For example, for a new project you could apply for feasibility and concept in year one, detailed design in year two and construction in year three.

More information on the Safe Active Streets Program can be found on the [DoT website](#).

Other

A combination of different types of infrastructure is also acceptable and can be selected and described in the application form.

Project staging

As a general guide, it is expected that infrastructure projects consider the following process, with six main stages:



1. **Scope** includes route planning, project scoping (including proposed timeline, feasibility studies, and budget), stakeholder mapping and setting out major milestones for subsequent stages. These items are requested in the application forms.
2. **Concept and Activation, Consultation and Evaluation (ACE)** includes consultation finalising a concept design, planning activation and undertaking pre-construction evaluation. Depending on the size and scope of the project, some of these items may overlap with the next stage.
3. **Detailed design** includes developing a design endorsed by the LGA, DoT and any other relevant decision-makers with detailed specifications suitable for construction and refined construction cost estimates and timelines.
4. **Construction** includes selecting the contractor, building the project, preparing to deliver activation, and installing signage and line marking. This phase is considered complete when the project acquittal form is received, including the mandatory bike video survey.

NOTE: Projects submitted for construction-only funding are expected to have a construction- ready design that has been consulted on with stakeholders and community and approved by relevant agencies.

5. **Activate** includes undertaking activation initiatives to encourage people to use the new infrastructure and delivery of any outstanding evaluation measures.
6. **Monitor and improve** occurs beyond the provision of grant funding and involves ongoing activation, maintenance, and evaluation of the infrastructure with the results shared with DoT. Improvement of the path through additional facilities and upgrades is encouraged.

ACE Guidance

The WABN Grants ACE Guidance (available through the [DoT website](#)) has been developed to assist in the planning, delivering and recording of the engagement and evaluation aspects of all grant projects. These are essential aspects of projects that have been embedded into delivery to ensure that projects can be implemented successfully, more fully serve the needs of local communities, attract different types of users, and leverage better returns on investment. An ACE Plan and Report Form is provided at the commencement of projects and ACE milestones are included in all grant agreement contracts, including bike planning, design and construction projects

There are several mandatory requirements for ACE and it is recommended that resources are assigned to undertake related activities. Mandatory ACE items include:

- Activation – promotion of grant project through local media release and/or stories and launch event (construction projects only);
- Consultation – consultation summary and connectivity map; and
- Evaluation – post-construction bike video survey (construction projects only).

Connectivity maps

In 2022, DoT will be using the Smarty Grants tool for grant applications (refer 'Application Process' on page 9). The platform provides an opportunity for LGAs to identify the route alignment using a mapping tool. In addition to this, DoT require a connectivity map to be submitted with the application.

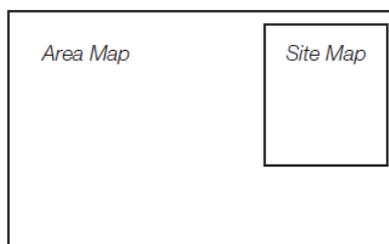
The connectivity map is an essential part of all grant applications. It should clearly lay out the location and alignment of the proposed project, as well as how it would connect to the existing pathways/cycle network and provide valuable connections to local destinations. When creating your connectivity map, please use the legend and layout below for guidance.

Legend:

-  Existing pathways / cycle network
-  Proposed path alignment
-  Future pathways
-  Education centres
-  Railway and bus stations
-  Employment and business hubs
-  Shops and activity centres
-  Recreation and/or tourist attractions

Layout:

- Area map – showing the items outlined in the legend across a broader area
- Site map – showing the proposed path alignment in more detail



The map should be a minimum A4 size and while maps are accepted in different formats, PDF format is preferred. Hand drawn layers are acceptable provided they are legible. If you already have a concept plan, it can be attached along with the map in place of the site plan.

Suggested process:

- Create the base map in your preferred mapping portal (e.g. Intramaps, Google Maps as KML, etc.);
- Overlay the locations of paths (and other assets) and land uses; and
- Export to PDF and place in PowerPoint or Word Document and insert annotations (text boxes).

Example connectivity map: Shire of Augusta-Margaret River (created using Intramaps with annotation inserted in PowerPoint)



Application process

How to apply

In 2022, DoT will be using the Smarty Grants grant platform for projects to be delivered in 2023-24/2024-25. Briefings will be scheduled in advance of the grant round opening.

The application process is outlined below:

- Go to the [DoT website](#) and navigate to the WABN Grants application process section. On the opening date of the application period you will find a WABN Grant Application link where you will be able to complete the online application.
- There are several mandatory elements to the application, including the request for supporting material. If these are not addressed, your application will be automatically deemed ineligible and not proceed.
- You can save your application at any time and go back to it to complete.
- All applications will be reviewed by DoT to ensure consistency with the program eligibility criteria.

Required supporting material:

- Connectivity map
- Photos and/or video showing the current condition of the proposed project location
- Extracts from, or links to relevant plans and/or strategies
- Correspondence from key project and community stakeholders demonstrating support for the project
- Proposed project timeline

Unless otherwise discussed with DoT prior to submission:

- projects commencing at detailed design must be submitted with a concept plan or bicycle network plan abstract with specific reference to the project; and
- construction only projects must be submitted with design drawings and a consultation summary.

Submitting applications

Electronic submissions are required through SmartyGrants and are automatically emailed to the Cycling Team, as well as the applicant, via the 'submit form' button at the end of the application document. The form must be completed with the required digital signature.

Assessment

The assessment process is made up of three main parts:

- Internal Assessment – refer Section 9.2 of the WABN Grants Program Procedures.
- Assessment Panel Review – refer Section 9.3 of the WABN Grants Program Procedures.
- Ministerial Review – refer Section 9.4 of the WABN Grants Program Procedures.

Successful applicants

Successful applicants will be required to enter into a Grant Agreement Contract with DoT. This agreement contract will detail the obligations of both parties, including but not limited to funding and payment details, reporting requirements, communication protocols, agreed outcomes and acquittal conditions.

An acquittal form will be provided by DoT and must be submitted on completion of the project (refer to Section 13 of the WABN Grants Program Procedures).

Reserve list

Projects that are deemed eligible for funding but do not fall within the available funding allocation are placed on the reserve list. See Section 14.5 of the WABN Grants Program Procedures for more information.

Unsuccessful applicants

Applicants are encouraged to seek feedback as to why their project was not successful for grant funding.

Conflict of interest

All Program delegates, advisors, assessors, stakeholders and decision-makers are required to declare any actual, potential or perceived conflicts of interest and declarations are recorded.

Conflict of interest declaration requirements are not limited to Program delegates but are extended to all DoT employees and stakeholders involved in any stage of the grant project.

Declarations are assessed and conflicts of interest appropriately addressed, including outlining what the conflict is and how it has been resolved. Where no conflicts are declared this information is also documented.

DoT employees with actual conflicts of interest will abstain from the assessment or approval process of related applications.

Key dates

| | |
|--|-----------------------------|
| 2023-24 / 2024-25 Round opening | 6 October 2022 |
| 2023-24 / 2024-25 Round closing | 3 November 2022 |
| Applicants advised of outcomes | Estimated early 2023 |
| Ministerial announcement | Estimated early 2023 |

Contact

Feedback is welcomed, to ensure DoT continually improves processes. For further information, complaints or feedback please email wabngrants@transport.wa.gov.au

Further complaint escalation will be managed via DoT complaint handling system.

Appendix 1: Bicycle Infrastructure Assessment Criteria and Guidance

| Criteria | Sub-criteria | Question | Applicant guidance |
|-------------------------------------|-------------------------------|---|---|
| Safety and convenience (30%) | Safety improvements | Identify any safety issues that the project seeks to address. Describe how the project will improve safety for people riding of all ages and abilities. | <p>Consider and describe the need for the project from a safety perspective. Identify and describe any current safety issues that the project seeks to address. This could include responding to an existing use, or demand of, an unsafe route that is not suitable for people of all ages and abilities. Where possible, substantiate this need with supporting data such as crash/injury data, user identified issues, complaints or from other sources.</p> <p>Describe how the project will lead to improved safety for people riding of all ages and abilities. For example, this could include, but is not limited to, providing a safe facility (i.e. form of cycling infrastructure identified in the WA Cycling Network Hierarchy) where there currently is no facility or the current facility is not safe, being fit for purpose, providing priority to people riding, providing safer road crossings, lighting or improved passive surveillance.</p> |
| | Route directness and priority | Describe how the proposed project will improve journey times for people riding of all ages and abilities. | <p>Consider the current local path network and the availability of nearby safe routes for people riding of all ages and abilities. Describe how the project will improve journey times for people riding in, or through, the area.</p> <p>Ensure only safe routes (i.e. form of cycling infrastructure identified in the WA Cycling Network Hierarchy) are considered when evaluating the current network for the purpose of journey time comparison. For example, a safe route could include a shared path that provides a largely continuous route that is suitable for people of all ages and abilities. An unsafe route could include an unprotected bike lane or a sizeable gap in the path network that requires people riding to use the road or a verge with no path.</p> |
| Connected (30%) | Access to destinations (20%) | Does the proposed project directly or indirectly improve access to: | Please identify these destinations on the connectivity map and within the table in the application form. Provide brief supporting descriptions as required. |

| | | | |
|--|----------------------------|---|---|
| | | | Improved access to destinations can be direct (e.g., a new path directly to the destination) or indirect (e.g., improving part of a route or the path network leading to the destination). |
| | | <ul style="list-style-type: none"> - PBN: Activity Centres - RBN: Activity centres or other strategic centres | <p>For Perth and Peel, Activity Centres are defined in State Planning Policy 4.2 – Activity Centres for Perth and Peel.</p> <p>For regional areas, consider any improved access to strategic centres relevant to the local context (e.g., for a small town, this could be the town centre or a more strategic centre in a nearby town).</p> |
| | | - Schools, universities, and other educational institutions | This includes any place of learning. |
| | | - Public Transport [<i>PBN loading</i>] | <p>This includes rail, bus, ferry or air transport.</p> <p><i>This question is weighted as more important for the PBN and less important for RBN applicants.</i></p> |
| | | - Cycling tourism opportunities and/or other strategic destinations [<i>RBN loading</i>] | <p>Improving tourism opportunities can be direct (i.e., the path as an opportunity in itself) or indirect (i.e., the path providing access to tourism destinations or opportunities).</p> <p>Other strategic destinations (e.g., large recreation or sporting facilities) can be identified here when they do not fit in the categories above.</p> <p><i>This question is weighted as more important for the RBN and less important for PBN applicants.</i></p> |
| | Network completeness (10%) | Describe how the proposed project will improve local bicycle network completeness (such as completing a network gap or expanding the existing network). | <p>Identify and describe how the proposed project will contribute to the completeness of the current and planned local bicycle network.</p> <p>Describe the network value of the project. Consider if the project gap improves the operation and connectivity of the broader network.</p> <p>Consider and identify if there are any cross-boundary benefits. For example, a route could connect across local government boundaries</p> |

| | | | |
|--|----------------------------|--|---|
| | | | <p>and may have a positive impact to the broader cycle network and other local government bicycle networks.</p> <p>Note: this question focuses on broader network impact, whereas the 'route directness and priority' question is focused on a particular route or discrete area.</p> |
| Demand (10%) | Demand - route function | <p>PBN: Identify the proposed route's LTCN function using the WA Cycling Network Hierarchy.</p> <p>RBN: Identify the proposed route's function under the relevant Regional Cycling Strategy; OR</p> <p>If there is no applicable Regional Cycling Strategy, provide a proposed route function in accordance with your Local Bike Plan (or other transport/infrastructure planning document).</p> | <p>If a Local Bike Plan or similar plan does not exist, identify where the project is aligned to any other planning or infrastructure document. If a route function does not exist and needs to be identified, consider how the WA Cycling Network Hierarchy applies to your local context and identify the route function best aligned to your proposed project.</p> |
| | Demand – anticipated usage | Describe and demonstrate potential or expected demand for the project. | For example, consider: local population catchment, proximity to destinations, bicycle count data, community requests or any other qualitative or quantitative data that demonstrates potential or expected demand for the project. |
| Activation, Consultation and Evaluation (ACE) (15%) | Activation (9%) | Consider and describe how you will activate the infrastructure to achieve community acceptance and encourage people to use the infrastructure. | <p>Provide specific detail on the types of activation in response to the following three questions.</p> <p>Consider the destinations that the project is improving access to. For example, if the project is providing improved access to a school, it is recommended and strongly encouraged that you include a Schools Activation Package and encourage the school to sign up to the Your Move Schools Program.</p> |

| | | | |
|--|--|--|---|
| | | | Refer to <i>the</i> WABN Grants ACE Guidance document (available through the DoT website) for more information. |
| | | - <u>Amenities / supporting infrastructure</u> : What trip facilities, amenities or treatments are proposed to enhance the experience of people riding? | This can include anything bike riding related, such as trip facilities (bike parking, wayfinding, repair stations, lighting etc.), or can include complementary features such as vegetation, shelter, art works and heritage displays. |
| | | - <u>Heritage / place</u> : What heritage or place activation initiatives are proposed to enhance the project? | Heritage or place activation relates to facilities, artefacts and activities that authentically represent the stories and people of the past or present. It recognises local contexts, identifying and celebrating unique histories and providing opportunities for people to connect with their own and other cultures. On a WABN project, heritage or place activation would focus on the area along the project being delivered. |
| | | - <u>Community engagement, information and co-delivery</u> : Identify if there has been any community engagement to date. If so, does the project already have community support? Describe how you will achieve community acceptance of the project by identifying the level and type of community participation process you | Identify all stakeholders of the project and describe what consultation will be undertaken to demonstrate stakeholder input and support. Further guidance on consultation can be found in the WABN Grants ACE Guidance document (available through the DoT website). Refer to the WABN Grants ACE Guidance document for guidance on how activation through information, engagement and co-delivery enhances the impacts of cycling infrastructure projects. |

| | | | |
|-------------------------|-----------------------------|--|---|
| | | intend to undertake (e.g., inform, consult, involve). | |
| | Consultation (council) (3%) | Does the project have administration and/or elected member endorsement? Please elaborate. | <p>Identify and describe cross-directorate administration support (e.g., engineering, community development, environment directorates).</p> <p>Identify, describe, and evidence Council (elected member) support. For e.g., this could include Council minutes demonstrating endorsement of the project or a plan that includes the project.</p> <p>If the project is not currently endorsed, describe how you intend to have the project endorsed.</p> |
| | Evaluation (3%) | Describe how you will evaluate project outcomes. | <p>Refer to the WABN Grants ACE Guidance document for more information.</p> <p>Note: only applies to applications with a construction component.</p> |
| Achievable (15%) | Project funding | Describe how you intend to fund the project. Confirm if funding has been endorsed or describe how and when you will achieve internal budget endorsement. | If funding endorsement is required, this could be a simple description of the Council process you plan to undertake. |
| | Resourcing | Describe how you have considered the project will be resourced to ensure delivery is as planned. | <p>Identify and describe the proposed delivery methodology including how the project will be managed (e.g., internal project management and internal works department, construction tender, or other method).</p> <p>Include high level project delivery schedule / timeframes to demonstrate how the project would be completed within the nominated delivery year/s. This can be an estimate.</p> <p>Note: this question does <u>not</u> require you to submit detailed project plans or methodologies.</p> |
| | Past performance | Demonstrate experience in successfully delivering similar projects. Provide at least two | Provide basic project details (e.g., delivery time, budget, project description) of two or more examples of successfully completed similar projects. If you do not have directly comparable examples, |

| | | | |
|--|-----------------|---|--|
| | | examples of similar completed projects. | consider the next best. For example, if a bike path has not been completed recently, another example could be the completion of a new or reconfigured road or footpath. |
| | Value for money | Describe how the delivery of this project has been considered, which may involve innovation, to achieve best value for money. | <p>For example, consider:</p> <ul style="list-style-type: none"> - Integration and coordination with other planning and/or infrastructure delivery (e.g., efficiencies gained through coordination with other programs and projects) - Innovative design or construction methods. <p>Note: this question is <u>not</u> assessing or scoring the cost of the project.</p> |