



Government of **Western Australia**  
Department of **Transport**

Empowering a  
thriving *community*

# WA Bicycle Network Grants Program

## Program Procedures 2024-2028



## Document control

The procedures outlined may be varied at the discretion of the Executive Director Urban Mobility (EDUM) where the extent of significant stakeholder and community benefit can be clearly demonstrated.

<b>Owner</b>	Executive Director Urban Mobility
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## Amendment record

This document is reviewed to ensure its continuing relevance to the grant program, systems and process that it describes. A record of contextual revisions is listed in the following table.

Page No.	Context	Revision	Date
-	-	Document developed and issued	September 2022
24	Project Designs	Section added	March 2023
All	Program refresh	Document reviewed in entirety following WABN program refresh	July 2024

# Acknowledgment of Country

We acknowledge the Traditional Custodians throughout Western Australia and their continuing connection to the land, waters and community.

We acknowledge the lands on which all Western Australians live, work and play; we recognise the strong and invaluable connection that Aboriginal peoples have across this Country, from a cultural, social, environmental, spiritual and economic perspective.

Many of the paths, streets and trails where people walk, wheel and ride in Western Australia today, follow the song lines, trade routes and seasonal runs that Aboriginal peoples have followed for many thousands of years.

Experiencing these actively, increases our sense of connection to place, and strengthens respect for the Traditional Custodians, their journeys and experiences, their place, their Country.

We pay our respects to all members of Western Australia's Aboriginal communities and their cultures; and to Elders past and present.



*Image: "Songlines", a collaborative artwork by Deanne Tann, Sister Kate's Home Kids Aboriginal Corporation and Department of Transport staff following Cultural Awareness Training workshops.*

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# 1 Key Terms

For additional key terms, refer to the Glossary of Terms on the [Planning and Designing for Active Transport](#) web page.

The Perth Bicycle Network (PBN) covers all metropolitan local governments included in the Perth and Peel LTCN, except for the shires of Murray and Waroona.

The Regional Bicycle Network (RBN) covers all regional local governments outside of the Perth and Peel LTCN and including the shires of Murray and Waroona.

Term	Definition/Acronym
Active Travel Officer Grants	Grant stream of the WABN Grants Program that provides seed funding to LGs to employ an Active Travel Officer position to support behaviour change and infrastructure delivery services. Abbreviated to ATO grants.
Connecting Schools Grant	Grant program that is partially funded from the WABN Grants Program that is available to participating Western Australian Your Move Schools, and aims to improve bike access, skills and end-of-trip infrastructure. Abbreviated to CSG.
Department of Transport	Abbreviated to DoT.
Eligible Grant Contribution	The DoT contribution (up to 50 per cent) of the Total Eligible Project Cost.
Executive Director of Urban Mobility	Executive Director of the Urban Mobility Directorate within DoT. Abbreviated to EDUM.
Grant Agreement Contract	Refers to the contract between DoT (the 'grantor') and the grant recipient (the 'grantee'). Abbreviated to GAC.
Grant Opportunity Guidelines	Document released ahead of each grant intake process to provide applicants with guidance on the grants intake process and requirements, including details on available funding categories and associated eligibility and scoring criteria.
Local Government	Abbreviated to LG.
Long-Term Cycle Network for Western Australia	The Long-Term Cycle Network for Western Australia consists of 12 planned strategies (11 regional). Abbreviated to LTCN for WA, or LTCN strategy when referring to specific plan.
Main Roads Western Australia	Referred to as Main Roads WA or abbreviated to MRWA.
Managing Director	Managing Director of DoT. Abbreviated to MD.
Minister for Transport	Referred to as the Minister.
Perth Bicycle Network grants	Grant stream of the WABN Grants Program that is relevant to all metropolitan local governments included in the Perth and Peel LTCN, except for the shires of Murray and Waroona. Abbreviated to PBN grants.
Public Transport Authority	Abbreviated to PTA.

Term	Definition/Acronym
Region	<p>Ten administrative and planning regions of WA:</p> <ul style="list-style-type: none"> <li>• Kimberley region</li> <li>• Pilbara region</li> <li>• Gascoyne region</li> <li>• Mid West region</li> <li>• Goldfields-Esperance region</li> <li>• Wheatbelt region</li> <li>• Perth region</li> <li>• Peel region</li> <li>• South West region</li> <li>• Great Southern region.</li> </ul>
Regional 2050 Cycling Strategies	Used to refer to the collective program of regional LTCN strategies.
Regional Bicycle Network grants	<p>Grant stream of the WABN Grants Program that is relevant to all regional local governments outside of the Perth and Peel LTCN and including the shires of Murray and Waroona.</p> <p>Abbreviated to RBN grants.</p>
Total Eligible Project Cost	The total of all eligible expenditure as per Section 4.5 of this document, which can include any in-kind contributions approved as per Section 4.5.3.
Total Project Cost	The total cost to deliver the project, which may include additional costs that are ineligible for funding from this Program.
Transport Portfolio	The Transport Portfolio includes the Department of Transport, Public Transport Authority, and Main Roads WA.
Western Australian Bicycle Network Grants Program	Western Australian Bicycle Network (WABN) Grants Program as outlined in the WABN Plan. Referred to as the Program.
Western Australian Bicycle Network Plan 2014 - 2031	Abbreviated to WABN Plan.
Western Australian Cycling Network Hierarchy	Tiered order of routes within the LTCN for WA, designated by their function, rather than built form.
Your Move Schools	Your Move is a behaviour change program delivered by DoT that is designed to help students get active by increasing walking, scooting and riding to school.

## 2 About the Program

**The Western Australian Bicycle Network (WABN) Grants Program (the Program) is the State Government's primary funding source to local government (LG) for the planning, design, delivery and activation of active transport infrastructure and related initiatives.**

**The Program is administered by the Department of Transport (DoT) and is a key initiative of the WABN Plan 2014-2031. The Program consists of the PBN (metropolitan) and RBN (regional) grant streams, as well as complimentary streams (such as ATO grants) and related initiatives (such as CSG).**

An overview of the Program's vision, objectives, principles and governance can be found in the WABN Grants Program Policy Statement.

Key documents and information on the Program are published and updated on the [WABN Grants Program webpage](#).

## 3 Purpose of this document

The purpose of this document is to guide the delivery of the Program and provision of grant funding throughout the grant lifecycle, including the application, assessment, agreement, monitoring, acquittal and review of grants projects.

These procedures are specifically relevant to the delivery of PBN and RBN grants and provide a useful framework for the ATO grants stream and CSG. Please refer to the specific WABN Grant Opportunity Guidelines and supporting documentation for these initiatives, available online.

## 4 Funding overview

### 4.1 Funding allocation

Funding for the Program comes from a combination of State Appropriation and the State Funds for Local Government Roads Agreement, via Main Roads WA. Available funding is split evenly across the PBN and RBN grants streams and may also be directed to related initiatives or new grant streams.

### 4.2 Funding model

The Program is based on a joint funding model, with the State Government providing a co-contribution of up to 50 per cent of the Total Eligible Project Cost.

Applicants are required to contribute a minimum of 25 per cent funding and can seek contributions from third parties as outlined in Section 4.2.4.

Eligible costs are outlined in Section 4.5.

The value of grants under the Program is exclusive of Goods and Services Tax (GST). All prices/costs presented in the application form, funding contract and correspondence must be stated exclusive of GST.



**Note:** The Total Eligible Project Cost only includes eligible expenditure and any approved in-kind contributions in accordance with Section 4.5. The Total Project Cost may also include costs that are ineligible for funding under this Program (as per Section 4.5.2) and therefore be greater than the Total Eligible Project Cost.

### 4.2.1 Alternative funding models

Alternative funding models may be considered in specific scenarios, such as for the provision of a new grant stream or for specific grant categories provided to support the delivery of trial treatments or prioritised project scopes/types.

### 4.2.2 Staged funding model and pre-commitment of funds

Grant applications may apply for funding across up to four financial years to facilitate projects over multiple years or to enable advance planning and scheduling. This supports quality planning, design and delivery.

To enable project staging, funding may be applied for in one or more of the financial years outlined in the grant opportunity. For example, applications in the 2024 intake round would be for projects commencing in any year from 2024-25 to be delivered up to 2027-28. Refer to the WABN Grant Opportunity Guidelines document for specific guidance.

Funds allocated in the second and subsequent financial years are termed 'pre-committed'. To ensure funding is available in future grant rounds, less funds are typically pre-committed in subsequent years, however this is dependent on applications received.

### 4.2.3 Joint applications

Applicants are encouraged to make joint applications for projects that cross LG boundaries, with the total contribution from the collective LGs being a minimum of 25 per cent of the Total Eligible Project Cost and the total State Government input being a maximum of 50 per cent the Total Eligible Project Cost.

To facilitate the management of a joint application, one LG is to apply on behalf of the joint applicants. The lead LG will be the primary contact for all grant project matters such as communications and financial exchanges.

LG funding contributions can be determined based on inputs and outputs, for example, level of responsibility for project delivery (input), ownership of proposed assets/plans (output), and/or the predicted impacts of the project (outcome).

### 4.2.4 Financial contributions from third parties

It is the responsibility of all applicants to advise DoT if they plan to be in receipt of any other private, State or Commonwealth Government funding inputs for their project. Failure to do so may affect the outcome of the grant application.

Where appropriate, DoT can provide support for applications to third party funding sources on WABN projects.

In the event that a grantee is awarded funding for the same project from any other private, State or Commonwealth agency after the WABN grant has been awarded, DoT must be notified. Where this occurs, the WABN grant may be reduced and any residual monies from the allocated WABN funds may be offered to other applicants (refer to Section 11.13). Failure to report said funding would be in a breach of the Grant Agreement Contract (GAC) and potentially result in the withdrawal of the grant.

## 4.3 Funding categories

Specific funding categories for each round are outlined in the WABN Grant Opportunity Guidelines published at the commencement of each application intake.

Core funding categories for the Program typically relate to planning, feasibility, design and construction of active transport infrastructure and networks. An intake round will not necessarily include all funding categories.

## 4.4 Funding limits

Multiple grant applications may be made per intake; no limit applies. However, grants will be awarded within the total available funding and funding caps may be applied for each program stream per financial year. The caps will not be lifted, except in extraordinary circumstances or as directed by the Minister for Transport. Refer to the WABN Grant Opportunity Guidelines for the relevant grant intake for specific guidance on funding limits.

During Assessment (refer to Section 9), available funding in each grant stream is prioritised according to score. Where any one or multiple year's budget is exhausted, DoT may contact the applicant to explore alternate funding options and determine if they would likely accept an alternative funding offer. Alternative funding options could include moving part or all of the project to a different year/s and/or staging the project differently (e.g. splitting a project into multiple stages, if practical, and funding part and retaining the remainder on the reserve list).

Advice is provided in the WABN Grant Opportunity Guidelines relating to how applicants can prioritise their applications.

## 4.5 Expenditure guidance

To be included in the Total Eligible Project Cost, expenditure must be:

- incurred by the grantee within the grant contract period;
- be a direct cost of the project; and
- evidenced by appropriate documentation.

The grantee must keep payment records of all expenditure and be able to demonstrate how the costs relate to the agreed project activities.

Records of expenditure:

- can be requested at any time during and after the grant agreement period. If not provided when requested, this may result in cessation of the agreement and/or certain items not qualifying as eligible expenditure;
- must be provided at project acquittal; and
- may be requested as part of an independent financial audit.

Expenditure guidance may be updated over time. If an application for grant funding is successful, the guidance in place when the application was submitted will apply to the project.

The lists of expenditure items (Sections 4.5.1 and 4.5.2) are not exhaustive. DoT will make the final decision on what funding is eligible and may provide further guidance on eligible and ineligible expenditure where required. This would be confirmed as part of a GAC or otherwise by notice to the grantee/s.

## 4.5.1 Eligible expenditure items

Eligible expenditure on planning and infrastructure projects can include, but is not limited to:

- Construction materials directly applied to the project.
- Plant and equipment operational costs where directly used on grant project activities.
- Labour expenditure for employees directly engaged on project activities. Any person who is paid a regular salary or wage by the grantee is considered an employee. Eligible labour expenditure specifically refers to technical and construction labour as follows:
  - Technical labour includes activities undertaken by a technical expert or specialist in a field that is required for the project, such as design, engineering and engagement.
  - Construction labour includes any manual labour performed as part of the physical construction of infrastructure within the agreed grant scope.

For employees on salary, costs should be calculated on a pro-rata basis relative to their demonstrated time commitment on the project. This eligible salary costs formula can be applied:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{Percentage of time spent on project}$$

Sufficient evidence of labour costs will be required and may include:

- Details of all personnel working on the project, including name, title, function, time spent on the project and salary; and
- Payment summaries, pay slips, employment contracts, and/or table of rates from Enterprise Agreement.
- Contract expenditure for any non-employee labour engaged to undertake agreed grant activities. Invoices from contractors must contain a detailed description of the nature of the work, the hours and hourly rates involved, and any specific expenses paid (operating and capital).
- Costs of acquiring intellectual property and technology directly attributable to the project.
- Costs incurred in the delivery of engagement activities and publications.
- Costs incurred to obtain planning, environmental or other regulatory approvals during the grant contract period. Fees paid to the government agencies are not eligible.
- Tender costs (i.e. contractor and advertising costs) directly related to the project.
- Costs incurred as part of independent financial auditing of project expenditure, provided these costs do not conflict with the outlined labour expenditure guidelines.

Evidence required can include documentation such as supplier contracts, purchase orders, invoices and supplier confirmation of payments.

## 4.5.2 Ineligible expenditure items

This section provides guidance on what is considered ineligible expenditure.

Funding will not be provided for the following costs:

- Costs incurred prior to a grant agreement contract being in place.
- General administrative labour and related oncosts, including generic project management activities undertaken by administrative staff to manage day-to-day operations, such as project planning, scheduling, project meetings, contract management, supplier management, financial tracking, and reporting (unless otherwise specified or a particular grant category and outlined in the WABN Grant Opportunity Guidelines).
- Upgrades to drainage systems or road surfacing works not directly required for the active transport component of a project.

- Ongoing operational and maintenance costs.
- The purchase of facilities, office furniture and equipment, motor vehicles, heavy plant and equipment, computers, software, printers or photocopiers.
- Depreciation costs.
- Mark-ups on goods, where the works are undertaken by the recipient.
- Replacement of capital spending plans for developments that would occur in any event.
- Any other costs not directly related to the project defined in the funding grant agreement contract.

### 4.5.3 In-kind contributions

In-kind contributions may be permitted by agreement. In-kind contributions should be identified in the application form and shall be agreed upon by the grantee and DoT before entering a GAC. In-kind contributions will be recognised as part of the Total Eligible Project Cost, however excluded from the DoT Eligible Grant Contribution.

In-kind contributions must be appropriately evidenced by the grantee in the form of written records or labour hours, relevant Enterprise Agreement proof of labour rates, machine hours, and any other relevant documentation.

## 5 Criteria

### 5.1 Types of criteria

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

- **General Eligibility Criteria** – Applicable to all WABN grants and grant categories, these are non-weighted criteria that all grant applications must meet as outlined in Section 5.1.1.
- **Specific Eligibility Criteria** – Defined for individual grant intake rounds, these are non-weighted criteria that all applications must meet, as outlined in Section 4.1 of the WABN Grant Opportunity Guidelines.
- **Assessment Criteria** – Weighted criteria used in the competitive assessment process to score applications against specific Program and grant category priorities, as outlined in the WABN Grant Opportunity Guidelines.

All applications must meet the General Eligibility and Specific Eligibility Criteria to be competitively assessed. Eligibility criteria are not weighted and cannot be waived (unless authorised by the Minister for Transport).

#### 5.1.1 General eligibility criteria

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

- The applicant is an LG in Western Australia.
- The project is in Western Australia.
- 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 per the grant category.
- The applicant can confirm the grant request does not include ineligible costs as outlined in section 4.5.2.

## 5.2 Assessment criteria

Each grant category has a set of weighted assessment criteria against which applications are scored competitively. These criteria are published in the WABN Grant Opportunity Guidelines ahead of each grant intake and are typically based on State Government priorities.

### 5.2.1 Priorities and grant loadings

Loadings can also be applied to specific grant categories, scopes and/or criteria to better achieve key objectives.

For example:

- Category – all eligible applications in a planning or design only grant category could be recommended for score loading to ensure vital planning work is prioritised.
- Scope – all eligible applications for a specific treatment may be recommended for score loading based on availability of targeted funding.
- Criteria – all applications that meet a specific criterion, such as connecting to a school, may receive a score loading in an effort to prioritise connectivity to schools.

Assessment criteria are still considered where loadings are applied. Only applications that represent quality outcomes will be considered eligible for loadings.

If loadings are to be applied this will be outlined in the relevant WABN Grant Opportunity Guidelines prior to each application round.

## 6 Conflict of interest management

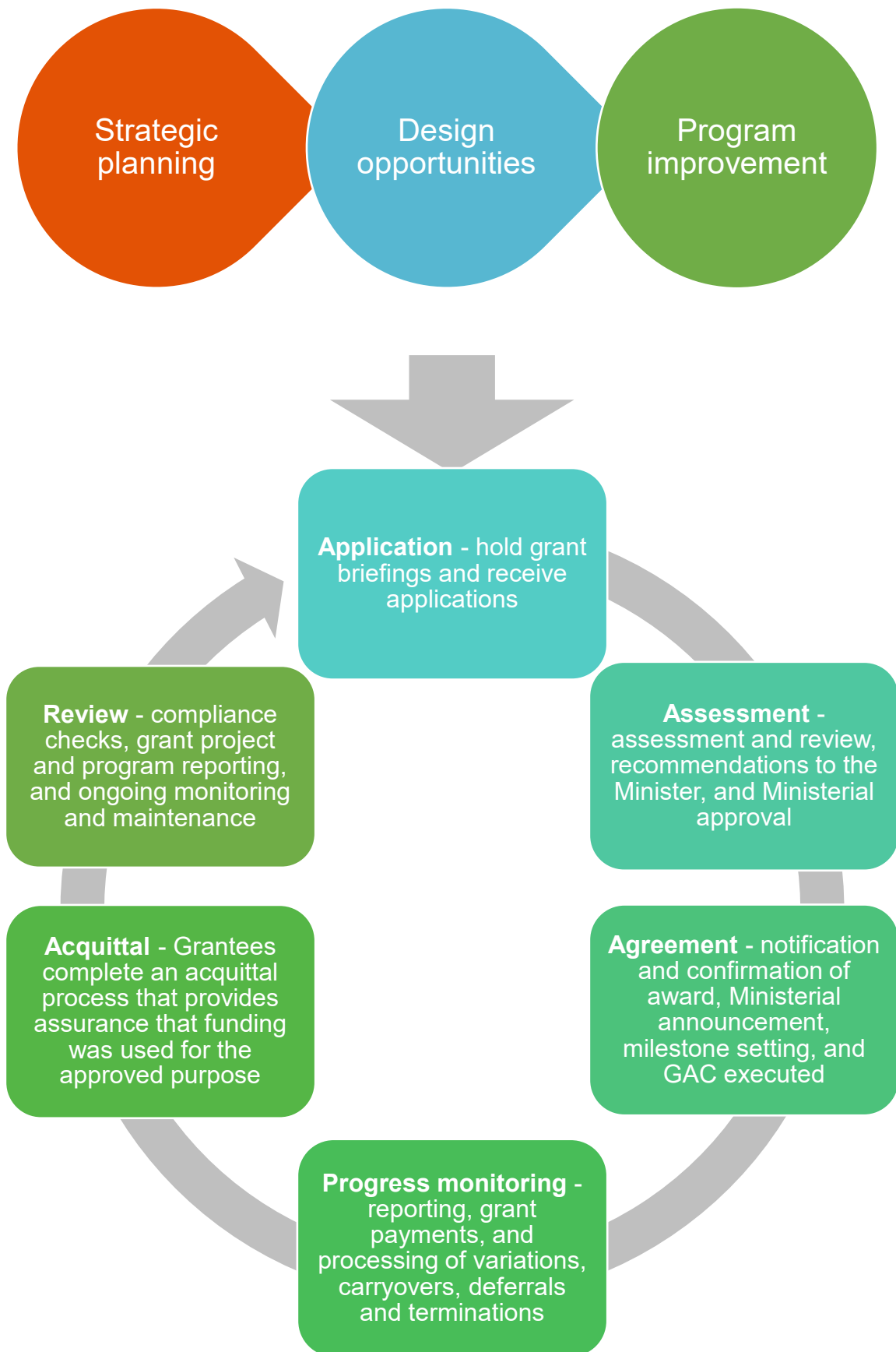
In accordance with relevant DoT policies, all Program management, administration, advisors, assessors, stakeholders and others involved in decision-making are required to complete a conflict of interest declaration, including for no conflicts.

Conflict of interest declaration is recorded in the Grants Management System or by completing a Conflict of Interest Form. Declarations are assessed and conflicts of interest appropriately addressed, including outlining what the conflict is and how it has been resolved. Anyone with actual conflicts of interest will abstain from decision-making, including assessment or approval process of related applications.

## 7 Grant life cycle stages

The Program lifecycle is comprised of stages defined in Figure 1, based on the DoT Grants Management Policy and Procedure. The stages are described in the subsequent sections.

Figure 1 Lifecycle stages of the WABN Grants Program



# 8 Application

## 8.1 Application rounds

Formal application intakes are open every one to two years, dependent on funding availability.

Funding requests are invited for multiple financial years as outlined in Section 4.2.2.

DoT typically takes the following steps to seek applications:

- Media statement is released to provide details of upcoming funding round
- Funding round advertised on the DoT website and via email to the WABN e-newsletter databases
- WABN grants application forms and overview are made available on the DoT website.

Intakes are advertised and promoted by DoT via the Department's website and social media, WABN e-newsletter, DoT media, and through program stakeholder networks (e.g. WALGA, WestCycle and other relevant agencies).

DoT endeavours to coordinate the timing of the application intakes with LG budget processes, where possible.

Applications for funding must be received by the time and date, in the format, and via the channel identified in the WABN Grant Opportunity Guidelines. The single stage application form must be fully completed and include all information, such as all eligibility criteria.

## 8.2 Out-of-session applications

Out-of-session applications may be accepted by DoT. Availability of this option will be confirmed on the DoT website.

Applicants who wish to submit out of session are required to notify DoT via email ([wabngrants@transport.wa.gov.au](mailto:wabngrants@transport.wa.gov.au)). If this option is available, DoT will provide a direct link to Omnistar for the application to be completed.

Applications that are submitted in this way:

- are subject to available funding in any one financial year;
- are not guaranteed for funding within the same financial year;
- will be assessed in accordance with Section 9; and
- may be placed on the reserve list if deemed eligible and no funding is available.

## 8.3 Application resources

The standard application resources include:

- WABN Plan and related plans or strategies (e.g. LTCN)
- Program Policy Statement
- Program Procedures
- WABN Grant Opportunity Guidelines, which include (as relevant per each round):
  - Available funding and purpose
  - Funding model and caps
  - Grant categories and objectives
  - Specific eligibility criteria
  - Assessment criteria and weighting of criteria
  - External funding opportunities (if available/applicable)

- Anticipated timeline for key stages (opening and closing dates for applications, likely decision timeframe, and project delivery timeframes)
- Outline of assessment process, including recommendations and approvals
- Expected terms and conditions of the grant agreement
- A description of complaint handling, review and/or freedom of information mechanisms
- Grant application forms for each funding category available.

## 8.4 Pre-application briefings

Pre-application briefings or meetings are held ahead of each round commencing. These sessions are either in-person workshops or online webinars, or typically a combination of both. The purpose of the briefings is to:

- promote the funding opportunity and priorities;
- outline what is eligible/ineligible;
- provide guidance on assessment criteria and the scoring process;
- provide guidance on the online application platform;
- connect potential applicants to each other;
- provide case studies of successful past projects; and
- answer applicant queries.

# 9 Assessment

## 9.1 Overview of assessment process

The assessment process is typically made up of three main parts:

- Internal Assessment – refer to Section 9.2
- Assessment Panel Review – refer to Section 9.3
- Ministerial Review – refer to Section 9.5.

**Note** that while the assessment methodology for CSG and ATO programs is the same as described in section 9.2 to 9.4, the details therein may differ. Refer to program-specific guidelines and procedures for further information.

## 9.2 WABN Assessment Committee (internal)

The WABN Assessment Committee (the Committee) is the internal assessment group, comprised of a minimum of three DoT technical/subject matter experts.

All intake rounds that have competitive assessment criteria go through this stage.

The Committee:

- reviews applicant and project details, including management of conflict of interest;
- individually assesses, and comes to a group consensus recommendation of, each application against a scoring matrix that correlates to the eligibility and assessment criteria outlined in this document and the WABN Grant Opportunity Guidelines;
- applies priorities and grant loadings as per the WABN Grant Opportunity Guidelines;
- prioritises available funding according to score (refer to Section 4.4);
- prepares a Recommendation Report that details volume and value of applications, scoring matrix, preliminary funding recommendations and an outline of the scoring and recommendation process;



- as required, provides the Recommendation Report to the EDUM for review and endorsement; and
- provides the Recommendation Report to the Assessment Review Panel before the Panel Consensus Workshop.

During assessment, the Committee may also confidentially contact any agencies, relevant organisations or DoT staff to seek advice on specific applications.

### 9.3 WABN Assessment Review Panel (independent)

The WABN Assessment Review Panel (the Panel) is a decision-making group comprised of representatives from state government agencies, industry bodies, and technical/subject matter experts.

This panel may or may not be used, based on the needs of the intake round.

The Panel:

- reviews assessments made by the Committee to ensure consistency;
- examines applications and supporting documentation as required;
- provides specialist inputs on applications as required;
- reaches consensus on funding recommendations; and
- approves the Panel Consensus Workshop minutes and the Recommendation Report before they are submitted for Ministerial approval.

#### 9.3.1 Panel composition

The primary Panel typically consists of representatives from:

- DoT (Chair);
- Main Roads WA;
- Public Transport Authority;
- WestCycle; and
- WALGA.

Panel composition may change to include other key stakeholders as required by specific applications or grants criteria. Expanded members may include:

- state government agencies including, but not limited to, Road Safety Commission, Departments of Education; Biodiversity, Conservation and Attractions; Local Government, Sport and Cultural Industries; Health; Primary Industries and Regional Development; Planning Lands and Heritage; Communities;
- technical/subject matter experts; and
- relevant industry bodies or authorities such as regional development commissions, regional Councils or industry associations.

Panel invitations require approval by the DoT Director Active Transport.

#### 9.3.2 Panel terms of reference

DoT provides members with a Panel Terms of Reference that includes an overview of the purpose of the Panel, assessment process and Panel procedures (including the conflict-of-interest process).

### 9.3.3 Panel conflict of interest procedure

As decision-makers on the Program, all panellists are required to declare conflicts of interest (as outlined in Section 6). A written communication with signature is required prior to the commencement of the Panel Consensus Workshop. Where conflicts are declared, appropriate action will be taken, including completion of required formal conflict management forms and subsequent mitigating actions being put in place (e.g. panel member abstains from participating in the assessment discussion for that application).

## 9.4 Independent review

When the Panel is not used, an individual independent review must be done. The independent reviewer may be a DoT employee; however, they must work in a business unit outside of the Urban Mobility directorate.

## 9.5 Ministerial review

Grant funding recommendations are endorsed by the EDUM and approved by the Minister for Transport via ministerial correspondence.

### 9.5.1 Recommendations briefing

Following the Panel's consensus and approval of the Recommendation Report, the Minister for Transport is briefed on the application round and resulting grant funding recommendations.

The Ministerial briefing typically includes:

- an overview of the funding opportunity, including funds available and funding priorities;
- an outline of the application and assessment processes;
- a summary of the volume and value of applications (per grant stream, grant category and financial year);
- written advice on the scoring process and how funds have been prioritised, including any funds allocated to related initiatives; and
- a recommendations list, arranged by score (descending), including key details for all projects:
  - recommended for funding;
  - recommended for reserve funding – see Section 11.14; and
  - that are unsuccessful.

The written advice to the Minister must, at a minimum:

- explicitly state that the spending proposal being considered for approval is a 'grant';
- provide information on relevant statutory delegations and authorisations;
- outline the application and selection process followed, including the selection criteria that were used to select recommended grantees; and
- include the merits of the proposed grants relative to the WABN Grant Opportunity Guidelines and the key principle of achieving value with relevant money.

## 9.5.2 Ministerial approval

The Minister may:

- request additional information;
- approve projects at their discretion, including those which have not been recommended;
- approve grants within their own electorate, provided all relevant policies are observed;
- approve the expenditure; and/or
- provide a date for the public announcement of the awarded grants.

# 10 Agreement

## 10.1 Funding offer confirmation and announcement

Following Ministerial approval being received:

- DoT confidentially notifies all applicants of the outcome/s of their applications by direct email.
- Applicants are requested to provide written confirmation of acceptance or rejection of the offer within a specified timeframe of receiving the email.
- A Ministerial media statement of the confirmed award list is scheduled.
- A public announcement is made by Ministerial media statement and the following information is published on the Program webpage:
  - Summary of funding request (volume and value)
  - Summary of funding awarded (volume and value)
  - Map of awarded projects
  - List of awarded (pre-committed and committed), reserve and unsuccessful projects.

The Minister's offer of funding is current for six months from the date that the notification of offer is sent by which time a grant agreement should be in place. This excludes any projects pre committed to latter financial years and those confirmed for reserve funding, which remain on the reserve funding list as outlined in Section 11.14.

Funding offers can be made with alternative arrangements to what was applied, including modifications to timeframe, scope and/or value.

Individual application scores are not published.

## 10.2 Unsuccessful applications

Unsuccessful applicants are notified in writing and are encouraged to seek feedback as to why their project was not successful for grant funding.

## 10.3 Grant acknowledgement and publicity by grantee

Announcements of awarded grants cannot be made by the grantee until after the Ministerial announcement.

### 10.3.1 Media and publicity

An acknowledgment of contribution from the State Government is required in all media announcements, publications, articles, signs and posters prepared in relation to projects funded through the Program, as well as at forums, launches and openings.

Media and publications are to:

- a) be submitted to DoT for comment and approval prior to publishing;
- b) acknowledge the State Government contribution and DoT;
- c) give equal representation to the Parties in the display of logos and party names;
- d) be consistent with the DoT style guide and State Government common badging requirements<sup>1</sup>; and
- e) include the State Government of Western Australia Crest and the words “This project was jointly funded by the Department of Transport and the [Grantee]”.

Special conditions for certain grants may be included in the GAC, including minimum mandatory promotional activities delivered as part of project activation.

### 10.3.2 Events

For events relating to major announcements, event organisation will be led by the LG, in consultation with DoT. The list of invitees and event details should be made available to DoT for review prior to invitations being issued, and all communications materials related to a major announcement event must be provided to DoT for review and approval prior to publishing.

### 10.3.3 Signage for built infrastructure

Should project construction signage be installed, DoT must be recognised as a project funder. DoT will provide the grantee with a signage template consistent with the DoT style guide and State Government badging requirements.

## 10.4 DoT authority to administer grants

Grant administration is based on the ***Public Sector Management Act 1994: Instrument of Delegation Grants and Inter-Transport Portfolio Transfers PSMA-2022-205053***.

## 10.5 Grant agreement contract

The GAC sets out the terms and conditions of the grant, including:

- Total project cost;
- The value of the grant (total and per financial year);
- The grant contract period;
- The grant category;
- The grant scope;
- Milestones and associated deliverables /reporting requirements;
- Period in which the grant is to be expended; and
- Any identified special conditions, including special expenditure items.

Note: Works carried out prior to the contract being executed will not be considered eligible for funding, unless specifically approved by the Minister for Transport or their authorised delegate.

The GAC must be signed by the grantee’s Chief Executive Officer (or authorised delegate), witnessed and returned to DoT. The GAC will be signed by the appropriate DoT delegate on behalf of the Minister for Transport. Once this has occurred, the GAC has been executed and the project may commence.

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<sup>1</sup> Available on the [common badging website](#), via WA.gov.au

## 10.6 Additional party agreements

Contracts may be executed between more than two parties where a joint-funding arrangement has been approved. These arrangements are only permitted between government agencies, for example:

- a contract executed by DoT and two LGs; or
- a contract executed by DoT, one LG, and a Commonwealth Government agency.

Joint applications between LGs are permitted as outlined in Section 4.2.3 and financial contributions from third parties are permitted as per Section 4.2.4.

## 10.7 Private organisations

Program grants are not available for private organisations, however if a project is also receiving funding from a private organisation, it is expected that a formal funding arrangement is agreed between the LG and the private organisation.

## 10.8 Asset obligation period

Unless otherwise agreed by DoT, and depending on the size of the committed grant, the grantee shall not modify or dispose of the asset/project for a period of time ranging from seven to ten years after a grant has been acquitted, as per Table 1 and the GAC. In addition, no duplicate funding will be provided to reinstate any part of the asset/project within the asset obligation period, unless under exceptional circumstances.

*Table 1 Asset Obligation Period*

Grant Range	Number of Years
\$1 - \$500,000	7 years
\$500,001 +	10 years

### 10.8.1 Deed of covenant

If a grantee intends to sell, lease, transfer, mortgage or dispose of any part of the project site within the number of years stated in Table 1, a Deed of Covenant must be entered into by the Minister of Transport (or delegate), the grantee and the new party. The Deed of Covenant form will be prepared by DoT as required.

# 11 Progress monitoring

## 11.1 Project milestones

Grant projects are planned and monitored based on a milestone approach through which project phases and/or key outputs are outlined under key milestones.

Individual outputs are bundled into milestones tied to financial quarters. Each milestone bundle includes associated reporting requirements, amount to be paid, and grantee outputs.

A milestone table is included as a schedule in the GAC and typically adheres to the sample milestone table provided at Table 2.

Table 2 Sample milestone table.

Milestone	Milestone date	Amount	Reporting requirements
1.1 – Grant agreement executed; inception meeting held; grant project plan completed; design scope agreed and tender awarded; pre-evaluation work undertaken	September (FY)	\$- (approx. 25% total grant value)	<ul style="list-style-type: none"> <li>✓ Executed grant agreement</li> <li>✓ Signed inception meeting minutes</li> <li>✓ Completed grant project plan (including technical delivery, engagement and evaluation elements)</li> </ul>
1.2 – Consultation completed; draft design approved by all relevant parties; construction tender awarded and schedule set; activation planning underway	December (FY)	\$- (approx. 25% total grant value)	<ul style="list-style-type: none"> <li>✓ Grant progress report submitted (including construction schedule, consultation and evaluation reporting, activation planning)</li> <li>✓ Design and evidence of required approvals</li> </ul>
1.3 – Construction completed; activation scheduled	March (FY)	\$- (approx. 25% total grant value)	<ul style="list-style-type: none"> <li>✓ Grant progress report submitted</li> <li>✓ Final design submitted (to reflect any changes made during construction)</li> </ul>
1.4 – Works completed (including lines and signs); activation and post-evaluation undertaken	May (FY)	\$- (approx. 25% total grant value)	<ul style="list-style-type: none"> <li>✓ Grant acquittal report completed</li> </ul>
	Total	\$-	

## 11.2 Conditions of payment

Payments will only be made to grantees with an executed GAC.

Before payment of grant funds against any milestone, grantees must demonstrate the project milestone has been completed to a satisfactory standard by:

- submitting the outputs as per the milestone table in the GAC; and
- providing any further information or documentation that may be relevant (as requested by the Program delegate).

Grant funds are to be paid to the grantee when DoT receives adequate evidence of the above, as per the milestone completion date set out in the GAC. Payments are approved by the authorised DoT delegate and typically processed in quarterly bundles.

## 11.3 Advance payment of grant funds

Grant payments are not made in advance, except in extenuating circumstances and approved by the Minister for Transport and/or an authorised DoT delegate.

## 11.4 Milestone planning and templates

Milestone tables are sent to grantees for input before being finalised and placed into the GAC.

Resources and templates are available for specific milestones, such as request for tender templates and consultation planning checklists.

## 11.5 Grant monitoring

To keep track of grant progress, grants program officers:

- record all correspondence and documents (including the GAC) in DoT's corporate document management system and program trackers;
- support grantees on delivery of key milestones and associated outputs;
- communicate with grantees when milestones are nearing due dates;
- process variation and deferral requests as per Sections 11.8 and 11.9;
- approve milestone outputs and process associated payments;
- carry out site visits as per Section 11.7;
- request updated cost estimates as needed (e.g. for multi-year projects);
- request additional reporting as deemed necessary;
- process repayment of funds and grant terminations as per Sections 11.12 and 11.10; and
- finalise acquittals and grant completion.

## 11.6 Project designs

Grantees are responsible for the planning, design, construction, activation and maintenance of projects. Through these stages, grantees should consider any relevant and available guidance from DoT's guidance suite: [Planning and designing for active transport in WA](#).

Grants program officers review and recommend changes to designs to ensure infrastructure is being delivered in accordance with the planning and designing for active transport in WA guidance suite, current best practice and to best cater for people of all ages and abilities. This technical review and resulting design acceptance does not constitute a detailed engineering review or safety audit as these are matters for the grantee (as asset owner).

## 11.7 Site visits

The Minister for Transport, DoT or their authorised delegates may visit any grant project, upon reasonable notification to the grantee, to monitor the progress of the project and will report any feedback to the grantee.

## 11.8 Contract variations

If, due to unforeseen circumstances, changes are required to the executed GAC, DoT may enter into negotiations during the monitoring stage.

Grantees must advise DoT in writing as soon as possible of any change of circumstance that may impact their project and vary from the terms and conditions of the GAC.

There are three types of variations:

- Variations that increase the grant **value**
- Variations to grant **scope** or **grant conditions**
- Variations to grant **timeframe**.

The GAC outlines the obligation for the grantee to meet additional project costs. However, where reasonable and with notice, DoT may enter into cost negotiations. Should a variation to the funding agreement be required, an authorised representative of the grantee (CEO or authorised delegate) is required to provide DoT a written request with supporting evidence. Such advice should incorporate sufficient detail on project changes, justification for, and outline of, proposed revisions, and clear identification of the type/s of variation being requested.

Upon receipt of the initial written request for variation, grants program officers will classify the changes and progress the variation request through approvals. If the proposed changes are approved, a contract variation will be executed (refer to Table 2: Protocols for Classification and Determination of Value Variations).

Approval of value variations is dependent on:

- The justification provided by the grantee, for which the Minister for Transport or their authorised delegates have absolute discretion; and
- The availability of current or future funds.

Outcomes of variation requests are provided in writing by DoT. Should a variation be approved, the confirmation to the grant recipient constitutes a legal document. No separate changes to the original grant agreement contract are required. Records of the variation request and approval must be filed with the funding agreement.

## 11.9 Deferrals

Deferral requests:

- Refer to the movement of an entire awarded grant to alternative financial year/s, where either a grant agreement has not been executed or is to be terminated (and no payments have been made or they are to be repaid).
- Are not treated as contract variations and require any grant payments made to be repaid in the same financial year.
- Require commitment of future funds.

Both the grantee and DoT can request a deferral of a project and associated funds to future financial year/s.

Upon receipt of the initial written request from the grantee to delay any part of a grant, Grants Program Officers will classify the request and follow the required protocol as outlined in Table 3.

Approval of deferral requests depends on the:

- justification provided by the grantee;
- availability of funds for commitment in future financial year/s; and
- grant not having been carried over or deferred previously (except in exceptional circumstances).



Table 3 Protocols for Classification and Determination of Deferrals

Type	Classification	Protocol	Approval
Deferral of funds	<p>Requests that include:</p> <p>Deferral of an entire grant into different financial year/s than what has been awarded (and announced by the Minister for Transport) or agreed in contract.</p> <p>Commitment of future funds different to what has previously been awarded or agreed.</p> <p>Termination of an executed GAC, noting that any payments made would need to be repaid and a new funding commitment would need to be approved in future financial year/s.</p>	<p>Request for deferral submitted to DoT in writing.</p> <p>Program delegate reviews request and makes recommendation to Program coordinator.</p> <p>Determination on deferral is sought from the appropriate DoT delegate (based on Section 10.4), with grant deferral either: approved and future funds committed; or not approved and grant project is placed on the Reserve List (refer Section 11.14) or terminated (refer Section 11.10).</p> <p>Program delegate informs grantee of outcome in writing. Contract termination processed if required.</p> <p>Records updated.</p>	<p>Appropriate delegate in line with Section 10.4.</p>

## 11.10 Withdrawals and terminations of grants

Grantees must advise DoT in writing as soon as possible if they wish to withdraw the application for funding or terminate an executed GAC.

DoT may also rescind a grant offer or terminate an executed GAC, or any approved revisions, by providing notice in writing to the grantee if:

- the project is no longer necessary for any reason, including due to a change in State or Commonwealth Government policy;
- the project is unable to be completed in accordance with the executed grant agreement or any approved revisions; and/or
- the grantee breaches any of the conditions outlined in the executed GAC or any approved revisions and/or any other grant documents (such as guidance resources).

If an executed GAC is terminated:

- it is terminated from the date specified in the notice;
- DoT has no further obligation to pay the grant or any part of the grant which has not yet been paid;
- DoT can request repayment of part, or all, of the funds paid to date (refer to Section 11.12); and
- some clauses may survive, as outlined in the executed GAC.

Comprehensive details of grant termination and repayment conditions are outlined in the GAC.

## 11.11 Suspension of grants

In the event a grantee does not meet the conditions of an executed GAC, DoT has absolute discretion to suspend payment of the grant until DoT is satisfied that the grantee has rectified the situation.

Suspension notices are approved by the EDUM and provided to the grantee as a written notice. The grantee has 10 business days to respond to the notice and initiate rectifications.

## 11.12 Repayment of grant funds

At the end of an executed GAC, whether by termination or completion of the project, the grantee may be required to repay funds to DoT, including repayment of any:

- unused grant funds; and/or
- grant amounts deemed by DoT to have been improperly evidenced or expended.

Repayment must be made within 10 business days of the GAC ending (by completion or termination).

## 11.13 Reallocation of grant funds

It is possible Program funds in any given financial year may not be fully allocated. For example, if:

- grantees withdraw their application after grants have been awarded;
- works have been completed at a lower cost than estimated;
- a third-party contribution is confirmed after the grant has been awarded, reducing the required WABN grant request; and/or
- the project scope has been reduced.

This may result in unallocated funds that can be distributed to other projects.

Available funds are reallocated as follows:

- To grant projects in the relevant financial year/s that have executed grant agreements where a variation request has been lodged and approved
- To grant projects in the relevant financial year/s that are on the Reserve List (refer to Section 11.14), whereby funding will be offered based on the original assessment score, the relative urgency or benefits of the project based on funding priorities, the resolution of any outstanding issues flagged during the assessment process (e.g. land tenure issues), readiness to commence and complete the project in the available funding period, and/or the amount of funding available.

Funding limits outlined in Section 4.4 are also considered.

The Program's financial position is reassessed during each quarterly reporting period and reallocations are processed in line with the authorities outlined in this Section.

## 11.14 Reserve list

During the assessment process outlined in Section 9, projects that are assessed as suitable for funding but do not fall within the available funding allocation are placed on the Reserve List.

Reserve List projects are considered for funding on a case-by-case basis should surplus Program funds become available before the end of the current funding round (refer to Section 11.13).

Having a project on the Reserve List does not guarantee consideration or funding as part of a subsequent funding round. To be considered through a subsequent funding round, DoT may require LGs to provide additional qualifying information based on current WABN Grant Opportunity Guidelines or resubmit an application.

The Reserve List is reviewed and updated to ensure the currency of project status and the LG's intent, accuracy of project information, priority and funding amount. This occurs:

- ahead of each application intake at which time DoT will request LGs to advise whether the project should remain or be removed from the list; and/or
- at any other time should the funding requirement no longer be needed, or if the LG wishes to reapply in a new funding round.

# 12 Acquittal

## 12.1 Acquittal of grant funds

Projects must be acquitted within the allocated funding period.

### 12.1.1 Interim acquittals

Interim Acquittals are required on multi-year grants and confirm receipt of grant payments and summarise delivery of the project to date. For example, an Interim Acquittal would be run at the end of the first financial year of a two-year GAC.

An Interim Acquittal Form is provided by DoT and required for each grant.

### 12.1.2 Grant completion acquittals

Before payment of the final grant funds, grantees must demonstrate that the project has been completed in its entirety to a satisfactory standard by completing the Acquittal Report Form provided by DoT, and provide the following attachments as required:

- Evidence of eligible project costs expended (in line with Section 4.5)
- Evidence of grant completion as per the outputs outlined in the GAC, such as:
  - an endorsed copy of the study, feasibility report, design, or plan;
  - a bike video survey showing the entirety of the completed works (construction projects only); or
  - other evidence that may be relevant (if required by DoT before finalising the grant payment).

When the Acquittal Report has been received, reviewed and approved by DoT, an acquittal email will be sent to the grant recipient confirming completion of the project. The acquittal letter is signed by the Program delegate.

Separate Acquittal Forms are required for each grant.

All project acquittals are recorded in the WABN Grants Program database.

## 12.2 Right to audit

To avoid fraudulent use of grant funds, inspection of physical project sites may be requested to verify that the funding has been expended in accordance with the executed GAC, or any approved revisions.

Inspections may take place at any time during the grant life cycle from assessment to agreement, monitoring and acquittal.

DoT regional staff may assist with inspections.

Requirements for access to the project site are outlined in the GAC.

# 13 Review

## 13.1 Outcomes orientation and program performance framework

The Program adopts an outcomes focused orientation and identifies inputs, outputs and outcomes. This approach is based on DoT's Grants Management Framework which sets out a clear and consistent approach to grants management that is aligned to 'Western Australian Grants Administration Guidelines, Commonwealth Grants Rules and Guidelines 2017', and addresses recommendations outlined in the 'Western Australian Auditor General's Report: Grants Administration'.

The performance objectives of grant opportunities are outlined in the WABN Grant Opportunity Guidelines for each funding round, and are:

- linked to State Government priorities and DoT's strategic goals;
- outlined in such a way that clearly communicates what is to be achieved, measured, evaluated and/or assessed;
- authorised by the Minister for Transport and/or their authorised DoT delegate;
- confirmed in GAC; and
- reviewed for each grant round and changed as appropriate.

## 13.2 Project performance measures

Methods of performance measurement on grant projects include, but are not limited to:

- Usage counts (pre-and-post construction)
- Project outputs reported in acquittals
- Grant recipient surveys
- Bike video surveys
- Physical audits
- Shapefiles demonstrating contribution to the LTCN/local network
- Community surveys.

Special performance measures for certain grants may be included in GACs.

## 13.3 Program audits

The Program is subject to ad hoc auditing and may also request independent audits as deemed required by the Minister for Transport and/or DoT to assess program quality, risk and effectiveness.

# 14 Program reporting and record keeping

A Program Projects Database retains records of all grants awarded since 2017-18 and is updated as projects are awarded, agreed and acquitted. A Program master list records details of live grants, with data migrated to the Database quarterly. This ensures funding information for the Program remains current for reporting purposes.

A summary of significant Program data and results achieved is published in the WABN Annual Report each year.