



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

WA Bicycle Network Grants

Active Travel Officer category

Application Guidelines

2022-23 Grant Round



PROGRAM INFORMATION

PURPOSE AND BACKGROUND

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

A new grant category has been added to the WABN Grants Program in 2022. The Active Travel Officer Grant category will provide funding for Local Government Authorities (LGAs) to employ an Active Travel Officer using a seed grant funding model for three years in six local governments across regional and metropolitan areas.

The Active Travel Officer grants, and their incorporation into the WABN Grants Program, builds on the legacy and learnings of the TravelSmart Officer Program while broadening focus to support WABN initiatives and reverse the declining rate of walking and riding to school in Perth.

Active Travel Officer grants will increase LGA capacity and expertise to develop and deliver local active travel initiatives. The Active Travel Officers will:

- deliver bicycle planning and infrastructure projects in-line with the WABN Plan and Long-Term Cycle Network (LTCN) and implement initiatives that support the WABN Grants Program;
- support the delivery of major State Government active transport initiatives, including Principal Shared Path (PSP) projects and bicycle network activation programs;
- influence local government policy and build Executive support for active travel initiatives; and
- coordinate active travel to school initiatives, including Connecting Schools Grants, Your Move Schools participation, infrastructure projects, and planning for new schools (in liaison with State Government agencies).

Grant funding will be provided toward the salary of an Active Travel Officer, with LGAs responsible for all on-costs. Each successful LGA will contribute 50% of the salary for three years, plus on costs and a minimum of \$10,000 per annum per officer as a project budget.

This means successful LGAs will be required to commit \$142,500 over the three-year grant cycle. State Government funding will be delivered over three financial years, commencing in 2023-24 via milestone payments.

Applicants are strongly encouraged to contact DoT via wabngrants@transport.wa.gov.au to discuss their proposals before making a submission.

Desired outcomes

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

- The Active Travel Officer Grants Program will support LGAs to employ a dedicated staff resource who will:
- develop and deliver local active travel strategies and initiatives;
- drive and support delivery of WABN Grants Program projects;
- participate in peer reviews and research into technical guidance, participation data, and other initiatives that support WABN initiatives; and
- facilitate cross-directorate participation in active travel initiatives.

Eligibility

There are two types of criteria applied to applications for funding:

1. General eligibility criteria – non-weighted criteria all WABN grant applications must meet.
2. Specific eligibility criteria – non-weighted criteria all Active Travel Officer grant applications must meet.

Active Travel Officer grant applications must meet both general and specific eligibility criteria to be competitively assessed. Eligibility criteria are not weighted and cannot be waived (unless authorised by the Minister for Transport).

1. General eligibility criteria

All applications for WABN grants, including the Active Travel Officer category, must meet the following criteria to be eligible:

- The applicant is a LGA in Western Australia (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 can meet the minimum funding contribution requirements over three years as outlined in Funding Breakdown section.

2. Specific eligibility criteria

Applications for the Active Travel Officer category must meet the following criteria to be eligible:

- The applicant will use the funds to create and support a new Active Travel Officer role (not to supplement or replace an existing or planned role).
- The applicant has the capacity to create and maintain the position over three years.
- The applicant has joined or will join the Your Move program (if not already) and actively encourage local schools to participate in the program.

Competitive assessment criteria

Active Travel Officer grant applications that meet the eligibility criteria will then be scored competitively against a set of weighted criteria.

These criteria are agreed ahead of each grant intake and are based on State Government priorities as set out in the WABN Plan and other key Departmental strategies.

For this grant intake applications will be assessed against the following criteria:

Demonstrated need (30%)

- A clear demonstration of local transport needs and opportunities.
- Local transport challenges that need to be addressed.
- The number of schools (existing and planned) and the related specific transport and planning challenges and opportunities.
- Current or future planned strategic plans or documents and alignment to active travel.

Demonstrated capacity (40%)

- Capacity to engage an Active Travel Officer for a minimum period of three years.
- Ability to make co-contribution costs (at 25%, 50%, 75% each year), and cover all on-costs.
- Ability to resource and manage an Active Travel Officer within the relevant team.
- Ability to facilitate collaboration and dialogue across LGA directorates (including planning, engineering, community development, health, and communications).

Demonstrated potential for change (30%)

- Potential to implement active travel strategies, programs, and initiatives.
- Proven track record in implementing successful related programs or demonstrated objective to change.
- High level support (Executives, Elected Members) for making decisions that will create meaningful change.
- An indication of potential governance and cross-directorate willingness to participate in active travel initiatives.

FUNDING BREAKDOWN

Grant funding is available for up to 50% of the total salary of the Active Travel Officer position with the LGA responsible for all on-costs. DoT funding decreases each year, with 75% of the salary paid in the first year, 50% in the second year and 25% in the third year. LGAs are also required to provide at least \$10,000 per annum as a project budget for the Active Travel Officer. Successful LGAs will be required to commit at least \$142,500 over the three-year grant cycle.

The total anticipated expenditure (excluding staff on-costs) is outlined below:

| Funding source | Total expenditure year 1 | Total expenditure year 2 | Total expenditure year 3 |
|----------------|------------------------------|------------------------------|------------------------------|
| DoT | \$56,250 (75%) | \$37,500 (50%) | \$18,750 (25%) |
| LGA | \$28,750 (25% + \$10,000) | \$47,500 (50% + \$10,000) | \$66,250 (75% + \$10,000) |

Key dates

| | |
|--------------------|------------------------------|
| Applications open | 9:00am, 27 September 2022 |
| LGA briefings | 11 and 13 October 2022 |
| Grants close | 6:00pm, 18 November 2022 |
| Applicants advised | December 2022 / January 2023 |



MILESTONE PAYMENTS AND REPORTING

| Milestone | Date | Amount | Reporting Requirements |
|--|---|---|--|
| YEAR 1 2023-24 | | | |
| M1. Signed Grant Agreement Contract (GAC); Inception meeting held | TBC (negotiated with LGAs) (Year 1 – 2023-24) | \$10,000.00 (approx. 9% total grant value) | Signed Grant Agreement Contract; inception meeting summary email |
| M2. Active Travel Officer appointed; Active Travel Officer work plan (3 months after commencement) | TBC (Year 1 – 2023-24) | \$46,250.00 (approx. 41% total grant value) | Active Travel Officer work plan approved by DoT |
| Total Year 1 | | \$56,250.00 | |
| YEAR 2 2024-25 | | | |
| M3. First progress report | Year 2 – 2024-25 | \$37,500.00 (approx. 34% total grant value) | First progress report approved by DoT |
| Total Year 2 | | \$37,500.00 | |
| YEAR 3 2025-26 | | | |
| M4. Second progress report | Year 3 – 2025-26 | \$18,750.00 (approx. 16% total grant value) | Second progress report approved by DoT |
| Total Year 3 | | \$18,750.00 | |
| Total grant | | \$112,500.00 | |

ACQUITTAL

An acquittal form will be provided by DoT and must be submitted on completion of the project with the following information included:

- Evidence of grant completion as per the outputs outlined in the Grant Agreement Contract.
- A summary of project details inclusive of evidence applicable to the project.
- A statement of actual project cost over three years, and the total funding from DoT.
- Data demonstrating the impact and outcomes of the project.
- Records of cross-directorate participation in active travel initiatives (for example, meeting minutes).
- Endorsed copies of any completed local active travel strategies and initiatives.
- Summary of consultation relating to active travel initiatives undertaken (for example, event attendance, social media analytics, submissions or comments received).
- Data demonstrating the impact and outcomes of the project.
- Evaluation of the project.



APPLICATION PROCESS

How to apply

The application process comprises two stages:

Stage one

Attend a pre-application briefing session to ask questions and find out more about the program, the eligibility and assessment criteria.

Two LGA briefing sessions are planned:

In Person: 10:00am Tuesday 11 October at 140 William Street Perth

Online: 10:00am Thursday 13 October via Teams

RSVP to the session you would like to attend via wabngrants@transport.wa.gov.au

Stage two

Submit a detailed application form (available on the DoT website) to DoT via the WABN Grants team with supporting material including:

- demonstrated executive support for the application;
- correspondence from the Council, key project or community stakeholders demonstrating support for the project;
- proposed project timeline; and
- extracts from, or links to relevant plans and/or strategies, including your local Bike Plan.

Applications due no later than 6:00pm Friday 18 November 2022

Contact DoT via wabngrants@transport.wa.gov.au or phone 6551 6040 for further information.

Submitting applications

Electronic submissions (not scanned) are required and can be emailed to the WABN Grants team via the 'submit form' button at the end of the application document. The form must be completed with the required digital signature, not an inserted or scanned signature. Click the signature box and follow the prompts to insert/create a digital signature.

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.

CONTACT

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This document is current as of September 2022

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