



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

Empowering a  
thriving *community*

# WA Bicycle Network Grants Program

Grant Opportunity Guidelines 2024



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## **Acknowledgment of Country**

The Department of Transport acknowledges the Traditional Custodians of the land throughout Western Australia and pays our respects to Elders past and present.

We acknowledge the members of all Aboriginal communities, their cultures and continuing connection to Country throughout the State.

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## **About this Report**

The information contained in this publication is provided in good faith and believed to be accurate at time of publication.

The State shall in no way be liable for any loss sustained or incurred by anyone relying on the information. This issue was published July 2024.

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# Contents

<b>1. Overview</b>	<b>4</b>
1.1 Program objectives	4
<b>2. Key dates</b>	<b>5</b>
<b>3. Grant funding information</b>	<b>6</b>
3.1 Available funding and caps	6
3.2 Staged funding model	6
3.3 Cost estimates, contingency and risk	7
<b>4. Criteria</b>	<b>8</b>
4.1 Specific eligibility criteria	9
4.2 Assessment criteria	9
<b>5. Projects suitable for funding</b>	<b>10</b>
5.1 Alignment to LTCN and route function	10
5.2 Area-wide approach	12
5.3 Eligible infrastructure type	12
5.4 Activation, consultation and evaluation (ACE)	14
5.5 Project scope	15
<b>6. Application process</b>	<b>16</b>
6.1 How to apply	16
6.2 Required supporting information	16
6.3 Notification of funding recommendations	19
<b>7. Appendices</b>	<b>20</b>
7.1 Appendix 1: Assessment criteria, questions and guidance, metropolitan	20
7.2 Appendix 2: Assessment criteria, questions and guidance, regional	22

# 1. Overview

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 supports LGs to deliver best practice, safe and comfortable active transport infrastructure that enables more people to walk, wheel and ride as part of their everyday journeys and experiences, more often. Since 2017, the Labor State Government has invested more than \$38 million to help LGs deliver critical active transport infrastructure through this Program. Hundreds of projects have been delivered, contributing to healthier, safer and more connected communities throughout Western Australia (WA).

These Grant Opportunity Guidelines (the Guidelines) are intended to assist LGs to submit high quality applications for the 2024 grant round, for projects commencing from 2024-25. They include details on available funding, categories and associated eligibility and selection criteria. The Guidelines are reviewed and updated prior to each grant round opening.

The Guidelines are applicable to the Program's Perth Bike Network (PBN) and Regional Bike Network (RBN) streams, and for the purpose of this document, the terms WABN grants and WABN Grants Program refer to these streams. Please note that while the [Active Travel Officer](#) (ATO) and [Connecting Schools](#) grants are funded under WABN, separate grant opportunity guidelines apply to these programs. There is no ATO intake planned for 2024.

When preparing your PBN or RBN application, we recommend you also review the '[WABN Grants Program Procedures](#)' for comprehensive program information and guidance.

## 1.1 Program objectives

The objective of the Program is to support LGs in the delivery of best practice active transport infrastructure projects that:

- enable more people to walk, wheel and ride as part of their everyday journeys and experiences;
- contribute to continuous and connected active transport networks across WA;
- support multimodal journeys by integrating active and public transport (PBN focus); and
- support safe, active travel options for journeys to and from town centres, schools, places of recreation and/or tourism opportunities (RBN focus).

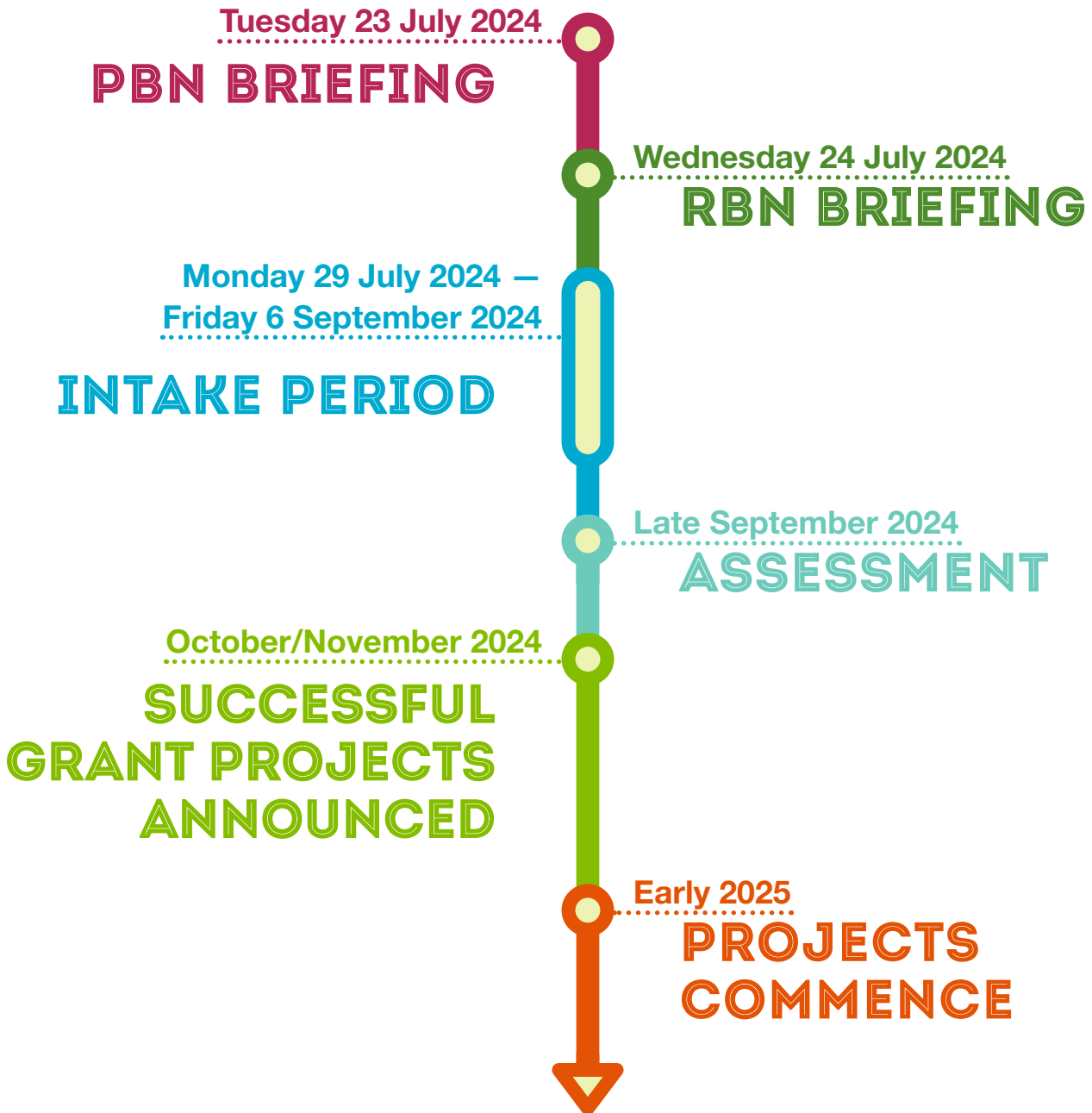
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*Program assessment criteria are designed to achieve the above objectives. Projects that align most closely with these will score best in the assessment process and are more likely to be successful for funding.*

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## 2. Key dates

The key timeframes for the 2024 intake are as follows:



## 3. Grant funding information

### 3.1 Available funding and caps

Each financial year between 2024-25 to 2027-28, \$8 million is allocated to WABN grants, split evenly between the PBN and RBN streams.

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 Commonwealth Government funds and non-government sources, however a minimum of 25 per cent must come from the LG.

The 2024 WABN intake will apply the following funding caps per LG, per stream:

- PBN: Funding cap of \$3 million per project per financial year, subject to available funds.
- RBN: Funding cap of 30 per cent (or \$1.2 million) per LG, of the funds available in any one financial year.

There is no limit to the number of projects within the funding cap.

Program budget will be allocated by year, with funds allocated in subsequent financial years termed 'pre-committed'. Detailed budget estimates are required to be submitted with the application.

### 3.2 Staged funding model

Funding may be applied for across up to four financial years to facilitate higher-value projects and support high quality planning, design and construction. To enable project staging, funding may be proposed in any or multiple financial years.

When making applications for multi-year projects and/or projects that include a combination of stages, applicants must provide itemised project schedules and cost estimates clearly indicating the separate stages of the project. This allows for part funding of the project, if some, but not all stages of the project meet program funding criteria or insufficient funding is available to fund the full project. Each stage should be able to function as a standalone project.

### 3.3 Cost estimates, contingency and risk

Cost estimates must be submitted with all applications for funding. The estimate will be reviewed as part of the assessment process and validated against expected unit rates and total outturn costs (for construction projects).

Where possible, cost estimates are to be based on current costs and P90 estimates are preferred. Estimates can be prepared independently (for example, by a certified quantity surveyor) or internally by suitably qualified LG staff.

*P90 means there is a 90 per cent probability that the project’s total outturn cost will not exceed the Estimated Outturn Cost.*

Multi-year project applications must include evidence in the cost estimate that cost escalation over the project life cycle has been considered and planned for. Table 1 outlines indicative escalation rates for future years. LGs can use different rates; however justification should be provided.

Applicants are also expected to include a contingency allowance, as a separate line item/s, within the cost estimate, based on the specifics of the project and the risks identified. For example, if only minor project risks are identified, a lower contingency rate would be applied compared to a project with complex risks identified. Contingency is separate to cost escalation and should consider the definition and status of the project. DoT will review cost estimates on this basis and consider funding allocations with different contingency rates applied.

**Table 1: Indicative cost escalation rates for WABN projects based on Main Roads WA escalation values**

2025/2026	2026/2027	2027/2028	2028/2029
2.1%	2.7%	3.3%	3.5%

Table 2 provides indicative contingency ranges for construction projects based on the estimate class and design maturity.

**Table 2: Indicative contingency rates for construction projects based on AACE International Recommended Practice No.18R-97**

Estimate Class	Level of project definition / design maturity (%)	Typical purpose of estimate	Expected contingency <sup>P90</sup> (%)
Class 5	0 to 2	Project definition (e.g. prior to feasibility)	40 to 60
Class 4	1 to 15	Feasibility and/or concept	40 to 60
Class 3	10 to 40	Concept design; budget confirmation	20 to 40
Class 2	30 to 75	Detailed design; design for tender	15 to 30
Class 1	65 to 100	Issued for construction drawings	10 to 20

At the outset of a multi-year project, cost estimates for later stages can be uncertain. DoT will work with successful applicants to refine project costs over time, such as when a four-year design and construction project moves from concept design to detailed design, and prior to commencing tenders for the construction stage.

## 4. Criteria

The Program uses a staged, competitive process. There are three 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. Refer to Section 5 of the ‘WABN Grants Program Procedures’ document for a detailed description.
- **Specific Eligibility Criteria** – Defined for individual grant intake rounds, these are non-weighted criteria that all grant applications within each category must meet. Refer to [Section 4.1](#).
- **Assessment Criteria** – Weighted criteria used in the competitive assessment process to score applications against specific Program and grant category priorities. Refer to [Section 4.2](#).

Applications are evaluated against the criteria independent of each other. The intent of the assessment is to evaluate the merit of project proposals in alignment with program objectives (refer to [Section 1.1](#)).





## 4.1 Specific eligibility criteria

For the 2024 WABN intake, the following specific eligibility criteria will be applied:

- The project aligns to a relevant Long-Term Cycle Network (LTCN) strategy. Note: areas not covered by a strategy are exempt from this but must provide other evidence of strategic project identification (e.g. local bike plan, transport strategy, etc).
- For PBN, the project must be a primary or secondary route within 2 km of a METRONET train station. Local routes within 2 km of a METRONET train station will only be considered as part of an area-wide approach (refer to [Section 5.2](#)).

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*A new METRONET station is any station that is new or has been rebuilt as part of the METRONET program. Upgraded stations on a METRONET line include those that have received upgrades to facilitate network expansion.*

*Refer to the [LTCN for Perth and Peel interactive GIS map](#) for eligible stations.*

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- The constructed project will be maintained by the LG on an ongoing basis.
  - The project does not constitute infrastructure renewal, maintenance or minor upgrades. A significant increase to the current level of service for people walking, wheeling or riding must be provided for the project to be deemed a major upgrade.
  - 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.
- Required approvals have been, or will be, obtained from all relevant authorities required to undertake the grant project.
  - The applicant will provide all mandatory attachments as outlined in this document and the grant application form.
  - The project will align to published DoT [planning and design guidance](#).

## 4.2 Assessment criteria

Once an application is deemed eligible, it moves on to the competitive assessment stage. Refer to Section 9 of the 'WABN Grants Program Procedures' document for more information.

Detailed assessment criteria for each grant stream are in the [Appendices](#). 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.
- Criteria apply to feasibility and concept, detailed design and construction projects.
- 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.

## 5. Projects suitable for funding

Funding is available for all key stages of new active transport infrastructure projects. Table 3 summarises the two available categories for funding.

DoT is not seeking applications for Local Bike Plans as part of this intake. We are exploring alternate options to better support LGs to plan for walking, wheeling and riding at the local level.

### 5.1 Alignment to LTCN and route function

DoT recognises the need for consistent bicycle network planning across LG boundaries and has been working in collaboration with LGs to establish LTCN strategies across WA. The 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 identifies the function of a route – primary, secondary, local, road cycling and transport trail – rather than the form it should take. For more information, refer to the [LTCN](#) project page on the DoT website.

Applicants must identify the relevant LTCN strategy that applies to the project. If an LG is covered by a relevant LTCN, the LG must have endorsed that LTCN, and the project must align with the LTCN. Where a strategy is not yet in place, an endorsed local bike plan or similar plan is required, and applications must nominate a hierarchy categorisation for their project.

Applications are required to identify and describe how the proposed project will contribute to the completeness of the current and planned bicycle network. Table 4 outlines the key distinctions for LTCN guidance between PBN and RBN.

All PBN projects commencing from 2024-25 must be identified as a primary or secondary route.

**Table 3: Description of design only, and design and construction projects**

Feasibility/concept/design only	Design and construct/construct only
<p>Applications in this category can take on any combination of feasibility, concept and/or design.</p> <p>This could range from undertaking a route feasibility to determine viability and/or infrastructure types, through to a detailed design.</p>	<p>Applications in this category can be for ready to commence construction projects or design and construct projects.</p> <p>Applications in this category are encouraged to complete feasibility and/or concept design prior to submitting for construction funding</p>

**Figure 1: WA Cycling Network Hierarchy**

<b>1. PRIMARY ROUTE</b>	<b>2. SECONDARY ROUTE</b>	<b>3. LOCAL ROUTE</b>
<p>Primary routes are high demand corridors that connect major destinations of regional importance. They form the spine of the cycle network and are often located adjacent to major roads, rail corridors, rivers and ocean foreshores. Primary routes are vital to all sorts of bike riding, including medium or long-distance commuting/utility, recreational, training and tourism trips.</p>	<p>Secondary routes have a moderate level of demand, providing connectivity between primary routes and major activity centres such as shopping precincts, industrial areas or major health, education, sporting and civic facilities.</p> <p>Secondary routes support a large proportion of commuting and utility type trips, but are used by all types of bike riders, including children and novice riders.</p>	<p>Local routes experience a lower level of demand than primary and secondary routes, but provide critical access to higher order routes, local amenities and recreational spaces. Predominantly located in local residential areas, local routes often support the start or end of each trip, and as such need to cater for the needs of users of all ages and abilities.</p>
<b>ROAD CYCLING ROUTE</b>		<b>TRANSPORT TRAIL</b>
<p>Road cycling routes are designated routes for bike riders undertaking long distance rides in (predominantly) on-road environments, for training, sports or recreational purposes.</p>		<p>Transport trails provide long-distance, off-road (predominantly unsealed) riding experiences through natural settings, away from motorised traffic.</p> <p>They often support recreational and tourism trips between towns and regions.</p>

**Table 4: Distinctions for LTCN guidance between PBN and RBN**

PBN applications	RBN applications
<p>The LTCN for Perth and Peel has been developed and endorsed by Councils in the Perth and Peel region.</p> <p>The network has been mapped to include layers that will assist in identifying potential projects that align to program objectives:</p> <ul style="list-style-type: none"> <li>• Gap classification: LTCN routes are classified by their level of completeness. This assists in identifying key strategic network gaps<sup>1</sup>.</li> <li>• Destination buffers: Buffers are shown around new and upgraded METRONET stations prioritised as part of the WABN Grants Program. This can assist in identifying projects that improve connections and will inform eligibility of applications.</li> </ul>	<p>DoT is working with LGs across regional WA to develop long-term cycling strategies for identified regional centres and their surrounding areas.</p> <p>The regional strategies include a five-year action plan with prioritised projects which should inform applications through the Program.</p> <p>Where an LG is not covered by an LTCN, the LG must provide other evidence of strategic project identification (e.g. local bike plan or other plan) and nominate a route function as per the WA Cycling Network Hierarchy.</p>

<sup>1</sup> Please note this information is for guidance only. If you identify any updates or errors in the LTCN or gap classification of a route, please let us know by emailing [activetransport@transport.wa.gov.au](mailto:activetransport@transport.wa.gov.au)

## 5.2 Area-wide approach

A project can take an area-wide approach and contain more than one route and/or infrastructure type. This approach can provide greater local connectivity outcomes compared to a single path project. It can leverage coordinated planning and construction across multiple years to deliver a broader network.

Where multiple distinct LTCN routes are proposed, they must be connected via infrastructure that is suitable for people of all ages and abilities.

Specific to PBN, applications for funding must be based on the main project being a primary or secondary route, however where local routes adjoin the main part of the project and improve connectivity to the station, they can be included in a proposed package of works. Local routes are not eligible for PBN funding in isolation.

## 5.3 Eligible infrastructure type

A combination of different active transport infrastructure types is acceptable and can be selected and described in the application form. DoT supports the vision for a low stress, high comfort network that is suitable for all ages and abilities. When considering one or a combination of infrastructure types, refer to DoT's suite of [planning and design guidance](#).

- **Shared/Separated path:** DoT's Shared and Separated Path Guidelines provide practitioners with guidance surrounding the planning and design of shared and bicycle-only (separated) paths.
- **Protected bike lanes:** Protected bike 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. In the absence of Western Australian-specific design guidance for protected bike lanes, DoT staff will work closely with LGs during the feasibility, concept and design phases for these projects.
- **Safe active street:** Specifically treated local streets designed with LGs to create a safer shared space for people walking, wheeling, riding or driving. DoT recommends a three to four year program. For example, a new project could apply for feasibility and concept in year one, detailed design in year two and construction in year three. More information can be found on the [Safe Active Streets Program](#) page. Interim design guidance is in development and will be available prior to projects commencing.

### Selecting the right cycling facility type

The bicycle facility selection support tool provided within DoT’s All Ages and Abilities Contextual Guidance provides a high level guide for the determination of appropriate bicycle facility types that consider the road function, target traffic speed and traffic volumes. Applicants are advised to outline in their application why the proposed infrastructure type is appropriate for the location.

**Figure 2: All ages and abilities bicycle facility selection support tool**

			Indicative range for selection of all ages and abilities bicycle facility by road function					
Road function	Target motor vehicle speed	Target motor vehicle volume (per day)	Shared zone	Safe active street	Painted bicycle lane	Buffered bicycle lane	Physically separated bicycle lane	Off-road path
Any road with complex or conflicting operational factors	Any	Any	Yes				Yes	Yes
Access function, e.g. local access streets (with or without parking)	Up to 30 km/h	≤1,500	Yes	Yes				Yes
Access or collector function, e.g. local streets accessing residential properties or neighbourhood/town centres	Up to 40 km/h	≤3,000		Yes	Yes			Yes
		≤6,000				Yes		Yes
Through traffic function, e.g. arterial roads linking significant destinations	Greater than 41 km/h	Any					Yes	Yes
Regional through traffic function, e.g. major arterials moving high capacity or commercial traffic (including freight)	Greater than 70 km/h	Any						Yes

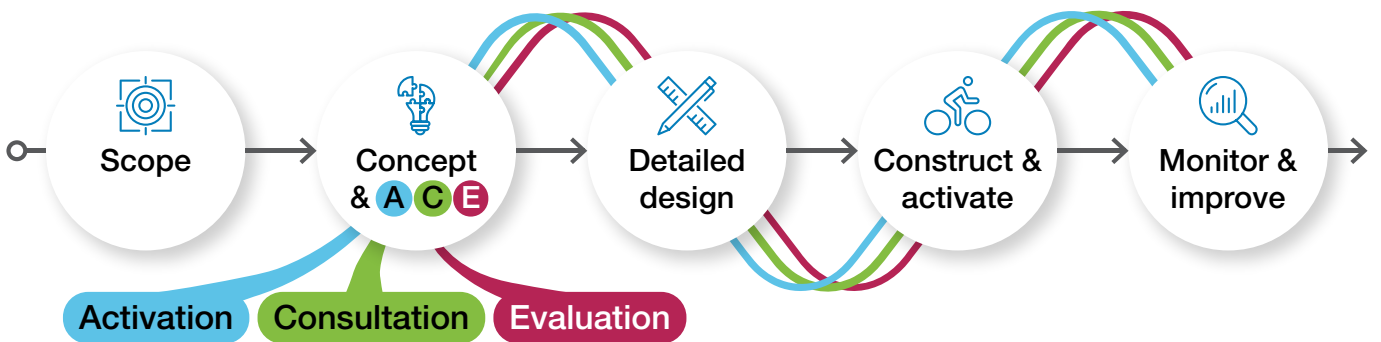
Refer to page 32 of the All Ages and Abilities Contextual Guidance document for more detailed information.

### 5.4 Activation, consultation and evaluation (ACE)

Applicants are required to consider how the proposed project will be activated, consulted on, and evaluated over its lifecycle. All successful projects will be required to complete an ACE Plan in the inception phase of the project. Refer to the WABN Grants [ACE Guidance](#). Table 5 outlines key considerations for addressing ACE. Figures 3 and 4 summarise the ACE model and activation elements respectively.

Applicants should include ACE costs within the application and project cost estimates.

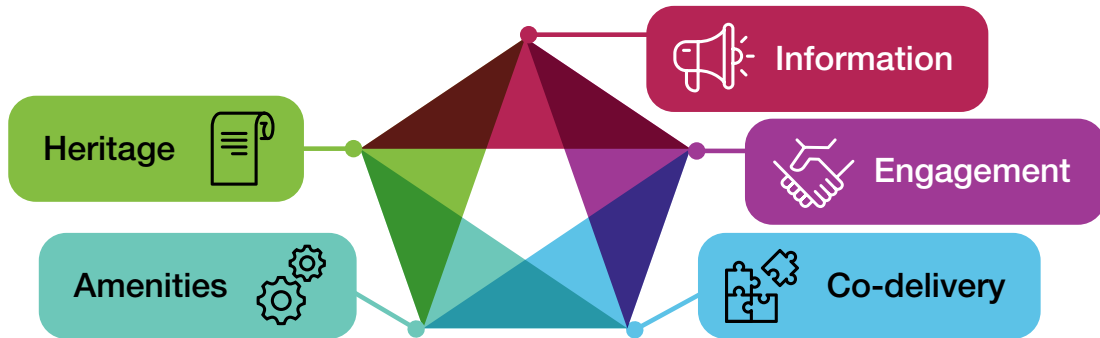
**Figure 3: Activation, Consultation and Evaluation Model**



**Table 5: Considerations for addressing ACE**

Activation	Consultation	Evaluation
<p>Infrastructure elements should be considered as part of proposed projects, including trip facilities, wayfinding and signage, greening, lighting and other amenity.</p> <p>Projects that align to schools are strongly encouraged to claim the WABN Schools Activation Package.</p>	<p>Consultation involves identifying all stakeholders of the project and demonstrating their input and support where appropriate.</p> <p>A level of consultation is required on all projects and should be scaled based on the scope, value and impact of the project.</p>	<p>Evaluation should be planned from the start of the project to ensure that, where possible, pre and post data is collected and that the measures put in place will provide the outputs required to assess project outcomes.</p> <p>Bike video surveys demonstrating use of the new infrastructure are mandatory for all projects that include a construction stage.</p>

Figure 4: Approaches to activation



### 5.5 Project scope

The definition of project scope follows the standard project staging approach for infrastructure projects as outlined in Table 6. Applicants will be required to select the relevant project stages for the proposed project over the funded period.

Table 6: Project staging for infrastructure projects

<b>Feasibility and/or concept</b>	The initial stages of route planning, project scoping and consultation.
<b>Detailed design</b>	Development of a design that is endorsed by the LG, DoT and any other relevant decision-makers. Approval from Main Roads WA where required. Typically includes detailed specifications suitable for construction and refined construction cost estimates and timelines.
<b>Construction</b>	Selection of a contractor (if required), construction of the project and installation of signage and line marking. This phase is considered complete when the project’s final 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 includes feedback via stakeholder and community consultation and approved by relevant agencies.
<b>Design and construction</b>	Includes all features for ‘detailed design’ and ‘construction’.

# 6. Application process

## 6.1 How to apply

Applications must be submitted using the grants management system 'DoT Grants' (Omnistar). Email applications are not available and will not be considered. The 2024 WABN intake will have separate application forms for PBN and RBN streams.

The application process is outlined below:

1. Go to the [WABN Grants Program webpage](#). From the opening date of the application period, you will find a link to sign in to Omnistar. If you have not yet created a free Omnistar account, follow the prompts to do so.
2. Once signed in, you will see all of the available grant rounds for DoT. Select the appropriate round labelled:
  - 'WABN – Perth Bicycle Network Grants Intake 2024'
  - 'WABN – Regional Bicycle Network Grants Intake 2024'
3. Some information in the application form is mandatory, including the request for supporting information. If these are not addressed, your application will be automatically deemed ineligible and not proceed.
4. Ensure that you set aside enough time to complete your application and provide all of the required supporting information. You can save your application at any time and go back to complete it.
5. All applications will be reviewed by DoT to ensure consistency with the program eligibility criteria.
6. One application form must be submitted for each proposed project. A 'project' may be area-wide and include multiple routes, as per [Section 5.2](#).

## 6.2 Required supporting information

The following information is not an exhaustive list. Please ensure that the application form is read and addressed thoroughly before submitting.

- Proposed project timeline: All applications are required to provide a project timeline to describe key project stages.
- Cost estimates: The cost estimate should identify estimate accuracy/class, include escalation and contingency cost, be broken down by stages (if relevant) and key components. The larger and more complex a proposed project is, the more detailed the cost estimate should be.
- Evidence of relevant approvals.
- Relevant strategy documents: Copies of and/or links to document(s) where the project is identified.
- Evidence of current state: Photos and/or video showing the current condition of the proposed project location.

### 6.2.1 Spatial data

The start/finish coordinates (as latitude/longitude in decimal degrees) of each section of the proposed project must be included in the application form. A description of the start and finish of each section is also required.

Attach geospatial data of the proposed project in either of the following file formats<sup>2</sup>. This is a mandatory requirement for PBN applications.

- Shape file (strongly preferred); or
- KML file.

<sup>2</sup> CAD or Google Earth KML files may be accepted, but are not preferred



### 6.2.2 Connectivity maps

DoT requires a connectivity map to be submitted with the application.

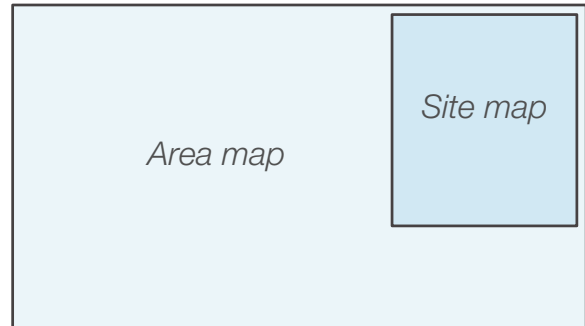
The connectivity map is an essential part of all infrastructure grant applications. It should clearly lay out the location and alignment of the proposed project, as well as how it would connect to the existing network and provide valuable connections to key destinations.

When creating your connectivity map, please use the legend in Figure 5 and the layout example in Figure 6 for guidance. Figure 7 shows a detailed example for your reference. It is recommended that this map overlays the LTCN (or routes defined in a bicycle plan where there is no LTCN) and identifies route hierarchy.

**Figure 5: Connectivity map mandatory legend inclusions.**

	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

**Figure 6: Connectivity map layout guide.**



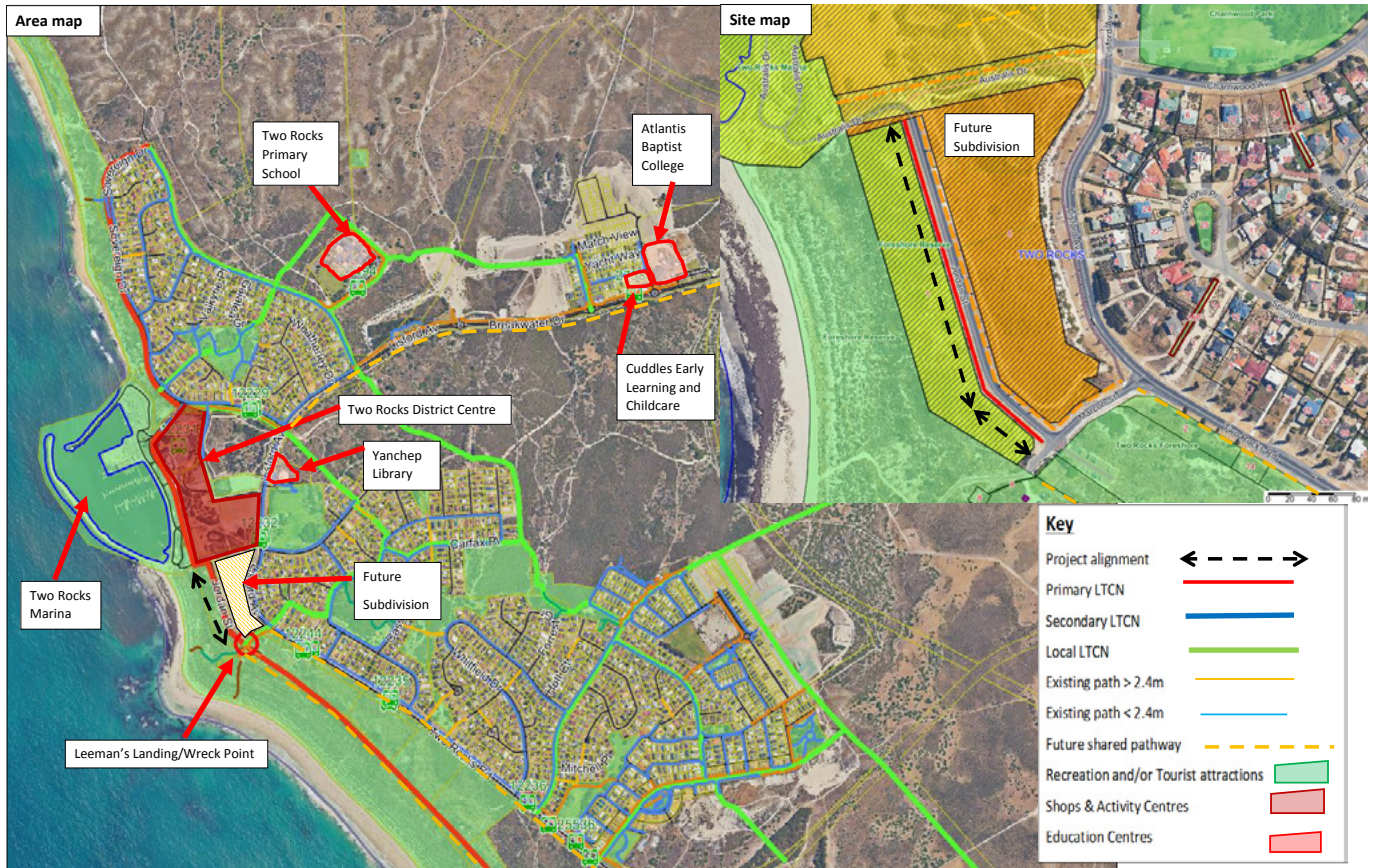
The area map should show the items listed in the legend across a broad area. The site map should show the proposed path alignment in more detail.

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

Suggested process:

1. Create the base map in your preferred mapping portal (e.g. [LTCN in GIS](#), Intramaps, etc.)
2. Overlay the locations of paths (and other assets) and land uses; and
3. Export to PDF and place in PowerPoint or Word document and insert annotations (text boxes).

**Figure 7: Example of a connectivity map using legend inclusions, and overlaying LTCN with route hierarchy.**



### 6.2.3 Completed design and consultation

Unless otherwise discussed with DoT prior to submission, the following must be adhered to:

- Projects commencing at detailed design must be submitted with a concept plan. In some instances, particularly for smaller or regional LGs, a bicycle network plan abstract with specific reference to the project may be adequate.
- Construction only projects must be submitted with design drawings and a consultation summary.

Correspondence from key project and community stakeholders demonstrating support for the project gathered through consultation is also required.

## 6.3 Notification of funding recommendations

### 6.3.1 Successful applicants

Successful applicants will be notified following approval of funding recommendations. Refer to Section 10 of the 'WABN Grants Program Procedures' document for a detailed description of the award process.

Successful applicants will be required to enter into a Grant Agreement Contract (GAC) with DoT. This is the legally enforceable agreement that sets out the terms and conditions regarding the establishment and administration of the grant. The WABN GAC details the obligations of both parties, including but not limited to funding and payment details, reporting requirements, communication protocols, agreed outcomes and acquittal conditions.

### 6.3.2 Unsuccessful applicants

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

Projects that are assessed as suitable for funding but do not fall within the available funding allocation are placed on a reserve list. These projects are considered for funding on a case-by-case basis should funds become available.

### 6.3.3 Freedom of information

Should applicants seek information further to feedback received, the *Western Australian Freedom of Information Act 1992* provides the right to apply for access to documents held by DoT. For more information, visit DoT's [freedom of information webpage](#).

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*We welcome your feedback to ensure DoT continually improves processes. For further information, complaints or feedback please email [wabngrants@transport.wa.gov.au](mailto:wabngrants@transport.wa.gov.au)*

*Further complaint escalation will be managed via DoT's complaint handling system.*

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# 7. Appendices

## 7.1 Appendix 1: Assessment criteria, questions and guidance, metropolitan

### Perth Bicycle Network stream

#### Criteria: Achievable (45%)

##### Sub-criteria: Project and risk management (20%)

**Question: Describe how this project will be delivered and managed.**

Consider the approach to successfully deliver this project over the proposed period, including project management plans, contract or internal staff availability. Identify potential risks and outline how potential problems will be mitigated. Explain how this has been accounted for in cost estimation and contingency allowances. The quality, detail and completeness of cost estimates will be considered.

##### Sub-criteria: Design maturity and/or approach (10%)

**Question: Outline the quality, detail and completeness of design undertaken to date.**

Provide a description of the current design stage for the project, and how it will develop over the proposed period. Projects that are demonstrably more advanced may score higher on this criterion.

Consideration will be given to the level of detail required for different projects at different stages and scales. The more complex a project is, the greater the expectation will be around design documentation. For projects yet to commence design, consider the approach to be taken.

##### Sub-criteria: Past performance (5%)

**Question: Demonstrate experience in successfully delivering similar projects. Provide at least two examples of similar completed projects.**

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, 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.



**Note: for concept/feasibility/design only projects – provide an example of high-quality planning (especially incorporating consultation), as well as a recent construction project to support future stages of the proposed project.**

##### Sub-criteria: Value for money (5%)

**Question: Describe how the delivery of this project will achieve best value for money.**

For example, consider:

- 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.

Note this question is not assessing or scoring the cost of the project.



**Note: for concept/feasibility/design only projects – describe where efficiencies may be sought in the delivery of the proposed project, and how this will facilitate delivery of future stages of the project**

##### Sub-criteria: Project funding (5%)

**Question: Describe how the project will be funded. Confirm if funding has been endorsed or describe how and when it will achieve internal budget endorsement.**

If funding endorsement is required, this could be a simple description of the Council process you plan to undertake.

Include details for any other funding sources being considered (e.g. national, non-government sources).

#### Criteria: Connected (20%)

**Question: How will the project deliver a meaningful addition to the network that makes it easier and more attractive for people to walk, wheel and ride to stations?**

Consider and describe how the project will achieve and/or improve connectivity to new and upgraded METRONET stations. Projects that are in closer proximity, and/or provide a direct connection to a station, may be prioritised.

#### Criteria: Safety Improvements (20%)

**Question: Identify any safety issues the project seeks to address. Describe how the project will improve safety for people of all ages and abilities.**

Consider and describe the need for the project from a safety perspective. Identify and describe any current safety issues 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 and/or complaints.

Describe how the project will lead to improved safety for people of all ages and abilities. This could include providing or planning for a safe facility (i.e. form of cycling infrastructure consistent with DoT's [All Ages and Abilities Contextual Guidance](#)) where there currently is no facility, or significantly upgrading an existing facility (e.g. adding protection to on-road bike lanes). Other examples include providing priority to people riding, providing safer road crossings, lighting or improved passive surveillance.

## Perth Bicycle Network stream (continued)

### Criteria: Activation, Consultation and Evaluation (15%)

#### Sub-criteria: Activation (9%)

Consider and describe how you will activate the infrastructure to achieve community acceptance and encourage people to use the infrastructure.

Provide specific detail on the types of activation in response to the following three questions.

Consider the destinations the project is improving access to in addition to a METRONET station. For example, if the project is providing improved access to a school, it is recommended and strongly encouraged to include a Schools Activation Package and encourage the school to sign up to the [Your Move Schools Program](#).

Refer to the WABN Grants ACE Guidance document (available through the [DoT website](#)) for more information.

#### Question: Amenities/supporting infrastructure:

##### What trip facilities, amenities or treatments are proposed to enhance the experience of people riding?

This can include trip facilities (bike parking, wayfinding, repair stations, lighting, etc.), or complementary features such as vegetation, shelter, art works and heritage displays.



**Note:** for concept/feasibility/design only projects – this is an opportunity to consider how to promote the project for future consultation, as well as planning for other activation ideas, such as trip facilities and engaging artists, community groups, and/or local schools for painting, planting and other activities.

#### Question: Heritage/place:

##### 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 provides 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.



**Note:** for concept/feasibility/design only projects – this is an opportunity to provide evidence of early consideration of place activation and other initiatives.

#### Question: Community engagement, information and co-delivery:

##### Identify the 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 intend to undertake (e.g. inform, consult, involve).

Identify all stakeholders of the project and describe the consultation to 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 active transport infrastructure projects.



**Note:** for concept/feasibility/design only projects – this is an opportunity to indicate how community consultation and engagement will be addressed as part of this project or in a future stage. It is still expected that key stakeholders and groups are identified.

### Criteria: Activation, Consultation and Evaluation (15%) *continued*

#### Sub-criteria: Consultation (Council) (3%)

##### Question: Does the project have administration and/or elected member endorsement? Please elaborate.

Identify and describe cross-directorate administration support (e.g. engineering, community development, environment directorates).

Identify, describe, and evidence Council (elected member) support. For example, this could include Council minutes demonstrating endorsement of the project or a plan that includes the project.

If the project is not currently endorsed, describe how you intend to have the project endorsed.

#### Sub-criteria: Evaluation (3%)

##### Question: Describe how you plan to evaluate project outcomes.

Bike video surveys are mandatory for all construction projects. Recommended activities include pre and post construction travel surveys and bike and pedestrian counts. Refer to the WABN Grants ACE Guidance document for more information.



**Note:** for concept/feasibility/design only projects – describe the planned evaluation activities that will be addressed as part of this project or in a future stage, especially any 'before construction' measures (e.g. surveys, counts and community feedback).

## 7.2 Appendix 2: Assessment criteria, questions and guidance, regional

### Regional Bicycle Network stream

#### Criteria: Achievable (20%)

##### Sub-criteria: Project and risk management (10%)

**Question: Describe how this project will be delivered and managed.**

Consider the approach to be taken to successfully deliver this project over the proposed period, including project management plans, contract or internal staff availability. Identify potential risks and outline how potential problems will be mitigated. Explain how this has been accounted for in cost estimation and contingency allowances. The quality, detail and completeness of cost estimates will be considered.

##### Sub-criteria: Design maturity and/or approach (3%)

**Question: Outline the quality, detail and completeness of design undertaken to date.**

Provide a description of the current design stage for the project, and how it will develop over the proposed period. Projects that are demonstrably more advanced may score higher on this criterion.

Consideration will be given to the level of detail required for different projects at different stages and scales. The more complex a project is, the greater the expectation for design documentation. For projects yet to commence design, consider the approach to be taken.

##### Sub-criteria: Past performance (3%)

**Question: Demonstrate experience in successfully delivering similar projects. Provide at least two examples of similar completed projects.**

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, 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.



**Note: for concept/feasibility/design only projects – provide an example of high-quality planning (especially incorporating consultation), as well as a recent construction project to support future stages of the proposed project.**

##### Sub-criteria: Value for money (2%)

**Question: Describe how the delivery of this project will achieve best value for money.**

For example, consider:

- 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.

Note: this question is not assessing or scoring the cost of the project.



**Note: for concept/feasibility/design only projects – describe where efficiencies may be sought in the delivery of the proposed project, and how this will facilitate delivery of future stages of the project.**

##### Sub-criteria: Project funding (2%)

**Question: 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.

Include details for any other funding sources being considered (e.g. national, non-government sources).

#### Criteria: Connected (30%)

##### Sub-criteria: Access to destinations (15%)

**Question: Explain how the proposed project directly or indirectly improves access to:**

- **activity or town centres;**
- **schools, universities, and other educational institutions; and/or**
- **cycle tourism or recreational opportunities.**

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).

Strategic centres are 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).

Improving tourism or recreation opportunities can be direct (i.e. the path as a tourism or recreational opportunity in itself) or indirect (i.e. the path providing access to tourism or recreational destinations or opportunities).

##### Sub-criteria: Network completeness (15%)

**Question: Describe how the proposed project will improve bicycle network completeness (such as completing a network gap or expanding the existing network).**

Describe the network value of the project. Consider if the project gap improves the operation and connectivity of the broader network.

Consider and identify if there are any cross-boundary benefits. For example, a route could connect across LG boundaries and may have a positive impact to the broader cycle network and other LG bicycle networks.



**Note: this question focuses on broader network impact, whereas the ‘route directness and priority’ question is focused on a particular route or discrete area.**

## Regional Bicycle Network stream (continued)

### Criteria: Safety and convenience (20%)

#### Sub-criteria: Safety improvements (10%)

**Question: Identify any safety issues the project seeks to address. Describe how the project will improve safety for people of all ages and abilities.**

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 and/or complaints.

Describe how the project will lead to improved safety for people of all ages and abilities. This could include providing or planning for a safe facility (i.e. form of cycling infrastructure consistent with DoT's [DoT's All Ages and Abilities Contextual Guidance](#)) where there currently is no facility, or significantly upgrading an existing facility (e.g. adding protection to on-road bike lanes). Other examples include providing priority to people riding, providing safer road crossings, lighting or improved passive surveillance.

#### Sub-criteria: Route directness and priority (10%)

**Question: Describe how the proposed project will improve journey times for people riding of all ages and abilities.**

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.

Ensure only safe routes 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.

### Criteria: Demand (15%)

#### Sub-criteria: Route function (8%)

**Question: Select the route function as designated under the relevant LTCN.**

**Where there is no relevant LTCN, use the WA Cycling Network Hierarchy to provide a proposed route function in accordance with your local bike plan or other transport planning document.**

Identify the proposed route's function under the relevant Regional Cycling Strategy (LTCN); or

If there is no applicable Regional Cycling Strategy, provide a proposed route function in accordance with the WA Cycling Network Hierarchy and your local bike plan (or other transport/infrastructure planning document).

#### Sub-criteria: Anticipated usage (7%)

**Question: 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.

## Regional Bicycle Network stream (continued)

### Activation, Consultation and Evaluation (15%)

#### Sub-criteria: Activation (9%)

Consider and describe how you will activate the infrastructure to achieve community acceptance and encourage people to use the infrastructure.

Provide specific detail on the types of activation in response to the following three questions.

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 to include a Schools Activation Package and encourage the school to sign up to the [Your Move Schools Program](#).

#### Question: Amenities/supporting infrastructure: What trip facilities, amenities or treatments are proposed to enhance the experience of people riding?

This can include trip facilities (bike parking, wayfinding, repair stations, lighting, etc.), or complementary features such as vegetation, shelter, art works and heritage displays.



**Note: for concept/feasibility/design only projects – this is an opportunity to consider how to promote the project for future consultation, as well as other activation ideas, such as trip facilities and engaging artists, community groups, and/or local schools for painting, planting and other activities.**

#### Question: Heritage/place: 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 provides 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.



**Note: for concept/feasibility/design only projects – this is an opportunity to provide evidence of early consideration of place activation and other initiatives.**

#### Question: Community engagement, information and co-delivery: Identify the 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 intend to undertake (e.g. inform, consult, involve).**

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.



**Note: for concept/feasibility/design only projects – this is an opportunity to indicate how community consultation and engagement will be addressed as part of this project or in a future stage. It is still expected that key stakeholders and groups are identified.**

#### Sub-criteria: Consultation (Council) (3%)

#### Question: Does the project have administration and/or elected member endorsement? Please elaborate.

Identify and describe cross-directorate administration support (e.g. engineering, community development, environment directorates).

Identify, describe, and evidence Council (elected member) support. For example, this could include Council minutes demonstrating endorsement of the project or a plan that includes the project.

If the project is not currently endorsed, describe how you intend to have the project endorsed.

#### Sub-criteria: Evaluation (3%)

#### Question: Describe how you plan to evaluate project outcomes.

Bike video surveys are mandatory for all construction projects. Recommended activities include pre and post construction travel surveys and bike and pedestrian counts. Refer to the WABN Grants ACE Guidance document for more information.



**Note: for concept/feasibility/design only projects – describe the planned evaluation activities that will be addressed as part of this project or in a future stage, especially any 'before construction' measures (e.g. surveys, counts, and community feedback).**