



Local Bike Planning Program

Addendum to WABN Grants Program Procedures

1. 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 Perth Bike Network (metropolitan) and Regional Bike Network (regional) grant streams, as well as complimentary streams such as Active Travel Officer Grants and Connecting Schools Grants.

An overview of the Program's vision, objectives, principles and governance can be found in the WABN Grants Program Policy Statement. Full published WABN Program Procedures are on the [WABN Grants Program webpage](#). For key terms, refer to the Glossary of Terms on the [Planning and Designing for Active Transport webpage](#).

2. Purpose of this document

The purpose of this document is to provide an addendum to the WABN Program Procedures to support the Local Bike Planning program by updating specific clauses that differ from the full Program Procedures.

The [full Program Procedures](#) are designed 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 grant projects.

Please also refer to the specific WABN Grant Opportunity Guidelines and supporting documentation for the Local Bike Planning program, available from www.transport.wa.gov.au/WABN.

3. Clauses amended

The following clauses are updated as they relate to the Local Bike Planning program. Where specific clauses are not referenced, the original clauses will apply.

Original clause reference	Change
4.2 Funding model	<p>The Program is based on a joint funding model, with the State Government providing a specified lump sum amount. Support packages are outlined in the Local Bike Planning Grant Opportunity Guidelines.</p> <p>Applicants are required to contribute the remaining funding towards the total project cost.</p> <p>The value of grants under the Program is exclusive of Goods and Services Tax (GST). All costs presented in the expression of interest (EOI) form, grant agreement contract (GAC) and correspondence must be stated exclusive of GST.</p>

Original clause reference	Change
4.2.2 Staged funding model and pre-commitment of funds	<p>Grant applications may apply for funding across up to two financial years to enable quality planning.</p> <p>Funding may be applied for in one or more of the financial years. Refer to the Local Bike Planning Grant Opportunity Guidelines for specific guidance.</p>
4.2.3 Joint applications	<p>Applicants are encouraged to make joint applications for projects that cross LG boundaries, with the total contribution from the collective LGs being divided equitably and determined between LGs.</p> <p>To facilitate the management of a joint applications, 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.</p>
4.5.2 Ineligible expenditure items	<p>This section provides guidance on what is considered ineligible expenditure.</p> <p>Funding will not be provided for the following costs:</p> <ul style="list-style-type: none"> • Capital works and infrastructure projects. • Ongoing operational and maintenance costs. • The purchase of facilities, office furniture and equipment, motor vehicles, heavy plant and equipment, computers, software, printers or photocopiers. • Mark-ups on goods, where the works are undertaken by the recipient. • Any other costs not directly related to the project defined in the funding grant agreement contract.
4.5.3 In-kind contributions	<p>Will not apply.</p>
9.2 WABN Assessment committee (internal)	<p>The EOI form will remain open year-round in accordance with clause 8.2. There will be two fixed assessment periods per year. Refer to the Local Bike Planning Grant Opportunity Guidelines for guidance on timeframes.</p> <p>EOIs will be assessed by a truncated assessment committee, comprising the Grants Program Coordinator and one other Coordinator within DoT's Active Transport branch. Assessment guidance will ensure consistent scoring.</p> <p>A brief recommendation report will be produced after each assessment period and submitted to an independent reviewer, in accordance with clause 9.4.</p>
9.5 Ministerial review (including 9.5.1 and 9.5.2)	<p>Will not apply. Ministerial approval has been confirmed through the approval of allocated funds in December 2024.</p>
10.1 Funding offer confirmation and announcement	<p>As clause 9.5 does not apply, there will not be an offer of funding from the Minister for Transport.</p>

Original clause reference	Change
	<p>Following assessment of EOIs and an independent review, recommended LGs will be invited to submit additional information about their project/s before a funding offer is confirmed.</p> <p>This ‘confirmation check’ will request information pertaining to:</p> <ol style="list-style-type: none"> 1. Alignment to the long-term cycle network (LTCN) 2. Internal strategic support 3. Alignment to published DoT guidance 4. Required support. <p>Funding offers can be made with alternative arrangements to what was applied for, including modifications to timeframe, scope and/or value.</p> <p>Individual application scores are not published.</p>
<p>10.4 DoT authority to administer grants</p>	<p>Updated to reflect new delegation instrument: Grant administration is based on the <i>Public Sector Management Act 1994: Instrument of Delegation PSMA – 2024 – 206429</i>.</p>
<p>11.1 Project milestones</p>	<p>Grant projects are planned and monitored based on a milestone approach through which project phases and/or key outputs are outlined under key milestones.</p> <p>Individual outputs are bundled into milestones tied to financial quarters. Each milestone bundle includes associated reporting requirements, amount to be paid and grantee outputs.</p> <p>The milestone structure and reporting requirements for Local Bike Planning grants will be simplified. Draft milestones will be discussed with successful applicants and recorded in the GAC.</p>

4. Document control

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

Owner	Executive Director Urban Mobility
Custodian	Manager Built Environment, Active Transport
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