



Long-Term Cycle Network Change Management Process

Interim Guidance

The Long-Term Cycle Network (LTCN) identifies an aspirational blueprint for cycling infrastructure out to 2050. It seeks 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.

In Western Australia there are 12 LTCNs, comprising one for the Perth and Peel region and 11 across regional Western Australia. An endorsed LTCN forms part of the eligibility criteria for projects funded through the WA Bicycle Network (WABN) grants program.

The **purpose of this document** is to provide an interim change management process for the LTCN for Perth and Peel. In future, this process will be updated to consider the approach to changes impacting regional LTCNs.

Background

The LTCN for Perth and Peel was developed by the Department of Transport over a two-year period, in consultation with 33 Local Government Authorities (LGAs) and stakeholders including Main Roads WA (MRWA), Department of Planning Lands and Heritage, Public Transport Authority (PTA), METRONET and others. The project was closed out in October 2020, at which time 32 of 33 LGAs had endorsed the LTCN. Ongoing LTCN management and governance is coordinated within DoT's Urban Mobility directorate.

The LTCN identifies routes in accordance with the WA Cycling Network Hierarchy (encompassing Primary, Secondary and Local routes) and designates them by their function rather than built form. Function considers the types of activities that take place along a route, and the level of demand (existing and potential). The built form of a route is based on the characteristics of the environment, including space availability, topography, traffic conditions (speed, volumes), primary users, etc.

Primary route

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.

Secondary route

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.

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.

Local route

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.

Maintaining an endorsed LTCN

Routes identified in the LTCN are supported by DoT, relevant Council officers and where relevant, other affected asset owners such as MRWA and PTA. Where endorsed, Elected Members also support the LTCN identified within their LGA.

Maintaining an endorsed and accurate LTCN is essential to ongoing collaboration across multiple agencies and levels of government.

Changes to the LTCN will recognise the original process undertaken and appropriate levels of agreement will be sought prior to LTCN amendments being made.

Whilst Council endorsement is preferred, the requirement for this will depend on the level of change proposed. In some instances, another Council process or procedure may suffice, as defined by the LGA and agreed with DoT.

Impacts to associated plans and strategies (e.g., a Local Bike Plan or Integrated Transport Strategy) should be rectified at the next scheduled review of these documents.

When is a change to the LTCN required?

A range of activities can influence current LTCN alignments, leading to refinements and adaption over time. Change requests need to consider the strategic implications of the route(s) including cross-boundary impacts and asset ownership.

Activities that can result in changes to the LTCN include, but are not limited to:

- Detailed route investigations
 - Given the aspirational nature of the LTCN, various components are subject to further and much more detailed investigation, including feasibility studies, engineering assessments and concept development. Outcomes from this work, which may be led by DoT, other Transport Portfolio agencies or an LGA (depending on the specifics of the project), may result in a need for network modifications.
- Major project development
 - In some instances, changes to LTCN alignments may arise through the development and delivery stages of major road and rail projects. This can include changes to the function of routes identified in the LTCN.
- Network planning processes
 - Development or review of a local bike plan, transport strategy or other relevant planning document that outlines a future bicycle/active transport network in a local government area will often result in updates to the LTCN.

- Other planning processes
 - Opportunities to update or modify the LTCN may also be identified as part of local and State planning processes, including masterplan development, structure planning and precinct planning. These documents are typically submitted to DoT as part of the broader consultation and approvals process however this action does not activate changes to the LTCN.

LGAs, consultants, developers and other relevant practitioners are encouraged to engage with DoT early in the process to ensure any proposed amendments arising from the above activities are supported before an application to activate changes to the LTCN is submitted.

Change categories

Three levels of change (Minor, Moderate or Major) will impact the level of justification, supporting documentation and approvals required:

Change type	Definition
Minor (insignificant)	Minimal alteration or slight deflections to a route that has little to no impact on the surrounding network, including minor changes to functional categorisation.
Moderate (significant)	Route amendment(s) that will impact the surrounding network within a confined area. Can include changes to functional categorisations.
Major (strategically significant)	Considerable change that has a substantial impact on the connectivity of the network, resulting in changes beyond the immediate area.

How to request a change to the LTCN

Modifications to the LTCN will be facilitated by DoT as custodian of the LTCN. The process seeks to ensure the LTCN retains its currency, with DoT responsible for monitoring requests for changes, assess the level of impact and determine support or otherwise for a change.

Direct engagement with DoT prior to submitting a request and/or commencing an activity likely to impact the LTCN is strongly encouraged.

All requested changes to the LTCN need to be approved by DoT to be incorporated into the LTCN and to ensure ongoing eligibility for funding through the WABN grants program.

Note: Map updates will generally be processed on a six-month schedule. Strategic impacts on the network may be initiated outside this timeframe at DoT’s discretion and subject to available resources.

Step 1: Discuss proposed change and approach

State and local government officers, consultants, developers and other relevant practitioners are encouraged to engage with DoT early in the process to ensure any proposed amendments arising from an activity are generally understood before an application to activate a change to the LTCN is submitted.

In most cases, the existing or future asset owner associated with the LTCN route being amended will be best placed to request a change to the LTCN, however this should be confirmed with DoT prior to commencing Step 2.

Step 2: Submit a Change Enquiry Form

Download and complete the '[Change Enquiry Form](#)' from the DoT website and submit it to cycling@transport.wa.gov.au.

The Change Enquiry Form will activate the formal request and should be submitted with supporting evidence and documentation including:

- a map of the existing route(s) and proposed route changes
 - include the route number (refers to the overall route)
- conduct a network impact assessment
 - consider the network connectivity, cross boundary connections and other potential implications
- evidence of agreement between all parties affected by the change, including impacted asset owners where relevant.

Step 3: DoT review of proposed LTCN amendment

The Change Enquiry Form will be reviewed by DoT and returned to the requestor with the reviewing officers' assessment. DoT may request further discussion, assessment or justification to be provided prior to completing the assessment.

Decision	Action
Supported	LTCN amendment is supported by DoT, proceed (refer to Step 5).
Returned	Further evidence or documentation is required, proceed (refer to Step 4).
Declined	DoT does not support the proposed LTCN amendment. Formal advice provided to the requestor.

Justification for the assessment made (Supported, Returned or Declined) at this stage will be provided to the requestor who may seek further clarity by contacting the reviewing officer. This may require the requestor to proceed to Step 4.

Step 4: Further investigation

A returned Change Enquiry Form will require the requestor to provide additional information at the discretion of DoT. This step may result in additional consultation and strategic work before any further action is taken.

The approach to this step will depend on the nature of the change proposed, with requests managed on a case-by-case basis.

The information will be assessed by DOT and an assessment made (Supported or Declined).

Decision	Action
Supported	LTCN amendment is supported by DoT, proceed (refer to Step 5).
Declined	DoT does not support the proposed LTCN amendment. Formal advice provided to the requestor.

Step 5: LGA endorsement and DoT approval of LTCN amendment

Local government endorsement of LTCN change is to be sought by the relevant LGA officer and evidence provided to DoT.

Following endorsement by local government, DoT will formally approve the amendment and will make changes to the LTCN map and database at the next scheduled programmed update.

Change type	Approval level (LGA)	Approval level (DoT)
Minor (insignificant)	Relevant manager	Manager Active Transport Built Environment
Moderate (significant)	Council endorsement or other process defined by LGA and agreed with DoT	Director Active Transport
Major (strategically significant)	Council endorsement	Executive Director Urban Mobility