



Active Travel Officer Grants

2023-24 application intake

Questions and answers 14 October 2022

1. Does the Department of Transport (DoT) assist with recruitment and selection of the Active Travel Officers?

Recruitment and selection will be the responsibility of the local government authority (LGA), and the position will be managed by the LGA. DoT can assist with the provision of a suggested job description and selection criteria. DoT can also provide templates for a work plan and annual progress report.

2. Can the grant funding be spread over two or more positions totalling one (new) FTE?

Spreading the funding for one FTE position over a number of part time positions is not supported by DoT.

3. Can the grant funding be used for superannuation?

No, superannuation is not included in the funding, the LGA is responsible for all on-costs.

4. Can LGAs submit a joint application to share an Active Travel Officer position?

Neighbouring LGAs are not able to submit a joint application and share an Active Travel Officer position. Each application must be from a single organisation.

5. Can Regional Councils apply?

Yes. All regional council organisations, where that organisation is an incorporated association or similar, and works on strategies and projects across a number of local government areas, can apply for the grant. This includes, but is not limited to Perth Southwest Metropolitan Alliance, Eastern Metropolitan Regional Council, and Warren Blackwood Alliance of Councils.

6. What is the financial commitment required from successful LGAs?

The total financial contribution from successful LGAs is \$142,500 over the three-year grant cycle, made up of:

- Year 1: \$18,750 salary + on costs and \$10,000 project budget;
- Year 2: \$37,500 salary + on costs and \$10,000 project budget; and
- Year 3: \$56,250 salary + on costs and \$10,000 project budget.

The breakdown of funding, including DoT's contribution is available on page three of the [Active Travel Officer Grant Guidelines](#).

7. What is the \$10,000 per annum project budget for?

The \$10,000 per annum project budget is available to support the work of the Active Travel Officer in successful LGAs. It is not to be used for the delivery of significant cycling infrastructure but rather for events, communications, and/or resources that help the Active Travel Officer to deliver their annual work plan.

8. What is the role of DoT during the three-year grant cycle?

The role of DoT is to support and collaborate with the LGA on their program delivery, based on the project plan identified in the application and the Grant Agreement Contract with the DoT. The DoT will not direct LGAs but instead work with them to develop a project plan and agreed milestones that support program delivery.

9. Will the Active Travel Officer positions receive ongoing engagement and support from DoT?

Yes, DoT will provide ongoing support to the Active Travel Officers once they are employed. This will include:

- assistance with developing an annual work plan;
- information and support from the Your Move team to implement Your Move programs at local schools and in their workplace;
- regular professional development and networking opportunities; and
- the development of an annual progress report.

10. What if the Active Travel Officer resigns or doesn't work out?

We understand these things can happen and can accommodate some variation due to unforeseen circumstances. Should this occur, DoT will need to be notified and the LGA will be required to recruit a replacement Active Travel Officer for the remainder of the three-year grant term.