



Department of  
Transport

# WA Bicycle Network Grants

## Application Guidelines

For 2019–20/2020–21 Grant Rounds



# PROGRAM INFORMATION

## PURPOSE AND BACKGROUND

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

Grant funding is available to local governments in WA, for up to 50 per cent of the total project cost, for the planning and implementation of bicycle network infrastructure in accordance with priorities set out in the [WABN Plan](#).

Projects are encouraged to be staged over two financial years to facilitate high quality planning and design. To enable project staging, funding may be applied for in both the 2019–20 and 2020–21 financial years.

Applicants are encouraged to contact the DoT Cycling Team to discuss their project proposals via [wabngrants@transport.wa.gov.au](mailto:wabngrants@transport.wa.gov.au) or 6551 6810.

## Desired outcomes

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

- Increased safety for people on bikes
- Connection and access to strategic destinations, such as:
  - education centres (schools, TAFE, universities, colleges);
  - railway stations;
  - shops and activity centres;
  - recreation opportunities (beaches, parks, sporting clubs/venues); and/or
  - tourist attractions.
- Increased cycle tourism opportunities

## Eligibility

Local Government Authorities (LGAs) are eligible for **up to 50 per cent of the total project cost** for:

- Bicycle infrastructure feasibility studies and concept planning
- Bicycle infrastructure detailed design
- Bicycle infrastructure construction

Project proposals must include details of planned/proposed activities relating to activation, consultation, evaluation elements of the project.

Project proposals will be strengthened where cycling infrastructure development is combined with any or all of the following:

- End-of-trip (EOT) facilities
- Bicycle maintenance stands
- Wayfinding signage
- Development of amenities and destinations adjacent to the path, such as a bicycle skills track or pump/BMX track

Grant funding cannot be used for infrastructure maintenance or minor upgrades.

Projects solely comprised of on-road line or symbol marking are funded by Main Roads Western Australia and are not eligible for WABN grant funding.

Internal project management or administration costs (overheads) are limited to a maximum of 10 per cent of the requested grant amount.

## Assessment criteria

Applicants will be assessed against the following criteria:

- Demonstration of Elected Member/Executive support
- Demonstration of resident support (where applicable)
- Inclusion of the project in a bicycle network plan and/or other strategic documents
- Understanding of the project's key issues
- Connectivity to key destinations
- Inclusion of EOT facilities at key destinations
- Consultation undertaken with stakeholders e.g. schools, Public Transport Authority, Main Roads Western Australia, businesses and the community
- Preference will be given to local governments that work in partnership to improve access across municipal borders

## Key dates

<b>Expression of Interest (EOI) applications close</b>	<b>22 August 2018</b>
<b>Shortlisted projects notified and invited to submit a full proposal</b>	<b>7 September 2018</b>
<b>Full proposal close</b>	<b>17 October 2018</b>
<b>Applicants advised of outcomes</b>	<b>January 2019</b>

# GRANT INFRASTRUCTURE TYPES

## Off-road infrastructure

### Shared paths

Shared paths are appropriate where demand exists for both a pedestrian path and a bicycle path, but the expected intensity of use by either group is not sufficient to warrant separation.

- In the Perth metropolitan area and large regional towns preference will be given to red asphalt paths with a width of 3 metres (m) or more.
- In small and medium regional towns preference will be given to paths with a width of 2.5 m or more. Red asphalt is the preferred surface treatment, although DoT recognises in some locations concrete may be appropriate. In the case of concrete paths, locked-joints are required.
- The edge of a shared path must be at least 500 mm from any obstacles (e.g. power poles) and at least 300 mm from the back of kerb. Where this cannot be accommodated, the detailed design must include mitigation actions such as tapered line marking and reflective treatments.

### Separated paths

Separated paths provide dedicated areas for bicycle and pedestrian movements on the same path. They should be considered where there is expected to be significant numbers of both pedestrians and cyclists wanting to the path. Separated paths have minimum widths greater than the shared path minimums detailed above.

Exclusive bicycle paths are completely separate from pedestrian paths and may be appropriate where there is significant cycling demand.

## On-road infrastructure

### Protected bicycle lanes

Protected bicycle 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, traffic volumes and speeds.

## Safe Active Streets Program

### Bike boulevards

Bike boulevards are bicycle routes on quiet local streets, where speeds have been reduced to 30 km/h to allow people in cars and on bikes to share the street safely. Additional landscaping and tree planting make them more attractive places to ride and walk.

Bike boulevards aim to create a safe and comfortable riding environment for bike riders of all levels of experience. Bike boulevards are planned to allow for people to make short trips on bikes to local activity centres such as schools, railway stations or shops. Routes also form part of the wider bicycle network connecting to shared paths and linking important destinations.

Bike boulevards are new to WA and planning and implementation can be complex. DoT recommends a three or four year program using the following steps:

- Route selection and concept planning
- Community consultation/engagement and detailed design
- Construction
- Promotion and activation

More information on bike boulevards and the Safe Active Streets Program can be found on the [DoT website](#).

### Intersection and traffic calming treatments

Intersection and traffic calming treatments are those that improve movements and safety, as well as increasing street amenity. These may include full intersection redesign, or the introduction of cycle phasing or lanterns. Road treatments that improve movement and safety, as well as increasing street amenity will be considered.

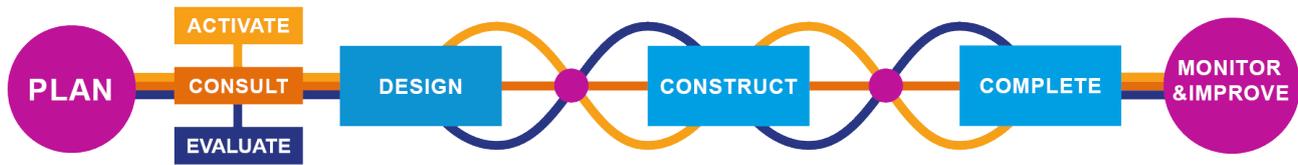
### Other

A combination of different types of infrastructure is also acceptable and can be selected and described in the application forms.



# PROJECT STAGING

As a general guide, it is expected that infrastructure projects consider the following stages:



**1. Plan** stage includes data collection, route planning, feasibility studies and concept design. Activation, consultation and evaluation (ACE) planning is an essential element of this initial project stage and will be revisited throughout each subsequent phase.

**2. Design** stage includes developing a design endorsed by the LGA and DoT with detailed specifications suitable for construction and refined construction cost estimates and timelines.

**3. Construct** stage is considered complete when the project is built and signage and line marking have been installed.

**4. Complete** stage includes processing the acquittal for the project, delivering activation, and undertaking post-construction evaluation activities.

**5. Monitor and improve** stage occurs beyond the provision of grant funding and involves ongoing maintenance and evaluation of the infrastructure with the results shared with DoT. Improvement of the infrastructure through additional facilities and upgrades is encouraged.

## Activation, consultation and evaluation (ACE) guidance

It is recognised that the ACE elements required are relatively new aspects of the expected project delivery. As such, support will be available throughout the delivery of projects. An ACE guideline has been developed and will be provided with an ACE plan and report template. Case studies of how these elements have been implemented on past WABN Grants Program funded projects will also be provided.

- **Activation** simply means encouraging people to use the infrastructure once it is constructed. This can be done through a variety of activities, some of which will support your consultation and/or evaluation efforts. Different types of activation are detailed in the guidelines to be provided.
- **Consultation** will involve identifying all stakeholders of the project and demonstrating their input/support where appropriate. Stakeholders will range from those involved in the project delivery to the local destinations connected by it and the people who will use the infrastructure.
- **Evaluation** should take place pre- and post-construction (where practical) to demonstrate the impact of the project. Common evaluation methods include user surveys, observational counts, counters, and participation in activation activities.

### ACE planning checklist

- Stakeholders identified and included on connectivity map (where appropriate)
- Consultation undertaken or planned with key stakeholders
- Consultation outputs summarised and included with applications
- Activation ideas and opportunities identified
- Pre- and post-construction evaluation measures determined

## Funding limits

To be eligible for a grant the total cost of the proposed project must be equal to or more than the following:

Location	Minimum total project cost
Perth metropolitan area	\$250,000
Large regional cities (pop. $\geq$ 10,000)	\$200,000
Medium regional towns (pop. 2,000–10,000)	\$100,000
Small regional towns (pop. $\leq$ 2,000)	\$60,000

Note: Grant funding is available for up to 50 per cent of the total cost of the proposed project.

**If the total project cost does not meet these criteria, contact the Cycling Team to discuss eligibility.**

## BICYCLE NETWORK PLANS AND OTHER FUNDING

Bicycle network plans detail a comprehensive cycle network for a local government area or sub-local area with key recommendations to improve bicycle access, connectivity, safety and promotion of the network.

DoT recognises the need for consistent bicycle network planning across local government boundaries and there are already several consultation processes taking place in both metropolitan and regional areas. Due to this, grant funding for bicycle network plans is not anticipated to be awarded during this funding round.

The following information provides an update on bicycle network planning work currently underway.

### Perth metropolitan area

Over the next two years DoT will be undertaking consultation with all metropolitan and surrounding LGAs to agree and finalise the Long-Term Cycle Network for Perth and Peel. This strategy aims to improve connectivity of the current cycling network and ensure that future projects are delivered in a cohesive manner.

As this extensive consultation process is taking place, grant funding for the development of bicycle network plans will not be provided in this funding round. DoT will use this consultation time to update the Bicycle Network Planning Guidelines to provide a clear and succinct process for developing local bicycle plans.

LGAs planning to start or who have already started a bicycle plan are asked to contact DoT to discuss how their work can feed into the consultation process.

## Regional WA

DoT is currently working with several LGAs in regional WA to develop long-term cycling strategies.

Regional LGAs that are seeking to develop a bicycle network plan in the near future are requested to contact DoT.

## Connecting Schools

The application process for Connecting Schools has changed. To be eligible for grants schools must be participants in the Your Move travel behaviour change program.

The types of items that can be funded include bike racks and scooter parking, bike repair stations, bike shelters, bike education courses, wayfinding, place making initiatives or shared path infrastructure on school grounds.

The grant scheme runs on a 100 per cent DoT funding model and is based on the financial year with schools able to redeem grants for a period of six months from July to December each year.

From 2018 the scheme will comprise two arms:

1. Infrastructure focused grants to LGAs to improve local cycle networks around schools
2. Engagement focused grants run through the Your Move website points based accreditation system, through which schools gain access to a range of educational activities and school facilities

Grants range from \$750-\$20,000 and applications are run through the [Your Move website](#). Schools are eligible for different grants based on their level of accreditation and completion of a hands up survey.

## APPLICATION PROCESS

### How to apply

Contact the DoT Cycling Team via [wabngrants@transport.wa.gov.au](mailto:wabngrants@transport.wa.gov.au) or 6551 6810 to discuss your project proposal prior to submitting an application form.

The application process comprises two stages:

**Stage one:** Complete an EOI form and submit it along with the required supporting material. EOIs will be shortlisted by a panel of experts and government representatives.

**Stage two:** If your project EOI is shortlisted you will be invited by the DoT to submit a detailed application via the full proposal application form.

### Required supporting material

- Map showing the alignment of the route demonstrating the broader cycling connections
- Detailed design projects must be submitted with a concept plan or bicycle network plan with reference to the project
- Construction projects must be submitted with the detailed design drawings/plan
- Correspondence from the Council, community and/or other key stakeholders demonstrating support for the project (only required in full proposal application)

## Submitting applications:

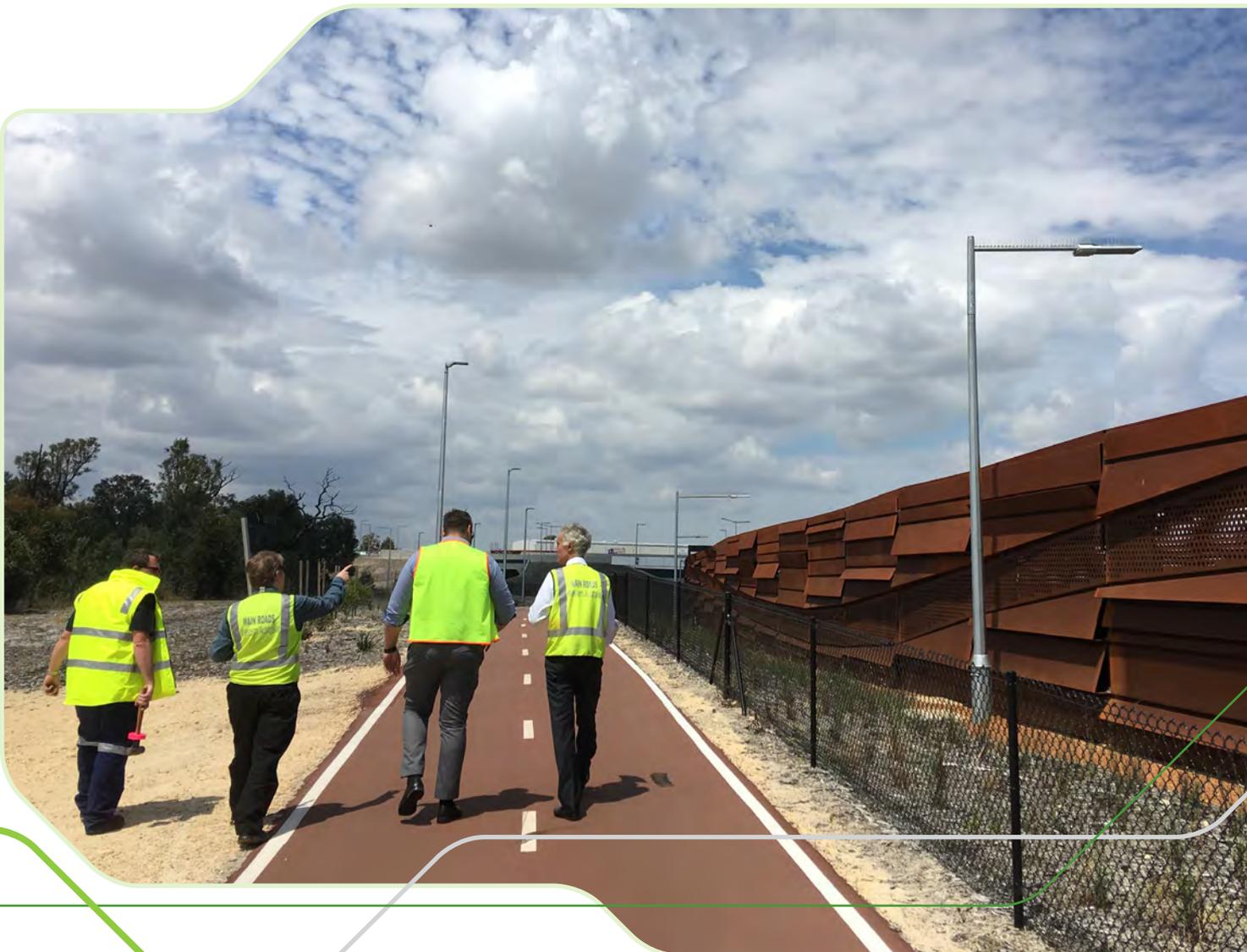
Electronic submissions (not scanned) are required and can be emailed to the Cycling Team via the 'submit form' button at the end of the application documents. If an alternative submission format is necessitated, please contact DoT via [wabngrants@transport.wa.gov.au](mailto:wabngrants@transport.wa.gov.au) or 6551 6810.

## 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.

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

- A summary of project details inclusive of evidence applicable to the project for example: copy of concept/detailed design, images of completed infrastructure (located on a map of the route)
- A statement of actual project cost and actual DoT funding request
- A statement of expenditure with copies of invoices certified by an authorised signatory (usually Director level or above)
- A bike video survey of the entirety of the route funded



## **CONTACT**

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This document is current as of July 2018

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