

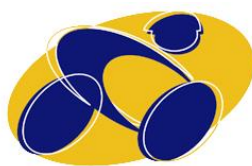


Government of **Western Australia**  
Department of **Transport**

# **R**egional **B**icycle **N**etwork Local Government Grants Program **2010-2011**



## **A**PPPLICATION **G**UIDELINES



*cycle instead*

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# APPLICATION GUIDELINES

*RBN Local Government Grants 2009-10*

## Introduction

These application guidelines will assist in preparing a submission for grant funding through the Regional Bicycle Network (RBN).

A total of \$750,000 in grants is available in 2010-2011 to regional local government authorities.

Each local government should consider if there are projects that could be eligible for grant funding assistance through this program.



**Figure 1 - Hammersley Street, Broome**



**Figure 2 - Boor Street, Carnarvon**

## RBN Local Government Grants Primary Aims

The Scheme's primary aims are to:

- Encourage the integrated planning of cycling infrastructure.
- Develop an integrated network of shared paths and on-road bike lanes.
- Provide safe access to schools, sport, recreation and community facilities.
- Improve the safety of cyclists, pedestrians and other path users.

## Identifying Potential Projects

In determining potential projects to submit, please consider:

- The need to prepare or update a local bike plan;
- Projects already identified in your local bike plan (if applicable);
- Roads with potential for bicycle lanes (particularly busier roads);
- Missing shared path links in your existing shared path network;
- Existing bicycle lanes or paths that require signage;
- Potential recreational shared paths;
- Existing paths that require widening or rebuilding to shared path status;
- Bike parking at public places;
- Hazards commonly raised by members of the public; and
- Other safety concerns for cyclists and pedestrians you are aware of.

It is recommended that applicants initially contact their nearest Department of Transport (DoT) regional office (Appendix 2) to enquire if projects would be eligible for funding assistance.

**NOTE: Please refer to Appendices to review the full RBN Local Government Grant conditions.**



**Figure 3 - Bannister Road, Boddington**

## Eligible Projects

Once the projects have been identified, submissions for projects can fall into one of the following categories:

- Category 1: Bicycle Lanes
- Category 2: Local Bike Plans
- Category 3: Signage
- Category 4: End of Trip Facilities
- Category 5: New Shared Paths
- Category 6: Path Upgrades
- Category 7: Promotional

### ***Project Category Description***

#### **Bicycle Lanes**

A bicycle lane is a marked lane on a road carriageway that provides a separated space for cyclists.

Legally, an official bicycle lane requires a "bicycle lane" sign (see figure 5). Cars are not permitted to park on or within the lane.



**Figure 5 - Bicycle Lane Sign (r7-1-4) from AS1742.9**

Official bicycle lanes are rare in Western Australia, due to the parking issue. As a result, sealed shoulders are predominantly applied to roads providing space for cyclists.

A sealed shoulder is similar to a bicycle lane, except that it does not have the official status and does not require the "bicycle lane" sign. Cars are permitted to park on or within the lane (unless signed otherwise); therefore sealed shoulders should be placed on roads where parking is minimal.

For the purposes of this document, a sealed shoulder will be referred to as a "bicycle lane". However, for this to be true, the shoulder width must comply with Austroads, Part 14 - Guide to Traffic Engineering Practice - Bicycles.

Bicycle lanes are desirable on all distributor roads, which experience greater volumes of motor vehicle traffic and also provide more direct links for cyclists.

Bicycle lanes should always be considered before median islands as a solution for traffic calming. Bicycle lanes narrow the traffic lane but still leave a safe space for cyclists. It is a cheaper solution and provides greater benefits for cyclists. Motorists also tend to favour bicycle lanes as the cyclist is less likely to be in the same space as the vehicle.

## **Local Bike Plan Development**

The development of local bike plans is imperative to create an integrated network of cycling facilities.

A local bike plan sets out a works program for a local government authority to improve cycling facilities throughout the municipality.

Preparation of a local bike plan involves the following:

- Consultation with the community (particularly schools and cyclist groups)
- Audit of current facilities
- Development of a prioritised works program
- Council endorsement of the final report (plan)

Local bike plans can be developed either by internal staff or a specialised consultant.

Contact details for consultants who have completed local bike plans can be obtained from the Department of Transport's Bikewest team.

Guidelines for developing a local bike plan can be found in the local bike plan section of the application guidelines.

## **Signage**

Signage grants are available for both on and off road facilities. There are some serious deficiencies in legal signage throughout regional Western Australia.

For cyclists to legally use a shared path the pedestrian and cyclist symbols must be signed or pavement marked to Austroads Part 14 - Guide to Traffic Engineering Practice - Bicycles standards.

## **End of Trip Facilities**

In encouraging people to cycle, it is important to provide adequate end of trip facilities. The most important of these is secure bicycle parking.

End of trip type projects include:

- Bicycle U-Rails
- Cora Racks
- Secure compounds (enclosures)
- Bicycle Lockers
- Water fountains
- Showers

- Clothes lockers

To be eligible for grant funding assistance, end of trip facilities must be installed at public locations such as shopping precincts, parks and reserves, libraries, community and recreational facilities and schools.

## **New Shared Paths**

A shared path (formerly known as a "dual use path") is an area of path open to the public that can be used by cyclists, pedestrians and people with disabilities who require a wheelchair or motorised "gopher".

***A path is designated as a shared path by means of a sign or symbols on the path surface.***

New shared paths are most necessary adjacent to busy roads and along river and coastal foreshore areas. These may be used for commuting or recreational purposes.

## **Path Upgrades**

Many paths in regional areas are not compliant with the shared path standards in Austroads Part 14 - Guide to Traffic Engineering Practice - Bicycles (i.e. minimum two metres width with appropriate clearances).

There are also many paths that are not wide enough to effectively carry the high volumes (and mix) of path users. Some of these paths need to be three metres or more in width.

Path upgrades are particularly necessary at locations where the interaction between pedestrians and cyclists is a safety concern or where it is safer for cyclists to be on a path rather than a road.

General path maintenance or path replacement works are not eligible for funding, unless the width is being increased or the standard improved (eg path widths increasing from 1.5m to 2.0m or more, red asphalt instead of slabs).

## **Promotional**

Promotional grants are available for projects that promote facilities and/or develop the behavioural aspects in regard to shared path use. This may include projects that promote shared path infrastructure, encourage shared path activities for health and fitness or educate the community in regard to cycling or shared path use.

These grants include:

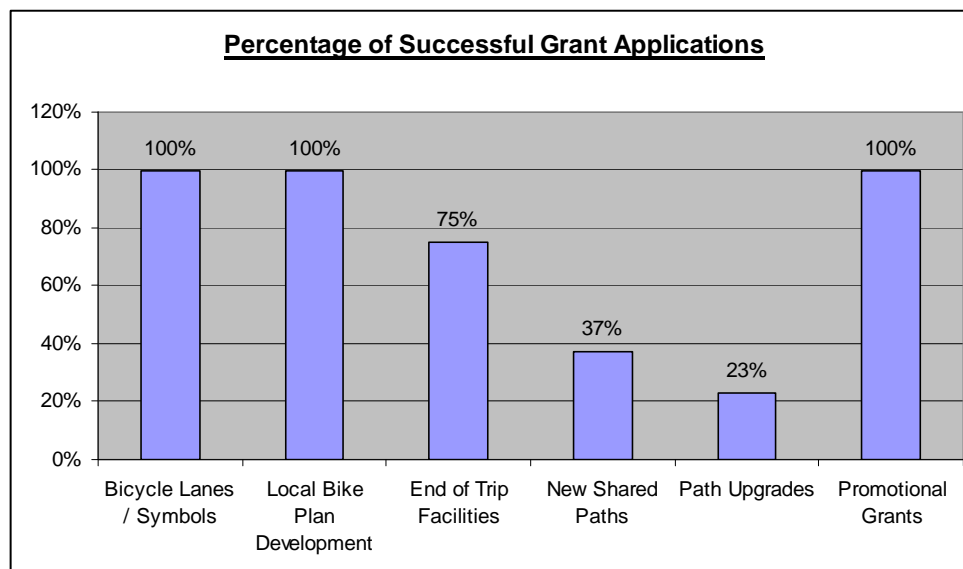
- Hosting openings to celebrate the completion of shared path networks
- Development of maps identifying shared paths on a regional or local basis

- Hosting promotional or educational events for cyclists and the community, with priority given to those that coincide with State wide events (eg *Cycle Instead* Bikeweek, Cycle to school day, *Cycle Instead* in spring. See [www.transport.wa.gov.au/cycling/1515.asp](http://www.transport.wa.gov.au/cycling/1515.asp) for ideas.
- Development of materials related to the promotion of facilities, encouragement of shared path related activities for health and fitness and/or education
- Bicycle safety awareness and education workshops
- Other worthwhile projects

### **Category Funding Allocation**

The 2008-2009 Country Pathways Grants Scheme was very competitive. We received requests for over \$1.9 million in grant funding for total project costs of over \$4.2 million.

The table below shows the successful submission percentages for each category:



### **Ineligible Projects**

Funding assistance is not available for any of the following:

- Projects that commence before grants are approved
- The development of facilities on privately owned land
- The purchase of land, recurring maintenance and operating costs, landscaping, car parks, access roads and other similar infrastructure

Applications will also be ineligible if the local government authority has outstanding projects from the previous year's funding round.

## Preparing a Submission

Applicants are required to fill out the applications forms electronically.

Download the Microsoft Excel file titled "Application Forms". The file can be found at <http://www.transport.wa.gov.au/cycling/2909.asp>.

The file contains nine separate worksheets.

- The first worksheet is the contact information of the applicant. It is mandatory to fill out this form in order for the application to be successful.
- The next seven worksheets are the individual project category application forms. Only fill out the form(s) relevant to your application.
- The last worksheet is the Submission Summary. Information from the application forms are linked into this spreadsheet which automatically summarises the overall application.

### **ALL SUBMISSIONS MUST BE RECEIVED IN ELECTRONIC FORM**

The applicant should provide a covering letter and is encouraged to submit plan and profiles, maps, photos and letters of support to strengthen the applications.

The preferred method of submitting applications is by email. Each region has a corresponding email address:

<b>Gascoyne:</b>	cycling.gascoyne@transport.wa.gov.au
<b>Goldfields/Esperance:</b>	cycling.goldfieldsesperance@transport.wa.gov.au
<b>Great Southern:</b>	cycling.greatsouthern@transport.wa.gov.au
<b>Kimberley:</b>	cycling.kimberley@transport.wa.gov.au
<b>Mid West:</b>	cycling.midwest@transport.wa.gov.au
<b>Peel:</b>	cycling.peel@transport.wa.gov.au
<b>Pilbara:</b>	cycling.pilbara@transport.wa.gov.au
<b>South West:</b>	cycling.southwest@transport.wa.gov.au
<b>Wheatbelt:</b>	cycling.wheatbelt@transport.wa.gov.au

Should the applicant wish to post the submissions, the postage address is as follows:

**Project Officer RBN**  
Department of Transport  
PO Box C102  
Perth WA 6839

With posted submissions, the application forms still need to be provided electronically in Microsoft Excel format on a suitable storage device such as a CD-ROM.

**\*\*\* The closing date for applications is 22 January 2010 \*\*\***

## Negotiating the Application Forms

To change between application forms, click on the individual worksheet tabs at the bottom of the spreadsheet.

8		
9	<b>Applicant Details</b>	
10	Postal Address:	Page 1
11	Town:	
12	Postcode:	
13	Phone:	
14	Facsimile:	
15	Email:	
16		
17		
18	<b>Contact Person</b>	
19	Name:	
20	Position:	
21	Phone:	
22	Email:	
23		
24		
25	<b>Questions</b>	
26	G1. Does the Council have an endorsed Local Bike Plan?	
27	G2. What year was the Local Bike Plan prepared?	
28	G3. What was the most recent financial year that Council received grant through this program?	
29		
Ready Contact Details / New Shared Paths / Path Upgrades / Bicycle Lanes / End of Trip Facilities		

**Figure 6 - Extract from Application Form - Worksheet Tabs**

There is space to apply for up to five projects within the same project category on each application form. Should you wish to apply for more than five projects within the same category, simply copy an empty form and paste it below project five. This is explained in each individual project category later in these guidelines.

All project submissions after the fifth (within the same category) will not automatically link to the summarised spreadsheet. The assessment team will carry out this task.

Only the cells (fields) that are a pale orange colour should be completed. Most will be used in the assessment and contribute to the score of each project.

Do not enter information into the cells that are a grey colour. They are linked to one or more orange cells and will be calculated automatically.

The yellow cells will contain guidance on which optional cells need to be completed and any further supporting documentation that needs to be attached.

**\*\*\*DO NOT ENTER VALUE INTO THE SCORE COLUMN.\*\*\***

127	<b>10. Cost Items</b>		<b>0</b>
128	Clearing:		
129	Earthworks:		
130	Drainage:		
131	Service Relocation:		
132	Basecourse:		
133	Kerbing:		
134	Surfacing:		
135	Kerb Ramps:		
136	Bollards / Grabrails:		
137	Line Marking:		
138	<b>TOTAL</b>	<b>\$0</b>	
139	<i>(Insert other items or delete items as required)</i>		
140			
141	<b>11. Funding Proportion</b>		<b>0</b>
142	Total Project Cost:	<b>\$0</b>	
143	Local Government Contribution:		
144	Other Funding Contribution:		
145	<b>GRANT REQUESTED</b>	<b>\$0</b>	
146	<b>% GRANT REQUESTED</b>	<b>0.0%</b>	
147	Note:		
148	1) Grant Requested must NOT be more than the local government contribution		
149			
150	<b>12. Compliance with Austroads, Part 14</b>		<b>0</b>
151	Will it Fully Comply:		
152			
153			
154			
155			

**Figure 7 - Extract from Application Form - Fields to Enter**

There are comments on some of the cells, indicated by a red triangle in the upper right corner of the cell. To read the comment, simply position the mouse cursor over the cell.

**Take care when inserting information into pale orange cells, as whatever is inserted into the fields will be treated as the response in the assessment of the submission.**

## **Application Guidelines**

This section will assist you through the various forms.

Responses are only required in pale orange cells.

Responses are generally either:

- Selected from a list using a drop down box
- Data (such as a name or number)
- Descriptive

There are three types of questions:

1. The response directly correlates towards its score
2. The assessment team considers the response(s) to provide its score
3. Information only

**\*\* Only projects that will offer benefit to cyclists will be considered.\*\***

### ***Contact Details - Application Guidelines***

Contact information is essential and applications without correct contact information will not be considered.

**Step 1:** Insert the authority name

Select the authority name using the drop down box. Only the area name is required. Don't include "City of", "Town of" or "Shire of".

**Step 2:** Insert the applicant details

Fill out all the contact details for the local government authority. Phone numbers and email addresses should be the generic council contacts.

**Step 3:** Insert the contact person's details

Fill out all the relevant information about the contact person for the application.

**Step 4:** Answer the Local Bike Plan Status Questions:

Does this authority have an endorsed Local Bike Plan?

Select "Yes" or "No" from the drop down box.

The applicant may only respond with a "Yes" if there is a relevant local bike plan endorsed by Council. It must be specific to cycling.

Other council plans such as "Strategic Plans", "Sport and Recreation Plans" or "Physical Activity Plans" do not warrant a "Yes" response.

If a "No" response is appropriate please move to question G2.

**Max Score = 3 Points**

What year was the current Local Bike Plan completed?

This question appears if you selected "Yes" to the previous question. Select the appropriate year from the drop down box.

Note that the year inserted is the year the plan was prepared, not the year it was endorsed by Council.

**Max Score = 5 Points**

Is the bike plan used in setting the works program?

Select "Yes" or "No" from the drop down box.

**Max Score = 3 Points**

**Step 5:** Answer the Recent Funding Questions:

What was the most recent year the Council received a grant through this program?

Select the appropriate year from the drop down box. Funding had to be through the RBN Local Government Grants program.

**Max Score = 5 Points**

Are all previously awarded grants works completed and acquitted?

Select "Yes" or "No" from the drop down box.

**Max Score = 3 Points**

Approximately how much did this authority spend on cycling infrastructure in 2007-2008?

Please enter an estimated amount. If including paths into this estimation they must be signed and meet Austroads Part 14 - Guide to Traffic Engineering Practice - Bicycles.

**Max Score = 3 Points**

## ***Bicycle Lanes***

Only projects that involve installing or enhancing a bicycle lane (sealed shoulder) can be submitted for funding in this category.

Bicycle lanes that are not of adequate width will not be considered for grant funding as the bike logo will not fit. Your application forms will calculate the minimum lane width after you've provided the road speed limit.

A maximum of five project submissions within each category is permitted. Please fill out these projects in priority order then fill out the required fields for each project.

### **1. Location**

For each of the project submissions, insert the road name and the start and finish roads. If the start or finish does not occur at a road intersection, then specify the nearest landmark. It may be required to specify the distance from a road intersection (e.g. 50m E of Smith Road).

Where possible, bicycle lanes should start and finish at road intersections or important landmarks to ensure the treatment is continuous. Suddenly terminating a path at an inappropriate location could be hazardous for cyclists.

If the start or finish of the lane does not occur at a road intersection, then specify the nearest landmark. It may be required to specify the distance from a road intersection (e.g. 50m E of Smith Road).

Table 1 below indicates the points scored for the varying supporting documentation provided.

<b>Documentation</b>	<b>Points</b>
Plan and Profile	5
Map	2
None	0

**Table 1 - Location Supporting Documentation**

**Max Score = 5 Points**

### **2. Current Road Environment**

For each of the project submissions, fill out the details associated with the current road environment. This provides the assessment team with more awareness of the necessity of the project. The busier the road, the more crucial the need becomes to construct a bicycle lane.

The information below could be of assistance.

**Road Classification:** According to the Western Australian Planning Commission's Policy, Development Control (DC) 1.4 - Functional Road Classification for Planning, roads are classified as:

- Primary Distributors
- District Distributors
- Local Distributors
- Access Roads

**Volume of Traffic:** The Annual Average Weekday Traffic (AAWT) volume is the estimated average 24-hour volume of vehicles travelling past a particular point on a road on weekdays (Monday to Friday excluding public holidays).

**Current Carriageway Width:** The distance from face of kerb to face of kerb of the carriageway(s). In the case of a single carriageway, the width encompasses all lanes on both directions of the road. In the case of a dual carriageway, the width would only encompass one direction of traffic flow (between outer kerb and inner median style island).

Is the situation where a dual carriageway has different widths for both carriageways, specify both values separately (e.g. 7.4m E; 7.7m W).

**Car Parking:** It is important to know the current parking demand when assessing the project. Formal car parking means there are actual marked bays. Informal car parking refers to when cars park against the kerb even though there aren't marked bays. Specify the formal car parking demand and which side(s) are relevant (e.g. high E; medium W). Likewise specify the informal car parking demand and which side(s) are relevant (e.g. medium W).

Visit [www.wapc.wa.gov.au/Publications/217.aspx](http://www.wapc.wa.gov.au/Publications/217.aspx) to view the DC 1.4 policy.

**Max Score = 5 Points**

### 3. Dimensions

***PLEASE TAKE CARE WHEN ANSWERING CATEGORY 3 QUESTIONS AS THESE FORM THE CONDITIONS OF THE GRANT AGREEMENT. ANY DEVIATION FROM THESE CONDITIONS WILL NEED BIKEWEST APPROVAL.***

The width and the length of the sealed shoulder is important information required as part of the assessment process.

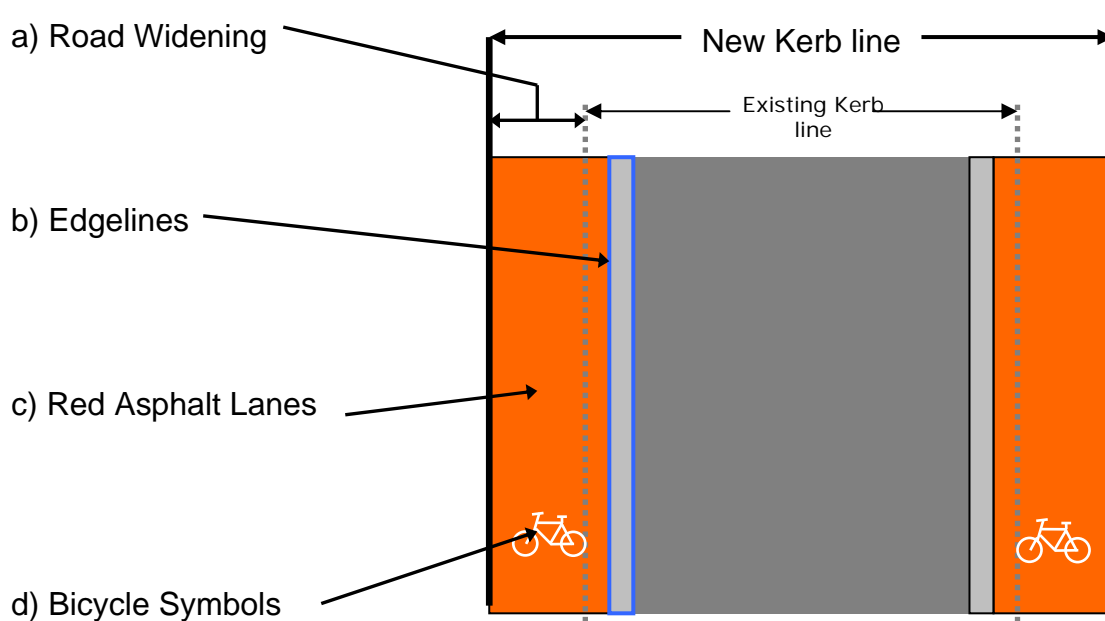
The width is the distance between the face of the kerb and the centre of the painted edge line.

#### 4. Scope of Works

**PLEASE TAKE CARE WHEN ANSWERING CATEGORY 4 QUESTIONS AS THESE FORM THE CONDITIONS OF THE GRANT AGREEMENT. ANY DEVIATION FROM THESE CONDITIONS WILL NEED BIKEWEST APPROVAL.**

Specify the works involved in this project by selecting "Yes" or "No" from the drop down box.

Five points is awarded to each one of the options that make up the project submission's scope of works.



**Figure 5 – Possible Scope of Works**

**Max Score = 20 Points**

#### 5. Project Justification

The following five questions are asked to determine the justification for the project.

**Is this project identified in the Local Bike Plan or other Council Endorsed Plans?**

Project submissions only receive a score for this question if they were identified in an endorsed plan.

Projects that were identified from a Local Bike Plan (5 points) are favoured over those that were identified from other Council endorsed plans (2 points). A bonus point is available for submissions that correctly reference the project within the relevant plan.

**Note:** If the project receives a score for being identified in the Local Bike Plan then it cannot score additional points if identified in other plans as well.

## Max Score = 11 Points

If the project was not identified in any Council plans it will not receive points in this section.

Local governments are encouraged to develop their own local bike plans so that projects with a community demand can be prioritised and endorsed by Council.

It allows the authority to be strategic and focused in improving cycling infrastructure.

### **How will this project benefit cyclists?**

Give a detailed description on the benefits provided to cyclists by this project. Benefits generally relate (but are not limited) to Safety; and/or Convenience.

## Max Score = 5 Points

### **What is the community support for this project?**

It is important to gain community support for a project. Describe the community support in the field space provided. Include letters of support from individuals or community groups.

## Max Score = 5 Points

## **6. Connectivity and Continuity**

The value of the project is partly determined by the actual position of the project in relation to existing infrastructure.

A project's connectivity is defined by how it links into potential trip attractors and existing infrastructure.

## Max Score = 17 Points

A projects continuity is defined by whether it completes a missing link or just provides an extension to an existing bicycle route (facility).

## Max Score = 3 Points

## **7. Cost Items**

A basic cost estimate is to be provided with the submission, separating individual items associated with the project construction.

Only input values for the relevant individual items. You may insert or remove items (or rows) if necessary.

The score is based on the level of detail in the cost estimate for the submission. Cost estimates that appear unreasonably high will lose points in this section.

### Max Score = 5 Points

#### 8. Funding Proportion

The total project cost will be copied from the value in section 10 - cost items. Do not override this value. Should changes to the project cost be necessary then change these values in section 10.

If the project is going to be completed in multiple stages then all figures must be representative of the current stage. Do not include figures calculated across multiple years.

Insert the expected local government contribution towards the project into the field specified.

Insert the expected contributions from other sources (e.g. Black Spot, Roads to Recovery, developer contributions etc) into the field specified.

The total amount of grant funding requested is calculated automatically.

The total amount of the grant contribution as a percentage of the total project cost is also calculated automatically.

Table 2 indicates the points scored for the varying grant contribution percentages.

DPI Contribution	Points
25% or less	10
25-40%	5
40-45%	2
45-50%	1
More than 50%	0

**Table 2 - Points Score for Contribution Percentages**

The grant contribution requested must not exceed the local government contribution.

### Max Score = 10 Points

#### 9. Compliance with Austroads, Part 14

Local authorities should ensure that the project complies with the standards set in Austroads, Part 14 - Cycling and AS1428. If the standards have to be

compromised for any reason, then this should be detailed in the field space provided.

## Max Score = 5 Points

### Regional Priority

The regional assessment is the first step of the assessment and recommendation process. The various regional committees will rank the projects from their region in priority order. The top ranked projects score points for the central assessment process (the top ranked project scores 10, second 9, third 8, etc).

## Max Score = 10 Points

### Local Bike Plans

As per the "Bicycle Lane" section, there is only space for five project submissions on the application form.

Undergo the same process of determining how many projects will be submitted and copy and paste additional project forms as required.

#### 1. Extent of Works

Identify the town or area in its entirety. If the intended local bike plan is for multiple communities please list all of these.

#### 2. Consultant / In-house

Please select the appropriate response from the drop down box.

#### 3. Local Bike Plan Detail

***PLEASE TAKE CARE WHEN ANSWERING CATEGORY 3 QUESTIONS AS THESE FORM THE CONDITIONS OF THE GRANT AGREEMENT. ANY DEVIATION FROM THESE CONDITIONS WILL NEED BIKEWEST APPROVAL.***

For each local bike plan application please fill out the associated detail. Information is provided below to assist you with your answers.

**Safe Routes to School:** School children (particularly primary) need special consideration in bicycle planning. Off road routes and safe crossing points at busy roads are important considerations. These improved facilities alert drivers and create more cycling opportunities for school children.

**Trip Attractors:** Trip attractors are destinations that cyclists may want to access. These may include commercial, community, employment, recreation, education and transport facilities.

**Signage:** Directional signage assists cyclists and others to determine a preferred route to services and facilities. This signage should be in

accordance with the Department of Transport Bicycle Directional Signage Guidelines (AS1491). Cycling signage installed by Local Governments needs to be maintained by them as part of their maintenance schedule.

**Demand:** The provision of cycling facilities may vary according to traffic volumes on roads and paths. Austroads Part 14, Guide to Engineering Practice - Bicycles, provides guidance on determining the most appropriate facility.

**End of Trip Facilities:** Will your local bike plan include the provision for end of trip facility locations.

**Local Issues:** There may be issues specific to Local Governments that require special attention (e.g. a railway or river needs to be given specific consideration to allow cyclist movements across such barriers).

**Schedule of Works / Maintenance Schedule:** A schedule of works should include establishing priorities for the implementation of your cycle network. In establishing these priorities consideration should be given to providing significant improvements to a bicycle network through relatively inexpensive change to existing infrastructure.

Main Roads WA is responsible for bicycle facilities on highways and major roads. Where proposals relate to Main Roads, it should be involved in the preparation of the plan. The maintenance schedule should allow for:

- Regular sweeping of paths to ensure that sand, glass, leaves and other debris are removed
- Repair to paths as required
- Any lighting issues, which could create a hazard for cyclists or pedestrians

**Cost Estimates of Design / Works / Maintenance:** When developing a local bicycle plan the capacity of the local authority to afford its on-going implementation should be taken into consideration. To ensure that design, work and maintenance can be completed on an ongoing basis cost estimates should be included.

**Promotion / Encouragement of Cycling:** Specify whether the bike plan will incorporate opportunities for the Council to promote and encourage cycling..

**Council Endorsed:** Will this bike plan be formally endorsed by Council.

**On-Going Process to Ensure a Cycle Friendly Network:** This process could include:

- Town planning schemes.
- New developments. As part of the provision for new sub-division developments, consideration needs to be given to provision of cycle facilities.

- Traffic calming and management. Some traffic calming measures can create an unnecessary hostile road environment for cyclists. Minor modifications to the devices can take the cyclists' needs into account.

**Community Involvement in Planning:** It is beneficial to involve as many stakeholders as possible in the development of your Bicycle Plan. These stakeholders can include:

- Local Cyclists
- Councillors
- Pedestrians
- Skaters
- People with disabilities

**Evaluation and Review:** Specify whether there will be an evaluation and review undertaken once the period of the bike plan implementation has been completed.

**Max Score = 42 Points**

#### **4. Project Justification**

As per the "[Bicycle Lane](#)" category.

**Max Score = 10 Points**

#### **5. Cost Items**

As per the "[Bicycle Lane](#)" category.

**Max Score = 5 Points**

#### **6. Funding Proportion**

As per the "[Bicycle Lane](#)" category.

**Max Score = 10 Points**

#### **Regional Priority**

As per the "[Bicycle Lane](#)" category.

**Max Score = 10 Points**

#### ***Signage***

As per the "Bicycle Lane" section, there is only space for five project submissions on the application form.

Undergo the same process of determining how many projects will be submitted and copy and paste additional project forms as required.

## 1. Location and Scope

**PLEASE TAKE CARE WHEN ANSWERING CATEGORY 1 QUESTIONS AS THESE FORM THE CONDITIONS OF THE GRANT AGREEMENT. ANY DEVIATION FROM THESE CONDITIONS WILL NEED BIKEWEST APPROVAL.**

For each signage project submission fill out the required location and scope cells. The fields will be self explanatory and some questions will vary depending on your answers.

## 2. Project Justification

As per the "[Bicycle Lane](#)" category.

**Max Score = 31 Points**

## 3. Connectivity and Continuity

As per the "[Bicycle Lane](#)" category.

**Max Score = 15 Points**

## 4. Cost Items

As per the "[Bicycle Lane](#)" category.

**Max Score = 5 Points**

## 5. Funding Proportion

As per the "[Bicycle Lane](#)" category.

**Max Score = 10 Points**

### ***End of Trip Facilities***

Only projects that provide end of trip facilities should be submitted. This includes physical hardware (e.g. U-Rails, Bicycle lockers etc) for the bicycle or conveniences for the cyclist.

As per the "new shared path" section, there is only space for five project submissions on the application form.

Undergo the same process of determining how many projects will be submitted and copy and paste additional project forms as required.

## 1. Location

As per the "[Bicycle Lane](#)" category.

Identify the name of the premises whether that be a commercial, recreational or community facility. The nearest road is also required, even though the facility may not be in a road reserve.

## **2. Current Site Conditions**

Specify the current environment of the site where the new facilities are proposed. It is important to identify whether the project involves upgrading existing facilities or providing totally new ones. This provides the assessment team with more awareness of the necessity of the project.

**Max Score = 5 Points**

## **3. Scope of Works**

***PLEASE TAKE CARE WHEN ANSWERING CATEGORY 1 QUESTIONS AS THESE FORM THE CONDITIONS OF THE GRANT AGREEMENT. ANY DEVIATION FROM THESE CONDITIONS WILL NEED BIKEWEST APPROVAL.***

The scope involved in end of trip facilities is vastly different to the other projects. These are self explanatory.

**Max Score = 30 Points**

## **4. Project Justification**

As per the "[Bicycle Lane](#)" category.

**Max Score = 31 Points**

## **5. Connectivity and Continuity**

As per the "[Bicycle Lane](#)" category.

**Max Score = 15 Points**

## **6. Cost Items**

As per the "[Bicycle Lane](#)" category.

**Max Score = 5 Points**

## **7. Funding Proportion**

As per the "[Bicycle Lane](#)" category.

**Max Score = 10 Points**

## **8. Compliance with Austroads, Part 14**

As per the "[Bicycle Lane](#)" category.

**Max Score = 10 Points**

### **Regional Priority**

As per the "[Bicycle Lane](#)" category.

**Max Score = 10 Points**

### ***New Shared Paths***

Only projects that involve constructing a new shared path should be submitted in this section.

Projects where existing paths are being replaced should be submitted in the "[Path Upgrades](#)" section.

A maximum of five project submissions within each category is permitted. Please fill out these projects in priority order then fill out the required fields for each project.

#### **1. Location**

As per the "[Bicycle Lane](#)" category.

**Max Score = 5 Points**

#### **2. Project Identification**

Please select from either "Commuting" or "Recreational" from the drop down box.

Commuting shared paths have a critical transportation role. They can form part of a strategic bicycle route and can be used to avoid limitations caused by discontinuous access along roads, excessive gradients or undesirable traffic conditions.

A recreational shared path is a path that provides an ideal environment for children and adults to improve their cycling in the absence of motor traffic. They are often constructed through reserves, or along rivers and coastal areas, offering pleasant and less stressful conditions for cycling.

#### **3. Adjacent Road Environment**

As per the "[Bicycle Lane](#)" category.

**Max Score = 5 Points**

## 4. Recreational Environment

For each of the project submissions, fill out the details associated with the recreational environment. The questions will vary depending on whether your project is identified as a "Recreational" or "Commuting" project. This provides the assessment team with more awareness of the benefits of the project.

Most fields are self-explanatory. The information below could be of assistance.

**Segregated Paths:** A path on which cyclists and pedestrians are required to use separate designated areas. These are created by the use of pavement markings, contrasting surfaces and the erection of regulatory signs.

Typically segregated paths are available to cyclists and pedestrians requiring access in both directions.

**Max Score = 5 Points**

## 5. Dimensions

***PLEASE TAKE CARE WHEN ANSWERING CATEGORY 5 QUESTIONS AS THESE FORM THE CONDITIONS OF THE GRANT AGREEMENT. ANY DEVIATION FROM THESE CONDITIONS WILL NEED BIKEWEST APPROVAL.***

The width and the length of the shared path are important information required as part of the assessment process. Two points are scored if the path width is sufficient and in accordance with Austroads Part 14 - Guide to Traffic Engineering Practice - Bicycles standards.

The distance between the kerb and the edge of the path should be specified. If it varies then specify the range (e.g. 0.5m - 1.5m). One point is scored if the distance is suitable (generally 1m).

The distance between the edge of the path and any obstacles should be specified. Only specify the minimum width that an obstacle comes in the vicinity of the edge of path. One point is scored if the distance is suitable (generally 0.5m).

The gradient is the steepness of the path as a percentage (e.g. 5%). Specify the maximum gradient of this path. One point is scored if the path complies with disability requirements in AS1428.1 (i.e. 3%).

**Max Score = 7 Points**

## 6. Scope of Works

***PLEASE TAKE CARE WHEN ANSWERING CATEGORY 6 QUESTIONS AS THESE FORM THE CONDITIONS OF THE GRANT AGREEMENT. ANY DEVIATION FROM THESE CONDITIONS WILL NEED BIKEWEST APPROVAL.***

As per the "[Bicycle Lane](#)" category.

**Max Score = 15 Points**

## **7. Project Justification**

As per the "[Bicycle Lane](#)" category.

## **8. Connectivity and Continuity**

As per the "[Bicycle Lane](#)" category.

**Max Score = 20 Points**

## **9. Management and Maintenance**

RBN Grants are to provide cycling infrastructure, however, the maintenance of all cycling infrastructure is the responsibility of the local government authorities.

A maximum score of 5 points is awarded to councils that have a management and maintenance policy and reference this in the answer.

**Max Score = 5 Points**

## **10. Cost Items**

A basic cost estimate is to be provided with the submission, separating individual items associated with the project construction.

Only input values for the relevant individual items. You may insert or remove items (or rows) if necessary.

The score is based on the level of detail in the cost estimate for the submission. Cost estimates that appear unreasonably high will lose points in this section.

**Max Score = 5 Points**

## **11. Funding Proportion**

As per the "[Bicycle Lane](#)" category.

**Max Score = 10 Points**

## **12. Compliance with Austroads, Part 14**

As per the "[Bicycle Lane](#)" category.

Max Score = 5 Points

### Regional Priority

As per the "[Bicycle Lane](#)" category.

Max Score = 10 Points

### ***Path Upgrades***

Only projects that involve upgrading an existing path should be submitted. The existing path could either be a footpath or a shared path and must be upgraded to meet current shared path standards.

As per the "new shared path" section, there is only space for five project submissions on the application form.

Undergo the same process of determining how many projects will be submitted and copy and paste additional project forms as required.

#### **1. Location**

As per the "Bicycle Lane" category, except that the road name is the one adjacent to the path.

If the start or finish of the path does not occur at a road intersection then specify the nearest landmark. It may be required to specify the distance from a road intersection (e.g. 50m E of Smith Road).

Paths that are not adjacent to a road are likely to be in a park or a reserve. Specify the name of the reserve or property in which the path will be constructed.

Max Score = 5 Points

#### **2. Current Path Environment**

For each of the project submissions, fill out all the details associated with the current path environment. This provides the assessment team with more awareness of the necessity of the project.

**Current Path Width:** Enter the width of the current path. If it varies, enter the minimum and maximum path width (e.g. 1.5-2m).

**Current Path Surface Condition:** Enter the current surface material and the general condition. Select either "Poor" or "Adequate" from the drop down box to describe the condition.

**Insufficient Width for Path Users:** Select "Yes" if the width is being increased to accommodate the number of path users. Select "No" if the width is being increased purely to comply with Austroads standards.

Max Score = 5 Points

**Improved Alignment Required:** Select "Yes" if the alignment is being modified due to poor sight distances. Select "No" if the path is being widened on the same/similar alignment. Design drawings may be required to verify this.

Max Score = 5 Points

### 3. Project Identification

As per the "[New Shared Path](#)" category.

### 4. Adjacent Road Environment

The adjacent road environment is less applicable for this category, but still could be important in the assessment, particularly if the current path is only a footpath requiring cyclists to ride on the adjacent road.

Max Score = 5 Points

### 5. Recreational Environment

As per the "[New Shared Path](#)" category.

Max Score = 5 Points

### 6. Dimensions

***PLEASE TAKE CARE WHEN ANSWERING CATEGORY 6 QUESTIONS AS THESE FORM THE CONDITIONS OF THE GRANT AGREEMENT. ANY DEVIATION FROM THESE CONDITIONS WILL NEED BIKEWEST APPROVAL.***

As per the "[Bicycle Lane](#)" category.

Max Score = 7 Points

### 7. Scope of Works

***PLEASE TAKE CARE WHEN ANSWERING CATEGORY 7 QUESTIONS AS THESE FORM THE CONDITIONS OF THE GRANT AGREEMENT. ANY DEVIATION FROM THESE CONDITIONS WILL NEED BIKEWEST APPROVAL.***

As per the "[Bicycle Lane](#)" category. Except that the field options are different in this category.

Note: Specify the number of kerb ramps that will be installed as part of the project.

Max Score = 15 Points

## **8. Project Justification**

As per the "[Bicycle Lane](#)" category.

**Max Score = 31 Points**

## **9. Connectivity and Continuity**

As per the "[Bicycle Lane](#)" category.

**Max Score = 20 Points**

## **10. Management and Maintenance**

As per the "[New Shared Path](#)" category.

**Max Score = 5 Points**

## **11. Cost Items**

As per the "[Bicycle Lane](#)" category.

**Max Score = 5 Points**

## **12. Funding Proportion**

As per the "[Bicycle Lane](#)" category.

**Max Score = 10 Points**

## **13. Compliance with Austroads, Part 14**

As per the "[Bicycle Lane](#)" category.

**Max Score = 5 Points**

## **Regional Priority**

As per the "[Bicycle Lane](#)" category.

**Max Score = 10 Points**

## ***Promotional***

Only projects that promote cycling in the community should be submitted.

As per the "Bicycle Lane" section, there is only space for five project submissions on the application form.

Undergo the same process of determining how many projects will be submitted and copy and paste additional project forms as required.

## 1. Demographic

Identify the town or area in its entirety. If the intended promotion spans over multiple communities please list all of these.

The total population of all areas should also be included. This question does not receive a score, but is used in calculating scoring for other questions in this category.

## 2. Promotion Details

***PLEASE TAKE CARE WHEN ANSWERING CATEGORY 2 QUESTIONS AS THESE FORM THE CONDITIONS OF THE GRANT AGREEMENT. ANY DEVIATION FROM THESE CONDITIONS WILL NEED BIKEWEST APPROVAL.***

There is significant emphasis on this category, applications should detail who they intend to reach, how many people and how they are going to evaluate this. Most questions are self-explanatory in this section, but a few tips are provided below for selected questions.

### **What percentage of people do you expect to target through this promotion?**

Your promotion should have an expected or target audience size. Calculate the percentage answer to this question using the target audience size and total community(s) population in the demographic section.

### **How many methods do you intend to use to reach your target audience?**

Please select the number of methods from the drop down box. Promotional methods could include:

- Web site
- Flyers
- Email
- Local Paper
- Local Radio
- Council Newsletters
- Events (breakfasts, group rides, novelty events, participation events)

Once you select the number of promotional methods you will be asked to describe these in more detail in the cell below.

### **How do you intend to measure the success of the promotion?**

Evaluation of your promotional event is crucial to have long term impact on the number of cyclists in your community. This enables you to identify how cost effective your promotion was and if it is worth repeating.

Some of these evaluation strategies could include:

- Attendance, actual vs. expected

- Surveys
- Impact on cycling in the community
- Cost effectiveness

**Max Score = 60 Points**

### **3. Consultant / In-house**

As per the "[Local Bike Plan](#)" category.

### **4. Project Justification**

As per the "[Bicycle Lane](#)" category.

**Max Score = 10 Points**

### **5. Cost Items**

As per the "[Bicycle Lane](#)" category.

**Max Score = 5 Points**

### **6. Funding Proportion**

As per the "[Bicycle Lane](#)" category.

**Max Score = 10 Points**

### **Regional Priority**

As per the "[Bicycle Lane](#)" category.

**Max Score = 10 Points**

## **Assessment and Scoring System**

An assessment process is broken down to two stages; regional assessment and central assessment.

**Note:** Attached in Appendix 3 is a detailed flow chart of the entire assessment process.

### ***Regional Assessment***

The regional assessment committee is comprised of the Department's Regional Manager and one or more people from the following authorities: Department of Sport and Recreation, RoadWise, Main Roads WA or the relevant Regional Development Commission.

The regional committee will score and rank the submissions for their region in priority order considering the following factors:

- Project justification
- Planning approach
- Continuity and connectivity
- Safety and access issues
- Community consultation
- Management and maintenance
- Design
- Community need

This score will be added to the project score for central assessment. Please refer to the second bottom row of Table 3.

### ***Central Assessment***

The central assessment committee will comprise of staff from Transport's Bikewest Branch, as well as any other requested by the Manager, Bikewest.

Each project category has a unique scoring system. The application guidelines section revealed the maximum number of points scored for the various sections of the application.

This is summarised in table 3 over the page.

SECTION	Bicycle Lanes	Local Bike Plans	Signage	End of Trip Facilities	New Shared Paths	Shared Path Upgrades	Promotional
Local Bike Plan Status	11		11	11	11	11	11
Recent Funding	8	8	8	8	8	8	8
Local Bike Plan Detail		42					
Promotional Details							60
Location	5				5	5	
Location and Scope			20				
Current Site Conditions				5			
Current Path Environment						10	
Adjacent Road Environment	5				5	5	
Recreational Environment					5	5	
Dimensions					8	8	
Scope of Works	10			30	15	15	
Project Justification	31	10	31	31	31	31	10
Connectivity and Continuity	20		20	15	20	20	
Management and Maintenance					5	5	
Cost Breakdown	5	5	5	5	5	5	5
Funding Proportion	10	10	10	10	10	10	10
Compliance with Austrroads, Part 14	5			5	5	5	
Regional Priority	10	10	10	10	10	10	10
<b>TOTAL</b>	<b>120</b>	<b>85</b>	<b>115</b>	<b>130</b>	<b>143</b>	<b>153</b>	<b>114</b>

**Table 3 - Scoring Summary for the Various Categories**

Detailed scoring breakdowns of individual questions are shown in the Appendices at the end of this document. The majority of questions result in a direct score, while some will be up to the discretion of the assessment team.

Each application will be given a total score, this score is then converted into a percentage and the applications are then ranked within each project category by the assessment team.

The total grant funding available is \$750,000 across the seven project categories and nine regions.

There is a quota allocated towards each region which is based on population statistics.

The assessment committee can, at its discretion, make changes to the total grant value within each region in order to change the recommendations.

The Minister considers the recommendation report and reserves the right to make final changes.

All projects endorsed by the Minister will be successful in receiving an offer of grant funding.

Each local government authority will receive written notification of the outcome of the assessment and formal grant agreement forms will be offered to those successful authorities.

## Program Timeframes

The following offers a guide to the operating timeframes of the 2010-2011 RBN Local Government Grants Program.

DATE	MILESTONE
19/10/2009	Invite applications for RBN Local Government Grants
22/01/2010	Submissions close
5/03/2010	Assessment complete and recommendations to the Minister for Transport
11/06/2010	Successful applicants receive formal offers of grant funding assistance
9/07/2010	Deadline for accepting formal offers of grant
25/03/2011	Deadline for completing projects and submission of invoice/acquittal package
27/05/2011	Project inspected and grant acquitted

## Contact Details

All enquiries regarding the grant process or any discussions about possible projects should be directed to the Department of Transport's Bikewest Branch:

### **Project Officer Regional Bicycle Network**

Phone: (08) 9216 8540

Fax: (08) 9216 8497

Email: [rbn.cycling@transport.wa.gov.au](mailto:rbn.cycling@transport.wa.gov.au)

## **Appendices**

**Appendix 1** - Detailed Grant Conditions

**Appendix 2** - Regional Manager's Contact Sheet

**Appendix 3** - RBN Process Flow Chart

The following appendices detail the potential (maximum) scores available for each appropriate question.

The scoring systems are laid out in a grid system, whereby the columns represent a score of 10-0 (from left to right).

Each appropriate question has a maximum score and in some cases a variable range of scores. In all cases the minimum score is zero (0).

The response that would result in the maximum score is placed in the column that represents that score. The cell is shaded orange.

A response that will result in a specific score (but not the maximum score) will be placed in the corresponding column. The cell is shaded yellow.

Some scores will depend on the discretion of the assessment team. The range of scores are shaded a light tan colour.

**Appendix 4** - Bicycle Lane Scoring System and Weighted Criteria

**Appendix 5** - Local Bike Plan Scoring System and Weighted Criteria

**Appendix 6** - Signage Scoring System and Weighted Criteria

**Appendix 7** - End of Trip Facilities Scoring System and Weighted Criteria

**Appendix 8** - New Shared Path Scoring System and Weighted Criteria

**Appendix 9** - Path Upgrade Scoring System and Weighted Criteria

**Appendix 10** - Promotional Scoring System and Weighted Criteria

# Appendix 1

## Detailed Grant Conditions

1. These funds must be used for the purpose of this grant only and cannot be altered or used for any other project.
2. Funding for this project is on at least a dollar for dollar basis. The RBN Local Government Grants program is based on a joint funding agreement and provides a maximum grant of 50 per cent of the overall project cost. The grantee and any sponsors are required to provide a matching contribution, made up of financial and in-kind contributions.
3. The grantee's financial contribution to the project must be at least 25 per cent of the overall cost.
4. In-kind contributions may only take the form of donated materials, staff labour costs, volunteer labour, loan of venue and machinery, and they are recognised up to 25 per cent of the overall project cost.
5. Funds from other Western Australian government agencies can be included as part of the project cost. However, the total funds from all WA Government funding sources must not exceed 50 per cent of the overall project cost.
6. The grant is subject to the grantee obtaining all relevant planning, environmental and other approvals.
7. The local government authority will own the asset and associated items created through the RBN and will be responsible for the ongoing management and maintenance of those assets and items.
8. Construction of all path infrastructure or improvements **must** comply with Austroads (1999) Guide to Traffic Engineering, Part 14 - Bicycles, Sydney, AP-11.14 and AS1428. Signage for infrastructure projects must be provided by the grantee and must meet the requirements of Section 9, AP-14.
9. Paths are required to be continuous and **not stop at driveways / crossovers**.
10. The land on which a path is to be developed must be one of the following:
  - A Crown reserve;
  - Land owned by a public authority;
  - Municipal property; or
  - Land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public.
11. The project must be completed in its entirety without any changes to the original proposal unless agreed to by the DoT in writing.
12. On completion of the project, the Department of Transport must be provided with the required documentation and a detailed financial statement, which may be audited at the State's request.

13. Recognition of the DoT's RBN Grants program must be included in all projects. Grant recipients for infrastructure projects must, as a minimum, assemble signage designed by the DoT, at the project site. The local government authority will own the signage and be responsible for its management and maintenance. Signage may be transferred to the next grant project.
14. Projects should be completed by 25 March 2011, to allow time for a site inspection and invoice processing within the financial year.
15. The deadline for receipt of all required documentation is 25 March 2011. On completion of the project(s) the DoT requires the following to be submitted to the undersigned by 25 March 2011:
  - The claim for payment including detailed final cost of the project(s);
  - Post project(s), subsidy recoup invoice submitted for settlement; and
  - An audited itemised statement of expenditure on the project(s).
16. Grant payment will follow:
  - The satisfactory completion of the project(s), as determined by the DoT in an inspection of works for infrastructure projects, or a review of a final report for planning and promotional projects; and
  - Receipt of all required documentation by the DoT.
17. Subject to project approval, payments will be processed before the end of the financial year. This grant is due to be acquitted in the 2010-2011 funding round and it must be acquitted before the end of the financial year in order for the grantee to receive the funding. No payments will be made after the 10 June 2011.
18. The grantee of the project fully understands that the DoT is not able to carry forward the funds into the next financial year.
19. A principle of the RBN Local Government Grants program is that further applications for funding will not be eligible if previous projects have not been completed to the satisfaction of the DoT by the agreed due date.
20. In the event that the project(s) works are completed within the original costing as stated in the submission, the grantee may write to the DoT and request to allocate the remaining unspent amount to works which will enhance the quality of the route or other approved cycling facilities.
21. In the event that the cost of project(s) exceeds the original costs, as stated in the submission, the municipality will pay the cost of progressing the works to completion at its own expense.
22. In the event that any project is to be deferred or unlikely to be completed by 25 February 2011, the DoT shall be notified by the grantee in writing.

23. The grantee agrees to undertake all necessary maintenance and management of the facilities to maintain standards of the facility in accordance with current guidelines and standards relating to cycling facilities.
24. The Minister for Transport, the State of Western Australia, the Department of Transport, and their respective employees and officers shall be indemnified and remain indemnified from and against all actions, suits, claims, demands, proceedings, losses, costs, expenses and liability which they or any or more of them may suffer, incur or sustain, howsoever arising, in connection with the construction, maintenance or use by any person or persons of the project(s) or works that are subject of this subsidy.

## Appendix 2

### Regional Manager Contact Sheet

Your local Department of Transport Regional Manager will be pleased to provide further assistance as required.

<b>Region</b>	<b>Contacts</b>
<b>Kimberley</b>	Tel: 9192 0206, fax: 9193 5651 PO Box 1993, Broome 6725 <a href="mailto:Cycling.kimberley@transport.wa.gov.au">Cycling.kimberley@transport.wa.gov.au</a>
<b>Pilbara</b>	Tel: 9159 6906, fax: 9143 1288 PO Box 429, Karratha 6714 <a href="mailto:Cycling.pilbara@transport.wa.gov.au">Cycling.pilbara@transport.wa.gov.au</a>
<b>Gascoyne</b>	Tel: 9941 1830, fax: 9941 1067 PO Box 775, Carnarvon 6701 <a href="mailto:Cycling.gascoyne@transport.wa.gov.au">Cycling.gascoyne@transport.wa.gov.au</a>
<b>Mid West</b>	Tel: 9956 0110, fax: 9921 8364 PO Box 68, Geraldton 6531 <a href="mailto:Cycling.midwest@transport.wa.gov.au">Cycling.midwest@transport.wa.gov.au</a>
<b>South West</b>	Tel: 9792 6604, fax: 9792 6600 PO Box 2247, Bunbury 6231 <a href="mailto:Cycling.southwest@transport.wa.gov.au">Cycling.southwest@transport.wa.gov.au</a>
<b>Great Southern</b>	Tel: 9892 7311, fax: 9842 5071 PO Box 1108 Albany 6330 <a href="mailto:Cycling.greatsouthern@transport.wa.gov.au">Cycling.greatsouthern@transport.wa.gov.au</a>
<b>Goldfields-Esperance</b>	Tel: 9022 5901, fax: 9091 6288 PO Box 10412 Kalgoorlie 6433 <a href="mailto:Cycling.goldfieldsesperance@transport.wa.gov.au">Cycling.goldfieldsesperance@transport.wa.gov.au</a>
<b>Wheatbelt &amp; Peel</b>	Tel: 9216 8540, fax: 9216 8497 PO Box C102 Perth 6839 <a href="mailto:Cycling.wheatbelt@transport.wa.gov.au">Cycling.wheatbelt@transport.wa.gov.au</a> <a href="mailto:Cycling.peel@transport.wa.gov.au">Cycling.peel@transport.wa.gov.au</a>