



Department of Local Government,
Industry Regulation and Safety

Off-road Vehicle Area Grants Program

Guidelines

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Program guidelines

Objectives

The WA Government continues its commitment to supporting the establishment of new Off-Road Vehicle (ORV) areas and upgrades at existing ORV areas (ORVA).

Building on the earlier ORVA Grants Program, this round (Program) aims to further expand the network of ORV facilities and enhance recreational opportunities for ORV users across Western Australia.

In this round of funding, **eligibility has been expanded** to encourage partnerships between the WA Government and local governments, other WA State Government agencies, and incorporated associations.

An additional benefit of this funding is the potential boost to local businesses and tradespeople, with applicants encouraged to engage local suppliers for their projects.

Overview

This grant program supplements the existing investments in ORVAs made through the ORV Special Purpose Account (SPA) and supports a range of key government priorities outlined in [WA Government Priorities 2025-2029](#).

Applicants are encouraged to consider how proposals may be informed by the following:

- [Western Australia \(WA\) Strategic Trails Blueprint 2022-2027](#)
- [Department of Biodiversity, Conservation and Attractions \(DBCA\) Trails Development Guidelines](#)
- [The WA State Trailbike Strategy 2008](#).

This grant funding will be administered by the Department of Local Government, Industry Regulation and Safety (LGIRS). Applications will be assessed by the Inter-Agency Steering Group (IASG) and pursuant to section 17 and 18 of the *Control of Vehicles (Off-road Areas) Act 1978*, the Off-road Vehicles Advisory Committee (Committee) will provide advice and recommendations to the Minister for Local Government.

Funding structure

The Program will operate from a **single funding pool of \$2 million**.

Each application may **request up to \$1 million**, and all eligible applications will be assessed against the same criteria and considered within the overall funding allocation.

Funding for the establishment of a new ORVA will only be considered if the applicant demonstrates site suitability and project viability.

Applicants for new ORVAs may also request additional support to assist with initial establishment and operations through the ORV SPA.

Key dates

Opening date for applications	28 May 2026
Closing date for applications	31 August 2026
Assessment and recommendation period	01 September – 30 November 2026
Recipients notified	1 December 2026
Project delivery timeframe	1 January 2027 – 31 December 2028

The key dates provided in this guideline are indicative only and may be subject to change. Any updates will be communicated to the Program applicants and made publicly available.

Eligibility criteria

The project must:

- Deliver a new ORVA, or
- Deliver upgrades at an existing ORVA.

Applicants must:

- Be a Local Government within Western Australia; **or**
- Be a WA State Government agency landholder; **or**
- Be an Incorporated Association partnering with a WA Local Government or WA State Government agency landholder.

Eligible and ineligible costs

Eligible costs

To be eligible, costs must be directly related to:

- the construction of a new ORVA.
- upgrading an existing ORVA.

Ineligible costs

The grants cannot be used for the following activities:

- Operational costs beyond the scope approved by LGIRS.
- Operational costs beyond the timeframe of the funded portion of the project.
- Administration costs exceeding 10 per cent of the total funding request.
- Business as usual operational costs, including but not limited to regular repairs.
- Initial desktop assessment of ORVAs, including feasibility reports.

- Connecting road upgrade costs.
- Utility costs greater than 20 per cent of the total funding request.
- Land acquisition or access costs.

Assessment criteria

Proposals will be assessed based on:

Criteria	Description
1. ORV rider interest and in-principle support	The application provides evidence of the geographical catchment areas for riders, demonstrates support from prospective ORV riders or groups, and indicates potential or secured formal support from the Committee.
2. Contribution to improving access to ORVAs	The application clearly shows how the initiative or upgrade will improve access to high-quality ORV facilities and aligns with the intended outcomes of the grant program.
3. Organisational capacity to support project delivery	The application identifies who will manage the delivery of the project and clearly demonstrates that the applicant has resources and capacity to deliver the project within the committed timeframes.
4. Value for money	The application demonstrates strong value for money by aligning a realistic budget with the expected benefits of the ORVA. Project deliverables, project and administration costs, as well as in-kind and co-contributions, will be considered when assessing this criterion.
5. Project monitoring and evaluation	The application demonstrates how it will monitor and evaluate the project, including the collection of data and to determine whether the intended outcomes have been achieved and whether the grant objectives have been met.

Pre-application process

LGIRS will provide online information sessions upon request and will be available to offer guidance and support for proposals prior to submission.

Application process

Applications must be submitted online via the LGIRS website.

The application form will require project information, including:

- the applicant details, including ABN and primary business activities
- a detailed description of the project

- estimated total cost of the project excluding GST
- grant amount requested excluding GST (requested support should reflect the expected design and impact of the project)
- project location, and any supporting documents
- details of the project scope which demonstrates how it intends to meet the assessment criteria
- a project plan
- any supporting quotes or technical documents
- if applicable, evidence of financial viability such as, an audited financial statement for the last financial year, and/or a signed statement from an external accountant that the Local Government is financially able to fund the ongoing costs of the ORVA.

All applicants will be required to identify any risks relevant to the project; it is anticipated that submissions will include project plans that cover the duration of the project.

When two or more parties submit a joint proposal, it will be essential to provide detailed information regarding each party's contributions, including the specific proportions of funding and deliverables that each entity will contribute to the project.

Applications that demonstrate significant in-kind commitments (such as internal capability to obtain relevant statutory approvals and complete civil construction work) will be favourably considered.

Additional information required at submission

Preference will be given to projects that demonstrate strong project planning.

It is the responsibility of the applicant to demonstrate the competitiveness and the alignment of the activity and application against the criteria.

Applicants are encouraged to include supporting documentation such as:

New ORVA projects

- A clear and structured business case for the proposed new ORV area.
- A clear project plan with itemised eligible costs.
- A description of the vacant site requested, including a plan and details of tenure of the land.
- Access available to the undeveloped/vacant site.
- Environmental factors, including proximity of dwellings.
- General noise level details for the area.
- Terrain type.
- Identification of services and utilities that are likely to be affected.

- Confirmation from affected agencies that they support the project, including via the IASG.
- Facilities currently on site and/or what facilities and services are required.
- Market analysis.
- Proposed management implementation plan for the site, including safety provisions.
- Required restrictions – justifications should be detailed.
- New Development Application plan/project plan with a budget including full costings and scoping of expected development.
- Evidence that the project is within the Land Manager's ability for ongoing management and financial capabilities.
- Evidence of capacity to deliver the construction of a new ORVA.
- Evidence of support (or absence of opposition) for the proposal across relevant State Government agencies and Local Governments.
- Description of public consultation process if funding is recommended.

Upgrades to existing ORVAs projects

Details related to:

- Installation of accessible facilities.
- Signage.
- Earthworks.
- Construction of vegetation buffers.
- Viewing areas for spectators.
- Fencing walls/barriers.
- Construction of a new ORV track within an existing ORV area.
- Supporting infrastructure, including parking, lighting, access gates, surveillance equipment, utilities, etc.
- Communications booster/access to make an emergency request.
- User and spectator amenities, such as water supply, toilet facilities, rubbish, picnic and barbeque facilities.
- New or upgrade existing wheelchair/disability access.
- Landscaping and vegetation.
- Upgrading of existing track in an existing ORVA.
- Construction of buildings (e.g. administration, retail, security guard office, etc).
- Other items that meet the intent of improving the ORV user experience at existing ORVAs.
- Evidence of their capacity to deliver works at the existing ORVA.
- Evidence of support (or absence of opposition) for the proposal across relevant State Agencies and Local Governments.
- Description of public consultation process if funding is recommended.

Assessment process

LGIRS will provide initial advice and support to applicants to help develop concepts and proposals. LGIRS will assist with specific technical matters and may facilitate communication with other relevant government agencies as needed. Additionally, LGIRS may discuss applications with State or Local Government entities listed as funders or partners.

Application assessment

The assessment will be based on the information provided.

The IASG, which includes representatives from LGIRS, Department of Planning, Lands and Heritage (DPLH), Department of Biodiversity, Conservation and Attractions (DBCA) and Department of Water and Environmental Regulation (DWER), will review applications against the eligibility criteria.

Applicants that meet the eligibility criteria will progress to a preliminary assessment against the Assessment Criteria by the IASG. This assessment will include:

- a score for each criterion
- a summary of the application
- the rationale for scoring, and
- any other notable information relevant to the application.

If the IASG determines that an application does not satisfactorily meet any criterion, it may exclude that application from further evaluation.

At any stage of the assessment process, applicants may be asked to provide additional information to LGIRS.

Decision making

The IASG will assess all applications and progress those deemed suitable to the Committee for consideration.

The Committee will review suitable applications and provide advice and recommendations. The Director General will consider the Committee's advice before submitting recommendations to the Minister for approval.

The Minister for Local Government and/or the Treasurer may approve the provision and amount of support to individual projects.

Applicants should not lobby Ministers, the LGIRS Director General, members of the IASG or the Committee during the application or assessment process. Any breaches of this condition may result in the application being deemed ineligible.

Timeframe

From the date of application lodgement and provision of all relevant documentation, the processing period will be in line with the timeframes listed under 'Key dates'.

While every effort is made to adhere to the published grant timelines, processing times may vary due to the volume of applications and other administrative considerations.

Applicants will be notified of any significant delays.

Notification

Applicants will be notified of the outcome of their application via written correspondence.

Successful applicants may be requested to keep any grant support confidential for specified period, particularly where an announcement is expected to be made by the WA Government.

Where an application or claim is unsuccessful, the reason(s) will also be provided.

Requests for feedback on unsuccessful applications may be made in writing to the LGIRS at orv@lgirs.wa.gov.au.

Conflict of interest

There may be a conflict of interest, or perceived conflict of interest, if LGIRS, any member of the IASG, the Committee, and/or the applicant or any of its associates:

- has a professional, commercial, or personal relationship with a party who can influence the application selection process.
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently.
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation received a grant under the program.

All applicants must declare any actual, perceived or potential conflicts of interest.

If a conflict of interest is identified after the submission, the applicant must notify LGIRS immediately.

LGIRS, the IASG, Committee members and other officials including the decision maker must also declare any conflicts of interest.

Conflicts of interest will be handled in accordance with the WA Government's [Managing Conflicts of Interest Guidelines](#).

Further information

Grant program agreement

Successful applicants will be required to enter into a grant program agreement with the WA Government. The WA Government will require the grant program agreement to be executed within three (03) months after the decision has been made and the agreement is to be signed by all parties.

Supporting documentation

LGIRS may request the successful applicant to provide a copy of all supporting documentation relevant to the project or any other documentation that they may find necessary. This may include, but is not limited to:

- quotes from suitably qualified professionals
- site plans
- track and amenities schematics and/or project plans
- local government resolutions or approvals
- evidence of land ownership for a new ORV area, and/or
- documented approval from landowner or land manager (e.g. DBCA, DWER)
- written evidence that relevant local governments have been consulted by the applicant.

Milestones and progress reporting

Project activities will be set out as milestones in the ORVA Grants Program – Round 2 agreement. Milestones and timeframes will vary depending on the project scope.

Recipients must submit project progress reports to LGIRS as outlined in the agreement. Reports may include evidence such as:

- completion of site works
- completion of any buildings and/or tracks
- manufacturing and/or installation of fences
- manufacturing and/or installation of site furniture and/or viewing platforms
- completion certificates.

Variations

Requests for variations must be submitted to LGIRS.

Variations may include:

- changes to the project delivery dates
- changes to agreed project deliverables
- changes to payment timing.

Payment of grant

Grant funding will be administered by LGIRS after Grant Program agreements are executed.

LGIRS may determine payment amounts and timings based on achievement of agreed milestones. These details will be specified in the agreement.

All payments are **exclusive of GST**.

Grantees must report how the grant funds were spent at the completion of the project.

Reporting requirements

Grantees must meet all reporting obligations as outlined in the funding grant program agreement, including, but not limited to, regular updates on:

- progress against approved scope of works
- achievement of project milestones
- expenditure of the grant.

On project completion, grantees must submit:

- a final project report, and
- an audited financial statement (as part of the acquittal process).

Final reports must:

- be completed using the template provided by LGIRS
- identify how outcomes were achieved
- include required evidence as specified in the agreement
- state the total eligible expenditure incurred
- be submitted within 40 business days of project completion.

Additional documentation may be requested if necessary.

Evaluation and audit

LGIRS may evaluate the program using information from applications and progress reports. Grantees may be interviewed or asked to provide additional information to help assess the impact and effectiveness of the program.

To ensure accountability and transparency, LGIRS and the Office of the Auditor General reserve the right to audit program funding and related activities for up to seven (7) years after project completion.

Grantees must retain records and provide reporting as required.

Audits may be conducted under the *Financial Management Act 2006* or the *Auditor General Act 2006*.

Repayment of unspent funds

Any unspent funds must be returned unless written approval is provided to reallocate them.

Requests to reallocate unspent funds must:

- align with the eligible costs within these guidelines, and
- be approved in writing by LGIRS **before** the funds are committed.

Acknowledgement

The WA Government logo must be used on all project-related promotional, communication and publication materials along with appropriate acknowledgement of WA Government support.

Any public statement related to the project must acknowledge:

- the program,
- LGIRS, and
- the WA Government.

Grantees must consult with LGIRS before publishing materials using the WA Government logo.

Application support

LGIRS can provide guidance on the process and can be contacted via email orv@lgirs.wa.gov.au.

LGIRS cannot assist with writing applications or delivering project activities.

Applicants may wish to seek advice from legal, business, and financial advisors before applying.

Enquiries and feedback

All enquiries must be sent through orv@lgirs.wa.gov.au, citing the application number.

Responses to enquiries may be published anonymously on the LGIRS website as Frequently Asked Questions (FAQs).

Complaints about LGIRS handling may be referred to the WA Ombudsman.

Privacy

Personal information is managed according to the Australian Privacy Principles, set out in Schedule 1 to the *Privacy Act 1988 (Cth)*.

Personal information can only be disclosed to someone for the primary purpose for which it was collected unless an exemption applies.

LGIRS may use or disclose information about grant applicants and grant recipients for reporting purposes.

Freedom of information

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the *Freedom of Information Act 1992 (WA)*.

Information that is deemed to be commercially sensitive will be withheld.

The *Freedom of Information Act 1992 (WA)* makes government information accessible to the public by:

- requiring certain information freely available
- encouraging release of as much information as possible
- giving enforceable rights to access government information
- restricting access to information only when disclosure is against the public interest.

Disclaimer

LGIRS does not guarantee the accuracy, reliability, currency, or completeness of any material contained in this publication and accepts no legal liability arising from its use. The information in this publication is general and not a substitute for advice from a qualified professional. Users should exercise care and use their own skill and judgment in using information from this publication and carefully evaluate the accuracy, currency, completeness, and relevance of such information.

Users should verify information independently and seek professional advice where appropriate. These guidelines may change at any time at the discretion of LGIRS. Any updates will be communicated to applicants and published publicly.