Get NSW Active Program

2023–2024 Funding Guidelines

Contents

Cover image: Parramatta Escarpment Boardwalk. Photo by Guthrie Project.

Ministerial Foreword

Get NSW Active has a demonstrated history of partnering with local Councils to empower people across NSW to incorporate walking and cycling as part of their everyday travel.

The 2022/23 program saw a record $117 million of funding for 283 projects across Greater Sydney and regional areas. This is on top of more than $200 million allocated to walking and cycling projects for Councils over the past five years.

From projects on Oxford Street, Sydney and Brooklyn Road, Brooklyn to the Albury CBD, Get NSW Active is focused on giving everyone in the community options and freedom of choice to move around in ways that suits them.

This commitment is echoed through our Future Transport Strategy, which recognises the importance of creating better places that enable local communities, and the health and the wellbeing of their residents, to thrive.

I'm so proud of what has been achieved to date through this initiative and it gives me great pleasure to announce the program for Get NSW Active 2023/2024.

I encourage Councils to take up the opportunity to share your ideas and put forward projects that will continue to shape the future of a more active NSW.

Thank you for your continued support over the years.

The Hon. Rob Stokes MP
Minister for Infrastructure,
Cities and Active Transport

1 Introduction

1.1 The NSW Government's commitment to walking and cycling

The Future Transport Strategy highlights the critical role that Active Transport plays in achieving the vision for transport in NSW. To support and facilitate more trips by active transport, the Future Transport Strategy sets a number of directions and outlines several commitments specific to Active Transport. Active Transport will help meet the needs of a growing population, build the right social and environmental framework to maximise opportunities that will improve people's quality of life.
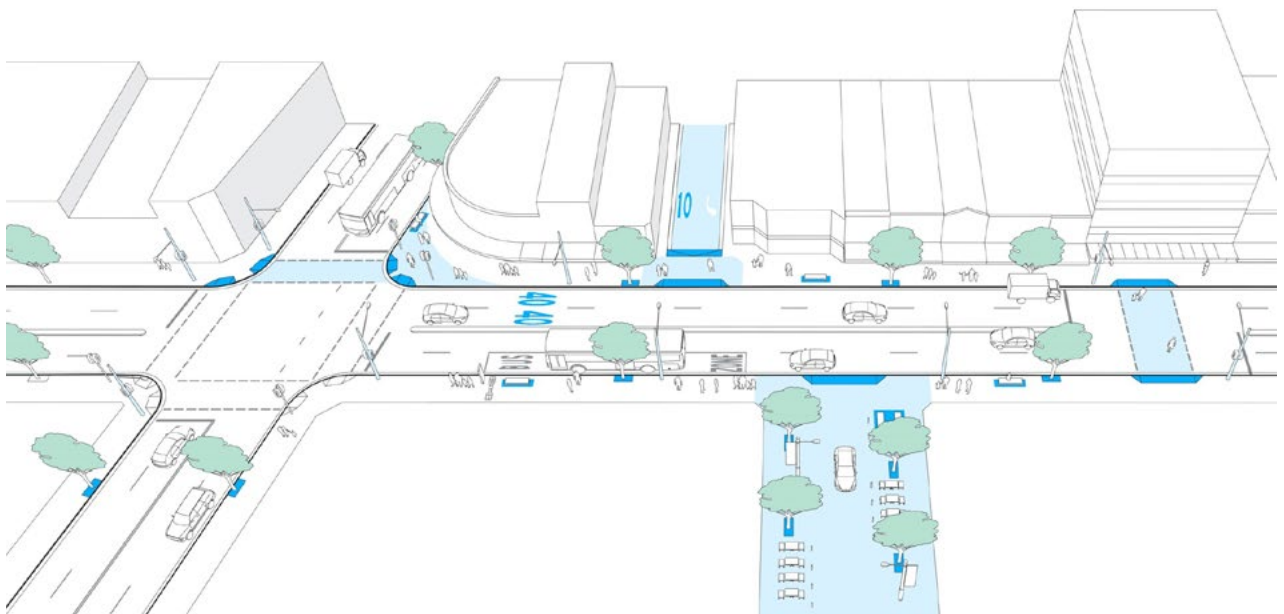

Figure 1 — (Future Transport Strategy) Lower speed limits, more pedestrian crossing points and the removal of pedestrian fencing can improve places on State Roads.

To support successful places for communities Transport will enable 15-minute neighbourhoods improving the space and priority available for place, walking, riding and deliveries so that our local neighbourhoods are easier for people to access and enjoy. Transport initiatives that will benefit Metropolitan and urban 15-minute neighbourhoods include:

- rolling out low-speed zones supported by physical changes to the road environment
- upgrading existing paths and streets for better walking and cycling experiences
- planting trees along streets and paths to provide amenity and shade to reduce urban heat
- reallocating vehicle lanes to other types of accessible public spaces
- prioritising pedestrian movements in and around key destinations, including at traffic signals
- using low-cost and/or temporary infrastructure to trial or test local initiatives

- Transport initiatives that will benefit Regional 15-minute neighbourhoods include:
  – improving amenity in towns where possible by moving visitor car parking away from main streets
  – ensuring there are footpaths on both sides of all streets within 400 metres of a local destination or main street and within 800 metres of a strategic or city centre
  – providing and upgrading safe cycle routes that establish or complete local networks
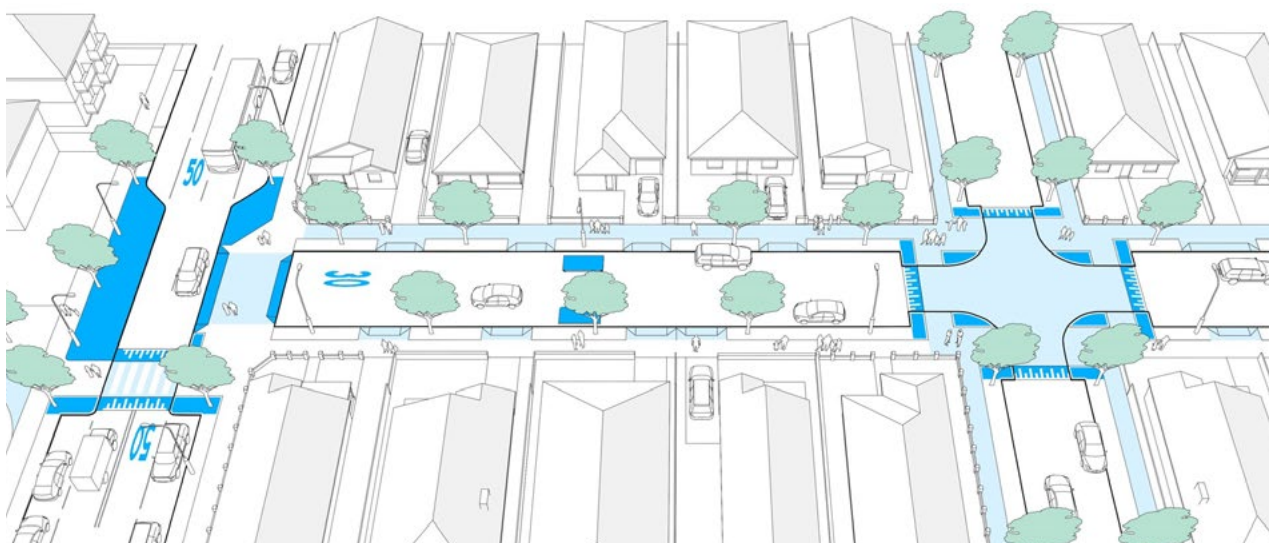 – providing low-speed traffic environments to make walking and cycling safer.

Figure 2 — (Future Transport Strategy) Small changes such as new crossings, wider footpaths and lower vehicle speeds can dramatically improve walking conditions.

To connect communities, Transport will **deliver continuous and connected cycling networks** to encourage more people to choose to ride their bike. Transport will **improve the safety and comfort of people walking and riding bikes** by providing fit-for-purpose active transport infrastructure and setting the right speed environment and **support multimodal journeys and provide more travel options** by improving the integration of active and public transport. Transport will also **encourage a shift to walking and cycling trips** by delivering walking and cycling infrastructure that matches the intended desired outcome and facilitates mode shift and **support emerging technology choices** such as e-bikes and other emerging micromobility devices.

1.2   Objectives of the Program

The objective of this Program is to support the planning and delivery of functional and safe walking and cycling infrastructure that can promote bike riding and walking as attractive, reliable, and competitive choices for travel.

The Get NSW Active Program's strategic objectives are aimed at:

- Improving bike riding to and within centres, neighbourhoods and to key destinations
- Improving walkability in centres, neighbourhoods and at key destinations, and
- Enable vibrant centres and liveable neighbourhoods through the creation of street environments that prioritise walking and cycling.

Transport for NSW under this grants program, encourages Councils to plan, develop a program of works and consider different funding options for proposed projects. This approach enables Transport for NSW to progressively plan and expand networks and support Councils to develop a sustainable forward program of walking and cycling projects that provides tangible benefits for our communities and customers.

1.3 Funding Streams

Funding is available for the following types of walking and cycling projects:

- Strategic Assessment,
- Concept and Detailed Design, and
- Construction.

Strategic assessment funding

This funding allocation will be limited and is designed to support councils in the planning, development and delivery of walking and cycling infrastructure and would be typically allocated towards:

- Strategic Walking and Cycling Network and Implementation Plans, and
- Feasibility assessments for individual project routes.

Strategic assessment funding does not include funding for concept design and detailed design — these will need to be submitted separately once strategic assessment is complete.

Concept and detailed design funding

Funding requests for design projects will be for:

- Concept Design, and
- Detailed Design

Construction funding

Funding requests for construction projects must focus on the project being ready to commence construction and be completed within the funding period being requested. The application must include a route map and a standard detailed drawing for the facility proposed or concept design with the standard detail or detailed design with or without standard detail.
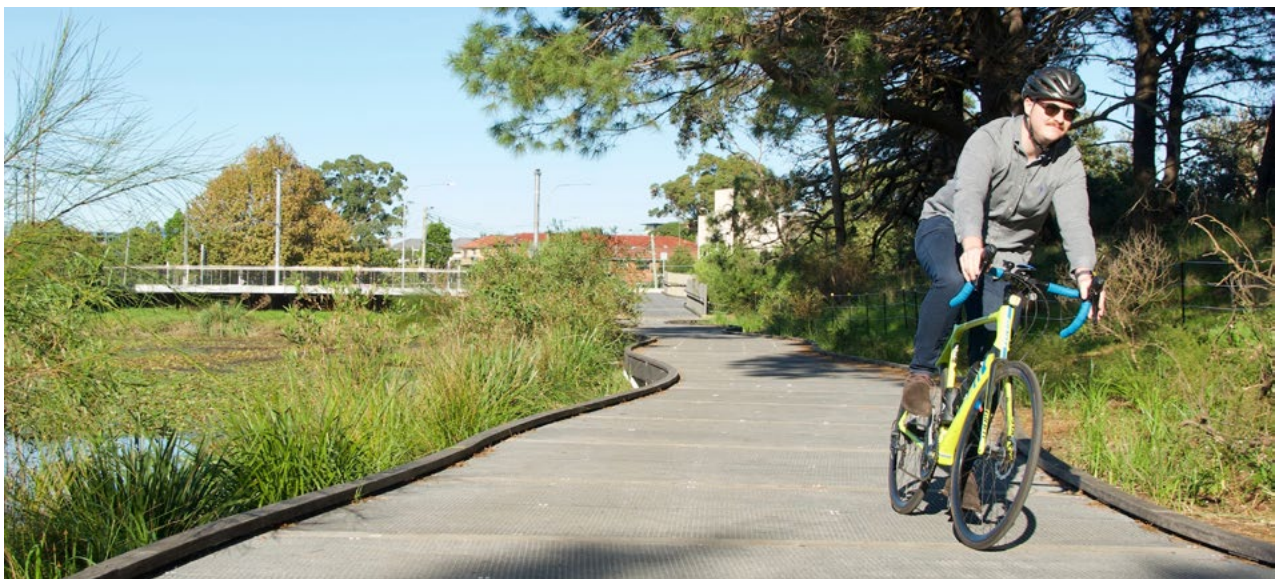
1.4   Process for selecting successful projects

Transport for NSW receives many applications to the Get NSW Active program each year. To rank and identify successful projects, all applications are assessed against pre-agreed criteria. Once the assessment and ranking process is completed, the highest ranked eligible projects, above the funding threshold, are offered funding under the program. At a high level, the criteria includes:

- Alignment or consistency with Transport for NSW policy and guidelines (e.g. will the project enable more walking and cycling trips, are path types and widths consistent with the Walking Space Guide and/or Cycleway Design Toolbox, does the project enhance the overall network)
- Project readiness (e.g. are project documents complete, has community consultation been completed, have Council endorsed the project, have changes to Traffic Control Signals been assessed and supported by Transport for NSW)
- Project risks (e.g. conflicts with services, incomplete documentation or outstanding issues, complex land ownership arrangements)

Some of the criteria are automatically scored, while others are manually scored as an 'above average', 'average', 'below average' response by an assessment panel.

Projects that best align with Transport for NSW priorities for walking and cycling, are well planned and ready to commence, and have few (or well managed) barriers to implementation will score best in the assessment process and have the highest chance of gaining funding.

If a successful project is withdrawn or cancelled for any reason, the funding will be reallocated to the next highest ranked project in the Program based on the assessment criteria. Further details regarding the assessment criteria is outlined in Section 4 of this document.

Cost estimates

Applications for funding must include a cost estimate for the total amount of funding (excluding GST) being sought from TfNSW, separately detailing the base cost and contingency. Councils will be required to, at the time of application, calculate the required contingency using either the deterministic or probabilistic method.

Project contingency can only be accessed when a previously identified inherent project risk or contingent project risk materialises. TfNSW approval must be sought through a variation submission and approval process, as detailed in a funding agreement.

- Councils will be required to provide evidence when placing additional claims for funds, whether for access to contingency funds or for scope enhancements, that require additional funding beyond the agreed base cost estimate.
- No unspent contingencies or TfNSW funding can be used by Council on another project.

Projects with an estimated total construction cost above $10 million must go through the NSW Government Assurance review process. Please discuss these projects with your Transport Local Government Manager.

1.5   Timeline

The key timeframes for the Get NSW Active Program are as follows:

Nov–Dec 2022	Jan 2023	Feb–Apr 2023
▸ Workshops (via online forum) to discuss revised Walking and Cycling Funding ▸ Guidelines and grants portal system ▸ Walking and Cycling grant Nomination Period	▸ End of Walking and Cycling grant Nomination Period ▸ Grants portal closed to nominations.	▸ Review of submissions against guidelines ▸ Determination of projects approved for funding including project funding allocation ▸ Notification to Applicants of NSW Government approved projects

2   Program Details

2.1   Who can apply?

The Get NSW Active Program is open to Local Government organisations across NSW.

2.2   Funding streams

Funding is categorised into the following streams:

- Greater Sydney walking,
- Regional and Outer Metropolitan Walking,
- Great Sydney Cycling, and
- Regional and Outer Metropolitan Cycling.

2.2.1   Multi-year funding and staged projects

- Multi-year funding is available to support projects that cannot be delivered in a single financial year. Applications can be made for projects that are being developed, constructed, or staged over a period up to four Financial Years.
- When applying for multi-year funding, applicants should include details of the costs and project tasks breakdown for each year. This will form the basis of milestone payments that will be released progressively subject to agreed project milestones being achieved.
- Applicants are encouraged when making applications for multi-year or staged projects to provide itemised project schedules and cost estimates that will allow for part funding of the project, in the event that some, but not all, stages of the project meet program funding criteria.
- Staged projects that include a combination of project stages (for example a predominantly construction project where some design work is still required, or a predominantly design project where some early construction works are proposed) can be submitted. In this scenario, applicants are encouraged to include itemised project schedules and cost estimates clearly indicating each distinct or separable stage of the project. Each stage should be able to function as a standalone project.

2.3 Cycling Projects

2.3.1 Objectives of Cycling Projects

Projects funded under this program will:

- Enable more people to choose cycling as a transport and recreation option though the provision of facilities that make cycling safe and comfortable for people of all ages and cycling abilities,
- Enable more short cycling trips to and within centres,
- Contribute to a continuous and connected network of cycling facilities,
- Increase transport network resilience and sustainability by improving transport choice, and
- Deliver improved street environment outcomes that both support walking and cycling and contribute to overall place and urban design outcomes.

2.3.2 Projects eligible for funding

Eligible infrastructure projects include:

- Bike paths,
- Shared paths, and
- Quietways.

Bike Paths

The facility type selected should align with the recommendations in the cycleway facility selection tool on page 15 of the Cycleway Design Toolbox (see below extract). Applicants are required to detail in their applications why the facility type proposed is appropriate for the location.

Shared Paths

Applicants seeking funding for shared paths projects should review the guidance regarding shared path design in the Cycleway Design Toolbox. Shared Paths with a width less than 4.0m are eligible only where the applicant can demonstrate that site conditions and/or constraints justify a narrower minimum width than recommended in the Cycleway Design Toolbox.

Quietways and Low Speed Zones

Designs for Quietways are to include treatments/facilities that would enable the speed limit to be reduced to 30km/h in future.

Projects should also comply with relevant Australian Standards and the Transport for NSW Technical Directions as well as be consistent with Austroads and other relevant guidelines.

Priority Routes

Street Typology (Movement and Place)	Civic space	Local street	Main street	Main road
Motor vehicle speed	≤10 km/h	≤30 km/h	≤50 km/h	>50 km/h
Motor vehicles/day	n/a	≤2,000	>2,000	n/a
Bicycle path (One and two-way)		🚲	🚲	🚲
Quietway		🚲		
Shared path (Low pedestrian activity or high cross-cycleway movement				
Shared path (High pedestrian activity or high cross-cycleway movement				
Shared zone	🚲			

🚲 Required for priority routes   🚲 Suitable but not preferred for priority routes

Figure 3 — Cycleway Facility Selection Tool — Priority Routes

Local Routes

Street Typology (Movement and Place)	Civic space	Local street	Main street	Main road
Motor vehicle speed	≤10 km/h	≤30 km/h	≤50 km/h	>50 km/h
Motor vehicles/day	n/a	≤2,000	>2,000	n/a
Bicycle path (One and two-way)		🔵	🔵	🔵
Quietway		🔵		
Shared path (Low pedestrian activity or high cross-cycleway movement		🔵	🔵	🔵
Shared path (High pedestrian activity or high cross-cycleway movement				
Shared zone	🔵			

🔵 Required for priority routes   🔵 Suitable but not preferred for priority routes

Figure 4 — Cycleway Facility Selection Tool — Local Routes

Ancillary or supporting facilities that are directly linked to, and that support and enhance the cycling connection, can form part of the application (examples include bike parking, trees and landscaping that directly improve the facility by providing shade or buffers, seating for rest stops). Transport for NSW encourages walking and cycling projects that make positive contributions to place outcomes, further guidance on how to deliver placemaking outcomes are available at:

https://www.movementandplace.nsw.gov.au

https://www.transport.nsw.gov.au/operations/walking-and-bike-riding/guides-tools-and-useful-links

2.3.3 Projects ineligible for funding

The following standalone projects are ineligible for funding:

- Maintenance of existing assets
- Closed loop recreational projects, e.g. BMX tracks
- Non-infrastructure projects such as behavioural change campaigns, events, promotions or maps
- Projects that predominately focus on vehicular traffic improvements, and
- Mixed traffic solutions with design speeds above 30km/h and unsuitable street environments.

2.3.4 Specific funding exclusions

Refer to Appendix 3 for Specific Funding Exclusions.

2.3.5 Maximum level of NSW Government funding contribution

Design projects: 100%

Construction projects: 100%

Note: Projects that include a contribution from the applicant score higher in the assessment process relative to those with no contribution. Higher relative contributions (as a proportion of the project total) score relatively higher.

2.3.6 Minimum funding threshold

$20,000 (excluding GST) with no upper limit for design projects, including strategic assessments.

$50,000 (excluding GST) with no upper limit for construction projects.

Projects with an estimated total construction cost above $10 million must go through the NSW Government Assurance review process. Please discuss these projects with your Transport Local Government Manager.

Note 1: The above figures are minimum amounts only relating to the size of the application. TfNSW encourages submissions for any value that provides infrastructure that encourages walking or cycling.

2.3.7 Proposals containing multiple individual projects

Proposals to undertake multiple small projects under one project are eligible up to a maximum value of $2,000,000. The projects need to be of a similar facility type (i.e. a package of footpaths, kerb ramps, bicycle lanterns) and have similar project outcomes. Details of locations will need to be provided for each separable project/component within the application.

2.4 Walking Projects

2.4.1 Objectives of Walking Projects

Projects funded under this program will:

- Enable more people to choose walking and an everyday transport and recreation option though the provision of facilities that make walking safe and comfortable for people of all ages and cycling abilities,

- deliver new walking routes that improve access and connectivity to centres and trip generating land uses, and enhance communities and places,

- Enable short walking trips to and within centres,

- Contribute to a continuous and connected network of walking facilities,

- Increase transport network resilience and sustainability, and

- Deliver improved street environments that support walking, and contribute to overall place and urban design outcomes.

Applications for walking connections to community facilities include schools, shops, other local services, public transport facilities and parks/open spaces are encouraged.

2.4.2 Projects eligible for funding

Eligible infrastructure projects must include the design or construction of either:

- New footpaths
- Widening of existing footpaths
- Signalised crossings
- Unsignalised crossings
- Low speed streets (10–30km/h speed limit), and
- Road closures (Street activations)

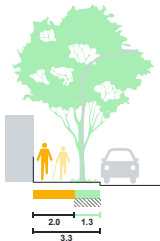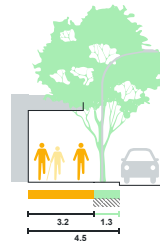NOTE: Shared paths will be funded under the Cycling stream.
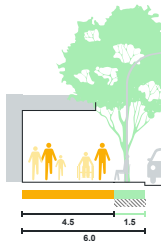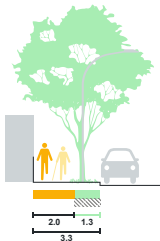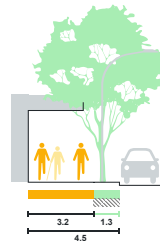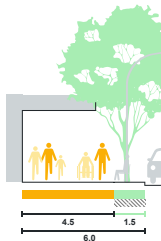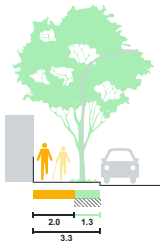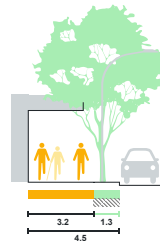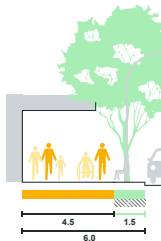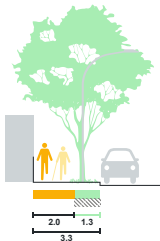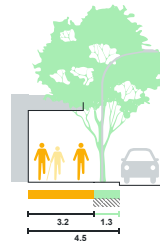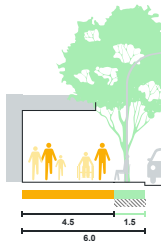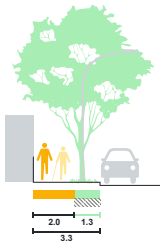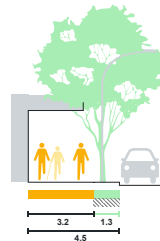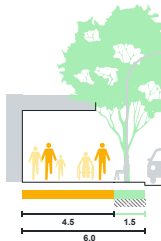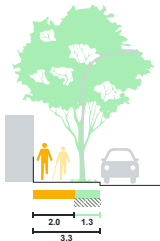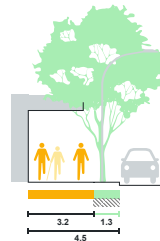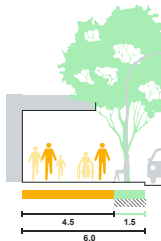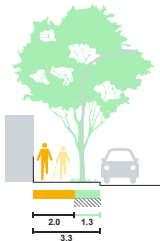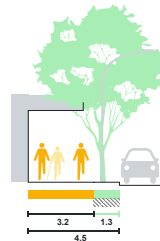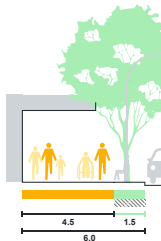
Footpaths

Footpath widths proposed for walking projects should align with the recommendations in the Walking Space Guide and summary guide below. Where narrower than recommended footpaths are proposed, the application needs to demonstrate why site conditions and/or constraints justify a narrower path.

Projects should also comply with relevant Australian Standards and the Transport for NSW Technical Directions as well as be consistent with Austroads and other relevant guidelines.

Walking space guide summary

Footpath Type 1	Type 2	Type 3	Type 4	Type 5
Typical description: Local footpath – Low activity	Local footpath – Medium activity	Main street footpath – Medium activity/Local footpath – High activity	Main street footpath – High activity	Main street footpath – Very high activity
Short walk interaction: Unlikely to pass someone	Likely to pass someone	Virtually certain to pass someone	Virtually certain to meet multiple groups of people	Busy
Peak hour maximum use: Very few people per hour	7 or more people per hour	70 or more people per hour	400 or more people per hour	More than 2,000 people per hour
MINIMUM TARGET Walking Space: 2.0m	**2.3m + 0.6m** Passing Zone	**3.2m (3.0m** not adjacent to active shopfronts)	**3.9m (3.7m)**	less than or equal to **9.5** People Per Metre/Minute
Intervention Trigger (less than): 1.3m*	1.6m + 0.6m Passing Zone	2.3m (2.2m)	2.9m (2.7m)	greater than 18.0 People Per Metre/Minute

Kerbside Traffic Buffer

The required Walking Space excludes obstructions and the Kerbside Traffic Buffer which is measured from the face of the kerb.

Kerbside traffic speed limit (km/hr)	Kerbside Traffic Buffer (m)
0-15 or cycle lane or parking	0m
20	0.2m
25	0.45m
30	0.7m
35	0.95m
40	1.2m
45	1.4m
50	1.65m
55	1.9m
>55	2.15m

2.0 1.3	2.3 0.6	3.2 1.3	3.9 1.5	4.5 1.5
3.3	3.6	4.5	5.4	6.0

Low activity local footpaths are appropriate where people walking are unlikely to pass people coming the other way.

These footpaths support 2 friends walking together and passing if they walk in single file.

Medium activity local footpaths are appropriate where people walking are more than likely to pass people coming the other way.

These footpaths support 2 people passing abreast or 2 friends walking together passing another person using the Passing Zone.

Medium activity main street footpaths are appropriate where people walking are virtually certain to pass people coming the other way.

These footpaths support 2 friends walking together and passing another person without having to walk in single fi le.

High activity main street footpaths are appropriate where people walking are virtually certain to meet multiple groups of people coming the other way.

These footpaths support 2 friends passing 2 friends coming the other way without either group having to walk in single file.

Very high activity main street footpaths are appropriate where it is very busy most of the time.

These footpaths provide enough space for large numbers of people to walk comfortably.

* for equal access:

< 1.8m, insufficient space for two wheelchairs to pass

< 1.5m, insufficient space for a wheelchair to turn, if the length exceeds 6m. Action must be taken

< 1.2m, insufficient space for a wheelchair to navigate safely. Action must be taken.

Unsignalised Intersections

Include:

- Continuous footpath treatments,
- Pedestrian crossings,
- Kerb extensions, and
- Pedestrian refuges.

The order in which unsignalised crossings are listed above represents the order in which the different facility types are likely to achieve the 'safe and comfortable' requirement identified in Transport for NSW policy and design guidance. Accordingly, these facility types will score highest to lowest in the order described above in the assessment process — e.g. a raised pedestrian crossing would rank higher than a pedestrian refuge in a circumstance where all other criteria had scored equally.

In some circumstances, a submission may be deemed ineligible where the assessment panel considers that the 'safe and comfortable' requirement has not been met by the infrastructure type proposed, or where a different facility type would likely better meet this requirement.

2.4.3 Projects ineligible for funding

The following standalone projects are ineligible for funding:

- Maintenance of existing assets,
- Closed loop recreational projects, e.g. walking circuits within open space,
- Paths that cross roundabout intersections but do not provide dedicated and suitable crossing facilities. Crossings that provide priority for pedestrians should be utilised except were specific site constraints prevent this reasonably being achieved,
- Non-infrastructure projects such as behavioural change campaigns, events, promotions, maps, and
- Projects that predominately focus on vehicular traffic improvements.

2.4.4 Specific funding exclusions

Refer to Appendix 3 for Specific Funding Exclusions.

2.4.5 Maximum level of NSW Government funding contribution

Design projects: 100%

Construction projects: 100%

Note: Projects that include a contribution from the applicant score higher in the assessment process relative to those with no contribution. Higher relative contributions (as a proportion of the project total) score relatively higher.

2.4.6 Minimum funding threshold

$20,000 (excluding GST) with no upper limit for design projects, including strategic assessments.

$30,000 (excluding GST) with no upper limit for construction projects.

Projects with an estimated total construction cost above $10 million must go through the NSW Government Assurance review process. Please discuss these projects with your local Transport Local Government Manager.

Note 1: In order to comply with minimum threshold limits, simpler type projects that demonstrate an overall aggregate network improvement will be permitted.

Note 2: The above figures are minimum amounts only relating to the size of the application. TfNSW encourages submissions for any value that provides infrastructure that encourages walking or cycling.

2.4.7 Proposals containing multiple individual projects

Proposals to undertake multiple small projects under one project are eligible up to a maximum value of $2,000,000. The projects need to be of a similar facility type (i.e. a package of footpaths, kerb ramps) and have a similar project outcomes. Details of locations will need to be provided for each separable project/component within the application.

2.5 Support

If you have any questions relating to the eligibility of your project, contact your Transport Local Government Manager.

3 Submission

3.1 Submission

Submissions for the Get NSW Active Program for FY2023/24 will open in November 2022.

The online portal will close in January 2023. Once the portal closes no further submissions will be accepted or changes made to submitted applications.

The specific dates for the Program are published on Transport for NSW website.

3.2 What makes a good submission?

The portal will prompt applicants to add information about the project and documents to support an application. The information requirements will vary from project to project but are likely to include some or all of the following, plus additional documents specific to the project:

- A Map of the project,
- Coordinates for the start and end point (latitude and longitude),
- Relevant Strategy document(s) where the project has been identified,
- Project concept/detail design documents,
- Consultation summaries/reports,
- Cost estimates,
- Planning/approvals documents and studies e.g. REF, Traffic Committee etc (where required), and
- Relevance to the Cycleway Design Toolbox or Walking Space Guide.

3.3 Post construction evaluation

To ensure projects are able to be evaluated and benchmarked, funding recipients are to provide post-construction data to demonstrate the success of projects. As part of the funding agreement, you will also be asked to report 6 months and 12 months post-delivery on the outcomes of the project, by reporting back cycling and pedestrian volumes to Transport for NSW.

Major cycling or walking projects valued over $1 million will be asked to include cycling/pedestrian counters as part of the project delivery and establish a continuous monitoring agreement post-construction.

Specific project evaluation criteria and cycling/pedestrian counter requirements will be reviewed and agreed to and written into the funding agreement.

Transport for NSW will provide guidance on data and analytics technology options.

3.4 Branding and communications

During and post-delivery, funding recipients must ensure that they follow:

- the NSW Government Brand Guidelines,
- the NSW Government Funding Acknowledgment Guidelines for Recipients of NSW Government Grants, and
- any other messaging and communications requirements of the NSW Government notified to the funding recipient from time to time.

Further information is available here:

https://www.nsw.gov.au/nsw-government-communications

3.5 Questions and Support

3.5.1 Program or strategic alignment

If you have any questions relating to:

- the Program direction or strategic alignment,
- stakeholder engagement,
- technical aspects of the projects (including approvals and standards), or
- any general enquiries.

Please contact your Transport Local Government Manager.

4 Assessment

4.1 Introduction

Project assessments will be categorised based on the geography (Greater Sydney or Regional and Outer Metropolitan (ROM)) and customer group (Walking or Cycling).

Eligible projects will be evaluated and ranked against the following evaluation criteria:

- Financial Information,
- Strategic Merits and alignment with Transport for NSW design guidance for walking and cycling
- Project Design and Documentation (project readiness), and
- Stakeholder engagement.

Each of the evaluation criteria listed above is critical to the assessment of projects submitted for funding. The criteria are not of equal weight for evaluation and are not listed in order of priority.

Further detail regarding what is assessed in each category is provided below.

4.2 Financial Information

Financial assessment will consider the detail provided in project cost estimates. Projects will score higher where evidence is provided that cost estimates are accurate and thorough, and therefore the likelihood of project cost variation lower.

Lower dollar value projects do not automatically attract a higher assessment score. Value for investment will best be achieved through projects and facilities that align with the customer preferences detailed in the Walking Space Guide and Cycleway Design Toolbox, as these are the projects which will best enable more people to walk and ride. In some cases, projects that are 'underinvesting' may be rejected if they are deemed to be inconsistent with identified Transport for NSW customer expectations.

Project cost estimates will be reviewed to determine the quality of the estimate provided. The submission should provide a detailed breakdown of the cost estimate (refer Section 1.4). Cost estimates vary from project to project. TfNSW is seeking detailed information on the estimates but is not assessing the actual cost of the proposal.

4.3 Strategic Merits

Strategic merits assessment will consider alignment with Transport's commitment to active transport (see above) as well as local strategic active transport outcomes. Applications will attract higher scores in the section of the assessment where they can demonstrate that:

- The project aligns with facility types identified in the Program detail section above,
- The project is identified in a Council (or other) plan or document that is publicly available, and forms part of a broader network plan for improved walking and cycling, and
- The project follows the design principles set out in Transport for NSW guides, especially the following best practice guidance in Transport's Network Planning in Precincts Guide:
  - Use filtered permeability to make walking, cycling and public transport the most convenient options (p. 50)
  - Create low-speed zones in the network that encourage walking and cycling (p. 54)
  - Provide dedicated footpaths on both sides of streets (p. 55)
  - Provide sufficient space, shade, wayfinding and amenities (p. 55)
  - Provide separated cycleways on the cycling network and on streets where the speed limit is higher than 30 km/h (p. 55)
  - Create a connected walking and cycling network with crossing facilities every 130m and priority at intersections (p. 55)
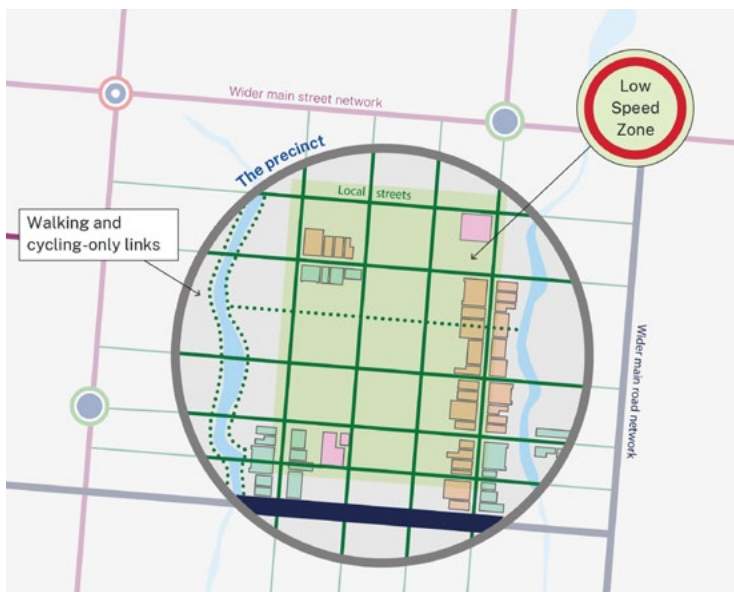

Figure 5 — (Network Planning in Precincts Guide): Principle 5, Enable connected, direct, and comfortable walking and cycling movements

Where projects do not align with the provisions and documents, and the application does not provide details around the rationale for different facility types, the project may be assessed as ineligible/unsuccessful under the program.

4.4 Project Approvals and Documentation

Project approvals and documentation assessment will consider project 'readiness' or the degree to which the status and documentation demonstrates that project is sufficiently   resolved to progress to the stage of funding that is being applied for.

Assessment will consider:

- The status of the required approvals i.e., are they completed, sufficiently progressed or clearly planned out,
- The quality, detail, and completeness of design documentation — recognising that the level of detail will vary given the type and scale of the project*, and
- The information contained in any documentation provided specific to the project (e.g., REF, road safety audit (RSA) etc).

* For projects that are relatively simple and that require minimal approvals (e.g. new footpaths) it is likely that a standard construction detail (rather than specific design) will be sufficient.

* Applications that include changes to Traffic Control Signals (TCS) will need to demonstrate that planning and approvals process for this aspect of the project are well progressed. In most circumstances approvals timelines and requirements for TCS will be greater than many other parts of the project and applicants are encouraged to plan for and prioritise this aspect of project development and approvals.

At a minimum Projects should comply with relevant Australian Standards and the Transport for NSW Technical Directions and guidelines as well as be consistent with Austroads and other relevant guidelines.

The traffic signal design guidelines have been developed to assist in designing traffic control signals. Refer to the link for the Traffic Signal Design guidelines.

https://roads-waterways.transport.nsw.gov.au/business-industry/partners-suppliers/document-types/guides-manuals/traffic-signal-design.html

4.5 Stakeholder Engagement

Stakeholder engagement assessment will consider the extent to which the project has progressed through required engagement and consultation activities.

Assessment will consider:

- council support/endorsement of the project,
- consultation with key technical or organisational stakeholders (Transport for NSW and other impacts government agencies, non-government representatives such as resident groups or Bicycle User Groups (BUGs)), and
- the level or engagement with the broader community and outcomes of that engagement.

Applications will score highest where they can demonstrate that impacted community and stakeholder groups have been appropriately engaged and any key project issues effectively responded to and managed.

5 Appendix 1—Local Council Region

5.1 Greater Sydney Councils

- Bayside Council
- Blacktown City Council
- Burwood Council
- Camden Council
- Campbelltown City Council
- Canterbury Bankstown Council
- City of Canada Bay Council
- City of Parramatta Council
- City of Ryde Council
- City of Sydney Council
- Cumberland Council

- Fairfield City Council
- Georges River Council
- Hawkesbury City Council
- Hornsby Shire Council
- Hunters Hill Council
- Inner West Council
- Ku-ring-gai Council
- Lane Cove Municipal Council
- Liverpool City Council
- Mosman Municipal Council
- North Sydney Council

- Northern Beaches Council
- Penrith City Council
- Randwick City Council
- Strathfield Council
- Sutherland Shire Council
- The Hills Shire Council
- Waverley Council
- Willoughby City Council
- Wollondilly Shire Council
- Woollahra Municipal Council

5.2 Regional and Outer Metropolitan Councils

- Albury City Council
- Armidale Regional Council
- Ballina Shire Council
- Balranald Shire Council
- Bathurst Regional Council
- Bega Valley Shire Council
- Bellingen Shire Council
- Berrigan Shire Council
- Bland Shire Council
- Blayney Shire Council
- Blue Mountains Council Bogan Shire Council
- Bourke Shire Council
- Brewarrina Shire Council
- Broken Hill City Council
- Byron Shire Council
- Cabonne Council
- Carrathool Shire Council
- Central Coast Council

- Central Darling Shire Council
- Cessnock City Council
- Clarence Valley Council
- Cobar Shire Council
- Coffs Harbour City Council
- Coolamon Shire Council
- Coonamble Shire Council
- Cootamundra-Gundagai Regional Council
- Cowra Shire Council
- Dubbo Regional Council
- Dungog Shire Council
- Edward River Council
- Eurobodalla Shire Council
- Federation Council
- Forbes Shire Council
- Gilgandra Shire Council
- Glen Innes Severn Council

- Goulburn Mulwaree Council
- Greater Hume Shire Council
- Griffith City Council
- Gunnedah Shire Council
- Gwydir Shire Council
- Hay Shire Council
- Hilltops Council
- Inverell Shire Council
- Junee Shire Council
- Kempsey Shire Council
- Kiama Municipal Council
- Kyogle Council
- Lachlan Shire Council
- Lake Macquarie City Council
- Leeton Shire Council
- Lismore City Council
- Lithgow City Council

- Liverpool Plains Shire Council
- Lockhart Shire Council
- Maitland City Council
- Mid-Coast Council
- Mid-Western Regional Council
- Moree Plains Shire Council
- Murray River Council
- Murrumbidgee Council
- Muswellbrook Shire Council
- Nambucca Shire Council
- Narrabri Shire Council
- Narrandera Shire Council
- Narromine Shire Council
- Newcastle City Council
- Oberon Council
- Orange City Council
- Parkes Shire Council
- Port Macquarie-Hastings Council
- Port Stephens Council
- Queanbeyan-Palerang
- Regional Council
- Richmond Valley Council
- Shellharbour City Council
- Shoalhaven City Council
- Singleton Council
- Snowy Monaro Regional Council
- Snowy Valleys Council
- Tamworth Regional Council
- Temora Shire Council
- Tenterfield Shire Council
- Tweed Shire Council
- Upper Hunter Shire Council
- Upper Lachlan Shire Council
- Uralla Shire Council
- Wagga Wagga City Council
- Walcha Council
- Walgett Shire Council
- Warren Shire Council
- Warrumbungle Shire Council
- Weddin Shire Council
- Wentworth Shire Council
- Wollongong City Council
- Wingecarribee Shire Council
- Yass Valley Council

6 Appendix 2 — Frequently Asked Questions (FAQ)

6.1 General Questions

○ **What if my project is less than the minimum funding threshold?**

Should your project fall below the funding minimum, Transport for NSW encourages, where appropriate, the bundling of similar projects into one submission, provided that in doing so you are able to demonstrate the aggregate network impact.

○ **How will I know if my project is eligible for funding?**

For each funding stream, please refer to its eligibility and ineligibly list, found in Section 2 of this document.

○ **Will development projects be eligible for funding as part of the FY23/24 Get NSW Active Program?**

The Government is committed to delivering more walking and cycling infrastructure for NSW to support mode shift towards active travel. Therefore, strategic assessment projects and concept and detailed design projects will be funded as part of this Program.

○ **Will design and construct projects be eligible for funding as part of the FY23/24 Get NSW Active Program?**

Small value walking design and construct projects that have no traffic control signal amendments should be submitted under the construction funding stream.

○ **Can I submit a standalone pedestrian crossing or pedestrian amenity upgrade?**

Yes standard detail drawings are encouraged to be submitted in lieu of detailed design drawings where appropriate. A standard design can be used for these works.

What do I need to incorporate as part of the evaluation process?

To ensure projects are evaluated and benchmarked, if the project is successful, we ask that you provide key performance indicators/benchmarks against which the success of your completed project can be assessed. Each major cycling project will be asked to include cycling counters as part of the project delivery to support this process.

As part of the funding agreement, you will also be asked to report 6 months and 12 months post-delivery on the success of the project, reporting back cycling volumes to Transport for NSW. Transport for NSW will provide guidance on data & analytics technology options.

Is there a minimum distance for pedestrian projects?

There is no minimum distance for new pedestrian footpaths, however, point to point projects or a network based approach is preferable to localised projects.

What if I have any questions throughout the submission process?

If you have any questions relating to the Program direction, strategic alignment or any general enquiries, please feel free to contact your Transport Local Government Manager.

What if my project is not eligible for the Get NSW Active Program?

Please see a list of alternative funding programs below:

Transport for NSW — Safer Roads Program

The Safer Roads Program (SRP) is a road safety infrastructure treatment program to deliver sustainable and long-term reductions in road trauma through upgrades of the existing road network. The Safer Roads Program is designed to identify and improve roads and roadsides with a higher risk and/or incidence of high severity crash types, or crashes involving vulnerable road users (e.g. pedestrians).

NSW Government: Regional Growth Stronger Country Communities Fund

The Stronger Country Communities Fund was established in 2017 by the NSW Government to help deliver local projects to regional communities. The objective of the fund is to provide projects that improve the lives of people who live in regional areas.

How will funding for a project that is withdrawn or cancelled be reallocated?

If a project is withdrawn or cancelled for any reason then the funding will be reallocated to the next highest ranked project in the Program based on the assessment criteria outlined in Section 4 of this document.

7 Appendix 3 — Specific Funding Exclusions

The supply of any aesthetic assets that provide aesthetic upgrades rather than a functional purpose for the project are specifically excluded from funding under this Program. If a project includes any of these aesthetic treatments, the supply of these assets must be funded by the applicant and must be excluded from the project cost and funding application amount being requested. The labour and material (sand, concrete, rebar, etc) cost for the installation of these aesthetic assets may be included in the project cost and funding application. Specific aesthetic assets that are excluded from funding under this program include but are not limited to:

- Stone kerbs e.g. Trachyte, blue stone, sand stone, etc,
- Granite kerbs e.g. Austral Black or Verde, etc,
- Stone paving,
- Granite paving,
- Multifunction poles and associated private meters and switchboards, e.g. Smartpoles, etc,
- Street furniture with advertising,
- Bus shelters,
- Artworks, and
- Raingardens.

Note: The supply of concrete unit pavers will be included in the project cost and funding application.

Upgrades to stormwater systems not impacted by the project are excluded from funding under this Program and must be excluded from the project cost and funding application amount being requested.

8 Appendix 4 — Submission Portal Questions

8.1 Funding Steam

8.1.1 Project Name

What is the Funding Stream being requested?

- Walking
- Cycling

What is the Funding Type being requested?

- Design
- Construction

What phase of design funding is being requested?

- Strategic assessment
- Concept design and detailed design
- Detailed design only

8.2 Eligibility

8.2.1 Funding

What is the total amount of funding being sought from TfNSW, including contingency? (excl. GST)

8.2.2 TfNSW Future Transport Strategy Alignment

Does the project align with the TfNSW Future Transport Strategy?

- Yes
- No

8.2.3 Type of Project

Select the predominant type of Infrastructure Project

- Bike path
- Shared path
- Quietway

Select the predominant type of Infrastructure Project

- New footpaths
- Widening of existing footpaths
- Shared zone (10kmh speed limit)
- Continuous Footpath Treatment
- Signalised crossing
- Road closures (with improved pedestrian access/facilities)
- Raised Pedestrian Crossing
- At-grade Pedestrian Crossing
- Pedestrian Refuge
- Kerb Extension

Describe why this facility type has been chosen for the location/project.

8.3 Project Location

Is your project located in Regional and Outer Metropolitan (ROM) or Greater Sydney?

- ROM
- Greater Sydney

What Council(s) is your project in?

- List of Councils

What State Electorate(s) is your project in?

- State Electorates

Provide the accurate coordinates of the project's start points

- Latitude
- Longitude

Provide the accurate coordinates of the project's end points

- Latitude
- Longitude

Proposed Project Route

- http link to online map (link field)
- Attach PDF highlighting the project's mapped route. (attachment field)

8.4   Project Information

Project Description

What is the predominant width of the facility (m)?

What is the length of project (m)?

8.5   Financial Information

Applicant Funding Request Amount — AUTOMATICALLY INSERTED FROM "INITIAL PAGES" section when applicant fills out the form

Attach the project cost estimate.

What is the contingency amount included in the funding request?

What is the cost breakdown of the concept and detailed design phases? (excl. GST)
- Concept design phase
- Detailed design phase

Select the appropriate funding arrangement
- Single
- Multi-year

What is the multi-year funding break-up being sought from TfNSW in this application? (excl. GST)
- FY One
- FY Two
- FY Three

Has the development of the project been previously funded through this Walking and Cycling Grants Program?
- Yes
- No

What is the Project Number of the previous funding?
- Advise reasoning for re-application.

Will other program(s) be contributing to the funding of this project?
- Yes
- No

List names of the funding program(s) and amounts.
- Name of funding program
- Amount

What is the amount of funding the applicant will be contributing to the project?

8.6 Strategic Merits

What Type of Plan/Strategic Document will the project deliver?
- Feasibility Study
- Individual Project
- Strategic Active Transport Plan

What are the key outcomes of the Plan/Strategic Document?

8.6.1 Safe and Comfortable

Which types of infrastructure will the project deliver in accordance with the Cycleway Design Toolbox?
- Separated Bike path
- Quietway: mixed traffic environment with treatments to reduce speed (≤30kmh) and traffic volume
- Shared path

Which types of infrastructure will the project deliver, referencing the Walking Space Guide and relevant standards?
- New footpath
- Widening of existing footpaths
- Shared zone (10kmh speed limit)
- Continuous Footpath Treatment
- Signalised crossing
- Road closures (with improved pedestrian access/facilities)
- Raised Pedestrian Crossing
- At-grade Pedestrian Crossing
- Pedestrian Refuge
- Kerb Extension

Describe how the project is specifically identified in a council walking and/or cycling plan.

Describe how the project will make walking and cycling trips safer and more comfortable for people of all ages and abilities.

8.6.2 Direct and Connected

Nominate the type of facility provided.
- Major cycling routes — directly connects (within 50m) to major destinations
- Local cycling routes — directly connects (within 50m) to local destinations

Does the project enable short trips to a centre (project must be within 5km of the commercial core of the centre).

- No
- Yes — Local Centre
- Yes — Strategic Centre
- Yes — City/Regional Centre

Nominate the type of facility provided

- Major cycling routes — directly connects (within 50m) to major destinations
- Local cycling routes — directly connects (within 50m) to local destinations

Does the project enable short trips to a centre (project must be within 1.2km of the commercial core of the centre).

- No
- Yes — Local Centre
- Yes — Strategic Centre
- Yes — City/Regional Centre

Does the project connect directly to an established walking or cycling route or complete a missing link?

- Yes
- No

Describe how the project aligns with objectives in relevant Local Strategic Planning Statement.

Describe who will use and benefit from the project, the types of trips it will serve or enable, and the forecast use (if available).

8.7   Project Design and Documentation

8.7.1   Property Impacts

Does the project require any property acquisitions or works in private property?

- Yes
- No

Provide details of acquisition or private property works.

Has consultation with the property owner/s commenced?

- Yes
- No

Applicable to design funding only

8.7.2 Design Documentation

Has the Council commenced a strategic design?

- Yes
- No

Attach strategic design or supporting documentation.

Have any traffic and/or pedestrian investigations or counts been undertaken as part of the strategic design?

- Yes
- No
- Not Required

Attach traffic and/or pedestrian investigations

Describe why traffic and/or pedestrian investigations are not required?

8.7.3 Traffic Control Signal Plans

Does the project include any Traffic Control Signal (TCS) amendments?

- Yes
- No

Has the TCS been agreed in principal with TfNSW?

- Yes
- No

What is the status of the TCS consultation with TfNSW?

- Pre-submission (with Applicant)
- Under review by TfNSW

8.7.4 Program

What is the forecast completion date of the following key milestones?

MILESTONES:

- Concept Design
- Detailed design
- Council Review and Endorsement
- Planning Approval (e.g. REF, DA or other)
- Traffic Committee Approval

8.7.5 Safety and Risk Management

Have project risks been identified?

· Yes

· No

Attach relevant documentation associated with the risks identified.

Has a preliminary design stage Road Safety Audit (RSA) been undertaken?

· Yes

· No

· Not Required

Attach preliminary design stage RSA

🏗️ **Applicable to construction funding only**

8.7.6 Property Impacts

Does the project required any property acquisitions or works in private property?

· Yes

· No

Provide details of acquisition or private property works.

Has consultation with the property owner/s commenced?

· Yes

· No

8.7.7 Design Documentation

Have detailed design drawings been completed for the project?

· Yes

· No

Attach detailed drawings.

What is the approximate status of the detailed design drawings?

· 50% complete

· 80% complete

Are there any other relevant detailed design documentation?

· Yes

· No

- Not Required

Attach relevant Detailed Design documentation

8.7.8 Traffic Control Signal Plans

Does the project include Traffic Control Signal (TCS) amendments?

- Yes
- No
- Not Required

Has the TCS been agreed in principal with TfNSW?

- Yes
- No

Attach Traffic Control Signal Plan amendments.

What is the status of the TCS acceptance process?

- Pre-submission
- Submitted for Approval
- More info requested by TfNSW

8.7.9 Program and Construction Staging

What is the forecast completion date of the following key milestones?

MILESTONES:
- Traffic Committee Approval
- Detailed Design Complete
- Construction Commence
- Open to Traffic
- Project Completion Report

8.7.10 Safety and Risk Management

Has a detailed design stage Road Safety Audit (RSA) been undertaken?

- Yes
- No
- Not required

Attach Road Safety Audit (RSA)

When will a RSA be undertaken on the project?

Have project risks been identified?

- Yes
- No

Attach relevant documentation associated with the risks identified.

8.7.11 Council Meeting Endorsement

Has the project been endorsed by Council?

- Yes
- No
- Not Required

Attach project paper/report tabled and minutes of Council meeting.

What is the status of the project endorsement by Council?

- Pre-submission
- Submitted for Approval
- Deferred — more info requested

8.7.12 Local Traffic Committee

Has the project been endorsed by the Traffic Committee?

- Yes
- No
- Not required

Attach project paper/report tabled and minutes of the Traffic Committee meeting.

When will the project be submitted to the Traffic Committee for consideration?

8.7.13 Planning Approval

Has the project obtained planning approval?

- Yes
- No
- Not required

Attach

1. Planning Approval Document, e.g. REF, DA, other
2. Signed determination

What is the status of the planning approval determination?

- Pre-submission
- Submitted for determination
- Deferred — More info requested

8.8 Stakeholder Engagement

Applicable to design funding only

List key external stakeholders that will require consultation during the design development.

Have you consulted with Community Stakeholders?

- Yes
- No

Summarise the consultation with the community stakeholders?

List service authorities that will require consultation during the design development.

Have you discussed the project with TfNSW staff?

- Yes
- No
- Not Required

Summarise the outcomes of the discussions with TfNSW.

Does the project require consultation with Heritage, Archaeological or Aboriginal groups or consultants?

- Yes
- No
- Not Required

Summarise requirements and status of consultation.

Applicable to construction funding only

Have you consulted with Community Stakeholders?

- Yes
- No
- Works/Construction Notification Only

Summarise the consultation with the community stakeholders?

Attach all the community updates issued on the project to date or stakeholder consultation material.

Have you consulted with the applicable service authorities?

- Yes
- No

Summarise status of consultation

Have you discussed the project with TfNSW staff?

- Yes
- No
- Not Required

Summarise the outcomes of the discussions with TfNSW.