

Transport for NSW

Walking and Cycling Program

2022–2023 Funding Guidelines



Contents

1	Introduction	5
1.1	The NSW Government's commitment to walking and cycling	5
1.2	Future Transport Strategy 2056	5
1.3	Objectives of the Program	5
1.4	Funding Streams	7
1.4.1	Strategic assessment funding	7
1.4.2	Concept and detailed design funding	7
1.4.3	Construction funding	7
1.5	Final Project Selections	8
1.6	Timeline	8
1.7	Changes to the Walking and Cycling Program	9
2	Program Details	10
2.1	Who can apply	10
2.2	Funding specifications	10
2.3	Greater Sydney and Regional Outer Metropolitan Cycling	10
2.3.1	Cycling Objective	10
2.3.2	Projects eligible for funding	10
2.3.3	Projects ineligible for funding	10
2.3.4	Specific funding exclusions	11
2.3.5	Maximum level of NSW Government funding contribution	11
2.3.6	Minimum funding threshold	11
2.4	Greater Sydney and Regional Outer Metropolitan Walking	11
2.4.1	Walking Objective	11
2.4.2	Projects eligible for funding	12
2.4.3	Projects ineligible for funding	12
2.4.4	Specific funding exclusions	12
2.4.5	Maximum level of NSW Government funding contribution	12
2.4.6	Minimum funding threshold	12
2.5	Support	12
2.6	Design process map	13
2.7	Construction process map	14
3	Submission	15
3.1	Submission	15
3.2	Ensure you have	15
3.3	Post construction evaluation	15
3.4	Branding and communications	16
3.5	Questions and Support	16
3.5.1	Program or strategic alignment	16

4	Assessment	17
4.1	Introduction	17
4.2	Financial Information	17
4.3	Strategic Merits	17
4.3.1	Improving walkability in centres, neighbourhoods and at key destinations	18
4.3.2	Improving bike riding to and within centres, neighbourhoods and to key destinations	18
4.3.3	Creation of street environments that prioritise walking and cycling.	18
4.4	Project Design and Documentation	19
4.5	Stakeholder Engagement	19
5	Appendix 1 Local Council Region	20
5.1	Greater Sydney Councils	20
5.2	Regional and Outer Metropolitan Councils	20
5.2	Regional Councils (cont.)	21
6	Appendix 2 Frequently Asked Questions (FAQ)	22
6.1	General Questions	22
7	Appendix 3 Specific Funding Exclusions	24
8	Appendix 4 Submission Portal Questions	25
8.1	Funding Stream	25
8.1.1	Project Name	25
8.3	Eligibility	25
8.3.1	Funding	25
8.3.2	TfNSW Future Transport Strategy 2056 Alignment	25
8.3.3	Type of Project	25
8.4	Project Location	26
8.5	Project Information	26
8.6	Financial Information	26
8.7	Strategic Merits	27
8.7.1	Safe and Comfortable	28
8.7.2	Stimulus Initiative	29
8.7.3	Direct and Connected	29

8.8 Project Design and Documentation	30
8.8.1 Property Impacts	30
8.8.2 Design Documentation	30
8.8.3 Traffic Control Signal Plans	31
8.8.4 Program	32
8.8.5 Safety and Risk Management	32
8.8.6 Design Documentation	32
8.8.7 Traffic Control Signal Plans	33
8.8.8 Program and Construction Staging	34
8.8.9 Safety and Risk Management	34
8.8.10 Council Meeting Endorsement	36
8.8.11 Local Traffic Committee	36
8.8.12 Planning Approval	36
8.9 Stakeholder Engagement	37

Author: Active Transport, Transport for NSW
Date: November 2021
Version: 1.0
Division: Active Transport
Review Date: November 2021

1 Introduction

1.1 The NSW Government's commitment to walking and cycling

Walking and cycling are integral to our transport system. Walking and cycling are the basis for place-making and access to public transport. Over 1.1 billion trips a year in NSW are made on foot or by bicycle, including around 600 million trips associated with a public transport journey. Over a million people in NSW ride a bike at least once a week (13 per cent of the population) and 2.6 million people ride a bike at least once a year.

The NSW Government is committed to encouraging people to walk or cycle as part of their everyday travel. Walking and cycling for commuting and short trips relieve pressure on our roads and public transport networks, and support a healthy lifestyle and liveable communities.

1.2 Future Transport Strategy 2056

The NSW Government is focused on delivering projects that align with **Future Transport Strategy 2056**. The strategy identifies the NSW Government's 40-year vision for transport planning to meet the demands of the predicted population growth in NSW.

Future Transport Strategy 2056 outlines six state-wide outcomes to guide investment, policy, reform and service provision. The six outcomes are Customer Focused, Successful Places, A Strong Economy, Accessible Services, Sustainability and Safety and Performance. These provide a framework for planning and investment aimed at harnessing rapid change and innovation to support a modern, innovative transport network.

Future Transport Strategy 2056 aims for more efficient transport options – public transport, shared transport, walking and cycling – to have a greater role. This is enabled through new transport links, better use of existing capacity, prioritisation, and ensuring that the transport network balances the efficient movement of people and goods with the liveability and sustainability of places for our communities.

Active transport, under the **Future Transport Strategy 2056** strategy, aims at improving connectivity, safety and the efficiency of cycling and walking networks to provide viable and reliable choices and associated transport benefits to our customers. A key focus of the strategy is prioritising the delivery of connected cycling networks around our urban centres and plugging gaps and removing barriers to walking for short trips with a focus on access within and to centres, and to public transport and key destinations.

1.3 Objectives of the Program

By 2056, NSW will have more than 12 million residents which will result in 28 million trips being undertaken on the passenger network each day. Walking and cycling plays a key role in supporting a resilient network, reliable journeys and sustainable transport system, with **Future Transport Strategy 2056** encouraging more people to undertake active (walking and cycling) trips.

Encouraging more people to travel by active transport not only improves network outcomes, it also delivers positive health, wellbeing and environmental outcomes for communities and customers. To help increase the number of people walking and

cycling for short trips to and around centres and transport interchanges, it requires road authorities and assets owners to review the condition and status of bike paths and walking routes to ensure that they are attractive, safe and connected.


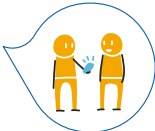






The grant system aims to encourage and support Councils to innovate and plan towards improving infrastructure through a program of co-funded works. The objective of this Program is to support the planning and delivery of functional and safe walking and cycling infrastructure that can promote bike riding and walking as attractive, reliable and competitive choices for travel.

The Walking & Cycling 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 ahead, 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.

To support this, the Walking and Cycling Program will focus on delivering the following objectives:

SUCCESSFUL PLACES	CUSTOMER FOCUSED	
		Ensure walking and cycling are the most convenient option for short trips to key destinations and within centres
A STRONG ECONOMY	SUSTAINABILITY	
		Reduce congestion on our roads and public transport networks by delivering projects that encourage walking and cycling mode shift
SUCCESSFUL PLACES	SAFETY AND PERFORMANCE	
		Enable efficient, safe and reliable journey times by prioritising infrastructure that supports pedestrian or cycling movement on certain corridors, consistent with the Movement and Place Framework
	ACCESSIBLE SERVICES	
		Deliver projects that make walking and cycling safe, comfortable and convenient transport modes that are accessible to a wide range of users
	SUSTAINABILITY	
		Encourage active transport trips to improve transport network outcomes as well as delivering positive health, wellbeing and environmental outcomes

1.4 Funding Streams

Funding is focused on design and construction projects and supporting the delivery of projects and the associated outcomes. It also provides a small allocation towards identifying network needs, the gaps and implementation plans.

1.4.1 Strategic assessment funding

This funding allocation will be limited and is designed to support Council's that may be less mature 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 when decisions are critical to determine the viability of the scheme and have a direct outcome on customer choices.

If strategic assessment funding is requested, funding for concept design and detailed design is excluded and will be subject of a separate submission process upon completion of the strategic assessment.

1.4.2 Concept and detailed design funding

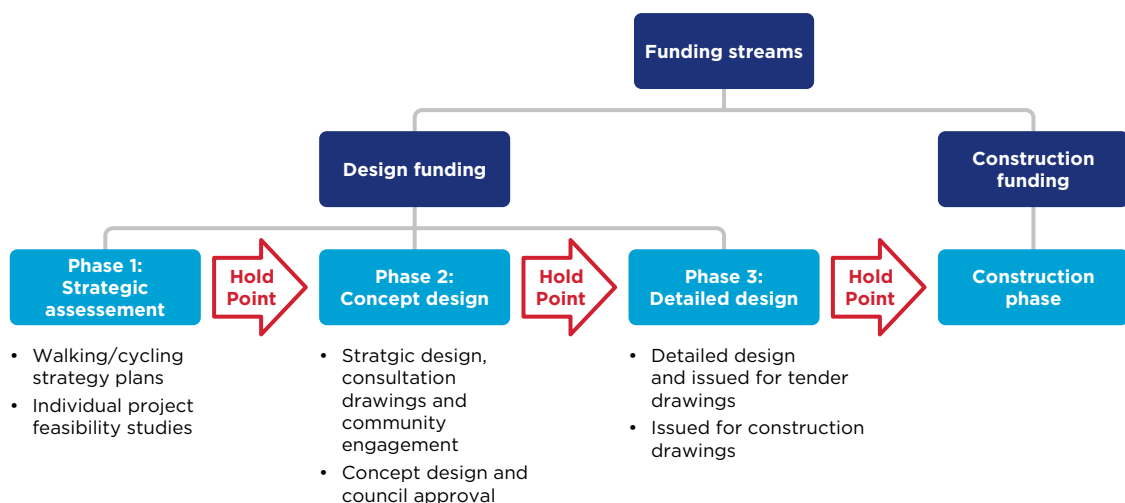
Funding requests for design projects will be for:

- Concept and Detailed Design, and
- Detailed Design

Funding requested for concept and detailed design projects will require the amount to be broken up into the two separate design phases. If the project does not proceed to the detailed design phase, the detailed design funding will be withdrawn. If the applicant has completed concept design, funding can be sought for detailed design only.

1.4.3 Construction funding

Funding requests for construction project must focus on the project being ready to commence construction and be completed within the fund period being requested.



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.

1.5 Final Project Selections

Final selection of projects for funding will be subject to:

- The eligibility criteria, which includes minimum funding thresholds (Refer Section 2), and
- Objective assessment of applications and ranking of projects based on predefined weighted criteria (Refer Section 2)

Projects with an estimated total construction cost above \$10 million must go through the NSW Government Assurance review process

1.6 Timeline

The key timeframes for the Walking and Cycling Program are as follows:

NOV 2021 – FEB 2022	End FEB 2022	MAR – APR 2022
Workshops (via online forum) to discuss revised Walking and Cycling Funding Guidelines and grants portal system	End of Walking and Cycling grant Nomination Period	Review of submissions against guidelines
Walking and Cycling grant Nomination Period	Grants portal closed to nominations	Determination of projects approved for funding including project funding allocation
		Notification to Applicants of NSW Government approved projects

1.7 Changes to the Walking and Cycling Program

Since the commencement of the Walking and Cycling (Active Transport) Program, Transport for NSW has received a high volume of funding submissions every year. To ensure that the NSW Government's continued investment in walking and cycling infrastructure remains targeted to deliver on the Government's priorities, the funding eligibility and assessment criteria have been revised for 2022-23.

The key changes to the Walking and Cycling Program from previous years are:

ELIGIBILITY AND ASSESSMENT



Project evaluation will include assessment against their strategic merits, stakeholder engagement and project documentation. The status of the project and its readiness to proceed to design development or construction will be a key focus of the assessment. Financial criteria have also been revised.

SECURE A PIPELINE OF PROJECTS



This year design and planning projects that help to determine need and provide outcome and delivery certainty under a strategic assessment framework will be included in the Program to support Councils in their on-going development of viable and robust walking and cycling projects and programs for future construction.

MULTI-YEAR FUNDING AGREEMENTS



Milestone-based funding agreements that span up to four years. This agreement can be either to cover design and construction or just construction across multiple years. It is to be noted that this will be a milestone-based agreement, where funding will be released for each year following successful completion of that year's milestone.

2 Program Details

2.1 Who can apply

The Walking and Cycling Program will welcome project submissions from:

- Local councils
- Other NSW government agencies

2.2 Funding specifications

Projects under the Walking and Cycling Program are categorised into the following streams:

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

2.3 Greater Sydney and Regional Outer Metropolitan Cycling

2.3.1 Cycling Objective

This Program seeks projects that are aimed at improving choices and encouraging more people to walk and cycle as an everyday form of travel. The project will demonstrate this by:

- providing a suitable and safe environment that would encourage people of all ages and abilities to ride a bicycle
- improve quality, safety and support the delivery of a continuous network of connected cycleways
- contributing towards network resilience and reliability and a sustainability transport system, and
- modifying street environments to make cycling a safe and convenient option for short trips within and around centres and neighbourhoods

The Program aims to remove barriers and encourage bicycle riders that are inexperienced, living with a disability, as well as elderly, children and families. By providing for these types of users, the cycling infrastructure will also meet the needs of more experienced riders.

2.3.2 Projects eligible for funding

Eligible infrastructure projects include:

- Bike paths
- Shared paths, and
- Quietways.

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, maps or studies
- Projects that predominately focus on vehicular traffic improvements, and
- Mixed traffic solutions with posted speeds above 30km/h and unsuitable street environments
- Projects that don't achieve connected cycleway network customer outcomes (i.e. fragmented implementation)
- End of trip facilities, e.g. bike lockers, bike cages.

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 propose greater contribution from local government will score favourably in comparison to those requesting greater state government funding.

2.3.6 Minimum funding threshold

\$20,000 (excluding GST) for design projects, including strategic assessments.

\$50,000 (excluding GST) for construction projects.

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

2.4 Greater Sydney and Regional Outer Metropolitan Walking

2.4.1 Walking Objective

This Program seeks projects that are aimed at improving choices and encouraging more people to walk and cycle as an everyday form of travel. The project will demonstrate this by:

- improving and enabling safe and comfortable walking trips for people of all ages and abilities and for a variety of different trips purposes
- delivering new walking routes that will improve access, connectivity and support walk as a form of travel that enhances communities and places
- contributing towards network resilience and reliability and a sustainability transport system, and
- modifying street environments to make walking a safe and convenient option for short trips within and around centres and neighbourhoods
- Walking connections to community facilities include schools, shops, other local services, public transport facilities and parks/open spaces are key aspects of the Program.

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 (including pedestrian refuges)
- Footpath continuation treatments
- Shared zones (10kmh speed limit), and
- Road closures.

Note: Shared paths will be funded under the Cycling stream.

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. BMX tracks
- Non-infrastructure projects such as behavioural change campaigns, events, promotions, maps or studies, 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 propose greater contribution from local government will score favourably in comparison to those requesting greater state government funding.

2.4.6 Minimum funding threshold

\$20,000 (Excluding GST) for design projects, including strategic assessments.

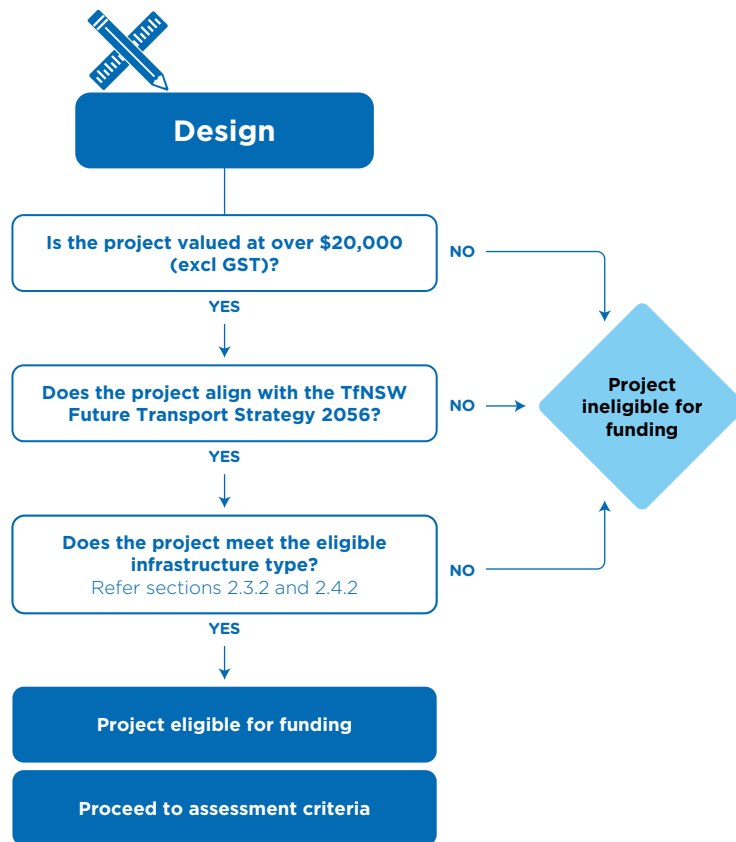
\$30,000 (Excluding GST) for construction projects.

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

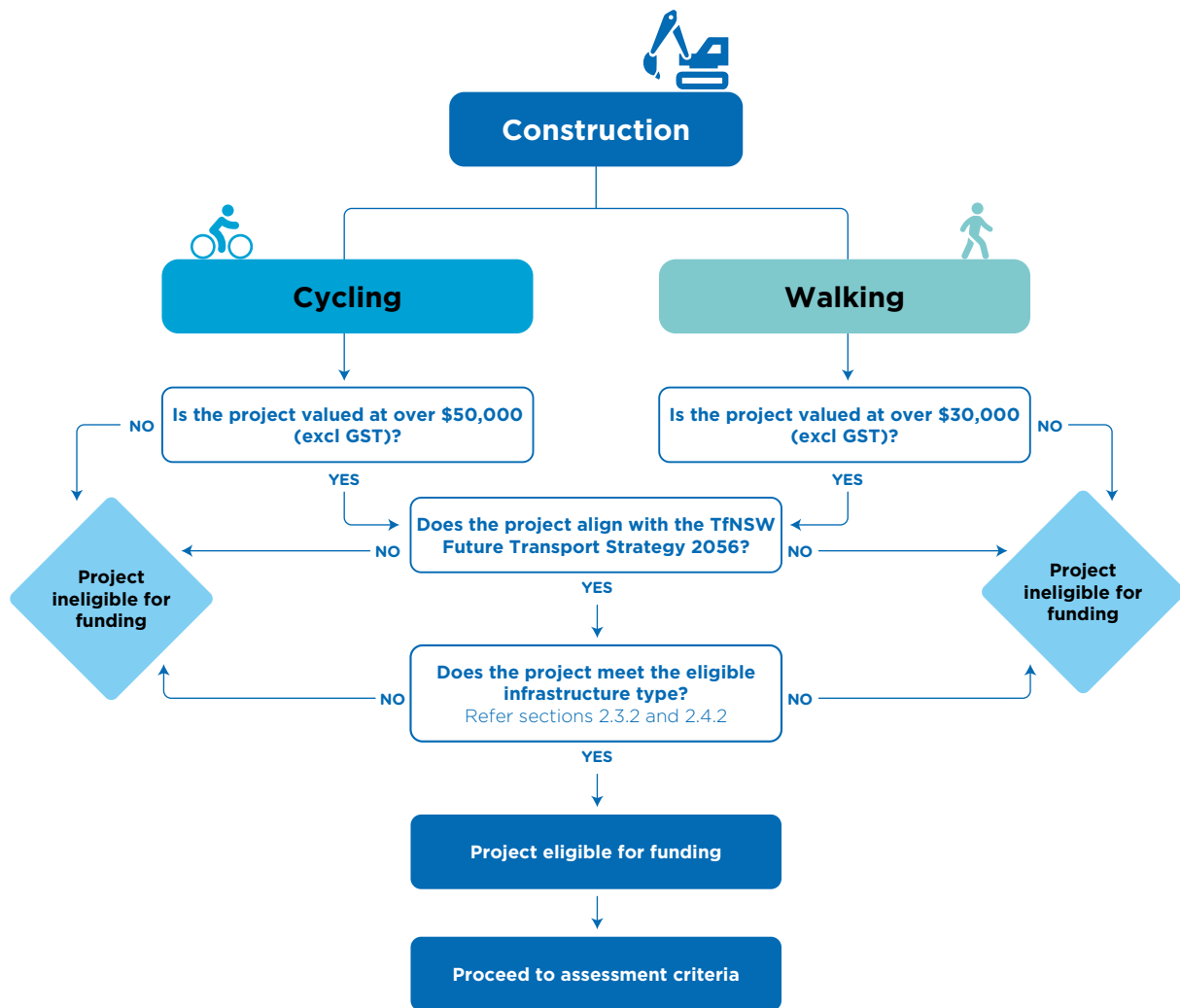
2.5 Support

If you have any questions relating to the eligibility of your project, contact Transport for NSW on **activetransport@transport.nsw.gov.au**.

2.6 Design process map



2.7 Construction process map



3 Submission

3.1 Submission

Submissions for the Walking and Cycling Program for FY2023 will open in **November 2021**.

Project submissions must be made online through the Salesforce portal.

The online portal will close in **February 2022**, after which no additional submissions will be accepted.

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

3.2 Ensure you have

Prior to submitting a project, please ensure you have:

- An understanding of **Future Transport Strategy 2056** and the supporting plans
- Identified key performance indicators/benchmarks against which the success of your project, once delivered, can be assessed
- Consulted on the project with all relative stakeholders, including your community
- A detailed map of the project
- A detailed cost estimates of the project
- All relative supporting project documentation and approvals, as required, for the submission. Refer Appendix 4 for submission questions, and
- Accurate coordinates of the project (latitude and longitude).

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 their projects. 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 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 strictly adhere to:

- 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 or
- stakeholder engagement
- technical aspects of the projects (including approvals and standards), or
- any general enquiries

Please contact Transport for NSW on: **activetransport@transport.nsw.gov.au**.

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 weighted evaluation criteria:

- Financial Information
- Strategic Merits
- Project Design and Documentation, 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.

4.2 Financial Information

Financial assessment will focus on the project cost estimate, value for money and applicant's co-contribution of funds to the project. The project must demonstrate that the changes to the street environment are cost effective and enable walking and/or cycling to become an attractive, higher priority, safer and convenient movement.

4.3 Strategic Merits

Strategic merits assessment will focus on customer outcomes, encouraging and enabling cycling and walking, and the connectivity to networks.

Typical points for consideration and inclusion in the application:

- Have Council got a plan (Bike or Walking): – do they have a vision, is it demonstrated how it will contribute towards an outcome, does it resolve a problem or remove a barrier to walking and cycling and align with a clear need
- How it aligns with approved Council plans, and
- Choices and Outcomes for walking and cycling – The concept is based on principles that aim to provide effective connections that contribute towards:
 - Safe and efficient end to end journeys for core trip purposes
 - Influencing and enabling more people to select walking and cycling as a travel choice.

4.3.1 Improving walkability in centres, neighbourhoods and at key destinations

Supporting evidence examples:

- Pedestrian treatment identified on endorsed council plan or strategy
- All pedestrian crossings treatment applications should consider how it helps to offer both a safe and direct option to cross the road and serve a known desire line
- Amenity Improvement and Outcomes for Pedestrians – Proposed pedestrian crossing facilities and streetscape treatments should support the creation of safe, connected and liveable neighbourhoods and centres (enabling successful places), and
- Identified gaps, barriers and outcomes for walking.

All new or improvements to footpaths must demonstrate that they are designed to align with the Transport for NSW Walking Space Guide. Link to document:

roads-waterways.transport.nsw.gov.au/business-industry/partners-suppliers/document-types/guides-manuals/walking-space-guide.html

4.3.2 Improving bike riding to and within centres, neighbourhoods and to key destinations

Supporting evidence examples:

- Connectivity to an existing cycleway facility
- Bike route identified in an endorsed Council Bike Plan and supports the delivery of a connected network, and
- Safe environment that would encourage people of all ages and abilities to ride a bicycle.

All new or improvements to cycleways must be designed to align with the Transport for NSW Cycling Design Toolbox. Link to document: **transport.nsw.gov.au/system/files/media/documents/2021/Cycleway-Design-Toolbox-Web.pdf**

4.3.3 Creation of street environments that prioritise walking and cycling.

Supporting evidence examples:

- For liveable neighbourhood the benefit of the project will be appraised against its ability to reallocate and reactivate space for walking and cycling
- It must be located next to and support a number of community facilities and a precincts functional outcome. Community facilities include schools, shops, other local services, public transport facilities and parks/open spaces
- Build on the strategic objectives in **Future Transport Strategy 2056** through changing street environments to make walking and/or cycling a safe and the most convenient option for short trips within and around centres and neighbourhoods, and
- The project must demonstrate that the changes to the street environment enable walking and/or cycling to become an attractive, a higher priority, safer and convenient movement.

All improvements must be designed in accordance with the Transport for NSW Walking Space Guide and/or Cycling Design Toolbox.

4.4 Project Design and Documentation

Project design and documentation will focus on the level of readiness of the project to proceed to the design or construction phase, and a clear understanding of the approvals required in delivering each part of the project.

Supporting evidence examples:

- Cost estimates
- Key project design drawings
- Project program with key milestones including: design, consultation, approvals, construction and others as applicable
- Risk register
- Design safety assessments
- Private property impacts
- Status of approvals (Council endorsements, Local Traffic Committee, others)
- Traffic Control Signal plans status
- Planning approval (REF, DA etc) status
- Stakeholder engagement status
- Evidence of walking safety issues such as crash history or road safety audit, and
- Evidence of bicycle safety issues such as crash history or road safety audit.

Projects should comply with relevant Australian Standards and the Transport for NSW Technical Directions 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 will focus on the level of stakeholder identification and consultation, and the support for the project by Council, Transport for NSW and the community.

Supporting evidence examples:

- List of stakeholders
- Consultation feedback
- Level of consultation with Transport for NSW
- Summary of key project issues, and
- Heritage and environmental issues.

5 Appendix 1

Local Council Region

5.1 Greater Sydney Councils

Bayside Council	Inner West Council
Blacktown City Council	Ku-ring-gai Council
Burwood Council	Lane Cove Municipal Council
Camden Council	Liverpool City Council
Campbelltown City Council	Mosman Municipal Council
Canterbury Bankstown Council	North Sydney Council
City of Canada Bay Council	Northern Beaches Council
City of Parramatta Council	Penrith City Council
City of Ryde Council	Randwick City Council
City of Sydney Council	Strathfield Council
Cumberland Council	Sutherland Shire Council
Fairfield City Council	The Hills Shire Council
Georges River Council	Waverley Council
Hawkesbury City Council	Willoughby City Council
Hornsby Shire Council	Wollondilly Shire Council
Hunters Hill Council	Woollahra Municipal Council

5.2 Regional and Outer Metropolitan Councils

Albury City Council	Cootamundra-Gundagai
Armidale Regional Council	Regional Council
Ballina Shire Council	Cowra Shire Council
Balranald Shire Council	Dubbo Regional Council
Bathurst Regional Council	Dungog Shire Council
Bega Valley Shire Council	Edward River Council
Bellingen Shire Council	Eurobodalla Shire Council
Berrigan Shire Council	Federation Council
Bland Shire Council	Forbes Shire Council
Blayney Shire Council	Gilgandra Shire Council
Blue Mountains Council	Glen Innes Severn Council
Bogan Shire Council	Goulburn Mulwaree Council
Bourke Shire Council	Greater Hume Shire Council
Brewarrina Shire Council	Griffith City Council
Broken Hill City Council	Gunnedah Shire Council
Byron Shire Council	Gwydir Shire Council
Cabonne Council	Hay Shire Council
Carrathool Shire Council	Hilltops Council
Central Coast Council	Inverell Shire Council
Central Darling Shire Council	Junee Shire Council
Cessnock City Council	Kempsey Shire Council
Clarence Valley Council	Kiama Municipal Council
Cobar Shire Council	Kyogle Council
Coffs Harbour City Council	Lachlan Shire Council
Coolamon Shire Council	Lake Macquarie City Council
Coonamble Shire Council	Leeton Shire Council

5.2 Regional Councils (cont.)

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 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 report.

Will development projects be eligible for funding as part of the FY2023 Walking and Cycling 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 FY2023 Walking and Cycling 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

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 Transport for NSW on: **activetransport@transport.nsw.gov.au**

Please allow two business days for a response.

What if my project is not eligible for the Walking and Cycling 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.

What is the requirement for detailed design of construction projects?

Refer to the **Project Design and Documentation**, Construction Projects section for submission questions. Projects will be assessed and ranked on their readiness to proceed from the detailed design stage to construction based on the supporting documentation submitted in the application..

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 Stream

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? (Applicable to design funding only)

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

8.3 Eligibility

8.3.1 Funding

What is the total amount of funding being sought from TfNSW in this application?
(excl. GST)

8.3.2 TfNSW Future Transport Strategy 2056 Alignment

Does the project align with the TfNSW Future Transport Strategy 2056?

- Yes
- No

8.3.3 Type of Project

Select the predominant type of Infrastructure Project

- Bike path
- Shared path
- End of trip facility
- Quietway

Select the predominant type of Infrastructure Project

- New footpaths
- Widening of existing footpaths
- Shared zone (10kmh speed limit)
- Signalised crossing
- Unsignalised crossing
- Road closures

8.4 Project Location

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

What Council(s) is your project in?

What State Electorate(s) is your project in?

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)

8.5 Project Information

Project Description

What is the length of project (m)?

8.6 Financial Information

Attach the project cost estimate, including contingency amount to be shown separately.

**What is the cost breakdown of the concept and detailed design phases? (excl. GST)
(Applicable to design funding only)**

- 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.

Is the project identified in Councils capital works program?

- Yes
- No
- Non-Council Application

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

What is the total average cost per km for the cycling project? (Applicable to construction funding only)

- \$0 – \$0.49/km
- \$0.5 – \$0.99/km
- \$1.0 to \$1.49/km
- greater than \$1.5/km

8.7 Strategic Merits

Is the application for the development of a feasibility study for an individual project? (Applicable to strategic assessment design funding only)

- Yes
- No

What are the key outcomes of the feasibility study? (Applicable to strategic assessment design funding only)

Is the application for the development of a strategic active transport plan? (Applicable to strategic assessment design funding only)

- Yes
- No

What are the key objectives of the strategic active transport plan? (Applicable to strategic assessment design funding only)

8.7.1 Safe and Comfortable

Which types of infrastructure will the project deliver in accordance with the Cycleway Design Toolbox?

- Bicycle path (physically separated)
- Quietway: mixed traffic environment with treatments to reduce speed (≤ 30 kmh) and traffic volume
- Shared path
- Other

Which types of infrastructure will the project deliver, referencing the Walking Space Guide and relevant standards?

- New footpath
- Widening of existing footpath
- Shared zone (10kmh speed limit)
- Footpath Continuation
- Signalised crossing
- Unsignalised crossing
- Road closures
- Other

Describe how the project is specifically identified in a council walking and/or cycling plan, or for a TfNSW applicant, a TfNSW policy.

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

8.7.2 Stimulus Initiative

Is your project associated with or as a result of an economic recovery plan?

- Yes
- No
- Explain the association to the economic recovery plan

8.7.3 Direct and Connected

Nominate the type of facility provided. (Cycling Project Only)

- Major cycle routes. Directly connects (within 50m) to major destinations
- Local cycling routes
- Physical separation of facility
- Line marked separation of facility
- Shared facility

Does the project enable short trips to a centre (project must be within 5km of the commercial core of the centre)? (Cycling Project Only)

- No
- Yes – Local Centre
- Yes – Strategic Centre
- Yes – City Centre

Does the project enable short trips to a centre (project must be within 1.2km of the commercial core of the centre)? (Walking Project Only)

- No
- Yes – Local Centre
- Yes – Strategic Centre
- Yes – City Centre

Nominate the type of facility provided (Walking Project).

- Major walking routes
- Local walking routes

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).

8.8 Project Design and Documentation

8.8.1 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



Applicable to design funding only

8.8.2 Design Documentation

Has 100% strategic design been approved by the applicant's organisation?

- Yes
- No

Attach strategic design drawings.

What is the approximate status of the strategic design drawings?

- 50% complete
- 80% complete

What is the forecast completion date for 100% strategic design?

Has the proposed typical design cross section been checked against the existing cross section?

- Yes
- No

Attach typical cross sections overlaid on existing cross section.

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?

Has a Dial before You Dig investigation to assess impacts on utilities been completed for the strategic design?

- Yes
- No
- Not Required

Describe why Dial before You Dig investigation is not required?

Has a draft utility impact assessment register been created?

- Yes
- No

Attach draft utility impact assessment register

Have any heritage or environmental investigations been undertaken as part of the strategic design?

- Yes
- No

Provide details of key heritage or environmental impacts.

8.8.3 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

8.8.4 Program

What is the forecast completion date of the following key milestones? (Must select N/A, complete or insert a forecast completion date for each milestone.)

MILESTONES:

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

8.8.5 Safety and Risk Management

Have project risks been assessed and included in a Risk Management Plan/Design Safety Assessment?

- Yes
- No

Attach Risk Management Plan/Design Safety Assessment.

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

- Yes
- No

Attach preliminary design stage RSA.

Has any crash history influenced the strategic design?

- Yes
- No

Explain how the crash history has influenced the proposed project.

Attach crash history.



Applicable to construction funding only

8.8.6 Design Documentation

Has 100% detailed design been approved by your organisation? (TCS excluded. Refer separate section for TCS submissions)

- Yes
- No

Attach 100% detailed design drawings.

What is the approximate status of the detailed design drawings?

- 50% complete
- 80% complete

Have Issued for Tender drawings been approved?

- Yes
- No

Attach Issued for Tender drawings.

What is the approximate status of the Tender drawings?

- 50% complete
- 80% complete

Has a Detailed Design Report (Return Brief) been completed for the project?

- Yes
- No
- Not Required

Attach Detailed Design Report.

What is the approximate status of the Design Report (Return Brief)?

- 50% complete
- 80% complete

If not required provide reasoning.

8.8.7 Traffic Control Signal Plans

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

- Yes
- No

Are the TCSs accepted by 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

8.8.8 Program and Construction Staging

What is the forecast completion date of the following key milestones? (Must select N/A, complete or insert a forecast completion date for each milestone.)

MILESTONES:-

- Traffic Committee Approval
- 100% Detailed Design
- Issued for Tender / Quotation Documentation
- Issued for Construction Drawings
- Construction Procurement
- Council endorsement of construction contract
- Award construction contract
- Open to Traffic
- Project Completion Report

Have construction staging drawings to confirm staging feasibility and practicality of construction been undertaken?

- Yes
- No

Attach construction staging drawings.

When will construction staging drawings to confirm staging feasibility and practicality of construction be undertaken?

8.8.9 Safety and Risk Management

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

- Yes
- No
- Not required

Attach Road Safety Audit (RSA)

Have Corrective Actions been identified?

- Yes
- No

Attach current status of all Corrective Actions.

When will a RSA be undertaken on the project?

Have project risks been assessed and included in a Risk Management Plan/Design Safety Assessment?

- Yes
- No

Attach Risk Management Plan / Design Safety Assessment.

Have any electronic (radar scanning) or Dial before Dig investigations to assess impacts been completed to inform the 100% detailed design?

- Yes
- No

Select type of electronic (radar scanning) or Dial before Dig investigation.

- Electronic
- DBYD
- Not required

Has a utility impact assessment register been created?

- Yes
- No

Attach utility impact assessment register.

Have any potholing investigations to assess impacts on utilities been completed to inform the 100% detailed design?

- Yes
- No
- Not required

Attach potholing results.

8.8.10 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

8.8.11 Local Traffic Committee

Does the project have in-principle Traffic Committee support?

- 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?

8.8.12 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

8.9 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 consulted with TfNSW?

- Yes
- No

Summarise the consultation undertaken with TfNSW.

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

- Yes
- No

Summarise requirements and status of consultation.



Applicable to construction funding only

Select the key issues identified as a result of the consultation process.

- Loss of parking/loading
- Impacted trees
- Bus stop relocation
- Impact to traffic
- Impact to public transport
- Other
- No issues identified

Describe other key issue(s) identified.

Has a Consultation Strategy been prepared?

- Yes
- No

Attach Consultation Strategy.

Have you consulted with Community Stakeholders?

- Yes
- No

Summarise the consultation with the community stakeholders?

Attach all the community updates issued on the project to date.

- http link to project website OR
- Attach Public Notifications/Announcements or Have Your Say

Has a Stakeholder Consultation Feedback Report been prepared?

- Yes
- No

Attach the stakeholder consultation feedback report.

Have you consulted with the applicable service authorities?

- Yes
- No

Summarise status of consultation.

Have you consulted with TfNSW, or for TfNSW Applicants other internal TfNSW stakeholders?

- Yes
- No

Summarise the consultation undertaken with TfNSW.

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

- Yes
- No

Summarise requirements and status of consultation.

Select the key issues identified as a result of the consultation process.

- Loss of parking/loading
- Impacted trees
- Bus stop relocation
- Impact to traffic
- Impact to public transport
- Other

Describe other key issue(s) identified.



transport.nsw.gov.au

Disclaimer

While all care is taken in producing this work, no responsibility is taken or warranty made with respect to the accuracy of any information, data or representation. The authors (including copyright owners) expressly disclaim all liability in respect of anything done or omitted to be done and the consequences upon reliance of the contents of this information.

© Transport for NSW

Users are welcome to copy, reproduce and distribute the information contained in this report for non-commercial purposes only, provided acknowledgement is given to Transport for NSW as the source.