



Department of Planning,  
Industry and Environment

# Streets as Shared Spaces

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Guidelines (Round 2)

November 2021





# Acknowledgement of country

The Department of Planning, Industry and Environment acknowledges the traditional custodians of the land and pays respect to Elders past, present and emerging.

We recognise Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to place and their rich contribution to society.

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Cover image: Phillip Lane, Parramatta  
Credit: City of Parramatta Council

Artwork (left) by Nikita Ridgeway



Streets as Shared Spaces, Living Laneways, Singleton  
Credit: Singleton Council

## Place, Design and Public Spaces

The Place, Design and Public Spaces group within the Department of Planning, Industry and Environment (the department) improves people's lives by planning and designing places and public spaces that make NSW a great place to live and work. We enable places in which people love to live and connect, now and into the future, by influencing, designing and delivering great and sustainable places for the benefit of the people and natural environment of NSW. We do this by putting people, place and community at the centre of everything we do.

We help provide homes, services and infrastructure, build great communities, create jobs and protect the environment.

**We create great places and experiences for all.**

**We plan for a changing and thriving NSW.**

**We inspire strong and resilient communities and regions and ensure the responsible and sustainable use of NSW's resources.**

Place, Design and Public Spaces also includes the Government Architect NSW, Greater Sydney Parklands, Royal Botanic Gardens and Domain Trust, Place Management NSW, Sydney Olympic Park Authority, and Hunter and Central Coast Development Corporation.

### Premier's Priorities

**Greener Public Spaces:** Increase the proportion of homes in urban areas within 10 minutes' walk of quality green, open and public space by 10 per cent by 2023.

Quality green, open and public spaces are important to everyone. They are our free parks, gardens and sports fields, walkable shady streets, libraries, museums and galleries, which form the heart of our communities. Our public spaces make life more welcoming and accessible. They delight and connect people. They support our health and well-being, environmental resilience and prosperous local economies. Public spaces are all places publicly owned or of public use, accessible and enjoyable by all for free. They include our [open spaces](#), [public facilities](#) and [streets](#). They're at the heart of everyday life.

**Greening our City:** Increase the tree canopy and green cover across Greater Sydney by planting one million trees by 2022.

Trees play an important role in creating great places for our communities, enhancing outdoor recreation and exercise opportunities and making the places we live and work greener, cooler and more connected. Green canopy enhances the amenity of local parks and streets and is crucial in providing vital shade that reduces ambient temperatures and mitigates the urban heat island effect.

Trees improve local character and enhance property values. They extend habitat, increasing the biodiversity of cities serving as a home for animals and birds. Air quality is improved by removing fine particles from the air and trees mitigate the impact of climate change, acting as a storehouse for carbon dioxide.

For more information visit [www.dpie.nsw.gov.au/premiers-priorities](http://www.dpie.nsw.gov.au/premiers-priorities)



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The Rocks  
Credit: Anna Kucera

# Introduction

The Department of Planning, Industry and Environment (the department) is inviting local councils to apply for up to \$500,000 in grant funding from the \$20 million Streets as Shared Spaces (Round 2) program (the program).

Great public spaces are vital to communities. They provide places for social interaction and connection, improve health and wellbeing, and offer communities a sense of identity and character. Public spaces that support communities are of increasing importance as our cities and towns grow.

Streets, paths and plazas make up an essential part of our network of public spaces. Whether people use them for travelling, walking, cycling, outdoor dining, socialising or doing business, streets are crucial infrastructure for successful and healthy urban areas.

Streets have become a focal point during the COVID-19 pandemic and are one of the most important forms of public space. Communities

and businesses are looking at using streets differently, to exercise, socialise and access services safely in the context of public health restrictions and as NSW emerges and manages urban life in the era of the pandemic.

Following the success of the first round of [Streets as Shared Spaces](#) and [Your High Street](#) programs, both launched in 2020, the NSW Government is now offering a further round of funding for Streets as Shared Spaces Round 2 to deliver trials that test permanent changes in high streets across NSW.

In this round of funding, the program will fund projects that contribute to the economic vitality of the street and surrounding area, recognising that great high streets can act as an anchor or attractor for people and business. A street that is well connected can benefit and build on the strengths of the local area, through physical improvements and through the establishment and strengthening of new partnerships.

## Overview

### Purpose of funding

The second round of Streets as Shared Spaces is a \$20 million grant program that is open to all councils across NSW.

The program will provide successful applicants with grant funding to deliver trials that test permanent changes that strengthen the amenity, accessibility and economic vitality of a high street and surrounding area, taking a place-based approach.

These trials should support immediate community needs and test and build the case for more permanent changes that positively impact local economies and community health and wellbeing.

The Streets as Shared Spaces program supports the NSW Premier's Priority to increase walkable access to quality open, green and public space in urban areas. It is aligned with NSW Government strategies (refer **Appendix A**) and supports local government to test their long-term vision through trial projects.



## Why high streets and what does the community want to see in high streets?

Sometimes referred to as main streets, high streets in urban centres are important economic drivers and offer places for gathering and accessing services. More than just a place for the movement of cars, these are principal streets providing vitality to the local neighbourhoods, supporting the local, and sometimes wider area, with jobs and services such as shopping, dining, entertainment, health and personal services to meet the daily and weekly needs of the local community. They are identifiable public spaces for social encounters at the heart of a neighbourhood and, at their best, reflect the unique local character and stories of a place in a way that references traditional culture.

Streets are places of public life, where many activities occur in one place. They have many different users and demands, including people accessing services, leisure, retail activities and as connectors. Our research, conducted over two years of gathering community insights in our [Public Spaces during COVID-19 survey](#), emphasises the importance of getting the basics right. Community feedback commonly prioritises safety and lighting, wide footpaths and easy crossing points, and shady, green environments. The most common reasons cited for visiting local high streets were shopping or accessing services (87%) and visiting cafés and restaurants (61%).

Figure 1. Community feedback on local high streets

### The most common reasons for visiting local high streets were to:



### All features of high streets in 2021 were identified as important by most people

Safe and well-lit	94%
Wide footpaths and easy crossing points	92%
Shade, green and leafy environment	91%
A variety of activities, such as restaurants, shops and services	89%
Appropriate traffic levels and speeds	87%
Outdoor seating at cafés, restaurants or bars	86%
Quality of retail offer	82%
Places to sit and rest	78%
Clear signage	75%
Vibrant public art, greenery and colourful flowers	74%
A mix of day and night-time activities	69%
Entertainment or activities, such as live music	53%

Source: Public spaces during COVID-19: Adapting to the new normal (2021)

## How does this relate to the NSW Government's Outdoor Dining trial?

Outdoor dining areas providing areas for people to sit and eat can contribute to the vibrancy of street life and support cafes and restaurants. Outdoor dining is one important and positive part of many activities that make a great high street.

The NSW Government released guidelines in 2020 encouraging councils to participate in the Outdoor Dining trial and support local businesses to expand outdoor dining where appropriate. Councils were encouraged to help streamline outdoor dining permit approvals by identifying areas appropriate for new or expanded outdoor dining and encouraging businesses in these areas to come on board. By doing this work up front, the individual venue applications can be considered much quicker.

This funding complements the NSW Government's Outdoor Dining trial, which will become permanent after October 2021.

For information on outdoor dining, see information about the [NSW Government's Outdoor Dining trial](#) and the [Streamlined Outdoor Dining Approvals Guide](#).

## Program objectives

We invite applications for trial projects that test permanent changes to high streets in urban centres and meet these objectives:

- Provide more and better public space that improves walkability and connection, enables day and night activity, and increases footfall.
- Drive collaboration and partnerships between local government and another sector, whether public, private, civic or community, taking a place-based approach.
- Establish and commence delivery of projects by April 2022.
- Enable long-term changes through trialling innovative and creative approaches, partnerships and engagement.

## What are we looking for?

- **Increased quantity of public space:** This program supports trial projects that test reallocating road space to increase areas for activities such as additional space for walking or sitting (extra seating or footpath widening), space for eating or gathering (parklets and outdoor dining), space for communal or recreational activities (gardening, play) or space for greenery.
- **Increased quality of public spaces:** Great public spaces offer the community a positive experience during the day and night, contributing to local character and fostering a sense of attachment to the place. Four questions can help evaluate the quality of public space and public life and help identify whether a place is doing well and areas for improvement:
  - Am I able to get there?
  - Am I able to play and participate?
  - Am I able to stay?
  - Am I able to connect?

When assessing the projects, we will be looking for holistic programming of ideas and opportunities, such as those shown in Figure 2. For further information, see the draft [NSW Public Spaces Charter](#), the [Great Public Spaces Guide](#) and the [Evaluation Tool for Public Space and public Life](#).

- **Improving walkability and connection:** Walkable public spaces connect people of all abilities and places, providing easy access from where people live to things to see and do and services that meet daily and weekly needs. We are seeking projects that encourage people to walk to, from and along high streets. Safety, directness and comfort are all important factors that make places walkable for people of all ages and abilities. The following questions can be useful when scoping projects to improve walkability:
  - Are main high streets and side streets safe and easy to cross?
  - Are footpaths wide enough for walking and outdoor activities?
  - Is there shade, shelter and a place to rest?

For further guidance, see the [TfNSW Walking Space Guide](#).
- **Targeting streets of significance in urban centres:** We are seeking to target investment in locations where there is a mix of uses and a concentration of activities during the day and night. Locations should have local employment opportunities, shops and services, cafés and restaurants, community and recreational facilities, local schools, public open spaces, cultural activity and, potentially access to public transport. While these locations will look different depending on the setting, councils should consider a project location where the trial can have the most significant impact on community wellbeing and local businesses.
- **Economic vitality of the high street and surrounding area:** High street improvements should ideally form part of a broader strategy, that is not reliant on events or one-off activations to attract foot traffic. The program invites proposals that demonstrate how the project will support economic vitality in a way that builds on existing social, economic and cultural assets of the high street and surrounding area and supports local businesses, contributes to the 24-hour economy and complements other revitalisation initiatives. Examples could include a campaign to encourage people to shop locally, a program to turn vacant shopfronts into creative spaces or an innovative transport plan (which could include for example allocating kerb space for kiss and ride, smart parking initiatives or providing real-time data to assist transport choices).
- **Trial approaches to test permanent changes:** Trial or temporary approaches describe a city or citizen-led approach to neighbourhood building using short-term, low-cost and scalable interventions intended to catalyse long-term change.<sup>1</sup> This approach allows communities and government to experiment and test changes to streets and places, before committing significant time and resources to permanent change. If the trial is successful and supported by the community, it may go on to become a permanent change. Sometimes referred to 'tactical urbanism', projects using a trial approach can use 'lighter, quicker and cheaper' approaches, for example widening footpaths with bolt-down timber decking or parklets, see [Streets as Shared Spaces Case Studies](#) and [Streets as Shared Places for People – Ideas and Opportunities](#).
- **Partnerships and collaboration with community, businesses and institutions:** This funding seeks to advance partnerships and collaboration between local government and other sectors and organisations. This could include working with a group of businesses (refer to the 'partnering with your local business community' example on page 11), partnering with a local school on safer routes to access the school or working with a local cultural organisation.
- **Taking a place-based approach:** A place-based approach targets the specific circumstances of a place and engages local people as active participants in development and implementation. This is particularly important in the context of streets, where many activities occur in one place and there are many different users and demands at different times of the day and night. Through this program we encourage councils to work across sectors and to engage meaningfully with the community, including people and groups that are hard to reach, to generate and implement ideas.

<sup>1</sup> The Street Plans Collaborative, Tactical Urbanism 4: Australia and New Zealand, [https://issuu.com/streetplanscollaborative/docs/tacticalurbanismvol4\\_141020](https://issuu.com/streetplanscollaborative/docs/tacticalurbanismvol4_141020)

## Ideas and opportunities to help create great streets

Am I able to get there?	Am I able to play and participate?	Am I able to stay?	Am I able to connect?
<ul style="list-style-type: none"> <li>• Appropriate traffic levels and speeds</li> <li>• Transport options</li> <li>• Wide footpaths and equitable access</li> <li>• Safe crossing points and tactile indicators</li> <li>• Reduced obstruction and clutter</li> <li>• Clear wayfinding and signage</li> <li>• People are protected from vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Diverse public spaces along the street</li> <li>• Play streets and shared zones</li> <li>• interactive activities and place infrastructure</li> <li>• Places to relax and rest</li> <li>• Regular programming events and things to do</li> <li>• Contribute to the night-time economy</li> </ul>	<ul style="list-style-type: none"> <li>• Space for business customers to wait or dine outside</li> <li>• Trees and plants for shade</li> <li>• Safe, clean and well lit</li> <li>• Wide footpaths for local street character</li> <li>• Quality materials</li> <li>• Variety of businesses and services nearby</li> </ul>	<ul style="list-style-type: none"> <li>• Vibrant public art, music and performance</li> <li>• Colourful flowers and plants</li> <li>• Loveable and authentic local character</li> <li>• Places of meaning and diverse public life</li> <li>• 10+ things to see, do and connect with</li> <li>• Evidence of community volunteerism</li> </ul>

Further resources to support your application are available on the [Streets as Shared Spaces website](#). This includes FAQs, case studies and webinars designed to help you to address the program guidelines.

## Streets as Shared Spaces – project examples

These projects funded in the first round of Streets as Shared Spaces illustrate some of the attributes we are looking for in applications.



### Bathurst Regional Council, Bathurst Town Square

Bathurst Regional Council have commenced temporary interventions to test pedestrianisation in and around Bathurst Town Square and trial the reconfiguration of the local street network to increase connectivity and safety. The project is testing changes in Church Street to slow traffic and improve pedestrian access and amenity, including kerb buildouts, pram ramps, line marking, wayfinding signage and a linear park. By extending a lane, allowing a clear one-way traffic lane and installing a parklet for shade and space for pedestrians to dine and dwell, Council will open up a network of underutilised laneways to encourage pedestrian connectivity. Council have also installed removable bollards for easy closure of Church Street for the use of community events and activations.

Council has worked closely with artists, through multidisciplinary design studio ESEM projects, to create a significant wall mural, depicting a creation story of the Wiradyuri people, as well as other temporary art installations within the Town Square precinct. The project aims to unify the Town Square through the enhanced streetscape, creating a venue where Bathurst celebrates and commemorates its local character, heritage and culture.

## ♥ Tweed Shire Council, Tweed's Green Parklet, Public Art and Activation Project

Tweed Shire Council transformed carparking spaces with 2 pop-up parklets in Murwillumbah, to increase public space, incorporating public art, greening and a community activation program to improve the amenity and beautification of the local streetscape.

92% of community and businesses surveyed were supportive of seeing the streetscape changes made permanent. As a result, council resolved to permanently retain the parklets, art seats and planter boxes, with some adjustments to ensure they were appropriate for longer-term use.



## ♥ Gilgandra Shire Council, Meet Me @ Miller Street

Centred around the concept of 'meeting' of its spaces, community, visitors and infrastructure, Gilgandra Shire Council's project temporarily converted an underutilised laneway and car parking area into a vibrant and connected shared zone with greenery and lighting, murals and public art installations and seating and outdoor dining. Council introduced complementary traffic calming measures including speedbumps and reduced traffic speeds (10km/h).

The improved public space created a new safe pedestrian connection, bridging a missing link between Windmill Walk, along the Castlereagh River, and the main street. The pilot project took a place-based approach to economic recovery, aligning the improvements with council's Shop Local program, which saw \$1.6 million direct spend within Gilgandra. Council is now in the planning stages of making these changes permanent, with funding from the department's Your High Street program.

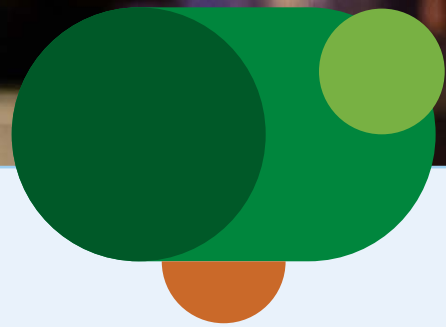
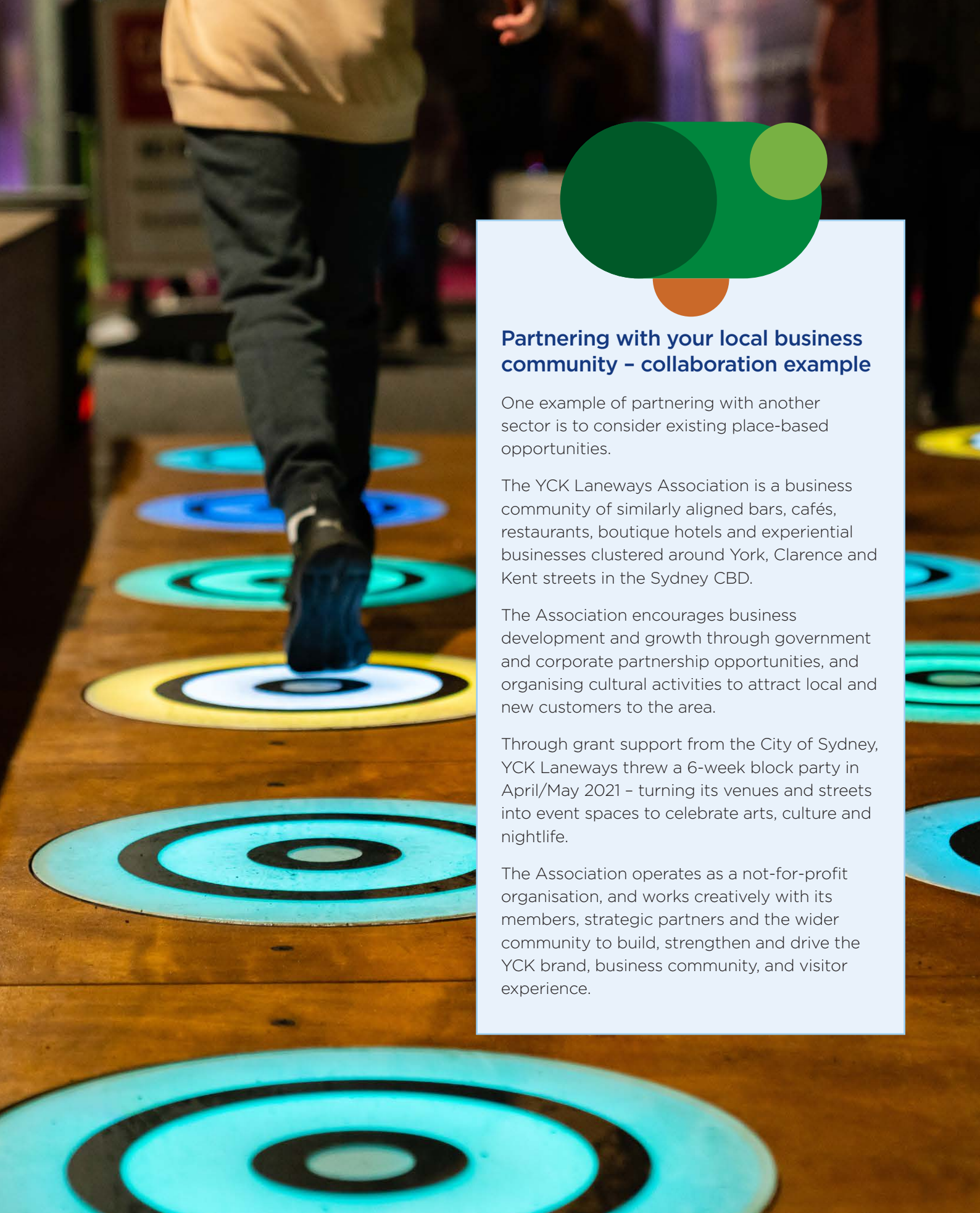


## ♥ Ballina Shire Council, A slow path – not a fast short cut

Ballina Shire Council is trialling traffic calming and streetscape enhancements to improve amenity and safety for pedestrians and cyclists in and around Park Lane, Lennox Head. During consultation, the community identified pedestrian safety as an important objective, as Park Lane is a popular shortcut for vehicles wanting to avoid main street traffic.

Council is testing raised speed thresholds and crossing points, kerb buildouts, reduced traffic speeds (30km/h), public art and decorative pavement treatments, a parklet, bicycle parking and maintenance equipment and solar lighting. Partway into the trial, council has already observed an average speed reduction of 10km/h along Park Lane. This trial has informed Council's design of the Lennox Village Vision to introduce permanent streetscape improvements.





## Partnering with your local business community – collaboration example

One example of partnering with another sector is to consider existing place-based opportunities.

The YCK Laneways Association is a business community of similarly aligned bars, cafés, restaurants, boutique hotels and experiential businesses clustered around York, Clarence and Kent streets in the Sydney CBD.

The Association encourages business development and growth through government and corporate partnership opportunities, and organising cultural activities to attract local and new customers to the area.

Through grant support from the City of Sydney, YCK Laneways threw a 6-week block party in April/May 2021 – turning its venues and streets into event spaces to celebrate arts, culture and nightlife.

The Association operates as a not-for-profit organisation, and works creatively with its members, strategic partners and the wider community to build, strengthen and drive the YCK brand, business community, and visitor experience.

Places to Love Lost Lanes, Wagga Wagga Credit: Matt Beaver

# Application process

The application process will involve an Expression of Interest (EOI) stage followed by an invitation to shortlisted applicants to apply for funding. The two-stage process has been designed in recognition of the significant resourcing required to prepare an application.

The EOI stage will ask applicants to articulate their proposal early in its development, to identify how it meets the program objectives and timeframes as well as likely transport approvals.

Shortlisted applicants will then be invited to develop their project applications and provide all information required to address the assessment criteria (see page 15).

Refer to **Appendix B** for a summary of the information and documents sought at each stage.

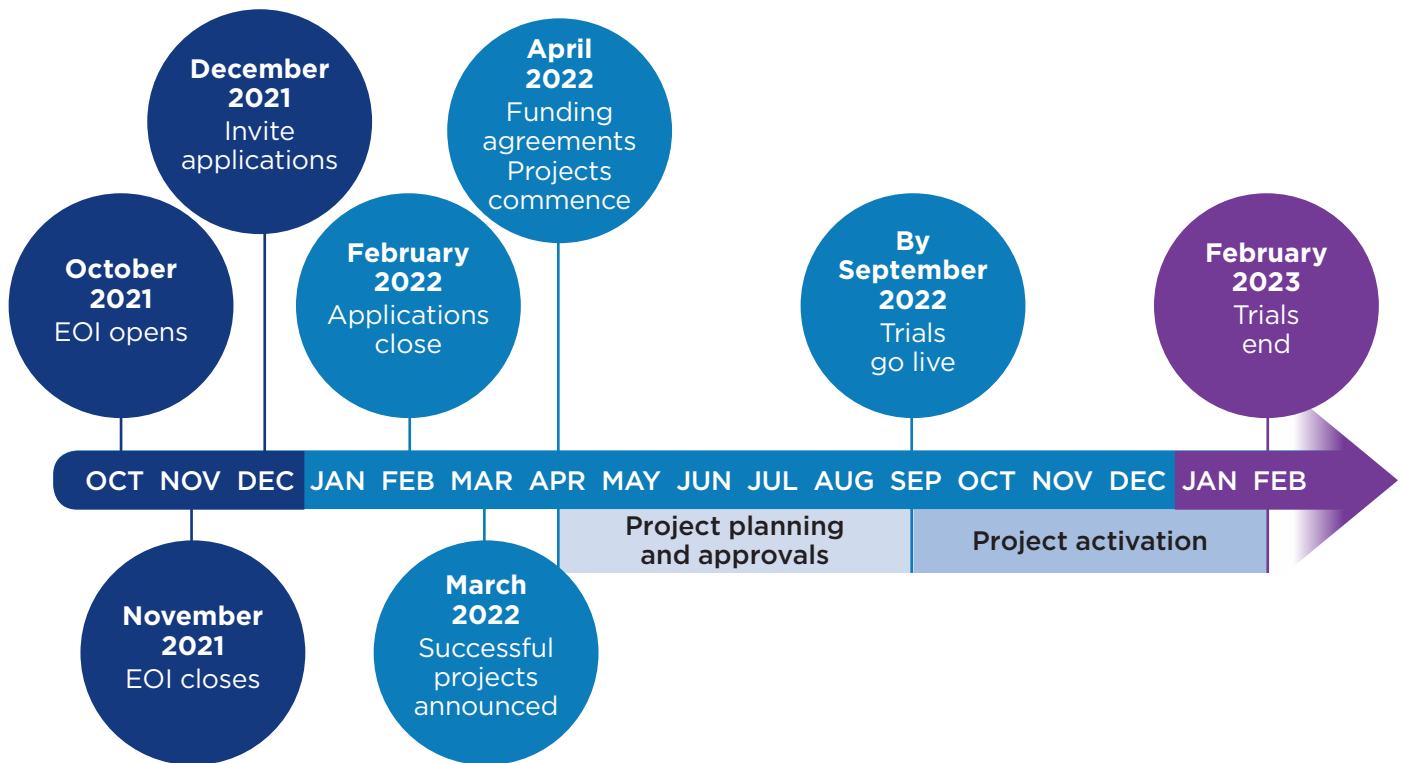
## Timeframes

The EOI, application and assessment process and timeframes for the program are outlined below.

**Table 1. Timeframes for program**

Date	Milestone	Action
<b>14 October 2021</b>	EOI opens	Councils notified of program and EOI
<b>18 November 2021</b>	EOI closes	Councils submit EOI in <a href="#">SmartyGrants</a> by 4pm, Thursday 18 November 2021 (extended by one week from 11 November).
<b>December 2021</b>	Applications open	Shortlisted applicants invited to apply
<b>11 February 2022</b>	Applications close	Shortlisted applicants invited to submit application by 4pm, Friday 11 February 2022
	Assessment	Independent assessment panel meets
<b>March 2022</b>	Announcement and notifications	Announcement of successful projects Applicants formally advised of outcome of application and funding offers made
<b>April 2022</b>	Projects commence	Funding agreements signed and first milestone payment Successful applicants commence projects
<b>By September 2022</b>	Trials go live	Successful applicants trials are live
<b>February 2023</b>	Expected completion of trials	Successful applicants conclude trials Project completion and acquittal

Figure 2 Timeline for the program



## Funding eligibility

Councils are invited to submit one application for funding up to \$500,000.

The following projects and works are not eligible for funding:

- Projects outside of NSW.
- Planning projects (feasibility studies, masterplans).
- Purchase or lease of land or property.
- Funding of personnel or staff positions, unless a labour cost exemption request is completed by council and approved by the department.
- Product branding, advertising or promotion.
- Projects requiring ongoing funding from the NSW Government.
- Retrospective funding to cover any project component that is already complete/ underway when a funding offer is made.
- Projects already committed with an allocated budget in councils' future asset plans.
- Projects for routine maintenance.
- Projects that will not commence the trial on the ground by September 2022.

- Projects by councils that do not maintain the minimum insurance requirements (see Insurance requirements section).
- Projects not located on a high street.
- Projects relating to more than one or multiple urban centres.

EOIs will not be considered unless:

- They are sufficiently detailed and specific to allow consideration against the program objectives.
- They are accompanied by a support letter from a General Manager or council CEO.
- They are submitted by the deadline.

Applications will not be considered unless:

- They are accompanied by a support letter from a General Manager or council CEO.
- They are submitted by invitation in response to the EOI and by the deadline.
- They are accompanied by in-principle support of the landowner, where the land is not owned or managed by council.
- They have in-principle support from Transport for NSW, where the project is on a state road or requires approvals from Transport for NSW.



Streets as Shared Spaces, Morph It, Maitland  
Credit: Maitland City Council

## Approvals

**Councils must ensure they are aware of all approvals required and consult with local Transport for NSW representatives in preparing the EOI and application.**

Applicants do not need to have obtained all approvals in relation to the proposed project prior to submitting an EOI or application. However,

they must identify all necessary approvals in the EOI and evidence of in-principle support from Transport for NSW or other relevant authorities must accompany the application. The application will also need to factor in appropriate time to obtain approvals in the project plan. Projects that do not accurately identify the need and time required for Transport for NSW approvals will be ranked lower against Project Deliverability criterion.

EOI submissions must be signed off by a person with the appropriate delegation within council, and applications must be accompanied by a letter of support from the General Manager or council CEO.

## Other funding

Applicants must disclose whether any aspect of the proposal for this funding program has either:

- received funding through another NSW Government funding program, or
- applied for funding through another NSW Government funding program that may currently be in consideration, such as the Transport for NSW Walking and Cycling Program.

Applications will be reviewed to ensure that the applicant is not seeking or receiving multiple sources of funding for the same works.

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## Assessment process and criteria

EOIs will be assessed by the department and representatives from Transport for NSW and the Office of Local Government against the program objectives and deliverability in relation to approvals and timing. Applicants will be advised if they have been shortlisted and only shortlisted applicants will be able to apply for funding.

The department will perform a pre-eligibility check of applications and, where appropriate, seek to remedy eligibility issues with the applicant. Where an application is still deemed ineligible or if the applicant has not provided further information requested, the department will notify the applicant within 21 days of applications closing.

Eligible applications will be assessed by an independent assessment panel of NSW Government representatives that may include the department, Transport for NSW and the Office of Local Government, and will include a representative with urban design expertise.

Any late or incomplete EOIs or applications will be deemed ineligible. It is at the department's discretion to accept late applications if there are extenuating circumstances.

# Assessment criteria

**Table 2. Project Merit 50%**

Criteria	Supporting evidence examples
Project delivers more and/or better quality public space	<p>Clear problem statement and alignment of suggested outcomes</p> <p>Use of the draft NSW Public Spaces Charter principles and the Evaluation Tool for Public Space and Public Life to evaluate the site</p>
Project contributes to economic vitality of the street and surrounding area	<p>Demonstrates rich mix of economic, social, and cultural activities in the area – day and night-time activations – and how the project supports local businesses</p> <p>Concurrent and complementary revitalisation initiatives planned in the area</p>
Project drives collaboration and partnerships with community, businesses and institutions, taking a place-based approach	<p>Letter/s from local businesses or local business associations, community groups, institutions (e.g. schools, universities or cultural institutions)</p> <p>Dedicated placemaking staff resource to support the project</p>
Project engages with the community and local businesses to trial changes that support longer-term plans for the area	<p>Endorsed council strategy showing support for overall vision that councils are seeking to test</p> <p>Approach to engaging the community in the project including ensuring engagement is inclusive</p> <p>Approach to working with diverse communities</p>

**Table 3. Project Deliverability 30%**

Criteria	Supporting evidence examples
Financial viability	Project budget
Council commitment to roll out project quickly and understanding of approvals needed	<p>Project schedule</p> <p>Project plan</p>
Risk mitigation and community/business needs are considered	<p>Risk assessment</p> <p>Approach for adapting project in response to feedback once it goes live</p>

**Table 4. Value for money 20%**

Criteria	Supporting evidence examples
Project uses effective trial approaches and materials to maximise the scale and impact of the project	Breakdown of estimated material cost
Approach to sustainability	Consideration of materials used, product lifecycle, and environmental impact

# Successful projects – funding conditions

Successful applicants will be required to enter into a funding agreement with the department. The funding agreement will set out the obligations of the recipient of the funding, including, but not limited to, monitoring and reporting, project completion, and milestones and payment.

## Project Management

Grant recipients will be responsible for delivering and meeting the project milestones and commencing the trial on the ground by September 2022.

Grant recipients will need to supply a project plan to be included in the funding agreement that sets out the works and deliverables, costs and schedule, and must carry out the project in accordance with the project plan.

Grant recipients must also provide a final concept plan before commencing construction.

## Approvals

It will be a condition of the grant of funding that the recipient obtain all necessary/required approvals such as road changes and/or traffic facilities under the *Roads Act*, *Transport Administration Act*, *Environmental Planning & Assessment Act* or *Local Government Act*.

## Consultation with the community and other key stakeholders

The recipient will be responsible for monitoring the project during the trial and may be required to make adjustments to aspects of the project as needed in response to feedback from the community and other key stakeholders. It is acknowledged the recipient may need to adopt different forms of engagement due to public health orders.

## Monitoring, reporting and evaluation

Grant recipients are required to:

1. Collect data both before and after using the [Evaluation Tool for Public Space and Public Life](#), and analyses the results.
2. Provide high quality before and after images.
3. Provide before and after reporting against the Core Indicators available on the [program website](#).
4. Provide milestone reports and a final acquittal report via [SmartyGrants](#) at the completion of project including a procurement certificate.

## Project opening event and promotion

A communication pack will be provided to grant recipients to provide approved key messages, branding, logos and multimedia to help promote the project and acknowledge the funding contribution.

Grant recipients must acknowledge the funding contribution from the NSW Government in all communications and media for the project.

If holding a formal launch event, the recipient must:

- invite the Minister for Planning and Public Spaces or a departmental representative on the Minister's behalf to attend any formal launch event (including commencement and completion ceremonies with prior consultation on available dates where practicable); and
- provide no less than 30 business days' notice prior to any formal event.

To make the invitation, the recipient should access the Minister's [web form](#). It is for the recipient to decide if there is to be an opening event. Recipients should invite the Minister, the department and other dignitaries and consult on a preferred date. If the invitation is accepted, a department media officer will work with the recipient on the arrangements and media protocols.

## Payment of grants

Payment of funding will be conditional on the funding being used only for the project in accordance with the terms and conditions of the funding agreement. Payment of funding will be made in accordance with the milestones and payment schedule set out in the funding agreement and will be subject to compliance with the recipient's obligations. A final acquittal and project report will be required following completion of the project.

## Project responsibility

The recipient will be required to acknowledge and agree that it is solely responsible for delivering and completing the project in accordance with the terms and conditions of the funding agreement, and will not be relieved of that responsibility because of any involvement with a third party (e.g. subcontracting, partnerships).

## Insurance requirements

Recipients will be required to maintain a minimum Public Liability Insurance cover of \$20 million, workers compensation insurance for people involved in delivery of the project and insurance over assets used in connection with the project.



Patrick Street precinct, Blacktown City Council

# How to apply

1. Familiarise yourself with the grant requirements set out in these guidelines and determine if you are eligible.
2. Visit the [website](#) to access resources to support your application and register to attend the [webinar](#) on Monday, 18 October 2021 (extended by one week from 11 November).
3. Complete and submit your EOI in [SmartyGrants](#) by 4pm, 18 November 2021.
4. If shortlisted, the department will invite councils to submit an application by 4pm, 11 February 2022.

Acknowledgement of receipt of application will be via return email.

## Need advice?

The department is available to provide information to potential applicants on interpretation of these guidelines, including types of projects eligible for funding. The department can also provide advice on the online application process.

For inquiries or more information email:

[PublicSpace@planning.nsw.gov.au](mailto:PublicSpace@planning.nsw.gov.au)

## Complaints Procedure

Any complaints about a grant process must be provided in writing. Any questions you have about grant decisions for this grant opportunity should be sent to [PublicSpace@planning.nsw.gov.au](mailto:PublicSpace@planning.nsw.gov.au). If you do not agree with the way the department has handled your complaint, you may complain to the NSW Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the relevant department. Visit the NSW Ombudsman at [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au).

## Privacy Policy

The department is required to comply with the Privacy and Personal Information Protection Act 1988. The department collects the minimum personal information you voluntarily provide to enable it to contact an organisation and to assess the merits of an application. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected. Applicants must ensure that people whose personal details are supplied with applications are aware that the department is being supplied with this information and how this information will be used.

## Disclaimer

Submission of an application does not guarantee funding. The costs of preparing an application are borne by the applicant.

# Glossary

For the purpose of the grant program the following terms have been provided to be drawn upon when applying:

**Evaluation Tool for Public Space and Public Life**

means a [four-page resource](#) (developed by the department and publicly released in March 2021), that helps evaluate the quality of public space and public life. The tool can give a 'before' and 'after' snapshot of the public space. It can identify a public space's positive attributes and areas for improvement. It can measure change throughout the project.

**High streets**, sometimes also referred to as main streets, are the beating heart of the neighbourhood. High streets in urban centres are important economic drivers and offer places for gathering and accessing services. More than just a place for the movement of cars, these are principal streets providing vitality to the local neighbourhoods, supporting the local and sometimes wider area with jobs and services such as shopping, dining, entertainment, health and personal services to meet the daily and weekly needs of the local community. They are identifiable public spaces for social encounters at the heart of a neighbourhood and, at their best, they offer local identity and cultivate a sense of pride in a place.

**Holistic programming** refers to how ideas and opportunities are coordinated to achieve a clear vision, character statement or identity that creates a sense of place, generated through effective stakeholder participation. This should apply equally across the design, implementation and operation of a place.

**Improve walkability and connection** means improving easy access from where people live to things to see and do and services that meet daily and weekly needs. It includes projects that encourage people to walk to, from and along high streets. Safety, directness and comfort are all important factors that make places walkable for people of all ages and abilities.

**Labour cost exemption request** refers to an exemption that councils can seek to the ineligibility of funding for personnel or staff positions. Council may seek this exemption during the application process in circumstances where complying with the ineligibility criteria would result in councils with in-house capabilities needing to engage external consultants, which could lead to an overall increase in project cost and delivery timeframes. Requests will be considered by the department on a case-by-case basis. If approved, this will allow authorised councils to allocate some of their funding to help fund reasonable staff and personnel costs.

**Local character** refers to what makes the neighbourhood distinctive and gives the place an identity. It encompasses the way it looks and feels. It is created by a combination of land, people, the built environment, history, culture and tradition including Aboriginal and non-Aboriginal, and looks at how they interact to make a distinctive character of an area. Local character is distinctive, it differentiates one area from another. It includes the sense of belonging a person feels to that place, the way people respond to the atmosphere, how it impacts their mood, their emotional response to that place and the stories that come out of people's relationship with that place. Refer to [Local Character and Place Guideline 2019](#).

**Outdoor dining** means the use of public space to allow the community to dine outdoors, including additional public space to enjoy takeaway, and extending the services of premises whose main function is for the provision of food and beverages to the public.

**Placemaking resource** means a role committed to delivering and embedding a place-based approach within council, developing partnerships with the local community and stakeholders to take an integrated approach to initiatives that shape the public realm and build community capacity to deliver placemaking projects.

**Place-based** describes an approach that targets the specific circumstances of a place and engages local people as active participants in development and implementation. This approach focuses on how specific places work and collaborative processes that recognise the value and need for local expertise, knowledge, responsibility and investment, allowing development of a shared vision and values.

**Project location** means the high street and public spaces directly adjacent, excluding road surface improvements unless specifically addressing new or improved bicycle lane.

**Public space** means all places publicly owned or of public use, accessible and enjoyable by all for free and without a profit motive. This includes:

- Open spaces: active and passive (parks, gardens, playgrounds, public beaches, riverbanks and waterfronts, outdoor playing fields and courts, bushland)
- Public facilities: libraries, museums, galleries, civic/community centres, showgrounds and indoor public sports facilities
- Streets: streets, avenues and boulevards; squares and plazas; pavements, passages and lanes, and bicycle paths.

**Trial or temporary approaches** mean a city or citizen-led approach to neighbourhood building using short-term, low-cost and scalable interventions intended to catalyse long-term change.<sup>2</sup> This approach allows communities and government to experiment and test changes to streets and places, before committing significant time and resources to permanent change. If the trial is successful and supported by the community, it may go on to become a permanent change. Sometimes referred to 'tactical urbanism', projects using a trial approach can use 'lighter, quicker and cheaper' approaches, for example widening footpaths with bolt-down timber decking or parklets.

**Urban centre** means a location with a mix of uses and an agglomeration of businesses and services. An urban centre has a concentration of local employment opportunities, shops and services, cafés and restaurants, community and recreational facilities, local schools, public open spaces, cultural activity and, potentially access to public transport.

<sup>2</sup> The Street Plans Collaborative, *Tactical Urbanism 4: Australia and New Zealand*, [https://issuu.com/streetplanscollaborative/docs/tacticalurbanismvol4\\_141020](https://issuu.com/streetplanscollaborative/docs/tacticalurbanismvol4_141020)



Street art in a pedestrian mall in Wollongong

# Appendix A: Policy context

**Table 5. Alignment with NSW Government strategies and policies**

Policy area and agency	Goals, Strategies and Plans	Description
<b>Premier's Priorities</b> Department of Planning, Industry and Environment	<a href="#">Premier's Priority: Greener Public Spaces</a>	Greener Public Spaces Premier's Priority is a commitment to increase the proportion of homes in urban areas within 10 minutes' walk of quality green, open and public space by 10 percent by 2023.
	<a href="#">Premier's Priority: Greening Our City</a>	Greening Our City Premier's Priority aims to increase the tree canopy and green cover across Greater Sydney by planting one million trees by 2022.
<b>Planning and Design</b> Department of Planning, Industry and Environment; Greater Sydney Commission; NSW Government Architect's Office	<a href="#">Greater Sydney Metropolitan Plan</a>	Sets out the spatial planning framework for Greater Sydney.
	<a href="#">District Plans</a>	District Plans are a guide for implementing the Greater Sydney Region Plan at a district level and are a bridge between regional and local planning. The District Plans help councils to plan and deliver for growth and change and to align their local planning strategies to place-based outcomes.
	<a href="#">Regional Plans</a>	NSW Regional Plans set the framework, vision and direction for strategic planning and land use across NSW's regions, as well as plan for the future housing, environmental, infrastructure and community needs.
	<a href="#">Draft NSW Public Spaces Charter</a>	The Draft NSW Public Spaces Charter is a formal statement describing the rights of NSW communities to have access to quality public space and a NSW Government commitment to principles guiding planning, delivery and management of public space.
	<a href="#">Great Public Spaces Toolkit</a>	The Great Public Spaces Toolkit helps bring the principles of the draft NSW Public Spaces Charter to life through a collection of free resources to support local government, state agencies, industry and the community, including the Evaluation Tool for Public Space and Public Life and the Great Public Spaces Guide.
	<a href="#">Better Placed</a>	Government Architect NSW has produced policies and a range of guidance, manuals and advisory notes – some relevant guides are listed here. Better Placed sets out the five characteristics of a well-designed built environment – Healthy, Responsive, Integrated, Equitable and Resilient and 7 objectives for assessing good design including Better Fit, Better Performance, Better for People, Better for Community, Better Working, Better Value and Better Look and Feel.

Policy area and agency	Goals, Strategies and Plans	Description
<b>Planning and Design</b> Department of Planning, Industry and Environment; Greater Sydney Commission; NSW Government Architect's Office	<a href="#">Draft Smart Places Customer Charter</a>	The Draft Smart Places Customer Charter has been developed by the department to guide the creation and management of smart places across NSW. Under the charter, the NSW Government and its agencies will make sure data is collected, managed and stored securely to protect privacy.
	<a href="#">Draft Connecting with Country</a>	A framework for developing connections with Country to inform the planning, design, and delivery of built environment projects in NSW. It is intended to help project development teams – advocating ways they can respond to changes and new directions in planning policy relating to Aboriginal culture and heritage, as well as place-led design approaches.
<b>Transport</b> Transport for NSW	<a href="#">Future Transport Strategy 2056</a>	Future Transport Strategy 2056 is the long-term strategy for planning transport in NSW until 2056. The Strategy recognises the critical role that transport plays in enabling – or inhibit – successful places.
	<a href="#">Road Safety Plan 2021</a>	The Road Safety Plan 2021 sets out priority areas to address recent increases in the road toll and to move us towards achieving the NSW Government's State Priority Target to reduce fatalities by 30 percent by 2021.
	<a href="#">Movement and Place</a>	Movement and Place is a cross-government framework for planning and managing our roads and streets across NSW. The framework delivers on NSW policy and strategy directions to create successful streets and roads by balancing the movement of people and goods with the amenity and quality of places.
<b>Night-time economy strategy</b> 24 Hour Economy Commissioner	<a href="#">24 Hour Economy Strategy</a>	The 24 Hour Economy Strategy intends to enhance and develop the night-time economy to realise its social and economic potential.
<b>Outdoor Dining</b> Cross-agency initiative	<a href="#">Outdoor Dining Taskforce</a>	This taskforce brings NSW government agencies together to activate the State's outdoor hospitality spaces, making approvals for alfresco dining and drinking easier and faster.

# Appendix B: EOI and application checklist

Council is required to submit the following documentation at EOI and application stages.

**Table 6. EOI and Application checklist**

EOI	Application
<ul style="list-style-type: none"><li>• Concept plan or aerial map showing extent of project boundaries and location of key elements (technical drawings are not necessary)</li><li>• General Manager letter of support for the project</li><li>• Illustration (optional)</li></ul>	<ul style="list-style-type: none"><li>• Concept plan</li><li>• General Manager letter of support for the project</li><li>• Illustration (optional)</li><li>• In-principle support from TfNSW if needed</li><li>• High quality images of project location</li><li>• Aerial map showing project location</li><li>• Risk assessment</li><li>• Project budget breakdown</li><li>• Project plan (maximum 10 pages)</li><li>• Project schedule</li><li>• Image/s of desired materials for implementation (optional)</li><li>• Letter/s of support from local businesses or local business associations, community groups, institutions (e.g. schools, universities or cultural institutions) (optional)</li></ul>



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[dpie.nsw.gov.au](http://dpie.nsw.gov.au)