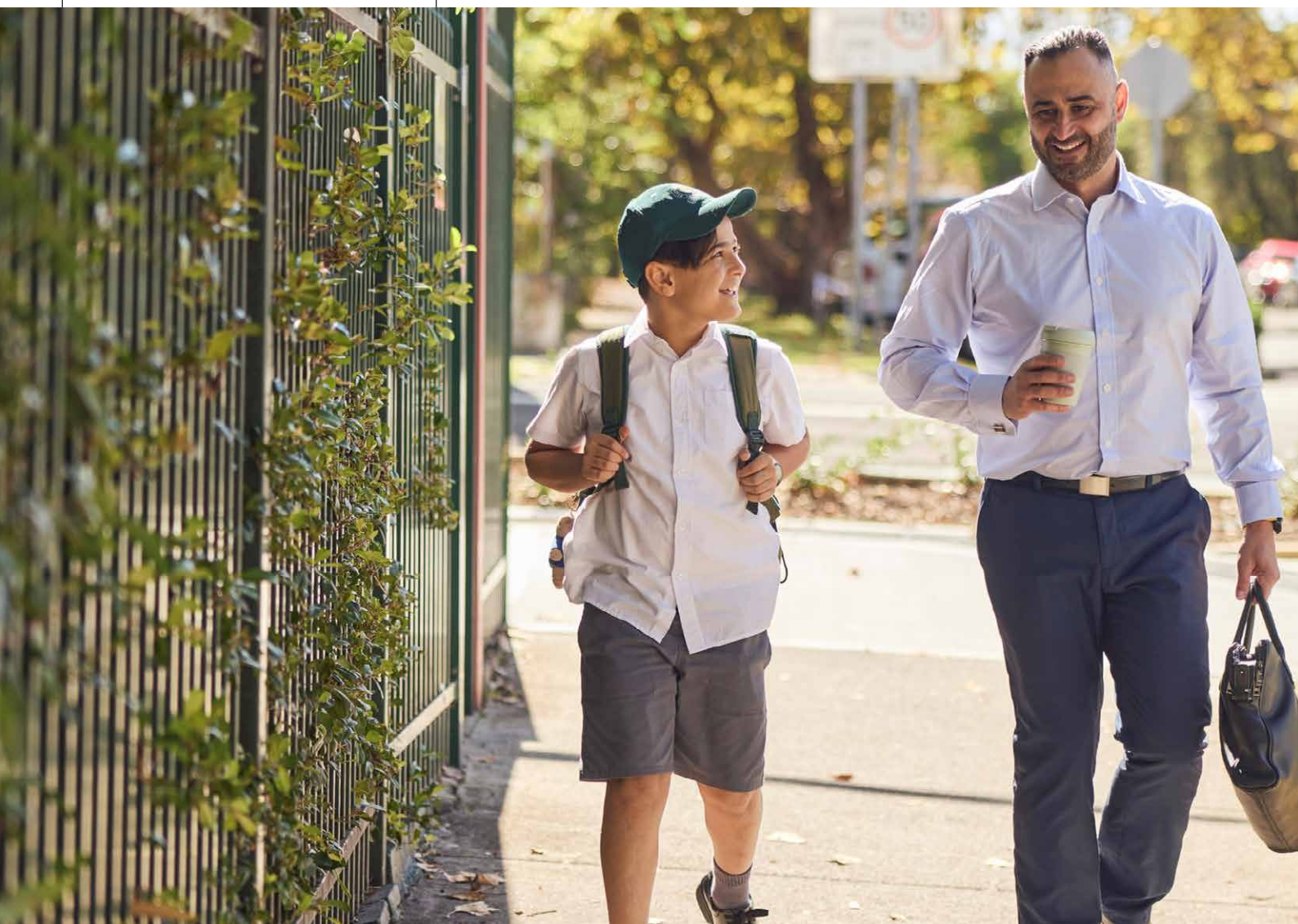


Transport
for NSW

Get NSW Active program

FY2024/25 Funding Guidelines

October 2023





Acknowledgement



Transport for NSW proudly acknowledges the traditional custodians of the lands and waters of New South Wales.

Many of the transport routes we use today — from rail lines to roads and water crossings — follow the traditional songlines, trade routes and ceremonial paths that Aboriginal people have followed for tens of thousands of years.

We recognise and value the extraordinary contributions that Aboriginal people and communities make to life in New South Wales.

We pay our respects to Elders past and present.



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Ministerial foreword



As an avid walker and bike rider, it gives me great pleasure to announce the Get NSW Active program for FY24/25. Get NSW Active is a multi-year program funding local council projects that encourage more people across NSW to incorporate walking and bike riding into their everyday travel.

I'm delighted with the continued interest and support from councils to deliver projects that transform their local area and contribute to shaping healthier communities throughout the state. Last year, Get NSW Active funded 87 projects that will help to get people in NSW where they need to go, by foot or by bike. Successful projects included new bridges over the Cooks River, shared paths in Norwest, and new footpaths in Grafton.

One of my favourite moments of the day is riding or walking with my family to and from school. One of my goals in government is to make it easier for kids across NSW to walk or ride their bikes to school. Special times happen when you're riding and walking. You notice more about the places around you, and you can contribute to the area such as supporting local businesses along your route. I want that for people across NSW.

The benefits of active transport are many and through the Get NSW Active program, local councils can deliver projects which make it possible for the people of NSW to incorporate walking and riding into their journey. With improvements in active transport infrastructure, we will also make it easier to use public transport.

As a government we want active transport to be a mode of choice for customers, and so I encourage all councils to apply and help shape active transport options in your local area.

Hon. Jo Haylen, MP
Minister for Transport

Introduction

1



1.1 The NSW Government's commitment to walking and cycling

The NSW Government wants walking and bike riding, known as active transport, to be the preferred way to make short trips and a viable, safe, and efficient option for longer trips. We estimate that more than 1.5 billion walking and bike riding trips are taken per year across New South Wales. We want to double this number over 20 years¹.

Walking and cycling are the most sustainable form of transport. By encouraging more people to walk or ride for everyday journeys, we will improve neighbourhoods and the environment, reduce car use and traffic congestion, support local economies, and improve the general health of our communities.

1.2 Get NSW Active overview

Since 2011, more than \$600 million has been allocated through Get NSW Active² by Transport for NSW (Transport) to local councils for walking and cycling projects. Over 1000 projects have been funded including footpaths, cycleways, and improved safety features that contribute to healthier, more connected communities throughout NSW.

The FY2023/24 program offered \$50 million in funding and generated over 500 applications from regional and metropolitan councils. This high level of interest in the program is testament to the need for projects that enable communities to choose walking or cycling as a mode of transport.

The program has funded a wide variety of projects including the Parramatta Valley Cycleway and Escarpment Boardwalk in Parramatta; Bondi Junction cycleway; Port Macquarie Beach 2 Beach Shared Coastal Pathway; and many projects that make streets safer and more comfortable for pedestrians.

Projects don't need to be large scale to have an impact. Small projects can also have a significant impact on the way people travel. For example, a new raised pedestrian ('wombat') crossing and connecting paths that offer school children a safe and comfortable way to walk to and from school. When considering projects in your community, look for projects which will make the biggest difference and change the way people travel, or change their perception of walking and cycling as a viable, everyday travel choice.



Shift perception



Change behaviour



Everyday travel

Active Travel to and from School

This year, the Get NSW Active program will offer an additional fund of \$10 million to deliver projects within walking catchments to primary schools.

Upgraded, wide footpaths, quality crossings and new street trees are some of the initiatives available for funding. These initiatives all aim to provide a safer and more comfortable walk or ride to and from school for kids and parents.

¹ Active Transport Strategy published December 2022 (www.future.transport.nsw.gov.au/future-transport-plans/active-transport-strategy)

² Formerly the Walking and Cycling Program

1.3 Program objectives

The objective of the Get NSW Active program is to support the development and delivery of walking and cycling projects that:

- Contribute to continuous and connected walking and cycling networks across NSW that connect communities to local destinations
- Enable more people to safely walk and ride as part of their everyday travel
- Facilitate children's and young people's independent mobility by improving safe walking and bike riding options for travel to and from school
- Support multimodal journeys by integrating active and public transport
- Deliver quality place outcomes that contribute to vibrant places, and liveable neighbourhoods that support local lifestyles
- Enable and encourage behaviour change and shift community perception towards walking and cycling as everyday travel options for short trips
- Deliver walking and cycling connections that enable all people, regardless of gender, to move freely within their communities.



Program information

2



2.1 Who can apply

The Get NSW Active program is open to all NSW local councils, Lord Howe Island, and the Far West Unincorporated Region (collectively referred to as ‘councils’ for the purposes of this document).

2.2 Number of submissions for each applicant

Each council can make up to five (5) submissions for funding. Submissions for Active Travel to and from School program funding will automatically be eligible for Get NSW Active program funding. Applicants do not need to make multiple submissions for the same project.

2.3 Program funding for FY2024/25

A total program budget of \$60 million is available for the FY2024/25 financial year:

- \$50 million for the Get NSW Active program for FY2024/25
- \$10 million for the Active Travel to and from School program for FY2024/25.











2.4 Projects eligible for funding

For Get NSW Active, funding is available for **strategy/plan***, **project design** and **project construction**.

For Active Travel to and from School funding is available for **project construction** only.

**Funding is not available for development of strategy/plans in the Unincorporated Far West Area. Only design and construction projects are eligible.*

Eligible infrastructure types include:

	walking connections
	raised pedestrian or shared ‘wombat’ crossings
	continuous footpath treatments
	kerb extensions
	separated bike paths
	quietways
	shared paths
	shared zones
	road closures
	other (e.g., new signalised crossings. Applicants will need to demonstrate alignment with the program objectives.)



Program details and updates are also available on the Transport website at

transport.nsw.gov.au/projects/programs/get-nsw-active

Sections 4 and 5 provide further detail on eligible and ineligible infrastructure types.

2.5 Program timeline

Get NSW Active is an open competitive grants program available to councils.

The application period for the FY2024/25 Get NSW Active program will open on 31 October 2023 and remain open for six (6) weeks.

Submissions **must** be made through the NSW Government Grants and Funding website at nsw.gov.au/grants-and-funding and **submitted before the closing date**. Once the application period ends, no further submissions will be accepted, and changes cannot be made to submitted applications.



Grant applications open 31 October 2023

- Applicants review guidelines and eligibility, and prepare submissions
- Optional online information sessions for applicants
- Applications submitted via NSW Government Grants and Funding website by midnight **12 December 2023**.



Eligibility

- Applications are checked for eligibility.



Assessment (January to March 2024)

- Eligible applications are assessed by panel
- Panel prepares short list of projects recommended for funding³
- Panel recommendations endorsed.



Notification (April to May 2024)

- Notification to applicants of successful and unsuccessful applications
- Successful applicants published on the NSW Grants and Funding website.



Funding accepted (June 2024)

- Successful applicants accept funding via signed 'letter of offer'
- Projects commence after 1 July 2024 and must be completed prior to 30 June 2027 (or prior to 30 June 2026 if funded via the Active Travel to and from School program).

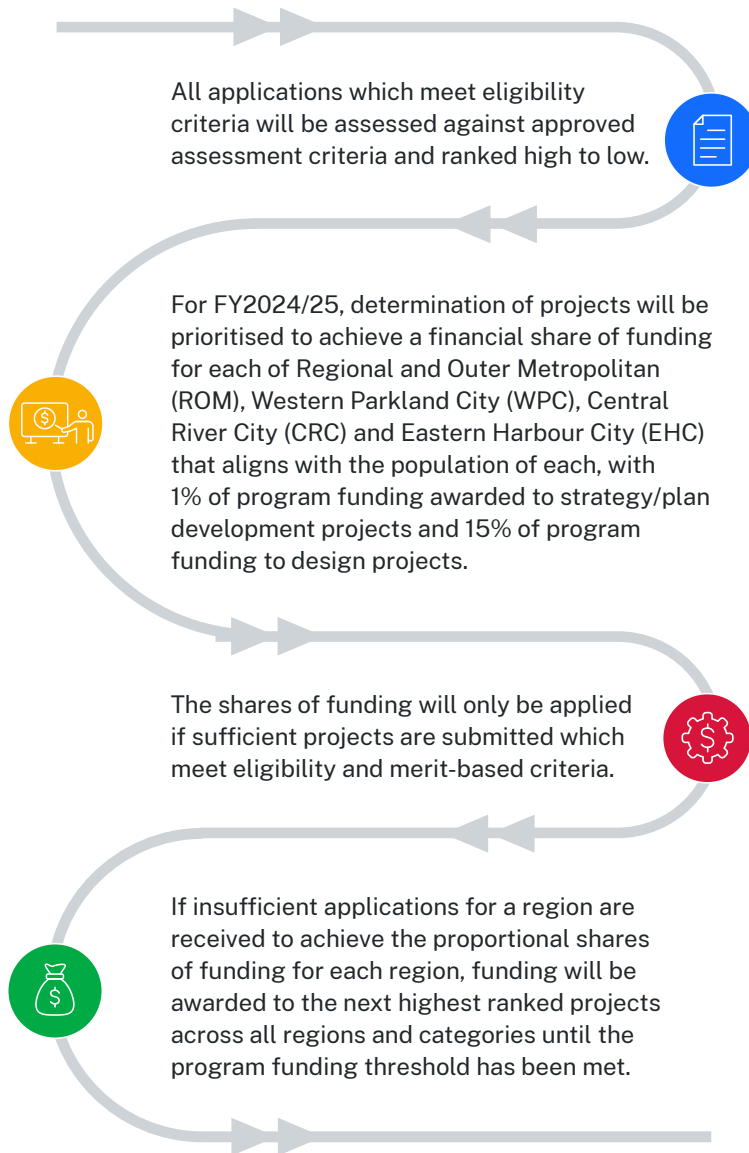


Project completed

- Final report and acquittal (via NSW Government Grants and Funding website) due to Transport for NSW within 30 days of project completion.



2.6 Assessment process



What makes a successful application?

Projects are most likely to gain funding where they:

- Align with program objectives and Transport policy and design guidance for active transport
- Exhibit excellence in active transport design and place outcomes
- Demonstrate thorough planning with few, or well managed, barriers to completion.

Section 4 and 5 provide more information



2.7 Ministerial discretion

Consistent with requirements under the Grants Administration Guide, we will disclose and publish on the Transport website and on the NSW Government Grants and Funding website any instances of Ministerial discretion in making grant decisions that vary from the recommendation of the assessment panel, including the reasons for any such decision.

2.8 Funding limits

The following funding limits apply for Get NSW Active grants:

- Strategy/plan development project: minimum \$30,000 and maximum \$100,000 (excluding GST)
- Design project: minimum \$50,000 and maximum \$1,000,000 (excluding GST)
- Construction project: minimum \$50,000 and maximum \$10,000,000 (excluding GST). Proposals to undertake multiple construction projects under one grant are eligible up to a maximum value of \$2,000,000. The projects need to be of a similar facility type and have similar project outcomes. Details will need to be provided for each separate project/component within the application.

The following funding limits apply for Active Travel to and from School grants:

- Construction project: minimum \$50,000 and maximum \$800,000 (excluding GST).

Up to 100% of the project cost can be funded.

For projects that include a contribution from the applicant, the grant amount will be adjusted pro rata in response to any cost reduction or any approved increased to project cost. Any variation requests submitted by Council must include confirmation that the applicant will contribute at the same rate as the initial contribution.

2.9 Multi-year funding and staged projects

Applications can be made for projects that are being delivered over multiple years:

- For projects funded under Get NSW Active, they must be delivered within three (3) years
- For projects funded under Active Travel to and from School, they must be delivered within two (2) years.



4 Projects over \$10,000,000 require a separate business case under NSW Treasury requirements and therefore are not eligible for funding under the Get NSW Active program.



2.10 Program changes for FY2024/25

The Get NSW Active program is updated each year in response to evolving NSW Government policy directions and feedback from applicants. For the FY2024/25 program the following amendments have been made:

- Minor amendments to program objectives and application assessment criteria to embed alignment with the [Active Transport Strategy](#)
- Some infrastructure types eligible for funding in previous years are no longer eligible, e.g., stand-alone pedestrian refuges, to prioritise infrastructure types that best align with Transport policy and design guidance for active transport (and therefore also score higher in assessment)
- Minimum widths recommendations have been set for footpaths and shared paths to encourage consistency with guidance set out in the [Walking Space Guide](#) and [Cycleway Design Toolbox](#). Section 4 provides further information on minimum path width
- A \$0.5 million share of funding is available for strategy/plan development projects, and maximum \$7.5 million share of funding is available for design projects, to support the development of future walking and cycling projects whilst recognising the need to fund construction projects
- To ensure that walking and cycling projects are being delivered to communities across NSW, a funding share proportional to the population in each will be directed to Regional and Outer Metropolitan (ROM), Western Parkland City (WPC), Central River City (CRC), and Eastern Harbour City (EHC) (where sufficient projects which meet program requirements have been received).

The above proportional share of funding is also applicable to the Active Travel to and from School program.

2.11 Disclosure of funding

Transport will publish details of successful funding recipients on the Transport website, and on the NSW Government Grants and Funding Finder at nsw.gov.au/grants-and-funding within 45 days of the grant agreement taking effect.

Grant application



3

3.1 Application questions

The Get NSW Active application form includes questions relating to eligibility and merit based criteria. The application form will prompt applicants to answer questions about the project and attach supporting documents. The questions include open ended questions that will be assessed as part of project ranking. It is recommended that applicants allocate sufficient time to preparing and refining this information ahead of the application closing date.

Section 5 provides further detail on how projects applications are assessed and scored.

3.2 Information and documentation requirements

The information and documentation requirements will vary from project to project but will likely include some or all of the following, plus additional documents specific to the project:

- a map of the project
- coordinates for the start and end point (latitude and longitude)
- relevant strategy document(s) where the project has been identified
- design documentation
- consultation summaries/reports
- cost estimate for the total project value (excluding GST) separately detailing the base cost and contingency
- evidence of relevant approvals.

Given the range of documentation will vary considerably between projects, applicants will also be required to identify and attach any specialist studies or other project specific information that is critical to the assessment of the application.

Walking Space Guide and Cycleway Design Toolbox

Applicants will be asked questions that relate directly to design guidance set out in the [Walking Space Guide](#) and [Cycleway Design Toolbox](#). It is highly recommended that applicants familiarise themselves with these documents ahead of preparing their application and embed the design recommendations into their projects.



3.3 Information for multi-year funding applications

When applying for multi-year funding, applicants must include details of the project tasks and costs for each year. This will form the basis of milestone progress targets and potentially, milestone payment agreements.

When making applications for multi-year or staged projects, applicants are encouraged to provide itemised project schedules and cost estimates. This will allow for part-funding of the project if some, but not all, stages of the project meet program funding criteria.

Projects that include a combination of stages (for example a predominantly construction project where some design work is still required, or a predominantly design project where some early construction works are proposed) can be submitted. In this scenario, applicants are encouraged to include itemised project schedules and cost estimates clearly indicating the separate stages of the project. Each stage should be able to function as a standalone project.

Grant submission confirmation

You will receive a confirmation email to acknowledge your application has been received. This is an automated response from the NSW Government Grants and Funding portal. Transport is using the Smartygrants application platform for Get NSW Active program applications. Look for an email from service@smartygrants.com.au. You may need to check your junk mail. Do not reply to this email.

Send all Get NSW Active grant related enquiries to activetransport@transport.nsw.gov.au



3.4 Cost estimate and contingency

Cost estimates must be submitted with all applications for funding. Cost estimates will be reviewed as part of the assessment process, with benchmarking used to validate costs proposed relative to unit rates expected by Transport.

Multi-year applications must include evidence in the cost estimate that cost escalation over the project life cycle has been considered and planned for.

Applications must include a contingency allowance, identified as a separate line item within the cost estimate. Councils are responsible for nominating a contingency amount based on the specifics of the project.

Project contingency can only be accessed when a previously identified, inherent project risk, or contingent project risk occurs. Approval must be sought from Transport through a variation submission, as detailed in the funding agreement. Project contingency will be held by Transport, with release subject to a request and supporting documentation being provided.

Unspent contingencies cannot be transferred to another project.

Table 1 has been provided as a reference for contingency planning amounts. This is a high-level guide only and applicants will be required to ensure contingency amounts are appropriate for the project type and context.

Project complexity	Project stage					
	Range	Strategy/ plan	Feasibility study	Concept design	Detailed design	Construction
Low complexity/risk	Lower	2%	2%	2%	5%	10%
	Upper	5%	5%	5%	10%	15%
Medium or high complexity/risk	Lower	5%	5%	5%	10%	15%
	Upper	10%	10%	10%	15%	30%

Table 1: Contingency planning amounts (reference only)

Support with projects and applications

If you have any questions about your project or the application process, contact Transport at activetransport@transport.nsw.gov.au

Eligibility

4



4.1 Types of projects eligible

Funding is available for strategy/plan development, project design, and project construction of the following facility types:

- walking connections
- raised pedestrian or shared crossings and for ‘wombat’ crossings
- continuous footpath treatments
- kerb extensions
- separated bike paths
- quietways
- shared paths
- shared zones
- road closures
- other (applicants will need to demonstrate alignment with the program objectives).

Table 2, on pages 22-23, provides further information and detail on key requirements relating to each of the project types.

Applications for ‘pop-up’ or trial versions of eligible project types can be submitted for funding.

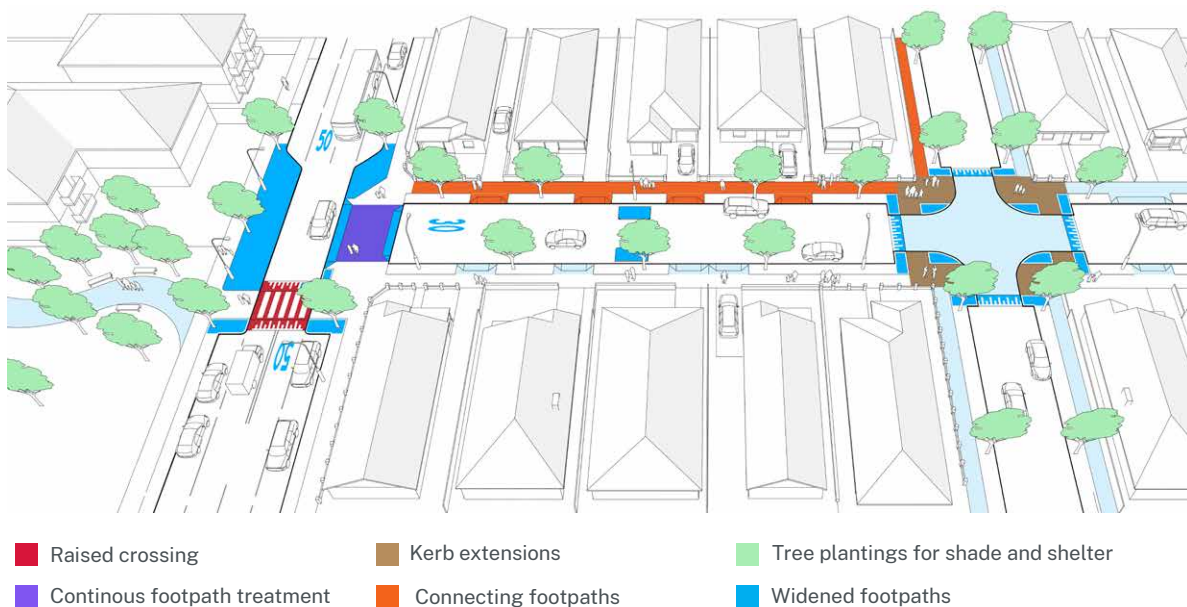


Figure 1: Example of a new walking connection combining a raised pedestrian crossing, continuous footpath treatment, kerb extensions, and connecting footpaths.



Figure 2: Separated cycle path

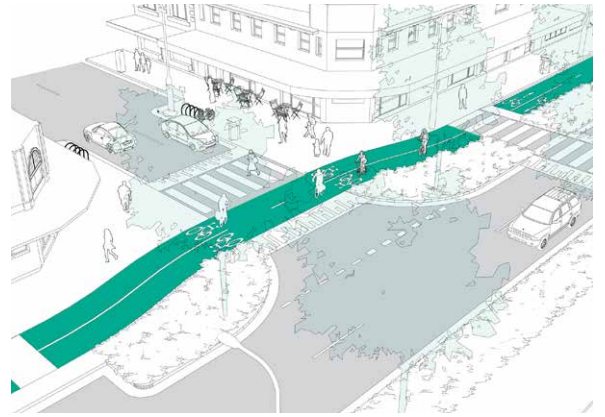


Figure 3: Illustration of separated cycle path



Figure 4: Quietway

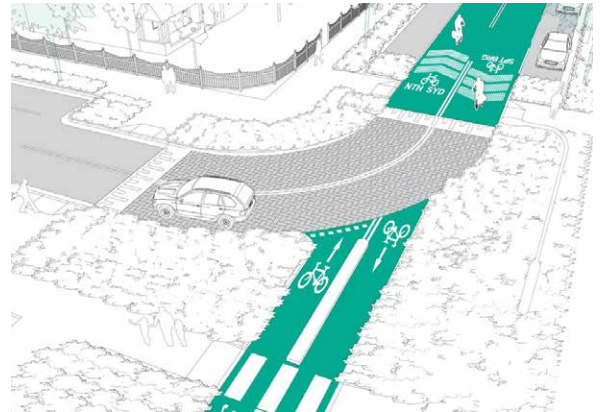


Figure 5: Illustration of quietway connecting to modal filter through a road closure



Figure 6: Shared path

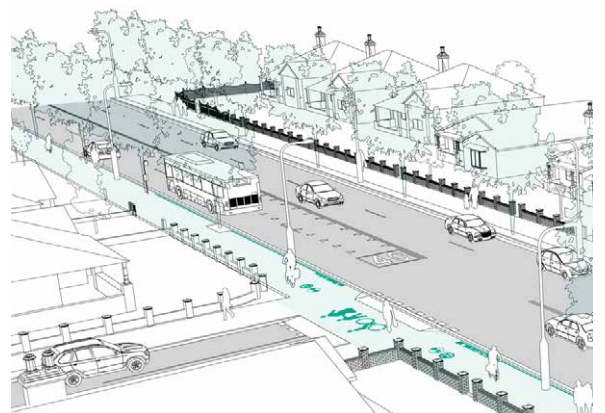


Figure 7: Illustration of shared path



Figure 8: Road closure with modal filter



Figure 9: Kerb build outs and raised intersection

4.2 Requirements for eligible project types

Eligible project type	Additional information and requirements
Active transport strategy/plan projects	<p>Active transport strategy/plan projects funded under Get NSW Active must be consistent with NSW Government plans and policies relating to active transport, and must include:</p> <ul style="list-style-type: none"> a project implementation plan spanning a period no longer than seven (7) years strategic cost estimates for all projects proposed under the plan a funding strategy for all projects identified, linked to known and accessible funding sources a commitment to deliver projects that align with guidance set out in the Walking Space Guide and Cycleway Design Toolbox. a summary of the outcomes of community and stakeholder engagement and how these informed priorities in the strategy/plan. <p>Applications from councils that have no existing plan or a plan older than 10 years will be prioritised for funding.</p>
Design projects	<p>Applications submitted in this category can be for feasibility assessment, concept design, and detailed design.</p>
Active Travel to and from School program	<p>Applications made under the Active Travel to and from School program must:</p> <ul style="list-style-type: none"> indicate the level and type of engagement that has occurred with the school about the project not extend (nominally) more than 500 m in a direct route from the primary school that is supporting the project.
Walking connections	<p>Projects in this category are most likely to secure funding where they demonstrate significant potential to enable more people to walk for short trips. Applicants are encouraged to submit projects that:</p> <ul style="list-style-type: none"> combine midblock and intersection upgrades to deliver complete connections that enable end-to-end walking trips improve walking access at intersections via the provision of raised pedestrian crossings, continuous footpath treatments, or kerb buildouts deliver wide paths providing ample space for circulation (footpath widths should align with the recommendations in the Walking Space Guide) deliver connections that link students within a school catchment directly to the school strengthen connections to centres, shops, public transport, and major parks/open space include place design elements that improve outcomes for people walking.
Raised pedestrian crossings	<p>Both pedestrian and shared (walking and cycling) raised crossings ('wombat crossings') are eligible. Crossing applications must be in accordance with the relevant technical direction.</p> <p>Further information is available at: movementandplace.nsw.gov.au/standards/design-solutions/raised-pedestrian-wombat-crossing</p>
Continuous footpath treatments	<p>Continuous footpath applications must be in accordance with the relevant technical direction.</p> <p>Further information is available at: movementandplace.nsw.gov.au/standards/design-solutions/continuous-footpaths</p>
Kerb extensions	<p>Projects should deliver improved outcomes for walking by reducing pedestrian crossing distances, improving sight lines to and from vehicles, encouraging slower vehicle speeds and improving place outcomes. Projects that include raised intersection works can also be submitted under this category if kerb extensions are provided as part of the project.</p> <p>Further information is available at: movementandplace.nsw.gov.au/standards/design-solutions/kerb-extensions-or-build-outs-intersections</p>
Separated bike paths	<p>Separated bike paths are strongly encouraged as a preferred facility type for cycling and will likely score higher in assessment than projects proposing shared paths.</p> <p>Designs layouts and widths should align with the guidance provided in the Cycleway Design Toolbox.</p>
Quietways	<p>Designs for quietways must include treatments/facilities that would enable the speed limit to be reduced to 30km/h in future without the need for additional traffic calming works.</p> <p>Project design features should align with the guidance provided in the Cycleway Design Toolbox.</p>

Eligible project type	Additional information and requirements
Shared paths	<p>Shared paths are a predominant infrastructure type applied for under the Get NSW Active program. To increase the chances of a successful application, it is recommended that projects include the following:</p> <ul style="list-style-type: none">• Wider paths that allow room for circulation, or localised widening where there is increased activity such as in front of schools or shops (refer to the Cycleway Design Toolbox for width recommendations)• Priority access over side streets so that people walking and cycling have fewer barriers to travel. Where priority cannot be achieved, the access over side streets and intersections should be accessible, safe, and comfortable for people of all ages and abilities. Landscaping to buffer people from roads and provide shade and shelter• Reduction of signage clutter and careful location of bus stops and similar to reduce hazards in the path• Offsetting paths from walls, fences, and other hazards• Devising positive urban design measures to encourage slow and considerate riding in busy areas, rather than using barriers or dismount requirements• Plan for high quality finishes (such as hidden expansion joints) that provide smooth access for a range of users. <p>Shared path projects will generally attract a lower assessment score than separated bike path, except in situations where the project provides access to a school and a direct and high-quality connection for students within the catchment. Very few Australian Standard minimum width (2.5m) shared path projects have been successful in recent years as more applicants have submitted proposals for wider, higher amenity, paths.</p>
Shared zones	<p>Shared zone applications must be in accordance with TTD 2016/001 Design and implementation of shared zones including provision for parking.</p>
Road closures	<p>Projects to design or deliver road closures are eligible for funding where the project includes new access or facilities for walking and cycling. Road closure projects that provide modal filters, where people walking and cycling have access, but the road is closed for motorised vehicles, are also encouraged (particularly where they enhance walking and cycling access and safety within school catchments).</p>

Table 2: Requirements for eligible project types

4.3 Path width recommendations

In recent rounds of the Get NSW Active program, there have been an increasing number of project applications proposing wider footpaths and shared paths. These applications generally rank better in assessment than applications with narrower paths, as they are more likely to enable and encourage walking and cycling. To support this trend, the FY2024/25 Get NSW Active program has adopted minimum path width recommendations as follows:

- minimum footpath width 1.8m
- minimum shared path width 3.0m.

Applications proposing facilities narrower than these widths will generally receive a low assessment score in the Project Design and Strategic Merits section of the application, except where it is the only way to provide a key link through an area with physical site constraints. In this instance applicants should detail reasons in their application.

Applicants should also refer to the [Walking Space Guide](#) and [Cycleway Design Toolbox](#) for detailed guidance on appropriate path widths.

Selecting the right cycling facility type

Where applications are being submitted for the design or construction of cycling facilities, the selected facility type should align with the recommendations in the cycleway facility selection tool on page 15 of the [Cycleway Design Toolbox](#) (see below extract). Applicants are required to detail in their application why the proposed facility type is appropriate for the location.

Priority routes

Street typology (Movement and Place)	Civic space	Local street	Main street	Main road
Motor vehicle speed	≈10km/h	≈30km/h	≈50km/h	≥50km/h
Motor vehicle/day	n/a	≈2000	>2000	n/a
Bike path (One and two-way)				
Quietway				
Shared path (Low pedestrian activity and low cross-cycle movement)				
Shared path (High pedestrian activity and high cross-cycle movement)				
Shared zone				

Local routes

Street typology (Movement and Place)	Civic space	Local street	Main street	Main road
Motor vehicle speed	≈10km/h	≈30km/h	≈50km/h	≥50km/h
Motor vehicle/day	n/a	≈2000	>2000	n/a
Bike path (One and two-way)				
Quietway				
Shared path (Low pedestrian activity and low cross-cycle movement)				
Shared path (High pedestrian activity and high cross-cycle movement)				
Shared zone				



Required for local routes



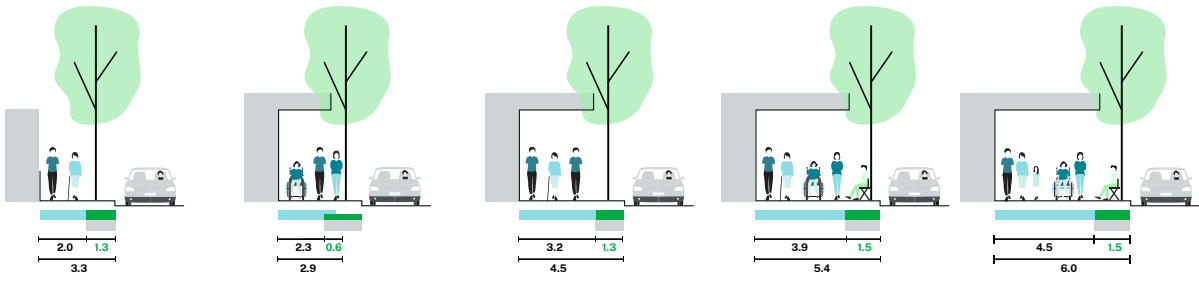
Suitable, but not preferred for local routes

Selecting footpath width

Where applications are being submitted that include sections of footpath, widths should be consistent with the recommendations provided in the [Walking Space Guide](#) (summary table provided below).

Walking Space Guide Summary

Footpath type 1	Type 2	Type 3	Type 4	Type 5
Typical description: Local footpath - Low activity	Local footpath - Medium activity	Main street footpath – Medium activity/ Local footpath – High activity	Main street footpath – High activity	Main street footpath – Very high activity
Short walk interaction: Unlikely to pass someone	Likely to pass someone	Virtually certain to pass someone	Virtually certain to meet multiple groups of people	Busy
Peak hour maximum use: very few people per hour	7 or more people per hour	70 or more people per hour	400 or more people per hour	More than 2000 people per hour
Minimum Target Walking space 2.0 m	2.3 m + 0.6 m Passing zone	3.2 (3.0 m not adjacent to active shops)	3.9 m (3.7 m)	Less than or equal to 9.5 m people per metre/ minute
Intervention Trigger (less than): 1.3 m*	1.6 m + 0.6 m Passing Zone	2.3 m (2.2 m)	2.9 m (2.7 m)	Greater than 18.0 people per metre/minute



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

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

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

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

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

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

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

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

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

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

Kerbside Traffic Buffer

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

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

* for equal access:
< 1.8 m, insufficient space for 2 wheelchairs to pass.
< 1.5 m, insufficient space for a wheelchair to turn, if the length exceeds 6 m. Action must be taken.
< 1.2 m, insufficient space for a wheelchair to navigate safely. Action must be taken.



4.4 Supporting or ancillary facilities

Supporting or ancillary facilities that are directly linked to, and support or enhance the walking and/or cycling connection can form part of an application (examples include bike parking, trees and landscaping that directly improve the facility by providing shade or buffers, or seating for rest stops). The inclusion of these types of facilities will potentially increase the project score in the Project Design and Strategic Merits section of the project assessment.

4.5 Projects ineligible for funding

Projects that are **ineligible** for the FY2024/25 Get NSW Active program include:

- Painted on-road cycling lanes and mixed traffic cycling projects with design speeds above 30km/h and/or unsuitable street environments.
- Stand-alone pedestrian refuge projects (note: in some cases, pedestrian or cycling refuges may be acceptable as part of a broader walking or cycling upgrade project where providing for a low demand movement and where an alternative facility type likely cannot not be provided).
- Maintenance of existing assets.
- Projects that primarily deliver bike parking (for example bike storage cages).
- Closed loop recreational projects, e.g., walking/cycling circuits within open space that do not contribute to the broader network.
- Non-infrastructure projects such as behavioural change campaigns, events, promotions, or maps.
- Projects that predominately focus on vehicular traffic improvements.
- Standalone signage or wayfinding projects.
- Standalone lighting projects or lighting of an existing facility.

4.6 Specific funding exclusions

The below items, and any labour and material associated with these items (sand, concrete, rebar, etc) are excluded from funding under Get NSW Active:

- stone/granite kerbs and paving
- multifunction poles and associated private meters and switchboards, e.g., smartpoles
- street furniture with advertising
- bus shelters
- artworks
- raingardens
- pedestrian fencing or any vehicle barriers to be delivered as part of a project
- upgrades to stormwater systems or road surfacing works not directly required for the active transport component of a project.

If the above items form part of a project, they must be separately funded. The funding source and amounts must be identified separately in cost estimates submitted with the application.

4.7 Compliance with other standards, guidelines, and approvals processes

Funding under this program **does not** imply that projects are approved. Councils must obtain all relevant construction and other approvals from Transport and other authorities as required.

Projects funded by the Get NSW Active program **must** be designed and constructed consistent with:

- Transport [Cycleway Design Toolbox](#)
- Transport [Walking Space Guide](#)
- NSW Speed Zone Standard
- relevant Australian Standards (and any Transport supplement)
- applicable Austroads Guidelines (and any Transport supplement)
- relevant Transport Technical Directions
- (For works on NSW Government assets) Transport Specifications, Supplements and Technical Directions.

For works on NSW Government assets, a Works Authorisation Deed (WAD) is required.

Transport is available to assist with questions relating to the above standards and guidelines. Contact us at activetransport@transport.nsw.gov.au.

4.8 Work Health and Safety

All successful applicants must comply with WHS Laws (Work Health and Safety Act 2011, Work Health and Safety Regulation 2017 and their updates).

Under WHS Laws successful applicants will have a primary duty of care to ensure, so far as is reasonably practicable:

- a. the health and safety of workers, and
- b. the health and safety of others is not put at risk from the works.

In accepting a grant, applicants will be required to acknowledge and agree to consult, co-operate and coordinate with other relevant persons about matters relating to shared risks and the health, safety and welfare of the workers. For more information on duties and consultation please refer to the SafeWork NSW website at safework.nsw.gov.au.

Successful applicants must have a system in place to manage work health and safety risks that is sufficiently resourced and implemented. If a notifiable incident occurs, the council must notify:

- a. SafeWork NSW (formerly WorkCover) immediately, and
- b. Transport within 24 hours.

To the extent possible, grantees must exercise due diligence in the selection of workers to carry out works and impose the requirements set out above.



Assessment



5

5.1 Application ranking

Each eligible application is given a score so they can be ranked. The score is based on the answers to application form questions, which are weighted as summarised in Table 3 below.

Application section	Weighting
Eligibility screening	Not scored, mandatory requirement
Project details	Not scored
Project costs and funding	Not scored*
Project design and strategic merits (project design or project construction)	60%
Aims and objectives of the strategy/plan (strategy/plan development project)	
Project management approach and ability to deliver project	40%

**Applicant financial contributions are entered in this section of the form but considered as part of the scoring for the project management approach and ability to deliver project assessment.*

Table 3: Application section and weighting

5.2 Eligibility screening

Eligibility criteria is set out in these guidelines, and embedded in the application questions. If a response to a question indicates an ineligible project, the application will not progress through the application process and the applicant will be notified of the reasoning why.

5.3 Project details

Questions under the project details section in the application form are not scored, but included to gather key information regarding the proposed project.

In this section, applicants are required to provide a short description of the project. If the application is successful in gaining funding, this description will be used in public communication materials, including on the Get NSW Active website. It is important that the project description is accurate, clear, and approved by the relevant council for public use.

5.4 Project costs and funding

Most questions under the project costs and funding section of the application are not scored, but included to gather key information regarding project costs, funding contributions and milestones, and contingency allowances.

This section also includes a question regarding applicant financial contributions. This information will be considered as part of the scoring for the project management approach and ability to deliver project assessment section of assessment.

5.5 Project design and strategic merits

This section of the application contributes 60% of the possible maximum application score.

There are four (4) open ended questions in this section. The questions relate to:

- **Network connectivity** – how the project delivers a meaningful addition to the network and makes it possible for more people to walk or cycle
- **Design quality** – if the project proposes an appropriate facility type and how will it provide safe and comfortable access for people of all ages and abilities
- **Place outcomes** – what design elements are included in the project that improve amenity for people walking and cycling, and contribute to vibrant, liveable communities
- **Safety** – how will the project improve safety outcomes for people walking and cycling.

For some projects there may be overlap between the answers for the questions relating to project design and strategic merits. Applicants should not be concerned if this is the case; the panel will not be looking for exhaustive information, but for evidence that the project is well considered and aligns with key Transport policy and design priorities.

Key considerations for the panel will include:

- If the project is part of a planned network or delivers a section of network that will connect people to destinations to enable new opportunities for people to walk and cycle for everyday travel
- Whether the project will connect people to centres, public transport interchanges, greenspace, schools, or other destinations
- If treatment types and widths align with the guidance provided in the [Walking Space Guide](#) and [Cycleway Design Toolbox](#)
- Whether the designs or proposals are well resolved and appropriate for the setting, providing continuous safe and comfortable travel for people walking and/or cycling, including priority over motorised vehicle traffic where achievable
- If the project proposes facility types that can easily and safely be used by people of all ages and walking/cycling abilities
- The extent to which the project includes urban design and landscaping elements that improve the attractiveness of the facility for people walking and/or cycling, and make positive contributions to place outcomes
- How the project will improve safety outcomes.

Further guidance on answering each question in this section is provided in the help text within the application portal.

Alignment with Transport priorities and design guidance

The questions and assessment criteria align with priorities set out in the [Active Transport Strategy](#) and [Movement and Place Framework](#), and design guidance provided in the [Walking Space Guide](#) and [Cycleway Design Toolbox](#).

Applicants are encouraged to familiarise themselves with these documents and embed key principles in their projects.

5.6 Project management approach and ability to deliver project

This section of the application contributes 40% of the possible maximum application score.

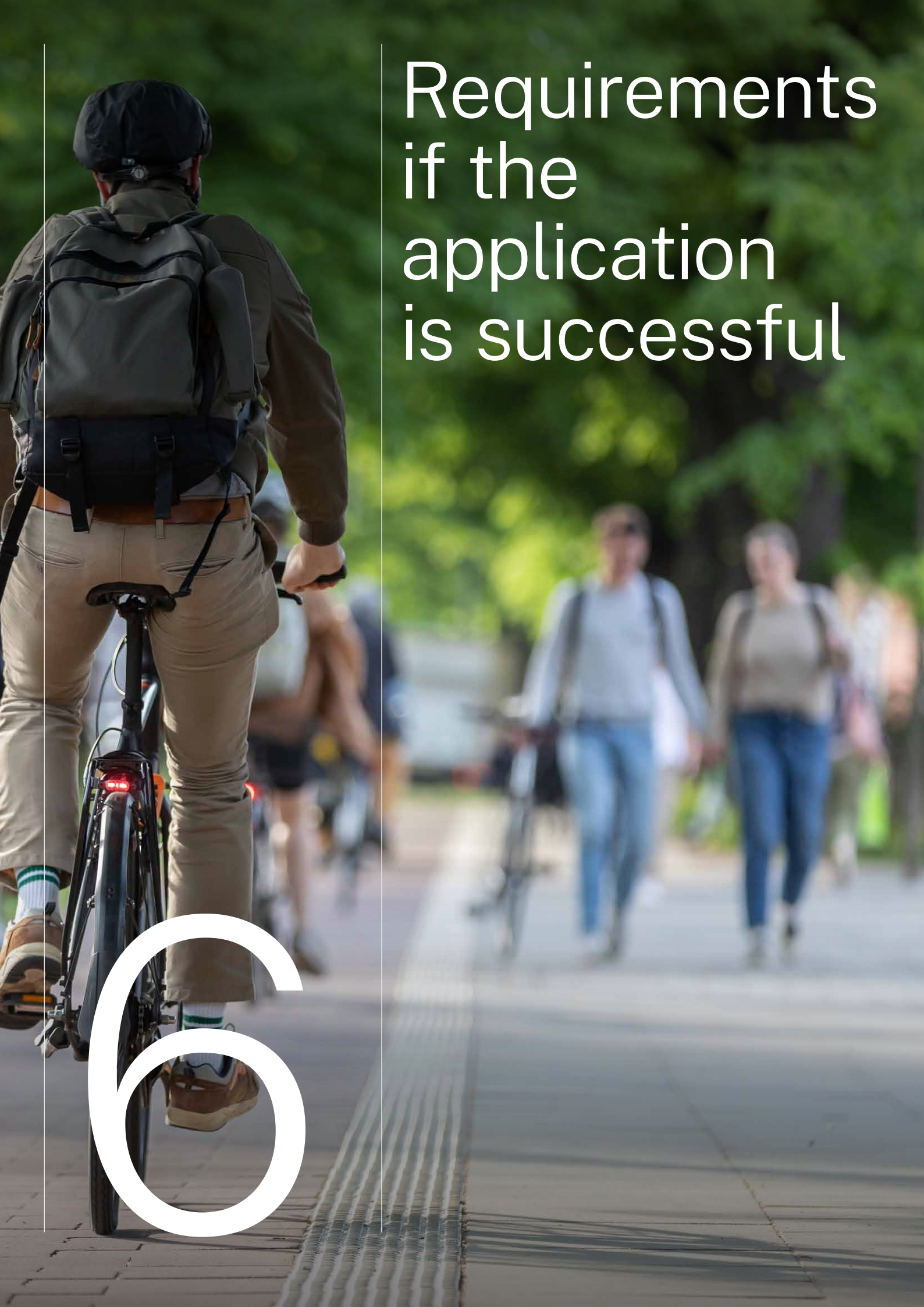
In this section applicants are required to demonstrate and provide evidence that the project is ready to proceed to the stage for which funding is being sought, and that the risks of time, scope, and cost variations have been minimised through good project planning. The score for this section is a single score based on the overall project management approach and ability to deliver project as demonstrated across all the questions in this section of the application. The score for the section also includes any relevant information provided under the project costs and funding section of the application form.

Key considerations for the panel will include the following:

- The extent to which appropriate **approvals** are in place to allow the project to proceed. Specific considerations will include council and Traffic Committee approvals
- The extent to which attached council (or other) **planning and policy documents** identify and confirm organisational commitment to the project
- The quality, detail, and completeness of **design documentation**. Consideration will be given to the level of detail required for different projects at different stages and scales. For projects that are relatively simple and that require minimal approvals (e.g., new footpaths) a standard construction detail may be sufficient, while for more complex projects the documentation expectations will increase proportionally
- The quality, detail, and completeness of **cost estimates**. For smaller projects or design stage projects where a full cost estimate is unlikely to be available, estimates based on benchmarking/comparative analysis against similar projects can be used. Cost estimates for projects will also be independently reviewed as part of the assessment process
- The extent to which **community and stakeholder engagement** has been planned or completed, and evidence that any key project issues identified in feedback are being effectively responded to and managed
- For applications that include changes to **Traffic Control Signals (TCS)**, evidence that planning and approvals processes for this aspect of the project are well progressed. In most circumstances approval timelines and requirements for TCS works will be greater than many other parts of the project and applicants are encouraged to plan for and prioritise this aspect of project development and approvals
- The extent to which **project specific risks and issues** have been identified and appropriately managed. Attaching documents that highlight risks or complexities will not negatively impact on the application where proactive management is also demonstrated
- The nominated **project management approach** and **demonstrated capacity** to deliver the project type proposed, including any past performance on Get NSW Active projects
- Any **financial contributions** being made by the applicant organisation which demonstrate organisational commitment to the delivery of the project.

(Note: the question relating to applicant financial contributions sits under the project costs and funding section of the application form.)

Further guidance on answering each question in this section is provided in the help text within the application portal.



Requirements
if the
application
is successful

6

6.1 Notification process

If your application is successful, you will be notified via email and receive a funding letter of offer which sets out the terms and conditions of the grant.

Council has 28 days to sign and return the funding letter of offer to accept the grant.

If your application is unsuccessful, you will be notified via email. The email will include brief reasoning as to why the application was unsuccessful. Further support and feedback on unsuccessful applications will be provided on request.

6.2 Meeting requirements

Attendance at an inception meeting and regular project update meetings is a condition of funding. The frequency of project update meetings will be set at the inception meeting.

6.3 Reporting requirements

Councils must submit a monthly report on project status. A reporting template, or access to a reporting portal, will be provided to council, following their acceptance of the grant.

Councils will be required to report on:

- project status/progress
- any delays or risks
- financial updates.

6.4 Payment of grants

Payments of grants will be on receipt of final invoice from council. Alternative payment schedules can be facilitated subject to agreement between both parties.

In the instance that the project is cancelled, not completed, or removed within three years of completion, the funding amount must be returned to Transport.



6.5 Variations

Variations to project cost, scope, or program can only be considered where applicants can demonstrate that changes were not reasonably foreseeable at the time of grant acceptance and that the revised project adheres to Get NSW Active funding guidelines.

For cost variations, councils will be required to demonstrate that project management options to avoid cost variation — such as design amendments, scope reduction, project staging, council contributions — have been thoroughly investigated prior to submitting a variation claim.

Approval of the variation will be subject to an internal review of the proposal against the Get NSW Active program criteria and guidelines and must maintain the strategic value demonstrated in the initial application.

6.6 Stakeholder engagement

Council is responsible for leading all stakeholder and community engagement necessary for the project.



6.7 Branding, communications, media, and promotion

Branding and communications

All recipients of Get NSW Active funding must acknowledge the NSW Government's contribution in any public statements or written material about their project.

Grant recipients need to:

- Acknowledge NSW Government contributions in public statements or written material about your project
- Use the NSW Government logo in publicity material related to projects, including brochures, signage, advertising, and invitations
- Ensure compliance with [NSW Government logo requirements](#)
- Use the colour version of the NSW Government logo where possible – the black and white version may be used when colour reproduction is not available or appropriate.

Further information is available at nsw.gov.au/nsw-government-communications or by contacting the Active Transport team at activetransport@transport.nsw.gov.au.

Media and promotion

Grant recipients need to:

- Quote both council and Transport in all opportunities to ensure public messaging of the collaborative approach
- Coordinate with Transport to identify media or Ministerial announcement opportunities (joint or otherwise) for projects funded under the Get NSW Active program. As a guide the following milestones represent media and promotion opportunities:
 - start of stakeholder and community consultation
 - end of stakeholder and community consultation
 - detailed design complete
 - release of construction tender
 - appointment of construction contractor
 - start of construction
 - 50% complete
 - 100% complete
 - open to traffic (use).
- Invite government representatives to launches or public events associated with the project.
- Acknowledge government representatives as an official guest, and where practicable, offer them to speak at the event.

6.8 Post construction evaluation

As part of the funding agreement, successful applicants are required to monitor and provide walking and/or cycling usage data six (6) months and 12 months after the completion of the project.

Further Information



7

7.1 Privacy

Transport uses the information you supply for processing and assessing your application. While Transport does not release your application as a matter of policy, under the Government Information (Public Access) Act 2009 or other lawful requirement, we may be required to do so. Transport may use the information you supply to us for the purpose of evaluating the grant programs.

Summary information on successful projects will be published on the NSW Grants and Funding website, the Transport website, and used in communication materials and activities.

7.2 Conflict of Interest

Applicants are required to complete a conflict of interest declaration as part of the application submission. In this, they must declare if they, or other key members of the applying organisation, know of anything relating to the grant that may cause an actual, perceived, or potential conflict of interest. An example might be a project that connects to a school where applicant family members are enrolled.

Providing information about grounds for a conflict of interest does not generally affect a project's eligibility to receive grant funding under the Get NSW Active program, however, it is important to ensure that information about possible conflicts are recorded to enable appropriate management and response.

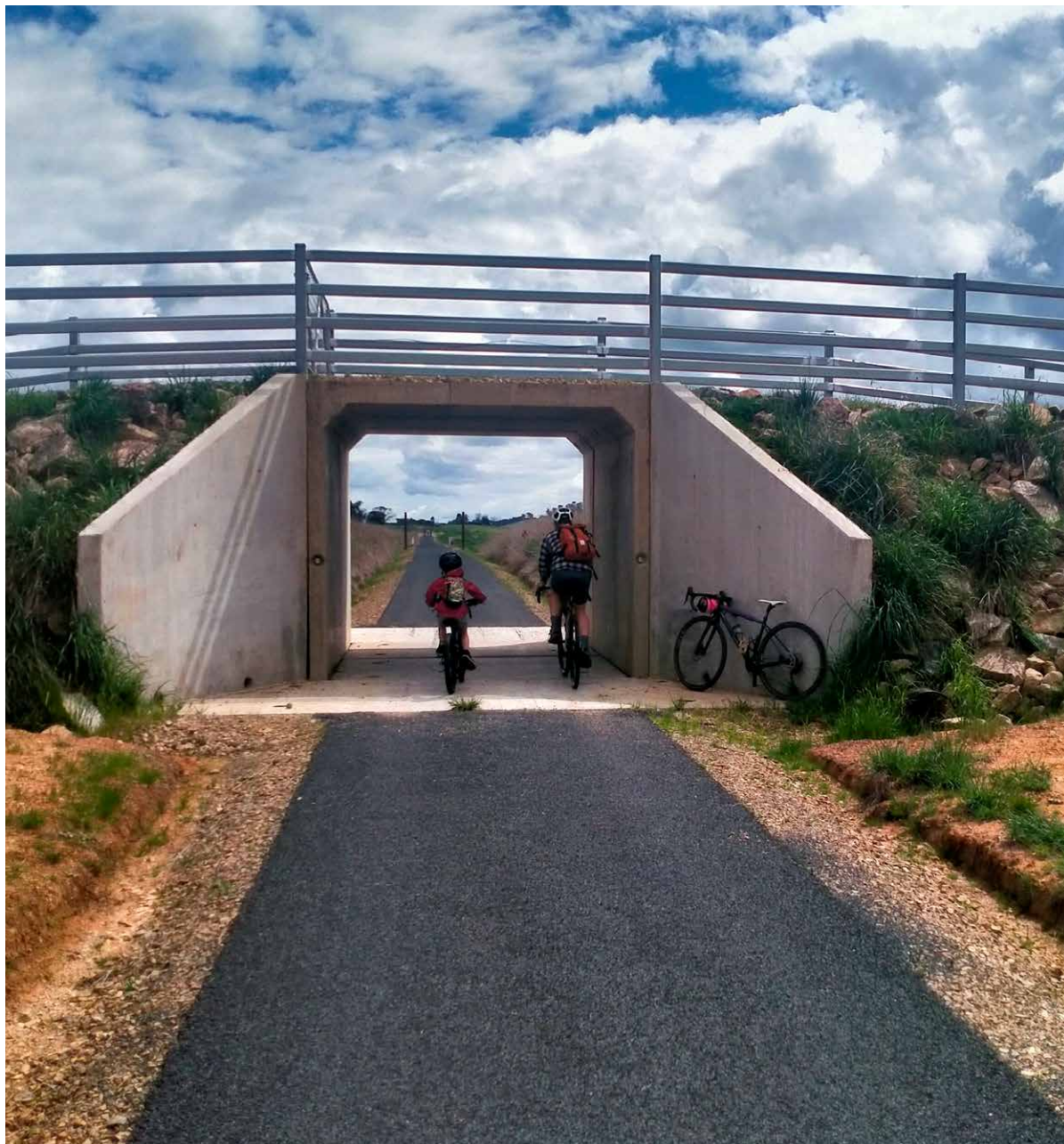
7.3 Probity

Transport will appoint an External Probity Adviser to review the assessment process and decision making related to Get NSW Active, their role will include:

- ensuring that the procedures adopted in the receipt and assessment of applications are fair and equitable and that the probity of the process is independently validated
- assessing and reporting to Transport that the assessment process and procedures established for the program have been followed and that the outcome is capable of being independently validated
- providing confidence to all applicants and stakeholders that appropriate processes were fully adhered to and that no applicants were given an unfair advantage or were unfairly discriminated against
- providing guidance to Transport as to how unforeseen probity issues can be resolved
- attending meetings of the assessment panel, or with applicants, where relevant
- reviewing communication during the period between submission of applications and final decisions
- preparing a report outlining the work performed, any issues that arose during the application and assessment process and confirming that the assessment process and procedures have been followed.

The External Probity Adviser is not a part of the program team or assessment panel but an independent observer of the process and will not be involved in the actual assessment of any application.

If applicants or other stakeholder have any concerns about the conduct or probity of the assessment or decision-making process, they should promptly bring these concerns to the External Probity Adviser's attention. The External Probity Adviser will investigate the matter and make an appropriate recommendation to Transport. Any action taken as a result of such process will be at Transport discretion.



7.4 Compliance with the Grants Administration Guide

The Get NSW Active program structure and these guidelines have been prepared with reference to key information, and in accordance with mandatory requirements, set out in the Grants Administration Guide, which can be accessed at nsw.gov.au/grants-and-funding/grants-administration-guide.

7.5 Further questions

If you have any questions about your project or the application process, contact Transport at activetransport@transport.nsw.gov.au.

