

Get NSW Active

FY2025/26 Funding Guidelines

October 2024



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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Front cover image: Students arriving at Gledswood Hills Public School.



Alfred Street Bridge, Parramatta. Delivered by City of Parramatta Council and co-funded by Get NSW Active.

Ministerial foreword



Welcome to the Get NSW Active program for FY2025/26.

Get NSW Active provides funding to local councils for projects that inspire people across NSW to incorporate walking and bike riding into their daily routines.

In recent years, we’ve seen a huge rise in the popularity of walking and bike riding, and the NSW Government has been right there, investing in new and upgraded infrastructure to support this shift. Whether it’s kids riding to school, parents with prams, or people with disabilities moving freely through their communities, we’re committed to making active transport accessible for everyone.

Over the past year, I’ve had the privilege of seeing many of these projects firsthand, walking and riding along the new paths that make it easier for people to choose active transport. Through last year’s Get NSW Active program, we are funding 88 projects across NSW, and I’m incredibly proud of the partnership between local councils and Transport for NSW. Together, we’re delivering projects that have a meaningful impact on local communities.

Some of the projects you can expect to see soon include improved footpaths and shared paths in Coonabarabran school zones, new footpaths connecting the Aboriginal community to Weilmoringle Public School, a pedestrian and cyclist connection in Singleton, an active transport strategy for the Campbelltown LGA, and a raised pedestrian crossing in North Kellyville.

On a personal note, I love walking or hopping on my bike to get around. It’s such a great way to travel, not only for the physical and mental health benefits but also because it helps take cars off the road, frees up parking, and leaves more space on public transport for those who need it. Plus, it’s a sustainable choice that contributes to cleaner, greener local environments.

I’m especially passionate about helping our kids build lifelong active habits. That’s why I’m thrilled that we’ve allocated \$10 million again this year to projects that make it safer and easier for children to walk or ride to school. For this new round of funding, we’re also offering councils the opportunity to express their interest in partnering with local schools on education and behaviour change initiatives.

It’s estimated that more than 1.5 billion trips are made on foot or by bike in NSW each year. I’m excited to work with local councils to see that number grow. Our goal is to build critical active transport links, so people have even more choices for getting where they need to go.

Thank you for partnering with the NSW Government and Transport for NSW to bring these projects to life. Together, we’re creating healthier, more active communities, and transforming local areas for the better.

The Hon. Jo Haylen, MP
NSW Minister for Transport

1. Introduction

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 forms 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 \$660 million has been allocated through Get NSW Active² by Transport for NSW (Transport) to local councils for walking and riding projects. Over 1080 projects have been funded including footpaths, cycleways, and improved safety features that contribute to healthier, more connected communities throughout NSW.

The FY2024/25 program received over 340 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 riding as a mode of transport.

The program has funded a wide variety of projects including new footpaths on Harbour Street in Wollongong and Pine Street in Hay, several raised shared crossings in Canterbury Bankstown City, new bike paths on Alfred Street in Parramatta, and many projects that make streets more accessible for people walking and riding their bikes.

1.3 Program vision and objectives

Get NSW Active assessment prioritises funding of projects that have the greatest potential to increase walking and bike riding in NSW. The program's purpose is to encourage uptake in active travel options, promote healthy travel behaviours, and positively shift the way people perceive active transport as a transport mode.

Projects might be large in scale, such as a new bridge that unlocks a range of new walking and bike riding trips, but smaller projects are equally strong candidates where they have potential for measurable impact. An example of a smaller project might be a combination of several footpath and road crossing upgrades within a village delivered under one application, which together have the potential to reshape walkability for both residents and visitors.

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 riding as a viable, everyday travel choice.



Lifting in one of six 46-tonne girders into place at Constitution Hill for the T-way cycleway Realignment project. When completed, the 75-metre bridge will provide a safe link for pedestrians and bike riders. Delivered by City of Parramatta Council and co-funded by Get NSW Active. Image courtesy of Abergeldie Complex Infrastructure.

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

Ridge Street, North Sydney – included new bike path, footpaths, landscaping and areas of fibre reinforced plastic path to protect roots of significant fig trees in St Leonards Park. Delivered by North Sydney Council and funded by Get NSW Active.



What makes a project application strong?

In considering if your project is a strong candidate for funding, you can review the below checklist. While you may not answer yes to all these questions, the more your project aligns with these principles, the greater chance of it being successful in receiving funding.

Will your project:

- ✓ make a big difference to the number of people walking or bike riding for their day-to-day trips?
- ✓ unlock significant new connections, or resolve major barriers for people who want to walk and ride bikes?
- ✓ be comfortable, low-stress, intuitive, and easy to use for a wide range of people?
- ✓ mitigate against deterrents such as unshaded or noisy settings or places that feel unsafe?
- ✓ contribute to the character of the public domain in a way that enhances the place and creates settings where people enjoy walking and riding bikes?
- ✓ make walking and bike riding a priority mode, with few stop/starts and level changes at intersections?
- ✓ model excellence in design and innovation that strives for 'better than minimum' outcomes for people walking and riding, and sets a precedent for continued design improvement into the future?

The objectives of the Get NSW Active program are to:

- deliver continuous and connected walking and cycling paths that take people on journeys and to destinations
- enable more people to comfortably 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
- deliver quality place and public space outcomes that encourage walking and riding and contribute to vibrant and liveable neighbourhoods
- use innovative and creative design solutions that model best practice, and drive improvement in the quality of walking and riding facilities
- enable and encourage behaviour change, and shift community perception towards greater recognition of walking and riding as everyday travel options
- deliver walking and riding connections that enable all people, regardless of age and gender to move freely within their communities.



Bay Run shared path. Delivered by Inner West Council and co-funded by Get NSW Active.

Get Kids Active

This year, the Get NSW Active program will offer funding of \$10 million for projects that encourage and make it easier for families to walk and ride to school. This includes:

- wide footpaths
- raised pedestrian and rider crossings
- shared paths
- behaviour change.

Behaviour change

New to the program in FY2025/26, Transport for NSW is offering funding to councils for behaviour change interventions that support and encourage uptake of active travel to school and use of the new proposed infrastructure.

Modelled on a successful program designed together by Willoughby City Council, Willoughby Public School, and Observatory Hill Environmental Education Centre (part of the NSW Department of Education), this new initiative actively involves a primary school's Year 5 students in identifying and designating walking and riding routes to school.

Eligible councils will be reimbursed for:

- Works required to generate a walking and riding routes to school map (with input from the school's Year 5 students)
- Wayfinding along designated routes such as decals on footpaths, line marking, totems and other signage.

Up to 10 eligible councils may be reimbursed up to \$50,000 for these activities. These works are required to be completed before the end of the first school term in 2027.

In addition to council's involvement, Transport for NSW will fund the NSW Department of Education's Environmental Education Centre to deliver three lessons that align to the NSW geography curriculum. These will be available to public primary schools only and delivered in the classrooms of participating schools by teachers from an Environmental Education Centre.

As part of these lessons, the school's Year 5 students will use maps provided by council to locate their school, areas where students live, and the best walking and riding routes to their school.

Councils can nominate their interest in funding for the behaviour change initiatives and must:

- have school principal's support for the proposed infrastructure and participation in education and behaviour change initiative
- have an assigned council officer(s) to work directly with the identified school for the behaviour change lessons development and delivery.

Applicants will be asked to demonstrate:

- why the school is a strong candidate for the education and behaviour change initiative
- how the surrounding walking and riding network (or key routes) can support walking and riding to the school.



2. Program information

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 Get Kids Active program funding will automatically be eligible for Get NSW Active program funding. Applicants do not need to make multiple submissions for the same project.

A maximum of three (3) grants to a combined maximum value of \$5 million can be awarded to any council. These maximums are in place to ensure that the Get NSW Active program is delivering benefit across NSW. Projects can be greater than \$5 million in value where there is a co-contribution or alternate funding source.

2.3 Program funding for FY2025/26

A total program budget of \$60 million is available for FY2025/26:

- \$50 million for the Get NSW Active program
- \$10 million for the Get Kids Active program.

2.4 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 \$100,000 and maximum \$5,000,000 (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. Project value can be greater than \$5 million where co-contributions are being made.

The following funding limits apply for Get Kids Active:

- Construction project: minimum \$100,000 and maximum \$800,000 (excluding GST).

2.5 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 Get Kids Active, they must be delivered within two (2) years.
- For a new education and behaviour change Get Kids Active initiative, related works must be delivered by the end of Term 1 of the NSW public schools' 2027 calendar year.

2.6 Projects eligible for funding

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

For the \$10 million Get Kids Active program, funding is available for project construction only.

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

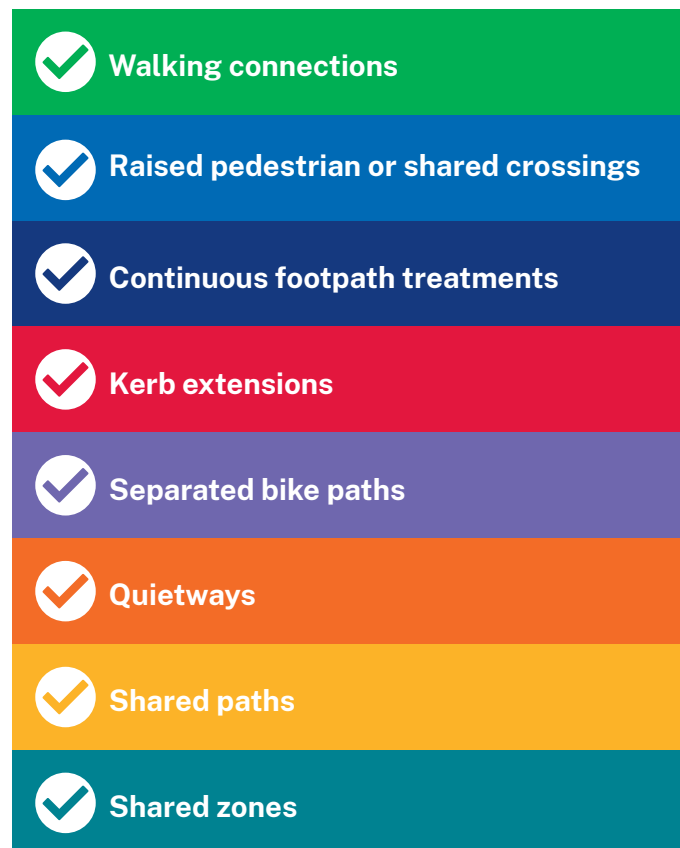


Program details and updates available on the Transport website: <https://www.transport.nsw.gov.au/projects/programs/get-nsw-active>

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Fernleigh Awabakal Shared Track. Delivered by Lake Macquarie City Council and co-funded by Get NSW Active.

Eligible infrastructure types include:



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

2.7 Program timeline

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

The application period for the FY2025/26 Get NSW Active program will open on **14 October 2024** 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.

Program timeline

Grant applications open
14 October 2024

- Applicants review guidelines and eligibility, and prepare submissions.

Grant applications close
25 November 2024

- Applications submitted via NSW Government Grants and Funding website by 11.00pm.

Assessment (November 2024 to March 2025)

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

Notification (April-May 2025)

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

Funding accepted (May 2025)

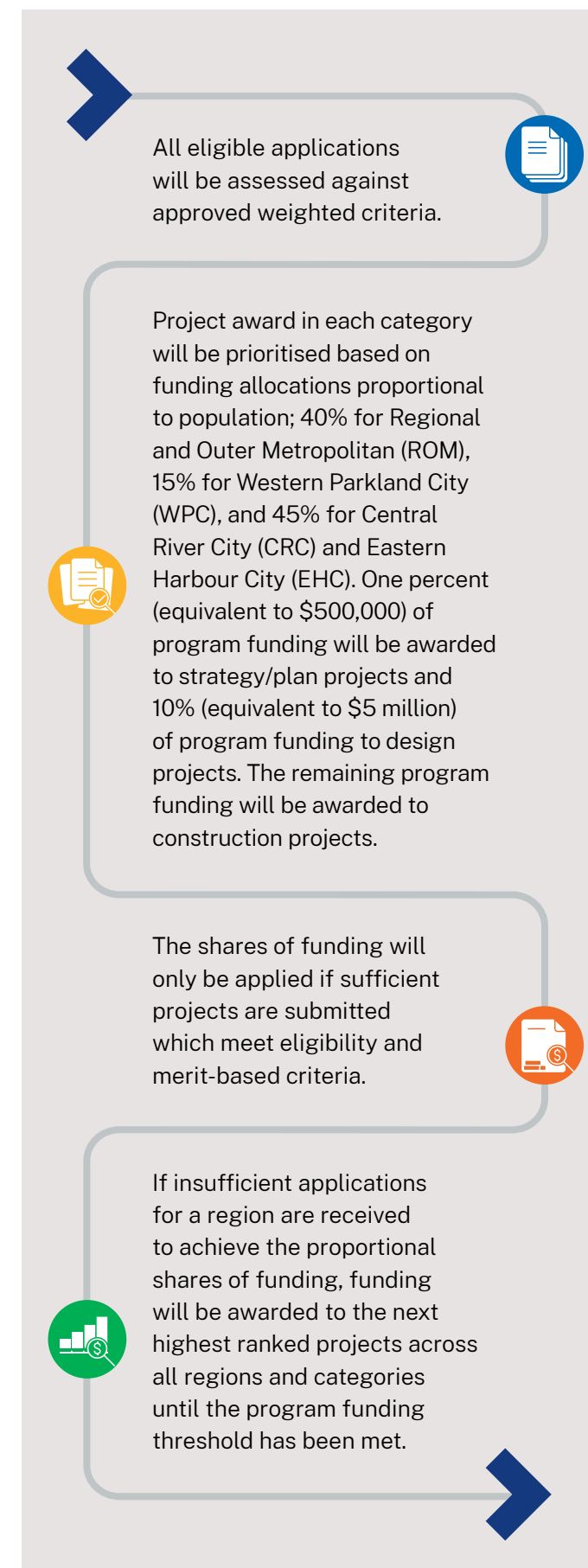
- Successful applicants accept funding via signed 'letter of offer'.
- Projects commence after 1 July 2025 and must be completed prior to 30 June 2028 (or prior to 30 June 2027 if funded via the Get Kids Active program).

Project completed

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

³ Refer to assessment process flow chart for detail

2.8 Assessment process



2.9 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.



Include all key information

Applicants should assume that assessment panel members have no prior knowledge of the project or project location and be aware that scoring of projects can only consider information submitted with the application. Applicants should ensure that all information required to understand the project details, outcomes and context is attached to the application and can be clearly understood by assessment panel members. No clarifications processes will take place with applicants (or Transport staff that may have knowledge of the project) during the assessment phase.

Sections 4 and 5 provide more information.



2.10 Program changes for FY2025/26

The Get NSW Active program is updated each year in response to evolving NSW Government policy directions and feedback from applicants.

For the FY2025/26 program the following amendments have been made:

- Minor amendments to program objectives and application assessment criteria to embed alignment with the [Active Transport Strategy](#)
- Maximum \$5 million share of funding is available for design projects (revised from \$7.5 million in FY2024/25), to continue to support the development of future walking and cycling projects while recognising the need to fund construction projects.
- ‘Other’ project types are no longer eligible as standalone projects.
- ‘Pop-up’ or temporary projects are no longer eligible.
- Applicants may still submit five (5) applications, however you can be awarded a maximum of three (3) grants to a total cumulative value of \$5 million, to ensure that the program is delivering benefit to communities across NSW.
- The maximum value of an individual grant has been reduced from \$10 million to \$5 million, to ensure that the program is delivering benefit to communities across NSW.
- Funding cannot be sought for any project deliverables that formed part of a previously approved Get NSW Active grant, or for supplementary or ‘top-up’ funding for an existing project where there are funding shortfalls. Funding can be sought for separate project stages where there is no existing Get NSW Active funding allocated to the scope.
- Applicants will need to submit a cost estimate. We recommend using the cost estimate template available on the [Get NSW Active web page](#). If using a different format, the level of detail must be equivalent or greater than the template provided. Applications that provide insufficient detail in the cost estimate, or that are missing key project items will receive a low assessment score for ‘Project Management approach and ability to deliver the project’.
- Applications for construction projects that propose new Traffic Control Signals (TCS) or modifications to existing Traffic Control Signals must have a signed [Approval in Principle \(AIP\) form](#), or stamped approved TCS plans, attached to the submission to be eligible for funding. For further information on the design, application and approvals process for Traffic Control Signals contact your Community Partnering or Network and Safety Services representative.
- Applications which propose both a design and construction stage (i.e. ‘D&C projects’) are not eligible for funding. Funding can be sought for the design stage separately if required with applications for funding construction phases to be submitted in future years once the design is construction-ready.
- Any project which scores less than 5 out of 10 (a rating of ‘acceptable’) for any of the five assessable criteria will be automatically assessed as ‘unsuccessful’.
- Councils can now express their interest in participating in a new education and behaviour change initiative (see Get Kids Active box in Section 1 Introduction).
- Sustainability in design, construction and project outcomes is considered as part of the assessment of projects and where a project shows strong sustainability credentials it may lead to higher scores across ‘project design and strategic merits’ criteria.
- Successful applicants are required to monitor and provide walking and/or cycling usage data before and after project construction.

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.



Queens Park cycleway. Delivered by Greater Sydney Parklands in partnership with Waverley Council and Randwick City Council and funded by Get NSW Active.

3. Grant application

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 form includes 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 project applications are assessed and scored.

3.2 Information and documentation requirements

The information and documentation requirements will vary based on project scale and type 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 using the cost estimate template available on the Get NSW Active web page or via a link within the application form, or your own cost estimate with an equivalent, or greater, level of detail
- evidence of relevant approvals
- project schedule.

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.



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

Shared path bridge across the Cooks River, Earlwood connecting the Cooks River cycleway at Lang Road, Earlwood. Delivered by Canterbury Bankstown Council and co-funded by Get NSW Active. The project included funding the bridge and the shared paths connecting either side of the bridge.

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.

We recommend using the [cost estimate template available on the Get NSW Active web page](#). If using a different format, the level of detail must be equivalent or greater than the template provided. Applications that provide insufficient detail in the cost estimate, or that are missing key project items will receive a low assessment score for ‘Project Management approach and ability to deliver the project’.

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.

Table 1: Contingency planning amounts (reference only)

Project complexity	Project type					
	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%





Shared path, Camden Valley Way. Delivered by Camden Council and funded by Get NSW Active. Council also showed a sustainable approach with the signage by re-using a previous sign and affixing a sticker over the previous project name. Image courtesy of Camden Council.

4. Eligibility

4.1 Types of eligible projects

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

- walking connections
- raised pedestrian or shared crossings
- continuous footpath treatments
- kerb extensions
- separated bike paths
- quietways
- shared paths
- shared zones.

Table 2 provides further detail on key requirements relating to each of the project types.

Note: applicants are encouraged to consider projects which combine multiple facility types to deliver wider network improvements, rather than individual or single site projects.

Refer to Case Study – Penrith City Council for more information.

For construction projects, the project must be:

- a stand-alone project that will be completed in its entirety within the scope in the application, or;
- if it is a stage of a larger project, it must be able to be completed and operate safely and effectively as a stand-alone section of the network independent of any other works or stages being undertaken.

To be eligible for construction funding, the project must be construction ready. Funding will not be provided for design elements. Councils may complete final design for construction separately to the grant award. If councils require funding for design phases, they may be eligible to submit a separate application under the design category of the program.

No portion of the funding request can be for:

- deliverables that are funded under a previously awarded Get NSW Active grant
- deliverables already funded by the NSW Government
- a project, project stage, or part of a project that is already commenced or in progress.

Where funding is being sought for a project with multiple funding sources, the application must clarify the scope items related to the Get NSW Active funding request.

CASE STUDY 1 Penrith City Council

Walking connections to Montgrove College and Cambridge Gardens Public School

Penrith City Council were awarded funding under the FY2023/24 Get NSW Active program to improve access to two local primary schools. Key features that stood out in the application and contributed to funding award were:

- council had reviewed the school catchment to identify gaps and missing sections in the network and planned the new works to maximise the opportunities for students and families to walk to school
- the projects proposed a combination of new footpaths and new raised pedestrian crossings so that journeys were easy, comfortable, consistent, and free of deterrents or barriers to walking
- wide path widths to provide circulation space, particularly during school start and finish periods
- the project included infill of missing street trees so that people using the paths have shade and shelter and can walk in different weather conditions.



Raised crossing on Bringelly Road. Delivered by Penrith City Council and co-funded by Get NSW Active. Image courtesy of Penrith City Council.

Figures 1, 2, 3 and 4 provide examples of how eligible facility types could form part of a Get NSW Active project.

Figure 1: Suburban connector street

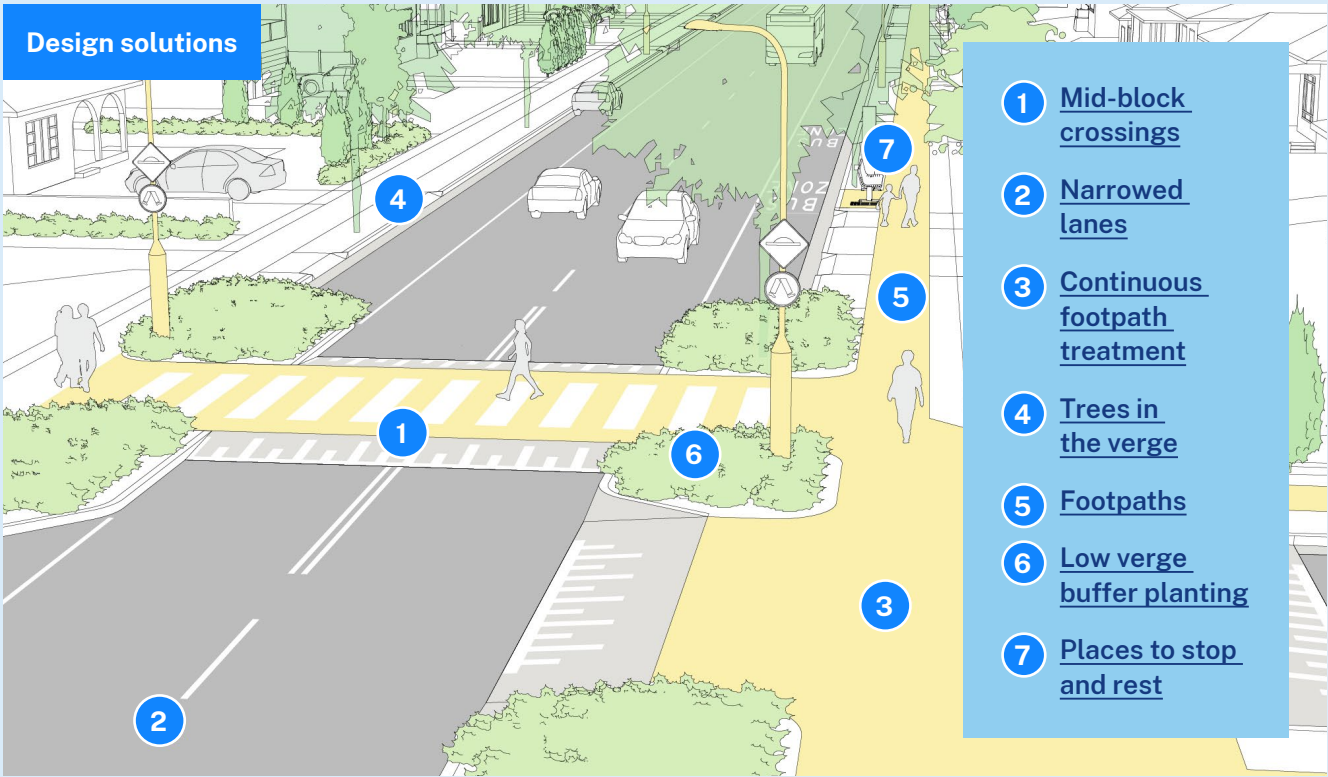


Figure 3: Suburban yield street

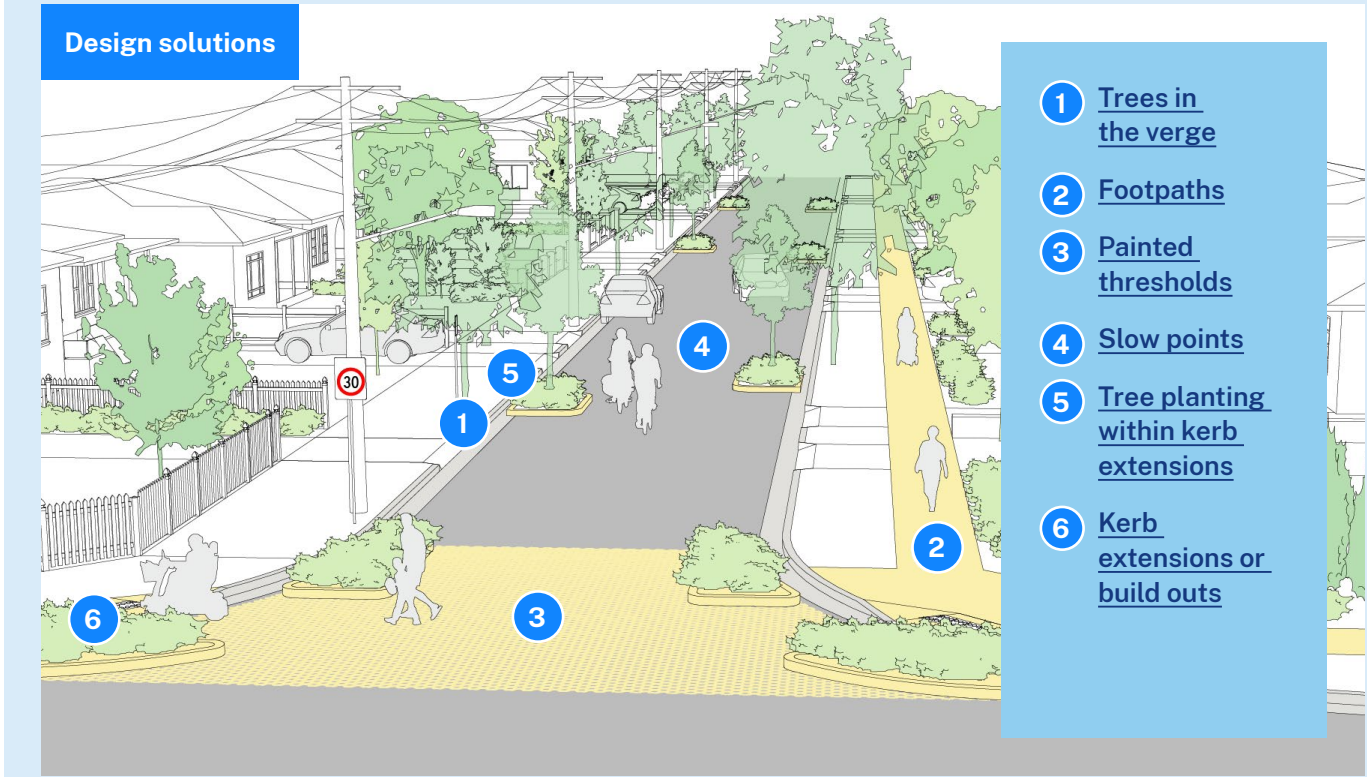


Figure 2: Destination high street

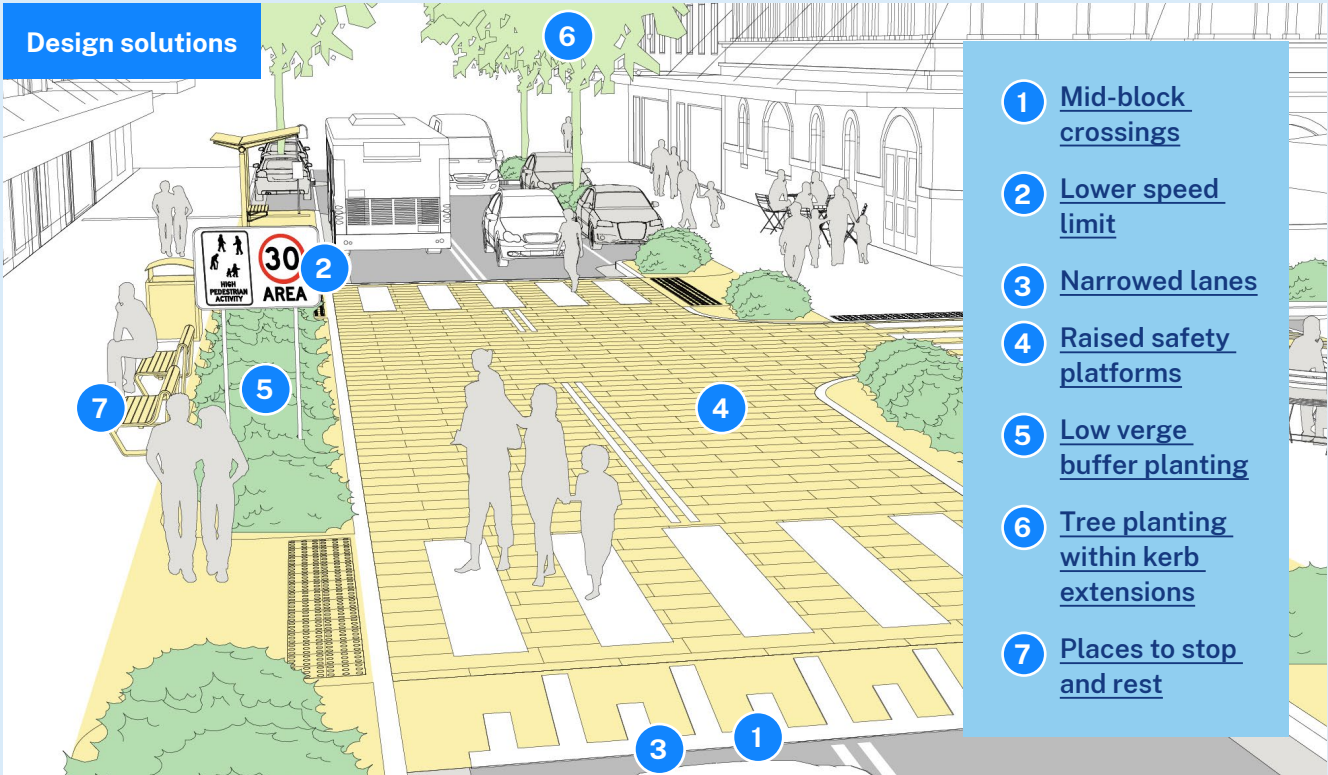
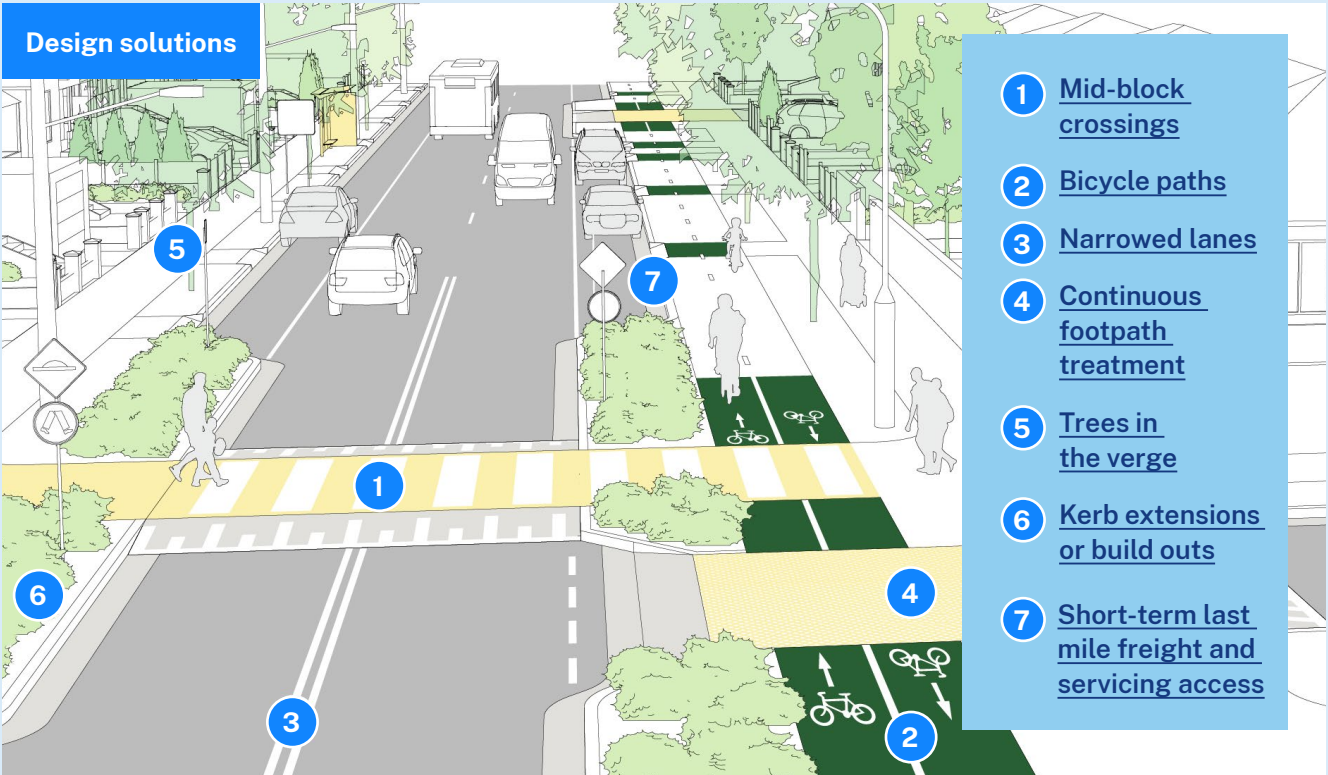


Figure 4: Urban connector street



4.2 Requirements for eligible project types

Table 2: Requirements for eligible project types

Project type	Requirements	Additional considerations
Active transport strategy/plan	<p>Applicants seeking funding for an active transport strategy/plan will be required to confirm in the application form that the project outputs will be consistent with Government plans and policies relating to active transport, and will 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	<p>Applications submitted in this category can be for feasibility assessment, concept design, and detailed design but cannot seek funding for more than one of these design stages under one grant (e.g., concept and detailed design).</p>	<p>Applications for a subsequent design stage can be sought under different Get NSW Active rounds (program years). For example, a project funded for concept design in the FY2024/25 round is eligible for detailed design funding under the FY2025/26 round.</p>
Get Kids Active	<p>Projects must:</p> <ul style="list-style-type: none">• Provide access to a primary school (projects providing access to high schools are only eligible under the broader Get NSW Active program and not Get Kids Active).• Upgrade access primarily within 500 metres of the school entry and along a route with clear and uninterrupted connection to the school.	<p>Applicants can consider:</p> <ul style="list-style-type: none">• The potential for participation in the program to lead to mode shift.• The complexity or completeness of the existing network and appropriateness for walking and riding to school.

Project type	Requirements	Additional considerations
Walking connections	<p>Designs must align with all applicable standards and guidelines and the design guidance provided in the Cycleway Design Toolbox.</p>	<p>Applicants can consider:</p> <ul style="list-style-type: none">• Wider paths that allow ample room for circulation, or localised widening where there is increased activity such as in front of schools or shops.• Priority access over side streets so people walking and riding have fewer barriers to travel. Where priority can't be achieved, the access over side streets and intersections should be accessible 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 the like 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.
Separated bike paths	<p>Designs must align with all applicable standards and guidelines and the design guidance provided in the Cycleway Design Toolbox.</p>	<p>Separated bike paths are strongly encouraged as the preferred facility type for bike riding where this facility type can be achieved.</p> <p>Applicants can consider:</p> <ul style="list-style-type: none">• Including walking upgrades as part of the project.• Landscaping to buffer people from roads and provide shade and shelter.• Priority access over side streets so that people bike riding have fewer barriers to travel.
Kerb extensions	<p>Further information on design requirements are available on the Movement and Place website. 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>Applicants can consider:</p> <ul style="list-style-type: none">• Reducing pedestrian crossing distances.• Improving visibility to and from road areas.• Encouraging slower vehicle speeds.• Landscaping to enhance pedestrian environment and buffer people from road areas.

Project type	Requirements	Additional considerations
Raised pedestrian and shared crossings	Crossing applications must be in accordance with the relevant technical direction. All applications proposing new or upgrades to crossings must include provision for upgrade of lighting to suitable levels. Further information on design requirements is available on the Movement and Place website .	Applicants can consider: <ul style="list-style-type: none">• Including kerb build outs to decrease crossing distances and expand the pedestrian environment.• Landscaping to enhance the pedestrian environment and buffer people from road areas.• Alternatives to the use of pedestrian fencing.
Continuous footpath treatments	Continuous footpath applications must be in accordance with the relevant technical direction. Further information on design requirements is available on the Movement and Place website .	Applicants can consider: <ul style="list-style-type: none">• Including kerb build outs to decrease crossing distances and expand the pedestrian environment.• Landscaping to enhance the pedestrian environment and buffer people from road areas.
Shared zones	Shared zones must be in must be in accordance with the relevant technical direction.	Applicants can consider: <ul style="list-style-type: none">• Landscaping and urban design measures that encourage slow speeds and priority for people walking.• Co-contributions for elements that are not directly linked to the walking function.



CASE STUDY 2 Eurobodalla Shire Council

Walking and cycling connection to Tuross Head beaches

Eurobodalla Shire Council was awarded funding under the FY2022/23 Get NSW Active program to improve access to two local beaches and local shops in Tuross Head.

Key features that stood out in the application and contributed to funding award were:

- The project connected to existing shared paths, enabling improved walking and riding access to several key destinations in Tuross Head.
- The project proposed a shared path that was appropriate to the level of demand and place context.
- The project included a raised shared crossing across Tuross Boulevard and associated kerb realignment to provide a seamless and high quality walking and riding connection to beaches and the existing Tuross Boulevard shared path.

Raised shared crossing. Delivered by Eurobodalla Shire Council and funded by Get NSW Active. Image courtesy of Eurobodalla Shire Council.

CASE STUDY 3 Blacktown City Council

New shared path, Schofields Road, Blacktown

Blacktown City Council received funding in the FY2024/25 Get NSW Active round to construct a section of shared path along Schofields Road in Tallawong.

The project will infill and extend existing sections of the network, creating a link between recently constructed or under development residential areas, and Tallawong Station.

Council has incorporated several notable features in the design specifically targeted at improving comfort and accessibility along the busy road corridor, including:

- A wide landscaped buffer between the road and path.
- A clear 3.0m wide path with few driveway or other cross movements.
- Infill of street trees to provide people with shade and shelter.
- A combined part road closure and raised shared crossing to provide level, priority access for people walking and riding bikes.

Figure 6: New shared path, Schofields Road, Blacktown. Project being delivered by Blacktown City Council and co-funded by Get NSW Active. Image courtesy of Blacktown City Council.

4.3 Path width recommendations

The minimum recommended path widths for projects submitted to Get NSW Active are:

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


These recommend minimums are in place to prioritise projects most likely to increase rates of walking and bike riding, and with sufficient capacity to cater for future growth.

Applications proposing facilities narrower than the recommended minimums will receive a low assessment score for the ‘design quality’ criteria unless the applicant can demonstrate:

- narrower paths are the only way to provide the link due to physical site constraints that make wider paths unfeasible
- that risks of conflict between users, and with hazards either side of the path have been appropriately considered and managed.

Applications citing low expected use, widths of nearby facilities, community preference for narrow paths, or concern over maintenance costs as a rationale for narrower paths are unlikely to score highly in assessment for the ‘design quality’ criteria.

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 following extract). Applicants are required to detail in their application why the proposed facility type is appropriate for the location.



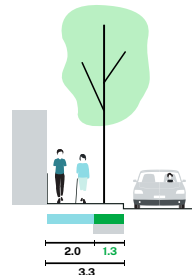




Information below is adapted from the [Cycleway Design Toolbox](#)

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 activity)				
Shared path (High activity)				
Shared zone				

KEY Required for priority routes Suitable, but not preferred for priority routes

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 activity)				
Shared path (High activity)				
Shared zone				

KEY Required for local routes Suitable, but not preferred for local routes

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 2.0m	2.3m + 0.6m Passing zone	3.2 (3.0m not adjacent to active shops)			3.9m (3.7m)			Less than or equal to 9.5m people per metre/minute		
Intervention Trigger (less than): 1.3m*	1.6m + 0.6m Passing Zone	2.3m (2.2m)			2.9m (2.7m)			Greater than 18.0 people per metre/ minute		
										
Low activity local footpaths are appropriate where people walking are unlikely to pass people coming the other way. 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. 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. 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. 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)	0m	0.2m	0.45m	0.7m	0.95m	1.2m	1.4m	1.65m	1.9m	2.15m

* for equal access: < 1.8 m, insufficient space for 2 wheelchairs to pass.
< 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 FY2025/26 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. Except where made under the Get Kids Active program and consistent with the relevant eligibility criteria.
- Projects that predominately focus on vehicular traffic improvements.
- Standalone signage or wayfinding projects.
- Projects that include both the design and construction stage under one grant ('D&C projects') or projects that include both the concept design and detailed design stage under one grant.
- Standalone lighting projects or lighting of an existing facility.
- Projects with new or modifications to Traffic Control Signals (TCS) are ineligible **unless** a signed [Approval in Principle \(AIP\) form](#), or stamped approved TCS plan, is attached to the application.
- A project, project stage or part of a project that has already commenced and requires supplementary or top-up funding.



4.6 Specific funding exclusions

The below items, and any labour and material associated with these items (e.g., sand, concrete, rebar) 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
- rain gardens
- 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

Note, Transport is unable to provide funding for any cost differences relating to these items and the full cost of these items will be borne by council.

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:

- the health and safety of workers, and
- 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:

- SafeWork NSW (formerly WorkCover) immediately, and
- 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.





Arriving to school by bike.

5. Assessment

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.

Table 3: Application section and weighting

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

An application must score a minimum of 5 out of 10 (a rating of “acceptable”) for every assessable criteria to be considered for funding.

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 following the completion of the assessment process.

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 must provide a short description of the project. If successful in gaining funding, this description will be used in public communication materials, including the [Get NSW Active web page](#). 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.



Outcomes to make your project stand out

Here’s a few ‘big ticket outcomes’ which will help your project stand out in this highly competitive program:

Measure it:

Growing the number of people walking and bike riding in your LGA.

Think outside the box:

Network changing infrastructure that contributes to mode shift and creates a precedent for best practice facilities.

Be diverse:

Main routes that encourage a range of trip types at different times of day.

Towards better:

Go further than the minimum provision and instead, look to model good results and innovative solutions.

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 ride
- **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 riding, and contribute to vibrant, liveable communities
- **Safety** – how will the project improve safety outcomes for people walking and riding.

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 ride for everyday travel.
- Whether the project will connect people to centres (including town or village centres), public transport interchanges, greenspace, schools, or other destinations. Local access paths that do not provide a connection to a significant destination will generally score lower on the Network Connectivity criteria.



Students riding to school.



Raised crossing, Rusden Street, Armidale. Delivered by Armidale Regional Council and funded by Get NSW Active.



Project sustainability

For the FY2025/26 round of Get NSW Active, project sustainability has been introduced as one indicator in the assessment of 'Design quality' criteria. Where an applicant can demonstrate strong commitment to achieving sustainability throughout the project life-cycle, it may contribute to an improved 'Design quality' assessment score. Environmental and social sustainability options will vary considerably from project to project. At a high level some options to consider or highlight in your application might include:

- Use of low carbon materials, recycled materials, substitutions (such as crushed glass for sand), or reuse of on site materials
- Use of locally supplied materials or local processing facilities rather than interstate or international options
- Switching to lower grade strength concrete
- Design measures that build in resilience to climate change risks, e.g., by reducing urban heat island effect or mitigating flood impacts
- Designing for Country and Aboriginal led design processes
- Working with local communities on project options and outcomes, and seeking opportunities for collaboration such as local art projects.

- 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 or riding, including priority over motorised vehicle traffic where achievable.
- Any sustainability measures that are part of the design, construction, or project outcomes.
- 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 or riding, 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.



Why are 'place outcomes' included as assessable criteria?

The design of public space will influence people's willingness to walk or cycle. Paths that are well lit and in visible areas, that have trees providing shelter from wind and sun, or that have landscaping buffering people from roads will be used by more people, and more often. In this context, projects delivering high quality place outcomes are more likely to increase rates of walking and bike riding consistent with program aims and so attract a higher assessment score.

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 the project as demonstrated across all the questions in this section of the application. Applicants should consider that even one incomplete or inadequate document attached in support of the application may reduce the overall assessment score, even if most of the documentation is otherwise adequate.

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 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** (see box titled 'Requirements for design documentation' for more information). 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 layout plan and construction detail may be sufficient, while for more complex projects, the documentation expectations will increase proportionally.
- The quality, detail, and completeness of **cost estimates**. All applications must submit a cost estimate using the standard template that can be accessed within the Get NSW Active application form, or your own cost estimate with an equivalent, or greater, level of detail. Applicants should avoid cost estimates with high level lump sum estimates and ensure all key scope items are identified in the estimate.
- The extent to which **community and stakeholder engagement** (including with Local Traffic Committee) 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), the application must include a signed **Approval in Principle (AIP) document** or stamped and approved TCS plans to be eligible for funding. For further information on the design, application and approvals process for Traffic Control Signals contact your Community Partnering or Network and Safety Services representative.
- The extent to which **project specific risks and issues** have been identified and appropriately managed. Where proactive management is also demonstrated, attaching documents that highlight risks or complexities will not negatively impact on the application.
- 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 council which demonstrate organisational commitment to the delivery of the project and increase certainty that the project will be delivered on time and within budget. Applicant contributions are not mandatory, however are likely to contribute to a higher score for this criteria.

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



Requirements for design documentation

The level of detail required for design documents will differ depending on the project type, stage, and scale. The key consideration for applicants is to ensure they have provided sufficient information in design documentation for the assessment panel to visualise how the project will look in its completed state. For construction projects, this might include information such as offsets from the road and other existing features, details of side street and driveway crossings, how the paths interact with trees and other landmarks and constraints, and the layout and location of landscaping, trees, and other place improvements. For design applications, there should be sufficient information to clearly indicate the intent, and likely outcomes of the stage that is being proposed.

In past rounds of Get NSW Active, applications have been given low assessment scores where the assessment panel was unable to fully understand project layout and inclusions from the design documentation attached to the application. Further, items that are mentioned in the application but not shown on design plans or identified in cost estimates will not be assessed as part of the project scope and will not contribute to an application score.

Shared path on Corrimal Street, Wollongong.

6. Requirements if the application is successful

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 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

For the FY2025/26 round of Get NSW Active, the grant value awarded will be the upper limit of funding provided by the Get NSW Active program. Variation requests for funding that is additional to the approved value will not be accepted. This change ensures that cost increases do not impact the availability of funding in future program years and contributes to a more equitable distribution of funding across NSW. Applicants should consider this change in context of project design, uncertainties and level of potential risk, and implement appropriate cost planning and management measures as part of their project planning (including appropriate contingency allowance) to ensure the project can be delivered without additional funds being required from Get NSW Active.

For access to approved project contingency, a variation request can be submitted for approval by Transport. Councils will be required to demonstrate that project management options to avoid using contingency — such as design amendments, scope changes, project staging, council contributions — have been thoroughly investigated prior to submitting a variation claim. Variations that do not have a cost impact such as project scope, or schedule 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. All variation requests are at the discretion of Transport. Variation requests will only be considered where Transport deems that the original intent of the funded project will still be achieved.

Approval of variations will be subject to an internal review of the proposal against the Get NSW Active program criteria and Funding 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.

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Raised crossing on Hillcrest Avenue, Penshurst, connecting to Hurstville Grove Infants School. Delivered by Georges River Council and co-funded by Get NSW Active.

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 emailing the Active Transport team at activetransport@transport.nsw.gov.au

Media and promotion

Grant recipients need to:

- Quote council and Transport in all opportunities to ensure public messaging of the collaborative approach.



Separated bike path. Delivered by City of Parramatta Council and co-funded by Get NSW Active.



Cyclist on shared path on Bidgee Bidgee Bridge in Parramatta. The bridge connects to Parramatta Light Rail’s 5.7km shared walking and riding path between Carlingford and Parramatta.



7

7. Further information

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's 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

8. Appendix

8.1 Scoring in the FY2024/25 round of Get NSW Active

The below tables provide a summary of program wide reasons why applications scored higher or lower on each of the assessment criteria for the FY2024/25 Get NSW Active program.

Design or Construction project – Key reasons for higher and lower assessment scores

Table 4: Key reasons for higher and lower assessment scores in Design or Construction project

Network connectivity
Higher scoring applications
<ul style="list-style-type: none">• The project connects people to multiple destinations, a key destination such as a school, or is in a high use setting.• The project addresses a network gap.• Application showed that the project was likely to create new opportunities for walking/bike riding.• The project is identified as part of a broader network in a published strategy or plan.
Lower scoring applications
<ul style="list-style-type: none">• Less clear in the application how the project connected people to their destinations.• Sections appeared to be missing or incomplete.• Less clear in the application who was likely to use the project or how it might create new opportunities for walking/bike riding.• The proposal was inconsistent with a network planning document (e.g., a footpath was proposed where the document identified a shared path).

Design quality

Higher scoring applications

- The project facility type and widths aligned with the Walking Space Guide and Cycleway Design Toolbox. The application specifically highlighted the link to these documents.
- Evidence the project would provide end to end journeys, e.g., from home to school.
- Combines multiple facility types (e.g., footpath and raised crossings) to deliver a consistent customer experience.
- The design gives priority to walking and bike riding at intersections (e.g., raised crossings, continuous footpath treatments).
- The proposed paths are buffered from road areas.

Lower scoring applications

- The design included paths which were:
 - narrower than program minimums without adequate justification and/or unlikely to be wide enough for intended use
 - not adequately separated or buffered from roads
 - not adequately offset from walls or other hazards, or cluttered with signs/bus stops with no mitigation proposed
 - indirect or included pinch points with no justification or proposed mitigation.
- The design included difficult road crossings, particularly at roundabouts.
- The design included pedestrian refuges where options for a priority crossing appeared possible.

Place outcomes
Higher scoring applications
<ul style="list-style-type: none">• The project included well placed trees and landscaping to provide people with shade and shelter and improve path attractiveness.• The project included lighting likely to make the path usable at various times of day.• Urban design/traffic management strategies had been included to encourage slower vehicle speeds and support a pedestrian friendly setting.• Opportunities had been taken to expand and improve the pedestrian environment (e.g., landscaped kerb extensions).• The proposed place improvements were shown on plans and included in cost estimates, providing surety they would be delivered.
Lower scoring applications
<ul style="list-style-type: none">• Paths poorly shaded or lit limiting the opportunity for people to use the facilities in different weather conditions and at different times of day.• Pedestrian fencing or barriers were used where other alternatives (e.g., landscaped buffers) may have been achievable.• The application did not include place outcomes as described in the Get NSW Active FY2024/25 Funding Guidelines.• The application mentioned an intent to include place improvements but this was not evidenced in the attached plans and cost estimates.

Safety outcomes
Higher scoring applications
<ul style="list-style-type: none">• The proposed facilities and design were likely to encourage slower vehicle speeds.• Raised priority crossing points were included.• The project included measures to separate and buffer people from road areas.• The project formalises an off-road walking/bike riding facilities where none exist.
Lower scoring applications
<ul style="list-style-type: none">• The project crossed roundabout intersections without priority facilities for walking/bike riding.• The project results in difficult road crossings.• The project proposed a shared path with insufficient circulation space to allow comfortable interaction between people walking/bike riding.

Project management approach / Ability to deliver the project
Higher scoring applications
<ul style="list-style-type: none">• Design documentation clearly showed likely project outcomes (including how constraints will be managed).• Cost estimate provided detail such as quantities and unit rates.• For larger scale projects documents were at, or close to, 'for construction' status.• Risks were well documented and management approach explained.• Evidence that key approvals were in place or well progressed.
Lower scoring applications
<ul style="list-style-type: none">• Assessment panel was unable to determine 'finished product' as the design documentation was missing key details.• Cost estimates only provided lump sums and/or were missing project steps or items.• Project was large scale or complex but application only provided strategic or concept designs (i.e., did not include 'for construction' designs). Note: this consideration is not applicable to those applications seeking design-only funding.• Potential project risks/approvals not adequately documented.



Strategy or plan project – Key reasons for higher and lower assessment scores

Table 5: Key reasons for higher and lower assessment scores in Strategy/Plan project

Aims and objectives of the Strategy/Plan
Higher scoring applications
<ul style="list-style-type: none">• The aims and objectives proposed in the application aligned well with Get NSW Active program objectives and other Transport policy and guideline documents (e.g., Active Transport Strategy, Walking Space Guide, Cycleway Design Toolbox).• The application included information about how specific groups within the community will be considered in the Strategy/Plan.• The application provided an overview of the likely content or format of the Strategy/Plan making it easy for the assessment panel to visualise the 'finished product'.
Lower scoring applications
<ul style="list-style-type: none">• The stated aims and objectives were unclear or were inconsistent with Transport priorities for walking and bike riding.• The application indicated that recreational trips (and not transport trips) were the priority for the Strategy/Plan.• It was unclear to the assessment panel what the outputs might be, and specifically if the Strategy/Plan would be a step towards specific projects that align with Get NSW Active program aims and objectives.

Project management approach / Ability to deliver the project
Higher scoring applications
<ul style="list-style-type: none">• The project steps, including consultation and engagement activities, were clearly defined.• The cost estimate had detail of key tasks.• The cost estimate was based/benchmarked on costs for comparable projects.• The application demonstrated that council's existing walking or cycling strategies or plans were out of date or otherwise in need of renewal.
Lower scoring applications
<ul style="list-style-type: none">• Cost estimates provided minimal detail/or were not adequately benchmarked to similar projects.• Project timelines lacked detail or were missing key steps.



