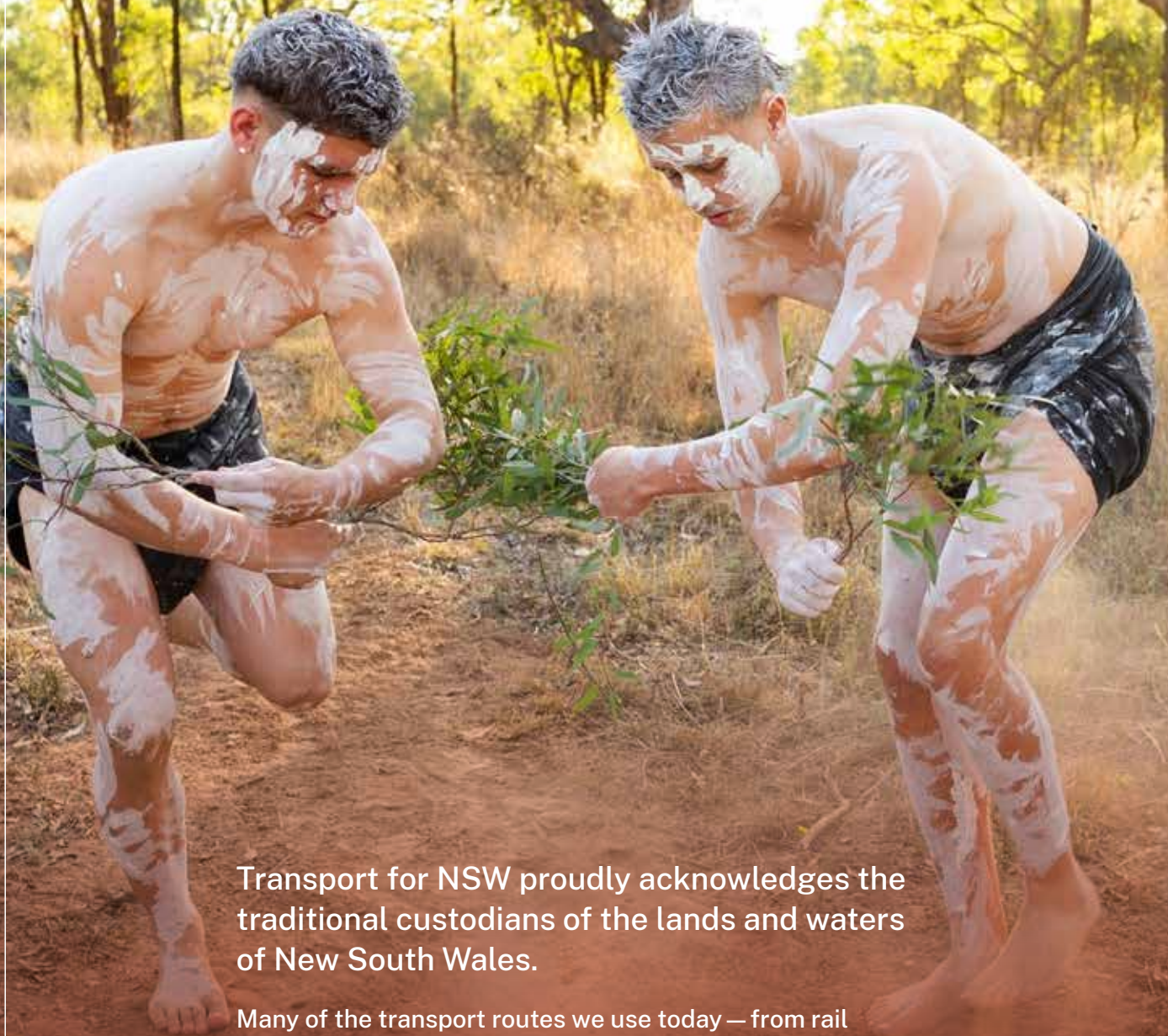


Get NSW Active

FY2026/27 Grant Guidelines

November 2025





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.



Contents

Ministerial foreword 5

What you need to know 7

1. Program overview..... 8

- 1.1 The NSW Government's commitment to walking and riding.....8
- 1.2 Get NSW Active program overview..8
- 1.3 Get NSW Active program vision and objectives8
 - 1.3.1 Program vision8
 - 1.3.2 Align your project with the Get NSW Active program objectives8

2. Program information..... 9

- 2.1 Key program details.....9
- 2.2 Program milestones and timeline....10
- 2.3 Funding allocation11
- 2.4 Program changes for FY2026/2712
 - Active Routes to School initiative....12

3. Eligibility..... 13

- 3.1 Eligible projects and facilities.....13
 - 3.1.2 Limitations on funding request13
 - Projects with multiple funding sources.....14
- 3.2 Requirements for eligible project types14
- 3.3 Requirements for eligible facility types.....15
- 3.4 Supporting or ancillary facilities...16
- 3.5 Items ineligible for funding16
- 3.6 Specific funding exclusions16
- 3.7 Compliance with other standards, guidelines and approvals16
- 3.8 Work Health and Safety17

4. Application assessment..... 17

- 4.1 Application questions17
 - Project details.....17
 - Project costs and funding17
 - Mandatory requirements17
 - How does project cost affect application score?.....18
 - Assessable criteria for design project or construction project applications19
 - Requirements for design documentation.....19
 - Assessable criteria for strategy / plan applications.....21
 - Assessable criteria for Active Routes to School applications22
 - Assessment weighting.....22
 - Application ranking23

5. Preparing and submitting your application 24

- 5.1 Self-assessment.....24
- 5.2 Applicant self-assessment24
 - Key reference documents to prepare your application24
- 5.3 Information and documentation requirements.....25
- 5.4 Cost estimate and contingency26
- 5.5 Grant submission confirmation.....26

6. Requirements if your application is approved..... 27

- 6.1 Notification process.....27
- 6.2 Meeting and reporting requirements.....27
- 6.3 Monitoring of program outcomes..27

- 6.4 Payment of grants.....27

- 6.5 Variations27

- 6.6 Limitations on time28

- 6.7 Stakeholder engagement.....28

- 6.8 Communications, branding, media and promotion28

- 6.8.1 Overarching requirements.....28

- 6.8.2 Communications requirements29

- 6.8.3 Media and promotion requirements.....29

- 6.8.4 Funding acknowledgement signage requirements.....29

7. The fine print 30

- 7.1 Privacy30

- 7.2 Conflict of Interest.....30

- 7.3 Probity30

- 7.4 Assessment team.....31

- 7.5 Decision maker and financial delegate.....31

- 7.6 Compliance with the Grants Administration Guide.....31

- 7.7 Ministerial discretion31

Project checklist 32

Quick Reference Guides

Walking connection 34

Shared path 37

Separated bicycle path 40

Quietway..... 43

Sustainability 47

Place 49

All images copyright of Transport for NSW, unless otherwise specified.

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



People riding on Doncaster Avenue bicycle path, Kensington

Ministerial foreword

Welcome to the Get NSW Active program for FY2026/27

If you stand on a busy street in Sydney at rush hour, you'll see a city in motion – cars, buses, trains, and, increasingly, people on bikes and on foot. The way we move is changing, not just in NSW but around the world. The bicycle and the simple act of walking are quietly revolutionising how we get about.

Active transport – walking and riding – has become more than a lifestyle choice. It's a practical, efficient, and sustainable answer to the challenges of modern mobility. As electric vehicles and new technologies capture headlines, it's the growth in active transport that is reshaping our streets from our city centres to our regional towns.

In many global cities, bikes now outnumber cars in the city centre. Here in NSW, we're seeing the same momentum: more people choosing to walk or ride for the first and last mile of their journeys, connecting with public transport, local shops, schools, parks, and points of interest.

This shift is not accidental. It's the result of deliberate investment, and a willingness to rethink what our streets are for. The Get NSW Active program is at the heart of this transformation. By supporting councils to deliver safer footpaths, separated bike lanes, and inviting places, we're making it easier for everyone – regardless of age or ability – to choose active transport for everyday trips.

This year we're investing \$60 million to support councils in building safer, more accessible, and more enjoyable walking and riding infrastructure.

Councils are the driving force behind this program. You know your communities best. You see where

a missing footpath leaves a gap in the network, or where a safer crossing could open up a world of opportunity for a child walking to school. Your vision, expertise, and commitment are what turn funding into real, lasting change.

We're also responding to what we've heard from you. The design funding stream has been expanded to include feasibility assessments, concept designs, and detailed designs – giving councils more flexibility to plan and deliver high-quality infrastructure. The Get Kids Active program has also been enhanced, with expanded eligibility and a greater focus on safe routes to school.

Over the past year, we've seen many Get NSW Active projects come to fruition, including new footpaths, crossings, shared paths and quietways. Weilmoringle shared path – the first of its kind in the area – connects this remote community to the village and is even used as a running track for an aspiring primary school athlete. In Brooklyn, the stunning Kangaroo Point Boardwalk provides a safe and accessible link and connection to nature.

Active transport is about connection. It's about giving people the freedom to move safely and confidently, to explore their neighbourhoods, and to feel part of something bigger. As we look to the future, with new technologies and changing travel patterns, active transport will be the thread that ties our mobility system together – filling the gaps, linking the first and last mile, and helping NSW lead the way in sustainable, people-centred transport.

Thank you to all councils for partnering with us – past, present, and future. Together, we are building a healthier, more connected, and more vibrant NSW – one step, one ride, and one project at a time.



The Honourable John Graham MP
Special Minister of State
Minister for Transport
Minister for the Arts
Minister for Music and the Night-time Economy



The Honourable Jenny Aitchison MP
Minister for Roads
Minister for Regional Transport



Father and son riding to school on bikes

What you need to know



What you need to know

1. Program overview

1.1 The NSW Government's commitment to walking and riding

Walking and riding are important ways for people to stay active and connected to their communities.

The NSW Government is committed to making it easier and safer for everyone to choose these healthy options, whether it's for getting around town, enjoying the outdoors, or simply moving more in everyday life.

Encouraging more people to walk or ride for daily commutes will enhance neighbourhoods, reduce car usage and traffic congestion, support local economies, and improve community health.

1.2 Get NSW Active program overview

Get NSW Active is an open, competitive grant program providing funding to local councils to develop and deliver projects that make walking and riding safer, easier, and more enjoyable for communities.

Since the program's inception in 2011, over \$720 million has been invested in walking and riding projects. More than 1160 projects have been funded, ranging from footpaths and bike paths to improved safety features, all contributing to healthier, more connected communities.

There are three types of grants available under the Get NSW Active program including;

- Get NSW Active
- Get Kids Active
- Active Routes to School.

Get NSW Active and Get Kids Active grants are provided to improve the planning, development and delivery of functional and safe walking and riding infrastructure. Active Routes to School grants fund an education and behaviour change initiative where Transport for NSW partners with the Department of Education and NSW councils to provide fully funded, in-classroom lessons for Year 5 students.

The FY2025/26 program received over 320 applications from regional and metropolitan councils. Each of these applications were merit assessed, and those projects which scored the highest against the assessment criteria were awarded funding.

Projects funded by the program have varied in scale, from major initiatives such as the Alfred Street Bridge in Parramatta, Sydney, which has opened numerous new walking and riding routes across the community, to construction of a shared path at Weilmoringle in north west NSW to connect the Aboriginal community to the local school.

1.3 Get NSW Active program vision and objectives

1.3.1 Program vision

To deliver initiatives that make it easier, safer and more convenient for people of all ages and abilities to choose walking and riding as a preferred mode of transport.

1.3.2 Align your project with the Get NSW Active program objectives

Your application score will be higher if your project aligns with the following program objectives:

- **Network connectivity** – the project resolves a network barrier, creates new opportunities for walking and riding, or delivers part of a network plan.
- **Design** – the project design results in facilities that people want to use and where they feel comfortable, safe and welcome.
- **Place** – the project creates places where people want to be and that contribute to vibrant, liveable communities.
- **Safety** – the project is safe for all people in the community to use.
- **Project management** – the project is well planned and managed, and risks are mitigated.

2. Program information

2.1 Key program details

Table 1: Key details of the FY2026/27 Get NSW Active program

Key details – FY2026/27 Get NSW Active program	Key details – FY2026/27 Get NSW Active program
Who can apply? The Get NSW Active program is open to all NSW local councils, Lord Howe Island Board, and the Far West Unincorporated Area (collectively referred to as ‘councils’ for the purposes of this document). Schools (including P&Cs) cannot apply directly for funding.	How many submissions can I make? (Continued) <i>*Applying for the Active Routes to School initiative does not contribute to your total application count or funding request amount.</i> A maximum of three (3) grants from the Get NSW Active / Get Kids Active programs to a combined maximum value of \$5 million can be awarded to any council. Projects can be greater than \$5 million in value where there is a co-contribution or alternate funding source. Each council can make one (1) application for the Active Routes to School (ARTS) initiative. Funding awarded under the ARTS initiative does not contribute to the \$5 million maximum value.
How do I apply? All applications need to be submitted through the NSW Government Grants and Funding website, which uses the SmartyGrants system. It’s recommended that you review the Grant Guidelines (this document), application questions, and prepare your answers and documents before the deadline. You can start your application online, save your progress, and finish it later. Alternatively, the application form is available to download as a PDF from the application portal, by selecting the ‘Download preview form’ button at the top of the page so you can work on it offline and then copy/paste your information into the portal once completed.	How much funding is available for the FY2026/27 program? A total program budget of \$60 million is available for FY2026/27: • \$50 million for the Get NSW Active program • \$10 million for the Get Kids Active program (including \$500,000 for the Active Routes to School initiative).
Can I apply together with another council for a joint project? If your project spans more than one LGA, you must nominate a lead representative/project contact who will manage all aspects of project reporting and grants administration. Evidence of agreement between council organisations must be attached to your application.	What project types are available for funding? For Get NSW Active, funding is available for: • walking, riding or active travel strategies/plans* • feasibility assessment • concept design • detailed design • project construction. For Get Kids Active, funding is available for: • project construction within 2000m of a school • Active Routes to School initiative. <i>*Funding is not available for development of strategy/plans in the Unincorporated Far West Area. Only design or construction projects are eligible in the Unincorporated Far West Area.</i>
How many submissions can I make? Each council can make up to three (3) submissions for funding, inclusive of Get Kids Active, or general active transport projects*. Submissions for Get Kids Active program construction funding will automatically be eligible for Get NSW Active program funding (i.e. multiple applications for the same project are not required) and are included in the total number of applications each council can submit.	

2. Program information

Key details – FY2026/27 Get NSW Active program
What are the funding limits per project type?
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 (feasibility, concept, detailed): 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 grants: • Construction project: minimum \$100,000 and maximum \$800,000 (excluding GST). • Active Routes to School initiative: up to \$50,000 (excluding GST) for a maximum of 10 eligible councils.
When do projects need to be completed by?
• For projects funded under Get NSW Active, they must be delivered within three (3) years. Project completion report must be accepted by 30 June 2029. • For projects funded under Get Kids Active, they must be delivered within two (2) years. Project completion report must be accepted by 30 June 2028. • For Active Routes to School initiative projects, in school lessons must be scheduled in with the relevant Environmental Education Centre and school as soon as reasonably practical. Council works must be delivered within 12 months from confirmation of the determined school routes.

Key details – FY2026/27 Get NSW Active program
Who do I contact if I have questions?
If you have any questions about the Get NSW Active or Get Kids Active programs, the Active Routes to School initiative, your project, or the application process, contact activetransport@transport.nsw.gov.au. If you have questions about SmartyGrants, refer to the SmartyGrants help guide in the first instance. If the issue isn't resolved, send a message to activetransport@transport.nsw.gov.au.

2.2 Program milestones and timeline

Table 2: Milestones and timeline of the FY2026/27 Get NSW Active program

Milestones and timeline of the FY2026/27 Get NSW Active program
Milestone FY2026/27 Get NSW Active program applications open. When: Wednesday 5 November 2025
Milestone Submit your application(s) via the NSW Government Grants and Funding website at nsw.gov.au/grants-and-funding. NB. Once the application period ends, no further submissions will be accepted, and changes cannot be made to submitted applications. When: Wednesday 5 November 2025 to Friday 12 December 2025 at 4.00pm
Milestone FY2026/27 Get NSW Active and Get Kids Active program applications close. When: Friday 12 December 2025 at 4.00pm

2. Program information

Milestones and timeline of the FY2026/27 Get NSW Active program	
Milestone	
Application assessment: • Eligible applications are assessed by panel. • Panel prepares short list of projects recommended for funding. • Panel recommendations endorsed. When: Get NSW Active / Get Kids Active: December 2025 to March 2026 Active Routes to School: December 2025 to February 2026	
Milestone	
Application notification: • Notification to applicants of successful and unsuccessful applications. • Successful applicants published on the NSW Grants and Funding website. When: Get NSW Active / Get Kids Active: March/April 2026 Active Routes to School: February/March 2026	
Milestone	
Funding accepted • Successful applicants accept funding via signed 'letter of offer'. When: Get NSW Active / Get Kids Active: May/June 2026 Active Routes to School: April/May 2026	
Milestone	
Project commencement • Get NSW Active / Get Kids Active projects start after 1 July 2026. • Active Routes to School initiative projects can start in 2026 or 2027 aligning with NSW primary school calendars. When: Various	

Milestones and timeline of the FY2026/27 Get NSW Active program	
Milestone	
Project completion • Get NSW Active / Get Kids Active: – Final report and acquittal (via NSW Government Grants and Funding website) due to Transport for NSW within 30 days of project completion. • Active Routes to School: – Activities associated with this initiative must be completed at least six (6) months prior to the participating Year 5 students finishing primary school. – Final report and acquittal (via NSW Government Grants and Funding website) due to Transport for NSW within 30 days of project completion. When: Various	

2.3 Funding allocation

Table 3: Funding prioritisation

Region	Funding allocation
Regional and Outer Metropolitan (ROM)	40%
Western Parkland City (WPC)	15%
Central River City (CRC) and Eastern Harbour City (EHC)	45%

One percent (equivalent to \$500,000) of Get NSW Active program funding will be awarded to strategy/plan projects and 10% (equivalent to \$5 million) of program funding to design projects. The remaining program funding will be awarded to construction projects.

These shares of funding will only be applied if sufficient projects are submitted which meet eligibility, mandatory and merit-based criteria. If insufficient applications for a region are received to achieve the proportional shares of funding, the funds will be awarded to the next highest ranked projects across all regions and categories until the program funding threshold has been met.

2. Program information

2.4 Program changes for FY2026/27

The Get NSW Active program is updated each year in response to feedback from applicants and stakeholders and to better support program vision and outcomes.

For the FY2026/27 program the following changes have been made:

Change	Rationale
Councils can submit a maximum of three (3) applications (reduced from five (5) in FY2025/26).	This change is to ensure councils focus on three high quality applications.
The 'Design' funding stream has been expanded to three categories 'feasibility assessment', 'concept design' and 'detailed design'.	Applicants can only apply for one design stage per application. This change is in place to clarify this limitation.
The list of exclusions has been amended. Rain gardens and multi-function poles are no longer excluded from funding.	Allows councils to increase sustainability of projects and incorporate materials appropriate to the setting and context.
Some 'Project management' items that were scored are now assessed as mandatory requirements and given a satisfactory or unsatisfactory score. If an item is scored as unsatisfactory, the application will be deemed unsuccessful and not proceed any further in the assessment process.	This change has been introduced to ensure that program level risk controls are in place and consistent with requirements under the Grants Administration Guide.

Change	Rationale
Get Kids Active program changes: - For construction projects the distance from the school has increased to 2000m - All school types and stages are eligible (primary, high, combined, religious, independent)	These changes increase the number of sites that are eligible and are based on feedback from councils from the past two application rounds.
Active Routes to School initiative applications no longer need to be submitted with a Get Kids Active construction project.	These changes increase the number of sites that are eligible and are based on feedback from councils from the past two application rounds.



Shared path through bushland that links with the Kangaroo Point Boardwalk. Funded by Get NSW Active and delivered by Hornsby Shire Council



Active Routes to School initiative

Active Routes to School (ARTS) is an educational, behaviour change initiative designed to encourage primary school students and their families to leave the car at home and walk or ride to school.

Transport for NSW partners with the Department of Education and NSW councils to provide fully funded, in-classroom lessons for Year 5 students. These lessons empower students to design their own active travel routes to school.

Up to 10 eligible councils may be reimbursed up to \$50,000 for activities related to the ARTS initiative. This includes:

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

Transport for NSW will fund the NSW Department of Education's Environmental Education Centres to deliver three (3) lessons that align to the NSW geography curriculum in addition to council's involvement. These lessons will be available to primary schools only and delivered in the classrooms of participating schools by teachers from an Environmental Education Centre (EEC). Note that the local EEC must be willing, able and available to deliver the three (3) lessons associated with this program.

As part of the Active Routes to School 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.

Once the routes have been identified, council is responsible for delivering wayfinding along the designated routes, and producing a council endorsed Active Routes to School map.

3. Eligibility

3.1 Eligible projects and facilities

Funding is available for the following project stages:

- strategy/plan (for example walking, riding or active transport plan)
- feasibility assessment or route options assessment
- concept design
- detailed design
- project construction
- Active Routes to School initiative.

Funding is available for the following facility types:

- walking connections
- separated bicycle paths
- quietways
- shared paths.

Table 4 provides further information relating to each project stage. Table 5 provides definitions for each facility type and further information relating to the requirements for each.

Refer to the specific Quick Reference Guide for more information on the requirements for each of these infrastructure types.

Each funding request (application) submitted can be for a single stage only.

3.1.2 Limitations on funding request

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.
- Supplementary or 'top-up' funding for an existing project where there are funding shortfalls.
- A project, project stage, or part of a project that has already commenced.
- Projects which propose multiple stages (for example concept and detailed design) or both a design and construction stage (for example D&C projects).
- Maintenance, remediation or renewal of existing facilities.

3. Eligibility

Projects with multiple funding sources

The application form includes a section where you can provide details about other funding sources. If your project gets funding from another source, you must inform Transport for NSW immediately, and your application for Get NSW Active funding might be withdrawn.

Where funding is being sought for a project with multiple funding sources, the application must clearly identify which scope items will be funded by the Get NSW Active program and how these directly benefit or improve the walking and/or riding network.

CASE STUDY

Brewarrina Shire Council shared path project

Brewarrina Shire Council initiated the Weilmoringle shared path project to address the lack of pedestrian infrastructure in Weilmoringle village, aiming to construct the first ever footpath or shared path in the area. The primary objective was to enhance community connectivity and safety for the predominantly Aboriginal community, providing easier access for students and residents alike.

The 1.38km long path features solar lighting and shaded benches to suit Brewarrina's hot climate, where summer temperatures can reach 43°C. Designed to link key locations like schools, shops, and health services, the path promotes walking, riding, and community interaction.

Community engagement was central to the project's success, with local participation ensuring the path met the needs of Weilmoringle's residents. Since completion, the community has expressed great satisfaction with their first ever shared path.



Weilmoringle shared path was funded by Get NSW Active and delivered by Brewarrina Shire Council

3.2 Requirements for eligible project types

Table 4: Requirements for eligible project stages

Project
Active transport strategy/plan
If you are seeking funding for an active transport strategy/plan the final documents must include: • A project implementation plan spanning a period of up to 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. Applications from councils that don't have an existing plan, or a plan older than 10 years, will be prioritised for funding.
Design
Applications can be submitted for: • feasibility assessment or route options assessment • concept design • detailed design. Applications can only be for one of these stages. Applications for a subsequent design stage can be sought under subsequent Get NSW Active rounds (program year). For example, a project funded for concept design in the FY2025/26 round is eligible for detailed design funding under the FY2026/27 round.

3. Eligibility

Project
Get NSW Active construction projects For construction projects, the project must be either: • a stand-alone project that will be completed in its entirety within the scope of the application. • a project stage that is 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 (if it is a stage of a larger project). To be eligible for construction funding, the project must be construction ready. Funding will not be provided for design elements. In addition to the above requirements for Get NSW Active projects, Get Kids Active projects must: • Provide access to a school or schools. • Upgrade access primarily within 2000 metres from the school entry and along a route with clear and uninterrupted connection to the school.
Active Routes to School initiative Project application must: • Nominate a council officer to lead the project and work directly with the school for the Active Routes to School initiative. Council's Road Safety Officer (RSO) cannot be the lead nominated council officer, this needs to be another council officer, however the RSO may advise the project lead on work that is within the parameters of the Local Government Road Safety Program (LGRSP) guidelines. • Include a letter of support from the relevant local primary school to be involved in the initiative which demonstrates desire to be involved in ARTS.

Make sure you read the associated Quick Reference Guide before you start your application for each facility type.

3.3 Requirements for eligible facility types

Table 5: Requirements for eligible facility types

Facility type
Walking connection Projects can include any or a combination of the following: • new footpath (single section) • new footpath (multiple sections) • widened footpath • raised crossing • continuous footpath treatment (ts 02667) • kerb extensions • reallocation of road space to walking space • shared zone. Designs must align with all applicable standards and guidelines.
Separated bicycle paths Separated bicycle paths are dedicated spaces separated from other road traffic, that can be used by: • people riding bikes • people using skateboards, foot scooters and rollerblades • people who use wheelchairs or mobility scooters • postal workers on motorcycles. Designs must align with all applicable standards and guidelines and the design guidance provided in the Cycleway Design Toolbox.
Quietway A quietway is an on-road cycling connection with urban and road design treatments that create a safe, comfortable low speed (30km) environment for people riding. Designs must align with all applicable standards and guidelines and the design guidance provided in the Cycleway Design Toolbox.
Shared path Shared paths can be used by people walking and riding. Designs must align with all applicable standards and guidelines and the design guidance provided in the Cycleway Design Toolbox.



3. Eligibility

3.4 Supporting or ancillary facilities

Supporting or ancillary facilities that are directly linked to, and support or enhance the walking and/or riding connection can form part of an application (examples include bike parking, artworks and repairs stands).

Artworks can be included in the funding request where the applicant can demonstrate that they will directly enhance the attractiveness and usability of the walking and/or riding facilities and contribute to a setting likely to support growth in walking and/or riding participation. Artworks with a value greater than 5% of the total value of the application must have a value for money assessment attached to the application.

3.5 Items ineligible for funding

Items that are ineligible for funding under the FY2026/27 Get NSW Active program include:

- **Painted on-road bicycle lanes.**
- **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. You will need to provide a rationale in your application).
- **Maintenance, remediation or renewal of existing assets.**
- **Projects that primarily deliver bike parking, for example bike storage cages.**
- **Closed loop recreational projects**, for example walking/riding 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 for applications made under the Active Routes to School initiative).
- **Projects that predominantly focus on car traffic management.**
- **Standalone signage or wayfinding projects.**
- **Applications for multiple stages.** For example concept and detailed design, or design and construction.
- **Standalone lighting projects or lighting of an existing facility.**

- **Upgrades to stormwater systems or road surfacing works** not directly required for the active transport component of a project.
- Construction projects with **new or modifications to Traffic Control Signals (TCS)** are ineligible unless a signed [Approval in Principle \(AIP\)](#) document or stamped approved TCS plans are attached to the application.

3.6 Specific funding exclusions

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

- all internal project management costs and internal labour costs (note: external or project specific labour costs may be eligible for funding where the applicant can demonstrate additional benefit, for example reduced project risk, improved outputs, or reduced delivery timelines)
- private meters and switchboards
- stone/granite kerbs and paving
- street furniture with advertising
- bus shelters
- pedestrian fencing or any vehicle barriers to be delivered as part 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 your application.

3.7 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:

- The Design of Roads and Streets (DORAS) manual ([Design of Roads and Streets Manual – Transport Standards Portal](#))
- Transport for NSW [Cycleway Design Toolbox](#)
- Transport for NSW [Walking Space Guide](#)
- [NSW Speed Zone Standard](#)
- relevant Australian Standards (and any Transport supplement)

3. Eligibility

- 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. Grant recipients are responsible for preparing and managing WAD applications.

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

3.8 Work Health and Safety

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

4. Application assessment

4.1 Application questions

The Get NSW Active application form includes questions relating to eligibility and merit-based criteria. The application form will prompt you 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. Make sure that you allocate sufficient time to preparing and refining this information ahead of the application closing date.

If a response to a question indicates your project is ineligible, the application will not progress through the assessment process, and you will be notified of the reasoning why following the completion of the assessment process.

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, you 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.

Project costs and funding

This section requires you to input information regarding project costs, funding contributions, and contingency allowances. Questions under the project costs and funding section in the application form are not scored but included to gather key information regarding the proposed project.

This section includes a question regarding council financial contributions.

The project cost and funding information must align with the cost estimate.

Mandatory requirements

Questions in this section of the application form do not contribute to assessment score but are assessed as either 'satisfactory' or 'unsatisfactory'. Applicants must receive a satisfactory rating for each of the mandatory requirements to be considered for funding. The following table provides information on each of the mandatory requirements.

4. Application assessment

Table 6: Assessment of mandatory requirements

Mandatory requirement	Assessment
Cost estimates	We recommend using the cost estimate template available on the Get NSW Active webpage. If using an alternate cost estimate, the level of detail must be equivalent or greater than the template. The costs estimated must demonstrate rigour and accuracy in estimates has been achieved. Cost estimates must align with design and application.
Impacts on NSW Government Land or Assets (where applicable)	Impacts are identified. Relevant supporting documents are attached. Project has adequately addressed/resolved any risks associated with impact.
Community and stakeholder engagement	You must demonstrate that an appropriate level of community and stakeholder engagement has been planned or completed, and that any key project issues identified in feedback are being effectively responded to and managed.
Project authorisation	Application must demonstrate that the project will be delivered in accordance with Transport's Authorisation and Delegation to Councils.
Traffic control signal (TCS) approvals (where applicable)	For construction applications that include TCS modifications or new TCS, the application must include a signed Approval in Principle (AIP) document or stamped and approved TCS plans to be eligible for funding.



How does project cost affect application score?

When reviewing applications the assessment panel will:

- Confirm the cost estimate has sufficient level of detail for the proposed facility type and project stage. If the applicant used an alternate cost estimate it will be assessed to ensure the level of detail is equivalent or greater than the cost estimate template.
- Confirm the cost estimate aligns with the information provided in the application form and the design and the complexity of the project.
- Consider applicant contributions as evidence of organisational commitment to the project and reduced project risk.

Note: Questions under the project costs and funding section in the application form are not scored but included to gather key information regarding the proposed project.

Your project costs will not affect your assessment score. The assessment panel is assessing alignment with program aims not total price. Where an applicant has achieved a lower project cost by excluding items – for example street trees or lighting – that the panel considers critical to the project, this may result in the project being given a lower assessment score in the relevant 'Project design and strategic merits' question.

4. Application assessment

Assessable criteria for design project or construction project applications

Table 7: Assessable criteria for design project or construction project applications

Project design and strategic merits – 60%	Project management – 40%
Questions in this section: 1. Network connectivity – the project resolves a network barrier, creates new opportunities for walking and riding, or delivers part of a network plan (20% of total application score). 2. Design – the project design results in facilities that people want to use and where they feel comfortable, safe and welcome (20% of total application score). 3. Place – the project creates places where people want to be and that contribute to vibrant, liveable communities (20% of total application score). 4. Safety – the project is safe for all people in the community to use (10% of total application score). Some projects may have overlapping answers on the application form questions. Don't 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.	The purpose of this section is for you 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. You should be aware 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 this section also includes any relevant information provided under the project costs and funding section of the application form.



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 is to ensure you 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 or vision for the project. In past rounds of Get NSW Active, applications have been given low assessment scores where the assessment panel was unable to fully understand project intent, layout, and inclusions from the design documentation attached to the application.

Any items that are mentioned in the application form 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.

4. Application assessment

Table 7: Assessable criteria for design project or construction project applications (continued)

Project design and strategic merits – 60%	Project management – 40%
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. • If the project connects 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. • If treatment types and widths align with the guidance provided in the Walking Space Guide and Cycleway Design Toolbox. • If 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. • If sustainability measures are embedded in 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/riding abilities. • The extent to which the project includes urban design and landscaping elements which contribute to place outcomes and improve the attractiveness, accessibility and comfort of the facility for people walking or riding. • How the project will improve safety. Further guidance on answering each question in this section is provided in the help text within the application form.	Key considerations for the panel will include: • The nominated project management approach and demonstrated capacity to deliver the project type proposed, including any past performance on Get NSW Active projects. • The quality, detail, and completeness of design documentation (see box titled ‘Requirements for design documentation’ for more information). • The processes and procedures council has in place for successful contract management from procurement through to contract finalisation. • If all 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 detail and completeness of the project schedule. • 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 past performance in project delivery will be considered as part of the assessment process and may impact on project management score.



4. Application assessment

Assessable criteria for strategy / plan applications

Table 8: Assessable criteria for strategy / plan applications

Aims and objectives of the strategy/plan – 60%	Project management – 40%
What are the aims or objectives of the proposed strategy/plan, and how do these align with Get NSW Active program objectives?	The purpose of this section is for you 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. 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: • Unmet demand or need for walking and bike riding facilities in your LGA. • The number or type of projects that might be identified. • The relationship to organisational goals around increased participation in walking or riding; specific commitments to walking and riding set out in other Council policies or plans (e.g. CSP, LSPS). • If your plan is targeting specific groups that might benefit from improved walking and riding facilities. • How specific projects may be prioritised. • Proposed timelines for delivery of identified projects.	Key considerations for the panel will include: • The nominated project management approach and demonstrated capacity to deliver the project type proposed, including any past performance on Get NSW Active projects. • The processes and procedures council has in place for successful contract management from procurement through to contract finalisation. • 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. • 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.

4. Application assessment

Assessable criteria for Active Routes to School applications

Table 9: Assessable criteria for Active Routes to School applications

Potential for active transport mode shift — 60%	Complexity and completeness of the network— 40%
Questions in this section: • Demonstrate the school is a strong candidate for the education and behaviour change initiative • Percentage of the school students live within 2000m of the school. • Provide details of any recent or planned improvements to the walking and riding network that will support active travel to school. • Provide details of any existing demand or support from the school community for increased participation in walking and riding to school.	Questions in this section: • Describe the surrounding walking and riding network (or key routes) and how it can support walking and riding to the school. • To ensure the Active Routes to School initiative is effective, the existing footpath network surrounding the nominated school needs to be connected, with few missing gaps. Attach a map and/or example images that show evidence of the completeness of the walking and riding network for the school catchment (2000m).
Key considerations for the panel will include: • If any projects have been planned to be delivered or completed recently which may resolve barriers for getting to the school. • If there are any letters of support from the community or school. • If there is any changes to the local community that would increase the demand for walking and riding to the school.	Key considerations for the panel will include: • Plans and maps that show the network and the current connections.

Assessment weighting

Table 10: Application section and weighting for Get NSW Active and Get Kids Active

Application section	Weighting
Project details	Not scored
Mandatory requirements	Assessed as satisfactory/unsatisfactory
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	40%

*Council financial contributions are entered into this section of the form but considered as part of the scoring for the project management assessment.

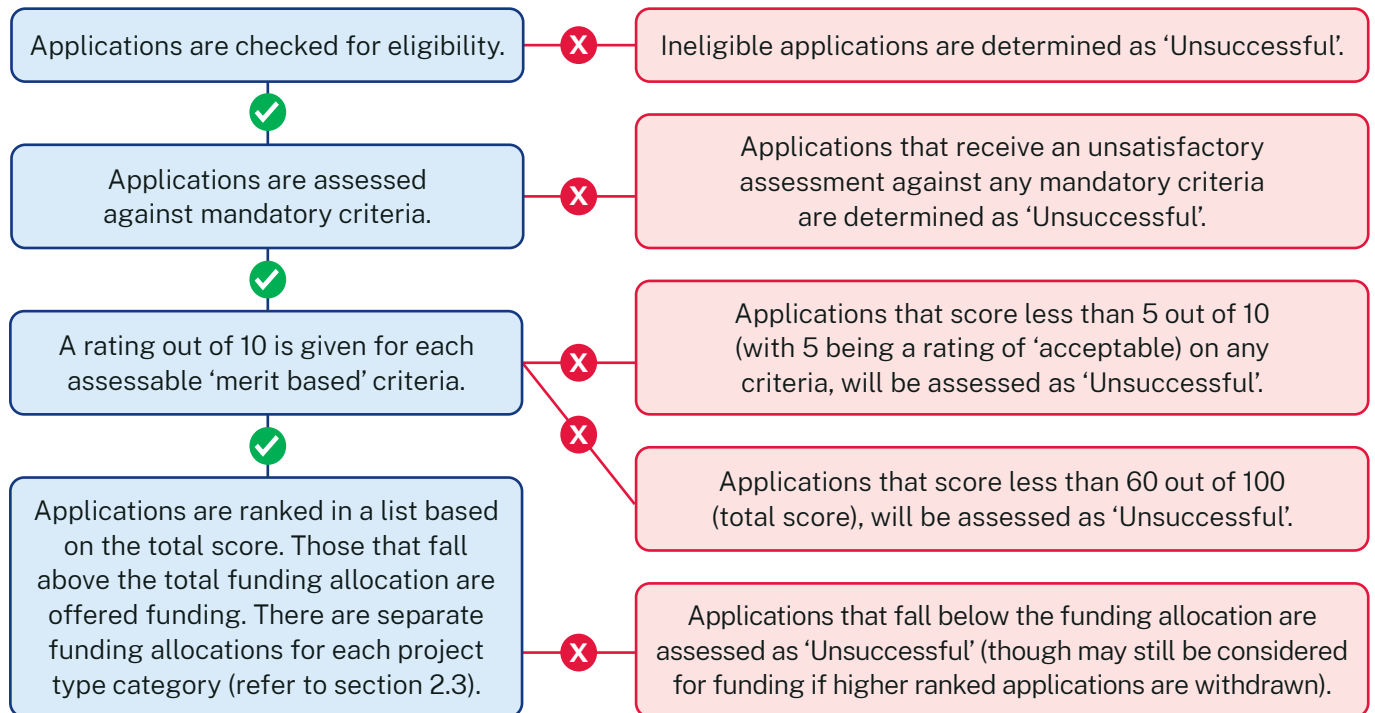
Table 11: Application section and weighting for Active Routes to School

Application section	Weighting
Potential for active transport mode shift (for example percentage of students that live within walking/riding catchment)	60%
Complexity and completeness of network (for example Footpath network does not require extensive gaps to be filled; nominated school's catchment does not cross multiple council LGAs)	40%

Note: To be considered for funding, an application must: • Score at least 5 out of 10 for each of the five assessable criteria. • Receive a combined/ total assessment score of at least 60/100. • Have all mandatory criteria assessed as 'satisfactory'.

4. Application assessment

Application ranking



Note: Shortlisted projects will be referred to internal Transport stakeholders for review and comment. If a direct conflict with a Transport policy, guideline, or project is identified via this consultation, the assessment panel may revise the project score or assess the project as 'unsuccessful'.



Epping to Carlingford Cycleway. Funded by Get NSW Active and delivered by City of Parramatta Council. Image courtesy of City of Parramatta Council

5. Preparing and submitting your application

5.1 Self-assessment

Projects will receive higher scores in assessment where they **create new opportunities** for people of all ages and abilities to walk and ride. Before preparing your application consider how you want people in your community to feel about the project when it opens.

Table 12: Self-assessment

Ask yourself	Examples to consider
Will people travelling with kids find it easy to cross driveways and roads, or will this feel difficult and stressful?	Could we move the path further away from the property boundary? Are there opportunities to add raised crossings at intersections?
Will frequent undulations, kerb ramps, signposts and start/stops along the route cause people to become frustrated or annoyed?	Could paths be smoothed out and decluttered?
Will road noise or vehicle exhaust cause people to worry about their health and wellbeing?	Would a different route offer a more pleasant and healthy setting?
Will there be enough space so that older people feel safe to share the path with riders? Will people riding have enough room to easily pass a person walking a dog?	Could widening the path (even just in the busier sections) help people to feel safer and/or comfortable?
Will all people feel safe using the path at night?	Could more lighting, or other urban design measures, make the path feel safer?
Will the path still be usable when it is hot, raining or windy?	Could trees and landscaping be added to provide shelter for people?

Ask yourself	Examples to consider
Will path users feel they are being made to wait longer or more often than other modes?	Could there be more options to prioritise people who are walking or riding?
Will the accumulation of barriers or design flaws along a journey cause people to become frustrated or discouraged, eventually leading them to stop walking or riding altogether?	Could even small changes be made that make people feel their journey has been considered?

5.2 Applicant self-assessment

Above all, consider:

- Will the project provide a place where people want to walk and ride?
- Will it be enough of a change that it creates new opportunities for people to walk and ride?



Key reference documents to prepare your application

- [Cycleway Design Toolbox](#)
- [Design of Roads and Streets \(DORAS\) Manual](#)
- [Quietway – Quick Reference Guide](#)
- [Separated bicycle path – Quick Reference Guide](#)
- [Shared paths – Quick Reference Guide](#)
- [Sustainability – Quick Reference Guide](#)
- [Walking connections – Quick Reference Guide](#)
- [Walking Space Guide](#)

5. Preparing and submitting your application



Applicants are encouraged to refer to the [Project checklist](#) to self-assess the extent to which their project aligns with Get NSW Active program objectives. The checklist is also included in the application form. While the checklist is optional, it will assist applicants in evaluating the funding potential of their project. The assessment panel may also review this section to understand project intent and inclusions, however it does not directly contribute to project scoring.

5.3 Information and documentation requirements

The information and documentation requirements will vary based on project scale and type but will likely include some or all the following, plus additional documents specific to the project.

Table 13: information and documentation requirements checklist

Checklist	
☐	a map showing the project alignment and trip attractors
☐	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
☐	three to six images that show the project setting and any known project constraints.

The checklist is also available in the online application form.

You 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.

Keep in mind that the people assessing the application may not know anything about your project or its location. The assessment panel will base their evaluation entirely on the materials provided in your application. The assessment panel will not reach out to you (or Transport staff who may have knowledge of the project) for clarification during the evaluation process. Therefore, **to ensure your project is understood, you must include all relevant information about its details, outcomes, and context in the application.**

5. Preparing and submitting your application

5.4 Cost estimate and contingency

Cost estimates must be submitted with all applications for funding.

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.

When applying for multi-year funding, you must include details of the project tasks and costs for each year. 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 request, as detailed in the funding agreement. The project contingency amount will be held by council. To access these funds, a formal request must be submitted along with documentation that clearly demonstrates the need for their use.

Unspent budget and contingencies cannot be transferred to another project.

Table 14 has been provided as a reference for contingency planning amounts. This is a high-level guide only and you will be required to ensure contingency amounts are appropriate for the project type and context.

5.5 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

Table 14: 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%

6. Requirements if your application is approved

6.1 Notification process

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

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

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

6.2 Meeting and reporting 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. 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.

6.3 Monitoring of program outcomes

We require all applicants who receive construction funding to provide usage data to monitor and evaluate program outcomes, and plan for future rounds of Get NSW Active.

All successful applications for construction funding must provide before and after usage count data (in accordance with the methodology and requirements set out in the project funding deed). The count hours required are a minimum of:

Project value	Minimum count hours
Less than \$500K	6 hours
Over \$500K	12 hours

Data collection forms will be emailed directly to nominated project managers via the SmartyGrants system. These forms must be completed for you to be in compliance with funding conditions. Before and after photos are also required for construction projects.

6.4 Payment of grants

Payments of grants will be on receipt of final invoice and supporting evidence 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

All variation requests are reviewed in accordance with the guidance set out in the Grants Administration Guide.

For the FY2026/27 round of Get NSW Active, the grant value awarded is 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 measure is in place to ensure 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 must include appropriate cost planning and management measures in their project management approach (including appropriate contingency allowance) to ensure the project can be delivered without additional funds being required from Get NSW Active.

Any requests to vary scope will be considered with reference to Section 6.4.1 of the Grants Administration Guide, which requires that any change other than a 'minor change' is treated as a 'new grant'. Applicants should be aware that if a variation in scope amounts to a new project this may alter the assessment of the project and impact on the continuation of funding.

Variation requests that propose a reduction in scope to manage cost increases will not be approved where the funded intent or benefits of the initially approved grant are no longer met.

6. Requirements if your application is approved

For access to approved project contingency, a request must 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 council can demonstrate that changes were not reasonably foreseeable at the time of grant acceptance and that the revised project adheres to Get NSW Active Grant 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, and the changes do not constitute a new grant.

Where a project will be completed later than the dates nominated in the acceptance letter, the grantee must request an extension of time request via a formal variation.

The request must provide the rationale for the required extension of time and details of why this was not foreseeable at project commencement. Transport may not approve the extension of time where there is a risk of cost escalation or that the project intent may not be achieved. Transport will not support extensions of time for any project that has not commenced within six months of the date specified by the applicant in their acceptance letter.

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

6.6 Limitations on time

If a project has not commenced with three years of a funding acceptance, then the funding offer will be terminated.

6.7 Stakeholder engagement

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

Council must share with Transport for NSW all stakeholder engagement plans and communications for review prior to distribution. Plans and communications materials must be provided to Transport for review 4 weeks (28 business days) before distribution.

6.8 Communications, branding, media and promotion

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

6.8.1 Overarching requirements

- 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**](#).
- Ensure compliance with [**NSW Government requirements for funding acknowledgement signage and installation of plaques**](#).
- 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/branding**](https://nsw.gov.au/branding) or email the Active Transport team at [**activetransport@transport.nsw.gov.au**](mailto:activetransport@transport.nsw.gov.au)

6. Requirements if your application is approved

6.8.2 Communications requirements

You must provide all communications materials to Transport for review 4 weeks (28 business days) prior to distribution.

6.8.3 Media and promotion requirements

Applicants must coordinate with Transport to identify media or Ministerial announcement opportunities (joint or otherwise) for projects funded under the Get NSW Active program.

Council must provide a minimum of 4 weeks (28 business days) notice of any milestone.

As a guide the following milestones represent media and promotion opportunities:

- start of stakeholder and community consultation
- end of stakeholder and community consultation
- completion of detailed design
- release of construction tender
- appointment of construction contractor
- start of construction
- 50% construction complete

- 100% construction complete
- construction complete (open for use)
- start of Active Routes to School lessons
- launch of Active Routes to School map and designated routes.

Applicants must coordinate with Transport to:

- Quote council and Transport in all opportunities to ensure public messaging of the collaborative approach.
- Invite government representatives to launch or public events associated with the project.
- Acknowledge government representatives as an official guest, and where practicable, offer them to speak at the event.

6.8.4 Funding acknowledgement signage requirements

Infrastructure and capital works projects that receive funding of more than \$100,000 from the NSW Government must erect a sign acknowledging this upon completion of the project. Refer to the [Funding Acknowledgement Guidelines](#) for specific details.



People using shared path on Fernleigh Awabakal Track. Delivered by Lake Macquarie City Council and co-funded by Get NSW Active

7. The fine print

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

You will be required to complete a conflict-of-interest declaration as part of the application submission. In this, you must declare if you, 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 your family members are enrolled.

Providing information about grounds for a conflict of interest does not generally affect a project's eligibility to receive 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 you or other stakeholder have any concerns about the conduct or probity of the assessment or decision-making process, you 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 because of such process will be at Transport's discretion.

7. The fine print

7.4 Assessment team

The Grant Assessment Committee (GAC) comprises Transport staff appointed into roles that are required to be involved in the management and delivery of the assessment process of the Program applications and/or who possess the required technical capabilities to be called upon as a technical assessor or specialist adviser.

All GAC members must possess a sound understanding of their conduct requirements prior to commencing assessments of grant applications to ensure the assessment process is fair, equitable and unbiased.

Note that at the time of publication of this Guideline, the GAC members involved in each stage of the assessment may not be confirmed. The assessment plan has been finalised including specialist advisers. Prior to the applications being released to the GAC members, the GAC members will approve the Assessment Plan and complete all mandatory requirements including conflict of interest declaration, confidentiality agreement, ethics and probity in procurement training.

7.5 Decision maker and financial delegate

The decision maker and financial delegate for the Grant is the Transport Deputy Secretary, Planning, Integration and Passenger as the Program Sponsor for the Get NSW Active Program.

7.6 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

7.7 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.



Riders on Castlereagh Street cycleway in Sydney

Project checklist

Project checklist	
Network connectivity:	
☐	likely to measurably increase the number of walking and/or riding trips in the area
☐	project is identified in a network plan or policy document
☐	project combines multiple facility types to complete sections of the network (for example a footpath and raised crossing that combine to improve outcomes for people walking)
☐	project connects to a major trip attractor or multiple local trip attractors.
Design quality:	
☐	project designs align with guidance in the Design of Roads and Streets Manual , Walking Space Guide , and Cycleway Design Toolbox
☐	paths meet or exceed Get NSW Active width recommendations
☐	paths are further widened in high use/busy areas
☐	people walking and/or riding are given priority over car traffic
☐	paths are continuous and level with few up/down undulations at driveways and crossing points
☐	paths have a buffer that separates people from car traffic to enhance safety and comfort
☐	paths are clear of hazards (for example poles, bus stops, sharp corners, fences)
☐	sustainable design is a core component of the project (for example lower carbon concrete, reduced materials, recycling)
☐	crossing treatments reduce crossing distance and include landscaping where appropriate.
Place:	
☐	new street trees
☐	new or upgraded lighting
☐	landscaping
☐	reallocating existing areas of road pavement as space for walking, riding, landscaping or parklets

Project checklist	
☐	supporting facilities (for example seats, rest stops, bubblers, bike parking)
☐	measures to slow vehicles or reduce number of vehicles
☐	public domain improvements to create places where walking and riding is comfortable and enjoyable
☐	water sensitive urban design treatments.
Safety:	
☐	reduced speed limits
☐	traffic calming measures
☐	improved sight lines
☐	intersection/crossing upgrades to raised facilities
☐	increased separation of buffer between people walking/riding and motorised traffic
☐	provides new crossing facility
☐	takes people walking/riding off or away from roads and provides separation from car traffic.
Project management:	
☐	plans show path locations and widths, layouts, key features, constraints
☐	cost estimate includes rates and quantities
☐	project specific risk assessment undertaken
☐	community consultation strategy or report
☐	evidence that project specific issues are being managed (for example land acquisition, contamination, heritage, environment, construction)
☐	trip attractors are clearly shown on plans
☐	projects with Traffic Control Signals have progressed to required approval status
☐	State road projects have appropriate approvals, for example concurrence with S138 or TCS Approval in Principle (AIP) document.

Walking connection

Quick Reference Guide

Walking connection

A **walking connection** is any project that uses one or a combination of the below facilities to improve the network for people walking:

- **Footpaths**
- **Raised pedestrian crossings**
- **Continuous footpath treatments**
- **Kerb extensions**
- **Shared zones**



Consider the before and after images on the next page when thinking about your project. This example shows one way of introducing new paths and connecting them with the rest of the network. What is missing in your location and how could it be improved?



Smooth paths without interruptions, hazards and undulations are more likely to encourage people to walk

Applications for **walking connection** projects will generally score higher in assessment where they deliver multiple, complimentary facilities or sections of network.

For example, a project that includes several sections of footpath, plus a raised crossing, plus a continuous footpath treatment which all work in combination to improve access to a destination or town centre, is likely to score higher than an application for one of those facilities as a stand-alone project.



Pedestrian refuges

Stand-alone pedestrian refuge projects are **not** eligible for Get NSW Active funding. A pedestrian refuge can be included as part of a broader walking connection project, however if you choose to do this, you **must** demonstrate in the application why a raised crossing, continuous footpath treatment or kerb extensions cannot be constructed in the location.

How to improve your assessment score for a walking connection project

- ✓ Provide wider paths so people can move around each other easily and comfortably, and consider making it even wider near busy areas like schools or shops where extra space is needed.
- ✓ Design projects that prioritise people walking over motor vehicles at side streets and road crossings.
- ✓ Provide continuous path levels with minimal up/down and/or start/stop movements.
- ✓ Include landscaping to buffer people from roads, provide shade, and create spaces where people enjoy walking.
- ✓ Reduce signage clutter and carefully locate bus stops to minimise hazards and barriers in the path.
- ✓ Avoid restrictive measures such as fencing and barriers.
- ✓ Include well placed supporting facilities such as seats in quiet, shaded spots, where people can take a break on their journey.

Walking connection

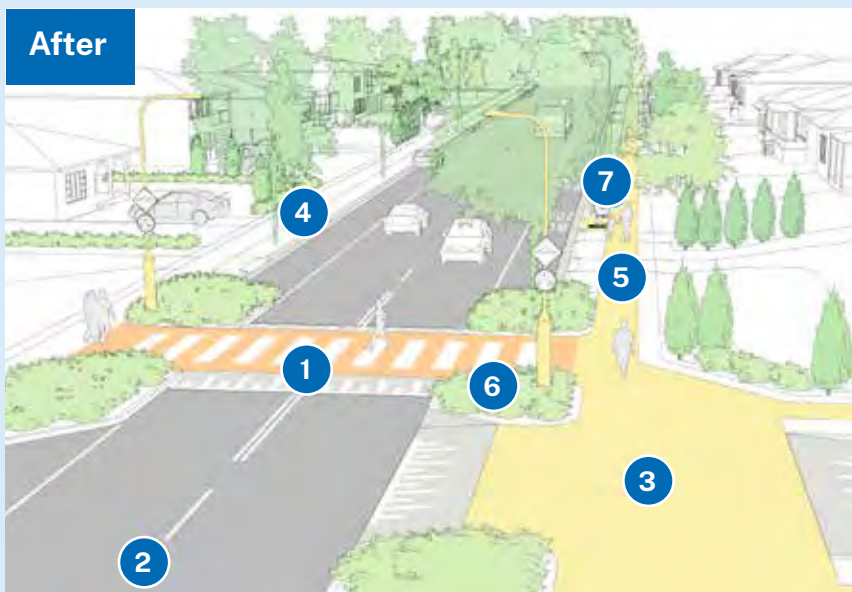
Each of the coloured improvements of the example design contribute to the assessment score. The more improvements you have, the higher your application will score.

Before



Street with missing paths and difficult road crossings

After



Street with paths, crossings and place improvements

KEY

- | | |
|--|------------------------------------|
| 1 <u>Mid-block crossings</u> | 4 <u>Trees in the verge</u> |
| 2 <u>Narrowed lanes</u> | 5 <u>Footpaths</u> |
| 3 <u>Continuous footpath treatment</u> | 6 <u>Low verge buffer planting</u> |
| | 7 <u>Places to stop and rest</u> |

Shared path

Quick Reference Guide

Shared path

A **shared path** can be used by both people walking and people riding. Separated facilities are generally preferred, however, if well designed and in an appropriate setting, shared paths can support increased community participation in walking and riding.



The Get NSW Active program receives a high number of shared path applications each year. To score well in assessment, your shared path application needs to offer high-quality facilities that go beyond minimum provision and make walking and riding an attractive, everyday travel option for a wide range of people.

What to avoid in your shared path design:

- paths next to, or close to, moving motor vehicles
- unshaded areas
- excessive hard surfacing and potential for heat island effect
- noisy, unpleasant settings
- repeated interruptions by driveways, road crossings, etc.
- poorly located poles and street furniture that obstruct people's movement.



Shared path widths

Shared paths submitted for Get NSW Active funding should be at least 3.0m wide. Wider paths allow room for people to move around each other, leading to a more comfortable and enjoyable experience that encourages participation in walking and riding. Paths wider than 3.0m should be used in busier areas such as in front of schools or retail areas.

You can apply for a path narrower than 3.0m, however you will need to complete additional application questions. 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 can only score a maximum of five (5) out of ten (10) for the 'Design Quality' criteria.

CASE STUDY

Creating an inviting shared path

Camden Council implemented a range of thoughtful design solutions to make the 3.0 metre shared path at Waterworth Drive, Mount Annan more welcoming for walkers and riders. The path was set back from the road, enhanced with new trees and landscaping, and placed away from fences and potential hazards.



These features ensure the path is accessible and comfortable for many types of users by keeping it as smooth, level, and uninterrupted as possible. Council also used short sections of fibre reinforced plastic (FRP) on the path to maintain smooth surface and helping to prevent water ponding.



Shared path

How to improve your assessment score for a shared path project

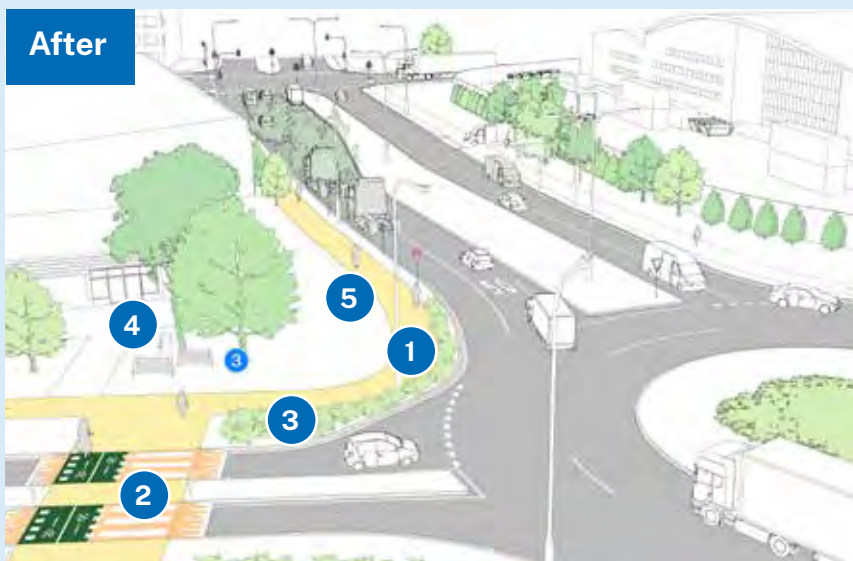
- ✓ Provide wider paths so people can move around each other easily and comfortably and consider making it even wider near busy areas like schools or shops where extra space is needed.
- ✓ Design projects that prioritise people walking or riding over motor vehicles at side street and road crossings.
- ✓ Provide continuous path levels with minimal up/down, start/stop movements.
- ✓ Include landscaping to buffer people from roads, provide shade and shelter, and create spaces where people enjoy walking and riding.
- ✓ Reduce signage clutter and carefully locate bus stops so that people don't have to swerve and weave.
- ✓ Offset the path from walls, fences, and other hazards, so that people are safer, and feel less constrained.
- ✓ Use positive urban design measures to encourage slow and considerate riding in busy areas. Fences, barriers or dismount requirements, can send the message that people riding are unwelcome or uncared for.

Before



Section of network with missing walking/riding paths, no crossing facilities, and no shading

After



Design solution with separated shared path, shared crossing and place improvements

KEY

- | | |
|------------------------------------|----------------------------------|
| 1 <u>Shared path</u> | 4 <u>Places to stop and rest</u> |
| 2 <u>Mid block crossings</u> | 5 <u>New street trees</u> |
| 3 <u>Low verge buffer planting</u> | |

Separated bicycle path

Quick Reference Guide

Separated bicycle path

A **separated bicycle path** is an off-road facility that is exclusively for use by bikes and other micromobility devices and physically separated from car traffic and walking areas.

Separated bicycle paths are the preferred facility type for high priority cycling routes and will generally receive higher scores in Get NSW Active assessment than shared path projects.

Design guidance for bicycle paths is provided in the [Cycleway Design Toolbox](#). If you are seeking funding for a separated bicycle path, your project should align their design with the Toolbox as well as relevant guidance provided in the [Design of Roads and Streets \(DORAS\) Manual](#).

How to improve your assessment score for a separated bicycle path project

- ✓ include improvements to the walking network as part of the project
- ✓ incorporate sustainability measures into the design
- ✓ maximise soft landscaping and trees
- ✓ expand areas of public space.



Additional project management considerations for separated bicycle path applications

Separated bicycle path projects often have more complex planning and approvals processes than walking and shared path projects.

Ensure that you attach sufficient information to your application to demonstrate that necessary project steps have been completed and the project is ready to proceed, including:

- any traffic control signal (TCS) approvals
- evidence of internal (Council) and community support for the project
- information on how key stakeholders such as business owners or bus operators have been or will be engaged
- information on project risks and management strategies
- design documents showing how the project will fit within the street environment.



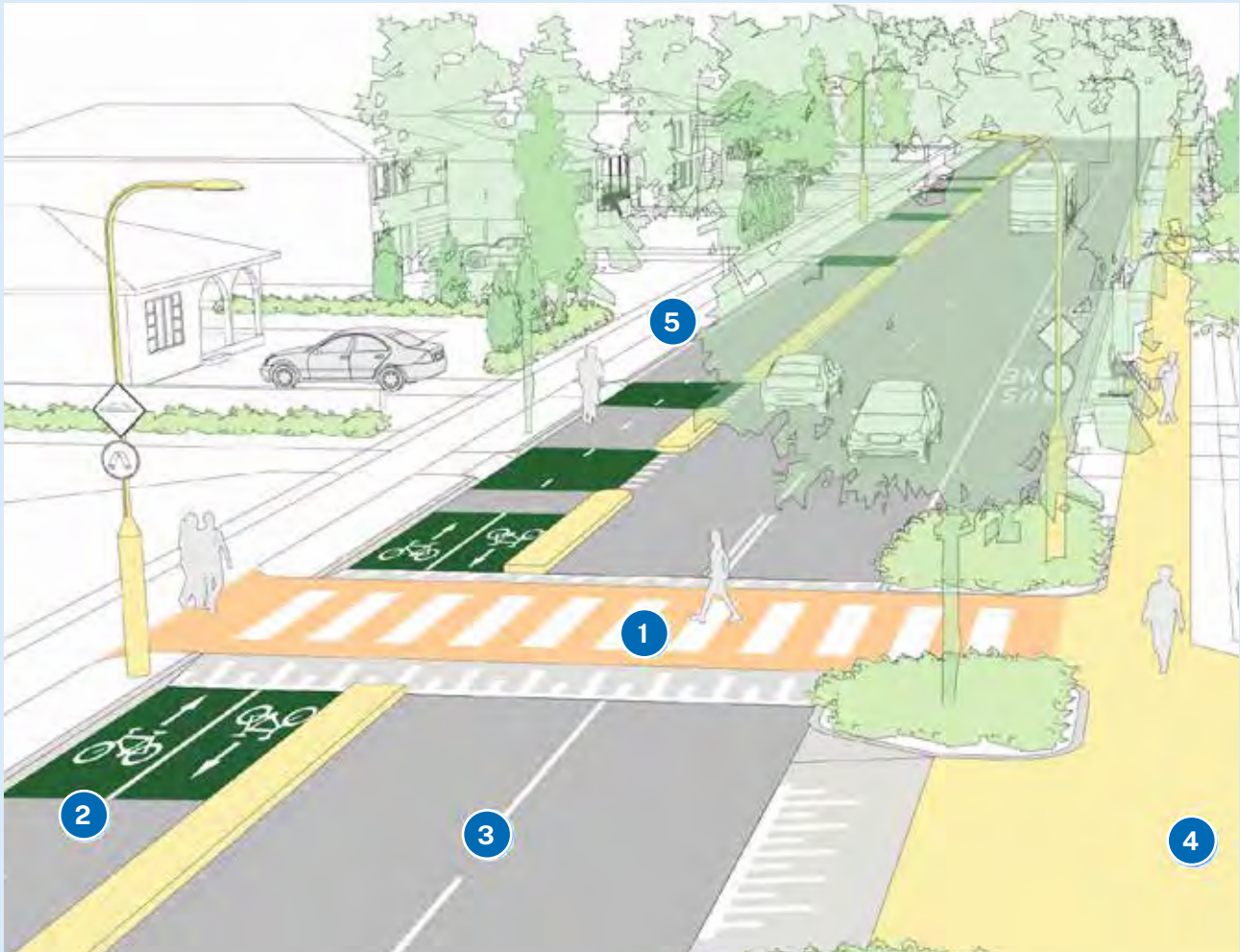
Reduced gutter pads

One way to improve the quality of a separated bicycle path is to construct a reduced width gutter pad, typically 150mm. Reducing the gutter pad increases the usable space for people riding and reduces the likelihood of them striking the join between the asphalt and the gutter with their wheel. This approach also makes separated bicycle paths look and 'feel' wider and less constrained, making them more enjoyable to use.



Separated bicycle path

Design solutions



Design solutions for suburban connector streets with cycleways

KEY

- | | |
|------------------------------|--|
| 1 <u>Mid block crossings</u> | 4 <u>Continuous footpath treatment</u> |
| 2 <u>Bicycle path</u> | 5 <u>Low verge buffer planting</u> |
| 3 <u>Narrowed lanes</u> | |

Quietway

Quick Reference Guide

Quietway

A **quietway** is an on-road treatment where people riding mix with car traffic.

The key aim for a quietway is to create a setting where people riding feel as equal road users to car traffic – so that riding feels safe and comfortable.

This requires design elements and environmental cues that reduce car traffic to 30km/h or lower, and that discourage people driving from overtaking.

Design guidance for quietways is provided in the [Cycleway Design Toolbox](#). If you are seeking funding for a quietway, your project should align with guidance in the Cycleway Design Toolbox as well as relevant guidance provided in the [Design of Roads and Streets \(DORAS\) Manual](#).

A quietway project must be designed for a speed of 30km/h or lower.

How to improve your assessment score for a quietway project

- ✓ include improvements to the walking network as part of the project
- ✓ incorporating sustainability measures into the design
- ✓ maximising soft landscaping and trees
- ✓ expand areas of public space
- ✓ lower speed limits to 30kph or less.



Demonstrating project management

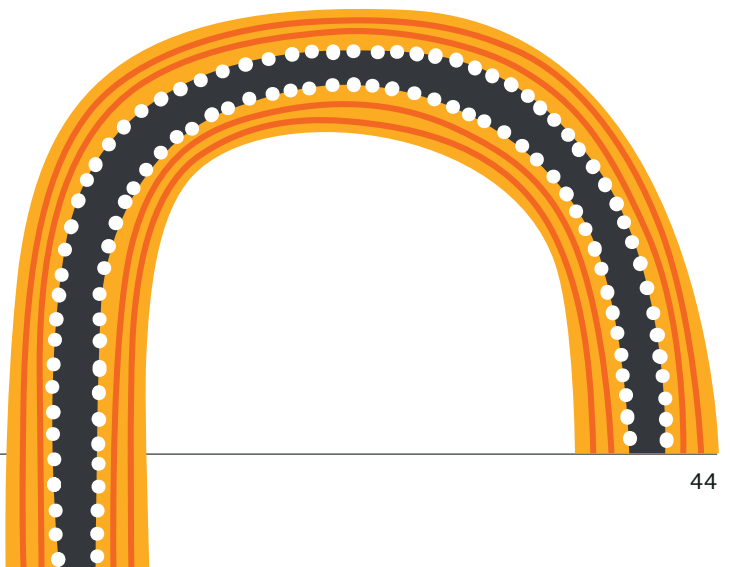
Quietway projects often have more complex planning and approvals processes than walking and shared path projects.

Ensure that you attach sufficient information to your application to demonstrate that necessary project steps have been completed and the project is ready to proceed, including:

- any traffic control signal (TCS) approvals
- evidence of internal (council) and community support for the project
- information on how key stakeholders such as business owners or bus operators have or will be engaged
- information on project risks and management strategies that are in place
- design documents showing how the project will fit within the street environment.

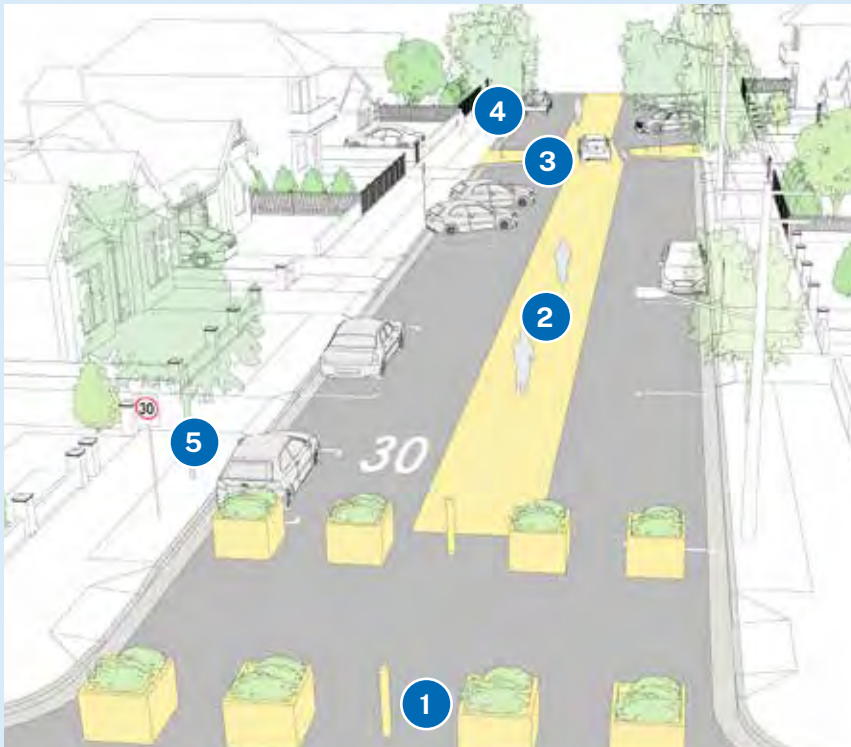


There could be several ways to create a quietway setting. The example images show a range of different options applied to the same street setting. Refer to the examples on the [Design of Roads and Streets \(DORAS\) Manual](#) and the [Cycleway Design Toolbox](#) for ideas.



Quietway

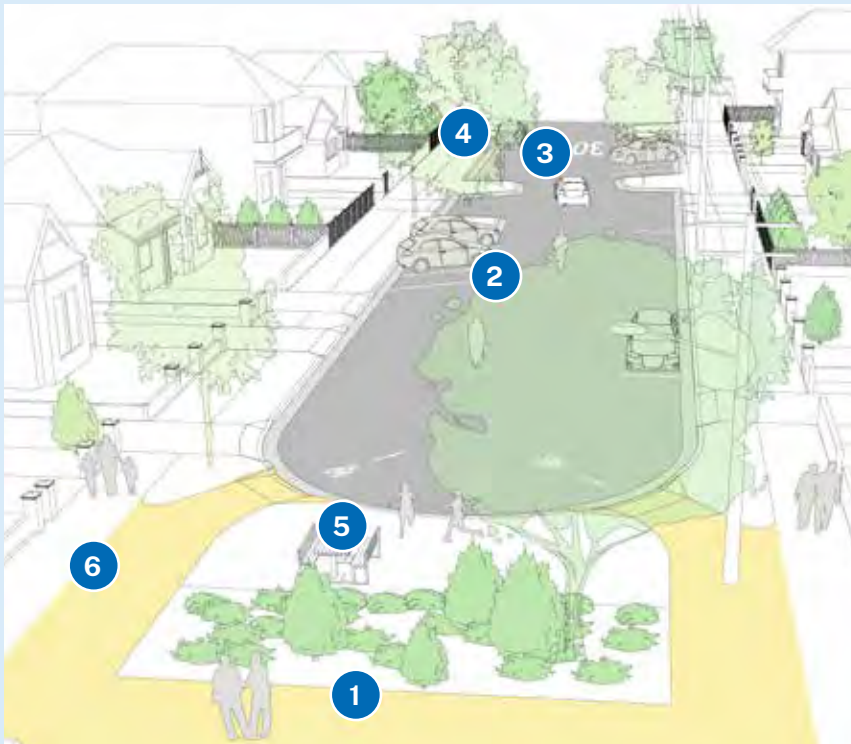
Design solutions



Design solutions for urban neighbourhood streets – staged approach

KEY

- 1 Modal filters
- 2 Narrowed lanes
- 3 Slow points
- 4 Trees in the verge
- 5 Lower speed limit



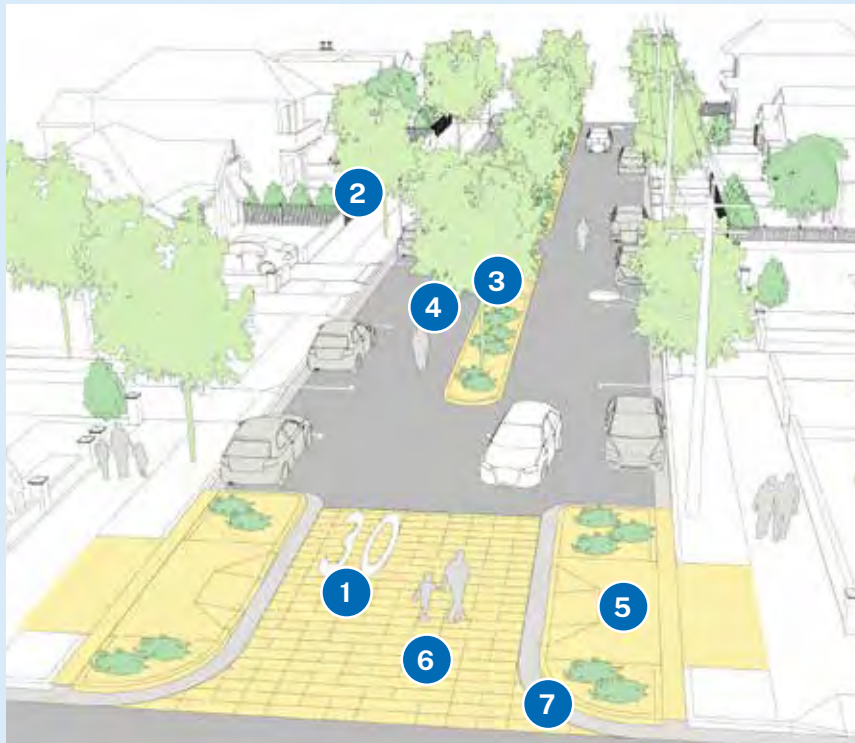
Design solutions for urban neighbourhood streets – modal filter and street park

KEY

- 1 Modal filters
- 2 Narrowed lanes
- 3 Slow points
- 4 Trees in the verge
- 5 Places to stop and rest
- 6 Shared paths

Quietway

Design solutions



Design solutions for urban neighbourhood streets – central planted median

KEY

- 1 Lower speed limit
- 2 Trees in the verge
- 3 Trees in the median
- 4 Narrowed lanes
- 5 Kerb extensions or build outs
- 6 Painted threshold
- 7 Reduced kerb radii

Sustainability

Quick Reference Guide

Sustainability

Funding applications will receive a higher assessment score for the “design quality” criteria where they deliver positive environmental and social sustainability outcomes.

Some features that can boost your assessment score include:

- Materials recycling, reduction and reuse
- Use of low carbon concrete products or alternatives to concrete
- Material substitutions (such as crushed glass for sand)
- Products with third party certification, such as Climate Active, Environmental Product Declaration (EPD), Aluminium Stewardship Initiative-certified aluminium, ResponsibleSteel™, Australia Steel Institute’s Steel Sustainability Australia certification program etc.
- Locally supplied materials and processing facilities rather than interstate or international options
- Designing in climate change resilience, for example by reducing urban heat island effect or mitigating flood impacts
- Solar lighting
- Water Sensitive Urban Design
- 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.



Click on the link below for some helpful hints in the [Water sensitive urban design guideline June 2023](#)

CASE STUDY

Use of low carbon concrete and recycled asphalt mixes

“As part of our goal to reduce greenhouse gas emissions in our operations, Byron Shire Council has begun using low carbon concrete and recycled asphalt mixes in projects such as footpaths and roads. These products are becoming more widely available to regional councils, and we have been pleased to see the availability of these products from many local suppliers.

“We are a council surrounded by nature and incredible biodiversity however we are also vulnerable to climate change impacts, having experienced major weather events in recent years. Reducing construction emissions through choosing low carbon concrete is just one way that we can reduce our impact on the environment and improve sustainability outcomes for our organisation and community.”

Rachel Thatcher

Byron Shire Council



Footpath connection from corner of Brooke Drive and Lighthouse Road to connect existing footpath at Cape Byron State Conservation Park, funded by Get NSW Active, will use low carbon concrete

Place

Quick Reference Guide

Place

Place refers to a specific location that people connect with – physically, socially, and emotionally. It's not just about the infrastructure, but how it feels, how it's used, and how it supports community life.

Why is 'Place' included as an assessable criteria in Get NSW Active?

People are more willing to walk and ride in places that feel safe, welcoming and inviting. By integrating quality urban design and landscaping as part of your walking or riding project, you can increase the number of people that use the facilities. For example, adding lighting to a path project might make it more useable in the evening or throughout winter months, leading to more trips being made on the path for a relatively small upfront investment.

Street trees – All Get NSW Active projects should provide street trees to increase shade along paths. Trees make walking and riding paths more usable on hot, windy and rainy days, and improve the overall feel of the path, encouraging more people to use the paths more often. If your project does not include street trees, you will have to answer additional questions in the application form to explain why it isn't possible to include them.



Other Place improvements that will strengthen your score

Other place improvements that might strengthen your application are listed below. Not all improvements will be appropriate for all projects. You should determine which are most suited to the setting and target user groups for the project:

- lighting
- seating or rest stops
- traffic calming
- landscaping
- reallocation of road space to new/expanded areas for walking, riding, landscaping or parklets
- supporting facilities (e.g., bubblers, bike parking)
- buffers or setbacks to busy roads
- modal filters
- rain garden or water sensitive urban design treatments
- wayfinding.



Kerb build outs improve place outcomes by increasing and expanding pedestrian space and providing opportunities for landscaping

© Transport for NSW

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

transport.nsw.gov.au