

Towards Zero Safer Roads Program – High Pedestrian Activity Area Sub-Program Guidelines

High Pedestrian Activity Area Sub-Program

August 2025



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1. Introduction

NSW 2026 Road Safety Action Plan

Released in April 2022, the NSW 2026 Road Safety Action Plan (RSAP or the Plan) seeks to continue the accomplishments of the Road Safety Plan 2021 and focuses on enhancing education and local engagement, transforming the safety of the road network, and accelerating safety features in vehicles. The Plan was developed following extensive engagement and community consultation, as well as analysis of research, trauma trends, and best practice approaches. In particular, the Plan calls out the fact that two-thirds of fatalities happen on country roads, where the fatality rate is significantly higher than in the urban network.

The Plan adopts a Safe System Approach and aligns with both the Future Transport Strategy 2056 and the National Road Safety Strategy 2021–2030 and sets out the following five priority areas for the next five years:

- Creating safer country roads and urban places
- Enhancing road safety in local communities
- Increasing the safety of light vehicles, heavy vehicles, and protective equipment
- Making safer choices on our roads
- Ensuring the safety of vulnerable and other at-risk road users.

Towards Zero Safer Roads Program

As a key program within the Plan, the Towards Zero Safer Roads Program (TZSRP) is specifically tasked with improving road safety outcomes through the delivery of road safety infrastructure and speed management initiatives to deliver sustainable and long-term reductions in road trauma through upgrades of the existing NSW road network from 2022/23 to 2030/31. The TZSRP responds directly to two of the Plan's priority areas; Creating safer country roads and urban places and enhancing road safety in local communities.

The Towards Zero Safer Roads Program will strive for new road trauma reduction targets to 2030 and progress towards goals set in the Transport for NSW Future Transport Strategy 2056. These targets are also consistent with the Australian Government's National Road Safety Strategy 2021-30 and are as follows:

- 50 per cent reduction in annual road fatalities in NSW by 2030
- 30 per cent reduction in serious injuries in NSW by 2030.

The Towards Zero Safer Roads Program comprises several infrastructure and speed management main round programs and sub-programs for road safety improvements to state, regional and local roads. For local and regional roads, this includes, main infrastructure rounds (such as Round 2 announced October 2024), the Fatal Crash Response Sub-Program and the High Pedestrian Activity Area Sub-Program (subject of these guidelines).

The Program Sponsor is the Transport for NSW (Transport) Deputy Secretary, Safety, Policy, Environment & Regulation (SPER) division.

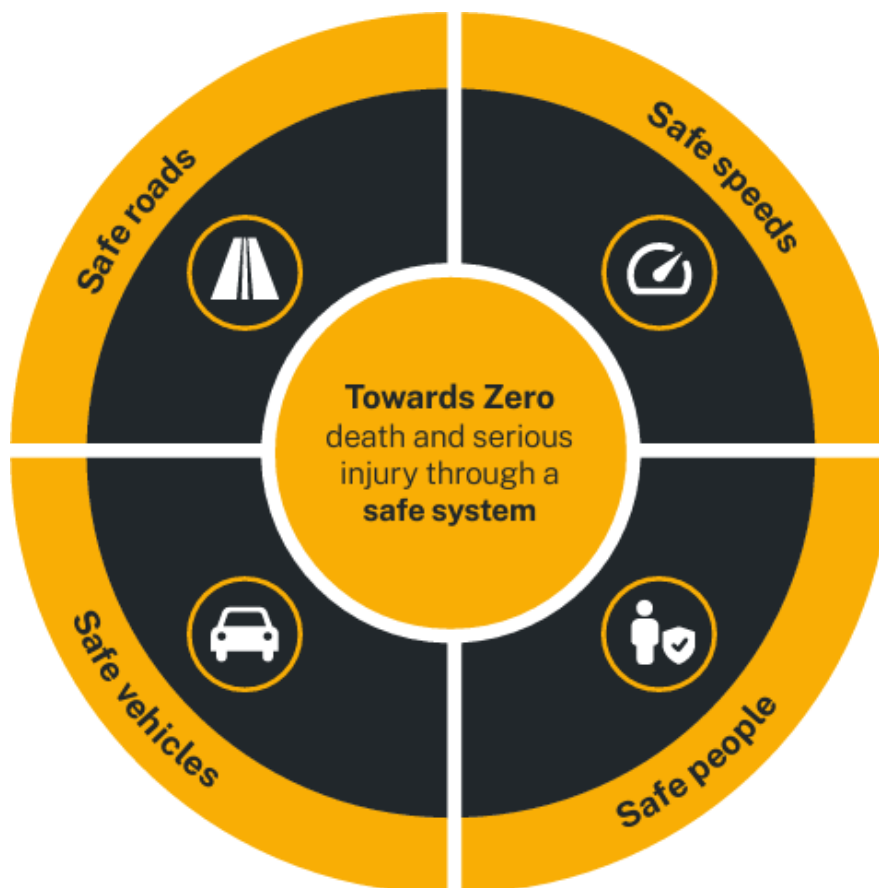
The Senior Reporting Officer for the INSW assured Towards Zero Safer Roads Program Final Business Case is the Executive Director, Transport Safety.

Safe System approach

The Towards Zero Safer Roads Program adopts the Safe System approach, a shift away from traditional reactive approaches to road safety interventions. The core Safe System principles are:

- **Fatal and Serious Injuries (FSIs)** are not acceptable on our roads. Every road user has the right to travel safely on the road network and this right should not be traded for other gains
- **Humans are fallible.** Human error is inevitable and therefore, crashes are inevitable
- **Humans are vulnerable.** We must acknowledge that all road users have limited tolerance for energy in a crash before it becomes a fatal or serious injury
- There is a **shared responsibility** for road safety between system managers and road users. In decision making, system managers must acknowledge that FSIs are not acceptable, humans make mistakes and humans are vulnerable. Road users must use the road safely.

Figure 1: The four pillars of the Safe System



A **Safe System Checklist** is available on the Safer Roads Program Management System (Online Portal) and can be used to help demonstrate the level of alignment a project has with the Safe System approach. It is appreciated that some effective road safety measures might not affect both likelihood and severity outcomes, and these are accepted

High Pedestrian Activity Area Sub-Program

The High Pedestrian Activity Area (HPAA) Sub-Program (the Sub-Program) is a component of the NSW Government's Towards Zero Safer Roads Program (TZSRP), for the delivery of infrastructure and reduced speed zones in areas with high pedestrian activity. HPAA's play a vital role in ensuring that vulnerable road users are protected in identified high pedestrian activity areas that facilitate a high vehicle movement function whilst also creating a vibrant place that prioritises the safe movement of pedestrian and cyclists.

The aim of the Sub-Program is to reduce the risk of fatal or serious injury vulnerable road user crashes within areas of high pedestrian activity. The Sub-Program has been developed to provide a funding mechanism to enhance road safety infrastructure and to reduce speed zones in high pedestrian activity areas.

The Sub-Program includes two competitive categories; Transport identified pedestrian crash cluster sites (Targeted) and other risk-based and/or previously developed sites (Open).

- **Transport identified pedestrian crash cluster sites (Targeted):** Transport has identified pedestrian crash clusters by undertaking crash density analysis (aka, kernel density) of pedestrian crashes over the period of DD.MM.YYYY to DD.MM.YYYY. This analysis identifies locations with a higher concentration of casualty crashes to review and consider road safety treatments to address the crash history. It is noted that some of the identified pedestrian crash cluster locations may have an existing High Pedestrian Activity Area (HPAA). These sites should also be reviewed to ensure the pedestrian crashes before and/or after the HPAA implementation have been addressed and to ensure the HPAA is operating effectively. This review may result in the identification to increase the HPAA length/area, further reducing the HPAA speed zone (i.e. 40km/h to 30km/h) and/or by installing additional traffic calming infrastructure devices to create a more self-explaining HPAA speed environment. These sites are listed in Appendix 2. PDF maps and KML files will also be available to councils.
- **Other risk based and/or previously developed sites (Open):** Includes all other sites not identified in the Transport pedestrian crash cluster sites, such as sites identified by council as a HPAA priority through relevant council plans (i.e. Pedestrian Access and Mobility Plan (PAMP), council Strategic and/or Road Safety Plans) and/or already developed HPAA projects that are construction ready.

As Transport is responsible for all speed zoning in NSW, Council and Transport must partner on all HPAA applications regardless of the above category the project falls within.

Projects may be funded by alternative NSW and/or Australian Government road safety programs, however these guidelines are applicable only to the dedicated TZSRP HPAA Sub-Program. Projects nominated under alternative programs must follow the sub-program specific criteria set out in the alternative program's guidelines and are not superseded by this document.

Program objectives and outcomes

The objectives of the High Pedestrian Activity Area Sub-Program are to:

- deliver area-based proactive and targeted crash location treatments that reduce fatalities and serious injuries resulting from crashes in urban, high pedestrian activity areas.
- deliver High Pedestrian Activity Areas that protect vulnerable road users in identified Main Streets and Civic Spaces that facilitate a high vehicle movement function whilst also creating a vibrant place that prioritises the safe movement of pedestrian and cyclists.
- align with actions from the NSW 2026 Road Safety Action Plan as part of the Towards Zero Safer Roads Program, to support the delivery of a safer road network.

2. Program funding

The Towards Zero Safer Roads Program including the High Pedestrian Activity Area Sub-Program, is funded by the NSW Government and NSW Community Road Safety Fund which prioritises funds to develop and deliver road safety projects across NSW. Transport directly delivers or coordinates local councils to deliver projects under the Towards Zero Safer Roads Program and Sub-Programs as Road Authorities. Projects within the Towards Zero Safer Roads Program are fully funded by the NSW State Government.

The funding allocated to each council HPAA project within the Sub-Program will be dependent on the competitiveness and availability of eligible applications received in each HPAA category, and their ability to reduce fatal and serious injury crashes.

Funding will be allocated on a round basis, with each round duration running for three financial years. The total funding available in each round may not be fully allocated to that round with all unallocated funding reserved for future HPAA sub-program rounds.

The Sub-Program total value is \$20 million over three financial years (1 July 2026 to 30 June 2029) and is available only to council nominated HPAA sites predominately on local and regional roads. This funding is indicatively split as per the following:

HPAA category	Funding value	Funding %
Transport identified pedestrian crash cluster sites (Targeted)	\$12 million	60%
Other risk based and/or previously developed sites (Open)	\$8 million	40%
TOTAL	\$20 million	

The indicative 60/40 funding split per HPAA category is indicative and subject to the number and quality of applications received in each category and the prioritisation process, please refer to section 5.

As HPAA projects require a speed zone review to be completed by Transport, funding for Transport speed zone review activities for the prioritised council nominated HPAA sites is inclusive within the \$20 million. This funding value will be determined by Transport as part of the prioritisation process as this is dependent on the HPAA sites that are prioritised for funding.

Councils will not be competing with Transport for the funding set aside for Local and Regional roads.

3. Key dates – HPAA Sub-Program

The Sub-Program is a three-year program spanning 2026/27 to 2028/29.

Applications open for council project applications	20 August 2025
Council Information Session	20 August 2025
Applications close for council project applications	31 October 2025
Eligibility and technical review/assessment of council project applications	November 2025 to January 2026
Safe System Review Committee (SSRC) for all project applications assurance	February to March 2026
Prioritisation of suitable assured projects into the prioritised HPAA Sub-Program list of projects	From March 2026

Endorsements and approval of HPAA Sub-Program projects	From April 2026
Announcement of successful HPAA Sub-Program projects	From May 2026
HPAA Sub-Program delivery (including completion of projects)	July 2026 to June 2029

4. Program criteria

Who can apply for funding

NSW councils, Unincorporated Far West, and Lord Howe Island Board are eligible to apply for funding from the Sub-Program subject to meeting the Sub-Program's eligibility criteria.

Eligibility criteria

For an HPAA application to be submitted for review and progress to assessment and prioritisation, it must meet the following eligibility criteria:

1. Applications must be one of the following:
 - a. A Transport identified pedestrian crash cluster site
 - b. A site identified by council as a priority for a HPAA within relevant council plans such as council's Pedestrian Access and Mobility Plan (PAMP), council strategic and/or road safety plans
 - c. An already developed HPAA site that is construction ready
 - d. An existing HPAA site with additional traffic calming treatments proposed.
2. All applications must be in accordance with the NSW Speed Zoning Standard and must have supporting evidence showing consultation with the relevant Transport for NSW representative/s and in-principle support for a HPAA speed zone to be implemented, extended and/or HPAA speed limit reduced i.e. 40km/h to 30km/h HPAA.
3. All applications must be supported by relevant written evidence of both council and Transport support for the HPAA including but not limited to; Transport support for works proposed on a state road (if applicable), Transport support/in principle acceptance for the implementation of the reduced HPAA speed zone, council support for the implementation of the reduced HPAA speed zone, community engagement showing general support for the HPAA.
4. Applications must have a construction component with development components allowed but 'development only' applications are not eligible.
5. Development of the HPAA (if approved for funding) must be completed in year 1 of the sub-program (i.e. by end of financial year 2026/27) including detailed design and community support. This timeframe must be incorporated into the HPAA applications. If the HPAA project is approved, council will be required to provide evidence of development completion by this timeframe and where this is not achieved, construction funding may be handed back to the sub-program.
6. Proactive HPAA applications must be supported by a Safe System Assessment (SSA).

7. HPAA applications for additional traffic calming treatments to enhance the effectiveness of an existing HPAA, must provide relevant evidence showing the need for the additional traffic calming treatments (such as speed data/surveys, justification narrative within the application).
8. Applications must be supported by a risk-based cost estimate that allows the determination of P50 and P90 project contingency (Current or Outturn) and includes itemised costings for proposed treatments, related activities and contingencies. Refer to the 'Program Criteria 2 – Delivery Risk' section for further details on whether to include the Current or Outturn cost estimate values in the project application.
9. Applications must include costs for associated Road Safety Audits that are required during project delivery (if the project is approved for funding) as outlined in the NSW Speed Zoning Standard.
10. Proposed treatment/s must not increase or create new road safety risks at the proposed site.
11. Applications must be supported by detailed treatment and crash diagrams that show crash details and proposed treatments throughout the entirety of the proposed site.
12. Works must be confirmed/assured as deliverable to relevant standards.
13. Applications must include all required information and attachments to satisfy all mandatory fields in the Online Portal for an HPAA application to successfully submit from Draft status to Under Review status.

Program criteria 1 – road safety outcomes

Applications will need to outline the road safety outcomes of their project proposals and must provide the following details/documents to enable assessment of the road safety outcomes of the project against the program criteria:

- Inclusion of Primary and/or Supporting Safe System Intervention Treatment/s typical for a HPAA (refer below table).
- For reactive projects: determination of a Safety Performance Index (SPI) value for the proposal to determine its relative ability to reduce fatal and serious injuries per dollar spent.
- For proactive projects: provision of a Safe System Assessment (SSA) for the proposal to determine its ability to reduce road safety risks to road users (in particular to vulnerable road users).

Safe system interventions – typical HPAA treatments

HPAA applications will consist of at least one or multiple of the following typical HPAA intervention treatments. Alternatively, treatments can be selected from those available in the Safe System Crash Reduction Factor Matrix (excel link available under the Safety Benefit Options tab in the Online Portal).

Treatments	ID	Primary	ID	Supporting
Crash Reduction Factor (CRF) Matrix	15	Raised pedestrian crossings (Wombat)	14	Install mid-block slow point raised threshold / horizontal deviation
	102	Raised safety platforms - unsignalised intersections	17	Kerb blisters
	106	Raised safety platforms signalised intersections	18	Pedestrian refuge
			21	Pedestrian refuge with kerb blisters
			23-24	Pedestrian fencing – median or Kerb
			30	Move stop or giveaway line forward using kerb extensions
			31	Install raised islands with additional give-way/stop

Note: These are typical treatments for a HPAA site, other treatments may be applied where suitable.

For new HPAA applications, Treatment ID 104 (Install High Pedestrian Activity Area (HPAA) with gateway treatment) or 105 (Install High Pedestrian Activity Area (HPAA) with traffic calming) must also be selected. Refer to the 'HPAA Treatments Entry into the Online Portal Safety Benefit Options Tab' section for further information.

Crash data period

For HPAA applications, the latest five-year period of complete crash data is the base period required to calculate the SPI of project applications. Any crashes following this period such as fatal crashes, can also be included in the project application details (such as in relevant fields on the 'Existing Conditions' tab of the Online Portal and/or as attachments) however, cannot be included in the project's SPI calculations.

The latest five-years of complete crash data period is available in the Safer Roads Program Management System (Online Portal).

The five-year crash data period for HPAA project applications is **1 July 2019 to 30 June 2024**.

Safety Performance Index

Reactive HPAA project applications will be assessed on their Safety Performance Index (SPI). The SPI is a ratio that measures the cost-effectiveness for the estimated crash prevention a project is expected to achieve annually:

$$\text{Safety Performance Index (SPI)} = \frac{\text{Annual FSIs Prevented}}{\text{Project Cost} \times \$10^8}$$

To achieve a higher SPI, projects must be focused on maximising the road safety benefit of a project (Fatality and Serious Injury prevention) at the lowest reasonable cost. The SPI is used as it is aligned with the Safe System approach to maximise FSIs saved rather than traditional BCR calculation methods.

The SPI supports the prioritisation of projects in the Sub-Program. There is no minimum SPI cut-off for a reactive project; however, the overarching Towards Zero Safer Roads Program will be required to meet its KPI reduction in fatalities and serious injuries per dollars spent.

Safe System Assessments

Proactive HPAA projects applications are required to complete and provide a Safe System Assessment (SSA). SSAs assist practitioners with considering safe system objectives for road infrastructure projects. They are particularly useful in the optioneering phase of project development to compare various treatment options against the existing site conditions.

A Safe System Assessment can be used to:

- consider the proposed treatment against the existing road conditions
- consider alternative treatments (optioneering) in alignment with Safe System objectives
- justify the recommended treatment to be developed.

A Safe System Assessment provides a score which the project applicant can utilise to consider the most appropriate treatment for the location. This shall be provided as evidence to demonstrate that the applicant has fully considered the application and options to justify the proposed treatments and the project's ability to reduce road safety risks to road users.

Program criteria 2 – delivery risk

Project applications must provide the following details/documents to enable assessment of the project delivery risk against the program criteria:

- Details of all known and potential project risks that will or may impact the delivery of the projects and details of how these risks have been adequately considered, any mitigating actions/strategies and how the applicant will address these risks (such as land acquisition, relevant approvals, heritage, property, environmental, deliverability, resources, community) and details that these risks have adequately considered.
- Risk-based cost estimate, which must include P50 and P90 contingency for assessment of the P90 risk ratio of the project (i.e. percentage contingency in P90 cost estimate against the base estimate).
- The total cost estimate included in the project application must be either the P90 Current or P90 Outturn cost estimate (refer to below table) and must be included in the relevant fields on the 'Project Details' tab of the Online Portal.

The table below will be used to assess delivery risk and determine subsequent funding if the application is prioritised. Council is to ensure that the values for Base Cost, P50 and P90 are entered into the Online Portal, aligned with the relevant project type and project delivery timeframe in the below table.

Project type	Base cost	P50 (Current)	P50 (Outturn)	P90 (Current)	P90 (Outturn)
Development and construction (≤ 52 weeks)	✓	✓		✓	
Construction only (≤ 52 weeks)	✓	✓		✓	
Development and construction (> 52 weeks)	✓		✓		✓
Construction only (> 52 weeks)	✓		✓		✓

Program criteria 3 – construction readiness

Project applications must provide the following details/documents to enable assessment of the project's construction readiness against the program criteria:

- What stage the project is currently including details of work completed on the project to date. (Note: completed design/site sketch needs to be attached in the Online Portal as part of application).
- Whether the project is to be completed in conjunction with other works and if the proposal is dependent on other works to be completed
- Confirmation of other funding sources (if applicable).
- The progress of approvals and when all approvals are expected to be completed.
- Confirmation of available resources and deliverability.

Works ineligible under the Program

The following works are not eligible under the Sub-Program:

- Projects that do not have a HPAA component or not within an existing HPAA zone (such as. Local Area Traffic Management (LATM) applications). LATM treatments should be nominated through alternative road safety programs and speed zone changes undertaken through standard speed zoning processes.
- Projects with proposed development and delivery timeframe outside of the sub-program timeframe (2026/27 – 2028/29).
- Projects that cannot complete development (incl. detailed design and community support) within the first year of the sub program (by end of financial year 2026/27).
- Costs involved with developing the project application including documentation such as Safe System Assessments or Road Safety Audits.
- Planning and/or design only projects.
- Maintenance activity projects.
- Mature landscaping, decorative treatments (other than coloured pavement for threshold treatments / other treatments to improve comprehension of road safety infrastructure), street furniture, bus shelters and like works for town beautification works.
- Road design, safety in design, and Road Safety Audit non-conformances identified in projects from other programs.
- Works that cannot be delivered to relevant standards.
- Works on private roads. Each authority (council, Transport) may only deliver work on roads that are the responsibility of the authority - that is Local or Regional roads for council and state roads for Transport (subject to other delivery arrangements).
- Non-infrastructure treatments including behavioural interventions.

Co-funded projects

Co-funded projects are strongly encouraged within the Sub-Program to align road safety project applications with existing Transport/council works programs to combine resources, integrate transport outcomes and reduce project overheads resulting in cost efficiencies.

- HPAA sub-program funding can be utilised to integrate works with the scope of projects from other programs to provide additional road safety enhancements (such as active transport projects).
- HPAA sub-program funding will not be made available for road design, safety in design, and road safety audit non-conformances identified in projects from other programs
- The SPI calculation will be based on the safety treatment cost component only
- Co-funding arrangements must be detailed in the project application within the Safer Roads Program Management System (Online Portal) on the 'Project Details' tab.

Mandatory project application data

The Sub-Program has mandatory data requirements for all project applications. The Online Portal will prompt applicants to add information about the project and documents to support the application however not all the below will be prompted in the Online Portal. Mandatory HPAA Sub-Program project application data requirements include:

- Full details of the applications (to be entered into relevant data fields within the Online Portal).
- Mapping of the project site and treatments (supported by the Online Portal mapping function).
- Coordinates for the start and end points of the project site (supported by the Online Portal mapping function).
- Project design/plans/sketch/treatment diagram documents (as appropriate for the current project phase and proposed works, i.e. strategic, concept, detailed).
- Risk-based cost estimate, that includes itemised costings for proposed treatments, related activities and contingencies.
- Details of all safety treatments proposed at the project site including quantities of each (to be entered into relevant data fields within the Online Portal).
- Details of how the safety treatments proposed address the road safety risk/s within the HPAA site including justification of why the proposed treatments have been selected.
- Details of the safety benefits for each site (reactive safety benefits supported by the Online Portal safety benefits calculations functions)
- Details of all project risks and risk mitigations (such as land acquisition, heritage, property, environmental, deliverability, resources, community, supplier constraints) and ensuring risks have been appropriately built into the cost estimate
- All evidence documentation as detailed in the eligibility criteria and program criteria's 1, 2 and 3 sections.
- Any other relevant documents to support the application (such as a strategy document, consultation summaries/reports, letters/emails of support, planning/approval documents and studies etc).

HPAA treatments entry into the online portal Safety Benefit Options tab

To ensure there is no double counting of safety benefits in an application's Safety Performance Index (SPI) and that there is detailed itemisation of the proposed treatments, **all HPAA applications are required to follow the guidance detailed in Appendix 3** for entry of treatments into the Online Portal Safety Benefit Options tab.

5. Project submission, assessment and prioritisation

Project application

All HPAA project applications must be prepared and submitted through the Safer Roads Program Management System (Online Portal), ensuring to meet all eligibility criteria and mandatory data requirements detailed in previous sections. The Online Portal is Transport's online safety programs management system. Applicants must submit one project application per site unless otherwise agreed.

You must be approved to access the portal and must be an employee of a council or Transport. Only those approved to use the Portal can access it. Once approved you will be sent a link to go into the Portal. If you require access to the portal use complete the following form to request access <https://forms.office.com/r/seNCw7WfEB>. For technical difficulties with the Portal, please contact SRP.support@transport.nsw.gov.au

The Online Portal is designed to support effective program management ensuring record control of project applications, variations and project post completion reports throughout the project life cycle. Its primary objectives include enhanced transparency and efficiency of project development and monitoring and continuously improving user experience. Key priority areas for future development of the portal are currently focused on supporting Program delivery including reporting and risk management.

Project application assessment

Each project application will be subject to a competitive merit-based assessment based on eligibility criteria, assessment criteria and mandatory data requirements to enable selection of projects that meet with program objectives.

As each key milestone passes, the applicant will receive an automated email as their application progresses through the Online Portal.

Refer to **Appendix 1** for further information on the merit and assessment criteria.

Integrity reviews

The integrity review of each project application includes an eligibility and technical review/assessment to provide assurance that project applications have been submitted with correct and mandatory information and is in alignment with Safe System principles. It will include assuring that the proposed treatments address the road safety risk at the project site as reasonably as possible within the sub-program objectives and eligibility criteria as well as assuring the proposed treatments can be delivered to relevant standards.

If a project application is determined as eligible and has been assured, the project application will be submitted to the Safe System Review Committee (SSRC) for assessment to complete final technical assurance review.

If further information and/or clarification is required during the integrity review, the applicant will be contacted to provide via the Returned to Applicant function in the Online Portal.

Integrity reviews of project applications are completed by Transport staff.

Safe Systems Review Committee

The Safe System Review Committee (SSRC) is a Transport committee with membership and attendance from Transport staff including but not limited to the Program Management team/s and technical subject matter experts. The SSRC undertakes a final assurance review of project applications submitted for assessment for their alignment with Safe System principles, relevant standards, and deliverability. SSRC recommendations will relate to the project's conformity to Safe Systems principles. Projects are determined to be:

- **Endorsed:** the project application is deemed suitable for the Sub-Program and endorsed to progress to prioritisation for Program funding
- **Not Endorsed:** the project application is not deemed suitable for the Sub-Program based on non-conformance to Safe Systems principles and/or Program guidelines. Projects that are not endorsed will be returned to the applicant with notes attached in the Online Portal explaining the SSRC decision and giving guidance as to how the project can be improved to be favourably considered in a future round of funding.

In some instances, the SSRC may suggest modifications to a project application to ensure the HPAA can be implemented per the NSW Speed Zoning Standard and can achieve an endorsed status. These decisions will be documented in the Online Portal and are visible to the applicant.

Program prioritisation

All SSRC endorsed project applications will be considered for prioritisation into the Sub-Program. Transport will complete the prioritisation of suitable assured projects into the HPAA categories.

It is noted that whilst the sub-program funding is indicatively split between the two HPAA categories detailed in sections 1 and 2, the final prioritisation of projects into the sub-program is subject to the number and quality of applications received in each category and the result of each project's merit and assessment criteria score. Therefore, the final prioritised program may result in more or less than the percentage for each category as detailed in section 2.

Upon completion of the project application assessments and prioritisation, Transport will make recommendations to the Program Sponsor for the sub-program funding including the prioritised list of projects. This may also include a prioritised list of reserve list projects in the event that during the sub-program timeframe funding becomes available (such as from withdrawn project and/or cost savings within the sub-program).

The Transport Deputy Secretary of the Safety, Policy, Environment & Regulation (SPER) division as the Program Sponsor (or an authorised delegate) will make the final decision on the sub-program approval.

Conflicts of interest

Transport staff must comply with the following policies to manage conflicts of interest to support probity and transparency for both Transport and council projects:

- Code of Ethics and Conduct for NSW Government Sector Employees
- Transport Code of Conduct

- Transport Conflicts of Interest Policy

Policies on conflicts of interest management are consistent with policies relating to gifts and benefits and reinforce the importance of declaration.

Fraud and corruption

Transport has a zero-tolerance approach to fraud and corruption and all staff are expected to call out our behaviour which may be corrupt or unethical. Transport commits to fraud and corruption prevention by:

- proactively identifying and managing corruptions risks and applying appropriate controls
- honouring and embedding the Transport Code of Conduct and the Code of Ethics and Conduct for NSW Government Sector Employees by promoting staff awareness of fraud and corruption and its triggers
- fostering a culture of ethical safety by supporting and protecting people who report misconduct, and praising those who identify ethical safety risks and issues.

6. Program approval

Transport Planning Integration and Passenger (PIP) division endorsement

The prioritised project list will be submitted through appropriate Planning Integration and Passenger (PIP) Transport division governance committees for endorsement and then will be submitted to the Road Safety Infrastructure Programs Working Group (RSIPWG) and the Safe Systems Steering Committee (SSSC) for endorsement. The reserve project list (if applicable) will also be submitted to appropriate PIP governance committees and RSIPWG for final endorsement.

Road Safety Infrastructure Programs Working Group endorsement

The Road Safety Infrastructure Programs Working Group (RSIPWG) is responsible for ensuring that road safety projects and programs are appropriately managed and governed in accordance with the Towards Zero Safer Roads Program Management Framework. The RSIPWG provides oversight for the road safety infrastructure programs funded through the Community Road Safety Fund and ensures that appropriate processes have been applied in identifying and developing each new round of road safety programs/sub-programs that represent the best safety return for the investment, prior to being submitted to the Program Sponsor for funding approval. The RSIPWG is chaired by the Senior Manager Safer Roads and is a sub-group of the Safe Systems Steering Committee (SSSC).

Safe Systems Steering Committee endorsement

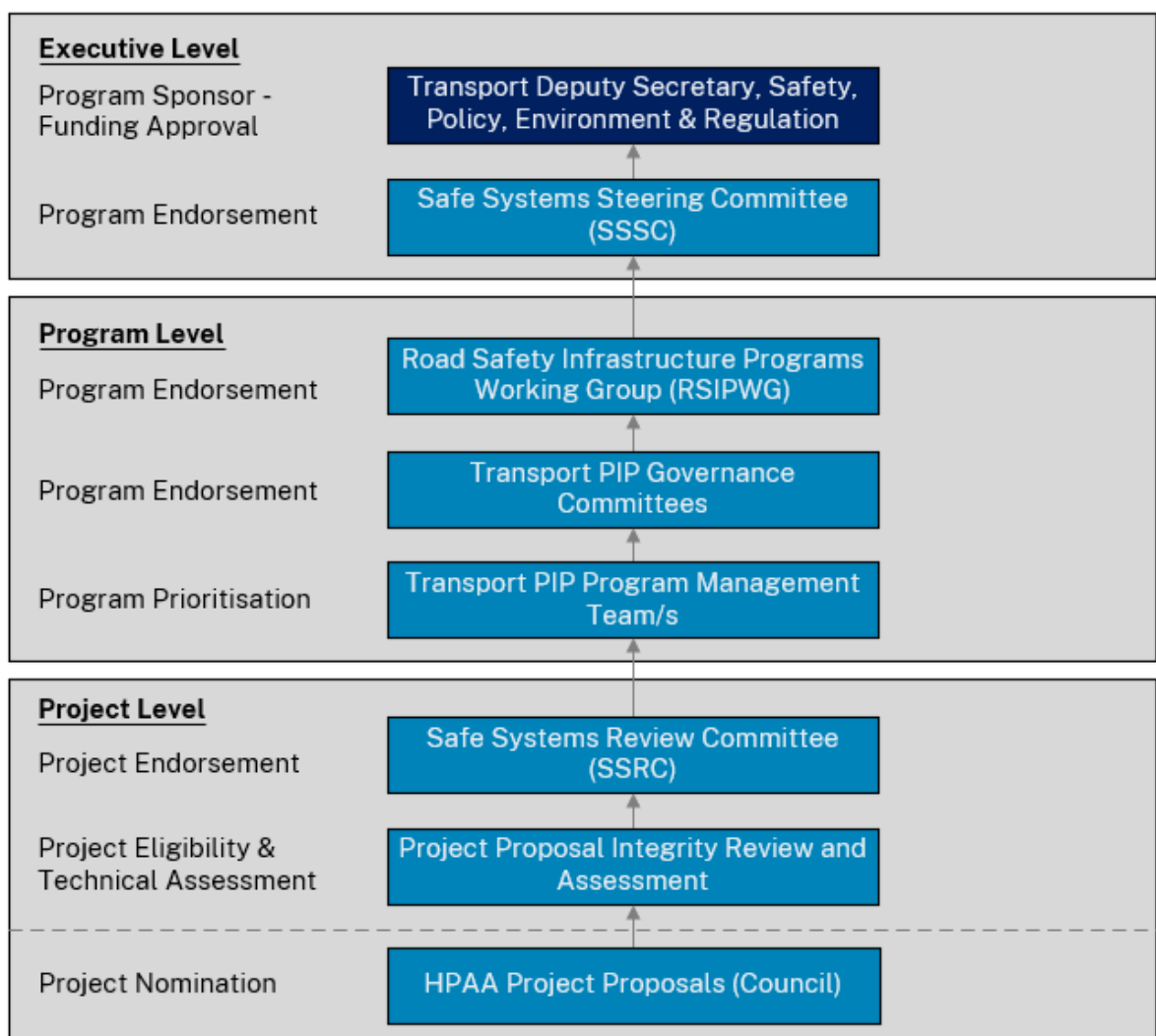
The Safe Systems Steering Committee (SSSC) is responsible for setting the direction and priorities for Road Safety Infrastructure Programs, aligning them with the overarching goals of the NSW Road Safety Action Plan and the Towards Zero Safer Roads Program Business Case, and other relevant guidelines, with a focus on reducing fatal and serious injury crashes on the NSW road network. The Committee will monitor performance and adjust plans as necessary to address any issues. The SSSC is chaired by the Executive Director, Transport Safety who is also an authorised delegate by the Program Sponsor to approve program funding applications.

Program Sponsor

The Program Sponsor is the Transport Deputy Secretary, Safety, Policy, Environment & Regulation (SPER) division. The Program Sponsor is responsible for giving final approval and allocating funding for the sub-program of works as endorsed by the RSIPWG and SSSC. The Program Sponsor can assign approval responsibility to an authorised delegate.

Program development governance structure

An effective relationship is established between Transport divisions and local councils to maintain the strategic focus in the field and to utilise local knowledge of road deficiencies and emerging issues, in strategic considerations. These relationships are summarised in the Figure below, which represents the governance structure of project applications, and the overall Program through to approval



7. Program delivery

Notification of project application outcome

Following final approval, Transport will contact all applicants to inform them of the outcome of their project application.

Successful applicants will receive a formal letter of offer/funding deed and other supporting documents with further information about the Sub-Program. Successful project applications will also progress to Funded status in the Online Portal.

Unsuccessful applicants will receive written advice and notes will be added to the project application in the Online Portal

Payments to councils

Council will receive payments upon completion of project milestones. Council will be required to provide evidence at completion of each milestone before payments are made.

Further details around the milestone payments will be provided to successful applicants.

Reporting requirements

Applicants undertaking approved HPAA projects must provide comprehensive monthly progress reports to the relevant teams at Transport. These reports should include project status commentary, highlighting achievements and challenges, potential risks and their mitigation strategies. Updated milestone dates and financial forecasting/expenditure breakdowns must be included to ensure transparency and accountability. This information will enable stakeholders to make informed decisions and facilitate successful project delivery.

Variations

Applicants proposing to vary an approved project must do so in writing and seek formal approval from the relevant Transport team. Written agreement must be received before contracting works or commencing construction. Where a project has already commenced and a variation is sought, approval of the variation must be received in writing before the construction commencing on works that are the subject of the variation.

All project variations must be submitted through the Online Portal on the Variations tab of the original funded project (i.e. Project-1234). Variation request and approval documentation must be attached to the variation in the Online Portal.

Contingency

Project P50 and P90 contingency included in the original project application cost estimate is to be utilised to address realised project risks, subject to a formal variation submission to Transport for review and consideration.

Further details around the utilisation of contingency via a variation submission will be provided to successful applicants.

Program signage requirements and public communications

Approved projects may require signage to be installed to acknowledge the Sub-Program and funding sources. Further information on signage requirements will be provided to successful applicants.

Council must notify Transport before making any public announcement regarding the approved projects.

Sunk costs

Where an approved project is requested to be withdrawn as the works cannot be delivered within the approved schedule, scope and/or cost and funding has been spent/paid, it will be at Transport's discretion on a case-by-case basis whether the spent funding must be repaid.

Ongoing maintenance

Council will be responsible for the ongoing maintenance of all completed assets on council owned roads except for the following:

- Traffic signals
- Vehicle Activated Signs
- Where the asset is not owned by Transport or council
- Any asset where Transport has formally accepted ownership and maintenance liability in writing. For Transport to accept ownership/maintenance of an asset, the asset must be designed and constructed in accordance with all Transport specifications.

Unapproved projects

Should applicants proceed with road safety works that have not been approved by the Sub-Program, all costs associated with these projects will be the responsibility of the applicant. This includes where a project has been altered without a variation being sought and approved.

If work outside of the approved scope is completed, then payment of this work is at the discretion of Transport.

8. Project finalisation/completion

Final project scope verification

A final inspection of the completed works must be completed with photos taken to ensure the applicant can verify works have been delivered to the approved project scope. Completion photos are required as evidence to be provided with the project Completion Report in the Online Portal.

Post completion reports

The Online Portal, Completion Report tab is used to capture the project details at completion including the final benefits realised to the Sub-Program, such as the SPI and treatment outcomes. Applicants will also need to attach other supporting evidence such as photographs as part of the project completion and finalisation process.

Further information on project completion/finalisation requirements will be provided to successful applicants.

9. Program evaluation (benefits realisation)

The key parameters that will inform benefits realisation are to achieve the overall Towards Zero Safer Roads Program total FSI reduction of 2,804 (319 lives saved and 2,485 serious injuries reduced) by the year 2030. As the High Pedestrian Activity Area Sub-Program is funded within the TZSRP, projects delivered within the sub-program will also contribute to the overall program benefits.

Under existing organisational arrangements, Roads authorities are responsible for achieving outputs, that is, projects are delivered as intended on time, budget and to the approved scope. Transport as the strategic organisation will be responsible for achieving maximum outcomes with the Sub-Program funding. The delivery of the benefits is the responsibility of Transport.

Local governments also have the responsibility to deliver projects which have been approved under the Sub-Program to contribute to the sub-program outcomes and benefits.

10. Further information

Complaints handling

Transport for NSW is committed to responding appropriately to customer complaints and feedback.

Written complaints can be sent to SRPGA@transport.nsw.gov.au and verbal feedback provided in person or over the phone will be recorded in a feedback register to ensure they are addressed.

Complaints will be responded to within 21 days of receipt. Where this is not possible, due to the nature of the enquiry, Transport for NSW will:

- inform the stakeholder of the time needed to provide a final response
- provide a name and telephone number to call for further queries.

Any personal information shared through the complaints process will only be used to investigate and respond to that feedback in accordance with the Transport for NSW Privacy Policy. For more information visit our privacy page: [Transport privacy](#) | [Transport for NSW](#)

Appendix 1 – Assessment criteria and weightings

Program criteria	Application questions	Criteria weighting	Question weighting
1. Road safety outcomes Score 1-3 for all projects. Score only 4 <u>or</u> 5 based on project category – reactive or proactive	1. Is the proposed location included in the TFNSW identified sites?	70%	25%
	2. Are the proposed Crash Reduction Factor (CRF) treatment/s included in the overall project application defined as 'Primary' or 'Supporting' in the safe system hierarchy? It is noted that CRF Treatment 104 and 105 are listed as primary treatments in the CRF matrix – this question refers to the proposed treatment/s that make up treatment 104 and 105. Refer to Table 3 and the 'Crash Treatment Reduction and Safe System Alignment Matrix' for CRF treatments.		10%
	3. Will the proposed and/or existing treatments/ infrastructure achieve a self-explaining HPAA environment through physical traffic calming per the NSW Speed Zoning Standard?		15%
	4. <u>For Reactive projects</u> : What is the relative performance of the project in reducing FSIs (SPI) per dollar of project cost?		20%
	5. <u>For Proactive projects</u> : Does the project demonstrate (in the Safe Systems Assessment), a reduction of road safety risks through evidence of road safety improvement for road users?		
2. Delivery risk	1. What is the P90 or P50 risk ratio of the project? (i.e. percentage contingency in P90 or P50 cost estimate against the base estimate).	15%	10%
	2. Are there any known or potential risks to the delivery of the proposed treatments which may impact on project development and/or delivery? If yes, please provide details of the risk as well as how the applicant will address this risk. Risks could include the relocation of existing services, land acquisition, traffic committee approval, community consultation, work authorisation deeds, changes to traffic signals, environmental or heritage issues.		5%
3. Construction readiness	1. Is this a delivery-ready project application? Note: details of the work completed on the project to date must be provided.	15%	9%
	2. Is this proposed project to be completed in conjunction with or dependant on other works to be completed? If yes, please provide details.		3%
	3. What is the confidence level in the deliverability of the project within the timeframe (High, Medium, Low)? Note: evidence must be provided to support assessment of deliverability, e.g. confirmation of available resources, development completion, co-funding where applicable is approved		3%
Total		100%	

Appendix 2 – Transport identified pedestrian crash cluster sites

TO BE UPDATED FOLLOWING UPDATED LIST FROM SPER

Pedestrian crash cluster site location	Local Government Area	Regional / Sydney

Appendix 3 – HPAA treatments entry into the online portal Safety Benefit Options tab

For new HPAA applications, the Safety Benefit Options tab, Treatment Details section must be completed as per the following:

- Treatment ID 104 (Install High Pedestrian Activity Area (HPAA) with gateway treatment) or 105 (Install High Pedestrian Activity Area (HPAA) with traffic calming) must be selected with the total estimated cost of the project assigned to this treatment.
- All proposed infrastructure treatments within the overall HPAA application must also be selected with \$0 cost and no crashes assigned to each treatment. This is to detail the specific treatments, treatment locations and quantities that make up the 104 or 105 HPAA treatment but to ensure there is no double counting of the safety benefits in the SPI calculation.

Treatment Details

Crash Reduction Factor Matrix

XLSX

Treatment Type	Treatment ID	Capital Cost (\$)	Annual Maintenance Cost (\$)	Project Life (Yrs)	Recommended Maintenance Cost & Project Life	Proposed Treatment Benefits and Values
Install kerb blisters	17	<input type="text" value="0"/>	<input type="text" value="200"/>	<input type="text" value="20"/>		No of devices installed * <input type="text" value="4"/> No of rural pedestrian locations treated * <input type="text" value="0"/> No of urban pedestrian locations treated * <input type="text" value="2"/>
Install pedestrian refuge	18	<input type="text" value="0"/>	<input type="text" value="600"/>	<input type="text" value="20"/>		No of devices installed * <input type="text" value="2"/> No of rural pedestrian locations treated * <input type="text" value="0"/> No of urban pedestrian locations treated * <input type="text" value="2"/>
Install raised threshold and pedestrian crossing (wombat crossing) (including all line marking, signage and lighting)	15	<input type="text" value="0"/>	<input type="text" value="1200"/>	<input type="text" value="20"/>		No of devices installed * <input type="text" value="3"/> No of rural pedestrian locations treated * <input type="text" value="0"/> No of urban pedestrian locations treated * <input type="text" value="3"/>
Install High Pedestrian Activity Area (HPAA) with gateway treatment	104	<input type="text" value="1000000"/>	<input type="text" value="10"/>	<input type="text" value="10"/>		M of road treated * <input type="text" value="1035.85"/> No of rural pedestrian locations treated * <input type="text" value="0"/> No of urban pedestrian locations treated * <input type="text" value="1"/>

Total capital cost: \$1,000,000

Total annual maintenance cost: \$2,010


Maximum project life: 20













Generate Safety Benefit Results

For existing HPAA applications proposing additional treatments with no change to the HPAA speed zone, the Safety Benefit Options tab, Treatment Details section must be completed as per the following:

- All proposed infrastructure treatments must be selected with the total estimated cost assigned appropriately to each treatment and any treated crashes at the treatment location/s assigned correctly to each treatment.
- Treatment IDs 104 and 105 are not to be used for existing HPAA applications.

Treatment Details

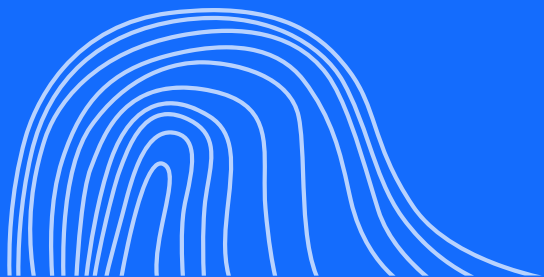
Crash Reduction Factor Matrix 

Treatment Type	Treatment ID	Capital Cost (\$)	Annual Maintenance Cost (\$)	Project Life (Yrs)	Recommended Maintenance Cost & Project Life	Proposed Treatment Benefits and Values
Install kerb blisters	17	<input type="text" value="50000"/>	<input type="text" value="200"/>	<input type="text" value="20"/>		No of devices installed  <input type="text" value="4"/> No of rural pedestrian locations treated  <input type="text" value="0"/> No of urban pedestrian locations treated  <input type="text" value="2"/>
Install pedestrian refuge	18	<input type="text" value="100000"/>	<input type="text" value="600"/>	<input type="text" value="20"/>		No of devices installed  <input type="text" value="2"/> No of rural pedestrian locations treated  <input type="text" value="0"/> No of urban pedestrian locations treated  <input type="text" value="2"/>
Install raised threshold and pedestrian crossing (wombat crossing) (including all line marking, signage and lighting)	15	<input type="text" value="350000"/>	<input type="text" value="1200"/>	<input type="text" value="20"/>		No of devices installed  <input type="text" value="3"/> No of rural pedestrian locations treated  <input type="text" value="0"/> No of urban pedestrian locations treated  <input type="text" value="3"/>

Total capital cost: \$500,000 Total annual maintenance cost: \$2,000 Maximum project life: 20 [Generate Safety Benefit Results](#)

Notes for both new and existing HPAA applications:

- Please ensure that the provided cost estimate to the application includes itemised costings for proposed treatments, related activities and contingencies.
- Please ensure the 'Total capital cost' aligns with the relevant P90 Current or P90 Outturn cost estimate value for the project application. Refer to the 'Program Criteria 2 – Delivery Risk' section for further details on whether to include the Current or Outturn cost estimate values in the project application.
- All treatments must be drawn correctly at the treatments' accurate location in the Online Portal's map within the project application. This is to assist with the assessment of the project application.
- If council require assistance with entering HPAA treatments into the Online Portal Safety Benefit Options tab per this advice, please contact your local Transport representative.



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