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Disclaimer

The Walking and Cycling Programs User Guide provides a selection of information required and key questions in the online project submission form.

The online application form is dynamic which means some questions may lead to further information/questions. Attachments for the supporting documents may be required for some questions.

The screenshots in the user guide may vary according to the answers provided for the proposal being submitted.

For best results please data should be prepared offline and the application submissions should be attempted in one sitting.

Sections 1, 2 and 4 of this form can be saved and resumed at any time. Any information uploaded in Section 5 will only be saved once the application is submitted.
Introduction

The user guide provides assistance with the concepts, questions and information required to submit an application for projects within the NSW Government’s Walking and Cycling Programs using the online project submission form. Refer to the *Walking and Cycling Program Guidelines* for key terms, definitions and details of the assessment process.
1 Section 1: Applicant Details

Section 1 requires the applicant to enter details about the proponent. A proponent can be either a council, Local NSW Member of Parliament or a NSW government agency. For Council, another drop down will appear to select the council.

![Figure 1 Section 1: Applicant Details, proponent types](image-url)

Figure 1 Section 1: Applicant Details, proponent types
1.1 **Proponent is a council**

Councils will be asked a non-compulsory question if the Local Member of Parliament has endorsed the application and which State Electorate they belong to. Evidence of endorsement will be required for upload in *Section 5 Supporting documents*.

![Figure 2 Section 1: Proponent is a council](image)

1.2 **Proponent is a Local NSW Member of Parliament**

Local NSW Member of Parliament proponents will be asked to specify which State Electorate they are from and if they have received endorsement from the Local council that is affected by the application. Evidence of endorsement will be required for upload in *Section 5 Supporting documents*.

![Figure 3 Section 1: Proponent is a Local NSW Member of Parliament](image)
1.3 Proponent is a NSW government agency

NSW government agency proponents will be asked to specify which agency, select from the provided options, if the agency isn’t represented then select Other and provide details of the agency name.

![Figure 4 Section 1: Proponent is a NSW government agency](image)

1.4 Previous Proposals

For previously approved NSW Government projects, please enter the relevant RMS project number (T0/XXXX). Contact activetransport@rms.nsw.gov.au for further information.

![Figure 5 Section 1: Previous Proposals](image)
2 Section 2: Proposal Application

Section 2 requires the applicant to provide responses to questions that relate to the criteria set out in the *Walking and Cycling Program Guidelines*.

The questions set out in Section 2, are designed as single or multiple answer responses. Each response has an attributed predetermined score as defined in the *Walking and Cycling Program Guidelines*. The total assessment score for each nomination will be calculated through the NSW Government assessment of the program.

2.1 Funding Stream Selection

Refer to the *Walking and Cycling Program Guidelines* to determine the eligibility of the nomination and selection of the appropriate program. Once the program has been selected more questions relevant to the program will appear.

![Figure 6 Section 2: Funding Stream selection](image-url)
2.2 Infrastructure Proposals - Selection of facility type

Infrastructure proposals will be asked to specify the type of facilities proposed and may require further details.

2.2.1 Walking Infrastructure

Select the type of Walking Facility proposed, multiple facilities within one proposal is allowed.

For Signalised, Zebra / Raised crossing proposals applicants will be asked if the proposal has been discussed with RMS.

For Kerb Ramp proposals specify the quantity proposed.

Figure 7 Section 2: Walking Infrastructure, type of facility
2.2.2 **Cycling Infrastructure**

To determine the appropriate type of cycleway, refer to Austroads guides. For an off-road facility, the number of pedestrians and bicycle riders should be determined and forecast to a future year by undertaking:

- Pedestrian and bicycle rider counts at the location of the facility
- Pedestrian and bicycle rider count data taken from another facility with similar design characteristics and demands
- Desktop study to determine forecast demands.

The results of the survey and/or forecast values are required to be submitted in Section 5: Supporting Documentation of the application.

![Figure 8 Section 2: Cycling Infrastructure, type of facility (Bicycle Path or Shared User Path)](image)

For an on-road facility, the speed and number of vehicles should be obtained from a traffic survey near the location of the nominated proposal, with a growth rate applied to forecast a future year. The results of the survey and forecast values are required to be submitted in Section 5: Supporting Documents of the application.
Select the type of Cycle Facility - Infrastructure:
- Bicycle Lane (on-road)
- Bicycle Path (off-road)
- Shared User Path
- Separated Path
- Road Shoulder
- Mixed Traffic
- End of Trip Facilities
- Other:

Multiple items can be selected

Does the proposal connect to a state priority route?
- Yes
- No

Please refer to Figure 2.2 (Separation of bicycle riders and motor vehicles by speed and volume, Austroads Guidelines) to support the chosen on-road bicycle facility.

Enter the 85th percentile vehicles speed in km/h:

Enter the number of vehicles per day:

Figure 9 Section 2: Cycling Infrastructure, on road facilities
2.3 Description of Project Proposal – Walking Proposal

To ensure all nomination descriptions are submitted with consistent information, add the proposal description using the templates in 2.3.1 Walking Proposal Template and 2.3.2 Cycling Proposal Template.

Note: replace items in italics with detail that are relevant to the proposal. There is a limit of 800 characters for this response.

2.3.1 Walking Proposal Template

The description template for the Walking Communities program is:

(Proponent Name) proposes the (project milestone) of a (project type) for the (suburb/area).

The proposed project(s) is/are identified in (strategy name) and forms stage (no.) of (total number of stages) stages. The project purpose is to (project purpose). The project will contribute to the increase in cycle participation by (project expectations) and will (transport outcome).

Figure 10 Section 2: Project proposal description, walking proposal template

2.3.2 Cycling Proposal Template

The description template for the Cycling program is:

(Proponent Name) proposes the (project milestone) of the following project(s):

- Type of cycling facility with a width of total width m and total length of total length m along the location side of (Road Name) from origin to destination- No. of facility type at location(s), suburb(s)

The proposed project(s) is/are identified in (strategy name) as (cycle route name and forms stage no. of total number of stages) stages. The project purpose is to (project purpose). The project will contribute to the increase in cycle participation by (project expectations) and will (transport outcome).

Figure 11 Section 2: Project proposal description, cycling proposal template
2.4 Trip Attractors

For infrastructure proposals applicants will be asked to provide details of trip attractors. These can include:

- Universities
- TAFEs
- Schools
- Hospitals
- Commercial/Retail Areas
- Aged Care Facilities
- Recreational Facilities

When a trip attractor is selected further space is provided to allow the user to specify the quantity of the trip attractors. Refer to the *Walking and Cycling Program Guidelines* for the assessment scoring.

![Figure 12 Section2: Trip Attractors](image-url)
3 Section 3: Project Location

Section 3 requires the applicant to locate the project within the interactive mapping tool. The information provided within this section will assist with uploading the project to the cyclewayfinder site. The interactive map provides the ability to pinpoint walking improvements and/or plot cycling routes.

3.1 Section 3A – Proposal Details

In this section, select the proposal type depending on the funding stream the proposal is for. Please note, changing the proposal from a Cycling to a Walking project, will reset the data you have entered in the Location and Facility type sections and requires details to be re-entered.

For walking proposals that require the following funding streams, please select “Walking”:
1. Walking Communities - NSW Government Priority Funding
2. Walking Communities - Council Partnership Funding, Infrastructure
3. Walking Communities - Council Partnership Funding, Non-Infrastructure

For cycling proposals that require the following funding streams, please select “Cycling”:
4. Priority Cycleways
5. Connecting Centres (Cycling), Infrastructure
6. Connecting Centres (Cycling), Non-Infrastructure
7. Cycling Towns

3.2 Section 3B – Location

Use the map to select the location of the proposal. The details about the Electorate, RMS region, TfNSW region will automatically be determined. Please check to ensure this information is correct.

For Walking nominations, add a pin at the proposed location.

For Cycling route nominations, add the starting and end point of the route of the proposal address. The route will appear on the map. To modify the start and end
point, roll the mouse over the start ‘A’ or end ‘B’ icon and drag the marker to the desired location. The route location is correct, please click ‘Next’. The route can be moved between the start and end points by hovering the mouse over the route and clicking and dragging the white dots to select the desired route.

For Greenfield sites a nearest fit is all that is required as the functionality of the tool does not allow for Greenfields routes to be added. The exact location details will be extracted from the design documents uploaded in Section 5.

For Non-Infrastructure proposals, add a pin at the centre of the influence area for the nominated works. Please list whether the project will cover various multiple local government areas or electorates in the Section 3C - Facility Type by adding “other” facilities types and adding a note.

Figure 14 Section 3 Project Proposal Location map
### 3.3 Section 3C – Facility Type

To add a marker once the location has been selected:
1. Select the facility type to be added from the drop down menu and click “Add”. A marker will appear on the map.
2. To modify its location, click on the marker and drag it to the desired location.
3. Repeat this process to add more facilities to the proposal.

To delete a facility from the listing:
1. Click on the wastebasket icon on the right hand side of the listing.

To add a comment for further description to an individual facility,
1. Click on the notes icon and add any comment for consideration.
2. If there are no facilities for the proposal, click “Next”.

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**Figure 15 Section 3: Project Proposal Facility Type**
3.4 **Section 3D – Summary**

The summary page provides the opportunity to of the proposal detail, location and facility type to be considered.

To make changes to these details, click on “edit” next to the section that needs modification.

![Figure 16 Section 3 Project Proposal Location Summary](image)

**To submit the location details**

1. click on “Submit”. Clicking the submit button only submits the location details entered in Section 3 and does not submit the application form.
2. A warning message will ask “Would you like to submit this map” to ensure the applicant is aware. once the map has been submitted, the geographical data linked to the proposal cannot be modified.
3. Click Submit
4. Click Proceed to proceed to Section 4: Strategic Cost Estimate and Milestones
Section 4: Strategic Cost Estimate & Milestones

Section 4 requires information regarding the amount of funding sought for the proposal over the future financial years. The total cost of the proposal will be calculated automatically.

![Image of Section 4 Strategic Cost Estimate & Milestones]

**Figure 17 Section 4 Strategic Cost Estimate & Milestones**

Note: Dates can be entered by clicking on the calendar icon and choosing a date from the calendar.
Section 5 requires the applicant to provide documentation that supports the nominated proposal. The information required depends on the answers provided in Section 2. There is an option to either provide weblink to the specific document or to upload supporting documentation.

In the effort to reduce storage requirements, it is recommended to provide a weblink. Note, each submission is limited to a total submission size of 25MB. Only the following file types are supported for document upload: jpg, jpeg, gif, png, bmp, tif, psd, pdf, doc, docx, xls, xlsx, txt.

Figure 18 Section 5: Supporting Documents
Submission successful

Once an application is submitted the following notification message will be displayed:

![Submission successful notification message](image)

Figure 19 Submission successful notification message

An email titled *Walking and Cycling Project Proposal Form Receipt*, with the summary of the application will be sent to the email address provided in *Section 1: Applicant Details* containing the following message:

“Thank you for your submission of a Walking and/or Cycling Project Nomination.

Your submission number is XXXXX.

In due course we will be in contact regarding your application.

If you have any questions or require further information, please contact activetransport@rms.nsw.gov.au”