



NSW Coastline Cycleway Grants Program Guidelines 2007–08

Objectives

The NSW Coastline Cycleway (NSWCC) Grants Program provides support funding to progress the implementation of the Coastline Cycleway. The route was originally defined by the following five studies:

- Study No.1: South Coast Pilot Study (1994)
- Study No.2: Lower North Coast Study (1995)
- Study No.3: Lower South Coast Study (1996)
- Study No.4: Mid North Coast Study (1997)
- Study No.5: Far North Coast Study (incomplete)

These studies outline the vision of Elias Duek-Cohen for a continuous 1,500km cycle route from the Queensland border to the Victorian border, linking coastal communities and avoiding main roads where possible. Following discussions between the NSW Coastline Cycleway Project Manager (Project Manager), councils and other stakeholders this route has been amended in places – updated maps are available from the Project Manager.

The Department of Planning (DoP) administers the program.

Benefits sought from the program include:

- Improved cycle access for local people to schools, work, shops and other local facilities;
- More sustainable mode share for trips in sensitive coastal areas
- Increased participation in safe and healthy recreational activities;
- Enhanced social equity by providing for independent travel for children, the elderly and people without access to a car; and
- More sustainable local economies through an increase in cycle related tourism.

What the grants cover

The grants cover planning studies and capital costs of items relating directly to the Coastline Cycleway as defined in the maps held by DoP. This includes construction of off-road cycle or shared paths, on-road lanes, crossing facilities along the route, line-marking, installation of logos and regulatory and way finding signage.

The NSWCC program does *not* provide funds for:

- cycle routes that link to the Coastline Cycleway
- routes parallel to the Coastline Cycleway
- routes that form or lead to a 'dead end'
- interpretive signage
- bicycle racks or lockers
- lifecycle maintenance or recurrent costs, or
- projects staged over more than two fiscal years.

DoP encourages proposals that are presented within the context of an area wide Bicycle Plan and that have the support of the local community. The Roads and Traffic Authority (RTA) provides advice on Bicycle Plans. *How to Prepare a Bike Plan: An Easy 3 Stage Guide* can be viewed at:

<http://www.rta.nsw.gov.au/doingbusinesswithus/downloads/technicalmanuals/bikeplanv1-0.pdf>

Applicants should ensure that the proposed project complies with all relevant standards and guidelines, including:

- *Austrroads Guide to Traffic Engineering Practice, Part 14 – Bicycles*
- *Australian Standard AS1742.9 – Manual of Uniform Traffic Control Devices, Part 9 Bicycle Facilities*
- *NSW Bicycle Guidelines*, available from the RTA or their website at http://www.rta.nsw.gov.au/doingbusinesswithus/downloads/technicalmanuals/nswbicyclev12_i.pdf
- *Planning Guidelines for Walking and Cycling*, available from DoP or their website at <http://www.planning.nsw.gov.au/plansforaction/cycling.asp>

Applicants should ensure that the project will provide real benefits to cyclists through the provision of a continuous and well defined cycling facility. DoP encourages applicants to prepare proposals that reduce the potential for conflicts between user groups by clearly identifying space and behavioural requirements through the use of line marking, logos, signage and user guides.

Funding

The NSW Government may provide funds for the Program in each year's Budget. There is no guarantee about the amount of the fund in any particular year and proponents should not expect that funds will be available for a project in the future. DoP does not represent that projects approved for funding will receive all or any of the funds applied for.

Projects will be funded on a dollar-for-dollar basis with councils. Grants from other State Government agencies (such as the RTA) cannot be used to fund council's contribution.

The majority of NSWCC grant funding in each year will be allocated to capital works projects. The remaining portion of grant funding each year will be allocated to the completion of studies that directly relate to a specific section of the NSWCC route and will lead to construction of that section within forthcoming years. Applications for funding of studies will generally only be considered where construction of the NSWCC raises particular environmental or engineering issues.

Council must inform DoP (by completing the relevant section of the application form) if they have applied for funding for the nominated project through any other grants programs.

Project depiction should be sufficiently well developed, through feasibility, design and site investigation, that it can provide a detailed and accurate project costing. Copies of quotes for major suppliers may be appropriate.

All project costing figures must be exclusive of GST.

Conditions that apply to grants are set out at Appendix A. Each proponent (and grant recipient, if a different entity) acknowledges and agrees to these Conditions as a requirement of making the application.

Process

DoP will follow a six-step process for each round of grants:

1. Call for applications
2. Assessment
3. Recommendation
4. Approval
5. Advice of success
6. Payment of grant.

a) Call for applications

Any of the NSW non-metropolitan coastal councils can nominate proposals for funding. When each round commences, DoP will alert local councils that are included on the NSWCC route.

To ensure each proposal gets an appropriate and individual assessment, only one project proposal should be included on each application form. Councils are encouraged to coordinate their priorities and package their applications where route sections cross council boundaries. Where two councils are involved in a project, one of the councils should be nominated as the project proponent on the application form.

The application form is designed to capture all the written information required to assess the proposal. Applicants must also submit a map or plan which highlights the proposed project, along with any existing or future cycle routes in the locality. DoP also finds it useful to be able to refer to photographs of the proposed route, a spreadsheet of cost estimates and any statements of support.

Proponents must submit their application by the nominated closing time and date, preferably electronically to richard.griffiths@planning.nsw.gov.au

Applicants will need to forward other material to:

NSW Coastline Cycleway Project Manager
Department of Planning
GPO Box 39
SYDNEY NSW 2001

b) Assessment

DoP will assess projects using the following five criteria:

1. Does the proposal reasonably follow the north-south route as defined in the studies?
2. Does the proposal fit within a section that could serve as a pilot project?
3. Does the proposed section have a high potential use?
4. Does the proposed facility offer genuine benefits to cyclists and the local community?
5. Is the overall proposal credible and comprehensive?

An expanded criteria checklist is provided at Appendix B to assist proponents.

The Assessment Team will consider all applications that meet the criteria and advise on priorities. DoP does not represent that projects meeting all or any criteria will be funded.

The Assessment Team for 2007–08 will be made up of at least three people comprised from:

- two representatives of DoP
- one representative of the RTA
- one representative of Bicycle NSW.

The Assessment Team may ask for clarification, seek advice from other parties, commission independent studies or make site inspections. It will obtain advice from both DoP and RTA Regional Offices and other specialists as may be considered necessary from time to time.

c) Recommendation

DoP officers will recommend projects for funding to the Minister for Planning utilising the comments and priorities provided by the Assessment Team. The size of the recommended grant may vary from the application.

In recommending projects for funding, DoP will seek to ensure an equitable distribution of funding for the Coastline Cycleway along the New South Wales coast, subject to proposals being of adequate quality.

Any proposals that are not prioritised sufficiently highly to receive funding within the current budget allocation may be resubmitted in subsequent years. However, these resubmitted applications and any subsequent stages of long-term projects will be considered against all proposals in the following grant period.

If an application is not successful but appears to have merit, DoP may recommend that proponents develop and resubmit proposals for funding in future years.

d) Approval

The Minister for Planning approves the grants.

e) Advice of success

The Minister for Planning will announce the grants. DoP will then advise successful proponents that their project has been approved.

DoP cannot discuss which proposals were successful or not until a general announcement is made or the successful proponents have all been informed. Even then, DoP will not discuss the details or merits of individual applications, nor the assessment of criteria applicable to any application.

f) Payment of grant

DoP will forward funds, including GST, when the proponent:

- confirms in writing that the project will commence within ninety days of receiving notification of the grant
- confirms in writing that council has made provision to match the allocated grant on a dollar-for-dollar basis, and
- forwards an invoice for GST purposes.

DoP reserves the right to impose other arrangements, including delaying commitment of some or all of the funds.

The recipient of the grant must account for the GST component of the payment to the Australian Tax Office.

Reporting

The proponent must nominate a 'Project Supervisor' whose qualifications and experience demonstrates that they are capable of overseeing the project. The Project Supervisor will be responsible for expenditure of the grant and for the project design, development and delivery of the project to the agreed standards, specifications, scope and within the time frame. Recipients are to advise any change of Project Supervisor to DoP.

The Project Supervisor must report progress of the project to DoP according to the requirements set out in Appendix C.

DoP retains the right to verify that the grant has been correctly expended, as approved, and may require some of or the entire grant to be repaid if the project has not been delivered as proposed.

Timeframe

Applications for grants for 2007-08 close on Friday 14 September 2007. DoP will endeavour to advise recipients of the outcome of the grants process by the end of 2007.

Management

DoP administers the NSW Coastline Cycleway Program through its Coastal Branch.

When completing the electronic application, you will see some guidance on answering most questions in the status bar at the bottom of your screen (or you can press the F1 Help Key). If you still have questions after considering this help and checking the Guidelines you can contact the Project Manager at richard.griffiths@planning.nsw.gov.au or by phoning (02) 9228 6270.

You are welcome to contact the NSW Coastline Cycleway Project Manager if you would like to discuss your proposal before applying.

Appendix A

Conditions

1. The call for applications does not commit DoP in any way to the provision of funding or assistance to a proponent. The outcome is subject to the competitive assessment of all applications in accordance with the published selection criteria current at the time and the available funds. The process does not commit DoP to provide funding to the cheapest application.
2. If the available funds are not fully subscribed by the completion of the assessment process, DoP reserves the right to nominate other suitable NSW Coastline Cycleway projects for funding.
3. Funding recipients accept any special conditions DoP may include in its letter accompanying the cheque plus the following general conditions:
 - a) **projects to be completed within two years of advice of successful funding**
 - b) reporting as required to DoP (detailed in Appendix C);
 - c) no unauthorised changes in the scope of the project;
 - d) no re-allocation of any part of the funds to other works without DoP approval;
 - e) DoP is under no obligation to provide additional funds for subsequent stages of a project;
 - f) the NSW Government requires public acknowledgment of its funding support for the project; and
 - g) if work has not commenced within two years of DoP issuing the cheque, grants are to be returned in full.
4. The recipient acknowledges that DoP does not assume any legal obligation for the project. All relevant legal obligations and liabilities are the sole responsibility of the recipient and any sub-contractor. DoP will not own, control, manage or maintain the infrastructure.
5. The recipient is fully responsible for delivery of the project. The recipient and any sub-contractors are to adhere to all regulatory requirements associated with the planning, design and construction of projects in NSW. In particular, all proposals need to obtain normal planning and development approvals from Local Government. The proponent should preferably do this before they submit an application. The following is a typical, but not exhaustive, list of regulations and codes that must be observed:
 - a) Australian Standards, in particular AS1742.9 – Manual of Uniform Traffic Control Devices, Part 9 Bicycle Facilities;
 - b) Building Code of Australia;
 - c) NSW Government Code of Practice;
 - d) NSW Government Code of Tendering;
 - e) Local Government development guidelines;
 - f) Environmental Planning & Assessment Act 1979;
 - g) Austroads Guide to Traffic Engineering Practice, Part 14 – Bicycles; and
 - h) NSW Bicycle Guidelines¹.
6. In accepting a grant, funding recipients agree to permit DoP's officers and agents to inspect (and if necessary be supplied with copies of) all council's accounts and other documents, including any tender documents, relating to the project. Council must also promptly comply with all requests by DoP for information and particulars concerning the project.
7. DoP may require the development and display of way finding signage and/or project signboards acknowledging NSW Government funding.
8. Provision of funding shall at all times be subject to the continuation of the NSW Coastline Cycleway Program and the recipient's compliance with these and/or additional conditions. If funding is terminated, the recipient must promptly return any portion of funding already received but not expended or lawfully committed to be expended on the project.

¹ Available from www.rta.nsw.gov.au/trafficinformation/downloads/technicalmanuals_dl1.html

Appendix B

Criteria

The Assessment Team will assess proposals according to relevant items from the checklist below:

Does the proposal reasonably follow the north-south route as defined in the studies?

- 1) the project is included in the route as defined in the maps held by DoP;
- 2) if a review has indicated that an alternative route may be possible at the location, has sufficient review work been undertaken to determine the final route alignment?
- 3) if not on the proposed route, does the proposal offer a better alternative alignment?
- 4) the proposal does or is capable of being linked to other route sections to the north and south to form a continuous alignment;

Does the proposal fit within a section that could serve as a pilot project?

- 5) the proposal fits within a section that could be readily developed to form a significant length of continuous route for cyclists;
- 6) the stakeholders for planning and implementation of the pilot project section are committed to developing the project, including the allocation of funds;
- 7) the proposal and pilot section do not raise any major environmental, social or economic issues;
- 8) the proposal and pilot section meet the other project assessment criteria;

Does the proposed section have a high potential use?

- 9) there is a recognised demand for the cycle facility;
- 10) the proposal improves access for local people within their local area and/or provides viable links to neighbouring areas;
- 11) the proposal encourages participation in healthy recreational activities;
- 12) the proposal supports access and recreation for all members of the community including aged, frail, people with disabilities, youth and families;
- 13) the proposal enhances the local tourism experience;

Does the proposed facility offer genuine benefits to cyclists and the local community?

- 14) the project offers significant benefits to cyclists;
- 15) the proposal completes an obvious gap within an existing cycle route on the Coastline Cycleway so that a continuous route section is provided;
- 16) the safety and security of cyclists is enhanced;
- 17) the project is included in the relevant Bicycle Plan;
- 18) the project is innovative in providing benefits to cyclists;
- 19) there are local social and environmental benefits, for example it offers a viable alternative to car travel;
- 20) the facility provides positive impacts in relation to the Coastline Cycleway predicted benefits of transport, recreation, tourism and local economic development;
- 21) the proposal is rated a high priority by council and the local community;

Is the overall proposal credible and comprehensive?

- 22) the costing is detailed and reliable, and includes minimal contingency figures;
- 23) suitable provision for lifecycle maintenance, management and operational costs (these costs are not included in the grant and are to be covered by applicant or other funding source);
- 24) what are the level, nature and responsibility for any risk?
- 25) is there exposure to any on-going liabilities?
- 26) what is the appropriateness and efficiency of the design for its intended use?
- 27) there is compliance with relevant standards, codes and guidelines;
- 28) what is the degree of project readiness?
- 29) there is adequate provision for an environmental assessment;
- 30) is the project eligible for funding under any other program, and is such funding committed?
- 31) what is the value for money of the total project (not just the requested grant);
- 32) what is the proponent's experience and capacity to design and deliver the proposal within the agreed timeframe;
- 33) can the DoP make a decision based only on the application?
- 34) such other factors as DoP may consider relevant.

Appendix C

Reporting Requirements

Funding recipients accept any terms DoP sets out in the covering letter, the Conditions at Appendix A and the following reporting requirements.

Report	Grant Amount (excluding GST)	
	< \$100,000	≥ \$100,000
Project Start	Within 90 days of notification of grant	Within 90 days of notification of grant
Progress Report	Not required	Half-yearly: 1. Report for period 1 January – 30 June to be submitted by 31 July 2. Report for period 1 July – 31 December to be submitted by 31 January
Expenditure Statement	Completion	Half-yearly: 1. Report for period 1 January – 30 June to be submitted by 31 July 2. Report for period 1 July – 31 December to be submitted by 31 January
Completion Report	Within 90 days of project completion	Within 90 days of project completion

Progress Reports are to include relevant matters from the following list:

- 1) report of general progress to date, including photographs of any completed works and works in progress where possible;
- 2) a program, preferably a Gantt chart, noting tasks, timings, current status and progress since the last report;
- 3) details of any financial, political, environmental or other risks that may affect delivery and methods of managing these.

Expenditure Statements are to include a detailed cash flow expenditure statement to date, noting significant variations from the cost estimates in the application. Expenditure Statements must be approved and signed by council's Chief Financial Officer prior to submission to DoP.

Completion Reports are to:

- a) detail start and completion dates;
- b) include a full project expenditure statement;
- c) be supported by photographic evidence of completed works;
- d) certify that the scope of work contained in the approved application has been fulfilled; and
- e) contain a declaration signed by the Project Supervisor that reconciles all grant funds and certifies that they were expended on the approved project.

DoP has prepared a standard template that councils may use to meet their reporting requirements. A copy of the template can be obtained from the Project Manager.

Reports should be submitted to the Project Manager, either electronically to richard.griffiths@planning.nsw.gov.au or by post to Project Manager, NSW Coastline Cycleway, GPO Box 39 Sydney NSW 2001.