



Transport
for NSW

COUNTRY PASSENGER TRANSPORT INFRASTRUCTURE GRANTS SCHEME GUIDELINES 2017/19



July 2017

Table of Contents

1	Purpose	4
2	Benefits	4
3	Geographical coverage	4
4	Eligibility requirements	5
4.1	Eligible organisations	5
4.2	Eligible infrastructure components	5
4.3	Eligible locations	5
4.4	Funding Exclusions	5
5	Funding allocation priorities and principles	6
6	Funding model	6
6.1	Budget cycle	6
6.2	Provisional regional allocations	6
6.2.1	<i>Special infrastructure projects</i>	6
7	Processes for a standard application	7
7.1	Preparing an application	7
7.1.1	<i>Scope</i>	7
7.1.2	<i>Community and operator consultation</i>	7
7.1.3	<i>Applicants other than Councils</i>	7
7.1.4	<i>Calculation of provisional subsidy amount</i>	7
7.1.5	<i>Priority of works within the application</i>	8
7.2	Standards	8
7.3	Submission of applications	8
7.4	Assessment of applications	8
7.4.1	<i>Allocation Process</i>	8
7.4.2	<i>Step 1</i>	8
7.4.3	<i>Step 2</i>	8
7.4.4	<i>Step 3</i>	8
7.5	Notification of outcomes	9
7.6	Project timeframe	9
7.7	Grant payments	9
7.7.1	<i>Initial payment</i>	9
7.7.2	<i>Final payment</i>	9
7.8	Reporting	9
7.8.1	<i>Interim completion reports</i>	9
7.8.2	<i>Final completion reports</i>	9
7.8.1	<i>Verification of reports received</i>	9
7.8.2	<i>Failure to submit completion reports</i>	9

8	Processes for special infrastructure projects	10
8.1	Preparation in support of a project	10
	8.1.1 <i>Identify the need</i>	10
	8.1.2 <i>Level of support</i>	10
	8.1.3 <i>Concept and costing</i>	10
	8.1.4 <i>Submitting an application</i>	10
	8.1.5 <i>Assessment of applications</i>	10
8.2	Notification of outcomes	10
8.3	Project timeframe.....	11
8.4	Grant payments	11
8.5	Completion Report.....	11
	8.5.1 <i>Verification of reports received</i>	11
	8.5.2 <i>Failure to submit completion reports</i>	11

Abbreviations

Country Passenger Transport Infrastructure Grants Scheme	CPTIGS
Disability Standards for Accessible Passenger Transport	DSAPT
Local Government Area	LGA
Long Term Transport Master Plan	LTTMP
Outer Metropolitan Bus Services Contract	OMBSC
Rural & Regional Bus Services Contract	RRBSC
Tactile Ground Surface Indicators	TGSIs
Transport for NSW	TfNSW

1 Purpose

The Country Passenger Transport Infrastructure Grants Scheme (CPTIGS) provides subsidies to support the construction or upgrade of bus stop infrastructure generally owned and maintained by local councils across country NSW. The subsidies represent Transport for NSW's (TfNSW) financial contribution towards improving the accessibility and quality of kerbside passenger transport infrastructure in country areas. \$3,252,000 is available in this biennial 2017/19 funding round.

2 Benefits

The Scheme aims to maximise benefits to country passengers through supporting:

- more accessible passenger transport, especially better connections between bus stops and surrounding communities;
- an increase in the use of passenger transport in country areas through improved awareness of bus stop locations, kerbside information and improved security; and
- the development of minor infrastructure to complement passenger service development.

3 Geographical coverage

The Scheme corresponds with the areas of NSW aligned with RRBS regions and a limited number of OMBSC regions, as shown at Figure 1. The table at Appendix A provides the full list of eligible LGAs.

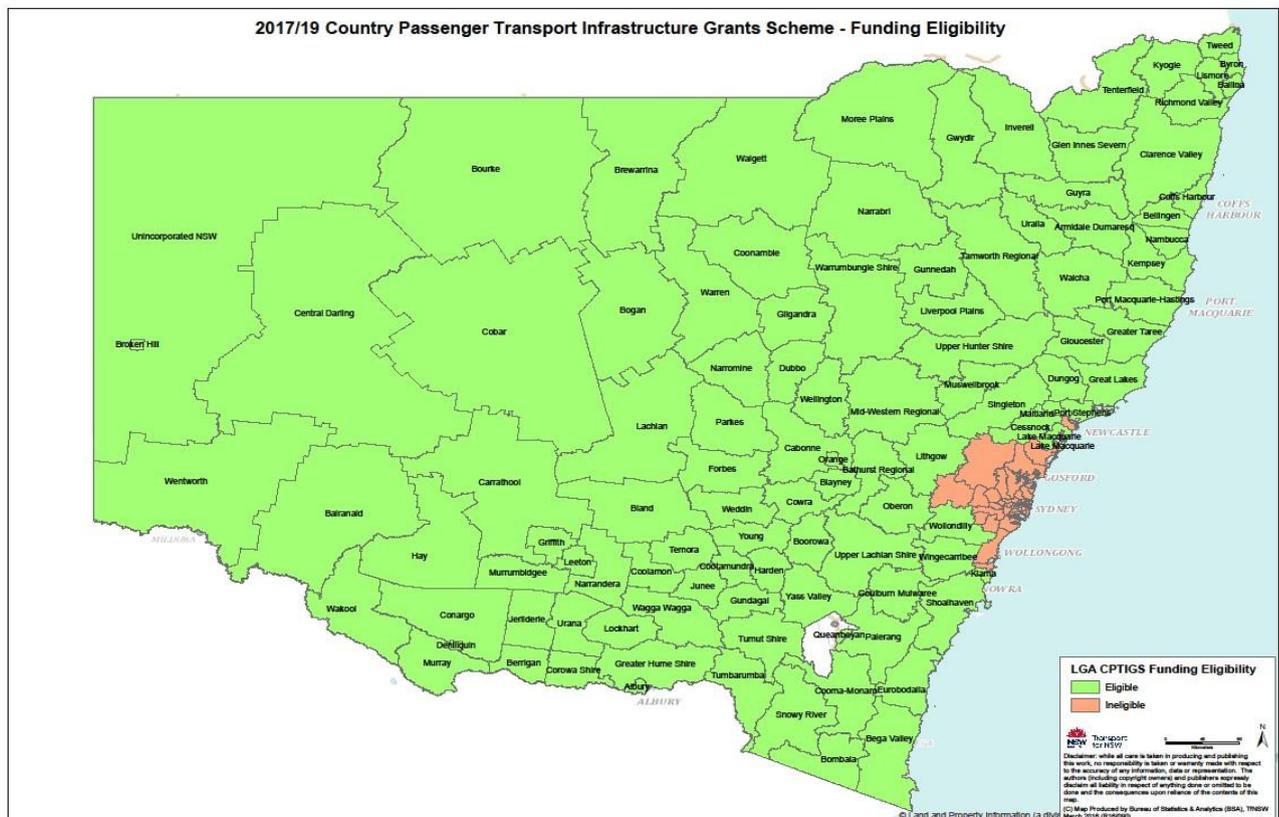


Figure 1. Eligible Areas for CPTIGS

4 Eligibility requirements

4.1 Eligible organisations

The Scheme is open to applications from:

- local governments (councils and joint regional organisations);
- transport providers (including private bus operators); and
- incorporated community organisations including Aboriginal Land Councils.

4.2 Eligible infrastructure components

Subsidies can be used for the provision and/or upgrading of bus stop infrastructure components as follows:

- new shelters; or
- upgrades –
 - boarding areas – especially levelling;
 - basic boarding point;
 - minor boarding point upgrade;
 - connecting footpath;
 - security/lighting;
 - signage;
 - standard bus stop hard stand;
 - street furniture,
 - tactile ground surface indicators (TGSIs).
- **A new shelter has a maximum total grant value of \$10,000 – which includes the shelter and associated works.**
- **An upgrade has a maximum total grant value of \$2,000 (Funding will be granted as per Appendix H of these Guidelines – Notional Subsidy Rates).**

The Program allows for a new shelter OR upgrade/s at a location. Application CANNOT be made for a new shelter AND upgrade/s at the same location.

4.3 Eligible locations

The Scheme provides subsidies for improvements at:

- regular bus stops;
- NSW TrainLink coach stops;
- bus stops adjacent to the entry/exit points of schools; and
- bus stops that support other modes of transport, including flexible transport options.

4.4 Funding Exclusions

- research or studies;
- services;
- management;
- conveyances or enhancement to conveyances for use by transport providers;
- projects that benefit conveyances or drivers only, not passengers;
- lifecycle maintenance or recurrent costs;
- sealing or delineation of roads or airstrips;
- road works;
- infrastructure enclosed on private land not accessible by the public;
- infrastructure for exclusive use by taxis services; and
- infrastructure for exclusive use by airports.

5 Funding allocation priorities and principles

- Proposals that improve safety and accessibility are higher priority than those which enhance passenger comfort.
- Subsidies are to provide direct benefits to customers of passenger transport services contracted by TfNSW.
- Subsidy payments represent TfNSW's financial contribution towards the provision and upgrading of infrastructure to a minimum standard. Where a higher standard is preferred, the subsidy recipient is responsible for funding the additional cost.
- Equitable distribution of subsidy payments across country areas.
- Applications for subsidies from RRBSA regions take priority over projects for OMBSC areas.

6 Funding model

6.1 Budget cycle

- TfNSW has aligned CPTIGS funding to the local government four year term - falling biennially within a term. It is anticipated that the 2019-21 CPTIGS round will open in July 2019.

6.2 Provisional regional allocations

- The allocation of provisional regional subsidy units and for special infrastructure projects is based on each region's share of population covered by the Scheme.
- Appendix B provides a breakdown of the provisional subsidy units/budget nominally assigned to each eligible LTTMP region.
- In the event that there is an under-subscription in any LTTMP region, TfNSW reserves the right to reallocate surplus funding to applications approved in other eligible LTTMP regions.
- In the event that there is a general under-subscription of funding, TfNSW reserves the right to allocate funds to other suitable country transport passenger infrastructure projects.
- Local councils are encouraged to coordinate applications at the regional level especially, where possible, with the assistance of joint regional organisations and to prioritise effective use of subsidy.
- Local councils, bus operators and community transport organisations are encouraged to consult and collaborate to strengthen applications.

6.2.1 *Special infrastructure projects*

A nominal reservation of 15% of the regional allocation will be set aside for special infrastructure projects within eligible regions. These do not form part of the biennial process and may be provided at any time throughout the year. Special infrastructure projects are for the purpose of responding to new and emerging rural transport infrastructure needs that may not fit into the bus stop model. This will include innovative approaches to improving customer access to services. Such projects will need to be aligned with LTTMP objectives and sanctioned by Transport for NSW.

Applicants who would like to discuss projects that may fit within this category are encouraged to liaise with their TfNSW Area Manager.

Please refer to <https://www.transport.nsw.gov.au/about-us/contact-us/area-managers> for the contact details of the Area Manager for your region.

7 Processes for a standard application

Transport for NSW will advise when a funding round opens for the submission of a standard application. Such rounds will be opened every two years allowing three months for the submission of applications. Applications may be prepared in advance for subsequent rounds. Under-subscription may result in additional rounds.

All proposed projects should be contained within the application. Only one application per organisation is allowed in each funding round. Any duplicate or subsequent applications from the same organisation will not be considered.

7.1 Preparing an application

7.1.1 Scope

Identify the amount of funding available for your area and region. Whilst this is a notional budget, if the pool is fully subscribed, then this would be the funding limit for the round. Be realistic in what can be achieved within the budget and timeframe.

A list of identified bus stop locations for each LGA¹ is an integral component of the application. This will enable applicants to easily identify each component of the application by the unique stop. In the situation where the stop is not listed these locations may be added manually using the GeoCode location. Listed stops requiring upgrades to comply with DSAPT requirements will be the priority.

Individual components of each project (stop) within an application can be identified. This enables flexibility in the works required and recognises diversity of locations.

Additional works that may be associated with the proposed transport **infrastructure upgrade, such as complementary road works, are not eligible for a subsidy under this Scheme.** Please refer to Appendix H for details of eligible infrastructure components that can be subsidised.

7.1.2 Community and operator consultation

Applicants are encouraged to consult with the local community and transport service providers such as route service operators and NSW TrainLink to identify the transport infrastructure in most need of upgrading or construction.

Whilst it is not a requirement, collaborative applications that demonstrate consultation and support will be highly regarded. Applicants can demonstrate community consultation by attaching letters outlining the local consultation and support from the local bus operator, transport working group, etc.

7.1.3 Applicants other than Councils

Where the applicant is a local transport operator or a non-government organisation, confirmation must be provided that appropriate approvals-in-principle to proceed have been obtained from the local council (for local roads) and/or Roads and Maritime Services (for state roads).

7.1.4 Calculation of provisional subsidy amount

The subsidy payments made by TfNSW should not be expected to cover the full cost of projects so it is important that applicants undertake adequate costing of the proposed works even though cost estimates are not required as part of the application. However, the subsidy amounts provided by TfNSW should represent a significant contribution and applicants are reminded that they will be required to meet the cost of any shortfall. The application automatically calculates funding requests as you populate the form.

¹ Based on existing bus stop locations provided by the Bureau of Transport Statistics (May 2015)

7.1.5 *Priority of works within the application*

An application requires that each location is numbered **by priority**.

An application can have **only one set of priorities** across new shelters and upgrades. For example - Priorities #1 & #2 are upgrades, #3 is a new shelter, priority #4 is an upgrade, #5 is a new shelter, etc.

An application **CANNOT** have a Priority #1 New Shelter AND a Priority #1 Upgrade. One set of numbers are to run in chronological order - #1 being the highest priority - from your first priority location to your last.

Failure to follow this prioritisation may have an unintended impact for applicants in rounds when there is an oversubscription of limited resources.

7.2 Standards

Applicants should ensure that each proposed project complies with all relevant standards, including but not limited to, the:

- Disability Standards for Accessible Public Transport, available from - <https://www.legislation.gov.au/Series/F2005B01059>

Helpful hints for rural bus infrastructure may be found at:

- The Australian Human Rights Commission Guidelines, available from - <https://www.humanrights.gov.au/australian-human-rights-commission-accessible-bus-stops-guidelines>

7.3 Submission of applications

- Applications are to be submitted on-line on the official CPTIGS application form on or before the due date (*See Appendix E for Terms and Conditions.*).
- It is the responsibility of the applicant to ensure information entered in the form is accurate.
- Late applications will not be assessed unless there are exceptional circumstances and prior approval for late submission has been obtained from the Scheme Administrator.

7.4 Assessment of applications

7.4.1 *Allocation Process*

Applications will be assessed by a panel formed by TfNSW and will include a Local Government NSW representative. The Assessment Panel will review all applications based on the principles and priorities outlined in these Guidelines.

7.4.2 *Step 1*

Applications are grouped by each eligible LTTMP region. The Scheme Administrator determines whether there are sufficient subsidy units allocated to that region to subsidise all eligible bus stop improvement projects. For details of this round's nominal regional allocation of subsidy units – see Appendix B.

7.4.3 *Step 2*

The Scheme Administrator calculates whether there is an under-subscription or oversubscription of the notional funding allocated to each eligible LTTMP region.

7.4.4 *Step 3*

In the event that there are unallocated funds in any given region, said funds will be returned to the general pool for redistribution to other regions where there is an oversubscription. The same principles will be used for allocation of funding for over or undersubscribed local government areas within regions.

7.5 Notification of outcomes

Applicants will be formally advised of the outcome of their application following announcements by the Minister for Transport and Infrastructure and/or local members of parliament.

7.6 Project timeframe

All works must be completed within two years from the date on the letter of approval. Recipients are to advise TfNSW immediately of any change or impediments to completing projects according to scope, time and quality expectations. Termination of projects prior to their completion may result in a request to return the initial payment.

7.7 Grant payments

7.7.1 Initial payment

An initial transfer of 30% of the total approved subsidy amount will be made upon TfNSW receiving confirmation from the successful applicant of their acceptance of the terms and conditions of the grant in conjunction with a correct tax invoice to TfNSW.

7.7.2 Final payment

The remaining 70% will be transferred upon all works being finalised, receipt of an acceptable completion report, which confirms an access compliance report has been completed, and a correct tax invoice to TfNSW.

7.8 Reporting

Both interim and final completion reports must be forwarded to TfNSW using the online reporting template provided. Completion reports must be signed by the delegated officer of the applicant and an appropriately qualified access consultant, confirming:

- works have been completed as stated in the original application; and
- a compliance report has been prepared by an accredited access consultant, or suitably qualified staff member, verifying compliance with standards and guidelines. See Appendix G for further details.

7.8.1 Interim completion reports

Recipients may provide an interim completion report for part of the scope of works at any time during the maximum two years approved for the completion of works.

For example, an application approved for four stop upgrades (\$8,000) and three new shelters (\$30,000) would receive an initial payment of 30% (\$11,400). The four upgrades are completed within three months and the recipient provides a completion report on the four upgrades and a tax invoice for 70% of \$8,000 (\$5,600). TfNSW would transfer the \$5,600 leaving an outstanding balance of \$21,000 to be claimed on the completion of the new shelters.

7.8.2 Final completion reports

Final completion reports must be received within two years from the date on the letter of approval.

7.8.3 Verification of reports received

TfNSW reserves the right to randomly audit any completed works to confirm works have been delivered as reported. Misrepresentation of the works completed may result in the applicant repaying any grant funds received and/or exclusion from subsequent CPTIGS funding rounds.

7.8.4 Failure to submit completion reports

No final payments will be made without the submission of an acceptable final completion report. Failure to complete the works or submit an acceptable completion report within the allocated two years may result in the applicant repaying any grant funds received.

8 Processes for special infrastructure projects

Special infrastructure projects may be supported at any time throughout the two years of the funding round. Special infrastructure projects may be identified by the community in consultation with regional TfNSW staff or directly by TfNSW. Applications are made and received on behalf of a collaborative body through the office of the local Area Manager. Refer to <https://www.transport.nsw.gov.au/about-us/contact-us/area-managers>.

Special infrastructure projects require exceptional circumstances that cannot be met within the existing guidelines. To be successful they require collaboration, should be innovative and be a joint approach from councils, bus operators and other interests such as NSW TrainLink.

The Area Manager can be approached to provide advice on eligibility and on structuring a submission for a special infrastructure project.

8.1 Preparation in support of a project

8.1.1 *Identify the need*

If you have identified a need in your community that you believe could be supported with a special infrastructure project then you should discuss this with the Area Manager. The Area Manager will undertake a preliminary assessment of the concept and its suitability.

8.1.2 *Level of support*

TfNSW will provide up to 75% of the cost of the project. The level of support will be determined by the quality and scope of the application and the funding available.

8.1.3 *Concept and costing*

Following this preliminary assessment you may be required to provide a business case detailing:

- the project and its benefit to passengers;
- why it is innovative;
- how it integrates and supports flexible transport options;
- the partners within the joint approach; and
- costing and plans for the project.

Applicants should ensure the project complies with all relevant standards, including but not limited to, the:

- Disability Standards for Accessible Public Transport, available from - <http://www.comlaw.gov.au/Series/F2005B01059>

Helpful hints for rural bus infrastructure may be found at:

- The Australian Human Rights Commission Guidelines, available from - <https://www.humanrights.gov.au/australian-human-rights-commission-accessible-bus-stops-guidelines>

8.1.4 *Submitting an application*

Applications will be submitted through the Area Manager.

8.1.5 *Appraisal of applications*

Applications will be approved at the discretion of the Director, Rural and Regional Service Delivery and Performance, with consideration of their fit and appropriateness for the area and evolving needs in line with plans under the LTTMP.

8.2 Notification of outcomes

Applicants will be formally advised of the outcome of their application following announcements by Transport for NSW.

8.3 Project timeframe

All works must be completed within two years from the date on the letter of approval. Recipients are to advise TfNSW immediately of any change or impediments to completing projects according to scope, time and quality expectations. Termination of projects prior to their completion may result in a request to return the initial payment.

8.4 Grant payments

Grant payments will be staged and will vary according to the scope and complexity of the project. The payment schedule will be agreed to within the application process but a percentage of the grant will be withheld as a final payment until a satisfactory completion report is received.

8.5 Reporting

The completion report must be forwarded to TfNSW using the online reporting template provided. Completion reports must be signed by the delegated officer of the applicant and an appropriately qualified access consultant, confirming:

- works have been completed as stated in the original application; and
- a compliance report has been prepared by an accredited access consultant, or suitably qualified staff member, verifying compliance with standards and guidelines. See Appendix G for further details.

8.5.1 *Verification of reports received*

TfNSW reserves the right to randomly audit any completed works to confirm works have been delivered as reported. Misrepresentation of the works completed may result in the applicant repaying any grant funds received and/or exclusion from subsequent CPTIGS funding rounds.

8.5.2 *Failure to submit completion reports*

No final payments will be made without the submission of an acceptable completion report. Failure to complete the works or submit an acceptable completion report within the allocated two years may result in the applicant repaying any grant funds received.

Appendix A.

Eligible NSW Local Government Areas

Albury City Council	Gilgandra Shire Council	Oberon Council
Armidale Regional Council	Glen Innes Severn Council	Orange City Council
Ballina Shire Council	Goulburn Mulwaree Council	Parkes Shire Council
Balranald Shire Council	Greater Hume Shire Council	Port Macquarie – Hastings Council
Bathurst Regional Council	Griffith City Council	Port Stephens Council
Bega Valley Shire Council	Gunnedah Shire Council	Queanbeyan Palerang Regional Council
Bellingen Shire Council	Gwydir Shire Council	Richmond Valley Council
Berrigan Shire Council	Hay Shire Council	Shoalhaven City Council
Bland Shire Council	Hilltops Council	Singleton Council
Blayney Shire Council	Inverell Shire Council	Snowy Monaro Regional Council
Bogan Shire Council	Juneë Shire Council	Snowy Valleys Council
Bourke Shire Council	Kempsey Shire Council	Tamworth Regional Council
Brewarrina Shire Council	Kiama Municipal Council	Temora Shire Council
Broken Hill City Council	Kyogle Council	Tenterfield Shire Council
Byron Shire Council	Lachlan Shire Council	Tweed Shire Council
Cabonne Shire Council	Lake Macquarie City Council	Unincorporated NSW
Carrathool Shire Council	Leeton Shire Council	Upper Hunter Shire Council
Central Darling Shire Council	Lismore City Council	Upper Lachlan Shire Council
Cessnock City Council	Lithgow City Council	Uralla Shire Council
Clarence Valley Council	Liverpool Plains Shire Council	Wagga Wagga City Council
Cobar Shire Council	Maitland City Council	Walcha Council
Coffs Harbour City Council	Mid Coast Council	Walgett Shire Council
Coolamon Shire Council	Mid-Western Regional Council	Warren Shire Council
Coonamble Shire Council	Moree Plains Shire Council	Warrumbungle Shire Council
Cootamundra Gundagai Regional Council	Murray River Council	Weddin Shire Council
Cowra Shire Council	Murrumbidgee Council	Wentworth Shire Council
Dungog Shire Council	Muswellbrook Shire Council	Western Plains Regional Council
Edward River Council	Nambucca Shire Council	Wingecarribee Shire Council
Eurobodalla Shire Council	Narrabri Shire Council	Wollondilly Shire Council
Federation Council	Narrandera Shire Council	Yass Valley Council
Forbes Shire Council	Narromine Shire Council	

Appendix B.

2017/19 Notional Regional Allocations of Subsidy Units

Region	Indicative Number of Subsidy Units per Region		Total Notional Funding Allocation
	Upgrades @ \$2,000	New Shelters @ \$10,000	
Western & Central West	117	23	\$467,644
Murray-Murrumbidgee	82	16	\$329,765
New England	190	38	\$759,626
North Coast	126	35	\$702,990
Southern	97	25	\$504,175
Special Infrastructure Projects			\$487,800
			\$3,252,000

Appendix C.

TfNSW Area Managers

Region	Office Location	Area Manager	Phone
Western & Central West	Dubbo	Megan Prowse	Mob: 0458 283 556
Murray-Murrumbidgee	Wagga Wagga	Narelle Wren	Ph: 02 6923 6581 Mob: 0418 227 996
Southern	Queanbeyan	Alex Codina	Mob: 0417 218 876
New England	Tamworth	Fiona Cutler	Mob: 0419 412 211
North Coast	Coffs Harbour	Ross Chalmers	Ph: 02 6691 9542 Mob: 0438 255 543

Appendix D.

Local Government Areas for TfNSW Area Manager Regions

	Murray-Murrumbidgee	New England	North Coast	Southern	Central West & Western	
Local Government Area	1	Albury City Council	Armidale Regional Council	Ballina Shire Council	Bega Valley Shire Council	Bathurst Regional Council
	2	Balranald Regional Council	Cessnock City Council	Bellingen Shire Council	Eurobodalla Shire Council	Bland Shire Council
	3	Berrigan Shire Council	Dungog Shire Council	Byron Shire Council	Goulburn Mulwaree Council	Blayney Shire Council
	4	Carrathool Shire Council	Glen Innes Severn Council	Clarence Valley Council	<i>*Kiama Municipal Council</i>	Bogan Shire Council
	5	Coolamon Shire Council	Gunnedah Shire Council	Coffs Harbour City Council	Queanbeyan Palerang Regional	Bourke Shire Council
	6	Cootamundra Gundagai Regional	Gwydir Shire Council	Kempsey Shire Council	Shoalhaven City Council	Brewarrina Shire Council
	7	Edward River Council	Inverell Shire Council	Kyogle Council	Snowy Monaro Regional Council	Broken Hill City Council
	8	Federation Council	Lake Macquarie City Council	Lismore City Council	Snowy Valleys Council	Cabonne Council
	9	Greater Hume Shire Council	Liverpool Plains Shire Council	Mid Coast Council	Upper Lachlan Shire Council	Central Darling Shire Council
	10	Griffith Shire Council	Maitland City Council	Nambucca Shire Council	Wingecarribee Shire Council	Cobar Shire Council
	11	Hilltops Council	Moree Plains Shire Council	Port Macquarie-Hastings Council	<i>*Wollondilly Shire Council</i>	Coonamble Shire Council
	12	Hay Shire Council	Muswellbrook Shire Council	Richmond Valley Council	Yass Valley Council	Cowra Council
	13	Junee Shire Council	Narrabri Shire Council	Tweed Shire Council		Forbes Shire Council
	14	Leeton Shire Council	Port Stephens Council			Gilgandra Shire Council
	15	Murray River Council	Singleton Council			Lachlan Shire Council
	16	Murrumbidgee Council	Tamworth Regional Council			Lithgow City Council
	17	Narrandera Shire Council	Tenterfield Shire Council			Mid-Western Regional Council
	18	Temora Shire Council	Upper Hunter Shire Council			Narromine Shire Council
	19	Wagga Wagga City Council	Uralla Shire Council			Oberon Council
	20	Wentworth Shire Council	Walcha Council			Orange City Council
	21					Parkes Shire Council
	22					Unincorporated NSW
	23					Walgett Shire Council
	24					Warren Shire Council
	25					Warrumbungle Shire Council
	26					Weddin Shire Council
	27					Western Plains Regional Council

Appendix E.

Terms and Conditions

1. The call for applications does not commit Transport for NSW 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 principles and priorities outlined in the Guidelines at the time and the available funds.
2. If the available funds are not fully subscribed by the completion of the assessment process, the right is reserved to nominate other suitable country passenger transport infrastructure projects for funding.
3. By submitting a tax invoice², funding recipients accept any special conditions the administrators may include in its letter confirming the funding plus the following general conditions:
 - a) projects to be completed within two years from the date on the letter of approval;
 - b) reporting as required to Transport for NSW;
 - c) no unauthorised changes in the scope and/or location of the project;
 - d) no re-allocation of any part of the funds to other works without prior Administrator approval;
 - e) Transport for NSW is under no obligation to provide additional funds for subsequent stages of a project; and
 - f) the NSW Government requires public acknowledgment of its funding support for the project
4. The recipient acknowledges that in accepting grant money, Transport for NSW 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. Transport for NSW 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;
 - 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; and
 - g) Disability Standards for Accessible Public Transport 2002³;
6. Transport for NSW reserves the right to assess a project's design, development, costing, construction or delivery at any stage and may use its own staff or engage independent contractors to do this. In accepting subsidies, funding recipients agree to make all relevant records available for scrutiny.
7. Transport for NSW may require the development and display of Transport Services Guides and/or project signboards acknowledging NSW Government funding.
8. Failure to comply with these or any additional conditions imposed by letter to recipients may result in the termination of funding, repayment of part or all of the allocated funding and disqualification from future grants under this Scheme.

² If the recipient does not accept any condition, they need to contact Transport for NSW noting their specific objection(s) before submitting the invoice.

³ Available from <http://www.comlaw.gov.au/Series/F2005B01059>

Appendix F.

Assessment Criteria for Standard and Non-Standard Infrastructure

Assessment Criteria		
To what degree	does the proposal contribute towards improving the safety and accessibility as described in the Disability Standards for Accessible Public Transport and the Australian Human Rights Commission Guidelines?	30%
	does the proposal benefit rural and regional transport passengers?	20%
	does the application demonstrate the community and the service operator support the proposal?	20%
	does the proposal align with strategic planning?	15%
	is the proposal deliverable in the timeframe and reasonable in scope for the location?	15%

Appendix G.

Reporting Requirements

If the recipient submits a tax invoice for the initial payment (30%) of the Country Passenger Transport Infrastructure Grant, they are accepting any terms Transport for NSW sets out in the funding confirmation letter, the Terms and Conditions in Appendix E and the following Reporting Requirements. **Failure to comply with these arrangements may require repayment of the grant and disqualify the recipient from future Transport for NSW grants.**

Report	Submission due to Transport for NSW
Interim completion report/s	At any time during the two year project timeframe.
Final completion report	As soon as practical after works have been completed and within two years from the date on the letter of approval.

All reports must be received on the official reporting template. Payment will be administered once reports are assessed and accepted.

Interim completion reports

Recipients may provide an interim completion report for part of the scope of works that have been completed at any time during the maximum two years approved for the completion of works.

Interim completion reports require the project supervisor to confirm the works have been completed as stated in the original application and that the cost of the completed portion of works was equal to, or greater than, the CPTIGS grant approved for that portion.

Interim reports require confirmation that a suitably accredited access consultant or staff member has completed an access compliance report declaring the finished works (thus far) meet the conditions of all relevant standards and guidelines.

Final completion reports

Final completion reports must be provided within two years from the date on the letter of approval for the CPTIGS grant and require the project supervisor to confirm the works have been completed as stated in the original application and that the cost of the completed works was equal to, or greater than, the CPTIGS grant approved.

Final reports require confirmation that a suitably accredited access consultant or staff member has completed an access compliance report declaring the finished works meet the requirements of all relevant standards and guidelines.

Submitting reports

Reports should be submitted on-line.

Final payments

Receipt of an acceptable final report in conjunction with a correct tax invoice will enable the transfer of the remaining 70% of the grant approved.

Appendix H.

Notional Subsidy Rates for Standard Projects

Description	Purpose	Quantities specification	Notes	Maximum Subsidy
New Shelter (standard)	Improve passenger amenity	Australian Standard & DSAPT compliant, based on lowest cost materials (steel)	Recipients can meet additional cost if premium materials preferred .	\$10,000 (\$8k including associated works)
Basic boarding point	Improve accessibility	boarding point	Basic boarding point manoeuvring area. min.1540w x 2070d	Maximum subsidy \$500
Connecting footpath	Improve accessibility	1200mm minimum width	Total area can be accrued at one or more passenger transport stop s	Must connect transport stop with nearest level surface. Maximum subsidy \$133.33 per square metre capped at \$2,000 total subsidy.
Minor boarding point upgrades	Improve accessibility	firm level boarding	In fill (up to 1.5 m ²) between existing level boarding area and kerb (or surface of the road where there is no kerb)	Maximum subsidy \$250
Security / lighting	Improve passenger safety	Lighting (inc. solar) installed	Requires proof of purchase	Light level of 150lx is the minimum specification where lighting is installed in a bus shelter
Signage	Improve accessibility	pole with sign	To indicate the location of a designated transport stop	Maximum subsidy \$400
Standard bus stop hardstand	Improve accessibility	concrete slab	Provides a level surface/basic boarding area that extends to the kerb (or surface of the road where there is no kerb). Minimum width 3.5 metres	Maximum subsidy \$2,000
Street furniture	Improve passenger amenity	seat/bench	For installation at passenger transport stops	Maximum subsidy \$1,000
Tactile ground surface indicators	Improve accessibility	Must comply with relevant codes and standards	Indicate boarding points, access and egress	Maximum subsidy \$500