



Transport
for NSW

COUNTRY PASSENGER TRANSPORT INFRASTRUCTURE GRANTS SCHEME

2021/23 GUIDELINES



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>	7
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 acquittal reports</i>	9
7.8.2	<i>Final acquittal reports</i>	9
7.8.3	<i>Verification of reports received</i>	9
7.8.4	<i>Failure to submit acquittal 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>Appraisal of applications</i>	10
8.2	Notification of outcomes	11
8.3	Project timeframe	11
8.4	Grant payments	11
8.5	Reporting	11
	8.5.1 <i>Verification of reports received</i>	11
	8.5.2 <i>Failure to submit acquittal reports</i>	11

Appendices

A – Eligible NSW Local Government Areas

B – 2021-23 Regional Allocations of Subsidy Units

C – TfNSW Community Partnering Team

D – Terms and Conditions

E – Assessment Criteria for Standard and Non-Standard Infrastructure

F – Reporting Requirements

G – Subsidy Rates for Standard Projects

Abbreviations

Country Passenger Transport Infrastructure Grants Scheme	CPTIGS
Disability Standards for Accessible Passenger Transport	DSAPT
Local Government Area	LGA
Future Transport 2056 NSW Region	NSW Region
Outer Metropolitan Bus Services Contract	OMBSC
Rural & Regional Bus Services Contract	RRBSC
Special Infrastructure Programs	SIPs
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 regional NSW. The subsidies represent Transport for NSW's (TfNSW) financial contribution towards improving the accessibility and quality of kerbside passenger transport infrastructure in regional areas. \$3,252,000 is available in this biennial 2021/23 funding round.

2 Benefits

The Scheme aims to maximise benefits to regional 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 regional 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 RRBSC 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.

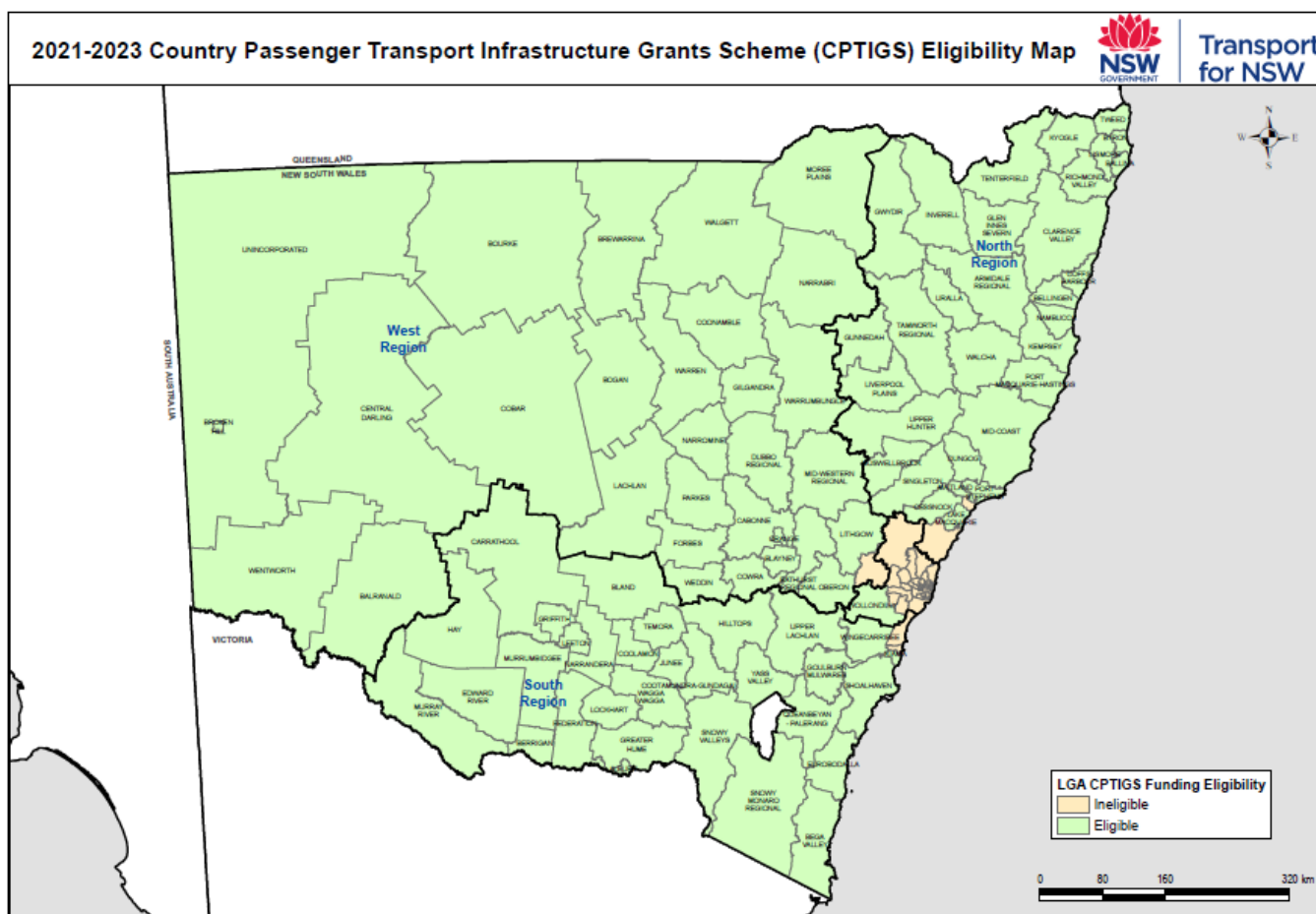


Figure 1. Eligible Areas for CPTIGS

4 Eligibility requirements

4.1 Eligible organisations

The Scheme is open to applications from:

- local governments (councils and joint regional organisations);
- schools;
- 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 \$11,500 – which includes the shelter and associated works.

An upgrade has a maximum total grant value of \$2,500 (Funding will be granted as per **Appendix G** of these Guidelines – Subsidy Rates for Standard Projects).

The Program allows for a new shelter or upgrade/s at a location. Application cannot be made for a new shelter and an 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;
- infrastructure for exclusive use by airports; and
- improvements made on private property.

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 regional areas.
- Applications for subsidies from RRBSC 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 2021/23 CPTIGS round will open in July 2021 and close on 30 September 2021.

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 NSW Region.
- In the event that there is an under-subscription in any NSW Region, TfNSW reserves the right to reallocate surplus funding to applications approved in other eligible NSW Regions.
- In the event that there is a general under-subscription of funding, TfNSW reserves the right to allocate funds to other suitable CPTIGS 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, schools, Aboriginal land councils 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 (SIPs) within eligible regions. These do not form part of the biennial process and may be provided at any time throughout the biennial cycle. SIPs 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 Future Transport 2056 outcomes, strategic directions and specific initiatives 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 Community Partner.

Please refer to **Appendix C** for the contact details of the Community Partnering Team 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.

Applications are to be submitted through the online grants managements system – Smartygrants - <https://www.smartygrants.com.au/>

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 LGA 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 G** 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 and other interested parties.

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 TfNSW (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.

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 and #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://infrastructure.gov.au/transport/disabilities/index.aspx>
- <https://infrastructure.gov.au/transport/disabilities/whole-journey/>
- <https://www.legislation.gov.au/Series/F2005B01059>

Helpful hints for rural bus infrastructure may be found at:

- <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 D** 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. The Assessment Panel will review all applications based on the principles and priorities outlined in these Guidelines. The Assessment Panel's funding recommendations will be submitted to a Local Government NSW representative for endorsement.

7.4.2 Step 1

Applications are grouped by each eligible NSW 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 NSW 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 Regional Transport and Roads 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 payment 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 paid upon all works being finalised, receipt of an acceptable acquittal report, which confirms an access compliance report has been completed, and a correct tax invoice to TfNSW.

7.8 Reporting

Both interim and final acquittal reports must be forwarded to TfNSW through the online grants management system – Smartygrants - www.smartygrants.com.au.

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 acquittal reports

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

An example of an interim acquittal is provided in **Appendix F**.

Interim acquittal reports must meet the Reporting Requirements in **Appendix F**.

7.8.2 Final acquittal reports

Final acquittal reports must be provided within two years from the date on the letter of approval for the CPTIGS grant and must meet the Reporting Requirements in **Appendix F**.

7.8.3 Verification of reports received

TfNSW reserves the right to 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 acquittal reports

No final payments will be made without the submission of an acceptable final acquittal report. Failure to complete the works or submit an acceptable acquittal 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 (SIPs) will be considered at any time throughout the two years of the funding round. SIPs 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 Community Partner Team. Refer to **Appendix C**.

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 Community Partner. The Community Partner 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 strategies and initiatives under the Future Transport Regional NSW Services and Infrastructure Plan;
- 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:

Disability Standards for Accessible Public Transport, available from -

- https://infrastructure.gov.au/transport/disabilities/third_review_tor.aspx
- <https://infrastructure.gov.au/transport/disabilities/index.aspx>
- <https://infrastructure.gov.au/transport/disabilities/whole-journey/>
- <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 local Community Partner.

8.1.5 Appraisal of applications

Applications will be approved at the discretion of the Director of the relevant Region, with consideration of their fit and appropriateness for the area and evolving needs in line with strategies and initiatives under the Future Transport Regional NSW Services and Infrastructure Plan.

8.2 Notification of outcomes

Transport for NSW will formally advise applicants of the outcome of their application.

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 acquittal report is received.

8.5 Reporting

A comprehensive acquittal report meeting the requirements for Special Infrastructure Project Reporting (refer **Appendix F**) must be forwarded to TfNSW.

The acquittal report 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 F** for further details.

8.5.1 Verification of reports received

TfNSW reserves the right to 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 acquittal reports

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

Appendix A – Eligible Local Government Areas

	North		South		West
	Hunter & Central Coast:		South East Coast Precinct:		East Precinct:
	Cessnock	Richmond Valley	Bega Valley	Narrandera	Bathurst
	Dungog	Tenterfield	Eurobodalla	Snowy Valleys	Lithgow
	Lake Macquarie	Tweed	Kiama	Temora	Mid-Western
	Maitland		Shoalhaven	Wagga Wagga	Oberon
	Mid-Coast		South East Tablelands Precinct:		Central West Precinct:
	Port Stephens		Goulburn Mulwaree		Blayney
	New England Precinct:		Hilltops		Bogan
	Armidale		Queanbeyan-Palerang		Carbonne
	Glen Innes Severn		Snowy Monaro		Cowra
	Gunnedah		Upper Lachlan		Dubbo
	Gwydir		Wingecarribee		Forbes
	Inverell		Wollondilly		Gilgandra
	Liverpool Plains		Yass Valley		Lachlan
	Muswellbrook		Riverina Murray Precinct:		Narromine
	Singleton		Albury		Orange
	Tamworth		Berrigan		Warren
	Upper Hunter		Bland		Warrumbungle
	Uralla		Carrathool		Weddin
	Walcha		Coolamon		Far West Precinct:
	North Coast Precinct:		Cootamundra-Gundagai		Balranald
	Ballina		Edward River		Brewarrina
	Bellingen		Federation		Bourke
	Byron		Greater Hume		Broken Hill
	Clarence Valley		Griffith		Central Darling
	Coffs Harbour		Hay		Cobar
	Kempsey		Junee		Moree Plains
	Kyogle		Leeton		Narrabri
	Lismore		Lockhart		Unincorporated
	Nambucca		Murray River		Walgett
	Port Macquarie-Hastings		Murrumbidgee		Wentworth

Appendix B - 2021/23 Notional Regional Allocations of Subsidy Units

Region	Indicative Number of Subsidy Units per Region		Total Notional Funding Allocation
	Upgrades @ up to \$2,500 each	New Shelters @ \$11,500 each	
North	294	66	\$1,435,592
South	137	36	\$767,259
West	102	21	\$493,661
Special Infrastructure Projects			\$487,800
			\$3,252,000

Appendix C - TfNSW Community Partnering Team

NSW Region	Office Location	Community Partner	Phone	Email
North Precinct Team				
Hunter Central Coast	Newcastle	Corinne Thompson	0408 427 015	corinne.thompson@transport.nsw.gov.au
New England	Newcastle	Michael Papadopoulos	0438 640 685	michael.papadopoulos@transport.nsw.gov.au
North Coast	Grafton	Brad Crispin	0428 741 088	bradley.crispin@transport.nsw.gov.au
South Precinct Team				
South East Coast	Wollongong	Fiona McLauchlan	0242 212 565	fiona.mclauchlan@transport.nsw.gov.au
South East Tablelands	Wollongong	Vanessa Wilson	0436 447 547	vanessa.wilson2@transport.nsw.gov.au
Riverina Murray	Wagga Wagga	Joanne Cheshire	0427 047 121	joanne.cheshire@transport.nsw.gov.au
West Precinct Team				
East	Parkes	Sharon Grierson	0418 440 244	sharon.m.grierson@transport.nsw.gov.au
Central West	Parkes	Jacqueline Anderson	0417 278 882	jacqueline.anderson@transport.nsw.gov.au
Far West	Dubbo	Belinda Roberts	0438 203 214	belinda.roberts@transport.nsw.gov.au

Appendix D

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 CPTIGS projects for funding.
3. By submitting a tax invoice², funding recipients accept any special conditions that Transport for NSW may include in its letter confirming the funding, in addition to plus the following general conditions:
 - a) projects to be completed within two years from the date on the letter of approval;
 - b) no unauthorised changes in the scope and/or location of the project;
 - c) no re-allocation of any part of the funds to other works without prior Transport for NSW approval in writing;
 - d) reporting as required (refer to **Appendix F**);
 - 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 appropriate planning and development approvals from Local Government. The proponent should 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 tax invoice.

³

- <https://infrastructure.gov.au/transport/disabilities/index.aspx>
- <https://infrastructure.gov.au/transport/disabilities/whole-journey/>
- <http://www.comlaw.gov.au/Series/F2005B01059>

Appendix E

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 F

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 D** 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.**

The recipient will be required to report to Transport for NSW on the progress of approved projects (e.g. project completion status and forecast final completion date), at intervals required by Transport for NSW.

Submitting Reports

Acquittal Reports	Due to Transport for NSW
Interim acquittals	At any time during the two year project timeframe.
Final acquittals	As soon as practical after works have been completed and within two years from the date on the letter of approval.

Both interim and final acquittal reports must be forwarded to TfNSW through the online grants managements system – Smartygrants - <https://www.smartygrants.com.au/>.

Acquittal 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.

Interim acquittal reports

Recipients may provide an interim acquittal 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 (\$10,000) and three new shelters (\$34,500) would receive an initial payment of 30% (\$13,350). Following completion of any of the upgrades or shelters, the recipient may submit their acquittal report and tax invoice for the remaining grant payable for the completed works. For example, the four upgrades are completed within three months and the recipient provides an acquittal report on the four upgrades and a tax invoice for 70% of \$10,000 (\$7,000). TfNSW would pay the \$7,000 leaving an outstanding balance of \$24,150 to be claimed on the completion of the new shelters.

Final acquittal reports

Final acquittal reports must be provided within two years from the date on the letter of approval for the CPTIGS grant.

Special Infrastructure Project Reporting

A comprehensive acquittal report must be forwarded to TfNSW inclusive of:

- a) project start and completion dates;
- b) full project expenditure statement;
- c) photographic evidence of completed works;
- d) advice that a compliance report has been prepared by an accredited access consultant, or suitably qualified staff member, verifying compliance with standards and guidelines;
- e) certification that works have been completed as stated in the original ; and
- f) contain a declaration signed by the Project Supervisor that reconciles all grant funds and certifies that they were expended on the approved project.

Final payments

Receipt of an acceptable final report in conjunction with a correct tax invoice will enable the payment of the remaining grant payable.

Appendix G

Subsidy Rates for Standard Projects

Description	Purpose	Quantities specification	Notes	Maximum Subsidy
New Shelter		Australian Standard & DSAPT compliant, based on lowest cost steel		\$11,500
Basic boarding point	Improve accessibility	boarding point	Basic boarding point maneuvering area. min.1540w x 2070d	Maximum subsidy \$1,000
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 \$150 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 \$500
Security / lighting	Improve passenger safety	Lighting (incl. solar) installed	Light level of 150lx is the minimum specification where lighting is installed in a bus shelter	Maximum subsidy \$500
Signage	Improve accessibility	pole with sign	To indicate the location of a designated transport stop	Maximum subsidy \$500
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 3.5metres	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

\$2,500 only per location