

# Country Passenger Transport Infrastructure Grants Scheme 2024 to 2025 NSW Guidelines

Local Government Edition

June 2024



[transport.nsw.gov.au](https://transport.nsw.gov.au)

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<b>Author/s:</b>	Erin Hartwig – Grants Officer
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## Appendices

A – Eligible NSW Local Government Areas

B – 2023-24 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
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. About the Program

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. \$1,626,000 is available in this annual funding round.

## Program objectives and outcomes

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.

## Program funding

Projects within the Country Passenger Transport Infrastructure Grants Scheme is funded by the NSW Treasury's Grants and Subsidies. A total program value of \$1.6 million is available annually.

## Who can apply for funding?

The Scheme is open to applications from:

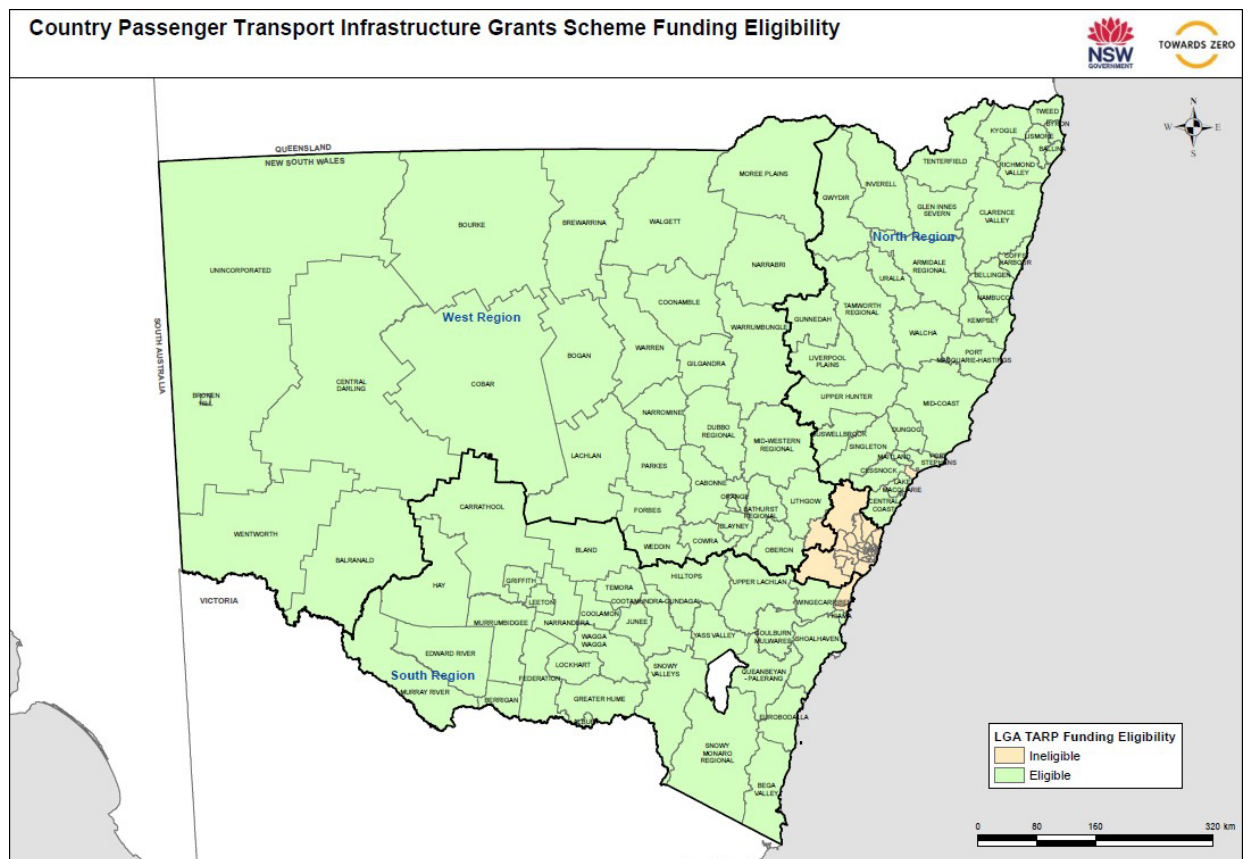
- Local governments (councils and joint regional organisations);
- Incorporated community organisations including, Aboriginal Land Councils.

If schools, transport providers and businesses would like a shelter or upgrade they should contact their local council to make the application on their behalf.

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



### Provisional regional allocations

- The allocation of provisional regional subsidy 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 budget nominally assigned to each eligible NSW Region.
- In the event that there is an under-subscription in any NSW Region or SIP's, TfNSW reserves the right to reallocate surplus funding to applications approved in other eligible NSW Regions. The remaining amount will be split evenly across those regions and SIP.
- 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 subsidies.
- Local councils, bus operators, schools, Aboriginal land councils and community transport organisations are encouraged to consult and collaborate to strengthen applications.

Those applying for funding are subject to the following minimum criteria being met:

- Construction works must be fully complete within two years from the date on the letter of approval. The final acquittal report, along with all supporting documentation and evidence, must be submitted by the same date.

- Works must align with Section 1.1 to 3.8 of this document.

### 1.1. Program criteria

Projects will be appraised equally against each criterion.

- Proposals that improve safety and accessibility are a 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.

Refer to Appendix E, for further information on the merit and assessment criteria, project assessment details.

### 1.2. Eligible infrastructure components

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

- new shelter and associate works; 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 \$20,000 – which includes the shelter and associated works.

An upgrade has a maximum total grant value of \$4,500 (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.

### 1.3 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.



### 1.4 Ineligible Funding Items

- 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.

### Key dates

Table 3: Key dates

<b>Applications open</b>	1 July 2024
<b>Applications close</b>	31 August 2024
<b>Successful projects announced</b>	Mid 2025
<b>Project Completion Reports and supporting evidence due</b>	Two years from successful notification letter
<b>Program close</b>	Two years from successful notification letter

## 2. The Application and Assessment Process



### 2.1 How to apply for funding

TfNSW will advise when a funding round opens for the submission of a standard application. Such rounds will be opened every year allowing **two 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.

### Preparing an application

#### 2.1.1. Scope

- Identify the amount of funding available for your area and region in **appendix B**. While this is a notional budget, if the pool is fully subscribed, then this would be the funding limit for the round. Please submit realistic applications 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.
- Each location should have the before photo attachment and must use the address of the naming convention of all pictures.
- The photo must be geotagged, and date stamped.
- 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.

### 2.1.2. 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.

While it is not a requirement, 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.

### 2.1.3. 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.

### 2.1.4. 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 on applicants.**

### 2.1.5. 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>

### 2.1.6. Submission of applications

Applications are to be submitted through the SmartyGrants portal 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 Program Manager.

## How applications will be assessed

### 2.2. Allocation Process

Applications are grouped by each eligible NSW Region. The Program Manager performs eligibility assessment on each project and then determines whether there are sufficient subsidies allocated to that region to subsidise all eligible bus stop improvement projects. For details of this round's nominal regional allocation of subsidy – see **Appendix B**.

The Program Manager calculates whether there is an under-subscription or over-subscription of the notional funding allocated to each eligible NSW Region.

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.

### 2.3. Assessment and Approval Process

Each project will be subject to a competitive merit-based selection process based on eligibility criteria and assessment criteria to enable selection of projects which meet the program objectives. – see **Appendix E**

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

Upon the completion of the application assessments, the panel will submit recommendations to the Executive Director, Community and Place, TfNSW for final approval.

The approved recommendations will be submitted to a Local Government NSW representative for endorsement.

## 3. Processes for Special Infrastructure Projects

Special Infrastructure Projects (SIPs) will be considered from the opening round on 1 July, until the closing date of 31 August as per the applications of the infrastructure projects.

Undersubscription of this allocation will have this budget redistributed evenly into the regions.

SIPs may be identified by the community in consultation with regional TfNSW staff or directly by TfNSW. Applications are submitted online through the smarty grants portal.

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

The Program Manager can be approached to provide advice on eligibility and on structuring a submission for a special infrastructure project. Please contact [cptigs@transport.nsw.gov.au](mailto:cptigs@transport.nsw.gov.au)

## Preparation in support of a project

### 3.1. 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.

### 3.2. Level of support

TfNSW will provide a subsidy for the cost of the project. The level of support will be determined by the quality and scope of the application and the funding available.

### 3.3. 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/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>.

### 3.4. Submitting an application

Applications will be submitted through the SmartyGrants portal where you will be able to upload your proposal. The round opens 1 July and closes 31 August each year.

### 3.5. Appraisal of applications

Applications will be approved at the discretion of the Regional 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.

### 3.6. 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. The maximum time extension is 6 months. Termination of projects prior to their completion may result in a request to return the initial payment.

### 3.7. 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.

### 3.8. Reporting

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

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.

### Conflicts of Interest

TfNSW staff must comply with the following policies to manage conflicts of interests relating to grants to support probity and transparency:

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

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



## Fraud and Corruption

TfNSW has a zero-tolerance approach to fraud and corruption and all staff are expected to call out behaviour which may be corrupt or unethical.

TfNSW commits to fraud and corruption prevention by:

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

## 4. Notification of application outcomes

Following the TfNSW's decision, TfNSW will contact all applicants to inform them of the outcome of their application.

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.

### 4.1. Successful applications

Successful applicants will receive a formal letter of notification, and other supporting documents with further information about the Program.

### 4.2. Unsuccessful applications

Unsuccessful applicants will receive written advice.

Applicants may seek feedback on applications that were unsuccessful.

## 5. Program requirements

### 5.1. Payments to councils

#### Initial Payments

Acceptance of the Funding Agreement should be within 4 weeks of receiving the successful notification. Failure to do so may result in the termination of funding under this scheme.

An initial payment of 50% 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.

#### Final Payment

The remaining 50% will be paid upon all works being finalised, and submission of acceptable acquittal report in the SmartyGrants portal.

As each key milestone passes, the applicant will receive an automated email on the submissions journey through the Portal.

## 5.2. Reporting requirements

Both interim and final acquittal reports must be completed in the TfNSW online grants management system – SmartyGrants - [www.smartygrants.com.au](http://www.smartygrants.com.au).

Reports must be signed by the delegated officer of the applicant, 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.
- Updated milestone dates and financial forecasting/expenditure breakdowns must be included to ensure transparency and accountability.

## 5.3. 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**.

## 5.4. 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**.

## 5.5. Variations

Applicants proposing to vary an approved project must do so in writing and seek formal approval from the relevant TfNSW team or [cpits@transport.nsw.gov.au](mailto:cpits@transport.nsw.gov.au). Written agreement must be received before contracting works or commencing construction. Where a project has already commenced and a variation is sought, approval of the variation must be received in writing before the construction commencing on works that are the subject of the variation.

The maximum time extension is 6 months. Termination of projects prior to their completion may result in a request to return the initial payment.

## 5.6. 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.

### 5.7. 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.

## 6. Further information

Questions about the Country Passenger Transport Infrastructure Grants Scheme, including eligibility and the application process, can be emailed to [cptigs@transport.nsw.gov.au](mailto:cptigs@transport.nsw.gov.au)

### Complaints handling

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

Written complaints can be sent to the Program email [cptigs@transport.nsw.gov.au](mailto:cptigs@transport.nsw.gov.au) and verbal feedback provided in person or over the phone will be recorded in a feedback register to ensure they are addressed.

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

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

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

## Appendix A – Eligible Local Government Areas

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

## Appendix B – Notional Regional Allocation Subsidy

The allocation of provisional regional subsidy 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 budget nominally assigned to each eligible NSW Region. The remainder residual funds will be allocated to SIP.

Upgrades up to \$4,500 each

New Shelters \$20,000 each

Region	Total Notional Funding Allocation
North	\$715,833.34
South	\$408,228.80
West	\$229,270.46
Special Infrastructure Projects	\$238,823.40
	\$1,592,156.00

## Appendix C – TfNSW Community Partnering Team

NSW Region	Office Location	Community Partner	Phone	Email
<b>North Precinct Team</b>				
<b>Hunter Central Coast</b>	Newcastle	Corinne Thompson	0408 427 015	corinne.thompson@transport.nsw.gov.au
<b>New England</b>	Newcastle	Michael Papadopoulos	0438 640 685	michael.papadopoulos@transport.nsw.gov.au
<b>North Coast</b>	Grafton	Brad Crispin	0428 741 088	bradley.crispin@transport.nsw.gov.au
<b>South Precinct Team</b>				
<b>South East Coast</b>	Wollongong	Fiona McLauchlan	0242 212 565	fiona.mclauchlan@transport.nsw.gov.au
<b>South East Tablelands</b>	Wollongong	Vanessa Wilson	0436 447 547	vanessa.wilson2@transport.nsw.gov.au
<b>Riverina Murray</b>	Wagga Wagga	Joanne Cheshire	0427 047 121	joanne.cheshire@transport.nsw.gov.au
<b>West Precinct Team</b>				
<b>East</b>	Parkes	Sharon Grierson	0418 440 244	sharon.m.grierson@transport.nsw.gov.au
<b>Central West</b>	Parkes	Jacqueline Anderson	0417 278 882	jacqueline.anderson@transport.nsw.gov.au
<b>Far West</b>	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 TfNSW 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. Funding recipients accept any special conditions that TfNSW 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 TfNSW approval in writing;
  - d. reporting as required (refer to **Appendix F**);
  - e. TfNSW 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, TfNSW does not assume any legal obligation for the project. All relevant legal obligations and liabilities are the sole responsibility of the recipient and any subcontractor. TfNSW 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 2002<sup>3</sup>;
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.

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.

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 correspondence to the Grants Officer for the initial payment (50%) of the Country Passenger Transport Infrastructure Grant, they are accepting any terms TfNSW 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 TfNSW grants.**

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

### 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, 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 one stop upgrade (\$4,500) and three new shelters (\$64,500) would receive an initial payment of 50% (\$32,250). Following completion of any of the upgrades or shelters, the recipient may submit their acquittal report via the SmartyGrants portal for the remaining grant payable for the completed works. For example, the one upgrade is completed within three months and the recipient provides an acquittal report on the one upgrade through the SmartyGrants Portal for 50% of \$4,500 (\$2,250). TfNSW would pay the \$2,250 leaving an outstanding balance of \$30,000 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 upload to the SmartyGrants portal 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.

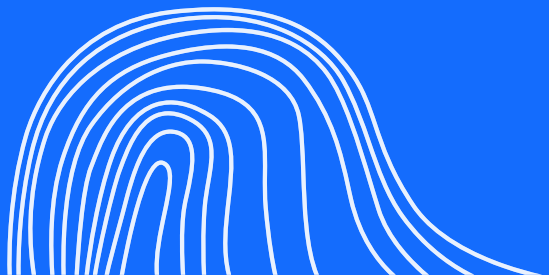
## Final payments

Receipt of an acceptable final report in conjunction with the financial information will trigger 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				\$20,000
Basic boarding point	Improve accessibility	boarding point	Basic boarding point manoeuvring area. min.1540w x 2070d	Maximum subsidy \$2,250	\$4,500 only per location
Connecting footpath	Improve accessibility	1200mm minimum width	Total area can be accrued at one or more passenger transport stop/s. Maximum 10 metres.	Must connect transport stop with nearest level surface. Maximum subsidy \$150 per square metre capped at \$3,000 total subsidy.	
Minor boarding point upgrades	Improve accessibility	firm level boarding	In fill (up to 1.5 m2) between existing level boarding area and kerb (or surface of the road where there is no kerb)	Maximum subsidy \$750	
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 \$2,250	
Signage	Improve accessibility	pole with sign	To indicate the location of a designated transport stop	Maximum subsidy \$750	
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 \$3000	
Street furniture	Improve passenger amenity	seat/bench	For installation at passenger transport stops	Maximum subsidy \$1,500	
Tactileground surface indicators	Improve accessibility	Must comply with relevant codes and standards	Indicate boarding points, access and egress	Maximum subsidy \$2,250	





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