

NSW Department of Planning, Housing and Infrastructure

Transport Oriented Development Community Infrastructure Program

Grant Guidelines – Round 1 (Council Projects)

February 2026



Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land, and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

Published by NSW Department of Planning, Housing and Infrastructure

dphi.nsw.gov.au

Transport Oriented Development Community Infrastructure Program

First published: February 2026

Copyright and disclaimer

© State of New South Wales through the Department of Planning, Housing and Infrastructure 2026.

Information in this publication is based on knowledge and understanding at the time of writing, November 2025, and is subject to change. For more information, please visit nsw.gov.au/copyright

Grant Program Details	
Opening date and time	Mon 23 February 2026 9:00 am
Closing date and time	Mon 18 May 2026 5:00 pm
Project delivery timeframe (for successful applications)	1 July 2026 to 30 June 2029
Decision-maker	NSW Minister for Planning and Public Spaces
NSW Government Agency	NSW Department of Planning, Housing and Infrastructure
Type of grant opportunity	Closed, non-competitive
Grant value (total available funding for the grant and the available individual grant amounts)	\$90 million total available funding \$0.5-\$10 million per grant
Enquiries	todcip@dphi.nsw.gov.au

Contents

Overview of the grants program	5
1 Overview of the grants program	6
1.1 Purpose and objectives.....	6
1.2 Grant value.....	7
Selection criteria	9
2 Selection criteria	10
2.1 Eligibility criteria	10
2.2 Assessment criteria.....	15
Application process	18
3 Application process	19
3.1 How to apply	19
3.2 Support available to applicants	19
Assessment process	21
4 Assessment process	22
4.1 Assessment of grant applications	22
4.2 Notification of application outcome.....	23
4.3 Publication of grants information.....	23
Successful grant applications	24
5 Successful grant applications	25
5.1 Grant agreement.....	25
5.2 Grant payment.....	26
5.3 Recovery of unspent or misspent funds	26
5.4 Indicative reporting and acquittal requirements.....	26
Additional information and resources	28
6 Additional information and resources	29
6.1 Complaint handling.....	29
6.2 Access to information.....	29
6.3 Ethical conduct	29
6.4 Compliance and probity.....	30

1

Overview of the grants
program

1 Overview of the grants program

The NSW Government's Transport Oriented Development (TOD) Program is enabling new housing around Sydney's world-class metro system and existing rail stations. It will create sustainable and well-connected communities for current and future generations by allowing more people to live close to transport, jobs, services, nightlife and amenities.

In November 2024, 7 TOD Accelerated Precincts across Greater Sydney were rezoned to accommodate nearly 60,000 homes over 15 years. To support this transformation, the NSW Government is investing \$520 million from its Housing and Productivity Fund into community infrastructure.

As a part of this, the TOD Community Infrastructure Program is a closed, non-competitive grant program awarding over \$220 million to deliver active transport infrastructure in the 9 Local Government Areas (LGAs) accommodating growth in the 7 TOD Accelerated Precincts. Additionally, the separate Parks for People program will invest \$300 million in creating new open spaces in each of the Accelerated Precincts.

The TOD Community Infrastructure Program will be delivered in 3 rounds and invite councils and Transport for NSW (TfNSW) to nominate projects that support the TOD Accelerated Precincts. In Round 1, \$90 million is available to the 9 councils that are accommodating growth in the TOD Accelerated Precincts.

Investing in infrastructure that supports sustainable transport and connected communities is essential to delivering the TOD Accelerated Precincts with more places to live and work. They will be great communities for people, families and workers to build a life.

This was a critical consideration in the strategic planning underlying the rezoning of the TOD Accelerated Precincts. The TOD Community Infrastructure Program will help achieve this outcome by funding walking and cycling infrastructure, as well as road and public transport projects that benefit the community, are the best value-for-money, and demonstrate strategic and technical merit.

These guidelines relate to Round 1 of the TOD Community Infrastructure Program and outline the grant application process, selection criteria, assessment procedure, and assistance available for councils.

1.1 Purpose and objectives

The purpose of the TOD Community Infrastructure Program is to deliver active transport infrastructure that supports the liveability of high-density communities in the 7 TOD Accelerated Precincts by June 2029. This will help realise the integrated approach to land use and transport planning adopted in each Precinct and contribute to NSW's commitments under the National Housing Accord.

The TOD Community Infrastructure Program has been developed as a closed, non-competitive grant program to deliver the infrastructure needs of each Precinct identified during the rezoning process. These needs are documented in each TOD Accelerated Precinct's rezoning package (linked below), including finalisation reports, infrastructure delivery plans, and transport assessments, statements and technical notes.

The specific objectives of the TOD Community Infrastructure Program are to:

- ensure projects deliver value-for-money, particularly in terms of economic and health benefits from increased active transport in the community
- improve the liveability and amenity of the TOD Accelerated Precincts to support increasing housing supply
- fund active transport infrastructure that is strategically aligned with the planning priorities, transport needs, and open space for each TOD Accelerated Precinct
- deliver well-planned infrastructure projects on time and on budget so new development is serviced within the National Housing Accord period
- maximise the extent to which the rezoned capacity for new homes within each TOD Accelerated Precinct is serviced by active transport infrastructure.

1.2 Grant value

The NSW Government will invest a total of \$220.6 million under the TOD Community Infrastructure Program. This amount has been split into \$155.9 million across 9 local councils and \$64.7 million to Transport for NSW.

Funding will be allocated to each TOD Accelerated Precinct based on its proportional share of new housing supply.

Under Round 1, \$90 million is available for councils to nominate grants between \$0.5 million and \$10 million but not exceeding the Precinct funding allocation. Projects with co-contributions are accepted but not mandatory.

Collective agreement of projects and funding in multi-LGA precincts

Councils within multi-LGA precincts (Crows Nest and Homebush) are encouraged to consider projects that deliver precinct-wide benefits and support coordinated outcomes across LGA boundaries. Joint applications can also be beneficial in achieving strategic planning priorities across the TOD Accelerated Precincts.

To support a collaborative approach for multi-LGA precincts, councils will be required to agree on which projects to submit, including the resulting total funding split for the Precinct. These councils are required to provide evidence of endorsement of the approach (i.e. each council must support the project(s) of other council(s) in the same precinct. If no agreement is reached, funding may not be available for that Precinct under Round 1.

Table 1 outlines the funding available to each TOD Accelerated Precinct in Round 1.

Further details on joint applications and supported individual applications are outlined in Section 2 of these guidelines.

Table 1. Round 1 funding allocations by TOD Accelerated Precinct. Shared endorsement of projects required for multi-LGA Precincts.

Precinct (single LGA)	LGAs	Homes*	Share (%)	Round 1 funding
Bankstown	Canterbury-Bankstown	14,000	24.1%	\$21,686,747
Hornsby	Hornsby	6,000	10.3%	\$9,294,320
Kellyville	The Hills	1,700	2.9%	\$2,633,391
Bella Vista	The Hills	2,900	5.0%	\$4,492,255
Macquarie Park	Ryde	9,600	16.5%	\$14,870,912
Precinct (multi-LGAs)	LGAs	Homes*	Share (%)	Funding Round 1
Crows Nest	Lane Cove	5,900	10.2%	\$9,139,415
	North Sydney			
	Willoughby			
Homebush	Strathfield	18,000	31%	\$27,882,960
	Canada Bay			
Total	9	58,100	100%	\$90,000,000

Notes:

All figures are rounded.

Expected expenditure for Rounds 2 and 3 will be determined prior to each program round launch.

2

Selection criteria

2 Selection criteria

2.1 Eligibility criteria

Eligible infrastructure

Sustainable transport options to support growth and liveability were an important consideration in the rezoning of the TOD Accelerated Precincts. The TOD Community Infrastructure Program will therefore fund infrastructure that delivers active transport, meaning modes of transport that involve physical activity, such as walking, cycling, and using mobility devices. It will also fund public transport and road projects that benefit pedestrians and cyclists.

Table 2 specifies eligible infrastructure types that may be supported by this program. This will assist with determining the benefits of each project that results from a shift in transport modes.

The many kinds of active transport projects are set out as examples that applications can group as a package. The NSW Movement and Place framework provides helpful resources for considering and designing each project, including the [design solutions library](#) and Transport for NSW's [Design of Streets and Roads \(DORAS\)](#), [Cycleway Design Toolbox](#), and [Walking Space Guide](#).

Road upgrades are eligible, but the works must demonstrate benefits for pedestrians and cyclists, such as by improving safety. Applicants must consider the program objectives and assessment criteria, as well as appropriate design solutions, when justifying applications for road upgrades.

Applications must indicate the infrastructure type and provide a brief project description.

Table 2. Eligible infrastructure types and example projects

Eligible infrastructure type	Example projects
Walking infrastructure	Footpaths, crossings, ancillary works (street furniture, shade, lighting)
Cycling infrastructure	Separated bicycle paths, kerb ramps, bicycle parking, quietways
Walking and cycling infrastructure	Shared paths, shared zones, crossings, ancillary water sensitive urban design works (verge planting and buffer trees, swales, modal filters)
Public transport that supports walking and cycling	Safety and accessibility upgrades, fully accessible bus stops, bus shelters, wayfinding
Road upgrades that support walking and cycling	Slow points, signalised intersections and crossings, narrowed lanes

Eligible applicants

Round 1 is open to the 9 local councils accommodating growth in the TOD Accelerated Precincts. Table 3 sets out these 9 Local Government Areas (LGAs).

Applications must include the relevant council and provide details for the head of organisation, the project lead, and the principal contact person for the nomination(s).

Table 3. Eligible LGAs for TOD Accelerated Precincts

TOD Accelerated Precinct	LGA
Bankstown	Canterbury-Bankstown
Crows Nest	Lane Cove, North Sydney, Willoughby
Homebush	Canada Bay, Strathfield
Hornsby	Hornsby
Kellyville / Bella Vista	The Hills
Macquarie Park	Ryde

Minimum and maximum number of applications

As a guide, each applicant may submit between one and three grant applications, as this range is generally proportionate to the amount of funding available in each Precinct. However, councils have the option to submit additional applications as needed or choose to package multiple projects within a single application where preferred or more efficient to do so (for example, multiple projects of a similar infrastructure type). Councils within multi-LGA precincts should consider this matter when reaching an agreed shared distribution of funds.

During the nomination period, councils are encouraged to seek advice from the Program Team on the most appropriate way to structure the number of applications they intend to submit.

Collective agreement of projects in multi-LGA Precincts

Councils within multi-LGA precincts must agree on projects to submit before submitting any grant application under this Program and the resulting distribution of funds. This gives councils the opportunity to jointly consider projects that deliver precinct-wide benefits, such as improved connectivity, enhanced safety, or broader amenity upgrades.

If no collective agreement between multi-LGA precinct councils is reached on projects and the resulting distribution of funds, funding may not be available for that Precinct under Round 1.

Councils may choose to submit projects in one of two ways. They can apply for funding for projects located solely within their own LGA which they will deliver themselves, provided the project is supported by the other councils in the Precinct. In that instance, the grant value of the project must align with the agreed shared distribution of funds. Alternatively, any 2 or 3 councils can submit a joint application for a shared grant. In that case, the project would involve shared delivery responsibilities and an agreed split of the grant funds.

Application requirements for collectively agreed projects

Councils within multi-LGA precincts must submit a letter confirming their support of each project and the agreed funding distribution. This letter must be attached as supporting documentation when lodging any grant application(s).

The letter must:

- Clearly list the council(s) participating in the agreed shared distribution of funds
- Specify the funding allocated to each council based on the precinct total
- Identify the projects to be delivered by each council, including their grant values
- State that each council endorses the identified projects to be delivered
- Ensure that the total grant value of each council's projects do not exceed the total precinct funding allocation
- Be signed by an appropriate authorised officer from each participating council

Individual funding agreements will be prepared in line with the council's agreed funding allocation specified in the letter (See Section 5).

Application submission requirements for joint applications

A joint application is for one project where one or more councils will split the grant funding and have shared responsibility for delivering the project.

Councils may choose to submit a joint application for a shared project, such as one that spans one or multiple LGA boundaries. It is acknowledged that joint funding arrangements can sometimes support efficiencies in cost, tendering, and procurement during project delivery.

When lodging a joint grant application, it must indicate a lead council. The lead council must:

- submit the application on behalf of all supporting council(s)
- include a letter providing details of the supporting council(s) and confirming:
 - valid and current arrangements concerning the joint application
 - the agreed funding split for the grant application
 - authorisation via a signature from an appropriate officer of each participating council

Submission of the joint application will be taken as acceptance of the supporting council's letter. If successful, separate funding agreements will be prepared in line with the agreed funding split (see Section 5).

Joint applications must also clearly outline the responsibilities of both the applying and supporting council(s) in relation to:

- project description
- scope and deliverables
- activities and milestones
- project funding, including details of any co-contributions

If the parties seek to mutually change this arrangement during the nomination period, they should contact the project team to request to update the application, submit separate applications, or withdraw the application. Applications cannot be modified during the assessment period.

Eligible project locations

To be eligible for funding under the TOD Community Infrastructure Program, projects must be located either:

- within the rezoning precinct of a TOD Accelerated Precinct, or
- within 1.2 kilometres of the metro or railway station(s) in the TOD Accelerated Precinct.

The mapped boundary of each rezoning precinct is available on the [Department's website](#).

Each application must include:

- the principal site address of the proposed project, and
- Geographic Information System (GIS) data in the form of shapefiles showing the geographic extent of the project.

Projects may extend beyond the rezoning boundary or 1.2 km radius, provided that at least part of the project falls within the eligible area. If the project connects to a broader active transport network, applicants may submit additional GIS files to illustrate the full extent of that network.

Grant funding value

Each application can request grant funding between \$0.5 million and \$10 million, but not exceeding the total precinct funding allocations outlined in Table 1. Councils within multi-LGA Precincts should consider this matter when reaching an agreement on projects and funding distribution. This amount accommodates a variety of project types at different scales.

Applicants may choose to nominate:

- one or more large-scale projects, or
- multiple smaller projects, which may also be packaged up as one project, e.g. multiple pedestrian crossings.

Requested grant funding will need to factor in any project contingencies, as there is limited scope for cost variations later. Cost estimates will be considered as part of the assessment process.

Applications must state:

- the amount of grant funding requested
- the total project cost.

Co-contributions

Co-contributions are accepted but not required. Where co-contributions apply, applications must state:

- the amount and source of any co-contribution.
- how the co-contribution bridges the gap between the grant funding requested and the total project cost.

- whether the co-contribution is approved and secured, supported by written evidence. This will be considered in the assessment process.

Delivery timeframe

All projects funded under TOD Community Infrastructure Program must be delivered by 30 June 2029. This aligns with the National Housing Accord period. Planning and design projects must be completed within 18 months of receipt of funding to allow adequate time for construction within this timeframe.

Applications must:

- indicate a delivery date
- indicate an anticipated construction end date (for non-construction projects)
- provide supporting information on project timeframes to assist with the assessment of the project.

Project phase

Applications will be accepted for:

- planning and design projects
- design and construction projects
- construction projects.

To prime the construction delivery pipeline, an indicative cap of up to 30% will be applied towards funding of planning and design projects in each TOD Accelerated Precinct. For planning and design projects, applicants should indicate in the project description the anticipated timeframe and cost for construction.

Project and funding exclusions

The following projects are ineligible:

- painted on-road cycling and mixed traffic cycling projects on roads above 30km/h
- closed-loop recreational projects
- maintenance of existing infrastructure and facilities
- standalone pedestrian refuges, signage, wayfinding or lighting projects (noting these can be packaged)
- projects focused primarily on vehicular improvements
- projects already fully funded by the Government.

The following uses of grant funding are not permitted as part of any project:

- land acquisition (information about the funding and delivery status of any land acquisition required should be detailed as a project risk and interdependency)
- stone or granite kerbs/paving
- multifunction poles or private meters
- street furniture with advertising

- artworks
- rain gardens (unless used as part of a separator or buffer)
- pedestrian fencing and vehicle barriers
- stormwater systems not directly linked to active transport
- operational expenditure post-delivery
- community consultation
- legal matters
- costs incurred before a funding announcement
- salaries of existing staff or staff not involved in the project
- administrative overheads such as office equipment, vehicles and mobile capital equipment.

Projects included in local contributions plans

Councils may nominate items included in a local contributions plan provided they are eligible infrastructure projects under the TOD Community Infrastructure Program.

Councils must indicate in their application whether the item is in a local contributions plan and council would need to satisfy itself of its ability to receive funding for a project included in a local contribution plan.

Completing the application form

Applications must be fully completed and of a sufficient standard to allow for accurate assessment. Incomplete or poorly prepared applications may be deemed ineligible for assessment.

During the eligibility review, the program team will review each application and identify any common gaps or issues with the information provided. If appropriate, the nomination period may be briefly reopened to allow an equal opportunity to all applicants to update their applications.

Further requests for information may be conducted during the assessment stage.

2.2 Assessment criteria

Projects nominated in each TOD Accelerated Precinct will be assessed against the 5 criteria specified in Table 4. The 5 criteria are aligned with the objectives of the TOD Community Infrastructure Program and provide assurance that funded projects will be an efficient, effective, economical and ethical use of money in accordance with section 10.3A(2) of the *NSW Government Sector Finance Act 2018*.

The criteria reflect a three-stage assessment process that will determine the economic, strategic, and technical merit of each application using quantitative and qualitative assessment measures. Projects will be assessed against the criteria and rated as 'support', 'support with comments', or 'do

not support'. Projects must receive a 'support' or at least a 'support with comments' ranking to satisfy the assessment criteria. See section 4 for more information.

Table 4. Assessment criteria

Criteria	Specific information and evidence required and assessed	Scoring
1: New homes served	<p>Applicants are required to provide Geographic Information System (GIS) data (shapefiles) showing the project extent (site location or route alignment) and the active transport network of which it forms part (if available). They are not required to provide anything further.</p> <p>An independent expert will conduct a geospatial analysis to determine the number of new homes served by the project.</p> <p>The analysis will involve determining a service catchment for the project, which is an area where residents will use the infrastructure. Within that catchment, they will estimate the number of new homes that will be developed each year by applying the Department's Sydney housing supply forecast. The forecast reflects the dwelling growth capacity created by the rezoning of each TOD Accelerated Precinct.</p>	Quantitative estimate of forecasted homes served over 15 years by the project according to a determined catchment size.
2: Value-for-money	<p>Project costs:</p> <p>Applicants are required to provide a breakdown of costs, including expenditure items for which grant funds will be used and contingencies. The nomination form requires project costs to be detailed in a consistent format and provides the option to upload detailed estimates, such as quantity surveyor reports.</p> <p><i>Note on additional cost estimates:</i></p> <p>To inform the cost-benefit analysis of design-only projects, applicants will need to estimate the anticipated construction cost of their project and provide this information in the application form where prompted. Construction costs must not otherwise be included in the amount of grant funding requested, nor should they be counted in the total cost of delivering the project. An estimate of operational costs will also be required for all projects. The estimates will be used only to carry out the cost-benefits analysis.</p> <p>Project benefits:</p> <p>Applicants are not required to estimate project benefits.</p> <p>An independent expert will assess benefits based on the number of new homes served and the estimated number of active transport trips attributable to the project.</p> <p>Trip estimates will be used to calculate \$ per km benefits using accepted reference outcomes values:</p> <ul style="list-style-type: none"> • TfNSW Economic Parameter Values – economic benefits of reduced congestion, vehicle operation, parking, crashes, and roadway provision. 	Quantitative: Net Present Value (NPV) and Benefit Cost Ratio (BCR) determined using Rapid Cost-Benefit Analysis

	<ul style="list-style-type: none"> NSW Active Transport Health Model – health benefits of added healthy life years and healthcare cost savings from increased physical activity, reduced air pollution, and fewer accidents. 	
3: Strategic alignment	<p>Applicants are required to provide statements demonstrating how the proposed project is consistent with the strategic planning of the relevant TOD Accelerated Precinct.</p> <p>Applicants are also required to demonstrate how the project will meet the infrastructure needs identified in the relevant infrastructure delivery plans and transport studies for the precinct.</p>	Qualitative: level of support for the project indicated by subject matter experts involved in the rezoning and infrastructure planning of each precinct.
4: Liveability and design	<p>Applicants are required to provide statements demonstrating how the proposed project is consistent with planning processes, and design principles and guidance under NSW frameworks:</p> <ul style="list-style-type: none"> Movement & Place – Consistency with the <u>Movement and Place core process</u> an established vision and objectives based on built environment indicators, understanding of place and movement, identified issues and opportunities, considered options, preferred option. 	Qualitative: level of support for the project indicated by subject matter experts based on knowledge of planning and design frameworks.
5: Project deliverability	<p>Applicants are required to provide:</p> <p>A project scope and key deliverables, a schedule of works and key milestones, a risk profile (including any natural hazards, contamination, etc.), interdependencies (including land acquisition and approvals), cost estimates (including contingencies), and details of any co-contributions.</p>	Qualitative: level of support for the project indicated by subject matter experts as to whether it can be delivered on time and on budget within the Housing Accord period.

The Program Team may consult with Transport for NSW on safety and network integration matters related to project nominations. This can include reviewing operational requirements and assessing traffic impacts to ensure projects align with the existing transport network, particularly where concurrence or approval from a transport authority is required.

Feedback from Transport for NSW will be consolidated and provided to applicants for resolution during the project delivery stage.

3

Application process

3 Application process

3.1 How to apply

The nomination period is open from Mon 23 February 2026 to 17:00 Mon 18 May 2026.

Applications must be submitted online through SmartyGrants. The application link will be provided on the program website and via email to eligible council applicants.

To apply:

- Review the template form that was emailed to all eligible applicants and use it to prepare the information for the application in advance.
- Register a new account or login to SmartyGrants using the link above.
- Create a new application in SmartyGrants.
- Save the draft application every 20 minutes to prevent application data loss, as SmartyGrants logs out inactive users for security reasons.
- On submission of the application, SmartyGrants will generate an automatic confirmation.

The nomination form is designed to capture all information required for the assessment and is intended as the sole reference point for assessors. Incomplete applications will likely be deemed ineligible for assessment by the program team. Additional documents may be attached to the form, but should only serve to support or evidence the information in the nomination form.

Late nominations will not be accepted.

Following an initial eligibility review, the program team may reopen the nomination period to all applicants if common issues or missing information are identified.

3.2 Support available to applicants

The program team is available to assist applicants during the nomination period.

Applicant information session

All eligible applicants will receive an email inviting them to attend an online information session that will provide a general overview of the program, application requirements, and the assessment and decision-making processes. This will be hosted during the nomination period and a link to the recording will be shared by email following the session.

One-on-one support

Applicants may also email the program team to request a one-on-one meeting over Microsoft Teams to discuss their applications and ask any specific questions. To ensure fairness, the program team will share any information of general relevance discussed during these meetings with all applicants.

Contact information

For support or to request a meeting, applicants can email the program team at todcip@dphi.nsw.gov.au

The team will respond within 1-2 business days.

4

Assessment process

4 Assessment process

4.1 Assessment of grant applications

Applications will be assessed through an eligibility review and a three-stage assessment that will review the economic, strategic and technical merits of each project.

The economic merit of each project will be assessed by an independent expert using a rapid cost-benefit analysis. This will account for the number of homes served by each project and the attributable increases in active transport journeys which have health and economic benefits.

The strategic merit will be assessed by various subject matters experts involved in the land use planning of each TOD Accelerated Precinct, as well as transport planning more generally. They will indicate a qualitative level of support for the project having regard to the rezoning packages, design and network safety considerations.

Finally, the technical merit will be assessed by a separate independent expert who will consider the deliverability of the project. They will indicate a qualitative level of support for the project having regard to matters such as the estimated costs relative to benchmarks and risk profile of the project.

Investment recommendations will be made on the basis that each project meets the assessment criteria. If the support of the strategic and technical assessments is qualified with comments, the program team must be satisfied that any identified issues can be addressed. If significant matters are raised during the assessment process, that project may not be recommended for investment.

Table 5 sets out the structure for the assessment process by roles and responsibilities of the assessors and decision-makers. An independent probity advisor will oversee the process.

Table 5. Assessment process roles and responsibilities

Responsibility	Role
Eligibility review: <ul style="list-style-type: none"> Eligibility criteria 	Infrastructure Strategy and Implementation – Department of Planning, Housing and Infrastructure
Economic assessment: <ul style="list-style-type: none"> Criterion 1: New homes served Criterion 2: Value-for-money 	Independent Technical Expert: <ul style="list-style-type: none"> External consultant
Strategic assessment: <ul style="list-style-type: none"> Criterion 3: Strategic alignment Criterion 4: Liveability and design 	Strategic Assessment: <ul style="list-style-type: none"> Department of Planning, Housing and Infrastructure (relevant planning and transport planning teams).*
Technical assessment: <ul style="list-style-type: none"> Criterion 5: Project deliverability 	Independent Technical Expert: <ul style="list-style-type: none"> External consultant

Investment recommendations	Infrastructure Strategy and Implementation – Department of Planning, Housing and Infrastructure Subject to internal approvals and endorsements.
Investment decision	Minister for Planning and Public Spaces
Probity advice and assurance: <ul style="list-style-type: none"> • Grants Administration Guide compliance • Conflicts of interest management • Assurance to the decision-maker 	Independent Probity Advisor: <ul style="list-style-type: none"> - External consultant

*The Program Team may consult with Transport for NSW.

4.2 Notification of application outcome

Applicants will be notified of the outcome of their application by email between mid-late 2026. Each applicant will receive written advice outlining the key reasons for successful and unsuccessful applications.

A public announcement of successful projects will be made at the same time to ensure coordinated and transparent communication. Successful applicants may be contacted beforehand to confidentially assist with promotional materials.

Feedback on applications

The program team will be available to meet with any applicant to provide detailed feedback on their assessment results.

The program team can also review any aspect of the assessment to ensure it was conducted in accordance with these guidelines. While the assessment process itself will not be changed or re-opened, feedback will be considered to improve the process for future rounds.

4.3 Publication of grants information

Information about TOD Community Infrastructure Program grants will be published on the Department's website and the [NSW Government's grants and funding webpage](#).

All records in relation to grant decisions will be managed in accordance with the *Government Information (Public Access) Act 2009* and the *State Records Act 1998*.

5

Successful grant
applications

5 Successful grant applications

Successful grant applicants will be required to enter into a funding agreement. The agreement is a legal contract between the NSW Department of Planning, Housing and Infrastructure as the grantor and the successful applicant as the grantee.

The funding agreement provides important terms and conditions associated with grants awarded under the program. A copy of the draft standard template agreement will be circulated to all eligible applicants at the time nominations open. This will provide applicants an opportunity to review the terms and conditions prior to lodging their application, noting the Department has discretion to change the draft standard template during the program.

Successful grant applicants will be issued with the final funding agreement for execution. Applicants must review the agreement carefully and ensure they are satisfied with the final terms and conditions. Amendments to the final funding agreement will not be accepted to ensure a consistent and equitable funding framework applies to all grantees.

An authorised delegate will be required to sign the funding agreement as soon as possible after each grantee has been notified of their successful application outcome.

In the case of joint applications, the successful councils will enter into separate funding agreements. The grant funding will split according to the details of the arrangement submitted with the application.

5.1 Grant agreement

The funding agreement includes key details about the project and the terms and conditions of the grant. It includes:

- key project milestones and the funding amounts payable upon their completion
- the project scope subject to funding, commencement dates, and completion dates
- the amount of funding awarded, and the amount of co-contributions made by the grantee towards the project
- grantee insurance requirements
- circumstances that may trigger possible repayment of funds or recovery of unspent funds
- termination rights
- reporting and invoicing requirements
- requirements for acknowledgement of financial support by the NSW Government in accordance with the [NSW Government Funding Acknowledgement Guidelines](#).

The funding agreement does not ordinarily allow for project variations. If a variation becomes necessary, it must be formally agreed to in writing by the Department and the grantee. It would then be referenced in the variation schedule of the funding agreement.

Project plan

A draft project plan will be produced by the Department using the project information submitted with the application. This will accompany the funding agreement. After signing the agreement, both parties will arrange and agree on a final project plan.

In the case of joint applications, the draft project plan will reflect the information provided in the application. The final project will then be refined to reflect the individual responsibilities of the supporting councils.

5.2 Grant payment

Grant payments will be made in accordance with the payment schedule set out in the funding agreement. Under the schedule, a percentage of the total funding awarded will be paid against the completion of certain project milestones. Table 6 sets out the standard indicative payment schedule.

Table 6. Payment schedule of grant funds by project milestones (indicative)

Project milestone	Funding payable (indicative)
Execution of funding agreement	0%
Acceptance of a final project plan: <ul style="list-style-type: none"> due within 3 months of execution 	50%
Notice of construction commencement: <ul style="list-style-type: none"> due no later than 20 days before construction begins 	40%
Project completion and acquittal	10%

5.3 Recovery of unspent or misspent funds

The funding agreement specifies the circumstances in which funds may be recoverable by the Department and to what extent.

In the event the project is completed at a cost less than the amount of funding awarded, the Department may enable ongoing expenditure of unspent funds towards any goals or objectives associated with the project, subject to potential conditions the Department considers appropriate.

5.4 Indicative reporting and acquittal requirements

Reporting requirements

Grantees are required to provide quarterly updates to the Department in an agreed-upon reporting format. The key updates must include:

- the extent to which the project milestones set out in the funding agreement are being met
- whether any project outcomes are being achieved
- any changes or issues arising out of the project.

Acquittal requirements

Grantees are required to provide a project acquittal report and procurement certificate to the Department within 3 months of project completion.

Project acquittal report

At a minimum, the project acquittal report must include:

- a practical completion date of the project
- an itemised breakdown of actual project costs, including a record of invoices received and payments
- the date the project will be available for community use.

The funding agreement requires grantees to keep accurate financial accounts and records relating to the expenditure of funding towards the project.

Procurement certificate

The procurement certificate must include a statement that the grantee has complied with the relevant provisions of the Local Government Act and Regulations, as well as the grantee's own procurement policy.

6

Additional information and
resources

6 Additional information and resources

6.1 Complaint handling

The TOD Community Infrastructure Program team is available to assist applicants with any issues encountered throughout the assessment process or about grant decisions.

Complaints can be directed via email to todcip@dphi.nsw.gov.au.

For matters concerning ethical conduct or the integrity of the program, applicants may also contact the program's independent probity advisor (refer to section 6.4).

6.2 Access to information

The *Government Information (Public Access) Act 2009* (GIPA Act) provides for the proactive release of Government information by agencies and gives members of the public an enforceable right to access Government information held by an agency (which includes Ministerial offices).

The GIPA Act and the *Government Information (Public Access) Regulation 2018* may make certain grant-related information publicly available, unless there is an overriding public interest against disclosure of the information.

Requests to access information on the TOD Community Infrastructure Program can be submitted via email in the first instance to todcip@dphi.nsw.gov.au.

6.3 Ethical conduct

Applicants must adhere to certain ethical conduct requirements concerning the submission of their grant application. Applicants will be asked to make the following declarations when lodging their application:

- All information, responses to assessment questions, and all other representations made in the grant application are true and correct to the best of the applicant's knowledge.
- The application has been lodged by an authorised person who has the authority to:
 - submit the grant application
 - represent and bind the applicant to the grant's assessment process, once the application is lodged.
- The applicant understands that any false declarations made may render the application ineligible/invalid in the grants assessment process.
- The applicant has declared any relevant conflicts of interest.

6.4 Compliance and probity

The TOD Community Infrastructure Program has been designed to meet the requirements and principles of the Grants Administration Guide. It is a mandatory and legal requirement that the program complies with the Guide under the *Government Sector Finance Act 2018 (NSW)* (GSF Act).

These guidelines have been drafted using the Grants Administration Guide template. Other Grants Administration Guide checklists and templates will be used to assure the Minister that investment recommendations made under this program satisfy section 10.3A of the GSF Act.

As this is a high-value grant program, an independent probity advisor has been appointed to provide initial and ongoing advice to ensure the integrity of the program. The probity advisor is responsible for drafting a probity plan that will ensure the TOD Community Infrastructure Program complies with its legal requirements and that all conflicts of interest are declared, reviewed and managed appropriately.

The probity advisor will also review the investment recommendations report to ensure projects recommended for investment have followed the assessment process prescribed in these guidelines.

Applicants may contact the probity advisor directly at vbaueris@procuregroup.com.au about any probity-related issues concerning the TOD Community Infrastructure Program.

Department of Planning, Housing and Infrastructure

Locked Bag 5022
Parramatta NSW 2124
W: dphi.nsw.gov.au

