

Transport  
for NSW

# Boating Infrastructure for Communities Grants Program

Program Guidelines

February 2025



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# About the Boating Infrastructure for Communities Grants Program

The NSW Boating Infrastructure for Communities Grants Program (Program) provides grant funding to local councils, government agencies, community groups and the private sector for maritime infrastructure and facilities across NSW that improve safe, accessible and enjoyable recreational and commercial boating. This grants Program is a sub-program of the new \$44 million Boating Infrastructure and Dredging Scheme administered by Transport for NSW (Transport) and seeks to support broader economic and social benefits for local communities and visitors.

## About this document

These Program Guidelines apply to the formal application stage of the Program application process. Changes made to the previous Boating Infrastructure for Communities Grant Program Guidelines (November 2024) document have been highlighted in yellow.

The Program Guidelines provides information about the:

- aims of the Program.
- types of projects that are eligible for funding.
- available funding and minimum funding co-contributions.
- application process for the Formal Application stage.
- mandatory criteria and assessment criteria.
- timetable for Program milestones.

These Guidelines includes information about the process after a Formal Application has been submitted by an applicant such as the approval, assessment and decision-making process and responsibilities. Program particulars have also been added to provide applicants with more information about their responsibilities and an outline of grant requirements if the applicant is successful.

Details on the administration and delivery of successful projects will be included in the Conditions of Grant document (funding agreement) to be issued to successful applicants.

## Findings from the Review of the Boating Now Program

An independent review of the Boating Now Program was completed in early 2024. It identified a number of opportunities to improve the delivery of the program most of which are supported and incorporated into this Program including:

- ensuring greater alignment with other strategic government priorities such as the NSW Disability Inclusion Plan.
- transitioning to the Whole of Government Grant Management System.
- continuing to run the Boating Asset Maintenance Program.
- improve communications around successful projects to help build awareness and benefits of project, ensuring communication descriptions accurately reflect projects being delivered.

The renewed focus on safety and accessibility for boaters of all abilities aligns with the review of the Boating Ramp Facility Guidelines currently underway which will also place greater emphasis on

improving accessibility for boaters of all abilities. The revision of the NSW Boat Ramp Facilities Guideline is expected to be completed to coincide with the commencement of the Formal Application stage of the Boating Infrastructure for Communities Grants Program in early 2025.

## Aims of the Boating Infrastructure for Communities Grants Program

The Program seeks to improve boating access to NSW waterways for all abilities, enhance the boating experience and upgrade facilities for the safe enjoyment of the recreational and commercial boating community.

The Program is funded from boating licence and registration fees which are reinvested back into initiatives that improve boating in local communities.<sup>7</sup>

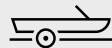
### The Program will benefit boaters and communities by:

#### Improving safety and accessibility



for all boaters, especially for disabled and less mobile boaters, by improving the quality and condition of boating infrastructure

#### Enhancing the boating experience



for all boating customers by identifying projects that give boaters better access, storage and boating facilities

#### Enabling economic development



by supporting increased boating participation and growth in boating-related tourism and marine industries

#### Shaping successful places



by improving public amenity and facilitating the improvement and activation of harbours and foreshore precincts



Figure 1 Upgraded public non-powered vessel launch facility at Milson Park, Sydney

# Funding

A total of \$23 million has been allocated to the Program which includes funding for contingency, administration and evaluation. Projects will need to be delivered and final grant claims received by **30 June 2028** or the Conditions of Grant document may be terminated. There is a strong preference that projects be completed well before this deadline.

Any unspent funding will need to be returned in accordance with the Conditions of Grant document.

Successful applicants are responsible for any project cost overruns. While cost and time variations may be sought, any requests for variations or changes to the project will only be considered in limited circumstances and will be assessed on a case-by-case basis at the discretion of Transport.

## Funding contributions

Dredging projects proposed by applicants under this Program are required to make a financial contribution of at least 25 per cent towards the total project cost, with the maximum grant value of \$500,000 per dredging project.

For all other projects, applicants are required to contribute at least 50 percent of the total project cost. However, if an applicant can clearly demonstrate valid reasons for why an exception should be made, Transport may consider whether to apply a minimum 25 per cent applicant contribution to the total project cost for that applicant.

Funding contributions from the applicant may include funds from other government agencies (excluding Transport), donations, and in-kind contributions such as materials, labour and use of machinery. Internal administration and project management costs such as staff salaries are **not** considered labour and will not be considered as part of the applicant's funding contribution.

Transport will not be recommending partial funding for any application. Grant payments do not include GST. Applicants should seek independent tax advice to determine the funding amount to apply for in your grant application.

## Access to upfront funding

To assist early start of projects and encourage timely project completion, applicants will be able to submit a grant claim for up to 40 per cent of the grant value as soon as the Conditions of Grant document is executed. Should the project not proceed, applicants are required to return the upfront allocation in accordance with the Conditions and Grant document.



Figure 2 All-abilities access pontoon and gangway to support non-powered vessel use along Edward River.

# Who can apply for Boating Infrastructure for Communities Grants

Applications are welcomed from local councils, government agencies, community groups and the private sector.

## Types of projects considered for funding

The types of projects that will be considered for funding under the Program are summarised below:

- **Disability and mobility access improvements** which aim to provide access for disabled, elderly and less mobile boaters. These may include the installation of wheelchair hoists, handrail upgrades to pontoons and installation of accessibility compliant pontoons, gangways and on-ramp pontoons.
- **Boating access improvements** such as boat ramps, wharves, jetties, pontoons, and non-powered vessel access facilities. This may also include minor dredging works to improve access to these boating facilities (see additional details below on dredging grants).
- **Boating amenity and service improvements** such as sewage pump-out and other waste reception facilities, fuel and water services, toilets, car and trailer parking, dinghy storage, vessel wash-down facilities, lighting and signage (including electronic variable message signs (VMS)). In limited circumstances where direct benefits to boaters can be identified, other placemaking improvements such as fish cleaning tables may be considered. Opportunities to support improved environmental outcomes will also be considered. These may include but are not limited to the inclusion of mesh surfaces to allow sunlight to penetrate the seafloor and resurfacing underwater structures to support habitat creation.
- **Local dredging projects** that provide access to local boating facilities including key boat ramps, wharves and pontoons.
- **Strategic plans, detailed designs and feasibility studies** that identify the priority and longer-term boating infrastructure needs and support future boating infrastructure investment.
- **Priority infrastructure needs at key investment locations** from the [Maritime Infrastructure Plan](#) (MIP). The MIP identifies priority infrastructure needs at 14 key investment locations along the NSW coast which are expected to provide the greatest benefit to NSW boaters.

Some examples of projects that may be considered for funding are provided later in the Guidelines under *Case studies* and are provided for information purposes only.

To be eligible for funding, the applicant and project must satisfy the criteria referred to under the section *Mandatory Criteria*.

The grant applicant is responsible for any costs incurred during the grant application process. Costs associated with preparing for a grant application are not claimable for funding under grant program.



Figure 3 Pontoon and gangway installation with disability access ramp at Budd Park, Murwillumbah.

# How to apply for Boating Infrastructure for Communities grant

The Program is following a two-stage process. This process has previously improved the quality of formal applications and reduced the likelihood of project cancellation and variations in project cost and duration. It also provides guidance for potential applicants about the planning requirements for their proposed projects. This two stage process consists of:

- Registration of Interest (ROI) stage
- Formal Application stage

Submissions for both stages will be submitted via the online SmartyGrants platform only. No paper forms will be available or accepted.

## Registration of Interest stage

The Registrations of Interest stage **closed at 12PM 19 December 2024.**

## Formal application stage

Applicants from the ROI stage will be invited to apply for funding through the Formal Application stage. Formal Applications should take into account any MIDO feedback from the ROI stage and should be more detailed than the submissions provided during the ROI stage.

Formal Applications will open on 24 February 2025 and close at **5pm on Wednesday 2 April 2024.**

Formal Applications can be submitted through Transport's online SmartyGrants portal.

## How Formal Applicants will be assessed

The assessment process is applicable only for the Formal Application stage.

## Mandatory Criteria

Transport will only consider Formal Applications that meet each of the following mandatory criteria:

- Formal Applications must be submitted for the same or equivalent project scope to the Applicant's Registration of Interest form
- project must provide direct benefits to boaters, similar to those identified in the previous section *Types of projects considered for funding.*
- project must be available for use by the general boating public and located in an area with an appropriate level of public access to the infrastructure once completed.
- project must be located on land and waters that the applicant owns or has tenure over. Alternatively, the applicant must provide clear evidence of landowner's support, approval or consent to carry out the proposed works at the site, such as a letter of support or formal approval for the project from landowner.
- applicants must have and retain control and/or ownership of the infrastructure to be funded by the grant once it has been completed, and must therefore be responsible for the facility's ongoing management and maintenance.

- applicant must have an Australian Business Number (ABN).
- applicant must either currently hold public liability insurance of a minimum \$20 million per occurrence or better self-insurance to the satisfaction of Transport or confirm willingness to obtain relevant insurance prior to executing a Funding Agreement.
- project construction must not have commenced at the time of submitting the formal application form. The term ‘construction’ applies to physical works only and does not include preliminary investigation and design work, cost estimations or community consultation.

Where an application does not meet the above mandatory criteria, Transport will deem the application to be ineligible and may set it aside from further consideration.

Transport reserves the right to seek clarification or further information from applicants for the purpose of confirming eligibility against the above mandatory criteria, within the parameters of probity and fairness

### Assessment criteria

Formal Applications that satisfy the above Mandatory Criteria will be evaluated and scored against the Assessment Criteria.

Formal Applications will be assessed and ranked for funding based on applications that score highest against the following weighted assessment criteria presented in Table 1.

Table 1 Weighted Assessment Criteria for the Formal Application stage of the Boating Infrastructure for Communities Grants Program

	Description	Weighting (%)
1	<b>Direct benefits to current and potential boaters, especially for boaters with limited mobility</b> Greater consideration will be given to applications that provide strong direct benefits for boaters with limited mobility as well as applications that support improved environmental outcomes.	35
2	How the proposal supports the <b>strategic outcomes of the Maritime Infrastructure Plan</b>	10
3	<b>Delivery confidence</b> including the proposed methodology to complete the project by 30 June 2028	30
4	<b>Cost and affordability</b> (including value for money)	25
	<b>Total</b>	100%

Applicants are encouraged to demonstrate how their proposed project would improve accessibility for boaters with limited mobility or provide positive environmental outcomes.

# After Formal Application is submitted

Transport will establish an Assessment Panel that will assess each Formal Application against the mandatory criteria first and if passed, proceed to score and rank each eligible application against the assessment criteria before making a recommendation to the Executive Director Maritime and Executive Director Transport Safety for funding.

Transport will not be recommending partial funding for any application and each application will be assessed based on the grant application in its entirety.

Applications that scored less than 4 against one or more of the assessment criteria may be set aside from further consideration.

Any unsubscribed Program funds may be considered for future boating infrastructure grant funding program.

## Approvals

Maritime & Transport Safety, Strategy and Policy developed and sponsored the Program in consultation with Maritime Infrastructure Delivery Office. Maritime Infrastructure Delivery Office will manage the delivery of the Program as well as the working partnership with successful applicants while also providing technical project guidance.

The Assessment Panel is responsible for reviewing grant application submissions, determining compliance of each application with the mandatory criteria outlined within this document, scoring each application against the assessment criteria and for providing recommendations to the decision maker for approval of recommended applications and provision of funding approval.

## Decision making

The Program decision maker is the Minister for Transport.

The decision maker will review the availability of grant funds and the recommendations by the Assessment Panel before deciding whether to approve a grant application for funding.

The decision maker's decision is final in all matters, including:

- the approval of the grant.
- the grant funding amount to be awarded.
- the terms and conditions of the grant.

Successful applicants will be notified by Transport via the SmartyGrants platform.

If application is successful and funding approved, a Letter of Offer and Conditions of Grants document will be issued to the applicant for agreement and signing. The Conditions of Grants would be counter-signed by Executive Director, NSW Maritime once the successful applicant has signed and accepted the grant within 30 days of its award.

# Case studies

The following case studies from previous grant programs provide examples of the type of projects that may be funded under the Program. The projects vary across NSW and range from all-abilities access projects to ramp upgrades and dredging works.

A legend has been provided to link projects to the new desired program outcomes of enhancing interfaces between water and land in order to enjoy NSW waterways (**Access**), improving access for boaters with limited mobility (**Accessibility**), addressing environmental outcomes in the boating ecosystem (**Environment**) and uplifting the experience for boaters and visitors to boating facilities (**Amenity**).



## Case study 1: Improved All-Abilities Non-powered Boating Access at the Edward River Bridge, Mathoura

Access Accessibility Environment Amenity

Improved non-powered boating access was completed at the Edward River Bridge, Mathoura at a total cost of \$100,000. The project was delivered in partnership with National Parks and Wildlife Services and included a floating all-abilities kayak launch.

## Case study 2: Bermagui Harbour Boat Ramp Facility Upgrade

Access Accessibility Environment Amenity

The \$645,000 upgrade to Bermagui Harbour boat ramp aimed to reconstruct the existing three lane boat ramp, extend the pontoon and upgrade the car park, improving capacity and usability of the ramp. Handrails have been included to provide improved accessibility for less mobile and elderly boaters.



## Case study 3: Lake Mulwala sewage pump-out facility

Access Accessibility Environment Amenity

The \$140,000 vessel sewage pump out facility includes a wash down and drainage system, a hose and flow meter setup and swipe card log in to monitor and secure the facility. The project also includes boat mooring and fender points. The project supports commercial boating tourism operators improving economic and environmental outcomes.

### Case study 4: Improved Disabled Boating Access at McInherney Park

Access Accessibility Environment Amenity

A permanent gangway and pontoon was installed at McInherney Park, Port Macquarie. A new personnel hoist was provided to assist the Sailability program in providing people with disabilities with sailing opportunities.



### Case study 5: Port Stephens Aquatic Structure Strategy

Access Accessibility Environment Amenity

The Port Stephens Aquatic Structure Strategy assessed all aquatic structures in Port Stephens LGA to provide a long term benefit for local and visiting boaters by identifying which infrastructure should be prioritised for future investment. It undertook demand analysis and community engagement to inform the development of a prioritised work program with cost estimates.

### Case study 6: Shell Cove Kayak Ramp Installation

Access Accessibility Environment Amenity

A new kayak launch ramp and pontoon was constructed at Shell Cove to provide all-ability access for kayaks and other non-powered craft.



### Case study 7: Woodburn Wharf Upgrade

Access Accessibility Environment Amenity

A new floating pontoon and gangway was installed to replace the Woodburn fixed timber wharf. Rock protection was also included upstream of the new floating jetty to create a safe boating area at the beach.

## Case study 8: Tea Gardens Slipway Upgrade

Access

Accessibility

Environment

Amenity

The \$669,000 upgrade project with Tea Garden Slipway Association ensured that the community vessel repair facility at Tea Gardens remains operational across all tide levels and remains compliant with the latest environmental requirements. It included the installation of in-ground drains, along with storage and treatment tanks for wastewater collection and treatment. The upgrade also included a new winch house with amenities, a longer rail to the boat cradle and concrete pads.



## Case study 9: Boating Access Improvements at Manly Boatshed

Access

Accessibility

Environment

Amenity

Manly Boatshed upgraded its facilities to improve access to Sydney Harbour for the general boating public including powered and non-powered boaters. The upgraded facility included a new public floating pontoon with a lower level step-down for paddle craft users and a larger vessel berthing area for larger vessels, dry storage area for non-powered craft, a power boat hire facility, outdoor shower and water station for boaters and the general public.

## Case study 10: Cronulla Boat Ramp Facility Upgrade

Access

Accessibility

Environment

Amenity

Localised dredging was completed for the approach channel to Cronulla Boat Ramp, Gunnamatta Bay, to improve boating access.



# Timetable

Table 2 Indicative timeframes for Boating Infrastructure for Communities Grants Program

	Timeline	Application stage	Action required from applicants
Stage 1: Registrations of Interest	November 2024	Call for Registrations of Interest (ROI) (11 November 2024)	Submit ROI submissions via SmartyGrants portal. Registration of Interest stage closes <b>19 December 2024 12PM.</b>
	February 2025	MIDO to review ROI submissions and provide feedback on submissions	Receive advice from MIDO on submissions and prepare for Formal Application stage
Stage 2: Formal Application	March 2025	Call for Formal Applications (24 February 2025)	Visit the SmartyGrants portal. Prepare applications taking into account MIDO feedback during the ROI stage. Submit formal application through the online SmartyGrants portal <b>by 5pm on 2 April 2025</b>
	April 2025	formal application assessment process	No action required by applicants
	May 2025	Decision made, applicants notified and successful projects announced	If successful, sign Conditions of Grants document with Transport for NSW to accept the grant

# Program particulars

The following items are designed to clarify specific items of the application process for potential applicants.

## Asset owners role and responsibilities

The asset owner is the grant applicant and is responsible for lodging the Boating Infrastructure for Communities Registration of Interest and/or Formal Application Form via SmartyGrants platform.

The asset owner is also responsible for ongoing maintenance and management of the proposed project before, during and after the grant has been awarded. The asset owner must comply with its responsibilities as the asset owner including any requirements for holding and renewing licenses for the asset and the land or water it occupies, compliance with any legal, environmental and regulatory obligations.

The grant applicant is also responsible for any costs incurred during the grant application process. These costs associated with preparing for the grant application are not claimable under grant program.

## Supporting documentation

The applicant must provide documentation to support the requested funding value. Documentation may include quotations and invoices. Supporting documentation such as boating facility usage data, design drawings, masterplans, strategy documents, planning approvals, community feedback and investigation results may also be included to substantiate the applicant's proposal.

## Nature of financial assistance

The financial assistance is in the form of reimbursement of actual expenditure for the delivery of the project. In the case where the successful applicant has requested upfront funding, the upfront funding value will be drawn down based on the amount of actual expenditure claimed until more funding can be accessed from the grant provided to the applicant.

## Cost collection

A record of all costs incurred is required to be maintained by the asset owner. The breakdown of costs should be sufficiently detailed to enable Transport assessors to determine if the claimed amounts are fair and reasonable. Should an audit of the asset owner's expenditure be necessary, the asset owner will be responsible for the costs incurred. Should the audit indicate the claimed amounts are not fair and reasonable, Transport may seek reimbursement for costs not considered fair and reasonable.

## Process to claim against the grant

An acquittals process is a key part of continuous financial monitoring that accounts for how funds have been spent. This process includes how Transport assesses the successful applicant's compliance with the terms and conditions of the Conditions of Grant document, including how grant funds have been spent. Grants claims are claims for payment under the grant to the successful applicant. Grant payments are made to the successful applicant upon approval and successful processing of acquittal claims against the grant.

Acquittals can be submitted via the SmartyGrants platform. Grant claims are completed via a template to simplify any funding calculations and may be attached to the acquittal submissions via SmartyGrants.

The full value of the grant cannot be paid to the asset owner without the asset owner showing proof of costs incurred and paid corresponding to works and activities within the scope of the successful grant application. Proof of costs incurred and paid include copies of paid invoices and accounting line items and journals, as well as photos of works completed. Once a grant claim has been reviewed and approved, the asset owner may provide an invoice for the approved grant claim value.

Grant claims must be greater than or equal to \$5,000 in value for the acquittal to be processed. All acquittals are made excluding GST.

Further details are available within the Conditions of Grant document.

## Inspection of works

The asset owner must make available suitable officers to assist any Transport inspection of proposed or completed works and provide any additional information that Transport requests to facilitate assessment of any claim for expenditure or to verify project progress.

## Project delivery requirements

The asset owner, if their application is successful, will consult, collaborate with and provide updates to the nominated grant officer for design and delivery milestones and planning requirements during the course of the project. At times, the asset owner may need to consult with subject matter experts within NSW Maritime regarding the use of the waterway and on-water compliance matters, including encroachment into navigable waters and potential closure of assets for construction or repair works.

The asset owner, as the project manager, is responsible for coordinating with other relevant stakeholders and agencies as part of the project delivery process in order to ensure project success.

Successful applicants are expected to commence projects within six months of signing the Conditions of Grant document and complete all projects, including all claims for grant funding by 30 June 2028.

## Reporting requirements

Successful applicants are required to complete monthly progress reports via the SmartyGrants platform and using the monthly report template.

Progress deliverables, photos, design drawings and other supporting documentation may be attached to the monthly report in order to substantiate project updates.

Project finalisation report is required for final grant payment to be processed and for the acquittal process to be finalised. The project finalisation report is available via the SmartyGrants platform and seeks to identify if the project has achieved its intended outcomes. .

## Request for variations or extensions of time

Occasionally, a successful grant recipient may, after the grant has been approved, request a change to the funded project. Variations may be requested by the asset owner during the delivery of the works funded under BIERP. Variations may occur as a combination of the following:

- change in scope
- change in costs (request for additional funding)
- change in time (request for extension of time)

When determining what approvals are required for a change to the funded project, the key issue is whether the change in scope would amount to a new grant. If the change is such that the grant recipient is essentially requesting a new grant (e.g. additional funds for an existing program, or the use of the same funds for a different, unapproved purpose), then the change in scope should be treated as a new grant, and considered in line with the requirements of the Grant Administration Guide and the ordinary processes under any relevant guidelines.

Changes in scope may arise if new information has been made available that impacts the design or delivery methodology or plan for the project. Changes in scope that alter the function of the scope or asset must be approved by the nominated decision maker and any corresponding executed grant agreement may need to be amended to reflect the revised scope if approved.

It is the responsibility of the grant recipient to provide the proof to support any changes in scope, timeframes or costs.

A submission of a request for variation does not guarantee an award or approval of variation request or any corresponding funding requested.

## **Building standards**

Design and construction works are subject to current NSW planning and developmental controls and building and design standards.

# Other Boating Infrastructure and Dredging Scheme grant programs

The Boating Infrastructure and Dredging Scheme seeks to revitalise boating in New South Wales through greater re-investment of boat driver licences, vessel registration and mooring licence fees into the upgrade and maintenance of maritime infrastructure and confirm funding for dredging.

A total of \$28 million was allocated to infrastructure grant programs under the Boating Infrastructure and Dredging Scheme.

As part of this allocation, funds were also made available for the maintenance as well as an emergency repair of public boating infrastructure. More information about these programs is available on the [Boating Infrastructure and Dredging Scheme](#) webpage.

## Boating Infrastructure Maintenance Grants Program

Funding is available for maintenance and repair works to help return boating assets to their optimal condition through the Boating Infrastructure Maintenance Grants Programs. For example, funding will be available for:

- removing excessive marine growth on boat ramp surfaces
- replacing missing or deteriorating deck planks on jetties
- fixing loose and broken fittings such as cleats, or pot holes near boat ramps and at nearby car and boat trailer parking areas or access roads.

The Boating Infrastructure Maintenance Grants Program will focus on supporting asset owners with addressing general wear and tear of boating assets which have occurred over a long period of time, rather than repairs that are required as a result of specific events such as storms or other severe weather events which are funded under the Boating Infrastructure Emergency Repair Pool (BIERP).

## Boating Infrastructure Emergency Repair Pool Grants Program

Funding will continue to be provided to assist with emergency repairs of local public boating infrastructure similar to the previous Boating Infrastructure Emergency Repair Pool Scheme (BIERP). Funding requests for emergency repairs can be received at any time.



Figure 4 Boat ramp facility at Tench Reserve, Penrith, along the Nepean River.

# Additional information

## Important terms and conditions

The NSW Government Grant Administration Guide (2024) mandates the publication of information about all grants awarded no later than 45 calendar days after the grant agreement takes effect. The publication of program evaluations is also required. This information is published on the [NSW Government Grants and Funding Finder](#) website.

Transport reserves the right to undertake an audit of grant funding within a period 7 years from signing the Conditions of Grant document.

Applicants must advise Transport of any changes to their legal status or of changes or delays to their project.

## Getting support

Additional information and resources will be available to applicants on the [Boating Infrastructure and Dredging Scheme webpage](#), including relevant application links and frequently asked questions. For more information, please contact [mido@transport.nsw.gov.au](mailto:mido@transport.nsw.gov.au).

## Departmental rights

Transport may, in its absolute discretion, and without limiting any other right which Transport may have, do all or any of the following at any time without giving notice or reasons:

- require additional information from an applicant.
- alter or vary any process, procedure or timing related to the grant Program, including any process, procedure or timing regarding the consideration or the evaluation of any application or all applications.
- suspend or terminate the grant opportunity.
- consider any late submissions.
- terminate further participation in the grant Program by any applicant for any reason (including if Transport reasonably considers an application to contain any false or misleading claims or statements).

## Government Information (Public Access) Act 2009

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the Government Information (Public Access) Act 2009 (NSW). Information that is deemed to be commercially sensitive will be withheld.

## Ethical conduct

Applicants must not participate in any anti-competitive conduct.

It is a condition of the grant Program that no gifts, benefits, or hospitality are to be made to any Transport employee at any time.

## Conflict of Interest

There may be a requirement for a conflict-of-interest declaration to be submitted with all proposals or in the application form.

Where a conflict-of-interest detrimental to the assessment process is identified, mitigation measures must be put in place, or an individual may be asked not to participate in the application, assessment, or delivery stage of the process.

All department staff engaged in the program are required to complete a conflict-of-Interest declaration and a declaration register is maintained as per departmental requirements.

## Probity advice

Independent probity advisors will provide guidance to Transport on any issues concerning integrity, fairness and accountability that may arise throughout the application and decision-making process. This will ensure decisions are made with integrity, fairness, and accountability, while delivering value for money for New South Wales.

Should applicants have concerns in relation to the probity of the process, they can contact the Program's Probity Advisor directly:

Beth Nilan, Associate Director  
O'Connor Marsden & Associates Pty Ltd  
Email: [bnilan@ocm.net.au](mailto:bnilan@ocm.net.au)

## Conditions of Grant

The Conditions of Grant document will detail the funding agreement between Transport and any successful applicant. The Conditions of Grant will detail how Transport and the successful applicant will interact and deliver the project, including the procedure for communication, reporting, submission and assessment of requests for variations and extensions of time and the treatment of unspent funds. Conditions of Grant are considered executed once Transport confirms via email that the signed agreement and all required documentation has been provided to the department.

## No offer

These Guidelines are not an offer, recommendation, or invitation by Transport in respect of any contract or commitment and, subject to a Conditions of Grant document being fully executed by the parties to it, nothing in these Guidelines will form the basis of any contract or commitment.

## No guarantee of funding

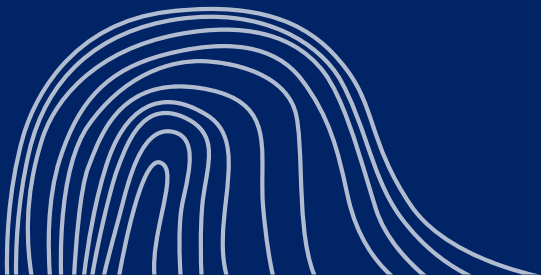
Submission of an application does not guarantee an award of grant funding. These Guidelines are subject to change at any time at the sole discretion of Transport.

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Transport recommends that applicants exercise care and use their own skill and judgment in using information from this document and that applicants carefully evaluate the accuracy, currency, completeness, and relevance of such information.

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