# General information

This application form is an example only. Applications under the Roads and Bridges Construction Stream must be submitted online via the **“**[Freight Funding Portal](https://freightfundingportal.fluidreview.com)**”**.

Applicants will be required to use existing or create a new Freight Funding Portal user login and password and will be prompted to choose the relevant stream for their project i.e. **“Roads and Bridges Construction Stream”**. Mandatory and other supporting documents are to be uploaded with the application forms.

Applicants are advised to read the Fixing Country Roads Round Three Guidelines prior to proceeding to complete an application form. Program guidelines and mandatory documents can be downloaded from the [Transport for NSW Freight Website](http://www.freight.transport.nsw.gov.au/strategy/projects/fixing-country-roads).

This example application form is for Roads and Bridges Construction Projects only. If you are seeking funding for Bridge and Route Load Assessment projects or Truck Wash projects, please download the example application form applicable to those streams from [Transport for NSW Freight Website](http://www.freight.transport.nsw.gov.au/strategy/projects/fixing-country-roads).

Note that short and precise comments are recommended where possible as some fields are word limited. In these cases, a count meter located at the bottom of relevant section will indicate the maximum number of words entered.

| **Freight Funding Portal** Application must be submitted online: <https://freightfundingportal.fluidreview.com> | **TfNSW Freight Website** Program guidelines and other Fixing Country Roads related documents: <http://www.freight.transport.nsw.gov.au/strategy/projects/fixing-country-roads> | **Freight Email** For any questions or concerns: [freight@transport.nsw.gov.au](mailto:freight@transport.nsw.gov.au) |
| --- | --- | --- |

## Eligibility Checklist

If you answer NO to any question below the project is NOT eligible for funding.

| 1. **Are you a local council listed at the end of Fixing Country Roads Round Three Program Guidelines or a Joint Organisation of Councils (JOCs) representing an eligible council?** | Choose an item. |
| --- | --- |
| 1. **Is the project on the local or regional road network?** | Choose an item. |
| 1. **Does the project improve the movement of freight?** | Choose an item. |
| 1. **Is your project supported by industry or industry organisations?** | Choose an item. |
| 1. **Can you confirm that all costs are not for planning and design purposes only?** | Choose an item. |
| 1. **Can construction commence within 12 months of funding being made available?** | Choose an item. |

## Applicant Contact Details

If this is a joint application between two or more councils, please provide contact details of the lead applicant. If the application is being prepared on behalf of one or several Councils by a Joint Organisation of Councils (JOC), please attach a copy of the agreement authorising the said organisation to act on their behalf after completing this form.

| **Title** | Choose an item. |
| --- | --- |
| **First name** |  |
| **Last name** |  |
| **Organisation** |  |
| **Position** |  |
| **Email address** |  |
| **Postal Address** |  |
| **Telephone No** | (0X) 1234 5678 |

## Application Details and Project Name

| **Project Name** |  |
| --- | --- |
| **New or Upgrade** | Choose an item. |
| **Project Type** | Choose an item. |
| **Bridge/Road Name and Number** | If this is a bridge project, please list both bridge and road name |
| **Is this a Joint Application?** | Choose an item. |
| **Local Government Area/s** | If this is a joint application, please include all LGAs |
| **RMS Region** | Choose an item. |
| **Start Date** | DD/MM/YYYY |
| **Completion Date** | DD/MM/YYYY |

## Geographical References

Please list GIS coordinates applicable to the project location. You may need to list more than one point depending on project type (you will only need to fill either Table A or Table B).

If this is a bridge/culvert project or project involving construction of a rest area or inspection bay, please use Table A.

| **Table A: GIS Coordinates** | **Latitude (4 decimal degrees)** | **Longitude (4 decimal degrees)** |
| --- | --- | --- |
| **Point 1** | For example: -30.1234 | For example: 150.1234 |

If this is a road project or a project involving an upgrade of one or multiple segments, please list GIS Coordinates of both starting point and ending point of each segment in Table B (you must list at least one segment)

| **Table B: Segment 1** | **Latitude (4 decimal degrees)** | **Longitude (4 decimal degrees)** |
| --- | --- | --- |
| **Segment 1 – Starting Point** | For example: -30.1234 | For example: 150.1234 |
| **Segment 1 – Ending Point** | For example: -30.1234 | For example: 150.1234 |

| **Table B: Segment 2** | **Latitude (4 decimal degrees)** | **Longitude (4 decimal degrees)** |
| --- | --- | --- |
| **Segment 2 – Starting Point** | For example: -30.1234 | For example: 150.1234 |
| **Segment 2 – Ending Point** | For example: -30.1234 | For example: 150.1234 |

| **Table B: Segment 3** | **Latitude (4 decimal degrees)** | **Longitude (4 decimal degrees)** |
| --- | --- | --- |
| **Segment 3 – Starting Point** | For example: -30.1234 | For example: 150.1234 |
| **Segment 3 – Ending Point** | For example: -30.1234 | For example: 150.1234 |

| **Table B: Segment 4** | **Latitude (4 decimal degrees)** | **Longitude (4 decimal degrees)** |
| --- | --- | --- |
| **Segment 4 – Starting Point** | For example: -30.1234 | For example: 150.1234 |
| **Segment 4 – Ending Point** | For example: -30.1234 | For example: 150.1234 |

| **Table B: Segment 5** | **Latitude (4 decimal degrees)** | **Longitude (4 decimal degrees)** |
| --- | --- | --- |
| **Segment 5 – Starting Point** | For example: -30.1234 | For example: 150.1234 |
| **Segment 5 – Ending Point** | For example: -30.1234 | For example: 150.1234 |

## Key Project Summary

The comments should be precise and specific to the proposed project.

| **Problem Definition (word limit 150)** | What are the current constraints or bottlenecks on the freight transport task using the infrastructure? For example,   * HML 26m B-Doubles are unable to access ABC Road due to substandard road surface and narrow width |
| --- | --- |
| **Project Scope (word limit 150)** | What type of works does the project involve? For example,   * ABC Road section X to Y will be resurfaced and widen to Z metre |
| **Project Outcomes (word limit 150)** | What can community and industry expect after the items outlined in the Project Scope have been completed? For example,   * ABC Road will be opened up to 26m B-Double HML access for its entire length |
| **Summary of Benefits (word limit 150)** | What key benefits will be generated from the Project Outcome? For example,   * 2,000 heavy vehicles a year will avoid a 40km detour |

# Funding Profile

Please give an overview of the expected cash costs of the project as well as the different funding sources, including both confirmed and un-confirmed funding. Please include the monetary value of in-kind contributions in totals and state all values in full dollar amounts. Note that, the form will not tally totals, or correct errors input by applicants. Please also ensure that your number formatting is correct prior to submission.

## Cash Flow

| **2017/2018** | **2018/2019** | **2019/2020** | **2020/2021** | **2021/2022** |
| --- | --- | --- | --- | --- |
| $000,000 | $000,000 | $000,000 | $000,000 | $000,000 |

## Funding Sources

| **Fixing Country Roads** | **Industry or Private Sources** | **Council** | **Australian Government** | **Other State Government** | **Total Project Cost** |
| --- | --- | --- | --- | --- | --- |
| $000,000 | $000,000 | $000,000 | $000,000 | $000,000 | $000,000 |
| X % | X % | X % | X % | X % | % |

## Detailed Funding Sources

Please detail all sources of co-contribution where applicable and attach evidence of these at the end of this application form. If the applicant intends to apply for any Federal Government programmes or other state programs please choose “Intend to apply” in the “Confirmed?” column. If co-contribution is in-kind, please specify monetary values in the “Amount” column and relevant supporting details in the “Comments” column.

| **Source Name** | **Source Type** | **Confirmed?** | **Cash/In-kind?** | **Amount** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| 1. e.g. Company X | Choose an item. | Choose an item. | Choose an item. | $000,000 | For example, land |
| 1. e.g. Council X | Choose an item. | Choose an item. | Choose an item. | $000,000 |  |
| 1. e.g. Roads to Recovery Programme | Choose an item. | Choose an item. | Choose an item. | $000,000 |  |
| 1. e.g. Bridges for the Bush | Choose an item. | Choose an item. | Choose an item. | $000,000 |  |
| 1. Please comment | Choose an item. | Choose an item. | Choose an item. | $000,000 |  |
| 1. Please comment | Choose an item. | Choose an item. | Choose an item. | $000,000 |  |
| 1. Please comment | Choose an item. | Choose an item. | Choose an item. | $000,000 |  |
| 1. Please comment | Choose an item. | Choose an item. | Choose an item. | $000,000 |  |

If the project proposal is successful, final costs will be settled with the proponent from the information provided and in accordance with relevant provisions and policies. Contribution from all parties must be confirmed at that stage.

# Assessment Criteria

Applicants are required to provide a detailed assessment of the benefits that the project would generate against each criterion and to attach supporting evidence where possible. Recommended attachments are listed at the end of this document.

Applications will be assessed for eligibility against the following four program criteria:

1. Access, Productivity and Safety Benefits
2. Growth and Economic Benefits
3. Strategic Alignment
4. Deliverability and Affordability

## Access, Productivity and Safety Benefits

Describe how the project would remove constraints in moving freight from origins to destinations, and/or improves access to key freight networks.

| **Questions** | **Before the project** | **After the project** | **Comments (word limit 150)** |
| --- | --- | --- | --- |
| 1. **What is the level of freight access on the route?** | For example,  25/26m  B-Double GML | For example,  25/26m  B-Double HML | Please comment <http://www.rms.nsw.gov.au/business-industry/heavy-vehicles/maps/restricted-access-vehicles-map/map/> |
| 1. **Are there any limits placed on the asset? e.g. weight limit, width/length limit, height limit or from pavement condition** | For example,  62 tonne bridge 1 lane bridge | For example,  68 tonne bridge 2 lane bridge | Please comment |
| 1. **Are there any time or day access restrictions on the route and/or infrastructure?** | For example,  No trucks during school hours No access during Jun-Aug | For example,  All hours access  All weather access | Please comment |

| **Questions** | **Answers** | **Comments (word limit 150)** |
| --- | --- | --- |
| 1. **Does the project facilitate integration with key freight networks?** | Choose an item. | Please comment For example, the new route is a direct route connecting to X Hwy or intermodal terminal |
| 1. **Does the project facilitate improvements to last or first mile freight logistics or enable freight to travel on a route it is currently restricted from?** | Choose an item. | Please comment For example, how will the new route increase access to the producer(s) premises or for the freight operators identified |
| 1. **Does the project result in improved safety, such as a reduction in fatalities, injuries or property and vehicle damage?** | Choose an item. | Please comment Applicant may also include a number of properties damaged or number of accidents in record |
| 1. **Does the project benefit other modes of transport (passengers, rail or buses)?** | Choose an item. | Please comment |
| 1. **Is or will the infrastructure located on a route covered by a productivity scheme such as the NSW Livestock Loading Scheme, NSW Grain Harvest Management Scheme or Sugar Cane Harvest Management Scheme?** | Choose an item. | Please comment  <http://www.rms.nsw.gov.au/business-industry/heavy-vehicles/maps/livestock/map/index.html>  <http://www.rms.nsw.gov.au/business-industry/heavy-vehicles/maps/grain-harvest/map/index.html>  <http://www.rms.nsw.gov.au/business-industry/heavy-vehicles/nsw-sugar-cane-transport.html> |

## Growth and Economic Benefits

Completion of the Benefit-Cost Analysis (BCA) model, which is provided by Transport for NSW to the applicant as an excel spreadsheet, is mandatory and complementary to the questions asked below. A user-guide is included in the model as a separate Tab. It is recommended that applicants use the BCA model as a starting point for completing this section.

| **Questions** | **Commodity type and volume** | **Comments (word limit 100)** |
| --- | --- | --- |
| 1. **List up to five freight commodities in order of significance to/from the region(s) that will be accommodated on this route (you do not need to list all five)** | E.g. 50,000 tonnes of livestock | Please comment |
| E.g. 50,000 tonnes of coals | Please comment |
| E.g. 50,000 tonnes of grain | Please comment |
|  | Please comment |
|  | Please comment |

| **Questions** | **Before the project** | **After the project** | **Comments (word limit 150)** |
| --- | --- | --- | --- |
| 1. **What is the total annual freight tonnes transported on this route?** | X tonnes | X tonnes | Please comment |
| 1. **What is the number of annual trips made by heavy vehicles? (vehicle class 3 and above as classified by Austroads)** | X trips | X trips | Please comment |
| 1. **What is the average trip distance travelled on a single leg from origin to destination e.g. would the project result in trip distance reduction?** | X kms | X kms | Please comment |
| 1. **What is the annual average maintenance costs spent on the asset(s)?** | $000,000 | $000,000 | Please comment |

| **Questions** | **Answers** | **Comments (word limit 150)** |
| --- | --- | --- |
| 1. **Would the project reduce transport operating costs?** | Choose an item. | Please comment |
| 1. **Will the project result in any other benefits not listed above?** | Choose an item. | Please comment |
| 1. **Are the project benefits and delivery dependent on other projects in other local government areas, the State road network or across State borders?** | Choose an item. | Please comment |

| **Questions** | **Construction Jobs (During construction)** | **Ongoing Jobs (Post-project)** | **Comments (word limit 150)** |
| --- | --- | --- | --- |
| 1. **How many full-time equivalent employee (FTE) construction jobs and how many FTE ongoing jobs will be created by this project?** | X FTE | X FTE | Please comment |

## Strategic Alignment

Please list and detail how the proposed project supports or aligns with strategies, plans or studies. This should consider all levels of Government and non-government strategies and plans at a regional level.

| 1. **Name of the Transport/Freight study, strategy or plan:** | **Align to:** | **Comments (word limit 150)** |
| --- | --- | --- |
| 1. e.g. NSW Freight and Ports Strategy | Choose an item. | Please comment, for example, the project supports Strategic Action Task XX-X |
| 1. e.g. JOC/ROC/RDA Regional transport plan | Choose an item. | Please comment, for example, Road X is in upgrade priority list in ABC transport plan |
| 1. e.g. Grain Project Regeneration | Choose an item. | Please comment, for example, grain throughput is forecasted to grow in XXX region |
| 1. Please comment | Choose an item. | Please comment |
| 1. Please comment | Choose an item. | Please comment |

Please list letters of support for the project and provide a short summary of each. Letters of support should be grouped into a single file and attached at the end of this application form.

| 1. **Letters of Support provided by:** | **Category:** | **Comments (word limit 100)** |
| --- | --- | --- |
| 1. e.g. Transport Operator ABC | Choose an item. | Please comment |
| 1. Please comment | Choose an item. | Please comment |
| 1. Please comment | Choose an item. | Please comment |
| 1. Please comment | Choose an item. | Please comment |
| 1. Please comment | Choose an item. | Please comment |
| 1. Please comment | Choose an item. | Please comment |
| 1. Please comment | Choose an item. | Please comment |
| 1. Please comment | Choose an item. | Please comment |
| 1. Please comment | Choose an item. | Please comment |
| 1. Please comment | Choose an item. | Please comment |

## Deliverability and Affordability

|  |  |  |
| --- | --- | --- |
| 1. **Shovel Readiness** | **Answer** | **If no, please detail the reason why?** |
| **Are all the necessary approvals in place for this project to commence construction or operation within 12 months of funding being made available?** | Choose an item. | Please comment |

Please list any planning, scoping and required approvals already undertaken to progress the project. If these have not yet been considered, what are the requirements and steps to be taken to obtain and manage these plans or approvals? Please attach supporting evidence at the end of this application form.

| 1. **Name of planning, scoping or approval task required to progress the project** | **Status** | **Comments (word limit 100)** |
| --- | --- | --- |
| 1. e.g. design | Choose an item. | Please comment |
| 1. e.g. Development Approval | Choose an item. | Please comment |
| 1. e.g. environmental approval | Choose an item. | Please comment |
| 1. Please comment | Choose an item. | Please comment |
| 1. Please comment | Choose an item. | Please comment |

Have you identified and considered any potential risks which may impact on project commencement and/or completion?

| 1. **Risks** | **Impact** | **Likelihood** | **Comments (word limit 100)** |
| --- | --- | --- | --- |
| 1. **Funding and Contributions** | Choose an item. | Choose an item. | Please comment |
| 1. **Construction (including pre-construction activities)** | Choose an item. | Choose an item. | Please comment |
| 1. **Project Scope** | Choose an item. | Choose an item. | Please comment |
| 1. **Approval or other planning issue** | Choose an item. | Choose an item. | Please comment |
| 1. **Compliance with Building Codes and the WHS** | Choose an item. | Choose an item. | Please comment |
| 1. **Contracting issues** | Choose an item. | Choose an item. | Please comment |
| 1. Insert other risk | Choose an item. | Choose an item. | Please comment |

Please fill in costing breakdowns in detail in the BCA model and attach relevant supporting documents such as quotes at the end of this application form. Note that additional information may be sought from the proponent, or third parties, to verify costs provided by the applicant.

| 1. **Project Cost Category** | **Comments (word limit 100)** |
| --- | --- |
| 1. **What methodology was used to determine costs?** | For example, similar objects, first principles, tender |
| 1. **Have you received independent advice in preparing these costs?** | Please comment |
| 1. **Which factors would lead to a material change of more than 5% to original cost estimates?** | Please comment |

| 1. **Cost confidence** | **Level** | **Comments (word limit 100)** |
| --- | --- | --- |
| 1. **Please rate the level of confidence in cost estimates** | Choose an item. | Please comment |
| 1. **What percentage of total cost is set aside for project contingency?** | X % | Please comment |

Has any previous and related expenditure been made on the project? (leave blank if not applicable)

| 1. **Previous expenditure** | **Value expended to date** | **Scope and nature of expenditure description (word limit 100)** |
| --- | --- | --- |
| 1. Please comment | $000,000 | Please comment |
| 1. Please comment | $000,000 | Please comment |
| 1. Please comment | $000,000 | Please comment |

Please list key milestones. Note that the total expenditure spent on all key milestones should be equal to the total project cost in Section 2, Funding Profile.

| 1. **Milestone** | **% of project completed** | **Milestone Date** | **Expenditure spent per milestone** | **Comment  (word limit 100)** |
| --- | --- | --- | --- | --- |
| Insert milestone 1 | X% | DD/MM/YYYY | $000,000 | Please comment |
| Insert milestone 2 | X% | DD/MM/YYYY | $000,000 | Please comment |
| Insert milestone 3 | X% | DD/MM/YYYY | $000,000 | Please comment |
| Insert milestone 4 | X% | DD/MM/YYYY | $000,000 | Please comment |
| Insert milestone 5 | X% | DD/MM/YYYY | $000,000 | Please comment |

# Benefit Realisation

List the top three to five expected benefits of the project for ongoing monitoring and reporting to Infrastructure NSW and Transport for NSW. Key Performance Indicators (KPIs) for each proposed benefit should be well defined, measurable and aligned to Fixing Country Roads program objectives.

Note that, KPIs below are for example only. Applicants should consider KPIs relevant to the intended project outcomes.

| **KPI** | **Benefit Owner** | **Measurement Tool** | **Baseline** | **Target** | **Reporting Frequency** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Project Capital Cost | Council | Cost differences | Planned costing | Actual costing | Project commission date | Please comment |
| 1. Trip Distance Reduction | Transport Operator | Traffic count | Traffic data in current route | Traffic data in future route | Once per year for 5 years | Please comment |
| 1. Proportion of high productivity vehicles | Transport Operator | Traffic count | Traffic data of heavy vehicles before project | Traffic data of heavy vehicles after project | Once per year for 5 years | Please comment |
| 1. Level of access | Transport Operator | Access level | Access level before the project | Access level after the project | Project commission date | Please comment |
| 1. Insert KPI 5 | Please comment | Please comment | Please comment | Please comment | Please comment | Please comment |

# Declaration

I certify that I have read and understood Fixing Country Roads Round Three Program Guidelines and the information provided within and supporting this application is true and correct and that I am legally authorised to sign this application for and on behalf of the applicant(s) (as in Section 1.2 and 1.3).

| **Name** |  |
| --- | --- |
| **Organisation** |  |
| **Position** |  |
| **Date** | DD/MM/YYYY |
| **Signed** |  |

Fixing Country Roads Round Three applications must be submitted online via [Freight Funding Portal](https://freightfundingportal.fluidreview.com) by   
**23:59 hours (11:59PM)** on **Friday 1st September 2017**

# Attachments

Applicants have the option to upload up to 10 supporting documents. All file types are accepted, however PDFs are preferred for text based documents. Applicants are recommended to group similar supporting documents together.

The below table shows a list of documents, some of which are mandatory and others are optional (recommended).

| **Documents** | **Requirement** | **Note** |
| --- | --- | --- |
| Roads and Bridges Construction Projects application form | Mandatory | The application form must be filled in and submitted online via the Freight Funding Portal. The example form can be downloaded at: <http://www.freight.transport.nsw.gov.au/strategy/projects/fixing-country-roads> |
| Roads and Bridges Construction Projects BCA model | Mandatory | A relevant BCA model developed by Transport for NSW should be completed and submitted. The most recent BCA model can be downloaded from: <http://www.freight.transport.nsw.gov.au/strategy/projects/fixing-country-roads> |
| Evidence of Authorisation | Mandatory | In the case of a joint application, the lead council must provide an Authorisation Letter |
| Map showing a comparison of route before and after the project | Optional | Evidence to support Access, Productivity and Safety, and Growth and Economic Benefits criteria.  Transport for NSW has developed a map containing key information which can be accessed at: <http://www.freight.transport.nsw.gov.au/maps-and-statistics> Roads and Maritime Services (RMS) map shows access level: <http://www.rms.nsw.gov.au/business-industry/heavy-vehicles/maps/restricted-access-vehicles-map/map/index.html> |
| Traffic survey data | Optional | Evidence to support Growth and Economic Benefits criterion providing number and type of heavy vehicles on the said route. |
| Route maintenance costs data | Optional | Evidence to support Growth and Economic Benefits criterion supporting BCA model inputs, this may include periodic and major maintenance costs and bills. |
| Freight and transport studies or plans | Optional | Evidence to support Growth and Economic Benefits and Strategic Alignment criteria such as the transport or investment plan showing proposed project listed as priority work. Applicants may include studies that demonstrate commodity tonnage originated, destined or as a throughput generated in the council, region or State. |
| Letters of support | Optional | Evidence to support Growth and Economic Benefits and Strategic Alignment criteria such as letters of support from council and industry showing expected benefits, any financial contribution as well as industry’s current and future freight tonnage, traffic data and vehicle fleet profile. |
| Quotes | Optional | Evidence to support Deliverability and Affordability criterion supporting cost breakdown inputs in BCA model. |
| Risk matrix or registry | Optional | Evidence to support Deliverability and Affordability criterion showing that applicants have considered potential risks and how to overcome them. |
| Approval documents | Optional | Evidence to support Deliverability and Affordability criterion showing a degree or project’s shovel readiness. |
| Other documents i.e. photos | Optional | As identified by the applicant. |