

1. General information

This application guide provides examples, for reference only. Applications under the Roads and Bridges Construction Stream **must be submitted online** via the 'Freight Funding Portal'.

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 Guidelines prior to proceeding to complete an application form. Program guidelines and mandatory documents can be downloaded from the [Transport for NSW Freight Website](#).

This example application guide 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 the [Transport for NSW Freight Website](#).

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>

Transport for NSW 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

1.1 Eligibility Checklist

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

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

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1.2 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

1.3 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 and Electorate/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

1.4 Geographical References

Please list Geographic Information System (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

1.5 Key Project Summary

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

<p>Problem Definition (word limit 150)</p>	<p>What are the current constraints or bottlenecks on the freight transport task using the infrastructure? For example,</p> <ul style="list-style-type: none"> HML 26m B-Doubles are unable to access ABC Road due to substandard road surface and narrow width
<p>Project Scope (word limit 150)</p>	<p>What type of works does the project involve? For example,</p> <ul style="list-style-type: none"> ABC Road section X to Y will be resurfaced and widen to Z metre
<p>Project Outcomes (word limit 150)</p>	<p>What can community and industry expect after the items outlined in the Project Scope have been completed? For example,</p> <ul style="list-style-type: none"> ABC Road will be opened up to 26m B-Double HML access for its entire length
<p>Summary of Benefits (word limit 150)</p>	<p>What key benefits will be generated from the Project Outcome? For example,</p> <ul style="list-style-type: none"> 2,000 heavy vehicles a year will avoid a 40km detour

2. 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 the form will not tally totals, or correct errors input by applicants. Please also ensure your number formatting is correct prior to submission.

2.1 Cash Flow

2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
\$000,000	\$000,000	\$000,000	\$000,000	\$000,000

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2.2 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 %	100%

2.3 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 programs 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
2. e.g. Council X	Choose an item.	Choose an item.	Choose an item.	\$000,000	
3. e.g. Roads to Recovery Programme	Choose an item.	Choose an item.	Choose an item.	\$000,000	
4. e.g. Bridges for the Bush	Choose an item.	Choose an item.	Choose an item.	\$000,000	
5. Please comment	Choose an item.	Choose an item.	Choose an item.	\$000,000	
6. Please comment	Choose an item.	Choose an item.	Choose an item.	\$000,000	
7. Please comment	Choose an item.	Choose an item.	Choose an item.	\$000,000	
8. 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.

3. Assessment Criteria

Applicants are required to provide a detailed assessment of the benefits the project would generate against each criteria 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

3.1 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)
a) 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 https://www.rms.nsw.gov.au/business-industry/heavy-vehicles/maps/restricted-access-vehicles-map/
b) 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
c) 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)
d) 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
e) 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
f) 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
g) Does the project benefit other modes of transport (passengers, rail or buses)?	Choose an item.	Please comment
h) 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

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3.2 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 applicants use the BCA model as a starting point for completing this section.

Questions	Commodity type and volume	Comments (word limit 100)
a) 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)	1. E.g. 50,000 tonnes of livestock	Please comment
	2. E.g. 50,000 tonnes of coals	Please comment
	3. E.g. 50,000 tonnes of grain	Please comment
	4.	Please comment
	5.	Please comment

Questions	Before the project	After the project	Comments (word limit 150)
b) What is the total annual freight tonnes transported on this route?	X tonnes	X tonnes	Please comment
c) 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
d) 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
e) What is the annual average maintenance costs spent on the asset(s)?	\$000,000	\$000,000	Please comment

Questions	Answers	Comments (word limit 150)
f) Would the project reduce transport operating costs?	Choose an item.	Please comment
g) Will the project result in any other benefits not listed above?	Choose an item.	Please comment
h) 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

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Questions	Construction Jobs (During construction)	Ongoing Jobs (Post-project)	Comments (word limit 150)
i) 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

3.3 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.

a) 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
2. 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
3. e.g. Grain Project Regeneration	Choose an item.	Please comment, for example, grain throughput is forecasted to grow in XXX region
4. Please comment	Choose an item.	Please comment
5. 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.

b) Letters of Support provided by:	Category:	Comments (word limit 100)
1. e.g. Transport Operator ABC	Choose an item.	Please comment
2. Please comment	Choose an item.	Please comment
3. Please comment	Choose an item.	Please comment
4. Please comment	Choose an item.	Please comment
5. Please comment	Choose an item.	Please comment
6. Please comment	Choose an item.	Please comment
7. Please comment	Choose an item.	Please comment
8. Please comment	Choose an item.	Please comment
9. Please comment	Choose an item.	Please comment
10. Please comment	Choose an item.	Please comment

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3.4 Deliverability and Affordability

a) 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.

b) 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
2. e.g. Development Approval	Choose an item.	Please comment
3. e.g. environmental approval	Choose an item.	Please comment
4. Please comment	Choose an item.	Please comment
5. Please comment	Choose an item.	Please comment

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

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

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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 additional information may be sought from the proponent, or third parties, to verify costs provided by the applicant.

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

e) Cost confidence	Level	Comments (word limit 100)
1. Please rate the level of confidence in cost estimates	Choose an item.	Please comment
2. 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)

f) Previous expenditure	Value expended to date	Scope and nature of expenditure description (word limit 100)
1. Please comment	\$000,000	Please comment
2. Please comment	\$000,000	Please comment
3. 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.

g) 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

4. 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 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
2. 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
3. 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
4. Level of access	Transport Operator	Access level	Access level before the project	Access level after the project	Project commission date	Please comment
5. Insert KPI 5	Please comment	Please comment	Please comment	Please comment	Please comment	Please comment

5. Declaration

I certify I have read and understood Fixing Country Roads 2021 Program Guidelines and the information provided within and supporting this application is true and correct. I certify 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 applications must be submitted online via <https://freightfundingportal-apply.smapply.io/>
Please check the [Fixing Country Roads](#) web page for closing dates.

6. 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: https://www.transport.nsw.gov.au/projects/programs/fixing-country-roads
Roads and Bridges Construction Projects Benefit Cost Analysis (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: https://www.transport.nsw.gov.au/projects/programs/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: https://www.transport.nsw.gov.au/data-and-research/freight-data-19 Interactive heavy vehicle access maps are available at: https://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 criteria providing number and type of heavy vehicles on the said route.
Route maintenance costs data	Optional	Evidence to support growth and economic benefits criteria 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 criteria supporting cost breakdown inputs in BCA model.
Risk matrix or registry	Optional	Evidence to support deliverability and affordability criteria showing that applicants have considered potential risks and how to overcome them.
Approval documents	Optional	Evidence to support deliverability and affordability criteria showing a degree or project's shovel readiness.
Other documents i.e. photos	Optional	As identified by the applicant.