

Fixing Country Roads 2021

Application Guide - Truck Washes Stream



1. General information

This application guide provides examples, for reference only. Applications under the Truck Washes Stream **must be submitted online** via the [Freight Funding Portal](#).

Applicants will be required to use existing or to create a new Freight Funding Portal user login and password, and will be prompted to choose the relevant stream for their project i.e. **'Truck Washes 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 are available from the [Transport for NSW Freight Website](#).

This example application guide is for Truck Washes Projects only. If you are seeking funding for Roads and Bridges Construction projects or Bridge and Route Load Assessment 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>

Freight Email

For any questions or concerns: freight@transport.nsw.gov.au

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>

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?	Choose an item
b) Do you or anyone in your consortium own or intend to own and operate a truck wash and/or livestock effluent disposal point?	Choose an item
c) Is or will your truck wash and/or livestock effluent disposal point be open to all third parties?	Choose an item
d) Can you confirm that the truck wash will not have any access restrictions?	Choose an item
e) Does or will your truck wash and/or livestock effluent disposal point comply with the relevant EPA guidelines and conditions?	Choose an item
f) Can you confirm all costs are for a project aimed at improving a truck wash and/or effluent disposal facility?	Choose an item
g) Can you confirm the project is not for land acquisition, road works, maintenance and/or ongoing repairs or solely for planning and design?	Choose an item
h) Can the construction works for the project 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 council and private organisation(s), please provide contact details of the council. An authorisation letter from private organisation(s) must be provided to the council and attached at the end of this application form in this case.

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.	
Local Government Area/s and Electorate/s		
Is this a Joint Application?	Choose an item.	
If yes, which entities form the consortium?		
Which entity will own and operate the truck wash facility?	Owner:	Operator:
RMS Region	Choose an item.	
Start Date	DD/MM/YYYY	
Completion Date	DD/MM/YYYY	

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1.4 Geographical References

a) Project Location	Latitude (4 decimal degrees)	Longitude (4 decimal degrees)
GIS Coordinates	For example: -30.1234	For example: 150.1234

b) Address including Road Name and Number	For example, 123 ABC Road
c) Proximity to Key Freight Network such as highways	For example, 5 kms south of Newell Hwy

d) List the name and distance to nearest alternate truck washes

Name	Distance from the proposed site (One way in kilometres)	Comments (word limit 100)
1.	XXX kms	Please comment
2.	XXX kms	Please comment

e) What is the regional significance of the location in terms of industry? Please list major facilities within the area.

Name	Distance from the proposed site (One way in kilometres)	Comments (word limit 100)
1. For example, ABC Abattoir	XXX kms	Please comment e.g. stock number or tonnage throughput
2. For example, XYZ Grain Silo	XXX kms	Please comment e.g. stock number or tonnage throughput
3.	XXX kms	Please comment

1.5 Key Project Summary

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

Problem Definition (word limit 150)	<p>What are the current constraints? List deficiencies of the existing facility or if there is no existing facility, why a truck wash is required? For example,</p> <ul style="list-style-type: none">• Wash bay is not long enough• Poor or insufficient lighting for night time use• Low water pressure• Poor drainage• Insufficient capacity of the catchment and treatment of effluent• Spillage on local roads
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Project Scope (word limit 150)	What types of work does the project involve? For example, <ul style="list-style-type: none">• Construction of 2 B-Double bays• Lighting installation• Water pump upgrade• Upgrade of effluent receival and installation of pre-treatment lagoon
Project Outcomes (word limit 150)	What can community and industry expect after the items outlined in the Project Scope have been completed? For example, <ul style="list-style-type: none">• 2 x B-Double bays truck wash available 24/7
Summary of Benefits (word limit 150)	What key benefits will be generated from the Project Outcome? For example, <ul style="list-style-type: none">• Improve safety for night time users• Reduce operating costs and water bills by \$XXX annually• Decrease wash and wait time by XXX minutes

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	\$00,000

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 %	%

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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. Heavy Vehicle Productivity and Safety Programme	Choose an item.	Choose an item.	Choose an item.	\$000,000	
4. e.g. Building Better Regions Fund	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 attach supporting evidence where possible. Recommended attachments are listed at the end of this document.

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

1. Access, productivity and safety benefits
2. Growth and economic benefits
3. Biosecurity benefits
4. Strategic alignment
5. Deliverability and affordability

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3.1 Access, Productivity and Safety Benefits

Applicants will need to demonstrate how the project will achieve access, productivity and safety benefits for freight in the region.

Questions	Before the project	After the project	Comments (word limit 150)
a) What is the largest/longest vehicle able to access the facility?	For example, Semi-trailer	For example, B-Double	Please comment
b) What is the availability of the facility?	For example, sale days only	For example, 24/7	Please comment

Questions	Answers	Comments (word limit 150)
c) Does the project facilitate an improvement in 'whole of journey' for freight in the overall supply chain?	Choose an item.	Please comment For example, describe how the project helps to reduce movements of uncleaned trucks or reduce the number of truck stops on an equivalent journey
d) Is or will the infrastructure be 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
e) Does the project result in improved safety and/or fatigue management outcomes?	Choose an item.	Please comment Applicant may also include a number of properties damaged or number of accidents in record
f) Does the project benefit non – freight road users?	Choose an item.	Please comment

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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 and their volumes in order of significance that will be benefitted from the project (you do not need to list all five)	1. E.g. 50,000 cattle	Please comment
	2. E.g. 50,000 sheep	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 annual number of wash trips made at the proposed site?	X trips	X trips	Please comment
c) What is the average trip distance travelled on a single leg to a truck wash e.g. would the project result in trip distance reduction?	X kms	X kms	Please comment
d) What is the average wash time in minutes e.g. you may include different times for different vehicle types?	X minutes	X minutes	Please comment
e) What is the average wait time in minutes a truck spends waiting in a queue during peak periods such as sale days?	X minutes	X minutes	Please comment
f) What is the annual average operating and maintenance and costs spent on the asset(s)?	\$000,000	\$000,000	Please comment

Questions	Answer	Comments (word limit 150)
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?	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 Biosecurity Benefits

Describe how the project will improve biosecurity, environmental and amenity outcomes. The applicant is advised to attach evidence to support the expected improvements in biosecurity generated by the project.

Questions	Answer	Comments (word limit 150)
a) Does the project result in improved environmental performance at the proposed site?	Choose an item.	Please comment For example, how will the effluent treatment system be improved as a result of the project?
b) Does the project result in improved weed control?	Choose an item.	Please comment
c) Does the project result in improved disease control?	Choose an item.	Please comment
d) Does the project result in improved environmental amenity for the local community e.g. reduce animal waste spillage on roads?	Choose an item.	Please comment

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3.4 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. Please comment	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

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. e.g. Stock Agent XYZ	Choose an item.	Please comment
3. e.g. LBCRA	Choose an item.	Please comment
4. e.g. EPA	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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3.5 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 POEO Act (including post-construction)	Choose an item.	Choose an item.	Please comment
6. Compliance with Building Codes and the OHS Accreditation Scheme	Choose an item.	Choose an item.	Please comment
7. Contracting issue	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

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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 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
2. Wash/wait time reduction	Transport Operator	Usage data such as Avdata	Usage data before project	Usage data after project	Once per year for 5 years	Please comment
3. Largest vehicle able to access the site	Transport Operator	Traffic count	Traffic data before project	Traffic data after project	Project commission date	Please comment
4. Insert KPI 4	Please comment	Please comment	Please comment	Please comment	Please comment	Please comment
5. Insert KPI 5	Please comment	Please comment	Please comment	Please comment	Please comment	Please comment

5. Declaration

I certify that 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 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 applications must be submitted online via <https://freightfundingportal-apply.smapply.io/>
Please check the [Fixing Country Roads](#) web page for closing dates.

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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
Truck Washes 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
Truck Washes Projects BCA model	Mandatory	A relevant BCA model 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 by council and private organisations, an Authorisation Letter must be provided by the lead council
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 Interactive network maps: https://www.rms.nsw.gov.au/business-industry/heavy-vehicles/maps/restricted-access-vehicles-map/ NSW Livestock Loading Scheme network map: http://www.rms.nsw.gov.au/business-industry/heavy-vehicles/maps/livestock/map/
Traffic survey data	Optional	Evidence to support growth and economic benefits criteria providing the number and type of heavy vehicles on the said route or to the facility.
Truck Wash usage data	Optional	Evidence to support growth and economic benefits criteria, providing the number of wash trips and wash time. This may include an 'Avdata' report or other truck wash operating system report.
Commodity/stock data	Optional	Evidence to support growth and economic benefits criteria, providing commodity tonnage such as stock head counts as shown in saleyard report.
Truck Washes maintenance and operating costs data	Optional	Evidence to support growth and economic benefits criteria, supporting BCA model inputs. This may include electricity bills, water bills and other periodic maintenance costs.
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 the 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.