**About this template**

This template should be used when proposing a new idea or initiative, or a fix to an existing issue. It aims to provide the NHVR with objective and consistent information upon which it may determine if and how to proceed on the topic including evaluation of benefits and prioritisation within our work program.

Should the proposal be implemented, it is expected that the proponent will invest time and/or other resources (either directly or indirectly) to work with the NHVR to achieve the agreed outcomes.

For more details or questions on how to effectively complete this form, please email [proposals@nhvr.gov.au](mailto:proposals@nhvr.gov.au).

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| --- | --- |
| Title of new proposal: |  |
| Date submitted: |  |
| Submitted by:  Note: this person must be authorised by the submitting organisation to submit on their behalf | *Provide responsible officer/s:*  *Organisation:*  *Name:*  *Position:*  *Phone:*  *Email:* |
| Objective and scope | *Summarise what is being requested in your proposal including what is in and out of scope.*  *Identify the objectives/outcomes of the proposal. How does it align with the NHVR’s role, objectives and capabilities?*  *Is the proposal focused on a nationally consistent outcome?* |
| Statement of issue(s) | *Identify and define the issue. Why is it an issue? (Provide example)*  *What evidence is there of the scale of the issue? (Provide example)*  *Are there current measures in place that attempt to solve the issue? If so, why are they not working?* |
| Impacted Jurisdiction/s: | **□ C’wlth □Qld □NSW □ VIC □ACT □TAS □SA □NT □ WA** |
| Impacted agencies and organisations (if known) | *For example, road managers, Councils, etc.* |
| Impacted industry segment(s) | *For example, construction, vehicle carriers, etc.* |
| Document(s) to change (if applicable): | *For example, a gazette notice, a code of practice, etc.* |
| Who has been consulted? | *Describe the level of consultation, if any, undertaken. For example, associations, other affected parties, transport agencies, police, treasury, justice and/or industry.*  *Any prior consultation with the NHVR? (for example, has any party communicated with NHVR to assist develop and implement this proposal?)*  *Consider for example, the proposal may be an opportunity for harmonisation –consultation with as many entities as possible (for example, all jurisdictions would be beneficial).* |
| Is this an agreed priority (and by whom)? | *Provide a statement of agreement (for example, if the issue concerns multiple jurisdictions, explain why the proposal is deemed a priority).* |
| Timeframes | **□ Critical. If critical, provide proposed due date: .…/.…/…..**  **Give reason/s:** |
| Importance  Assess the importance of the issue in terms of risk and operational impact for industry and jurisdictions | **□ High (Substantial risks or operational compromise)**  **□ Medium (Moderate risks or operational compromise)**  **□ Low (Minor risks or operational compromise)**  **□ Clarification/technical correction only (e.g. amend existing notice – particularly if no identified/potential risk)**  **Reason/s** (*Including the local/ national aspects of this issue)***:**  Please provide further evidence/ details at Part 4 of the Proposal Details section of this template. |
| Return on Investment  (and strategic goals being achieved for the NHVR and industry)  Tick all that apply | **□ Improve transport productivity and/or efficiency**  **□ Improve safety outcomes**  **□ Reduce environmental impacts**  **□ Improve regulatory or administrative efficiency (cuts red tape and avoids duplication)**  **□ Correct a regulatory error or better reflect agreed policy**  **□ Clarify regulatory requirements**  **□ Consolidate or remove redundant provisions**  **□ Continue current provisions or practices**  **□ Implement ministerial directive (as per s 651 of HVNL, e.g. Roadworthiness Program or National Compliance Information System)**  **□ Other (specify):**  Please provide further evidence/ details at parts 2 and 4 of the Proposal Details section of this template. |
| Risks | *Identify risks and barriers that may prevent achievement of objective.*  *How will these be mitigated or removed?* |
| Funding | *Identify any potential funding sources available for this proposal.* |
| KPI’s | *Identify performance indicators for measuring success of the proposal.* |
| Evidence based research | *Provide evidence based research to support the proposal. This should objectively confirm the scope and impact of the proposal, and also include, where available, research or material to support the proposal.*  *This should be included as a separate report/attachment and address the points outlined in the section below.* |

***Continue to pages 4&5 to provide complete proposal details information***

## Policy options – what options have been considered?

*Identify viable alternative options and identify the context for options. Include references to specific provisions of the HVNL where relevant. Consider non-regulatory approaches.*

## Recommended policy option – what is the preferred solution and why?

*Detail the recommended policy option and describe why it is better than others identified above in delivering the objectives/outcomes.*

## Costs – who bears the burden of each option?

*For each option identify who will be affected and outline any costs involved.*

*For example, a change to the access decision making framework may have an economic cost on road managers if additional resources/training and education is required.*

*Note: question 4 (see below) asks for information that may support a cost benefit analysis to be done by the NHVR internally. The proposal will need to sufficiently identify/quantify the potential safety benefits/costs. Further, the following references may assist proponents in developing a Cost-Benefit analysis:*

* *Commonwealth Department of the Prime Minister and Cabinet Office of Best Practice Regulation (OBPR): Regulatory Burden Measurement framework, July 2014.*
* *Commonwealth Department of the Prime Minister and Cabinet: The Australian Government Guide to Regulation, March 2014.*
* *Commonwealth Department of Finance and Deregulation Office of Best Practice Regulation (OBPR) - Best Practise Regulation: A Guide For Ministerial Councils and National Standards Setting Bodies, October 2007.*

## Likely risks, impact and **benefits** – what will result if the recommended policy option is implemented?

*For each option detail who will be affected and outline the likely impact and benefits.*

*Include a safety assessment (if relevant). At a minimum, the submission should include sufficient information to enable the NHVR to determine:*

* *If the proposal increases the risk of injury or harm to people; have adverse impacts on the environment or public amenity; or damage to property or infrastructure*
* *If the proposal improves productivity and road safety, reduces regulatory burden and environmental impacts; or mitigates or avoids risks to property or infrastructure*
* *If the proposal delivers benefits; that it is the most appropriate method to do so based on the options that have been considered to reduce, mitigate or manage identified risks.*

## Implications for Other Projects (undertaken by NHVR or other agencies)

*Describe the implications of the proposal (if any) for other projects or initiatives.*

## Attachments

*List and provide any other attachments that accompany this submission.*

## How to lodge a submission

*To lodge your submission, please email to* [proposals@nhvr.gov.au](mailto:proposals@nhvr.gov.au).

***For a proposal to be considered and formally registered, the FWIP template, including the Proposal Details section must be comprehensively completed (including provision of referenced attachments).***