



Australian Government

Department of Infrastructure and Regional Development



# **HEAVY VEHICLE SAFETY AND PRODUCTIVITY PROGRAM (HVSPP)**

## **ROUND SIX**

### **PROGRAM GUIDELINES**



It is pleasing to launch Round Six of the Heavy Vehicle Safety and Productivity Program.

The Australian Government understands that a safe and reliable transport system is critical to the growth and prosperity of Australia's economy.

The Heavy Vehicle Safety and Productivity Program forms an integral part of the Australian Government's commitment to improving the safety and productivity of heavy vehicle operations on Australian roads.

The objectives of the program are to increase the productivity and safety of heavy vehicle operations, including through the provision of driver fatigue management rest areas and the enhancement of heavy vehicle networks. This is about improving Australia's road network to ensure it provides safe and reliable transport for all users, particularly heavy vehicle operations.

In partnership with other levels of governments, Rounds Four and Five of the Heavy Vehicle Safety and Productivity Program have funded over 135 projects with total project costs in excess of \$400 million, and an Australian Government contribution of almost \$190 million.

Round Six of the Heavy Vehicle Safety and Productivity Program is now open and applications are being sought.

The Turnbull-Joyce Government is investing a further \$97.89 million towards the safety and productivity of Australia's heavy vehicle operations. Under Round Six we are seeking proposals from state, territory and local governments. The Australian Government will contribute up to 50 per cent to the total project costs, which will allow plans to be accelerated.

The Guidelines for the Heavy Vehicle Safety and Productivity Program provides information about how to complete project proposals, the assessment of proposals, critical dates, and key contacts.

The Hon Darren Chester MP  
Minister for Infrastructure and Transport

## Table of Contents

1. INTRODUCTION .....	5
1.1 Overview .....	5
1.2 Program objectives and outcomes .....	5
2. KEY DATES .....	5
3. HOW TO APPLY .....	5
3.1 Proposal period .....	5
3.2 Limits on requested funding .....	6
3.3 Proposal requirements .....	6
3.4 How to submit a Proposal .....	6
3.5 Confirmation of Submission .....	6
4. ELIGIBILITY .....	6
4.1 Eligibility requirements .....	6
4.2 What is eligible for funding? .....	7
4.3 What is ineligible for funding? .....	7
5. ASSESSMENT CRITERIA .....	7
6. DECISIONS .....	8
6.1 Value for Money .....	8
6.2 Decisions on projects to be funded .....	8
7. CONDITIONS OF FUNDING .....	8
8. PROBITY .....	9
8.1 Confidential information .....	9
9. COMPLETING THE PROPOSAL FORM .....	9
Project Details .....	9
9.1 Project Budget .....	10
9.2 Criteria .....	10
Criterion 1 – Structural Improvements Contributing to Productivity and Safety .....	10
Criterion 2 – Quantified Benefits .....	10
Criterion 3 – Construction Readiness and Risk .....	10
Criterion 4 – State and Territory Priority .....	11
Declaration .....	11
10. ASSESSMENT OF PROPOSALS .....	11
11. PROCESSES FOR SUCCESSFUL PROPONENTS .....	11
11.1 Offer of Funding Form .....	11
11.2 Project Agreement .....	12

12. CONTACT DETAILS .....	13
13. ATTACHMENT .....	14
Attachment A – Process Flowchart .....	14

# 1. INTRODUCTION

## 1.1 Overview

Round Six of the Heavy Vehicle Safety and Productivity Program (HVSPP) will provide Australian Government funding to eligible projects that best achieve the program objectives.

Projects under the HVSPP are assessed as part of a competitive, merit-based process. The Department of Infrastructure and Regional Development will use the information provided in the Proposal Form to check eligibility and assess projects against the criteria.

These Guidelines apply to all projects seeking funding from Round Six of HVSPP. The document outlines the objectives and desired outcomes of the HVSPP, eligibility and assessment requirements, the submission of proposals process, the appraisal process, funding arrangements and roles and responsibilities of the proponent and the department.

A 'Process Flowchart' is provided at [Attachment A](#).

## 1.2 Program objectives and outcomes

The objectives of the HVSPP are to increase the productivity and safety of heavy vehicle operations, including through the provision of driver fatigue management rest areas and the enhancement of heavy vehicle networks.

A limit on the amount of funding that can be sought by each proponent has been introduced for Round Six, see Section 3.2 for details. Proponents must provide assurances that all efforts will be made to ensure regulatory access (through the National Heavy Vehicle Regulator) is gained.

# 2. KEY DATES

Event	Date
Proposal period Opens	15 December 2017
Proposal Period Closes	30 March 2018 at 11.59pm Australian Eastern Daylight Time (AEDT).
Expected Announcement of Successful and Unsuccessful Projects	Mid 2018
Successful Proponents to Return Offers of Funding	60 days after ministerial announcement
First Funding Availability	2018-19 financial year
Last Date for Commencement of Construction (scheduled)	1 July 2019
Last Date for Completion of Construction (scheduled)	30 June 2021

# 3. HOW TO APPLY

## 3.1 Proposal period

Proposals for the HVSPP can be submitted at any time between the opening and closing dates for each Round. Proposals must be received by 11:59pm Australian Eastern Daylight Time (AEDT) on 30 March 2018 for Round Six.

Proponents are strongly encouraged to submit proposals in advance of the deadline.

Late proposals will not be accepted, unless the department considers there were exceptional circumstances beyond the proponents' control. The department's decision will be final.

## 3.2 Limits on requested funding

Due to the high volume of requests for funding received under earlier Rounds of the HVSP, limits have been introduced for Round Six to better align the type of projects to the program objectives and to provide a more even distribution of funds. Proponents should consider their highest priority projects when preparing submissions. State, territory and local governments are limited to a maximum of \$5 million in Australian Government funding per project.

## 3.3 Proposal requirements

Proponents must provide all of the information required in the Proposal Form.

Evidence must also be provided to support the claims made against the assessment criteria.

Only completed proposals submitted by an authorised member (e.g. Chief Executive Officer, Director of Engineering) of the organisation will be accepted and appraised. Incomplete proposals will be deemed as ineligible.

Proposals may be withdrawn at any time by advising the department at <mailto:HVSP@infrastructure.gov.au>.

## 3.4 How to submit a Proposal

Proponents must use the department's Infrastructure Management System (IMS) to access and submit the Proposal Form. Proponents should save this document to their own drives for completion.

Supporting documentation can also be attached to the submission email. Attachments to the proposal can be in any format, but PDF is preferred.

No Information Technology or program support will be available after 4:30pm AEDT on the closing date, so please ensure that you submit your proposal early to receive support if required.

All proposals MUST be uploaded into IMS by 11:59pm AEDT on the closing date. No proposals will be accepted after this time.

## 3.5 Confirmation of Submission

A confirmation receipt for each proposal submitted by 30 March 2018 will be sent via email. If you do not receive a receipt for your submission, please contact the department on 02 6274 8040 immediately.

**Please note that lodgement of this proposal signifies confirmation/acceptance that all information provided is true and accurate.**

# 4. ELIGIBILITY

## 4.1 Eligibility requirements

To be eligible under Round Six of HVSP:

- Proponents must be a state, territory or local government.
- The road must be publicly accessible.
- Proponents must contribute at least 50 per cent of costs.
- Construction must not have commenced, or be due to commence and tenders must not have been awarded. Construction means actual on ground works at the project site and/or the fabrication of major components off site. **Construction prior to departmental advice that your project can commence will result in funding for the project being withdrawn by the department.**
- Construction must be scheduled to start by 1 July 2019 and be completed by 30 June 2021.

## 4.2 What is eligible for funding?

- The following types of projects are eligible for funding:
  - rest areas
  - parking/decoupling bays
  - technology trials
  - road enhancements
  - demonstration projects
  - livestock vehicle effluent collection and treatment facilities (provided such a facility is associated with a road and access is similar to that of a traditional rest area)

## 4.3 What is ineligible for funding?

- Roads on the National Land Transport Network (NLTN). Please visit the department's website at [http://investment.infrastructure.gov.au/about/the\\_national\\_land\\_transport\\_network.aspx](http://investment.infrastructure.gov.au/about/the_national_land_transport_network.aspx) for more information about the NLTN.
- Projects that are wholly or principally for maintenance.
- Planning and design only projects (can be included as a small portion in a capital expenditure proposal, but not as a stand-alone project).
- Rail bridges.
- Livestock projects.

## 5. ASSESSMENT CRITERIA

The department will assess proposals against the program criteria to develop a merit list representing best value for money and make recommendations to the Minister for Infrastructure and Transport who will make decisions on funding under the National Land Transport Act 2014. The value for money assessment and decisions by the Minister may take account of the overall mix and funding source of projects.

Proposals that were successful under Rounds Four and Five were generally more strategic and provided quality analysis and clear evidence about the benefits of the proposal and how they related to the program objectives of increasing the productivity and safety of heavy vehicle operations. Proponents should take this into consideration when preparing their proposals for Round Six.

Evidence must be provided as part of the response to assessment criteria or in supporting documentation. Independent evidence is highly regarded. Examples of evidence are:

- Annual average daily traffic (AADT) readings.
- Executive summary page of Quantity Surveyor costing.
- Letters from local business providing data on current and future usage, or restrictions in increasing usage.
- Geo-spatial maps of agricultural usage surrounding the area.
- Executive summary or selected pages of regional strategic plans referencing the route.
- Maps showing alternative routes if the road is not available.

Proponents seeking funding of \$800,000 or less may provide less detailed supporting documents.

Proposals will be appraised equally against each of the following assessment criteria -

- Assessment Criterion 1 – Structural Improvements Contributing to Productivity and Safety.
- Assessment Criterion 2 – Quantified benefits.
- Assessment Criterion 3 – Construction Readiness and Risk.
- Assessment Criterion 4 – State and Territory Priority.

Note: Proponents do not address Criterion 4. State and territory governments will be asked to prioritise and rank ALL eligible projects within their jurisdictions. Please note that state and territory agencies will use information provided in proposal forms to assist in prioritising projects in their jurisdiction.

## 6. DECISIONS

### 6.1 Value for Money

Value for money is achieved when the processes, actions and behaviours employed by the Australian Government and proponents result in public resources being used in an efficient, effective, economical and ethical manner. Public resources are defined in the Public Governance, Performance and Accountability Act 2013 as 'relevant money, relevant property, or appropriations'.

The HVSP seeks to promote value for money by selecting for funding those projects that:

- have met all of the eligibility requirements.
- have demonstrated the greatest relative merit in terms of the assessment criteria.
- involve a reasonable (rather than excessive) cost having regard to the quality and quantity of deliverables that are proposed.
- have a risk profile that is acceptable to the Australian Government, with any identified risks able to be efficiently and effectively managed.

Value for money will also be considered on an ongoing basis during and after the delivery of the project. This means ensuring that Australian Government funding is expended and acquitted in accordance with contracted requirements and all other conditions of funding are met. Monitoring and evaluating the extent to which a funded project achieves its objectives and contributes to the outcomes of the HVSP is also a consideration.

### 6.2 Decisions on projects to be funded

The department may request further information to assist with the assessment or management of a proposal at any time. The department may impose conditions on funding.

Following the closing date/time, the department will commence eligibility checks and assessments of all proposals that have been received. Proponents must contact the department if any details in their proposals change. Please provide a generic email address for your project if you have access to one as this can assist in any follow up enquiries or correspondence.

Upon completion of the assessment process, the department will make recommendations for projects to be funded to the Minister. The Minister for Infrastructure and Transport will announce successful projects. A list of successful projects will also be available from the department's website at [http://investment.infrastructure.gov.au/infrastructure\\_investment/](http://investment.infrastructure.gov.au/infrastructure_investment/).

Successful projects and payments to councils will be managed through state and territory governments under the National Partnership Agreement on Land Transport Infrastructure Projects and the related Notes on Administration.

## 7. CONDITIONS OF FUNDING

After the project has been announced by the Minister, the department will contact proponents to confirm the status of the proposal, confirm proponent funding and costings and agree to milestones for payment.

Milestones and related payments will be proposed by the department based on the size and complexity of projects and information provided in the proposal. Further information on milestones and payments is at Section 11.1.

## 8. PROBITY

For probity reasons, the department can only provide advice of a general nature on draft proposals and cannot provide guidance or comments that could be considered as giving a proponent an advantage.

### 8.1 Confidential information

Information submitted by the Proponent may be provided to other organisations for the purposes of eligibility and project proposal appraisal.

Proponents should identify any information submitted which they wish to be considered as confidential, supported by reasons for the request. The Australian Government reserves the right to accept or refuse a request to treat information as confidential.

The Privacy Act 1988 applies to the handling of personal information about individuals obtained in the course of the delivery of the HVSP.

## 9. COMPLETING THE PROPOSAL FORM

Please ensure you read all the questions first before commencing your responses. Character limits apply to some sections of the form; these cells are locked to prevent additional information being added.

Some sections only require a number – where we have asked for a number, this must be provided, and the form will not allow text to be added to these sections. You can cover off any additional details in your responses to the criterion.

Proposals are assessed on the basis of the answers to questions in the *Proposal Form*, with attachments providing supporting evidence. Please do NOT respond to questions with “See Attached” or “data can be provided on request”.

Google Maps, photos and other relevant material can be attached to the proposal and should be provided within the criterion, or as attachments to the submission email. Such material can be used to provide context and/or to demonstrate key points made in addressing the criteria (e.g. location of services, heavy vehicle routes/detours).

### Project Details

Project Name	The Project Name should be no more than 50 characters, including spaces. It should be concise and include the name of the project, the name of the road and the town.
Project Details	The Brief Project Details should be used to describe your project. This ‘standardised’ description will be used in program documentation and communication material. Use your own description, but use the format used below and limit to one or two lines. <ul style="list-style-type: none"><li>• Construct a Rest Area with parking for 15 B-Double with restroom facilities.</li><li>• Realignment of an intersection to allow safe turning for B-Double vehicles.</li></ul>
Scheduled Construction Start date	Scheduled Construction Start Date <b>MUST</b> be before 1 July 2019.
Scheduled Construction Completion date	Scheduled Construction Completion Date <b>MUST</b> be before 30 June 2021.
Benefit Cost Ratio (BCR)	A BCR is essential for larger projects, however, for smaller projects (under \$800,000) a BCR is optional. BCRs above 10 will not be accepted – please contact the department if you need to discuss. Contact details are at Section 12.

## 9.1 Project Budget

If successful, the Australian Government will not provide more than 50 per cent of the final total project cost.

Note the funding limits outlined at Section 3.2. Projects requesting more than the allocated funding limit may be considered ineligible.

## 9.2 Criteria

### Criterion 1 – Structural Improvements Contributing to Productivity and Safety

The degree to which the project will physically improve the safety outcomes for heavy vehicle operators.

Structural improvements can be demonstrated by, but not limited to:

- The construction of new rest areas, or the upgrade to existing rest areas
- Intersection upgrades
- Pavement widening
- Road upgrades
- Upgrades to rest area signage

Claims against this criterion should be specific and measurable.

### Criterion 2 – Quantified Benefits

The economic or safety benefits to the heavy vehicle sector of the project including evidence to support these claims.

Benefits could include (but not limited to):

- Increasing traffic capacity
- Increased safety
- Improved access
- Shorter trips

Evidence could include (but not limited to):

- General and heavy vehicle counts
- Costs incurred by alternative routes
- BCR's (where available)
- Letters of support that provide statements as to how the community, organisation or individual will benefit

### Criterion 3 – Construction Readiness and Risk

The ability of the proponents and partners of undertaking the project and the risks to the project from proceeding.

This may include:

- Past experience in delivering similar projects within the required timeframes.
- Confirmation of other funding sources.
- Community consultation undertaken by the proponent to the community.
- Risks have been adequately considered and addressed.

Evidence could include (but not limited to):

- Planning or design work that has been undertaken, including if final designs have been completed.

- The progress of approvals and when all approvals are expected to be completed.
- Engineering assessments recently undertaken that provides a report on the current status of the project.
- Project costings and how these costings were obtained.

#### Criterion 4 – State and Territory Priority

No response is required under this criterion. State and territory governments will be asked to prioritise and rank ALL eligible projects within their jurisdictions. Higher ranked projects will be assessed by the department as meeting this criterion to a higher degree.

Please note that state and territory agencies will use information provided in proposal forms to assist in prioritising projects in their jurisdiction.

#### Declaration

The person making this declaration must be authorised to commit the proponent to undertaking this project if this funding proposal is successful in securing funding and confirm that all information supplied within the form is true and accurate.

## 10. ASSESSMENT OF PROPOSALS

Following the closure date for the acceptance of proposals, each proposal will be checked for eligibility.

Once the eligibility checks are completed, each eligible proposal will be assessed on its own merits and marked accordingly.

Proposals recommended to receive funding are presented to the Minister for Infrastructure and Transport for a final decision. Following the Minister's decision, the department will contact all proponents to inform them of the outcome of their proposals. Unsuccessful proponents will be advised by email and will be able to seek feedback from the department. Successful proponents will also receive an email with information of the process to be undertaken to secure their funding. This process is outlined below.

## 11. PROCESSES FOR SUCCESSFUL PROPONENTS

If your proposal is successful, you will first be contacted by the department via email. The Minister will have signed a letter to your state minister and if you are a council, a letter will have also been sent to your Mayor.

In your successful email you will receive a copy of the Minister's letter and an Offer of Funding form for you to complete. The due date for the Offer of Funding to be returned to the department will be approximately 60 calendar days following the Ministerial announcement. You will be advised of the exact date in your email, please ensure that your contact details are up to date. A generic email address is often best if you have access to one, to cover staff absences.

All successful projects will be listed on the department's website.

### 11.1 Offer of Funding Form

The Offer of Funding form is a negotiation tool. You will complete it and the department will liaise with you until an agreement is reached. The Offer of Funding form will ask you to provide confirmation of each of the following:

**Project Details** – you must confirm all details of the project, including advice that the project has not commenced, construction tenders have not been accepted, planning and development of the project is sufficiently advanced to ensure commencement within 12 months, any new risks identified, if the budget has been confirmed and if the matching funding has been confirmed.

**Milestones** – you will be asked to nominate payment milestones for your project.

- All payments will be paid to the state/territory road agency in the first instance in all cases. Councils will need to make arrangements with their road agencies for the on-forwarding of those payments.
- Given the large number of projects, and as project reporting and payments will be managed through state governments, the department will seek to streamline the number of milestones and payments.
- For smaller projects (i.e. under \$800,000 in Australian Government funding) that can be completed within one financial year, the default position is two payments. For these projects the first milestone should be evidence of construction commencement seeking 40 per cent of Australian Government funding with the remainder paid upon the provision of a Post-Completion Report.
- There is a maximum first payment on commencement of construction of \$400,000 for all projects.
- Where the Australian Government funding is \$100,000 or less there will be one milestone payment upon completion and submission of a satisfactory Post Completion Report.
- Larger projects and projects with cash flows over two years may have further milestones, but these will be based on substantive work being undertaken.
- Payments against milestones will be made only after proponents have demonstrated the milestone has been met, principally through photographs and/or engineering sign-off.
- Projects are funded on a maximum Australian Government contribution, if the Project encounters an overrun in costs, the Australian Government contribution will not normally be increased (Note: savings on other approved projects under Round Six can be reallocated in exceptional circumstances at the discretion of the Minister).
- The department will include evaluation reporting within the Post-Completion Report.

The Offer of Funding must be returned within 60 calendar days of the date of the Ministerial announcement.

When both parties agree the terms and conditions at the officer level, the next stage is for the department to approve the Instrument under the Act and produce the Project Agreement.

## 11.2 Project Agreement

The department will approve the Instrument under the Act to formalise its Approval, which can take several weeks.

When approved, a copy of this document will be sent to you. It will advise you that your project may now commence and will contain the following information:

- The formal approval of funding
- The agreed milestones and payment schedule
- Reporting requirements
- Signage information
- Events (public recognition) information
- Contact details for the Australian Government and your state contact.

**REMEMBER – CONSTRUCTION MAY COMMENCE ONLY AFTER PROPONENTS HAVE RECEIVED THE PROJECT AGREEMENT AND IT IS IMPORTANT THAT NO CONSTRUCTION ACTIVITY, INCLUDING ACCEPTANCE OF TENDERS OR OFFSITE PRE-FABRICATION CAN OCCUR PRIOR TO THE PROJECT AGREEMENT BEING ISSUED.**

**Failure to do so may render your project ineligible and the Australian Government may withdraw its funding. Please be aware that this condition has been enforced on projects previously approved for funding under earlier Rounds of the program.**

## 12. CONTACT DETAILS

General enquiries can be either emailed to <mailto:HVSP@infrastructure.gov.au> or proponents can contact the department using the HVSP info line on 02 6274 8040.

Written enquiries can be directed to:

The Director  
Heavy Vehicle Safety and Productivity Program Round Six  
Infrastructure Investment Division  
Department of Infrastructure and Regional Development  
GPO Box 594  
CANBERRA ACT 2601

# 13. ATTACHMENT

## Attachment A – Process Flowchart

### Heavy Vehicle Safety and Productivity Program Process Flowchart

