

Heavy Vehicle Safety and Productivity Program – Guidelines (updated 1 July 2009) –

PART 1 – GENERAL

The Guidelines provide information on the administrative arrangements of the Heavy Vehicle Safety and Productivity Program (HVSPP). In brief, the Guidelines provide:

- program objectives and expected outcomes;
- administrative procedures including funding arrangements;
- matters to consider in project appraisal for approving funding; and
- approval, monitoring and reporting requirements.

The Guidelines assist the Department of Infrastructure, Transport, Regional Development and Local Government (the Department) staff; officers of state and territory transport agencies; and other project stakeholders to comply with administrative arrangements and the *Nation Building Program (National Land Transport) Act 2009* (the Act).

1.1 Program Objectives and Outcomes

The Australian Government aims to deliver improved safety and productivity outcomes for the heavy vehicle industry, and the community more generally, through provision of \$70 million towards heavy vehicle safety and productivity projects over four years from 2008-09 to 2011-12. Specific program objectives are to:

1. reduce the proportion of road accidents involving heavy vehicles by targeting heavy vehicle driver fatigue and speed; and
2. increase productivity by enhancing the capacity of existing roads.

To achieve these objectives, four categories of projects are eligible for consideration for funding including:

1. **Rest Area projects:** which improve the provision of heavy vehicle rest areas on key interstate routes;
2. **Parking/Decoupling Bay projects:** which provide heavy vehicle parking/decoupling areas and facilities in outer urban/regional areas;
3. **Technology Trial projects:** which trial technologies for monitoring driving hours and speed; and
4. **Road Enhancement projects:** which enhance the capacity of roads (including bridges) to allow access by high productivity vehicles to more of the road network.

1.2 Definitions of terms used in the Guidelines

The definitions set out in Section 4 of the Act apply to these Guidelines. Other terms used in these notes are defined in Table 1.

Table 1: Definitions of terms used in the notes

Term	Definition
Audit	<i>Audit of Rest Areas Against National Guidelines</i> (Austroads 2008).
Decoupling bays	The changeover of trailers etc. carrying goods etc. for the purpose of changing drivers (different trucks) or to meet specified weight limits for roads, bridges etc.
Heavy Vehicle	A vehicle with a Gross Vehicle Mass greater than 4.5 tonnes.
NTC Guidelines	<i>National Guidelines for Provision of Rest Area Facilities</i> (National Transport Commission 2005).
Parking bays	An area to allow heavy vehicle drivers to conduct short, purpose-based stops including load checks, completing logbooks and addressing associated operational needs.
Rest areas	An area designed for rest breaks, offering a range of facilities and separate parking areas for heavy and light vehicles where possible.
State(s)	All, or any, Australian states, the Australian Capital Territory and the Northern Territory.

PART 2 – PROGRAM ARRANGEMENTS

2.1 Eligible Applicants

The HVSP will provide funds to state government road agencies only. These agencies will be responsible for managing projects and providing reports to the Department.

2.2 Legislation

HVSP projects will be funded under the following parts of the Act, where appropriate:

- Part 3 –if on the National Land Transport Network (the Network);
- Part 4 – if a related to transport development and innovation (e.g. technology trial project); and
- Part 6 –if off the Network.

HVSP projects will also be subject to relevant Environmental and Heritage legislation, as well as the National Code of Practice for the Construction Industry and the OH&S Accreditation Scheme.

2.3 Request for Submissions

The Minister will seek submissions from state governments and key industry associations to determine a package of projects to be funded by the HVSP.

The submissions should provide as much relevant project information as possible at the initial stage to assist in assessing the project. Key areas of consideration, as described in more detail in Section 2.4, include:

- if 'matched funding' is available from states;
- if the project is an industry priority;
- if the project is a state and territory priority; and
- the benefits of the project.

2.4 Project Assessment

To ensure effective and efficient use of Australian Government funds, the following matters will be considered in assessing projects for funding:

2.4.1 Eligibility: Projects must meet one of the four categories of projects as outlined in section 1.1.

2.4.2 Key Considerations: Four main matters may be taken into consideration when evaluating initial submissions, as described below:

Matched Funding

The extent to which the state governments commit to match the Australian Government's funding contribution. Partial Australian Government funding or adjustments to proposals may be considered to account for funding available, distribution of funds between states and funding allocations to each project category.

Industry Priorities

The extent to which projects align with industry submissions.

State or Territory Priorities

The extent to which state governments have identified the project as a top priority in submissions.

Benefits

The extent to which projects demonstrate safety and productivity benefits for heavy vehicles. For instance, more rest areas will result in more places for drivers to stop and take a break and help reduce fatigue related heavy vehicle accidents. Quantitative indicators, such as crash statistics and traffic densities, should be identified where possible. Descriptions of benefits and costs should also be provided.

2.5 Project and Funding Approval

Project requirements and funding arrangements will be as specified in the Act, the Notes on Administration (NOA) for National Projects in the Nation Building Program and letters of offer. States will need to complete a detailed Project Proposal Report, as currently used for National Projects and described in the NOA. This mechanism will allow the Minister to meet the approval requirements of the Act and through this Regulation 9 of the *Financial Management and Accountability Act 1997*. The project approval instrument will confirm that a project is eligible for approval under the relevant section of the Act and will specify the maximum funding amount.

2.6 Project Variations

Funds are capped at the funding amount that appears in the project approval instrument and the relevant state government will be responsible for any remaining costs, including cost increases.

Where the final project cost is less than the amount(s) which the Australian Government, or in the case of a jointly funded project the Australian Government and State, has agreed to make available, the savings will be divided on a pro-rata basis and be available, as agreed between the parties, to another project or projects included in the HVSPP.

Formal variation for any change in an approved project's scope must be sought by the State and authorised by the Minister, or delegate, with regard to the merits of the request for variation. A change includes additional works, omission of approved works and changes to the original proposal. Any such request to vary the approved scope must be accompanied by sufficient details explaining the reasons for the requested variation.

2.7 Project Reporting

As per the requirements set out in the Act and the NOA, monthly project progress reporting and annual audited financial statements will ensure terms and conditions of the grant are adhered to. So far as it is practicable, reporting will be consistent with processes for the National Program and be administered by the Department's information management system (IMS). Projects are to be reported against individually for both status and financial purposes. Further details are provided in the relevant NOA.

2.8 Financial Payments

Consistent with the NOA, payments will be made to the state governments following receipt of satisfactory progress reports.

2.9 Project Signage

Consistent with the NOA and Signage Guidelines, project signage will be required for all projects funded under the HVSPP.