Heavy Vehicle Safety Initiative 2020–21

Round 5 – Submission guidelines

Seeking proposals for initiatives that will deliver tangible improvements in heavy vehicle safety

November 2019
About the program

The Heavy Vehicle Safety Initiative program aims to support projects that deliver tangible improvements in heavy vehicle safety.

Funding from the four previous rounds is supporting a wide range of projects across the country.

For Round 5, the NHVR is again engaging broadly with heavy vehicle industry participants to identify heavy vehicle safety projects to put forward to the Commonwealth Government for consideration. Funding for Round 5 is $5.484 million.

The NHVR is calling for submissions detailing implementable, value-for-money projects that will deliver significant heavy vehicle safety benefits.


Submissions open on 11 November 2019 and close on 21 February 2020.
Submission, assessment and funding process

11 November 2019
- Submissions open for Round 5.
- Submission guidelines released.

21 February 2020
- Submissions close.

March 2020
- Eligibility check conducted and, if required, additional documentation requested from applicants.
- Submission evaluators meet to assess submissions and provide recommendations to NHVR Board.

April 2020
- NHVR Board meets and recommends projects to be included in its submission to the Commonwealth Government.

May 2020
- Commonwealth Government considers recommended projects.

July 2020
- Successful and unsuccessful applicants contacted.
- Successful projects announced.

July–October 2020
- Funding agreements finalised between NHVR and successful applicants.

*Timeframes are subject to change.
Guiding Principles

Applicants should take into account the following Guiding Principles:

Principle 1: Alignment
The Heavy Vehicle Safety Initiative supports projects that address heavy vehicle safety priorities. Projects should align with heavy vehicle and road safety priorities identified by governments, the NHVR and industry stakeholders.

Principle 2: Implementable
Projects must be implementable and able to be commenced in the 2020–21 financial year. An application may be for a project that either: (a) will be delivered entirely in the 2020–21 financial year; or (b) will commence in the 2020–21 financial year and be completed by 30 June 2023.

Applicants need to demonstrate that significant groundwork has already been undertaken. Any required approvals or agreements (e.g. from road managers or with landowners) should have been sought. Projects should be progressed past the concept stage.

Principle 3: Evidence-based
Applicants must provide evidence demonstrating how the project will help achieve heavy vehicle safety outcomes. This may include information on whether the initiative has successfully delivered safety outcomes before, either domestically or internationally.

Consideration will be given to projects that align with (or build on) existing initiatives for which the evidence base is already established.

Principle 4: Broad benefits
Projects must provide broad outcomes, preferably delivering national or cross-jurisdictional benefits. If the project does not deliver national or cross-jurisdictional benefits, it should have the potential to be rolled out on a broader basis in the future.

Principle 5: Holistic approach
Applications must outline the problem that currently exists and how the proposed project will address the problem in a holistic manner. Proposals should present a complete package, taking an issue-wide or industry-wide focus.

Principle 6: Value for money
Projects should deliver value for money and be able to be implemented within funding limitations. For 2020–21 the total funding pool for the program is $5.484 million.

All applicants must show how they will contribute to the project, either through financial or in-kind support.

See Assessment Criteria pages 6–7 for further information.

An application that meets the Assessment Criteria and aligns with the Guiding Principles is not automatically guaranteed funding. Previous funding rounds have been oversubscribed. Applications may not receive funding or may be part-funded. If a proposal receives part-funding only from the program, the NHVR will request the applicant to either find another source of funding to fill the gap or identify ways to reduce costs.
**Who can apply?**

This is an open consultation process, seeking submissions from participants and stakeholders in the Australian heavy vehicle industry.

Submissions that are supported by a broad group of stakeholders are encouraged. Parties looking to submit a proposal may wish to contact their relevant industry association or peak body to coordinate a submission under their auspices.

This acknowledges the extensive work representative bodies have undertaken to build their existing knowledge bases around the issues facing the industry and the entire supply chain. Harnessing this existing knowledge by preparing submissions in partnership with peak industry bodies is highly recommended.

Many peak industry bodies are represented on the NHVR’s Industry Reference Forum (IRF) and Industry Operators Groups (IOGs). Details of members of the IRF and IOGs can be found at [www.nhvr.gov.au/about-us/engaging-with-industry](http://www.nhvr.gov.au/about-us/engaging-with-industry)

**What types of projects might be funded?**

Any initiative that will provide tangible safety benefits to the heavy vehicle industry can be submitted.

Initiatives may include:

- programs and projects that deliver heavy vehicle safety outcomes
- materials to support industry to increase safety awareness and compliance
- heavy vehicle safety education and awareness campaigns.

Initiatives should be able to be commenced in the 2020–21 financial year.

This is a competitive process. The NHVR cannot guarantee that all initiatives put forward will be funded. For further information, see the Guiding Principles and Assessment Criteria.

**What will not be funded?**

In Round 5, some activities are excluded from funding. Also, some activities and costs may not be funded, and this will be assessed on a case-by-case basis during the assessment process.

**Activities and costs that will not be funded:**

- Research projects (noting that some research may be funded if it is a component of a project)
- Items purchased before the applicant has been notified in writing that their application has been successful
- Grant writer fees
- Purchase of equipment/service for the benefit of an individual
- Repayment of debts/loans
- Overseas travel costs
- Gifts, prizes or sponsorships
- Contingency costs
- Maintenance costs
- Alcohol.

Activities and costs that **may not be funded:**

- Salaries and wages
- Rent and lease costs
- Utilities and insurance costs
- Internal training not provided by a third party
- Catering.

In some instances, projects may be part-funded or aspects of the proposal may be excluded from funding. For instance, if the proposal’s budget includes any of the items listed above, these items may not receive funding, while other aspects of the proposal may be funded.
How to apply

The Heavy Vehicle Safety Initiative is a submission-based program. Interested parties need to apply in the manner set out in these guidelines by providing written submissions. A submission must address the Assessment Criteria.

An Applicant submission writing guide is included on page 8 to assist applicants with the application process.

Application process

Step 1: Check eligibility

Check the detailed information contained in these guidelines to see whether your proposed project is eligible for funding and aligns with the Guiding Principles.

Step 2: Prepare a submission

You must provide a written submission in Word or PDF format that addresses the Assessment Criteria. You should also include any other relevant information and documentation that may assist in the assessment process.

The following items must be submitted:

• a submission that includes:
  a. your completed Submission Form (download at www.nhvr.gov.au/hvsi)
  b. a title page
  c. a one-page executive summary
  d. responses to each of the Assessment Criteria
  e. a budget, showing a breakdown of project costs.

• relevant supporting documentation (maximum of five files).

Please refer to the Applicant submission writing guide to assist you with addressing submission requirements c), d) and e).

Step 3: Submit your application

Email your submission and supporting documentation in Word or PDF format to Anthony.O’Sullivan@nhvr.gov.au by Friday 21 February 2020.

Assessment Criteria

There are five Assessment Criteria you must address as part of the submission process.

In addition to considering these five criteria, the submission evaluators will conduct a value-for-money assessment and SWOT analysis.
<table>
<thead>
<tr>
<th>Assessment criterion</th>
<th>How to address it</th>
</tr>
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</table>
| 1. Demonstrate capacity | Demonstrate how your organisation has the capacity to deliver the project you are proposing. The submission evaluators will consider your organisation's ability to deliver the project. For instance:  
  • Provide background information on your organisation, including its purpose, size, operational activities and the industry sector it operates in.  
  • If your organisation does not have the capacity to deliver the project, indicate how you would facilitate its delivery and/or partner with another organisation that has the capacity.  
  • If any approvals are required to deliver the project, attach evidence demonstrating you have sought or gained those approvals (e.g. road manager or landowner approval). |
| 2. Demonstrate how the project is evidence-based | Provide evidence supporting the reason(s) for the project, and how the project will address the reason(s) and achieve heavy vehicle safety outcomes. The submission evaluators will consider the evidence provided to justify the project. For instance:  
  • Does the project address an identified safety issue or need?  
  • Is the project a logical response to the identified issue or need (e.g. it is based on policy and/or research)?  
  • Has the identified safety issue or need been successfully addressed previously by a domestic or international project? |
| 3. Scope of the initiative and its benefits | The submission evaluators will consider how the project aligns with heavy vehicle road safety priorities identified by governments, the NHVR and industry stakeholders, and how widespread the project’s heavy vehicle safety benefits will be. For instance:  
  • How will the project deliver heavy vehicle safety benefits and how wide-ranging will those benefits be?  
  • How far has the project progressed?  
  • Is the project supported by a peak body or a group of industry stakeholders? |
| 4. Show the location and spread of the project | Outline the project’s geographic location and spread. The submission evaluators will consider the project’s location(s) and its potential stakeholder reach. For instance:  
  • Provide the location(s) of the project.  
  • Demonstrate how the project provides local safety benefits, and its ability or potential to provide regional, cross-jurisdictional or national benefits.  
  • Indicate your organisation’s willingness to share project outcomes at a broader level and how that could be accomplished. |
| 5. Project budget and timeline for delivery  
Note: All applicants are required to demonstrate some in-kind or cash contribution to their project. | Detail a project budget and the timeline for deliverables. The submission evaluators will consider the size and adequacy of the project budget and whether the project could commence and conclude within the required timeframe. For instance:  
  • Provide the anticipated cost and a timeline for completion of each key deliverable.  
  • State the value of your organisation’s cash or in-kind contribution to the project.  
  • Outline any external funding you may have secured for the project (e.g. funding from previous HVSI Rounds, sponsorships, partnership arrangements or grants).  
  • Can the project be commenced in the 2020–21 financial year?  
  • Can the project be completed by 30 June 2023?  
  • Have appropriate resources been identified to allow the project to be delivered within the project’s timeframe? |
| Value for money/SWOT analysis | Submission evaluators will consider whether the project represents value for money in the context of the total available funding pool and how it compares to other project applications received. A SWOT analysis will also be conducted to identify the project’s key risks and the potential opportunities it may provide to the NHVR and the Commonwealth Government.  
Note: This criterion does not need to be directly addressed by applicants. The submission evaluators will undertake these assessments. |
Applicant submission writing guide

We recognise the significant effort made by previous applicants and the opportunity cost of compiling a submission for the Heavy Vehicle Safety Initiative program. To simplify the application process, we have compiled this simple writing guide, which aims to lessen potential confusion and lighten the preparation burden for applicants.

When addressing the Assessment Criteria, we would prefer applicants to focus on a number of key issues in the body of their submission (see pro forma below). Supplementary project/program proposal information can be included as an attachment to the submission.

A more uniform application process will also enable submission evaluators to more effectively compare the merits of each submission.

Submission pro forma

Section 1 – Executive summary (maximum 400 words)
This section contains the key submission information and messages the applicant wishes to convey to the NHVR.

Section 2 – Introduction (maximum 500 words)
This section contains:
- a brief description of the applicant company/organisation (the applicant) and the industry sector it operates in
- the reason[s] behind the applicant’s application and evidence to support the reason[s]
- any established project/program partnership arrangements applicable to the applicant’s submission.

Section 3 – Body of submission: Key issues (maximum 1,700 words)
This section contains information about the applicant’s project/program proposal (the project) including:
- a description of the project, including sufficient detail for NHVR’s submission evaluators to clearly understand all project activities
- the capability/capacity of the applicant to complete and/or facilitate the project
- how the project will address the reason[s] raised in Section 2 above
- how the project will enhance heavy vehicle safety and directly and/or indirectly benefit heavy vehicle transport sector stakeholders, the broader community, and potentially fauna and flora
- the project’s location and whether project learnings or outcomes are transferable at a regional, cross-jurisdictional or national level
- whether the applicant has the capability and willingness to share project learnings or outcomes at a broader level and how that could be accomplished
- a table of project milestones, deliverables, costs and timelines (see Project schedule and budget example on page 9). This table should include funding being sought through the Heavy Vehicle Safety Initiative program and, where applicable, other confirmed funding from the applicant, partnership co-sponsorship or in-kind contributions.

Section 4 – Conclusion (maximum 100 words)
A brief reconfirmation of why the project’s desired outcomes will enhance heavy vehicle safety.
# Project schedule and budget example

## Chain of Responsibility (CoR) Awareness Campaign

**Project objective** - To assist agricultural industry stakeholders with understanding their CoR obligations under the Heavy Vehicle National Law.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Project deliverables</th>
<th>2020–21 cost ($)</th>
<th>Timeline for completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Planning</td>
<td>• Convene project committee meeting to identify requisite guidance material.</td>
<td>10,000</td>
<td>30/09/2020</td>
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<tr>
<td></td>
<td>• Develop media engagement strategy.</td>
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<tr>
<td>2. Content development</td>
<td>• Engage media agency to develop a suite of guidance material, including CoR compliance templates and checklists for agricultural stakeholders.</td>
<td>50,000</td>
<td>31/12/2020</td>
</tr>
<tr>
<td>3. Campaign development</td>
<td>• Design web page.</td>
<td>25,000</td>
<td>31/03/2021</td>
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<tr>
<td></td>
<td>• Develop series of infographics and social media tiles.</td>
<td></td>
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<tr>
<td></td>
<td>• Design fact sheets, compliance templates and checklists.</td>
<td></td>
<td></td>
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<tr>
<td>4. Campaign delivery</td>
<td>• Launch awareness campaign with a joint media release.</td>
<td>10,000</td>
<td>31/05/2021</td>
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<tr>
<td></td>
<td>• Publish CoR content on organisations’ websites.</td>
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<tr>
<td></td>
<td>• Use email marketing using member contact lists.</td>
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<tr>
<td></td>
<td>• Deliver regular messaging and awareness campaign elements via organisation social media channels.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total cost</strong></td>
<td></td>
<td><strong>95,000</strong></td>
<td></td>
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</tbody>
</table>

### Project funding

<table>
<thead>
<tr>
<th>Project funding</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NHVR Heavy Vehicle Safety Campaign program contribution</td>
<td>85,000</td>
</tr>
<tr>
<td>Partner contributions</td>
<td>0</td>
</tr>
<tr>
<td>In-kind contributions</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>Total funding</strong></td>
<td><strong>95,000</strong></td>
</tr>
</tbody>
</table>
Funding conditions

The Heavy Vehicle Safety Initiative is a discretionary, merit-based funding program.

The final funding decision is made by the Commonwealth Government.

A decision in relation to any aspect of the funding application and assessment process is final and no correspondence will be entered into.

Funding agreement

Successful applicants will be required to enter into a funding agreement with the NHVR.

The agreement consists of:

- a set of standard terms and conditions, which are fixed and non-negotiable
- schedules detailing the project objective, funding, deliverables, milestones, payments, reporting and other activity-specific requirements.

It is essential that successful applicants have the following insurances in place:

- public liability insurance for at least $20,000,000 per claim
- professional indemnity insurance for at least $10,000,000 per claim and in the aggregate
- workers’ compensation insurance in accordance with applicable legislative requirements.

Contact us

Submissions and enquiries should be directed to:

Anthony O’Sullivan
National Heavy Vehicle Regulator
P 07 3309 8522
E Anthony.O’Sullivan@nhvr.gov.au
www.nhvr.gov.au