



LOCAL  
GOVERNMENT  
GRANTS



# TAC Local Government Grant Program

GUIDELINES 2021



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# Victoria's Road Safety Strategy 2021-2030

The Victorian Road Safety Strategy 2021-2030 commits to the ambitious target of eliminating death from our roads by 2050, with the first step of halving road deaths by 2030. Victoria is a leader in road safety and has a track record in leading the introduction of lifesaving road safety policies including mandating seatbelts (1970), legislating random breath testing (1976) and introducing speed cameras in (1986).

Yet people continue to die or be seriously injured on our roads. Since our last strategy, there have been changes in the way we live, work and play – along with advances in vehicle and road technology - which has been taken into consideration in drafting a revised strategy for the coming ten years.

Road Safety Victoria, situated in the Department of Transport, led development of the Strategy. The Strategy was developed in collaboration with the Victorian Road Safety Partnership, made up of the Transport Accident Commission, Victoria Police, the Department of Justice and Community Safety, and the Department of Health and Human Services.

## Purpose of the Road Safety Strategy

The purpose of this Strategy is to create a safer road environment and reduce the opportunity for poor decision making.

The Strategy aims to halve road deaths by 2030 and put us on a strong path to eliminate all road deaths by 2050. It also seeks to reduce the incidence of serious injury resulting from road crashes.

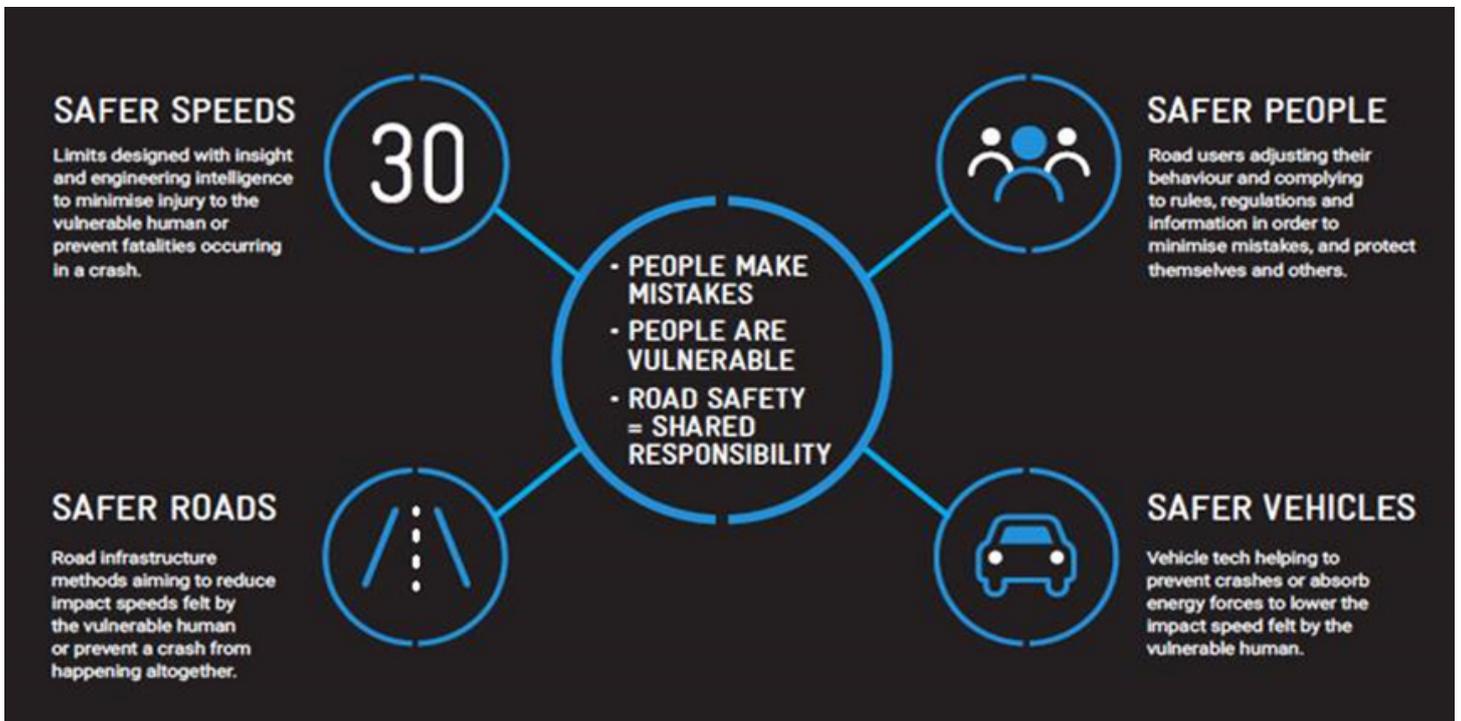
The Strategy's aims and objectives will be delivered via a series of short-term action plans over the life of the Strategy.

## Strategy Objectives

- Be safe: ensure all Victorians are safe and feel safe, on and around our roads.
- 10 year reduction: halve road deaths and progressively reduce serious injuries by 2030.
- A culture of safety: embed a culture of road safety within the Victorian community.
- Deliver initiatives: deliver a suite of initiatives that are achievable and have an impact in the short-term, but also prepare the state for the future.

[Read the Victorian Road Safety Strategy 2021-2030](#)





## Safe System

The Safe System road safety model is a holistic approach to reducing road trauma. It identifies four factors which need to work together to protect people from being killed or seriously injured on the roads. These are: Safer Roads, Safer Vehicles, Safer Speeds and Safer People.

The guiding principles of the Safe System road safety model identify that, people are vulnerable, road safety is a shared responsibility and that the entire road system needs to be safe and work together to eliminate road trauma. The Victorian Road Safety Strategy 2021-2030 is guided by these same principles.

The Safe System principles are:

1. Humans are fallible and will inevitably make mistakes when driving, riding or walking.
2. Despite this, road trauma should not be accepted as inevitable. No one should be killed or seriously injured on our roads.
3. To prevent serious trauma, the road system must be forgiving, so that the forces of collisions do not exceed the limits that the human body can tolerate.

## TAC Road Safety Grants

The TAC supports evidence based initiatives and organisations that reflect our values and engage with community members, organisations and Local Governments in meaningful ways.

Local road safety issues are often best dealt with at a local level and community-based road safety programs that align to the Victorian Road Safety Strategy 2021-2030.

The TAC offers two grant programs that are designed to engage the Victorian community in the Strategy by supporting them to recognise and address road safety issues affecting their local area:

- TAC Community Road Safety Grant Program
- TAC Local Government Grant Program

Each grant program is specifically tailored to focus on key priorities affecting Victoria.

These guidelines provide information about the program focus, application and assessment process and the grant management and reporting requirements for the TAC Local Government Grant Program.

# TAC Local Government Grant Program

## WHAT IS THIS PROGRAM?

This grant program aims to encourage local government involvement in pedestrian and cyclist road safety projects that are aligned with the [Victorian Road Safety Strategy 2021-2030](#) and Safe System principles, and deliver positive outcomes in the community.

The TAC and its road safety partners recognise the importance of Local Governments in road safety and supporting local road safety programs.

Local Governments are a key contributor to the achievement of road safety targets across the State.

Local Governments, working closely with local communities, are well-placed to identify specific problems, especially for pedestrians and cyclists, and develop and implement integrated road safety infrastructure solutions.

This annual grant program provides funding opportunities for Local Governments throughout Victoria to support projects that have the potential to reduce, and where possible eliminate, the likelihood of death and serious injury for pedestrians and cyclists in their local area.

## 2021 PROGRAM FOCUS

We are inviting applications for local road safety analysis and infrastructure projects that consider Safe System principles, and focus on reducing exposure, as well as the likelihood and severity, of fatal and serious injury crashes for **pedestrians** and **cyclists**.

While the primary focus of the TAC Local Government Grants Program is on pedestrians and cyclists, Local Governments are encouraged to consider projects that will also address safety for other road user types. Road safety benefits which are additional those accruing to pedestrians and/or cyclists should also be highlighted in the grant application.

## WHAT FUNDING IS AVAILABLE?

This grant round offers two funding categories:

1. Analysis - Grants of up to \$30,000 (ex. GST)

### What projects will be funded?

Analysis grants are available for the investigation of pedestrian and cyclist road safety issues and/or the development of speed management and infrastructure treatment concepts which consider the Safe System Principles in addressing these issues.

Analysis projects should include community engagement activities and form the support and design for potential road safety infrastructure treatments.

**Note** -When applying for analysis grants, applicants are reminded to consider delivery time frames so that outcomes are ready or nearly completed before applications are to be submitted for infrastructure applications.

2. Infrastructure - Grants of up to \$100,000 (ex. GST) with conditional 1:1 contributions from the Local Government

### What projects will be funded?

Infrastructure grants are available for the implementation of **low cost road safety infrastructure** solutions and/or the trialling of innovative new road safety infrastructure solutions that aim to reduce the likelihood and severity of fatal and serious injury crashes for pedestrians and cyclists.

**NOTE** - Local Governments can only be awarded one analysis and one infrastructure grant and must only submit one project application per funding category.



Road safety infrastructure projects **must**:

- Be supported by a community engagement activity plan and/or evidence of existing community support for the project.
- Be aligned to sound research and/or established road safety design principles and safety treatments (i.e. Safe System Principles which, for this context, are summarised below).
- Identify how the project will eliminate, or will come close to eliminating, the risk of severe crashes for pedestrians and cyclists in the local area. Local Governments should refer to:
  - [VicRoads Safe System Assessment Guidelines](#)
  - [Austroads \(2016\) Safe System Assessment Framework](#).

## PRE APPLICATION TECHNICAL PROJECT SUPPORT

The TAC is providing pre application technical support for projects upon request from LGAs. This will be limited to 30 minutes engagement per LGA (not per application).

Contact the Road Safety Programs team on [lgagrants@tac.vic.gov.au](mailto:lgagrants@tac.vic.gov.au) if you wish to take up this support.

## GUIDANCE ON SAFE SYSTEM PRINCIPLES FOR PEDESTRIANS AND CYCLISTS

To assist Local Government with developing successful applications, Safe System principles for pedestrians and cyclists are described below.

### Crash potential and injury severity

The primary aim of Safe System design for pedestrians and cyclists is to separate these highly vulnerable road users from vehicular traffic. However, because full physical separation is often not feasible in local streets, the priority becomes one of designing local streets to ensure that any foreseeable collision with pedestrians or cyclists will not exceed the Safe System threshold of 30 km/h. Impact speeds of 30 km/h are usually survivable, though may well result in severe injuries to the pedestrian or cyclist, especially for older people. As impact speeds increase, crash risks rise and the risks of severe injury rise even more rapidly. The national urban default speed limit of 50 km/h exposes pedestrians and cyclists on local streets to impact speeds well above the human threshold levels that lead to serious injury, or sometimes death.

The TAC may show preference to infrastructure improvement projects designed to separate pedestrians or cyclists from vehicular traffic or to secure travel speeds to 30 km/h or lower.

### Crash likelihood and exposure to conflict

While designing streets to prevent deaths and serious injuries resulting from crashes is paramount, treatments which reduce the incidence of crashes, either by reducing crash likelihood or the levels of exposure of pedestrians and/or cyclists to vehicles, will receive additional priority. The TAC will assess grants applications against these criteria, particularly the mechanism by which a proposed treatment is expected to exert its safety effects.

## Examples of Safe System design for pedestrians and cyclists

### *Pedestrians*

A well-designed wombat crossing can be expected to reduce travel speeds to 30 km/h (possibly lower), leading to injury risk levels that are aligned with the Safe System. Wombat crossings on local streets will also reduce crash risk. On some road types, wombat crossings may also lead to a diversion of traffic to roads better suited to performing a higher movement function. This will expose pedestrians less often to vehicle conflicts.

Kerb outstands or pedestrian refuges are not specifically designed to secure impact speeds to 30 km/h (or lower) on a 50 km/h local street. However, these measures can reduce crash likelihood by improving the reliability of gap choices made by pedestrians, by requiring pedestrians to spend less time on the roadway exposed to passing vehicles and by some slowing of traffic due to the narrowing of roadways.

### *Cyclists*

For cyclists, off-road cycle facilities will generally prove inherently safer than on-road facilities, because they remove the threat to riders from passing vehicles. Where full separation of cyclists from vehicles is not possible or is otherwise impractical, on-road cycle lanes can lessen the degree of interaction between cyclists and vehicular traffic. Projects which include reductions in speed limits from the 50 km/h default to 40 or 30 km/h will, in general, receive higher priority for funding, as will projects designed to provide greater lateral separation (ideally, at least one metre) between cyclists and passing traffic and/or parked vehicles. Where cyclists and general traffic will have less than one metre of available clearance or are expected to share a traffic lane, lower travel speeds, ideally not more than 30 km/h, will be required to meet Safe System principles.

In addition to projects which provide high standards of separation between cyclists and general traffic, intersection treatments which reduce vehicle speeds to 30 km/h or lower will be candidates for a TAC grant. Examples of Safe System aligned projects at intersections might include single lane roundabouts with cycling protection features designed for speeds below 30 km/h or the construction of safety platforms that also secure speeds through intersections to below 30 km/h.

### **Treatment of wider areas and other crash types**

Treatment of a wider area as opposed to an isolated site should be considered. Treatments can be prior to and/or after the proposed infrastructure site, or can include adjacent streets or precincts. Line markings, narrowing of driving lanes, as well as advisory and regulatory signage, all are classified as supporting treatments that reduce the likelihood of a crash, as opposed to the severity of a crash. However when used with a Safe System aligned treatment, these measures are likely to improve safety outcomes.



## PREVIOUS FUNDED PROJECTS

Examples of previously funded projects can be viewed [here](#).

## WHEN DOES THE GRANT ROUND OPEN?

The TAC Local Government Grant Program grant round opens late June - early July each year.

The 2021 grant round will open at 9.00am Monday 21 June and will close 3.00pm Wednesday 28 July.

## 2021 KEY DATES

Applications Open	Applications Close	Notification of Outcome	Project Delivery
9.00am Monday 21 June	3.00pm Wednesday 28 July	Late Oct/Early Nov	January 2022 – July 2023

## Eligibility

### WHO CAN APPLY?

To be eligible for funding the application must meet the following criteria:

1. **The applicant must be a Victorian Local Government;** it is permissible for the Local Government to be in partnership with one or more external bodies in the conduct of the project. However, the Local Government must be the lead agency in the application.
2. The application must be **primarily focused on road safety issues relating to cyclists and/or pedestrians**
3. The applicant must provide **evidence of current public liability and professional indemnity insurance.**
4. The applicant must **match TAC funding on a 1:1 basis for Infrastructure projects.**

## How to apply for funding

### APPLICATION PROCESS

Applications are submitted and managed **online** through SmartyGrants, a grants management platform.

For any technical difficulties with SmartyGrants, please contact the helpline on (03) 9320 6888 or email [service@smartygrants.com.au](mailto:service@smartygrants.com.au). This Helpline is available from 9am to 5pm Monday to Friday.

We recommend you use Chrome or Firefox web browsers to complete your application. SmartyGrants technology runs faster with this software and it also has spell check functionality.

It is highly recommended that you save your application on a regular basis. After a period of inactivity, SmartyGrants may time out and your work could be lost. You don't have to complete your application all in one sitting. You can save it and return to it at a later stage. Applications will only be accepted during the dates and times outlined. **Late applications will not be accepted.**

All funding amounts referenced in the application form are to be **exclusive of GST.**

**NOTE - Local Governments are limited to one application per funding category per grant round.**

### APPLY FOR FUNDING

To submit an application use the following links:

- Analysis Projects - <https://tac.smartygrants.com.au/LGANA21>
- Infrastructure Projects - <https://tac.smartygrants.com.au/LGINF21>

# Assessment

## ASSESSMENT PROCESS

The TAC adopts an open, transparent and objective assessment process which consists of the following stages:

1. Eligibility - each application is assessed against the eligibility criteria. Applications must adhere to eligibility criteria.

*Ineligible applications will not progress past this stage.*

2. Assessment - each eligible application is individually reviewed and assessed against the defined assessment criteria. Individual assessment, including a technical assessment, is undertaken by a panel of road safety experts from the TAC and key external road safety partners.

3. Recommendation - All assessments are compiled into a recommendation report and the final decision is made by the TAC.

During the assessment process, the TAC may take into consideration **Fatal and Serious Injury (FSI) rates and high risk road sections** within Local Government areas as a deciding factor.

Any **outstanding project deliverables** the applicant has from previously funded TAC grants may be taken into consideration.

The TAC may negotiate grant amounts, designs, project plans and conditions. The outcome of these negotiations will impact the success of the application.



## ASSESSMENT CRITERIA

All eligible applications will be assessed against the following assessment criteria:

Criteria	Description
<b>1. Improving local community road safety for pedestrians and/or cyclists</b>	<p>The application clearly outlines:</p> <ul style="list-style-type: none"> <li>• The local road safety issue, the target road user/s and the need for this project and is supported by evidence (examples of evidence include crash data or other indicators of systemic risk, safe system assessment, traffic counts, anecdotal evidence, survey outcomes, community/customer enquiries, observational data, research, demographic data and police records).</li> <li>• The project plan, objectives, activities, deliverables and the anticipated road safety and other related outcomes.</li> <li>• Plans for anticipated project delivery risk and proposed mitigation strategies.</li> </ul>
<b>2. Alignment to road safety good practice principles and Victorian Road Safety Strategy 2021-2030.</b>	<p>The application demonstrates:</p> <ul style="list-style-type: none"> <li>• Alignment with the Victorian Road Safety Strategy 2021-2030 and good practice road safety principles (i.e. Safe System principles) by; <ul style="list-style-type: none"> <li>○ investigating and/or implementing primary treatments to separate vulnerable road users from vehicles or, where this not possible, redesign streets to limit potential crash speeds to not more than 30 km/h.</li> <li>○ outlining how the project will reduce the likelihood of crashes involving pedestrians and cyclists</li> </ul> </li> <li>• The integration of the project with other pedestrian or cyclist programs. This may include links to Council plans and strategies and other investment programs.</li> <li>• For all road safety infrastructure projects, and where appropriate for analysis projects, evidence of design drawings (i.e. concept designs). Concept designs that contain a level of detail suitable for a preliminary design stage road safety audit are sufficient.</li> <li>• Drawings must be in PDF format and no larger than 25mb per attachment.</li> </ul>
<b>3. Partnerships, Community Engagement and Capacity</b>	<p>The application demonstrates:</p> <ul style="list-style-type: none"> <li>• One or more partnerships and outlines partner roles and responsibilities in supporting the delivery of the project. (i.e. Community groups, schools, traders etc).</li> <li>• Evidence of community support and/or a clear plan to engage community in the project if the application is successful.</li> <li>• Capacity to implement and/or source expertise to manage the delivery of the project including fulfilling contractual reporting requirements and measuring the impact of the project.</li> </ul>

<b>4. Project monitoring and evaluation</b>	The application outlines: <ul style="list-style-type: none"> <li>• How the project will be monitored to measure its impact on the targeted local road safety issue. This includes outlining the evaluation design, methods and type of data (pre and post) that will be collected and analysed.</li> </ul>
<b>5. Value for money</b>	The application outlines: <ul style="list-style-type: none"> <li>• Innovative ways to reduce treatment costs through choice of materials, implementation processes or integration with other planned works.</li> <li>• A realistic project budget that reflects project activities and deliverables.</li> <li>• How the project will be maintained and sustained in the future without ongoing TAC funding support. Co-contributions and in-kind support will be taken into consideration.</li> </ul>

## NOTIFICATION AND FEEDBACK

All Applicants will be informed of the outcome of their application and provided feedback via email estimated for **eight weeks** after the closing date.

## Successful Applications

### FUNDING AGREEMENT

All successful grant Applicants will need to sign a TAC Local Government Grant Program Funding Agreement and agree to the [TACs Funding Standard Terms and Conditions](#).

These documents outline the roles and responsibilities of the successful Applicant and the TAC.

The TAC Local Government Grant Program Funding Agreement will detail the agreed Reporting and Payment Schedule (ex. GST) and final project plan. Applicants will be required to confirm the final project plan, including project start and end dates, upon acceptance of the grant.

### Project delivery

All project activities must be completed by **30 June 2023**.

### Reporting

Reporting is required to monitor project progress and ensure projects have been delivered as agreed. All reporting will be completed in line with the agreed dates outlined in the Reporting and Payment Schedule and submitted online using Smarty Grants.

We acknowledge that not every project is the same and in an effort to make the complicated simple, we offer the following reporting structures:

1. Projects under \$30,000 and/or with a project plan less than, or equal to, three months:

Successful Applicants will be required to report at the following stage:

- Final Report (at the conclusion of project activities), this includes a financial acquittal for all expended funds (ex. GST).

## 2. Projects over \$30,000 and/or with a project plan greater than three months:

Successful Applicants will be required to report on the project at two stages.

- Progress Report (mid-way through project); and
- Final Report (at the conclusion of project activities), this includes a financial acquittal for all expended funds (ex. GST).

### **Road Safety Audits and Compliance Audits**

All successful projects are subject to a Compliance Audit, and for Infrastructure projects will have a Road Safety Audit completed by a third party appointed by the TAC. Successful Applicants must provide the TAC (or any third party appointed by the TAC for the purpose of undertaking the audit), with assistance and documentation as reasonably required. This may include formal responses to audit findings.

### **Payment Schedule**

The payment schedule for each successful project will be outlined in the TAC Local Government Grant Program Funding Agreement.

Payments are triggered by the execution of the TAC Local Government Grant Program Funding Agreement (Establishment Payment) and the receipt and acceptance of progress and final reports, including acceptance of Compliance and Road Safety Audits where required.

We offer the following payment schedules:

Projects under \$30,000 and/or with a project plan less than, or equal to, three months:

1. Establishment payment (50 per cent)
2. Final payment (50 per cent)

Projects over \$30,000 and/or with a project plan greater than three months:

1. Establishment payment (50 per cent)
2. Progress payment (30 per cent)
3. Final payment (20 per cent)

### **TERMS AND CONDITIONS**

The [TACs Funding Standard Terms and Conditions](#) are available online and should be reviewed prior to submitting an application.

### **LEGISLATION COMPLIANCE**

Successful Applicants will have to agree to meet some important Occupational Health and Safety Guidelines and, in some cases, this may include stringent requirements (e.g. if the project involves children, all adults involved may require a 'Working with Children' check).

Successful Applicants will need to consider whether the project will be subject to any legislation. Some important issues to consider are:

- Appropriate insurances, including WorkCover insurance, for project activities. Successful Applicants will be required provide TAC certificates of currency for the following insurances prior to commencing project activities:
  - Professional indemnity insurance - \$1,000,000.00
  - Public liability insurance - \$5,000,000.00
  - Workers compensation insurance under the applicable legislation; and
  - Personal accident insurance to cover any risks in relation to the project.

- Privacy implications relating to the collection and use of personal information. This includes obtaining consent to use names and images of people involved in the project.
- Staff or volunteers working with children may need to have a 'Working with Children' and/or Police check.
- Any occupational, health and safety issues that may be associated with the project.

## PROMOTION

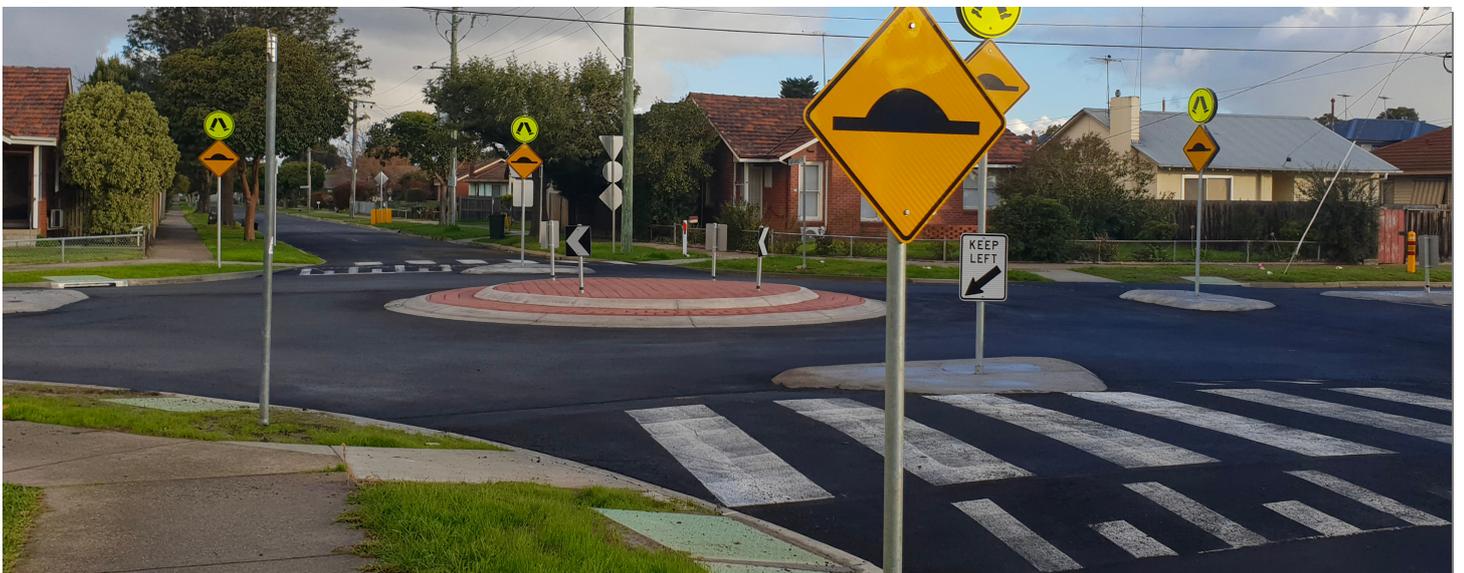
All successful projects will be publically announced by the TAC and will be published on our website <http://www.tac.vic.gov.au/lgagrants>.

Successful Applicants will be required to cooperate with the TAC on publicity matters.

Successful Applicants will need to seek written consent from the TAC before making any public statements, including any media releases about the TAC or in connection to their successful grant. Read the [TACs Funding Standard Terms and Conditions](#) for more information.

## ADDITIONAL RESOURCES

- For additional ideas and guidance, the current '[Austroads Guide to Traffic Management Part 8: Local Area Traffic Management](#)' may assist grant applicants in developing proposals.
- [VicRoads Safe System Assessment Guidelines](#)
- [Information about road safety, cycling and walking in Victoria](#)
- [Victorian Road Safety Strategy 2021-2030](#)
- [TAC Road Trauma Statistics webpage](#)
- [VicRoads](#)
- [VicHealth](#)
- [Department of Economic Development, Jobs, Transport and Resources](#)
- [Bicycle Network Victoria](#)
- [Victoria Walks](#)
- [Department of Environment, Land, Water and Planning - 20 Minute Neighbourhoods](#)
- [Healthy Liveable Cities Group](#)
- [Inner Melbourne Action Plan](#)
- [Municipal Association of Victoria](#)



## **Contact us**

For further information, or to discuss a project idea and application contact the Road Safety Programs Team via email [lgagrants@tac.vic.gov.au](mailto:lgagrants@tac.vic.gov.au).