



TAC Local Government Grant Program

2023 Funding Guidelines



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Introduction

About the TAC

The Transport Accident Commission (TAC) is a Victorian Government-owned organisation that promotes road safety and supports people who have been injured on our roads.

Along with our road safety partners, the Department of Transport and Planning, the Department of Health and Human Services, the Department of Justice and Community Safety, and Victoria Police, the TAC is working to achieve the vision of zero deaths and serious injuries on our roads.

This work is guided by the [Victorian Road Safety Strategy 2021-2030](#).

The objectives of the Strategy are to:

- Ensure all Victorians are safe and feel safe on and around our roads.
- Halve road deaths and progressively reduce serious injuries by 2030.
- Embed a culture of road safety within the Victorian community.

The Safe System

Australia adopts a Safe System approach to road safety, as do many other developed nations. The Safe System is a holistic approach to road safety that recognises different elements of the road environment must work together to keep everyone safe. These elements include roads and roadsides, vehicles, travel speeds, and road users.

The Safe System is based on the following principles:

- **People make mistakes**
When those mistakes occur on the road, they can lead to crashes.
- **Humans are fragile**
Our bodies are vulnerable and have limited ability to tolerate crash forces. Any impact beyond 30km/h significantly increases the risk of dying.
- **Road safety is a shared responsibility**
Everyone has a part to play in keeping themselves and others safe on the roads.
- **The road system must be forgiving**
Building a forgiving road system ensures crash forces do not exceed the limits the human body can tolerate.



TAC Local Government Grant Program

The TAC Local Government Grant Program provides opportunities for Victorian Local Government Authorities (LGAs) to improve road safety in their local communities. The program supports projects aligned with the [Victorian Road Safety Strategy 2021-2030](#) that adopt Safe System principles to reduce crashes, particularly those involving pedestrians and cyclists.

The TAC and its road safety partners recognise the important role that LGAs will play in helping to achieve Victoria's ambitious road safety targets. LGAs are uniquely placed to identify road safety problems and implement solutions in their local areas.

Eligibility

To be eligible for funding, applicants must:

- Be a Victorian LGA.
- Ensure applications to the Infrastructure and Analysis funding categories are primarily focused on road safety issues relating to cyclists and/or pedestrians.
- Match TAC funding on a 1:1 basis if successful in the Infrastructure funding category.
- Provide evidence of current public liability and professional indemnity insurance.

Key dates

ROUND OPEN	9.00 am Monday 3 July 2023
ROUND CLOSE	3.00 pm Wednesday 9 August 2023
NOTIFICATION	Late October/ Late November 2023
PROJECT DELIVERY	January 2024 – June 2025



What funding is available?

This program offers four funding categories. LGAs are welcome to submit one application per funding category.

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

Infrastructure Grants of up to \$100,000 (ex. GST) with a conditional 1:1 contribution from the LGA

Road Safety Strategy and Action Plan Grants of up to \$30,000 (ex. GST)

Variable Message Sign (VMS) Grants of up to \$30,000 (ex. GST)

Analysis Grants

Analysis grants of up to \$30,000 (ex. GST) are available to investigate pedestrian and cyclist road safety issues, as well as develop concepts related to speed management and infrastructure treatments. These projects should prioritise Safe System principles and contribute to enhancing the safety of vulnerable road users. Collaboration with key stakeholders is encouraged to ensure a proactive approach to road safety.

Previous projects funded through this category include the identification and development of Safe System concepts for a high-risk pedestrian crossing location, as well as the analysis of vulnerable road user safety in a shopping precinct.

Infrastructure Grants

Infrastructure grants of up to \$100,000 (ex. GST) with a conditional 1:1 contribution from the LGA are available to implement cost-effective road safety infrastructure designed to reduce the likelihood and severity of crashes involving pedestrians and cyclists. These infrastructure projects should demonstrate strong alignment with Safe System principles. Previous projects funded through this category include pedestrian (wombat) crossings, Shared Use Paths (SUPs), and separated on-road cycling facilities.

Infrastructure projects must:

- Be aligned to sound research and/or established road safety design principles and safety treatments (e.g. Safe System principles, as summarised below).
- Identify how the project will reduce the risk of severe crashes for pedestrians and cyclists in the local area. LGAs should refer to:
 - [VicRoads Safe System Assessment Guidelines](#)
 - [Austroads Safe System Assessment Framework](#)
- Be supported by a community engagement plan (either to be implemented or already completed) and demonstrate community support for the project.
- Include project designs (see design requirements below).
- Include a detailed budget outlining all planned project expenditures.





Design requirements

Designs are to be at a preliminary level, suitable for a Preliminary Design Stage Road Safety Audit.

Designs should:

- Clearly define the location/extent of where the treatment/s will be installed, and provide road name/s and sections (mid-block and intersecting roads) where suitable.
- Be provided on a scaled plan consisting of an aerial image base or survey base (if available) to provide context and show key locations the treatment/s will be supporting (e.g. schools, sports centres, elderly care facilities, public transport facilities, parkland).
- Highlight any existing services and infrastructure that may impact or support the proposed treatment/s (e.g. drainage, kerb ramps, street lighting, street trees, existing footpath network, on-street parking, and residential driveways).
- Consider and reference relevant standards, guidelines, and drawing notes to support the proposed treatment/s (e.g. width of paths, the height of wombat crossing, relevant line markings, and signage).
- Be supported by photographs of the existing environment/location where the treatment/s will be installed.

Successful Infrastructure applicants will be required to submit finalised designs at the Pre-design Progress Report stage for review and approval by the TAC.

Guidance on Safe System principles for pedestrians and cyclists

To assist LGAs in developing applications, the Safe System principles for pedestrians and cyclists are summarised below.

For pedestrians and cyclists, the main objective of the Safe System is to achieve a clear separation from vehicular traffic. However, due to practical limitations encountered in local streets, complete physical separation is not always possible. In these circumstances, the focus should be on designing local streets to ensure that any potential collisions involving vehicles and pedestrians or cyclists remain below the Safe System threshold of 30 km/h.

Safe System alignment of pedestrian and cyclist infrastructure measures is assessed based on the extent to which they impact injury severity, crash likelihood and exposure to potential conflict. Full separation, by definition, eliminates the likelihood of crashes, while vehicle travel speeds below 30km/h help to ensure impact speeds have a low risk of death or severe injury for vulnerable road users.

Although vehicle travel speeds of 30 km/h are generally considered survivable, it is important to acknowledge that cyclists and pedestrians, particularly older people and children, can still sustain significant injuries at this speed. As impact speeds increase, so do the risks of collisions, and the potential for serious injury escalates even more rapidly. On local streets where the default speed limit of 50 km/h applies, pedestrians and cyclists are exposed to impact speeds that exceed the Safe System human survivability threshold, resulting in significant injuries or even death if a crash does occur.

For these reasons, infrastructure improvement projects designed to separate pedestrians or cyclists from vehicular traffic or achieve travel speeds of 30 km/h or lower should be prioritised.





Examples of Safe System design for pedestrians and cyclists

Pedestrians

A well-designed wombat crossing can reduce travel speeds to 30 km/h or sometimes lower. Wombat crossings on local streets will also reduce the likelihood of a crash and, in certain cases, redirect traffic to more suitable roads that accommodate higher traffic volumes and fewer pedestrians.

While kerb outstands or pedestrian refuges are not specifically designed to achieve travel speeds of 30 km/h, their implementation can still help reduce the likelihood of a crash. This is achieved by improving the predictability of pedestrian crossing decisions, reducing the time pedestrians spend on the road in the presence of passing vehicles, and introducing some degree of traffic calming through the narrowing of roadways.

Cyclists

Off-road or separated cycle facilities are generally considered safer for cyclists compared to on-road facilities as they eliminate the risk posed by passing vehicles. When complete separation of cyclists and vehicles is not feasible or practical, on-road cycle lanes can help minimise interactions between cyclists

and vehicular traffic. As such, projects that include speed reductions from 50 km/h to 40 km/h or 30 km/h should be prioritised, as well as projects that provide greater lateral separation (ideally at least one metre) between cyclists and passing traffic, and/or parked vehicles. In cases where cyclists and general traffic have less than one metre of clearance or are expected to share a traffic lane, lower travel speeds (preferably not exceeding 30 km/h) will be required to align with the principles of the Safe System approach.

Area-wide and supporting treatments

Rather than isolating treatments to individual sites, consider adopting a holistic approach that encompasses wider areas. This approach involves implementing measures not only at the proposed infrastructure site but also considering treatments before and/or after it, as well as incorporating adjacent streets or precincts. Line markings, lane narrowing, and advisory and regulatory signage are all classified as supporting treatments that reduce the probability of a crash, rather than the severity of a crash. However, when combined with a Safe System-aligned treatment, these measures are likely to significantly improve safety outcomes.

Road Safety Strategy and Action Plan Grants

Grants of up to \$30,000 (ex. GST) are available for LGAs to develop a Road Safety Strategy and Action Plan. The [Victorian Road Safety Strategy 2021 - 2030](#) aims to halve road deaths and reduce serious injuries by 2030. Many of the road corridors on the Victorian network are owned and maintained by LGAs. Therefore, developing a Road Safety Strategy and Action Plan can help to collectively achieve Victoria's road trauma reduction goals.

The Safe System approach

Road Safety Strategy and Action Plans should adopt a Safe System approach based on the knowledge of proven treatments and interventions that have demonstrated significant reductions in road trauma.

When developing a Road Safety Strategy and Action Plan, LGAs should consider Safe System solutions that address entire routes or locations. These solutions might encompass a range of treatments that are designed to prevent crashes or lessen the severity of a crash if one were to occur.



Community engagement

Consulting the community about road safety concerns and priorities is essential to Road Safety Strategy planning. Successful community engagement programs use a broad range of written and verbal processes, public meetings and workshops, and other road safety activities to encourage community input.

Sound community engagement processes support and enable LGAs to:

- Tap into existing community networks.
- Identify local issues and concerns, thereby inviting and maintaining community engagement and interest from the design phase through to the end of the project.
- Develop a thorough and well-crafted communication strategy based on continuous engagement with the community. This could include some combination of the following:
 - Strategically timed and placed local and regional media articles to coincide with specific phases of the project (e.g. initiation, steering committee membership, community consultation)
 - Regular Council briefings to ensure current and accurate information when Councillors respond to questions
 - Updates in Council and community newsletters and newspapers
 - Interviews on community radio (e.g. with the Mayor and Project Manager)
 - A series of public meetings at community venues, with the Mayor or a local Councillor acting as the chairperson and community members in attendance
 - Commissioning and assisting active community and resident groups to plan and host road safety forums and meetings
 - 'Piggy backing' on other community events and activities.



Additional considerations for strategy development

- Ensure whole of Council planning includes road safety. Collaborate with other council departments and, to strengthen the potential for overall improved community outcomes, link Road Safety Strategies with other relevant plans and strategies (e.g. Council Plan, Integrated Transport Plan, Municipal Public Health and Wellbeing Plan, Active Travel Plan).
- Combine long-term aspirational goals that inspire and mobilise communities with practical and measurable functional goals that can be achieved within a specified timeframe.
- Consider partnering with neighbouring Shires or Councils to develop a generic road safety strategy and action plan that suits the whole region, but can be adapted to meet local needs and priorities too.
- Develop a comprehensive evaluation plan, which may include:
 - Clear road safety strategy deliverables and deadlines (KPIs)
 - [CrashStats](#)/data review to measure the change in crash numbers/casualties
 - Annual household/attitude surveys to measure the impact of the strategy
 - Road safety audits and assessments, pre- and post-testing
 - Satisfaction surveys administered at road safety activities and events
 - Attendance at road safety-related activities and events.

Variable Message Sign Grants

Grants of up to \$30,000 (ex. GST) are available for LGAs to purchase Variable Message Signs (VMS). VMS provide an opportunity to focus on key road safety issues and promote safe road user behaviours.

Radar capability and data

Priority will be given to funding VMS equipped with radar capability. The data gathered from VMS with radar capability can help LGAs and the TAC to better understand speed activity and inform future initiatives.

Messaging and Deployment Plan

As part of the grant application process, applicants are required to submit a messaging and deployment plan. Although it is understood that plans may be subject to change, an initial plan is necessary to demonstrate the intended location and road safety focus of the VMS initiative.

The TAC has developed a series of messages to support LGAs with their VMS road safety initiatives. These can be found in the [TAC Variable Message Sign Deployment and Messaging Guidelines](#). The messages cover a range of road safety areas and driver behaviours, and align with current TAC public education messaging. It is recommended that LGAs refer to messaging developed by the TAC to ensure a consistent and coordinated approach across the state.

Placement and usage

Successful applicants will need to follow placement and usage recommendations as outlined in the TAC Variable Message Sign Deployment and Messaging Guidelines, in addition to any [VicRoads requirements](#).

Quotes/costing

Applicants will be required to provide a quote to support their funding request.



How to apply?

To apply, applicants will need to visit the [TAC Local Government Grant Program webpage](#) and follow the steps under 'How to apply'.

Applications are submitted and managed through the online grants platform, SmartyGrants.

Pre-application technical support

The TAC offers all LGAs a 30 minute pre-application support consultation. Through this support, experienced road safety engineers are available to provide project guidance and advice in line with the program objectives. We highly recommend that LGAs take up this opportunity.

Contact the TAC Road Safety Team at lgagrants@tac.vic.gov.au if you would like to book a time.



Assessment



Assessment process

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

- **Eligibility** – Each application is assessed against the eligibility criteria. Any ineligible applications will not progress past this stage.
- **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 external organisations.
- **Recommendation** – All assessments are compiled into a recommendation report, and the final decision is made by TAC senior management.

Additional assessment considerations

During the assessment process, the TAC may consider fatal and serious injury (FSI) rates and high-risk road sections within LGAs as deciding factors. Additionally, the assessment panel may also consider past performance in delivering grant funded projects.

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

Staff salaries, project management and contingencies are not eligible for funding.

Assessment criteria

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

CRITERIA	DESCRIPTION
Improving local community road safety	<p>The application clearly outlines the following:</p> <ul style="list-style-type: none"> • The local road safety issue, the target road user and the need for this project, as supported by evidence • The project plan, objectives, deliverables, anticipated road safety and other related outcomes • Plans for anticipated project delivery risk and proposed mitigation strategies
Alignment to the Victorian Road Safety Strategy 2021-2030 and Safe System principles	<p>The application demonstrates the following:</p> <ul style="list-style-type: none"> • Alignment with the Victorian Road Safety Strategy 2021-2030 and Safe System principles • Integration of the project with other road safety initiatives, such as links to Council plans, strategies and other investment programs <p>Infrastructure and analysis projects will also need to demonstrate the following:</p> <ul style="list-style-type: none"> • Alignment with Safe System principles by: <ul style="list-style-type: none"> - Investigating and/or implementing primary treatments to separate vulnerable road users from vehicles or, where this is not possible, redesign streets to limit potential crash speeds to not more than 30 km/h - Outlining how the project will reduce the likelihood of crashes involving pedestrians and cyclists • Preliminary designs for all road safety infrastructure projects and, where appropriate, analysis projects (PDF format, max. 25MB per attachment, suitable for Preliminary Design Stage Road Audit)
Partnerships, community engagement and capacity	<p>The application demonstrates the following:</p> <ul style="list-style-type: none"> • One or more partnerships and outlines partner roles and responsibilities in supporting the delivery of the project. (e.g. community groups, schools, traders) • Evidence of community engagement to be undertaken or that has been undertaken and community support for the project • Capacity to implement and/or source expertise to manage the delivery of the project, including fulfilling contractual reporting requirements and measuring project impact
Project monitoring and evaluation	<p>The application outlines the following:</p> <ul style="list-style-type: none"> • How the project will be monitored to measure its impact, including outlining the evaluation design, methods and type of data (pre and post) that will be collected and analysed
Value for money	<p>The application outlines the following:</p> <ul style="list-style-type: none"> • Innovative ways to reduce project costs • A realistic project budget that reflects project activities and deliverables • How the project will be maintained and sustained in the future (including co-contribution and in-kind support) without ongoing TAC funding

Notification and feedback

All applicants will be informed of the outcome of their application approximately 12 weeks after the close of the round.

Information for successful applicants

Funding agreement

All successful grant applicants will need to sign a Funding Agreement and agree to the [TAC's Funding Standard Terms and Conditions](#). These documents outline the roles and responsibilities of the successful applicant and the TAC.

The Funding Agreement will detail the agreed reporting and payment schedule, and final project summary. Applicants will be required to confirm the final project plan, deliverables and budget upon acceptance of the grant.

Project delivery

- Infrastructure, Analysis and Road Safety Strategy and Action Plan projects are to be delivered within 18 months, unless otherwise agreed by the TAC.
- VMS projects are to be delivered within 12 months, unless otherwise agreed by the TAC.

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 dates outlined in the Reporting and Payment Schedule of the successful applicant's Funding Agreement, and submitted online using SmartyGrants.

We acknowledge that not every project is the same and, as such, offer the following reporting structures:

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 – includes a financial acquittal for all expended funds (ex. GST).

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
 - Due midway through the project for Analysis, VMS and Road Safety Strategy projects
 - Due before construction for Infrastructure projects, and must include finalised designs for the TAC to review and approve.
- Final Report, at the conclusion of project activities – includes a financial acquittal for all expended funds (ex. GST).



Payment schedules

The payment schedule for each successful project will be outlined in the Funding Agreement. Payments are triggered by the execution of the Funding Agreement (Establishment Payment), and the receipt and acceptance of Progress and Final Reports. This includes the 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

- Establishment payment (50 per cent)
- Final payment (50 per cent)

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

- Establishment payment (30 per cent)
- Progress payment (50 per cent)
- Final payment (20 per cent)

VMS projects

- Full upfront payment will be made upon execution of the Funding Agreement. Please note that evidence of proof of purchase will be required with the Final Report.

Road Safety and Compliance Audits

All successful Infrastructure projects are subject to a Compliance and Road Safety Audit completed by an independent expert. Successful applicants will need to provide the TAC (or third-party auditor) with assistance and documentation as reasonably required. This includes formal responses to audit findings.

Terms and Conditions

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

Legislation compliance

Successful applicants must agree to meet important Occupational Health and Safety Guidelines, and consider whether the project will be subject to any legislation.

Other requirements include:

- Appropriate insurance, including WorkCover, for project activities
- Providing TAC with certificates of currency for the following insurances before commencing project activities:
 - Professional indemnity insurance (\$1,000,000)
 - Public liability insurance (\$5,000,000)
 - Workers' compensation insurance under the applicable legislation
 - Personal accident insurance to cover any risks in relation to the project
 - Privacy implications relating to the collection and use of personal information, including obtaining consent to use names and images of people involved in the project
 - Staff or volunteers working with children may need a 'Working with Children' and/or police check
 - Any occupational, health and safety issues that may be associated with the project

Promotion of projects

All successful projects will be publicly announced by the TAC and will be published on the [TAC Local Government Grant Program website](#). Successful applicants will be required to work with the TAC on publicity matters and 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.



Contact us

Further information on the
[TAC Local Government Grant
Program website.](#)

If you would like to speak with
someone from the TAC Road
Safety Team, please email
lgagrants@tac.vic.gov.au

