



Australian Government

Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts

# Guidelines

## Black Spot Program

July 2024

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# 1. Introduction

The Black Spot Program (BSP) commenced in 1996. The intent of the program is to reduce the social and economic costs of road trauma by:

- identifying and applying cost-effective treatments at locations with a record of crashes causing serious injury or death
- placing significant focus on the need to reduce rural road trauma, in accordance with national road safety policy objectives
- using a proportion of funds to treat sites identified as potential crash locations, and to implement other road safety measures.

**The Australian Government’s funding commitment for Black Spot projects makes an important contribution to reducing fatalities and serious injuries on the nation’s roads as we work towards achieving Vision Zero: no road deaths or serious injuries by 2050.**

The Australian Government provides funding to improve the physical condition or management of sites where crashes are occurring, or are at risk of occurring – known as Black Spots.

Black Spot projects aim to implement safety-related traffic management infrastructure – including traffic signals, roundabouts, street lighting, pedestrian amenities, linemarking, and guardrails. Evidence-based, innovative road safety treatments are also encouraged.

## 1.1 About these Guidelines

Black Spot projects are approved under and must be delivered in compliance with the requirements of the *National Land Transport Act 2014* (NLT Act).

These Guidelines provide guidance on how the BSP is administered and how funded projects are to be managed and delivered. The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Department) may amend the Guidelines from time to time.

The Federation Funding Agreement – Infrastructure (FFA) and Land Transport Infrastructure Projects Schedule 2024-2029 (LTIP Schedule) will govern Commonwealth funding for land transport infrastructure projects administered under the NLT Act. The BSP is a sub-program legislated under the NLT Act.

If there is any ambiguity or inconsistency between the above-mentioned documents in relation to Black Spot projects, the document appearing higher in the following list will have precedence to the extent of the ambiguity or inconsistency:

- NLT Act
- FFA, and LTIP Schedule
- BSP Guidelines
- The Notes on Administration for Land Transport Infrastructure Projects 2024-29 (Notes on Administration).

A glossary of defined terms can be found at the end of these Guidelines.

## 1.2 Administration

### 1.2.1 Role of the Australian Government

Funding for the BSP is administered by the Department on behalf of the Australian Government.

The Department is responsible for arranging Ministerial consideration of Black Spot project nominations that have been endorsed by a consultative panel (Panel). The Department is also responsible for managing any variations and project withdrawals, program administration and payments.

Under section 73(3) of the NLT Act, the Minister may also nominate and approve Australian Government project priorities at any time, and may consider projects other than those recommended by a Panel, provided those projects meet the eligibility criteria set out in the NLT Act for a Black Spot project.

In making decisions under the NLT Act, the Minister will consider all the relevant factors and materials, and have regard for these Guidelines.

### 1.2.2 Role of State and Territory governments

The Australian Government provides funding for Black Spot projects to the State and Territory road and transport agencies (Funding Recipients) that manage approved Black Spot projects in their jurisdiction. The States and Territories may use deeds of agreement (or similar) to manage projects with local governments.

Each State and Territory is responsible for the establishment and operation of its respective Panel, including the provision of secretariat services. States and Territories are to provide and arrange for expert input to their Panel, particularly with assessing and collating site nominations.

Funding Recipients are also responsible for keeping the Department informed of project progress, including providing advice on the status or details of projects through quarterly reporting, or when requested.

### 1.2.3 Role of local governments

Local governments must observe the funding conditions provided in Part 7 of the NLT Act.

The NLT Act does not require Black Spot projects to call for public tenders, or declare sales or disposals of interests in land acquired with Australian Government funding. Local governments should however observe any public tender requirements that apply under their State or Territory laws.

Local governments (as project Proponents) must ensure approved projects are completed or sufficiently advanced to enable payment of approved Australian Government funding.

Where a project will not be completed within the approved timeframe, Proponents are responsible for managing the delay in accordance with the arrangements they may have established with other parties, such as suppliers of project services and deliverables. The Department should be notified as early as possible if a delivery delay is experienced. The Funding Recipient or Proponent is responsible for meeting any cost increases that occur more than one year after the conclusion of the approved delivery period.

### 1.2.4 Role of consultative panels

A Panel is established in each State and Territory comprising of representatives from the road and transport agency in that jurisdiction, local government, and community and road user groups as appropriate.

The Panel is chaired by a Government MP nominated by the Minister. The Minister or Chair may, from time to time, amend Panel composition. The Panel must always include a representative of the road and transport agency.

The Panel's purpose is to assess all nominations for Black Spot treatments within their jurisdiction. Each Panel has a secretariat, with these functions performed by the road and transport agency in that jurisdiction. The secretariat will record Panel meeting minutes which must be endorsed by the Panel and provided to the Department. State and Territory agencies are to provide expert input to their Panel, particularly with assessing and collating site nominations.

The Panel should also discuss any approved projects that have been withdrawn over the previous year.

Representatives of the Department will also attend Panel meetings. Their involvement is limited to providing advice on the BSP, including eligibility criteria and funding availability.

## 1.3 Probity

Probity is the evidence of ethical behaviour, and can be defined as complete and confirmed integrity, uprightness, and honesty in a particular process.

The following principles should be observed by Panel members and officials administering the BSP, noting that this is not an exhaustive list:

- Officials must act ethically, in accordance with relevant legislation and policies.
- Officials must not make improper use of their position.
- Officials should avoid placing themselves in a position where there is the potential for claims of actual or perceived bias.
- Agencies and panel members must not seek to benefit from supplier practices that may be dishonest, unethical or unsafe, which may include tax avoidance, fraud, corruption, exploitation, unmanaged conflicts of interest, and modern slavery practices.
- All tenderers must be treated equitably.
- Probity and conflict of interest requirements should be applied with appropriate and proportionate measures informed by sound risk management principles.
- Conflicts of interest must be managed appropriately.
- Effective probity measures ensure that suppliers are not excluded from consideration for inconsequential reasons, and achieve value for money outcomes.
- Confidential information must be treated appropriately.

## 2 Project eligibility

Section 71 of the NLT Act states that a project is eligible if:

- a. It is for the improvement of road safety of a site (being all or part of any road); and
- b. The site is in a State; and

- c. The nature of the site has contributed to, or is likely to contribute to, serious motor vehicle crashes involving death or serious injury.

For avoidance of doubt, 'State' is defined in the NLT Act as including the Australian Capital Territory, and the Northern Territory. This definition excludes external Australian territories.

Sites that are likely to contribute to serious motor vehicle crashes, but do not have a demonstrated history of crashes, may nonetheless be eligible for treatment, including where a Road Safety Audit (or other relevant risk assessment methodology) has been conducted for that site. Further details are provided in Section 2.3.2 of the Guidelines.

Black Spot projects should focus on locations where the highest benefit can be achieved.

## 2.1 Approved purposes

Funding may be approved for proposals that seek to treat road safety problems at identified sites, including safety-related construction, alteration, or remedial treatment. Funding may be sought for all or part of the costs directly associated with a Black Spot project.

The Australian Government's contribution to any single project will not exceed \$3 million. To achieve the maximum outcome from available funding, priority should ordinarily be given to low-cost, high-return projects.

Black Spot projects may include project planning and design elements that are directly related to delivery components of the project up to 10% of the total Australian Government funding under the program.

The Department will consider the eligibility of proposed Black Spot projects located on or adjacent to private roads on a case-by-case basis. Weighting will be given to those proposals that improve safety for all road users.

## 2.2 Unapproved purposes

Unapproved purposes for Black Spot projects include:

- Purchase of road-building plant or equipment
- Maintenance costs
- Cosmetic purposes, such as planting or landscaping
- Enforcement technology (such as revenue raising speed, red light, or device detection cameras)
- Costs incurred after installation
- Projects which duplicate a project included in the LTIP
- Projects where construction has been completed prior to Ministerial approval
- Planning projects that do not have a delivery component.

## 2.3 Project types

There are two main Black Spot project types:

- **Reactive** projects, that treat sites with a proven history of crashes.
- **Proactive** projects, that treat sites that have been recommended in a Road Safety Audit (or other relevant risk assessment methodology) following an identified safety risk.



Where applications allow, Funding Recipients will appropriately balance project selection between reactive and proactive sites, and are encouraged to nominate at least 30 per cent of their funding to proactive projects. The Minister may consider a higher percentage of proactive projects where prioritised and recommended by the Panel.

### 2.3.1 Reactive projects

Reactive projects treat sites and road lengths with a proven history of crashes, and have the following characteristics:

#### Discrete sites

- Treatment of intersections, mid-block, or short road sections of less than 3.0 km.
- A history of at least three Casualty Crashes over the most recently available five-year period for sites in metropolitan areas
- A history of at least two Casualty Crashes over the most recently available five-year period for sites outside metropolitan areas.
- A benefit-to-cost ratio (BCR) of at least 2.0.

#### Road lengths

- Treatment of road lengths of 3.0 km or more, to ensure that the road length has a similar crash history to that required for a discrete site.
- An average of 0.2 Casualty Crashes per kilometre per annum over the length, measured with the most recently available five-year period, for sites in metropolitan areas.
- An average of 0.13 Casualty Crashes per kilometre per annum over the length, measured with the most recently available five-year period, for sites outside metropolitan areas.
- A length that is among the top 10 per cent of locations in a jurisdiction with a higher crash rate than other roads.
- A benefit-to-cost ratio (BCR) of 2.0 or higher.

The Minister has the discretion to approve a project that does not have each of these characteristics, provided it complies with the requirements of the NLT Act.

A discount rate based on that detailed within section 8.3.1 of the Austroads Guide to Road Safety (Edition 2) should be applied when calculating BCRs, however other rates are allowed. Regardless of the discount rate used, the same rate must be applied to all proposals being assessed. Further advice on BCR calculation is available at [www.austroads.com.au](http://www.austroads.com.au).

Once a project receives funding under the BSP, the site would not be eligible to receive further funding under the BSP without new crash data. Should the same site be nominated again in the future, the crash history used for the previous nomination cannot be used again.

Information and guidance on crash location identification and treatment are included in the Austroads Guides, however these should not replace or exclude other detailed information and expert judgement available at the local and State and Territory government levels.

### 2.3.2 Proactive projects

In cases where the reactive project characteristics are not present, including sites with a known history of near-misses, proactive nominations can be considered.

Proactive sites should be those that have been recommended for treatment in an official Road Safety Audit, or other equivalent report as outlined below, that identifies safety risks, priority for upgrade and a specific treatment.

Proactive nominations will not be approved where a Road Safety Audit, or equivalent, has not been conducted. Nominations should seek to implement the treatment specified in the audit, or equivalent report. Where this is not the case, the jurisdiction's road authority should advise the Panel that it has assessed the proposed treatment and why it should be approved.

Austrroads publishes guides that can assist with Road Safety Audits (Guide to Road Safety Part 6: Road Safety Audit AGRS06-22) and Safe Systems Assessments (Safe Systems Assessment Framework AP-R509-16). These are available at [www.austrroads.com.au/publications](http://www.austrroads.com.au/publications).

Other assessment methodologies to identify proactive nominations include AusRAP or ANRAM assessments, or the Infrastructure Risk Rating. For projects on a local government road, a recent Network Risk Assessment (produced within the five years preceding the nomination) or Safety Prioritisation Plan, may be used as evidence to support the project nomination.

## 2.4 Black Spot Projects as part of larger works

Discrete sites or road lengths to be treated as part of a larger project, or program of works, may be nominated for Black Spot funding. The site or road length must meet the eligibility criteria for Black Spot funding in the NLT Act, and be accompanied by crash statistics which support the nomination. These projects should be identified as part of larger works at the time of their nomination.

Eligible project costs, including design, construction, and direct administration, can be apportioned where a Black Spot project is undertaken as part of a larger project. For example, where a Black Spot project comprises 10 per cent of the road length treated, 10 per cent of all eligible project costs may be apportioned to the Black Spot project.

## 2.5 Multi-site projects and area treatments

Safety treatments for a collection of related sites may be nominated for Black Spot funding. Examples include on-road pedestrian or cycling treatments in a suburb or at multiple points along a length of road.

Area treatments may also be considered. Examples include pedestrian safety improvements, and high pedestrian activity areas, with treatments such as blanket speed reduction across a specific area such as a shopping or education precinct, or suburb.

Area treatments may be a mix of reactive and proactive projects. In such cases, two separate area treatment nominations should be submitted – one for the reactive treatments, and another for the proactive treatments.

Where a reactive project includes a group of sites, the number of crashes at each location can be included to generate a BCR.

## 2.6 Project delivery periods

Projects are expected to be physically completed within the two financial years after funding approval. Consideration will be given to delivery periods of up to a maximum of three financial years in exceptional circumstances. Multi-year project nominations should include a breakdown of

expected expenditure by financial year, and be presented to the Panel and the Minister to enable consideration of whether the commitment of forward funding is appropriate.

Funding recipients are responsible for meeting any remaining costs incurred more than one year after the completion of the approved funding period. For further information, refer to Sections 5.3 and 5.4 (major and minor cost variations).

Example:

A project is approved in May 2025, as part of the 2025-26 Program:

- Completion would be expected within two financial years, with an approved completion date of 30 June 2027. Cost increase variations would be accepted until 30 June 2028.
- If exceptional circumstances are approved, the approved completion date would be 30 June 2028. Cost increase variations would be accepted until 30 June 2029.

Exceptional circumstances may include:

- relocation of services
- impact or encroachment on public transport routes or infrastructure
- heritage and environmental impacts
- works that are being delivered in tandem with larger works under other programs, and
- other instances where the existence or scope of these circumstances could not reasonably be identified prior to detailed design works.

## 2.7 Reasonable administration costs

A portion of project funding may be used towards costs directly related to administration of the project. This cost must be included in the project nomination submitted to the Panel.

Administrative costs are typically limited to 10 per cent of total project costs for any single project. A project with greater than 10 per cent administrative costs is not likely to be approved without significant justification. For auditing purposes, there must be appropriate record-keeping of any administrative costs being claimed.

Administrative costs that are out of scope include:

- General administrative overheads not directly related to Black Spot projects
- Costs associated with the administration of the Panel
- Any project costs incurred prior to project approval
- General ongoing administrative overheads such as rent and utilities
- Events associated with funded projects
- Road building plant or other capital equipment
- Training
- Public liability insurance
- Fringe benefits tax
- GST payable component of a supply
- Finance leases on equipment
- Depreciation
- Overseas travel

## 2.8 Guidance on allocations

Fifty-five per cent of road crash deaths occur in regional areas of Australia. That equates to a crash rate of 9.6 per 100,000 people in regional Australia, compared with 2.2 per 100,000 in our major cities<sup>1</sup>.

States, other than the Australian Capital Territory, the Northern Territory and Tasmania, should seek to nominate a minimum of 50 per cent of their annual Black Spot funding allocation for the treatment of sites that are not located within a metropolitan area, where applications allow.

For the purposes of this requirement, metropolitan areas are defined based on the Australian Statistical Geography Standard – Remoteness Areas Category 1 (Major Cities of Australia). Further information on this classification is available at the Australian Bureau of Statistics website, [www.abs.gov.au](http://www.abs.gov.au).

## 3 Nominations

### 3.1 How to nominate a site

Anyone can nominate a Black Spot for consideration. Nominations forms are available on the Department's website, and should be submitted to the relevant state or territory via the contact details listed on the form. Nominations may also be submitted via online portals in states or territories where that functionality exists.

Community nominations and joint funding of projects is encouraged from State, Territory, or local governments. Nominations that indicate a commitment of funds, labour or materials from State, Territory, or local governments will receive favourable consideration.

Private businesses and entities may nominate projects and contribute to their costs. However private roads are generally not considered favourably unless they benefit the broader community, and have traffic volumes equivalent to nearby public roads.

Nominees should note that BSP funding is paid directly to the Funding Recipients, who are responsible for distributing the funds for each project as appropriate.

### 3.2 State and Territory assessment

Once a nomination is received, the relevant State or Territory agency will assess it against the requirements in these Guidelines, and conduct a benefit-cost assessment.

Traffic crashes arise through a combination of factors and remedies may be sought through a variety of approaches. Current Austroads Guidelines categorise the key crash types and outlines treatments according to primary, secondary, and other supporting treatments.

More guidance is available in the Austroads Guide to Road Safety (Edition 2). Please note this publication provides broad guidance and should be supplemented with local experience and judgement. Innovative road safety treatments not captured in the Austroads Guidelines may also be considered where there is an evidence-base to support them.

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<sup>1</sup> Regional Road Safety Fact Sheet, National Road Safety Strategy website. Accessed February 2024.

State and Territory agencies may choose their own assessment methodology, but must apply the same methodology and inputs, such as crash reduction percentages, and project-life assumptions, to all nominations in a given year.

Following assessment, State and Territory agencies should rank their nominations in order of priority. The ranking of reactive nominations should consider the nomination's BCR, noting that other measures (such as a calculated Fatal and Serious Injury reduction score) are acceptable. Ranking of proactive nominations should be on the basis of a systematic risk assessment or other methodology, provided the chosen methodology is consistent.

State and Territory agencies may be required to advise the Department on their project assessment procedures and methodology, and provide confirmation that all project assessments are consistent with these procedures.

### 3.3 Initial review by Department

State and Territory agencies should provide the details of their supported nominations to the Department at least one month before to the Panel meeting. This will allow the Department time to check project eligibility and funding availability prior to nominations being considered by the Panel.

### 3.4 Consideration by Consultative Panel

Nominations will be considered by the Panel in each state and territory at their respective annual meetings, where Panel members may comment on proposals.

Following the Panel meeting, the State or Territory agency must provide the Department with the nominations and meeting minutes endorsed by the Panel in the template supplied.

## 4 Approval Process

### 4.1 Preparation by the Department

Once the nominations and endorsed meeting minutes are received, the Department will prepare the nominations for the Minister's consideration. The Department may request additional information from the agency to support its advice to the Minister.

### 4.2 Consideration by the Minister

Eligible nominations will be considered for approval by the Minister against factors intended to maximise the safety benefits of Black Spot projects including the:

- relative safety and economic merits of proposals
- relative merits of completing projects for which a Road Safety Audit (or similar) has been conducted
- mix of urban and rural projects
- recommendations made by the Panel
- available funding
- contributions from other parties
- cost of each project
- anticipated project duration.

## 4.3 Approval by the Minister

The Minister will issue a project approval instrument for the approved projects in each jurisdiction. Section 74(1) of the NLT Act states that the project approval instrument for Black Spot projects must:

- a) Identify the project
- b) Specify the maximum funding amount the Australian Government may contribute to a project
- c) Identify the eligible funding recipient, being a State or authority of a State, to which funding may be paid
- d) If the approval is conditional on a funding agreement being entered into with the eligible funding recipient, contain a statement to that effect.

Funding Recipients and their Ministers will be advised in writing of the Minister's decision. The Minister may also choose to announce the approval at the same time.

Approved projects may commence once the Funding Recipient has been notified of the Minister's decision.

No party, including state and territory Ministers or their agencies or stakeholders, is permitted to publicly announce approved projects prior to the Minister doing so.

## 4.4 Events, announcements, promotions and publicity

If a Funding Recipient or Proponent proposes to hold a works commencement ceremony, opening ceremony, or any other event in relation to the project they must inform the Department at least four weeks before the proposed event is to be held. Details of the proposed event should be sent to [events@infrastructure.gov.au](mailto:events@infrastructure.gov.au), and they will liaise with the appropriate Australian Government official on the Proponent's behalf. If requested by the Department or Australian Government representative, Funding Recipients and Proponents are expected to arrange a joint event.

Any public statement about the project is expected to acknowledge Australian Government funding, and must be cleared by the Department prior to use. A draft should be provided to [media@infrastructure.gov.au](mailto:media@infrastructure.gov.au) at least five days prior to its proposed release.

If a Funding Recipient or Proponent proposes to issue any other communications, displays, publications or advertising relating to the Project, they should acknowledge and give appropriate recognition to the contribution of the Australian Government. A draft should be provided to [events@infrastructure.gov.au](mailto:events@infrastructure.gov.au) at least five days prior to its proposed release.

## 4.5 Signage requirements

Funding Recipients must install signage prior to the commencement of construction of a project in accordance with the Signage Guidelines available on the Department's website. Funding Recipients are required to submit final proofs of signs and plaques to [events@infrastructure.gov.au](mailto:events@infrastructure.gov.au) for clearance prior to production and installation. Proponents should ensure their manufacturing timetable deadlines include sufficient time for comment and approvals (5 working days may be required) from the Department.

## 5 Project Variations

### 5.1 Minister may vary or revoke a project approval

The Minister or their delegate may, under section 76 of the NLT Act, vary or revoke the project approval instrument for a Black Spot project.

The funding for each project is limited to the maximum amount specified in the project approval instrument. To seek additional funding for an approved project, a formal variation must be sought by the Funding Recipient.

Variation requests must be made to the Department in writing, with sufficient detail to explain the reasons for the cost increase, so that the Minister or their delegate can consider the merits of the request.

The Department maintains a record of the funds available to each state and territory for variations, and can provide this detail on request.

### 5.2 Minister's discretion

The Minister's power to vary any project approval instrument is discretionary.

Consideration can be given, by the Minister or their delegate, to exceptional circumstances on a case-by-case basis including where a:

- project's cost exceeds the maximum funding amount that the Australian Government will provide
- project's BCR drops below the eligibility threshold following a cost increase, particularly if a state, territory, or local government intends to provide the additional funding
- revocation (Section 6.7) would otherwise be required
- natural disaster has occurred.

To assist the Minister or their delegate decide whether to vary the instrument, the revised total cost of the project must be provided with the variation request.

Should the Minister agree to provide additional funding for a project from another source, Funding Recipients cannot request further Black Spot funding for that project.

### 5.3 Major cost variations

A major cost variation occurs where the cost of an individual project is going to increase by more than 20 per cent of the maximum funding amount for that project. Requests should be submitted before construction commences.

Payment to cover a major cost increase for a project cannot be made until the Minister (or their delegate) formally varies the project's maximum funding amount.

To encourage timely and cost-effective delivery of projects, major cost increase variations are only available up to one year after the project's approved completion date. Funding Recipients and Proponents will be responsible for meeting any costs incurred that exceed the project's maximum funding amount outside of this timeframe.



## 5.4 Minor cost variations

Cost decreases, and minor increases (less than 20 per cent of the maximum funding amount for a project) are expected to be of a routine nature.

Requests for minor variations do not need to be submitted prior to construction commencing. All requests should be submitted as soon as practicable. Payment to cover a minor cost increase for an approved project cannot be made until the Minister (or their delegate) formally varies the project's maximum funding amount.

To encourage timely and cost-effective delivery of projects, minor cost increase variations are only available up to one year after the project's approved completion date. Funding Recipients and Proponents will be responsible for meeting any costs incurred that exceed the project's maximum funding amount outside of this timeframe.

Cost decrease variations can be processed at any time.

## 5.5 Scope variations

A formal variation request for changes to project scope must be submitted to the Department, and include sufficient detail on the reasons for the changes.

**Major scope changes** must be sought before construction commences, and may include additional treatments, removal of approved treatments, or significant changes to the original proposal. Scope changes must not result in a different project outcome. However, changes in treatments that better address the site conditions and/or types of crashes experienced can be considered favourably.

**Minor scope changes** can be sought after detailed design has been completed, or after construction has commenced. A minor scope variation includes changes to the types of treatments within the approved scope of a project.

## 5.6 Time variations

Project commencement and completion dates must be updated using the status report template. Where timeframes have changed, a reason must be provided for the changes. Funding Recipients may also provide ad-hoc updates, and are expected to contact the Department as early as possible should anything urgent or unforeseen arise.

## 5.7 Revocations

Funding Recipients must advise the Department when a project will not proceed, and request to withdraw it from the BSP. To action this request, the Minister or their delegate may formally revoke the project approval.

If the Minister accepts a request to revoke a project approval, the project can be redesigned and resubmitted to the panel for consideration in future years. Funds from revoked projects will be added to the relevant Funding Recipient's funds available for variations.



## 5.8 Reconciliations

Funding Recipients should reconcile the maximum funding amount with the final cost of all completed projects on an annual basis. This enables funds to be returned to the Program and be utilised for cost increases to eligible current projects.

The Department will typically initiate the reconciliation process. However, Funding Recipients can request a variation to reconcile the final cost of individual projects against their approved funding amounts at any time.

## 6 Reporting, payments and evaluation

### 6.1 Mandatory conditions

The following mandatory conditions apply to Black Spot projects as set out in the NLT Act (Subdivision B – The Mandatory Conditions). Please refer to NLT Act for full details.

<b>Funding payment must be expended on the funded project</b>	The funding payment must be wholly expended on approved purposes in relation to the funded project.
<b>Funding Recipient must give Minister audited financial statements</b>	The NLT Act requires funding recipients to submit audited financial statements to the Minister. In particular, an annual financial statement and audit report must be submitted. A template is available from the Department upon request.
<b>Funding Recipient must allow inspections by authorised persons</b>	The Funding Recipient must, at all reasonable times, permit a person authorised by the Minister to inspect any work involved in carrying out a funded project and to inspect and make copies of documents relating to the project.
<b>Funding recipient must maintain records relating to motor vehicle crashes</b>	The Funding Recipient must maintain, and make available as required, records relating to the nature and frequency of motor vehicle crashes involving death or personal injury occurring at the site of the funded project
<b>Other funding conditions determined by the Minister</b>	The NLT Act allows for the Minister to create, vary or revoke other conditions to be applied to Australian Government funding where there is no funding agreement in place.

## 6.2 Status reports

Status reports enable payments to be made. Funding Recipients must provide the Department with status reports on a quarterly basis in electronic format, using the template supplied by the Department. At a minimum, reports must include progress updates on a project's physical status, the expected commencement and completion dates, and advice on any risks or delays impacting on project delivery.

Status reports are due in August, November, February, and May. The Department will contact State and Territory agencies in the preceding month to advise them of the due date, and any other requirements.

## 6.3 Annual statement of expenditure and audit report

Funding Recipients are required to submit an Annual Financial Statement and Audit Report for the previous financial year to the Department by 31 December each year.

These should be submitted via email to: [BlackSpot@infrastructure.gov.au](mailto:BlackSpot@infrastructure.gov.au).

## 6.4 Payments

Following approval of a status report, the payment to a Funding Recipient will be based on the below formula:

*Actual expenditure to date, and estimated expenditure for the next two months  
less payments made previously and any amount above the maximum funding amount.*

Under Section 78(3) of the NLT Act, the total amount of funding provided for a project must not exceed the maximum funding amount specified on the project approval instrument.

Forecast expenditure must be provided at project level, or all forecast expenditure will be excluded from a payment. This level of reporting enables the Department to meet the requirements of the NLT Act.

## 6.5 Evaluation

Black Spot projects may be evaluated from time to time, to determine their effectiveness in delivering road safety outcomes. Any decisions regarding projects to be evaluated, and the type of evaluations, will be agreed in partnership with the Funding Recipients.

Funding Recipients must maintain and make available, records on the nature and frequency of motor vehicle crashes involving death or personal injury occurring at project sites before and after treatment has occurred.

## 7 Glossary

Term	Meaning
<b>Australian Government</b>	The government of the Commonwealth of Australia
<b>BSP</b>	Black Spot Program
<b>Casualty Crash</b>	Any recorded crash that involves death, transport to hospital, or injury
<b>Consultative Panel (Panel)</b>	A panel comprised of representatives are drawn from community groups and organisations, road user groups, industry, local government, and state and road transport agencies. Panel members comment on all proposals for Black Spot funding within a state, but do not conduct technical assessments.
<b>Department</b>	The Department of State of the Commonwealth that is administered by the Minister or Ministers administering Part 7 of the NLT Act—at the time of making these guidelines, this is the Department of Infrastructure, Transport, Regional Development, Communications and the Arts
<b>FFA</b>	The Federation Funding Agreement - Infrastructure
<b>Funding Recipient</b>	The State or Territory government agency or authority of the same, that is the recipient of Black Spot funding.
<b>Guidelines</b>	The Program Guidelines for the Black Spot Program (this document).
<b>Land Transport Infrastructure Projects Schedule (LTIP Schedule)</b>	A Schedule of Projects with a committed Australian Government funding allocation and financial year allocations agreed between the Australian Government and States that make up the Infrastructure Investment Program
<b>Minister</b>	The Minister or Ministers of State of the Commonwealth responsible for administering Part 7 of the NLT Act and including their delegates within the Department
<b>NLT Act</b>	The <i>National Land Transport Act 2014</i>
<b>Official</b>	A person who is employed by, or acting on behalf of, an Australian Government, State Government, or Territory Government agency
<b>Private road</b>	A road restricted in use to a limited class of person (that is, not available to all members of the public) or to a limited period of time
<b>Proponent</b>	The local government authority, or state or territory government agency delivering the project
<b>Road</b>	Has the definition provided within the <i>National Land Transport Act 2014</i> , but does not include the additional things included in this definition as listed in the <i>National Land Transport Regulations 2022</i>

Term	Meaning
<b>Road Safety Audit</b>	An official road safety audit that has been conducted in compliance with the Road Safety Audit guidelines published by Austroads as amended from time to time
<b>States and Territories</b>	Means the states of Australia, the Australian Capital Territory and the Northern Territory, and authorities of the same