GUIDELINES

Road Trauma Trust Account: Completing a Quarterly Progress Report

1 RTTA Quarterly Progress Reports

As part of your funding agreement with the Road Trauma Trust Account (RTTA) you are required to submit quarterly progress reports. All progress reports should report against the deliverables and objectives approved when your project was funded.

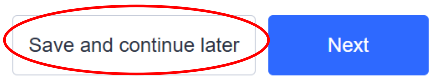
The progress report is one measure of progress and will be reviewed in context of other communications and activities. The report is required for each quarter of the financial year and is due a **maximum** of a month post the end of the quarter. Invoices cannot be paid until your report has been approved by the Commission.

2 Navigating the form

The form is broken into the following sections: Project details, Project progress, Monitoring of progress, Project expenditure and finalisation of report.

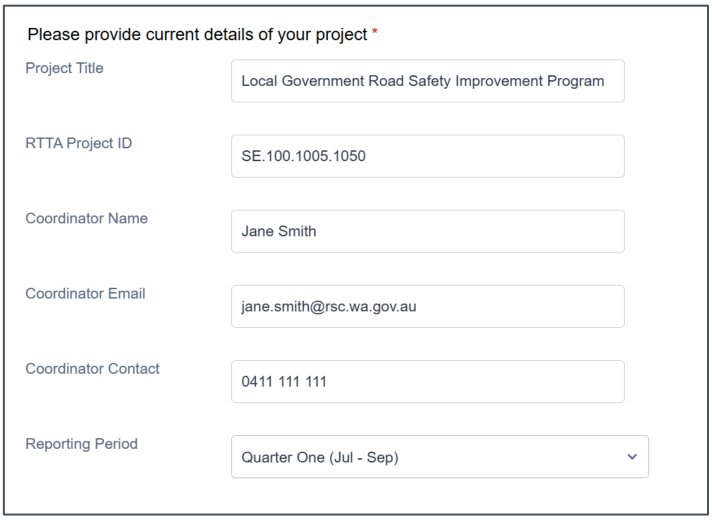
Each section must be completed, matching with your yearly project plan, to be accepted. For further help, please contact the Commission via projects@rsc.wa.gov.au.

You can save the report at any time, returning to complete it later. Simply select the Save and continue later form at the bottom of each page.



2.1 Project Details

The purpose of project details is to ensure the Commission can contact the correct person in a timely manner. Both Project Title and Project ID will **match across all documents** post initial approval. If you do not have your Project ID, this can be obtained by contacting the Commission.



Please provide current details of your project *

Project Title	Local Government Road Safety Improvement Program
RTTA Project ID	SE.100.1005.1050
Coordinator Name	Jane Smith
Coordinator Email	jane.smith@rsc.wa.gov.au
Coordinator Contact	0411 111 111
Reporting Period	Quarter One (Jul - Sep)

2.2 Project Progress

The purpose of this section is to provide high-level summaries of your project's progress. No data should be included in this section.

The first question asks if you are **on track** to complete your project by the due date. If you answer no, you will be required to provide further detail (example provided below).

> If you are not on track for completion, why not? Include any mitigating actions you may have taken. *
>
> The project has been challenged by changes to procurement processes and the caretaker process.
> Alterations to procurement policies impacted the length of time the process has taken. This, coupled with challenges recruiting in a highly specialised field set back the timeline by six months.
>
> To mitigate the impact of the caretaker process, the activity timeline has altered to support activities that can be undertaken and completed during this period. This re-prioritisation will not adversely impact our final timeline; however, the procurement challenges may require a budget carryover.

You will also be required to provide a high-level summary of **all actions** you have undertaken during the quarter. These should be provided in list format and should **not** include any data.

> Please provide a high-level summary of all actions/progress that have been achieved this quarter: *
>
> 1. Completed road safety audits to determine the high-priority roads and determine appropriate treatments
>
> 2. Completed community survey and community consultations to understand community concerns and perceptions, while establishing a baseline for monitoring activities.
>
> 4. Commenced development of safety improvement plans for each high-risk road.
>
> This can be provided in list format.

The final component is re-assessing potential risks associated with the program. If you have identified risks additional to those identified in your project plan, you must select Yes. You will then be provided with an opportunity to provide detail on identified risks, with mitigating factors. If you select no, no further prompts will appear.

> Are there any new risks, or changes to existing risks that have arisen during the quarter? *
>
> (●) Yes
>
> ( ) No
>
> Provide details of any new risks and how you are managing or mitigating these risks:
>
> 1. A lack of interest by suppliers in tendering on the project. To mitigate this risk, a review of market competitiveness has been undertaken to ensure the appropriate methodology for procurement has been selected.

2.3 Monitoring of progress

The purpose of this section is to provide evidence, supported by data, to monitor your **progress over the quarter**. This may include sentiment analysis, program attendance information, quarterly metrics (qualitative and quantitative) or case studies.

The first question relates to how your program has made **progress towards improving road safety** supported by data.

TIP! If you hover over a question, it will sometimes provide you with additional information and prompts on what is expected in your answer, or how best to answer the question.

Provide a high-level of summary of key achievements that demonstrates the road safety benefit of your project this quarter. Where possible, use data to support your achievements *

During this quarter a community perception survey was undertaken following installation of pedestrian crossings, and lowering of zones from 50km/h to 40km/h.
Additional analysis of near miss cameras was also undertaken to identify any trends in pedestrian v vehicle rates.

Of the five intersections where interventions have been installed, the community has indicated a 20% increase in feeling safe using them. A reduction of 15% in near misses in three months, in comparison to the same time last year has indicated a potential impact for road safety.

Please ensure achievements are not just regurgitation of data, but are a cohesive demonstration of your progress.

You will then be asked to detail the deliverables that you initially outlined in your Yearly Project Plan. These deliverables should **only** be those scheduled for progress in this quarter.

If you need to remove a deliverable, select the garbage can to the right of the row. If you need to add a row, select the “add row” button at the bottom of the table.

Detail how you have progressed your deliverables this quarter - add a row for each deliverable *

Deliverable	Progress	Objective
Enter deliverable	Please Select	Which objective does this align to?

Comments

Enter progress summary for this quarter, including any delays, changes or mitigating actions

+ Add Row

Monitoring and evaluation is the next component you will need to address. If your program has been in place for **six** months, some level of monitoring or evaluation should be happening.

If monitoring activities have been undertaken, select yes. This will provide you with a prompt to provide a list of activities you have engaged in. If you have a report or something to support these activities, you can upload it at the link.

If you have learned any lessons, select yes and you will receive a prompt to provide further details.

Have any monitoring or evaluation activities occurred this quarter? *

- (•) Yes
- ( ) No

Has there been any lessons learned/opportunities for improvement this quarter? *

- (•) Yes
- ( ) No

What monitoring or evaluation activities have taken place this quarter? Provide a brief summary of each. *

1. Baseline community perception survey was completed, and a report has been prepared and attached to this application.
2. Road safety audit has been completed, and a report has been completed and attached to this application.
3. Quarterly evaluation of near miss data has been completed on high-risk roads to track road safety benefit.

Detail what lessons have been learned/opportunities for improvement that occurred this quarter. *

1. Identified the requirement for an Aboriginal Liaison Officer to assist in gathering community perceptions. A budget request will be submitted to expand our program.

If no monitoring activities have been undertaken and no lessons have been learned, you will not need to provide additional detail.

2.4 Project Expenditure

This section should align with the Yearly Project Plan that you have submitted. It is critical you complete this table accurately as it is matched against invoices.

To complete the table, the Budgeted Cost column figures should be extracted directly from your Yearly Project Plan.

Project Expenditure Monitoring: *

	Budgeted Cost	Actual Cost	Variance
Quarterly Budget	50,000	150,000	-100000
Financial Year Budget	150000	100000	50000

When you complete your **actual** cost, this is drawn from the figures you have spent this quarter.

Project Expenditure Monitoring: *

	Budgeted Cost	Actual Cost	Variance
Quarterly Budget	50,000	150,000	-100000
Financial Year Budget	150000	100000	50000

So, if you are in Q2, your Financial Year Budget Actual Cost so be the sum of Q1 and Q2. If you are reporting Q4, the Financial Year Budget Actual Cost will be the sum of Q1, Q2, Q3 and Q4.

Project Expenditure Monitoring: *

	Budgeted Cost	Actual Cost	Variance
Quarterly Budget	50,000	150,000	-100000
Financial Year Budget	150000	100000	50000

If you have input your figures correctly, the variance should automatically total for you. If it appears as negative, it means you have overspent your forecast budget and you need to provide an explanation in the prompts provided.

Project Expenditure Monitoring: *

	Budgeted Cost	Actual Cost	Variance
Quarterly Budget	50,000	150,000	-100000
Financial Year Budget	150000	100000	50000

2.5 Finalisation of Report

For the report to be accepted, you must complete the declaration. The authorised officer is usually the Project Coordinator; however, this may be another person depending on internal agencies auditing processes.

Your authorised person **must** sign the form prior to submission.

3 Frequently asked questions

Some common questions and answers are below, however, if you have more questions not answered here, just contact the Commission for help.

Q. Can more than one person work on the form?

A. No. To ensure appropriate documentation control, only the project coordinator can input information into the form. If you need more than one person to provide answers, the easiest way is to screenshot the question and forward through; however, the Project Coordinator must complete the forms.

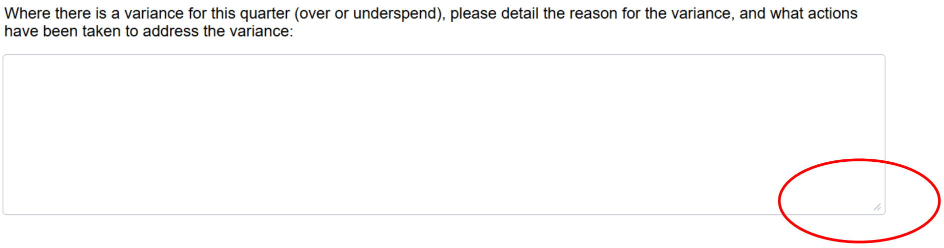
Q. How do I print the documentation?

A. Once you have completed your form, on the last page, just select the "Print or Download" button.

Print or download form | Save and continue later | Submit

Q. The form is cutting off my text. Help!

A. All you to do is grab the little right-hand corner of the box and drag it down to display text. This means that when you print the text, it will not be cut off.


Where there is a variance for this quarter (over or underspend), please detail the reason for the variance, and what actions have been taken to address the variance:

Q. I need the CFOs approval. What do I do?
A. Just select the "Print or Download" button at the bottom of the form.

Q. I need to work on more than one form. How can I do this?
A. To ensure appropriate attention is paid to each form, you can only work on one form at a time. Do not worry – if you press submit, you are allowed to go back in and change the form right up until the closing date.

So, complete your first form, submit it (print for CFO approval if required), and start your next form. This avoids confusion between multiple applications ensuring appropriate document controls are followed.