GUIDELINES

Road Trauma Trust Account:
Completing a yearly project plan

1 RTTA Yearly Project Plan

The following guidance applies to the RTTA Yearly Project Plan. It provides examples, however, if you require assistance or have questions, you are urged to contact the Commission at projects@rsc.wa.gov.au.

The following sections will detail how to accurately complete each section of the form to ensure the best outcome for your program.

For your invoices to be paid, your Yearly Project Plan should be submitted a **month** after you have received a confirmation of funding letter from the Commission.

2 Navigating the form

The form is broken into the following sections: Project details, Project Status, Project Risks, Project Budget and Project Declaration.

Each section must be completed in accordance with your initial project submission and subsequent adjustments, to be accepted. If you have questions, please contact the Commission via projects@rsc.wa.gov.au.

You can save the plan at any time, returning to complete it later. Simply select the Save and continue later button at the bottom of the page.
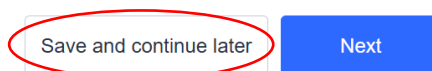
3 Completing the form

3.1 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 know your Project ID or Project Title, this can be obtained by contacting the Commission.

The next question relates to the road safety benefit your program has delivered over time. This is an important question as it ensures your program is meeting the RTTA's legislated requirements. If your project has not been running for 12 months, include the road safety

benefit you have forecasted for the first 12 months. An example on how to complete this project is:

> **TIP!** If you hover over a question, it will give you hints on what you should consider when answering the question.

You will now be asked if your scope or budget has changed in any way. If you select yes, you will be required to expand on the changes in the provided boxes. A few things to consider:

1. If your scope has changed, it must be approved via a submission to Council. If you are unsure, best to contact the Commission.
2. If your budget has changed you must submit this through a budget process. You will receive a funding outcome approval letter that can be attached as evidence in your project plan.

In the following example, both the scope of the project, and the budget has changed:

3.2   Project Status

The purpose of this section is to provide an update on your project objectives, deliverables and milestones for the year. Your objectives should match your initial project plan; however, your deliverables and milestones may change year-on-year. **Most importantly it ensures monitoring and evaluation of your project can occur.**

If you need assistance regarding the differences between objectives, deliverables and milestones, you can reference a short definition here. There is also a short explanation of the difference in the form for your reference.

When providing your objectives, you should put a number before each objective. This will help you answer the question regarding planned deliverables. For example:

Provide a list of your current project objectives. Preface each with a number, so you can align with deliverables. *

1. To enhance the safety and usability of local government roads for vehicles by implementing targeted safety measures.

2. To reduce near miss, accident and KSI rates for all road users.

3. To enhance the safety, usability and counts of pedestrians on high-risk local government roads by implementing safety measures and improving traffic conditions.

This should include any new objectives. If they are new, please preface them with (new) in the list.

Once you have completed your objectives, you will be asked to provide a list planning your delivery of deliverables. You will need to provide the deliverable, which objective it aligns to (a number is all that is required), the quarter start and end date. You do not need to complete every row; only provide the deliverables planned for this year.

If there is not enough rows for your deliverables, please contact the RSC.

Planned delivery of deliverables. *

	Deliverable	Objective alignment	Quarter Start (MM/YY)	Quarter Finish (MM/YY)
1	Road safety vehicle use report	1, 2	01/24	02/24
2	Safety improvement plan for pedestrians and vehicles	2	02/24	05/24
3	Installation of pedestrian safety improvements at 10 intersections	3	05/24	05/25
4	Public awareness campaign	3	05/24	05/25
5				
6				
7				
8				
9				
10				

To ensure your spending is on track, you are required to provide details of your planned milestone achievements for the year, and associated costs on completion. To support tracking

against your quarterly progress reports, please be as accurate with your forecast finish dates and costings as possible.

> **TIP!** Remember to look at the headers of your form to make sure you complete it as required. For example, the costing heading looks like so: Forecast cost ('000). If your cost is $50,000 you just need to enter $50 into the box.

Planned milestone delivery for the year *

	Milestone	Finish date (MM/YY)	Forecast cost ('000)
1	Deliver road safety assessment	05/25	$50
2	Finalise implementation plans	05/25	$100
3	Public perception survey first round	10/25	$50
4			
5			
6			
7			
8			
9			
10			

3.3 Project Risks

As with any robust project plan, a thorough assessment of risk is required. Risk changes year-to-year depending on several factors, meaning a review of risk with each plan is needed. If you need guidance on how to assess risk, the form provides several resources you can access.

When completed the section may look like this:

What risks might impact your project this year? *

	Risk	Impact Level
1	Community resistance to planned works	Minor (2) ▾
2		
3		▾
4		▾
5		▾

Please provide any mitigation strategies you may have addressing the risks:

1. Planned mitigation works include early engagement with the community, clear communication plans, regular updates, community design workshops and addressing environmental and social impacts.

2.

You will note when completing your risks, each row is numbered. When providing potential mitigating factors, you should provide them in list format, with the number matching the risk from the table (as circled).

If you need more rows to detail risks than the table provides, please contact the Commission as soon as possible.

You will also see the impact level is a drop-down box. If you are unsure of how to assess the risk, please reference the circled guidance provided in the form:

If you require assistance in assessing risk, the State Government, or your internal policies and procedures should be your first resource. For more generalised assistance, you can find some assistance here, here and here. A risk workbook can be found here.

3.4 Project Budget

Your project budget is an important part of your project plan. All your quarterly progress reports and your invoices are compared against this plan so the Commission can monitor spending and ensure appropriate use of funds.

There are three categories of spending: Assets, Operating cost, and Salaries. In the context of the project plan, the categories are:

Asset	An asset is a resource purchased for the purpose of the program. This may include infrastructure (streets, highways, lighting systems, communication networks etc.), non-residential buildings, information technology, communication systems, plant and equipment.
Operating cost	The recurring costs associated with continuity of service. This may include power, fuel, maintenance, on-costs and overhead.
Salaries	Salaries costing refers to the total amount the program will spend on employees' wages.

The first thing you will be required to provide is the **total approved budget for your project.** For example, if your project has been approved for four years, with $5 million a year, the answer will be $20 million.

Total approved budget for project: * $20,000,000

You will then be asked to complete a table detailing your forecast spending for each quarter across each category. In your application, you **must complete every cell of the table.** If you do not have any assets, the answer will be 0.

All TOTAL columns will automatically calculate (circled in red in the below example). If the total does not match your workings, please contact the Commission.

A completed table for a yearly budget may look like this:

Forecast financial year spending: *

	Quarter One ('000)	Quarter Two ('000)	Quarter Three ('000)	Quarter Four ('000)	Total ('000)
Operating Costs	25	66	42	16	149
Assets	0	0	0	0	0
Salaries	166	95	112	82	455
Total	191	161	154	98	604

Total forecast spend for this year: 604

If you have completed the above table correctly, the total should be automatically calculated.

If you have resources being funded through the ERC, you are required to submit a yearly list of the positions you are budgeted for. This allows for tracking if a variation request is submitted, while also assessing indexation if required.

If you do have resources funded, you will select yes to the **resource** question. You will then be required to complete a table itemising the resources. You need to provide the position title, the position level, *how many of those positions there are*, and the *total* those salaries will cost for the year.

Does the RTTA fund resources for your project? *
● Yes
○ No

Does the RTTA fund overtime for your project? *
● Yes
○ No

Provide a list of all RTTA funded positions for the year: *

	Position title	Position level	Number positions	Salaries (total yearly cost)
1	Project Manager	7	1	$200,000
2	Data Analyst	5	3	$300,000
3				
4				
5				
6				
7				
8				
9				
10				

If there are not enough rows available to input resources, please contact the RSC as soon as possible.

If you need more rows than is available to detail resources, please contact the Commission.

4   Finalising the form

Before submission of your form, you will need to:

1. Upload any supporting documentation

Please upload any additional supporting documentation you want to provide.

Browse Files
Drag and drop files here

2. Complete the project plan declaration (this is the authorised officer/person submitting the form)
3. Provide the authorised officer's details
4. Ensure your CFO has reviewed the budget and signed off on it. **By inputting the CFO (or equivalents) details, it constitutes their endorsement.**

5   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.