

1. The Road Trauma Trust Account

The Road Trauma Trust Account (RTTA) is a special purpose account established under s. 12 of the *Road Safety Council Act 2002* (the Act). The WA Government has made funds available from the RTTA for road safety initiatives that aim to improve the safety of our roads, and to reduce the deaths of people, the injuries to people, and the damage to property, resulting from crashes occurring on our roads. The Road Safety Commission (Commission) administers the fund on behalf of the Minister for Road Safety.

2. RTTA Funding

2.1 Funding eligibility

All public sector agencies and any entity (community, peak body or private sector) are eligible to submit proposals seeking funding from the RTTA.

All submissions must be sponsored by a Council representative. If the agency or entity are not represented by a Council representative, please seek assistance from the Commission, a **minimum** of two (2) weeks pre-submission deadline.

For your project to be eligible for funding, it must comply with the Act's legislative requirements namely:

- (1) As per s.5(a)(i) an initiative must improve the safety of roads in WA
- (2) As per s.5(a)(ii) the submission should aim to reduce the deaths of people, injuries to people, and the damage to property, resulting from incidents occurring on roads in WA

2.2 Amount available

All monies from prescribed penalties under the *Road Traffic (Administration) Act 2008* are paid into the RTTA. Available funding will fluctuate on a yearly basis, depending on the number of infringements issued and paid.

Applications may request any amount to fund their initiative (no GST applied); however, availability of funds may constrain the amount awarded.

2.3 Co-funding

The RTTA can be used as one source of multiple funding sources to fund a project; however, any co-funding must be declared at the time of application, and clear parameters regarding what the RTTA is funding must be declared to ensure transparency, accountability and an ability to measure initiative outcomes.

2.4 Project duration

There is no set timeframe for projects; however, funding is awarded on a four-year basis. Any re-application for funding will require a project evaluation to support continued funding before further funding is approved.

2.5 What can funds be used for?

To be eligible to seek funding, the submission must comply with the funding eligibility requirements detailed at section 2.1.

If funding is sought that may be linked to an agency's core business, you must establish a baseline for core functions and be able to demonstrate outcomes from the funded enhancement in a way the enhancements can be differentiated and monitored.

2.6 What activities are not eligible for funding?

Under the Act, the Minister makes the decision as to what initiative may receive funding. The following activities are largely ineligible:

- (1) maintenance projects – funding must be used for a safety benefit upgrade
- (2) funding for functions that are business as usual that have no clear road safety benefit.
- (3) ongoing FTE positions that fall within State Treasury constraints.

2.7 How to apply

Applications open in alignment with the State Budget cycles. Applications must be submitted via the online portal. All fields must be completed, and forms must be submitted by the deadline. No extensions will be granted, and late or incomplete applications will not be accepted. Applicants are responsible for ensuring their applications are complete and accurate.

Any applicant requesting more than \$5 million over the forward estimates (or in total), are required to complete a new submission form **and** upload a business case using the RTTA business case template [located here](#).

2.8 Eligible expenditure

To be eligible, expenditure must:

- Be incurred between the initiative's start and end date, as nominated in the signed Funding Agreement.
- Costs directly associated with delivering the activities and scope specified in the project application and subsequent Funding Agreement.

3. Funding Selection Process

The RTTA is administered in accordance with the RTTA Funding Governance Manual to ensure transparency and accountability, including the assessment process and the management of conflict of interest.

3.1 Funding timeline

Allocation of funds from the RTTA is aligned with the [WA Annual Budget Cycle](#). Opportunities to apply for funding will open at Budget, and at Mid-Year Review, with the Minister determining any out-of-session opportunities.

Opportunities for funding will be advertised through the RTTA website and disseminated to engaged stakeholders.

3.2 Selection process

The selection process is as follows:

- Submission opening and closing dates are advertised on the RTTA website.
- Application received by the deadline through the online application portal will receive a reference number from the online platform.
- Eligibility checks will be conducted by the Commission to ensure submissions comply with eligibility criteria. Any applications that do not meet these criteria will not progress to the assessment stage.
- An assessment panel will be convened by the Commission. Panel members are selected based on their knowledge of road safety, financial management, or project management, or for their specialised knowledge of government priorities.

- Submissions recommended by the Commission will be provided to the Road Safety Council for review.
- The Council will deliberate and make recommendations to the Minister for Road Safety on the most appropriate submissions to support priorities.
- The Minister for Road Safety will submit an ERC submission for approval as part of the annual budget cycle.
- A formal determination is made by the Minister and provided to the Commission following Cabinet's decision.
- Notification of the assessment outcome is provided to applicants.

To enable appropriate government mechanisms to occur, often applications may take between three and six months to receive a funding outcome.

3.3 Assessment of proposals

Eligible applications are assessed against a merit-based criteria that ranks projects from highest to lowest priority. The Commission may seek clarification or additional information from applicants to resolve ambiguity or inconsistency within an application.

Criteria	Weight	Summary
Validity of the project	20%	Address how the submission will enhance road safety within the framework of the Driving Change Strategy.
Merit and innovation	30%	All aspects have been suitably planned, stakeholders engaged to support a holistic approach, has provided a clear link between inputs, activities, outputs and outcomes, and considered innovation of your approach.
Benefit of the project	25%	Address how the submission will provide appropriate outcomes and benefits, including management of risks and understanding whether the project has made a difference, and whether it has been informed by community needs.
Value of the project	25%	Considers the impact of the submission in relation to cost, feasibility of planned activities within the described budget and timeframes.

3.4 Successful proposals

If your proposal receives funding is successful, the following process occurs:

- (1) A funding outcome letter will be distributed to your agency or organisation to confirm arrangements.
- (2) The Commission will make contact to determine governing and reporting requirements. A schedule will be established.
- (3) Project will commence with reporting and invoicing requirements as agreed and commencement of project.
- (4) On conclusion of project a final report will be submitted including financial expenditure evidence.
- (5) Your project must **not commence** without confirmation you have been successful. The Commission is not responsible for any costs incurred by the applicant before funding confirmation has been received.

4. Reporting

Projects funded from the RTTA are required to engage in regular reporting that monitors progress. Reporting requirements are tailored according to each project and will be specified as part of a successful project Funding Conditions. Minimum requirements include a quarterly report on your project.

5. Evaluation

All projects are required to engage in a project evaluation where the Minister makes a determination consistent with section 12(6) of the Act. Project evaluations must occur at maximum every four years, unless otherwise specified under the Funding Conditions.

As part of your submission process, you will be required to provide a project/program logic at application time, and an evaluation plan within **three (3) months** of your project commencing.

6. Enquiries and Feedback

[Frequently asked questions](#) are available on the RTTA website.

[Contact the RTTA team](#) if you require further advice on Guidelines and the application process.