



# Road Trauma Trust Account Administration Framework



## Contents

1. Introduction.....	3
1.1 Purpose.....	3
1.2 Background.....	3
1.3 Scope.....	3
1.4 Governance standards and context.....	4
2. RTTA Administration Framework .....	4
2.1 Governance .....	4
2.2 Eligibility .....	5
2.3 Funding assessment, prioritisation and advice.....	6
2.4 Reporting requirements and cycle .....	6
2.6 Conflicts of interest.....	7
3. Process .....	8
4. Review .....	9
5. Approval .....	9

## 1. Introduction

### 1.1 Purpose

This Framework outlines the processes, approvals and accountabilities that underpin the administration and management of the Road Trauma Trust Account (RTTA) by the Road Safety Commissioner (Commissioner) and the role of the Road Safety Council (Council). This is an overarching document that guides the administration and management of the RTTA.

### 1.2 Background

The RTTA is a special purpose account (SPA) created by Section 12 of the *Road Safety Council Act 2002* (RSC Act). The Government commits money from the RTTA to fund initiatives proposed by the Council to improve the safety of WA roads, and reduce deaths, serious injuries and damage to property resulting from road crashes in Western Australia.

The Commissioner is responsible for the administration and management of the RTTA under section 12(5) of the RSC Act which states that, 'For the purposes of the *Financial Management Act 2006* and the *Auditor General Act 2006* the Account is to be administered by the department of the Public Service principally assisting the Minister in the administration of this Act'.

Part 2, Division 4 of the *Financial Management Act 2006* (FM Act) deals with the administration of SPAs. Receipts into the RTTA reflect prescribed penalties paid during the year, as well as other funds collected under the *Road Traffic (Administration) Act 2008*, and any interest revenue earned on the account balance. Information about the RTTA and other key SPAs is published annually in Budget Papers including forecast SPA balances.

Administration of the RTTA requires compliance with the RSC Act and the FM Act, with responsibilities and obligations assigned to the Council and the Commissioner.

This Framework is consistent with the convention that while Ministers are collectively responsible for government decisions, responsibility for specific statutes is assigned to individual Ministers. While RTTTA funding allocations are considered by ERC as part of normal budget processes and agreed by Cabinet, under section 12(6) of the RSC Act, the Minister for Road Safety (Minister) determines the purposes for which money in the RTTA is applied.

Compliance with statutory requirements is undertaken by oversight and central agencies, including the Auditor General, the Public Sector Commission, the Department of Treasury and the Ombudsman. These entities generally table in Parliament reports setting out the findings of their inquiries and audits

### 1.3 Scope

The Commission's administration of the RTTA is aligned to the Government's annual Budget and Mid-Year Review (MYR) processes.

This Framework applies to:

- all funded projects and proposals for money from the RTTA
- all recipients of money from the RTTA.

### 1.4 Governance standards and context

This Framework is underpinned by the RSC Act, the FM Act, the *Public Sector Management Act 1994*, Codes of Conduct, public sector best practice guidelines and relevant Treasurer’s Instructions.

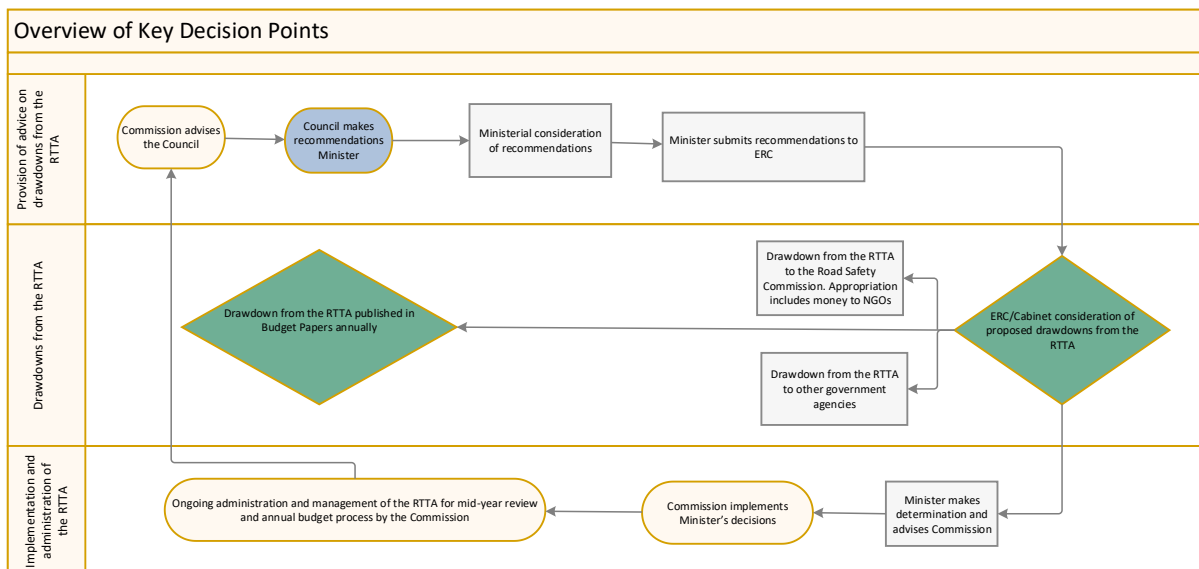
It is also informed by the *Road Safety Governance Charter (2024)*.

## 2. RTTA Administration Framework

This RTTA Administration Framework encompasses:

- governance - respective roles and responsibilities of the Minister, Council, Commissioner and Commission
- eligibility for applicants to obtain money from the RTTA
- funding assessment, prioritisation and advice
- evaluation and monitoring requirements
- reporting requirements
- conflicts of interests – actual, potential and perceived.

The RTTA administration flowchart below illustrates the high-level processes by which approvals for drawdowns from the RTTA (for funded projects, new proposals, variations and carryovers) are made. While this Framework and flowchart are underpinned by business processes and templates, the following sections give an overview of roles, responsibilities, functions and processes for each key stage.



### 2.1 Governance

The respective roles and responsibilities of the Minister, Council, Commissioner and Commission are summarised below, taking specific account of the RSC Act.

### **Minister for Road Safety**

The Executive Council, presided by the Governor (commonly referred to as ExCo), assigns statutes to Ministers upon the recommendation of the Premier.

The RSC Act provides the Minister with certain powers, including the ability to:

- give directions in writing to the Council consistent with the RSC Act
- ‘approve’ or ‘not approve’ recommendations submitted by the Council pertaining to the RTTA.

Section 6A of the RSC Act sets out a process by which the Minister may give a written direction to the Council in relation to a specific proposal. The direction requires the Council to consider the proposal and make a recommendation to the Minister.

### **Road Safety Council**

The Council is responsible for making recommendations to the Minister about the allocation of money from the RTTA. This includes recommendations about carryovers and variations. In relation to the RTTA, the Council has a general function under section 5(f) of the RSC Act which states that the Council is:

- ‘(f) to recommend to the Minister how money standing to the credit of the Account should be spent to implement those measures and to facilitate the performance of the Council’s functions.’

The Council considers requests for money for new proposals from entities, as well as requests for variations for existing projects where RTTA funding has already been approved.

### **Road Safety Commissioner**

The Commissioner is responsible for the overall administration of the RTTA consistent with the requirements of the RSC Act and other relevant statutes.

### **Road Safety Commission**

The Commission is responsible for management of the RTTA, which includes:

- assessment and prioritisation of proposals seeking funding through the RTTA
- assessment of funded projects, including requests for variations and carry overs
- monitoring, review and reporting on entity progress in the delivery of projects
- preparation of submissions to the Minister for consideration by the Expenditure Review Committee (ERC) and Cabinet.

### **Expenditure Review Committee/Cabinet**

The ERC and Cabinet consider drawdowns from the RTTA and all other SPAs during the annual Budget and MYR processes.

## **2.2 Eligibility**

Any entity (community, peak body or private sector) and all public sector agencies are eligible to submit proposals seeking money from the RTTA. The Council is responsible for determining how it will seek proposals.

All proposals must be consistent with the objectives of the RSC Act, namely that money from the RTTA is allocated to road safety initiatives and interventions focused on, “the reduction of death, injury and property damage resulting from incidents on roads”.

### 2.3 Funding assessment, prioritisation and advice

Proposals are assessed by the Commission against the priorities identified in *Driving Change, the Road Safety Strategy for Western Australia 2020-2030* and the Strategic Focus Areas outlined in the respective Road Safety Action Plans. Each project and proposal are analysed against the following criteria:

- Alignment (30%) – to what extent does the project or proposal justification demonstrate alignment with the RSC Act, any priorities established by the Council and government’s priorities established in the *Driving Change Strategy and Action Plan*.
- Audience and outcomes (30%) – to what extent does the project or proposal objectives and benefits demonstrate the impact on the broader community and vulnerable cohorts, address specific road safety targets and killed and seriously injured indicators (KSIs). Considerations include the size of the impact on the target cohort, value for money, and supporting evidence demonstrating actual or anticipated improvements to KSIs.
- Achievability (20%) – confidence as to whether the project or proposal delivery approach is robust and takes account of potential legislative issues, community expectations, delivery time frames, financial compliance and change management.
- Risk mitigation (20%) – the extent to which the project or proposal seeks to address risks identified in the *Driving Change Strategy*, as well as risks arising from the project or proposal. It includes mitigations to address risks associated with contracts and legislative compliance.

Projects and proposals are prioritised into three groups based on the aggregate score against the assessment criteria:

- High priority (80 to 100%) – overall, the project or proposal scores very well against all four assessment criteria, or very well against two or more of the assessment criteria, and moderately against the remaining criteria.
- Medium priority (51 to 79%) – overall, the project or proposal scores moderately against all four assessment criteria, or well to moderately against two or more of the assessment criteria, and moderately to low against the remaining criteria.
- Low priority (less than 50%) – overall, the project proposal scores low against all four assessment criteria, or moderately against a few of the assessment criteria, and predominantly low against the remaining criteria.

### 2.4 Reporting requirements and cycle

All proposals that receive funding from the RTTA are required to submit regular progress reports to the Commission.

The reporting process is described below:

1. The Commission on-boards projects onto the RTTA register and notes the funded project’s baseline (scope, costs, timeline, resources).
2. The Commission liaises with the assigned project manager/officer from the relevant organisation to finalise a Road Safety Initiative Proposal Project Plan, assists with potential variations that may emerge, and provides guidance on the reporting process.

3. Entities provide status updates on projects covering:
  - current project phase (initiation/planning/delivery/implementation/closing/benefit realisation)
  - cost – project costs
  - cost – overall actuals to date and estimated costs
  - schedule – project milestone dates, anticipated project end date
  - schedule – start date of benefit realisation
  - Benefit – expectation about realisation of benefits
  - evaluation criteria and status.
4. Where there are changes to a project’s approved baseline (scope, costs, timeline, resources), entities must submit a change request to the Commission for consideration. All requests are reviewed by the Council, which makes recommendations to the Minister. Variations, where approved by the Minister, are made as part of the annual MYR and Budget cycle.
5. For both the annual MYR and Budget cycle, the Commission prepares a report that consolidates the status of all funded projects and includes any recommendations on the overall operation of the Fund for consideration by the Council. The Council makes recommendations to the Minister who makes submissions to ERC as part of the annual MYR and Budget cycles.

## 2.6 Conflicts of interest

Conflicts of interests (potential, actual and perceived) may arise during administration of the RTTA. To ensure conflicts are managed, the following mechanisms will be utilised as required:

- Commission staff and Council members who have potential, actual or perceived conflicts of interest relating to the assessment and prioritisation of proposals and projects must declare and document these conflicts (Declaration of Interest and Confidentiality form).
- The Commission may engage an independent person from (e.g. from an agency that does not have a project and proposal under assessment in a particular fund cycle), to oversee the assessment and prioritisation of funded projects and proposals.

Provisions concerning conflicts of interests are set out in the Road Safety Council Charter.

### 3. Process

An overview of the process for new proposals seeking money from the RTTA and existing projects requesting funding or other variations is as follows:

- 1) Entities prepare and submit a Road Safety Initiative Proposal Project Plan for new proposals or a Project Variation Form for existing programs, to the Commission.
  - a) Entities outside of the WA public sector should discuss their project proposals with the Commission to determine if there is a community grants program that might be appropriate or whether a proposal to the Council is required.
- 2) The Commission reviews the proposals and sorts them into three funding priority groups (high, medium and low) based on the degree of alignment to the assessment criteria, taking account of projected RTTA revenue and money already allocated in the outyears.
  - a) To assist in the assessment of the proposal or project variation form, the Commission may seek
    - i) external third-party expertise, or
    - ii) a representative from a public sector agency not involved in the new proposal or existing program subject to assessment.
  - b) The Commission completes a Road Safety Initiative Assessment and Prioritisation Report which summarises its assessment of all proposals and projects and provides the report to Council for consideration.
- 3) The Council considers new proposals and project variations and the Commission's advice contained in the Road Safety Initiative Assessment and Prioritisation Report, taking account of its strategic priorities and the Minister's Letter of Expectations.
  - a) Decisions of the Council as to whether or not to recommend them to the Minister for funding are recorded in the normal Council meeting minutes.
- 4) The Commission prepares a Briefing Note to the Minister that includes the Council's recommendations together with any relevant advice from the Commissioner.
- 5) The Minister requests the Commissioner to prepare an ERC submission (compliant with agreed Budget processes and timeframes) that includes those proposals and project variations they wish to seek ERC/Cabinet endorsement of through the Budget process.
  - a) The Commission liaises with the Minister's Office and Treasury as required throughout the Budget process.
- 6) Following Cabinet endorsement and publication of the Budget (or any Mid-Year Review adjustments to the approved Budget), the Commission
  - a) Prepares a Briefing Note for the Minister to document their formal determination of funding allocations as required under s12(6) of the RSC Act.
  - b) Advises all agencies/organisations that submitted funding proposals or variations of the Budget outcomes.


At Budget and if necessary at MYR, the Commission prepares a report that consolidates the status of all funded projects and proposals and includes any recommendations on the overall operation of the RTTA to the Council.



## 4. Review

The Commissioner will review the effectiveness of this Framework every two years and seek input from the Council and the Department of Treasury.

## 5. Approval

Version No	Role	Name	Signature	Approval Date	Next Review Date
1.0	Road Safety Commissioner	Adrian Warner		June 2024	June 2026

### Links

[Section 12 of the Road Safety Council Act 2002](#)

[Part 2, Division 4 of the Financial Management Act 2006](#)

[Public Sector Management Act 1994](#)

[Relevant Treasurer's Instructions](#)

[Driving Change, the Road Safety Strategy for Western Australia 2020-2030](#)

[Road Safety Action Plan](#)

[Road Safety Governance Charter](#)