



COUNCIL PROJECTS FUNDED BY THE RTA

Memorandum of Understanding

JUNE 2009

RTA Operations & Engineering Services:*Memorandum of Understanding for Works by Council and Funded by RTA*

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I. INTENT of the MOU

The intent of this *Memorandum of Understanding (MOU)* is to have in place an agreed management procedure for Council and the RTA to follow for all *Council* projects funded fully or in part by the *RTA*. This procedure will apply to all stages of the project, from concept development through construction and finalisation.

Specifically the MOU will apply to projects funded under,

- o Road Safety Programs
- o Cyclist Programs
- o Pedestrian and Urban Amenity Programs
- o Regional Road Programs REPAIR Programs

This MOU does not apply to maintenance works on State Roads, Bridges or Ferries. All intellectual property/and or infrastructure generated from RTA funding under this MOU will be owned and maintained by the applicant Council.

2. PURPOSE of the MOU

The purpose of the MOU is to document the procedures the RTA and Councils must follow if RTA funding to Councils is to be maintained.

The RTA has a considerable amount of funds invested in a range of programs that are managed and delivered by Councils. As a consequence both the RTA and Councils need to adhere to a process and a schedule for the effective delivery of projects under the various programs.

3. PROJECT TYPES

- Councils may apply for funding under the various Program Positions listed in the following table. The criteria for each Program Position are included as **Attachment C**.

Sub-Program	Program Position
REPAIR Program	22602 Rehabilitation & Enhancement Projects
Road Safety Programs	26301 Accident Blackspot Treatments * 26303 Mass Action Treatments 26309 National Blackspot Programme*
Cyclist Programs	27304 Cycleways 27305 Bicycle Facilities 27306 Bicycle User Support
Pedestrian and Urban Amenity Programs	27401 Local Government Pedestrian Facilities 27404 Traffic Calming

- *"Project Ranking Process Guidelines"* must be completed and forwarded with applications for *Program Positions 27401* where project estimates exceed \$15,000 see **Program Position Criteria 27401**.

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- *The National Blackspot Programme (26309) and the Accident Blackspot Treatments (26301) are administered by the Traffic Management Branch, Network Management Directorate, on behalf of the NSW Centre for Road Safety.
- There is no need for councils to resubmit the same nomination twice, one under National Blackspot Programme and another one under the State funded Blackspot Program as any unsuccessful nominations will be considered under the State Funded Road Safety Program. Projects are generally funded under a 50/50 arrangement in the State Road Safety Program.

Details on how to submit nominations for National Blackspot Program is located at

<http://www.auslink.gov.au/funding/blackspots/index.aspx>

For further information please contact blackspots@rta.nsw.gov.au

4. PROJECT MANAGEMENT CYCLE

- A key element of the MOU is the *Project Management Cycle*, which sets out dates for the interchange of information and project data between Councils and the RTA
- The Project Management Cycle is included as Attachment A

5. KEY REQUIREMENTS

There are several **compliance phases** throughout the life of a project that need to be adhered to if funding is to be offered and maintained, namely:

- **Project nomination, description and scope of work**
- **Council's Acceptance of funds**
- **Council's Project plan**

Detailed Design

Start and finish dates

Work by Council or contract,

Unit Rates - estimate for major items

Planned expenditure and invoice dates

- **Reporting**
- **Finalisation**

Important: RTA may deem that a Council has abandoned a project and does not wish to proceed with the work if the Council does not comply with these compliance phases throughout the life of the project.

5.1 Project Nominations, Description and Scope of Work

- Councils must nominate project or projects to be included in a program. Project nominations shall be sent to the RTA on a *Project Application Pro-forma* supplied electronically by the RTA via "Council Forms" on line database. The information provided in the pro-forma shall be complete, detailed and accurate.
- Councils should have substantially completed planning, design and community consultation for all nominated projects to ensure that construction can be completed within the financial year for which funds are provided. Complex or large projects including approved pre-construction costs may be staged over more than one year however it will be necessary to obtain prior agreement from the RTA. Under the present funding arrangements with Councils the **RTA cannot guarantee** funding for future years.

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- Proposed start and completion dates are essential as well as a detailed description of any activity that may cause a potential delay to the project, such as public consultation, objections, and preparation of EIS / REF's if they apply to a large or complex project.
- A Council can send project submissions to the RTA at anytime throughout the year. The closing date for the next financial year is 1 October. For example *1st October 2008 is the closing date for the 2009_2010 financial year.*
- REPAIR Projects are subject to review and approval by Local Government Liaison Committee (LGLC) consisting of representatives from RTA and local Councils. A Council representative chairs the committee.

5.2 Council's Acceptance of Funds

- *The Project Management Cycle* shows that Councils must notify the RTA by the 1st October each year that they will accept the funding offered by the RTA or no later than eight (8) weeks after the **date that the advice was sent from the RTA to Council**, whichever is later. Council, is required to attach the "Council Acceptance of RTA Funding" form when accepting the funds offered by the RTA (see Attachment E).
- Council shall send to the RTA:
 - Notification that Council will accept the funds,
 - Notification that Council has its share of the funds available
 - Confirmation that the work will proceed.
 - Council's Project Plan for each project
 - Council's contact person's name and contact details (*phone, fax, mobile, e-mail*)

5.3 Council's Project Plan

- A project plan shall be prepared and submitted to the RTA for its concurrence at the same time as Council's advice is submitted of its acceptance of funds. The Project plan shall include *Start and Completion Dates*.
- Council will advise of the planned start and completion dates of the construction phase where a project is accepted and design completed. However, where a project requires an environmental assessment, design, public consultation etc then a planned start and finish date will be required for each of these activities as well as for the construction phase. It is essential that **all phases of the project plan be completed within the financial year or for the agreed period within which funds are being made available.**
- **All RTA funded projects** will be targeted for 50% completion **no later than 31 December** of the year those funds were made available.
- All Works are to be carried out in accordance with the provision of the Local Government Act 1993.

Estimates

- Council must submit a detailed estimate of cost for all projects.

Planned expenditure and Invoice Dates

- Council must submit a schedule of monthly expenditure and planned invoice dates. This schedule is essential for financial management and prompt payment to Council.

5.4 Reporting

- Council shall submit via email, a Monthly Report that includes all projects funded by the RTA (see attachment B). The procedure is that at the beginning of each month the RTA will e-mail Council a spreadsheet that lists all projects currently being funded by the RTA. Council must update the spreadsheet and then forward a copy to

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Doug LAMONT@rta.nsw.gov.au by the 15th of each month. Information on the spreadsheet must be current up to the end of the previous month. The spreadsheet based report will cover the progress of all works, total expenditure to date and shall confirm completion dates for each project.

- *The project commencement date* is deemed to start from the first activity such as environmental assessment, community consultation, design or commencement of construction. The first activity depends on the stage of the project at time of acceptance by the RTA for funding. For example if planning and community consultation were partially or fully completed before RTA funding was approved then the next phases of the project would be design and construction. The project commencement and completion dates for the design and construction phases should be entered on the Monthly Report (see Attachment B) with a comment in the comments field as to what phases of the project the dates refer to.

5.5 Finalisation

- Payment to Council will be made against a completed "Claim for Payment", see (Attachment D) form and will only be made to the value of work physically completed as at 30th June (end of the financial year). The value of any work not completed will be forfeited, *unless prior approval had been given in writing to stage the project over more than one year.*
- *Final Claim for Payment, Certificates of Expenditure and Schedules 4A & 4B* forms for work funded under the **Block Grant Agreement** are to be submitted as soon as practicable but no later than **31st August** following the close of the financial year. **Any unclaimed funds after 31st August will be forfeited**

6. COUNCIL'S CONTACT PERSON

Council shall **nominate an officer** as a single point of contact for the purpose of submitting reports to the RTA and for conveying RTA's advice to Council on a range of operational matters.

7. RTA ADVICE TO COUNCIL

The RTA agrees to provide Councils with:

- An updated list of programs and their criteria towards which Council may apply for funding. Advise Council of all project acceptances and funding administered by the RTA during July.
- An electronic copy of the Monthly Report at the beginning of each month.

8. GENERAL INFORMATION

The following general information should be noted:

- RTA has attached a Program Management Cycle, which highlights when project nomination(s) are due for the various programs. The Program Management Cycle is critical to the success of the funding program.
- A copy of the MOU, together with the application forms will be available on the RTA Internet Web site at

<http://www.rta.nsw.gov.au/doingbusinesswithus/trafficfacilities/localcouncils/memorandumofunderstanding.html>

<http://www.rta.nsw.gov.au/trafficinformation/downloads/mou.doc>

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9. FURTHER READING for ROAD SAFETY PROJECTS

The following list of further reading topics for road safety projects is provided for information as required

Document	Issues addressed relevant to program position
AUSTROADS (2003) Guide to Traffic Engineering Practice: Part 4 – Treatment of Crash Locations.	This document provides an overview of crash analysis, investigation and the treatment of crash locations in a cost-effective manner. It is the Nationally accepted document endorsed by all road authorities in Australia and New Zealand.
Commonwealth Department of Transport and Regional Services (DOTARS), <i>The National Blackspot Program – Notes on Administration</i> .	This document provides guidance on how to submit proposals for road environment safety projects. It outlines minimum criteria that must be met before projects can be funded. Successful projects are funded under the National Blackspot Program which is a Federal Government funding : source, http://www.dotars.gov.au/transprog/road/blackspot
RTA (1999) <i>Economic Analysis Manual (version 2)</i>	This document provides a set of practical guidelines to assist with the undertaking of economic and financial appraisal of investment proposals within the RTA. Cost-Benefit analysis is covered in more detail because it is the most common method used for the assessment of RTA road and bridge investment proposals. A copy of this document can be obtained through the RTA Corporate Finance Advisory Service. Ph –131782
RTA (2004) Road Environment Safety Update 26: Road Safety Benefit-Cost Analysis: <i>Materials for Program Submissions</i> .	This document is a reference guide for Benefit-Cost Ratio (BCR) documentation, spreadsheets and information on how to use them.
RTA (2004) <i>Accident Reduction Guide: Part 1 – Accident Investigation and Prevention</i> . Available on the RTA website via the following path www.rta.nsw.gov.au > Road Safety >Road Environment Safety >Technical Directions.	This document provides specific details on the RTA administered programs such as the Blackspot and Mass Action Programs as well as step-by-step guidance for crash analysis and investigation, development and economic evaluation of countermeasures, formulation of a ranked program of works, as well as monitoring and evaluation of the countermeasures. This document also contains worked examples of the use of road safety benefit cost analysis in justifying projects.
RTA (2004) <i>Technical Direction 2003/RS03: Policy for Road Safety Audits of Construction and Reconstruction Projects</i> .	The purpose of this policy is to replace the RTA's previous policy for Road Safety Audits of construction and reconstruction projects and establish the accountabilities and responsibilities of NSW Centre For Road Safety, Major Infrastructure, Network Management, and Client Services (CS) Directorates in the management of Road Safety Audits of construction and reconstruction capital works projects, regardless of funding source.

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Document	Issues addressed relevant to program position
AUSTROADS (2002) <i>Road Safety Audit</i> (2nd edition), Sydney	
RTA (2004) <i>Accident Reduction Guide: Part 2 – Road Safety Audits.</i>	This document is the RTA's policy on road safety administration. It also outlines best practice with regards to road safety auditing.
RTA (2004) <i>Road Environment Safety Update 22: Rural Road Crash Rates by Road Stereotype.</i>	This document provides more up to date crash rates for each of the road stereotypes as identified in the 1993 study.
RTA (2003) <i>Road Environment Safety Update 19: The Use of Crashcam for Crash Analysis and Investigation.</i>	This document provides an overview of crashcam and its use in regards to crash analysis and investigation.
RTA (2004) Technical Direction <i>TD2003/RS04: Management of Skid Resistance Data, RSL&VM and RNI Technical Procedure.</i>	This document provides an overview of SCRIM data and how it is managed within the RTA.

10 PROJECT PROFORMAS

The following Project Pro-Formas form part of the MOU. All applications for funding and reporting must be forwarded to the RTA on the attached forms. An electronic copy of the forms is also available

- o Applications for Funding
- o Monthly Report Proforma
- o Claim for payment under R.C.T.I.
- o Council Acceptance of RTA Funding

11. AGREEMENT

The above procedures of this **Memorandum of Understanding** are agreed to and accepted on behalf of *Council and the Road and Traffic Authority (NSW)*.

Signature:

Name:

Council: Director
Operations & Engineering Services, RTA.

Date: Date:

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**ATTACHMENT A
PROJECT MANAGEMENT CYCLE**

RTA	COUNCIL
<p><i>July</i></p> <ul style="list-style-type: none"> Formal advice to Council of projects and Block Grant allocations for the current financial year. 	<p><i>July</i></p>
<p><i>August</i></p>	<p><i>August</i></p> <ul style="list-style-type: none"> 31st August Final date for Councils to forward invoices to the RTA for completed works in the prior financial year (See <i>Attachment D</i> for <u>Claim for Payment under RCTI</u>)
<p><i>September</i></p>	<p><i>September</i></p> <ul style="list-style-type: none"> 1st September Final date for Councils to submit <u>Certificate of Expenditure</u> (see Schedule 3 Block Grant document) 30th September Councils to submit <u>Schedules 4A & 4B</u> (see Schedule 4 Block Grant document)
<p><i>October</i></p> <ul style="list-style-type: none"> Assess Council project submissions for the following financial year program, 	<p><i>October</i></p> <ul style="list-style-type: none"> 1st October Councils to return signed copies notifying the RTA that they accept the <u>Block Grant</u> allocations 1st October <u>Applications close</u> for following financial year's program funding (All program areas). Projects submitted after this date will be assessed for the program year 2 years ahead. 1st October Final date for Councils to notify the RTA of their <u>acceptance</u> of the <u>Traffic Management and Road Safety</u> components of the Program.
<p><i>November</i></p>	<p><i>November</i></p>
<p><i>December</i></p>	<p><i>December</i></p> <ul style="list-style-type: none"> 31st December Target date to complete 50% of RTA funded projects for which funding has been approved for the current financial year.
<p><i>January</i></p>	<p><i>January</i></p>
<p><i>February</i></p>	<p><i>February</i></p>

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<i>March</i> Distribute draft allocation letters for Repairs Program based on LGSC recommendations	<i>March</i>
<i>April</i>	<i>April</i>
<i>May</i> Draft Council allocation letters after State Budget Night for all RTA programs	<i>May</i>
<i>June</i> <ul style="list-style-type: none">▪ 30 June Ensure all projects funded within the current financial year are completed.▪ Finalise Council allocation letters for all RTA programs for dissemination in July.	<i>June</i> <ul style="list-style-type: none">▪ 30th June RTA payments will only be made to the value of work physically completed by <u>30 June</u>

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ATTACHMENT B

**THE RTA WILL E-MAIL THIS TABLE AS A SPREADSHEET AT THE BEGINNING OF EACH MONTH
COUNCIL MUST COMPLETE THE SPREADSHEET AND RETURN IT TO THE RTA BY THE 15TH OF EACH MONTH**

RTA Project No	Approved Project	Description	Project Status		Project Status	% Construction Complete	Construction Finish Date		Comments
			A	C			Planned	Actual	
		<<Council Name>>			Action Pending				
		2008/2009 PROGRAM			Concept				
		COUNCIL REPORT UPDATE			Design				
		<<Month>>			Under Construction				
					Finished				
					Not to Proceed				
RTA Project No	Approved Project	Description	Construction Start Date		Project Status	% Construction Complete	Construction Finish Date		Comments
			Planned	Actual			Planned	Actual	

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**ATTACHMENT C
PROGRAM POSITION CRITERIA**

Program Position: Regional Roads REPAIR Program (22602)

Description:

The objective of the REPAIR Program is to provide additional assistance to councils to undertake larger works of rehabilitation, and development on Regional Roads to minimise the long-term maintenance costs of these roads commensurate with their function and usage. Works funded under this program must be selected on a merit basis across the Region.

1. Program Context

1.1 The REPAIR Program is one of three programs under which the State Government assists councils in the management of their Regional Road infrastructure. The other programs are the Regional Road Block Grant Program and the 3X3 Council Determined Program.

2. Eligible Works

2.1 The program is aimed at works that contribute primarily to:

- ◆ Minimising future and ongoing expenditure needed to keep the road at a satisfactory standard, and
- ◆ Provide overall benefits to the community that exceed the cost of the work

In addition the works should contribute to at least one of the following:

- ◆ Economic development
- ◆ integrity of communities
- ◆ road network efficiency
- ◆ regional tourism
- ◆ road safety.

2.2 The program is to target the following types of work in order of priority:

- | | | |
|-------------|---|--|
| Rural Areas | ◆ | Pavement rehabilitation |
| | ◆ | Sealing shoulders/widening |
| | ◆ | Bridge repairs and replacement |
| | ◆ | Provision of initial seals that contribute to minimising long term maintenance costs |
| Urban Areas | ◆ | Pavement rehabilitation of travel lanes |
| | ◆ | Bridge repairs and replacement |

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◆ Development of travel lanes

- 2.3 Rehabilitation includes periodic maintenance works which extends the performance of existing road and bridge capital assets.

Development is work which develops the road system to increase capacity and/or safety, and improve performance.

Travel lanes refer to lanes fully available for travel and lanes subject to clearway, transit lane or no stopping restrictions during at least part of the day.

3. Extent of RTA Assistance

- 3.1. The RTA will provide a contribution of 50% of the estimated cost, of the project as agreed between the RTA and council, or actual cost if less than the estimated cost.
- 3.2 The level of funding available under the Program is determined by the Government.
- 3.3 Distribution to the rural Regions will be generally on the Block Grant Formula, then generally to Regional Consultative Committee (RCC) sub groups by the same formula (unless exceptional circumstances).
- 3.4 Councils are free to use what ever funds they deem appropriate including the supplementary Council Determined Grants (provided under the former 3X3 Program), to make up their 50% contribution. However, councils are encouraged to use funds other than block grants in order to maximise the funds being applied to Regional Roads.
- 3.5 A variation to the 50% contribution rate may be approved by the RTA Local Government Liaison Committee on the Recommendation of the RCC.
- 3.6 Councils may apply to the Regional Consultative Committee for a reduction in their contribution under special circumstances such as:
- limited benefits to local ratepayers
 - significant State benefits
 - size and scale of indivisible projects eg major bridge upgrades.
- 3.7 The Regional Consultative Committee is to consider the application on its merits in relation to the significance of the work from a Regional perspective given that the additional funding will come from the committees available funds.
- 3.8 To ensure fairness and equity in approach across the State, the RCC is to refer recommendations for variations to the Local Government Liaison Committee for approval together with supporting information.
- 3.9 The RTA's contribution under these provisions is not to exceed 80%.

4. Process to Select Projects

- 4.1 Projects for inclusion in the Program are to be selected through a consultative process using consultative committees of councils.
- 4.2 The RTA's role is to facilitate this consultative process, and recommend the selected projects to the Minister for approval.

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- 4.3 The process is to involve council peer review of candidate projects and estimates, and a visible and agreed upon method of selection.
- 4.4 Consultative Committees are to agree prior to submission of projects, on the appropriate funding splits, selection criteria, standard format project proposal, and assessment methodology.

5. Funding Splits

- 5.1 The Consultative Committee may agree to the:
- ◆ Split of funds between development and rehabilitation projects as it is difficult for the latter to compete economically with the former.
 - ◆ Split of funds (if considered necessary) to target bridges
 - ◆ Maximum funding limits for individual projects
 - ◆ Maximum funding limits for individual councils in any one year
 - ◆ Split of funds (if considered necessary) between heavily urban areas Newcastle, Wollongong) and country within the consultative group area.
- 5.2 The amount available for enhancement works is limited to 30% of the annual REPAIR allocation to the RTA Region.

6. Project Selection Criteria

- 6.1 In identifying projects for funding under this program, RCCs are to give emphasis to maintaining existing road pavement and bridge assets by limiting the amounts allocated to enhancement works. Councils proposing initial seals are to demonstrate in their applications how this will impact on the council's overall long term maintenance strategy.
- RCC are to encourage larger size projects, particularly rehabilitation projects to obtain economies of scale.
- Submissions of joint applications by councils are to be encouraged.
- Expenditure is to be focussed on travel lanes rather than associated works on parking lanes, kerbs and gutters.
- Allocation to road safety and traffic management works are to be minimised given that other RTA programs provide for these.
- 6.2 Projects are to be selected on a merit basis from a Regional perspective.
- The Consultative Committee should agree on selection criteria based on the following:
- ◆ Contribution to minimising long term maintenance costs
 - ◆ Economic performance
 - ◆ Significance of the road on which the work is located to more than one council area.
 - ◆ Functional importance of the route on which the work is located in terms of contribution to:
 - Economic development
 - Integrity of communities

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- Regional tourism
 - Road network efficiency
 - Road safety
 - ◆ Usage of the road
 - ◆ Pavement / bridge condition
 - ◆ Geometric /seal / bridge deficiency
 - ◆ Council's ability to deliver project ability
- 6.3 Projects may extend over more than one year with annual allocation.

7. Project proposal

- 7.1 The Consultative Committee should agree on standard data requirements and a standard application form (The project proposal format used by Western Region is attached as a guide- Appendix A)
- 7.2 Councils are to submit proposals to their RTA Regional Manager using the standard application form addressing the criteria - all data to be included.
- 7.3 Preliminary costs to be provided on application - final estimates to be provided when selected (within 10% of preliminary costs).

8. Project Assessment

- 8.1 The Consultative Committee should agree on an assessment process and scoring methodology.
- 8.2 A technical committee of council and RTA representatives are to assess and select projects and recommend these to the Regional Manager. Cost estimates are to be scrutinised to ensure accuracy.

9. Over and Under expenditure

- 9.1 RTA funding for each selected project is to be fixed at 50% of the agreed estimate (or 50% of the final cost, whichever is the lesser).
- 9.2 Where a project is completed for more than the approved amount, council is responsible for funding the shortfall. Council may use funds from other sources but not other REPAIR Program grant funds.
- 9.3 If the final cost of the project is less than the approved allocation, the RTA's share of the funds will be available for reallocation through the consultative committee.
- 9.4 If it becomes likely that Council will not complete the funded project by 30 June in the financial year that funds are made available, then Council must notify the RCC as soon as possible and not later by 30 April. The RCC is to reallocate the funds to either:
- accelerate payment to other works in progress or completed, or
 - bring forward other programmed works by other councils.
- 9.5 If a council fails to spend its approved allocation by 30 June and has not given prior notice of this likelihood to the RCC , then council will forgo the outstanding funds for that project.

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10. Program Structure

- 10.1 RCCs may develop a multi year program up to a maximum of four years commencing with the 1999/00 financial year.
- 10.2 Multi year programs are to be reviewed and confirmed each year.

11. RTA Administration Requirements

- 11.1 RTA and Council are to enter an agreement whereby RTA agrees to fund the project to 50% (or variation approved by the LGLC) approved of the agreed estimate and council agrees to undertake the project, in accordance with the RTA manual *"Arrangements with Councils for Road Management"*.
- 11.2 RTA is to undertake a final inspection of the work to assure that the program objectives have been met. The RTA may undertake random audit at any time.

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AADT		Heavy Vehicles	
0 - 5,000 veh/day	0 Points	1 - 199 veh/day	1 Point
5,000 - 9,999 veh/day	1 Point	200 - 499 veh/day	2 Points
10,000 - 14,999 veh/day	2 Points	500 - 999 veh/day	3 Points
15,000 - 19,999 veh/day	3 Points	> 1,000 veh/day	4 Points
20,000 - 24,999 veh/day	4 Points		
25,000 veh/day	5 Points		

Pavement Condition:

Roughness		Rutting		Cracking	
< 110	0 Points	S0 - M0	0 Points	S0 - S3	0 Points
110 - 150	2 Points	M1 - M3	2 Points	M0 - M2	1 Point
> 150	4 Points	X0 - X3	4 Points	M3 - X3	2 Points

Rectification of Road Design:

Yes **1 Point**
 No **0 Points**

Support Public Transport:

Yes **1 Point**
 No **0 Points**

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Rating for Rigid Pavement

Pavement Condition:

Stepping		Cracking		Spalling	
S0 - S3	0 Points	S0 - S3	0 Points	S0 - M0	0 Points
M0 - M2	2 Points	M0 - M2	1.5 Points	M1 - X1	1 Point
M3 - X3	4 Points	M3 - X3	3 Points	X2 - X3	2 Points

Enhancement

AADT		Heavy Vehicles	
0 - 5,000 veh/day	0 Points	1 - 199 veh/day	1 Point
5,000 - 9,999 veh/day	1 Point	200 - 499 veh/day	2 Points
10,000 - 14,999 veh/day	2 Points	500 - 999 veh/day	3 Points
15,000 - 19,999 veh/day	3 Points	> 1,000 veh/day	4 Points
20,000 - 24,999 veh/day	4 Points		
25,000 veh/day	5 Points		

BCR	
< 2	1 Point
2 - 4.9	2 Points
5.0 - 6.9	3 Points
7.0 - 9.9	4 Points
> 10.0	5 Points

Urban Growth **1 Point**
 Support Public Transport **1 Point**

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**ATTACHMENT C
PROGRAM POSITION CRITERIA**

Program Position: Accident Blackspot Treatments (26301)

Description:

To reduce the occurrence and severity of crashes at known crash locations by installing cost effective treatments. Its objective is to ensure a road safety return for invested funding.

Safety Benefit Cost Ratio (BCR) is achieved where:-

- the benefits are equal to the \$ value of the crash reduction achieved over the life of the treatment; and
- the cost is equal to the costs for installing the treatment, and the ongoing maintenance cost throughout its life.

Scope

This Program Position funds the implementation of crash-reduction countermeasure treatments at identified blackspot locations. Treatments are selected based on their quantifiable predicted benefits to the community, which are determined by the extent of crash reduction achievable.

Typical blackspot treatments funded under this Program include but are not limited to:

- a) **Intersection and mid-block remedial treatments**
- b) **Short lengths of road up to 500m**
- c) **Signals modification and other improvements**
- d) **Major curve reconstruction**
- e) **Guardrail installation or other clear zone works**
- f) **Shoulder treatments at specific locations**

Note: A minimum BCR value equal to or greater than 3.0 is required for all projects.

Requirements for the Blackspot project:

- Blackspot sites should be investigated in accordance with the RTA's Accident Reduction Guide: Part I – Accident Investigation and Prevention.
- Councils should only submit projects that meet the relevant criteria.
- Once a project has received a budget allocation, any subsequent proposal for allocation changes (project variation) will require a revised BCR.

Specific Conditions for implementation:

- Timeframe for project planning and delivery:

Blackspot treatments must be constructed within a 1-year timeframe to ensure higher road safety economic benefits.

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ATTACHMENT C

PROGRAM POSITION CRITERIA

Program Position: Mass Action Treatments (26303)

Description:

Proposed to address a specific hazard at all locations along a predefined route regardless of whether crashes have occurred at these locations or not.

Road Safety Outcomes:

- Better uniformity of treatments across the area or section being treated.
- Reduced likelihood of accident migration at treated locations.
- A more homogeneous road with fewer unexpected surprises for motorists.

Scope

Typical projects / activities include:

- Bridge pier protection
- Widening of shoulders, especially on the left hand side of right hand curves
- Flattening and clearing of batters
- Replacement of superseded safety barriers (eg chain wire) and other safety barrier works
- Relocation of hazardous poles
- Delineation improvements (including profile lines)

All projects should be justified by having a quantifiable road safety benefit through an aggregated benefit cost ratio (BCR) greater than or equal to 2.0. BCR is calculated using the latest BCR template provided with 7% discount rate applied. The total treatment cost regardless of how much is funded by Council or other external sources is to be used in the calculation. Demonstrated crash reduction throughout a mass action length or area can be determined by identifying the crash locations and the extent to which the treatment will reduce the crashes.

An alternative means of quantifying crash reduction is through stereotypical crash rates (ie. the difference in the average crash rates for roads with and without shoulders can be used to demonstrate the likely crash reduction of a shoulder sealing mass action project).

Projects involving a blanket application of a treatment without any economic justification for crash reduction should not be submitted as mass action proposals.

Mass action treatments must be constructed within a one year timeframe.

Only one Mass Action Treatment option will be considered along each route/area. Councils should prioritise a list of their projects.

All relevant information relating to the analysis of the project should be submitted. Spreadsheets for each nominated countermeasure(s) option should also be submitted.

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A proposal for Mass Action funding should:

- Describe the proposed work being undertaken to address road safety issues at the site.
- Identify other work being undertaken or planned, funded from other areas, associated with the works.
- Ensure that the project nominated is economically viable and feasible and offers the most cost-effective solution helping to reduce the social cost associated with road crashes.
- The proposal should also cover costs of all components listed above.

Once a project has received a budget allocation, any subsequent proposal for allocation changes (project variation) will require a revised BCR.

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**ATTACHMENT C
PROGRAM POSITION CRITERIA**

Program Position: Cycleways (27304)

Description:

Design and construction of on-and off-road cycleways in line with BikePlan 2010 and Council Bike Plans

PROGRAM POSITION CRITERIA:

This program position is to be used specifically for the design and construction of new cycleways that increase the level of network availability in NSW. It is a requirement that all project submissions must document the extent of network connectivity. For this reason it is encouraged that a rolling program be adopted and that submissions are supported in the context of the intentions for the network.

Eligible cycleways categories for the program position are:

- a) **Off-road cycleways**
- b) **On-road cycleways**

The full spectrum of facilities is detailed in AUSTRROADS Part 14 Bicycles.

All cycleway projects must be part of an identified transport network, therefore closed recreational circuits will not be considered. All cycleway projects must meet the recommendations of AUSTRROADS Part 14 – Bicycles and the NSW Bicycle Guidelines.

All submissions must include detailed project descriptions that relate to the projected outputs e.g. "Design and construction of a XXkm long, 3.0 metre wide concrete shared use path along the western side of Jones Street between Smith Avenue and Anderson Place, Spindletown" or "Designs and installation of XXkm long, 2.0 metre wide asphalt sealed shoulders along both sides of Collins Road between George Boulevard and Barry Close, Chainville".

Funding arrangements fall into two broad categories:

- **State bicycle routes** identified in each RTA Region's component of BikePlan 2010. These routes connect major generators of bicycle traffic within each region (eg universities, commercial centres, railway stations, etc).

Projects listed within BikePlan 2010 will generally be 100% funded by the RTA. It is expected that most 100% funded projects (when completed) will be under the care and control of the Council(s) through which it traverses. Exceptions are made through prior arrangement and approval of the Bicycle Network Manager, Network Management. RTA's (?)asset cycleway maintenance and upgrades are undertaken in the 27305 program position.
- **Local bicycle routes** identified in each Council's Bike Plan. These routes connect local generators of bicycle traffic within each City, town, suburb and/or village (eg schools, swimming pools, shops, railway stations etc).
- **Generally all cycleway projects** identified in Council Bike Plans will be funded on a shared (dollar for dollar) basis with Councils. Cycleways funded under these arrangements are Council's assets. Upon completion, Council must maintain these assets to an appropriate standard outlined in AUSTRROADS Guide to Traffic Engineering Practice Par 14 (Bicycles) as well as the NSW Bicycle Guidelines. Only a small number of projects may represent exceptions, such as where;

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- Part of the project involves a facility on-road between the kerbs on a State Road.
- The project involves the construction or modification of traffic signal and
- The project involves a facility that is attached to and an integral part of an RTA managed bridge structures. In the case of these exceptions the RTA would normally accept maintenance responsibility.

Outcomes:

Improvements in satisfaction of cyclists with accessibility
Improvements in satisfaction of cyclists with facilities
Rate of utilisation of facilities, after installation

Output Measures:

Length of On-road Cycleways installed
Length of Off-road Cycleways installed

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**ATTACHMENT C
PROGRAM POSITION CRITERIA**

Program Position Bicycle Facilities (27305)

Description:

Improvements to the operation of existing cycleways

PROGRAM POSITION CRITERIA:

Eligible categories for inclusion in this program position are:

- a) Localised improvements to operation of existing cycleways
- b) Cycleway maintenance on non-road related corridors
- c) Replacement of unsafe drainage grates with bicycle safe grates
- d) Improved bicycle detection at traffic signals

It will generally be appropriate for projects to be funded on a shared basis with Councils.

The terms of such arrangements may need to vary subject to Council funds also being available and guidelines will be developed in due course. Bids are to be submitted as the anticipated RTA funding component.

All bicycle facility projects must meet the recommendations of AUSTRROADS Part 14 – Bicycles and the NSW Bicycle Guidelines.

Proposals are to include summary details of projected outputs. Contributions to outcome measures are also to be listed.

Outcomes:

Improvements in satisfaction of cyclists with facilities

Outputs:

Number of facilities improved

Number of facilities installed

Typical Projects:

Maintenance and minor upgrades of existing cycleways

Retrofits at existing Traffic Control Signal sites

Installation of kerb ramps

Replacement of unsafe drainage grates

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**ATTACHMENT C
PROGRAM POSITION CRITERIA**

Program Position **Bicycle User Support (27306)**

Description:

Support the use of cycling through research training and promotion

PROGRAM POSITION CRITERIA:

Eligible categories for proposals for this Program position are:

- a) **Bicycle use promotions**
- b) **Bike Plan preparation**
- c) **Development and production of cycleway maps**
- d) **Research into bicycle travel and bicycle facilities**
- e) **Bicycle training courses and re-sourcing of State and National bicycle committees.**

Proposals are to include summary details of projected outputs. Contributions to outcome measures are also to be listed.

Outcomes:

Increase the number of cyclists
Improve skills and knowledge on bicycle facilities design and implementation
Improvements in satisfaction of cyclists with RTA support for bicycles

Output Measures:

Number of maps prepared/reviewed and distributed
Number and coverage, by type, of bicycle promotions conducted
Number of bike week events
Number of Bike Plans prepared

Typical Projects:

Bike Week, regional bicycle promotions
Regional and Local Government Bike Plan preparation
Surveys of bicycle use on certain routes (eg post-construction review)
Development and production of cycleways maps
Preparation of cycling related guidelines

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**ATTACHMENT C
PROGRAM POSITION CRITERIA**

Program Position: Local Government Pedestrian Facilities (27401)

Description:

Provide facilities on Local and Regional Roads to improve pedestrian safety, mobility and access, particularly in areas of high pedestrian concentration

PROGRAM POSITION CRITERIA

A prerequisite for works in this program position is the development of a Council-specific Pedestrian Access and Mobility Plan (PAMP)

Priority will be given to preparation of PAMPs and undertaking projects identified in PAMPs that focus on areas of demonstrated pedestrian concentration and/or public transport corridors and interchanges. Works on **Local and Regional Roads** that are eligible are:

- a) **Preparation of Pedestrian Access and Mobility Plans (PAMPs)**
- b) **Upgrading of existing pedestrian infrastructure**

Typical projects include:

- Kerb ramps with tactile indicators built in accordance with ASI 428 - 1 & 4 and RTA guidelines
- Cris-cross "scramble" crossings (exclusive pedestrian phase)
- Pedestrian priority systems

- c) **New pedestrian crossing treatments and facilities**

Typical projects include:

- New signals for pedestrian access, convenience and safety
- Work to support pedestrian malls and shared zones
- Kerb extensions / blisters
- Raised pedestrian crossings
- Other pedestrian road crossing facilities

Funding:

PAMP development: 50/50% between RTA and Councils.

Implementation of all facilities: generally 50/50% RTA/Councils for Regional and Local Roads

Potential works are to be prioritised through the Pedestrian Project Ranking Process (See below). Non-ranked projects will not be eligible for funding.

Proposals are to include summary details of projected outputs. Contributions to outcome measures are also to be listed.

Outcomes:

Improved community satisfaction with pedestrian facilities
Improved and expanded opportunities to cross roads conveniently and safely
Improved personal mobility for all pedestrian

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Output categories for the Pedestrian Sub-Program (Program positions 27401) are listed below:

Work Description	Unit of measure
Pedestrian Access & Mobility Plan (PAMP) developed	Number
Pedestrian Access & Mobility Plan (PAMP) reviewed	Number
Pedestrian traffic signals (mid-block)	Number of sites
Pelican crossing - mid-block, new	Number of sites
Pelican crossing - intersection, conversion	Number of sites
Pelican crossing - mid-block, conversion	Number of sites
Puffins (ITS)	Number of sites
Safety zones	Number
Traffic islands	Number
Kerb extensions / blisters and carriageway narrowing	Number of schemes
Loading islands	Number
Medians for pedestrians	Number/Length (m)
Pedestrian fencing	Number/Length (m)
Pedestrian refuge	Number of crossings
Thresholds	Number
Campaign implementation	Number of campaigns
Lighting for pedestrian facilities	Number of lights
Pedestrian crossings (zebra)	Number of sites
Pavement markings	(sq m)
Pedestrian mall	Number of schemes
Pedestrian overpass	Number
Pedestrian planning study	Number of studies
Pedestrian refuge in splitter island of roundabout	Number of crossings
Pedestrian warning / regulation / direction sign	Number
Pedestrian crossings at signalised intersection	Number of crossings
Shared zone	Number of schemes
Subway	Number
Audio tactile push buttons	Number
Magpie crossing	Number of sites
Pram / Kerb ramp	Number
Tactile ground indicators	Number
Wheel chair detection	Number
Wombat (raised marked foot crossing)	Number of sites

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**PROJECT RANKING for PEDESTRIAN PROJECTS
PROGRAM POSITION 2740I**

Policy

- The Project Ranking Process (PRP) must be used for all projects/jobs submitted to the Bicycles and Pedestrian Branch for inclusion in **Program Position 2740I**
- The data used to determine a project's/job's rank must be provided to the Bicycle and Pedestrian Branch to enable it to qualify for inclusion in the program
- The PRP does not need to be applied to projects /jobs less than \$15,000 in value
- All projects/jobs with an anticipated value of \$120,000 or more must be analysed using a full Benefit Cost Analysis to qualify for inclusion in **Program Position 2740I**.

Pro-forma

Please complete all information requested in the following pro-forma and send the information together with your Application for Funding for **Program Position 2740I**. An explanation of the information required is attached in the section titled **Part I - Ranking Index**

INFORMATION REQUIRED	DETAILS	NET WEIGHTING FACTOR (see attached tables)
Length of Crossing		
85 th percentile speed of traffic (km/h)		
Pedestrians per hour		
Vehicles per hour in both directions		
Adjacent land use		LUF
Road gradient		GF
Maximum sight distance		VF
Five year crash data		AF
Whether the project/job is identified in a Pedestrian Access and Mobility Plan (PAMP or similar study.		SF
Net Weighting Factor NWF = (LUF x GF x VF x AF x SF)		
Ranking Index (see attached tables)		
Ranking Index = $(LS^2 PV \times NWF) / 10^9$		

HOW TO USE THE PROJECT RANKING PROCESS

The following sections outline the PRP. Additionally, a spreadsheet accompanies this manual to streamline the calculation. The above data should be entered into the appropriately titled columns of the spreadsheet. The spreadsheet will automatically determine the project's/job's ranking number.

PART I – RANKING INDEX

$$\text{Ranking Index} = \frac{LS^2 PV}{10^9} \times \text{NWF}$$

Where:

L = length of crossing (m) |

S = 85th percentile speed of traffic (km/h)

P = pedestrians per hour²

V = vehicles (pcu per hour)³

NWF = Net Weighting Factor⁴

Notes:

1. The full width of roadway to be crossed at the proposed location of the pedestrian facility.
2. The number of pedestrians in 1 hour who cross the road within 50 m of the location of the proposed pedestrian facility.
3. Undertake a (two-way traffic) 1 hour vehicle count. Classify vehicles as light and heavy, see below. Convert to pcu, as follows:
 - 1 pcu = light vehicles (cars, motor cycles, bicycles etc.)
 - 2 pcu = heavy vehicles (> 4 tonnes).
4. To calculate **NWF** see *Part 2 – Net Weighting Factor*.

Counts, pedestrian and vehicle, should be undertaken during peak pedestrian times.

PART 2 – NET WEIGHTING FACTOR

$$\text{NWF} = (\text{LUF} \times \text{GF} \times \text{VF} \times \text{AF} \times \text{SF})$$

Where:

LUF = Land Use Factor. **See Table 1, Land use factor**

GF = Gradient Factor. **See Table 2, Gradient factor**

VF = Visibility Factor **See Table 3, Visibility factor**

AF = Accident (crash) Factor **See Table 4, Accident Factor**

SF = Study factor **See Table 5, Study factor**

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Calculate NWF as follows::

- LUF: Table 1, look up the land use type
- GF: Table 2; look up the gradient. Note: GF = 1 for an uphill grade. Where a carriageway has opposite gradients in each direction, possibly a divided carriageway, take the worse case (highest) GF.
- VF: Table 3; look up the 85th percentile approach speed and stopping sight distance. If you don't know the stopping sight distance for a particular site, refer to Austroads (1995) *Guide to Traffic Engineering Practice, Part 13 – Pedestrians*: 3.3.4 Sight Distance (pp. 30 – 32).
- AF: Table 4, look up accident factor
- SF: Table 5; look up study factor.

Adjacent land use	LUF
Industrial	4
Commercial & Retail	4
Residential (rural)	3
Residential (urban)	2

Table 1 – Land use factor (LUF)

Gradient (%)	GF
Downhill grade > 10% (1 in 10)	2
Downhill grade < 10% (1 in 10)	1
Uphill grade or flat	1

Table 2 – Gradient factor (GF)

Note 1: A combination (two way road; uphill in one direction and downhill in the other) uses the worst case GF for the site, which is the highest GF

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85 th percentile speed (km/h)	Stopping sight distance (m)	VF
40 – 50	<50	3
	50 – 100	2
	>100	1
60 - 80	<60	3
	60 – 100	2
	>100	1

Table 3-Visibility factor (VF)

Pedestrian and rear end accidents ¹	AF
At least one fatal	5
At least one admitted injury	4
At least one treated injury	3
At least one non-treated injury	2
At least one tow-away or no accidents	1

Table 4- Accident factor (AF)

Note 1 In the last 5 years within 50m of the proposed location of the pedestrian facility

Study or transport plan ¹	SF
From a PAMP or similar study	5
Stand alone project/job	1

Table 5 – Study factor (SF)

Note 1 The proposed facility is identified in a PAMP or similar transport study/land use study

PART 3 – PROJECT RANKING

Project/Job Ranking = Ranking Index/Project Cost¹

I.I.I. Note: Project/Job Cost is in \$K (\$, 000).

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**ATTACHMENT C
PROGRAM POSITION CRITERIA**

Program Position: Traffic Calming (27404)

Description:

In conjunction with Councils, implement schemes to manage through traffic appropriately

PROGRAM POSITION CRITERIA:

Appropriate before and after studies are a prerequisite for inclusion of traffic calming projects in the program position.

Eligible works will be:

a) Local area traffic calming schemes

Projects must meet one of the following criteria:

- network of Local Roads where it can be demonstrated that there is through traffic infiltration from the State Road network
- round public transport interchanges and nodes

b) Main Street environmental adaptation

c) Traffic calming studies

- Only for works which satisfy one of the above criteria

Funding:

Implementation of all studies and facilities:

State Roads -	100% RTA;
Regional and Local Roads	50/50% RTA/Councils

Proposals are to include summary details of projected outputs. Contributions to outcome measures are also to be listed.

Outcomes:

Improvements in community satisfaction with the level of local environmental amenity

Output Measures:

Output categories for the Urban Amenity program position listed below:

Work Description	Unit of measure
Area Traffic Calming scheme	Number of schemes
Main Street treatment	Number of schemes
Roundabout – Small/Large (one/multi approach)	Number by size
Route Traffic Calming treatment	Number of schemes
Traffic Calming study	Number of studies
Traffic Signals – new	Number of sites

**ATTACHMENT D
 CLAIM FOR PAYMENT UNDER R.C.T.I
 INDIVIDUAL CLAIMS REQUIRED FOR EACH PROJECT**

PROGRESSIVE FINAL *(please tick one box)*

COUNCIL:

EXPENDITURE INCURRED UP TO:

COUNCIL REFER

(Date)

PROJECT DESCRIPTION

RTA PROJECT / JOB No

TOTAL PROJECT EXPENDITURE

\$

APPROVED ALLOCATION	TOTAL EXPENDITURE TO DATE (A) By Council. (B) RTA Share		PAYMENTS TO DATE (C) Received (D) Outstanding	
CURRENT ..\$ YEAR	\$ <input style="width: 100px;" type="text"/>	(A) <input style="width: 50px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	(C) <input style="width: 50px;" type="text"/>
PROJECT....\$ TOTAL	\$ <input style="width: 100px;" type="text"/>	(B) <input style="width: 50px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	(D) <input style="width: 50px;" type="text"/>

TOTAL AMOUNT CLAIMED: \$.....

(Note: Claim amount cannot exceed fund availability)

Note: Amount Claimed NOT to Include GST

PROJECTED EXPENDITURE (RTA SHARE) CUMULATIVE FOR THE FOLLOWING QUARTERS (\$000)

JULY TO SEPTEMBER	OCTOBER TO DECEMBER	JANUARY TO MARCH	APRIL TO JUNE
\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>

DATE WORK COMMENCED DD-MM-YY	<input style="width: 100%; height: 20px;" type="text"/>	DATE WORK COMPLETED DD-MM-YY	<input style="width: 100%; height: 20px;" type="text"/>
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Estimated percentage of total project physically completed at date of claim

%

CERTIFICATION by Authorised Council Delegate

- a) The expenditure shown in this certificate has been actually and bonafide incurred and relates only to work described at the top of this certificate
- b) The work shown has been executed in accordance with appropriate prevailing standards and conforms to sound engineering practice and legislation. On classified roads, the prevailing standards adopted have been current technical specifications used by the RTA where available

SIGNED: _____ DATE _____

POSITION: _____

DETAILS OF FINAL COSTS ARE REQUIRED FOR ALL WORKS WHERE THE DETAILED ESTIMATE WAS APPROVED BY THE AUTHORITY

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**ATTACHMENT E
COUNCIL ACCEPTANCE OF RTA FUNDING
Program Year << >>**

Council Name: -----

Date of Acceptance: *(must be before 1 August)* -----

Council hereby accepts RTA funding for the following list of projects, funded under one or more of the following funding programs,

- o The Road Safety Program (RS)
- o The Cyclist Program (CP)
- o The Pedestrian and Urban Amenity Program (PUMP)
- o The Regional Roads Program - BLOCK GRANT and Repair Programs (RRP)

Project No:	Project Name	Description

Council confirms that they accept RTA funding on the terms and conditions outlined in the RTA Client Services, *Traffic Management Section; MEMORANDUM OF UNDERSTANDING for Council Projects Funded by the RTA, August 2008, namely*

- o Council has its share of the cost of the project, normally funded on a 50/50 basis with the RTA unless stated otherwise
- o Council has completed the planning design and community consultation for the project
- o Council will proceed to construct the project in accordance with the start and end dates stated in the Project Submission.
- o Council will proceed to construct the project in accordance with the most recent Project Plan submitted with the Project Submission.
- o Council will submit a Monthly Report that is accurate up to the previous month.

Signature (*Council Officer*)

Name (*Council Officer*)