

# Road Safety Advisory Council (RSAC)

## Education and Enforcement Sub-Committee

### Terms of Reference

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#### Objectives

The objectives of the RSAC Education and Enforcement Sub-Committee are to:

- develop the annual strategic directions and work program for public education and enforcement programs for approval by the RSAC and Minister;
- oversee and monitor the delivery / implementation of public and school road safety education, community road safety and enforcement activities in accordance with the approved strategic work program; and
- ensure a coordinated and integrated approach is adopted to maximise the effectiveness of the education and enforcement activity for general public awareness and local community development and engagement.

#### Accountability

The Sub-Committee's role and responsibilities are in these Terms of Reference. The Sub-Committee reports and makes recommendations on public education and enforcement programs to the RSAC.

#### Role

The Sub-Committee will:

- i. provide leadership and advice on road safety education, community road safety and enforcement programs and ensure programs align with the strategic directions of the current *Tasmanian Road Safety Strategy*;
- ii. ensure that the public education, enforcement and community engagement programs are integrated to maximise the profile of road safety in Tasmania and achieve the greatest impact on road user behaviour;
- iii. report and make recommendations to the RSAC and identify emerging issues from key community stakeholders and partners, to contribute to the further development of key road safety directions and strategies.

#### Functions

The main function of the Sub-Committee will oversee the preparation of an annual work program for enforcement strategies, public education, and to provide critical assessment of these areas. It is essential that the Sub-Committee delivers an integrated approach and ensures that the various programs work harmoniously and cooperatively.

To meet its objectives, the Sub-Committee will:

- i. identify and promote public education, enforcement and community engagement programs to deliver:
  - a. safer roads;
  - b. safer travel speeds;
  - c. safer vehicles; and
  - d. safer drivers.

- ii. Recommend to the RSAC actions to implement those measures through the development of an annual work program;
- iii. oversee the implementation of those measures by relevant organisations and people;
- iv. evaluate and monitor the effectiveness of those measures;
- v. approve work program initiatives;
- vi. approve the purchase of services; and
- vii. report to the RSAC on its operations and achievements.

The Sub-Committee can delegate approval of initiatives to the Program Managers as required.

## **Guiding Principles**

In performing its functions the Sub-Committee will be guided by:

- i. the key strategic direction areas of the current *Tasmanian Road Safety Strategy* and its supporting Action Plans;
- ii. the national road safety strategy, as it is relevant to Tasmania;
- iii. the principles of a Safe System approach to road safety;
- iv. an evidence-based approach to road safety policy development;
- v. contemporary social marketing principles; and
- vi. contemporary community engagement practices.

The Sub-Committee will be guided by the RSAC's strategic directions and will be outcomes focussed. It will determine the best use of available resources to achieve the greatest changes in road user behaviours to fulfil its objectives.

Members will encounter confidential information in the course of their work and will respect the confidentiality of information provided.

## **Membership**

The Sub-Committee is required to work as a strong close-knit team to achieve the objectives. The Sub-Committee will allow proxies based on specialist knowledge and a close relationship with the relevant RSAC member. The Sub-Committee will comprise:

- i. The CEO, MAIB (Chair);
- ii. The RSAC Independent Chair;
- iii. Secretary Department of State Growth (or nominated delegate);
- iv. Secretary Department of Police and Emergency Management (or nominated delegate);
- v. RACT Representative (or nominated delegate) ; and
- vi. Marketing Expert appointed by the Sub-Committee.

## **Membership terms**

All members (except the Marketing Expert) will serve until they either cease holding the relevant position or the nomination of the organisation they represent. The Marketing Expert will be appointed for a three-year term, the first of which will start on 1 January 2016. Each subsequent appointment will be via a competitive selection process (the selection process and panel is to be determined by the Sub-Committee Chair, RSAC Chair and State Growth member).

The Road Safety Advisory Council is to be advised of any changes to these Terms of Reference or membership of the Sub-Committee.

## **Role of the Chair**

The Chair's role will be to lead discussion and ensure decisions are made to allow for the implementation and progression of the road safety activity to be delivered to meet government, stakeholder, and community expectations, as well as to maximise the potential road safety profile. The Chair will Report on Sub-Committee programs to the RSAC.

## **Meeting Requirements**

- i. The Chair is to preside at Sub-Committee meetings.
- ii. In the absence of the Chair, a member elected by the members present is to preside.
- iii. The Sub-Committee will meet quarterly but will also function on an out-of-session basis via electronic means as required.
- iv. The Sub-Committee is to keep accurate minutes of its meetings, to be submitted to the next meeting for certification as a true and correct record of the proceedings.
- v. The Sub-Committee may call on, request or seek information or expertise beyond its own areas of expertise.
- vi. At any meeting of the Sub-Committee four (4) members shall constitute a quorum.
- vii. The Chair will endeavour to achieve decisions by consensus approach. If consensus cannot be reached, this will be clearly documented and, if necessary, referred to the RSAC.
- viii. A resolution on an issue may be passed without a meeting – if agreed to by four (4) members it is to be taken as having been passed by a meeting of the Sub-Committee.

## **Observers**

Observers, representing the Department of State Growth, the Department of Police and Emergency Management and any other agency or organisation deemed relevant, may be present at meetings. The Chair will determine the number and timing of attendees, as required.

The observers' role is limited to providing support to meetings, on request. This support includes advice on policy, implementation of projects, and secretariat support.

## **Reporting**

The Sub-Committee will report directly to the RSAC.

## **Administration**

The Sub-Committee will be supported by the Road Safety Branch of the Department of State Growth.

## **Review**

These Terms of Reference will be reviewed at least every three years.