

TERMS OF REFERENCE

Objective

The Road Safety Advisory Council's (RSAC) objective is to reduce serious injuries and deaths on Tasmania's roads.

Accountability

RSAC's role and responsibilities are contained in these Terms of Reference. RSAC recommends and reports on road safety matters to the Minister for Infrastructure and Transport.

Role

The Road Safety Advisory Council will:

- i. provide leadership in developing the Government's road safety policy agenda and strategic alignment through recommendations on strategies and action plans and evaluation of strategy implementation. As part of this RSAC will monitor, provide advice and recommendations on initiatives under the *Towards Zero - Tasmanian Road Safety Strategy 2017 – 2026*, and supporting Action Plans
- ii. raise the profile of road safety in Tasmania and influence road user behaviour through developing, implementing and monitoring integrated public education, enforcement and community engagement programs, and
- iii. make recommendations to the Minister and oversight expenditure of the road safety levy and other funds made available to the Minister expressly for the purpose of improving road safety.

In doing this, RSAC will oversee the development and implementation of policy, public education and strategies to reduce serious injuries and deaths on Tasmania's roads.

Functions

The main function of the Road Safety Advisory Council is to provide strategic direction, oversight and critical assessment of proposed road safety initiatives and campaigns. RSAC will *recommend* and *report* to the Minister but will not deliver road safety initiatives directly – this will be done through existing government departments. However, government members are appointed, in part, for their ability to facilitate and expedite implementation of road safety initiatives.

To meet its objective, RSAC will perform the following functions:

- i. identify policy, engineering, public education, enforcement and community engagement measures to deliver –

- a. safer roads and roadsides
 - b. safer speeds
 - c. safer vehicles, and
 - d. safer road users.
- ii. recommend to the Minister and relevant bodies the action that should be taken to implement those measures
 - iii. oversee the implementation of those measures by relevant bodies and persons
 - iv. evaluate and monitor the effectiveness of those measures
 - v. develop road safety strategies as required
 - vi. monitor the safety of roads and road users in the State through key safety performance indicators
 - vii. recommend to the Minister how the road safety levy, and other funds made available expressly for the purpose of improving road safety, should be spent to implement those measures and to support RSAC to perform its functions
 - viii. report to the Minister on its operations and achievements, and
 - ix. report publicly on the expenditure of the road safety levy and any other funds it may oversee.

The Minister may also request the Road Safety Advisory Council to undertake specific tasks on an ad hoc basis, consistent with the intent of these Terms of Reference.

Guiding Principles

In performing its functions, RSAC will be guided by:

- i. the key strategic direction areas of the *Towards Zero - Tasmanian Road Safety Strategy 2017-2026* 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.

RSAC will be strategic and outcomes focussed and will not be responsible for delivery of the outputs or operational policy. It will work with limited resources and will need to determine the best use of resources to achieve the greatest reductions in serious casualties to meet its objective.

RSAC will operate under a banner of shared responsibility, acknowledging that government, policy developers, road designers, regulators, road users and community groups have road safety roles and responsibilities.

In the course of performing their duties, members will encounter confidential information. RSAC members will respect the confidentiality of information provided in the course of all meetings.

Membership

Members are required to work as a strong close-knit team to achieve the objective.

Members must be executive personnel who have the authority and responsibility for road safety in their organisations and can get things done. Members should be able to make decisions on priorities and resources on behalf of their organisations and be responsible for their organisations' road safety programs.

The Chair's role will be to lead public discussion of road safety issues, work with government, stakeholders, the community and the media to mobilise the road safety effort and raise the profile of road safety.

Members to be appointed by the Minister for Infrastructure and Transport comprise:

- i. A part-time Independent Chair who meets the following criteria:
 - a. independent from any organisation represented on the RSAC
 - b. broad leadership experience in the community with a strong commitment to improving road safety and reducing road trauma
 - c. a good communicator with experience or ability to be the public face of road safety and engage with the media as such
 - d. an ability and desire to focus RSAC on achieving its objective through inspirational leadership, well developed chairing skills or significant board or governance experience and a structured and rigorous approach to RSAC's functions, and
 - e. a commitment and capacity to lead an evidence-based approach to road safety based on the principles in these Terms of Reference.
- ii. The chief executive officer, departmental secretary (or equivalent) from each of the following:
 - a. Department of State Growth;
 - b. Department of Police, Fire and Emergency Management;
 - c. Motor Accidents Insurance Board; and
 - d. Local Government Association of Tasmania.
- iii. A person or people (maximum 4) to represent a range of road users including light and heavy vehicle drivers, motorcyclists, cyclists, pedestrians and young people whose organisation(s) can demonstrate its major role in and contribution to road safety, and

- iv. A person with high-level expertise in road safety research, infrastructure, countermeasures, strategies, and contemporary road safety principles.

The Minister may appoint a person as a deputy for a member, other than the Chair.

All members, including the Independent Chair, may be appointed for a term of up to three years, and may be eligible for re-appointment.

The Chair may receive an honorarium of up to \$41 212 (plus out-of-pocket expenses) per annum.

Role of the Chair

The Chair will have the following roles and responsibilities:

- i. Lead RSAC meetings
- ii. Focus the RSAC on achieving its objective
- iii. Report to the Minister on the activities of the RSAC
- iv. Be the first point of contact and the 'public voice' of the RSAC
- v. Undertake public duties on behalf of the RSAC
- vi. Undertake consultation or briefings as required on behalf of the RSAC, and
- vii. Undertake quarterly meetings with the respective Shadow spokespersons on road safety.

Meeting Requirements

RSAC meetings will be undertaken as follows:

- i. The Chair is to preside at RSAC meetings.
- ii. In the absence of the Chair, a person elected by RSAC members present is to preside.
- iii. RSAC shall meet quarterly.
- iv. RSAC shall approve the annual work program at its last quarter meeting each year.
- v. RSAC shall hold strategic planning meetings where it will consider the development of Road Safety Strategies and Action Plans.
- vi. RSAC 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.
- vii. RSAC may call on, request or seek information or expertise beyond its own areas of expertise.
- viii. At any meeting of RSAC five (5) members shall constitute a quorum.
- ix. The Chair will at all times endeavour to achieve decisions by consensus approach. If consensus cannot be reached, this will be clearly documented and, if necessary, referred to the Minister.

- x. A resolution on an issue may be passed without a meeting - if agreed to by five (5) members it is to be taken as having been passed by a meeting of RSAC.

Sub-Committees

The RSAC may establish sub-committees to progress work programs and issues in relation to specific areas of expertise. These sub-committees must comprise existing RSAC members and, with the approval of RSAC, others with specific areas of expertise when required.

Observers

A small number of observers, representing the Departments of State Growth and Police, Fire and Emergency Management, may be present at meetings of RSAC and its sub committees.

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

Reporting

The RSAC will report directly to the Minister for Infrastructure and Transport.

By the end of June each year, or as otherwise agreed with the Minister, RSAC will submit a full report on its activities for the current financial year, including expenditure of the road safety levy and any other funds the body oversees.

By the end of each calendar year, or as otherwise agreed with the Minister, RSAC will approve an annual work program for the next calendar year.

Approval to materially vary an approved work program may be sought from the Minister to accommodate unexpected shifts in priorities.

Administration

The RSAC will be supported by the Road Safety Branch of the Department of State Growth.

Review

These Terms of Reference will be reviewed as necessary and upon the request of RSAC or the Minister for Infrastructure and Transport. Terms of Reference are approved by the Minister for Infrastructure and Transport.