

## **Governance and Operating Charter** *(Version 3, February 2017)*

### **Overview of NRSP**

The National Road Safety Partnership Program (NRSP) is a collaborative network established to support Australian organisations – both private and public - to implement a positive road safety culture. The program aims to improve the safety of all workers and, in so doing, help reduce the nation's road trauma. Improving road safety is simply good business.

The National Road Safety Strategy (NRSS) makes the case that everyone needs to share responsibility, that safety is not just the domain of government. The NRSP was established to bring together businesses, researchers and government in an industry-led collaborative network. It aims to encourage organisations to share their knowledge and experiences. The program is about reducing death and injuries without regulation or red tape.

The program provides free networking, support, practical tools and education to assist organisations in making road safety part of their organisational culture, drawing on local and international good practice.

The NRSP helps businesses of all sizes, across all sectors, to develop and implement road safety initiatives specific to their workplace and beyond. Importantly, it brings together and promotes conversations between businesses, government and researchers to help Australian organisations develop a strong safety culture – something that is critical to running a successful business.

### **Charter Overview**

This Charter has been prepared to outline the governance framework and operating principles for the NRSP. It is a living document and will be updated from time-to-time to meet the needs of the partnership as directed by the Steering Committee (SC).

### **Fundamental Principles and Structure**

1. The NRSP is a cooperative partnership program, without legal underpinning, comprising, and facilitated (cash and in-kind) by, a range of government, industry and research partners. The program is administered by a Secretariat that is nominated by the SC and currently housed at the Australian Road Research Board (ARRB).
2. The NRSP is jointly overseen by the SC, comprising industry and funding partners, and by the Governance Board (GB). The SC has with responsibility for overall direction, strategic positioning and operational oversight for the program while the GB ensures good governance. (Specific accountabilities and composition for each are described below)
3. The SC has an independent chair appointed by the GB following consultation with the SC.
4. The GB comprises representatives of each of the Core Funders and three (nominated) SC industry partners.

5. Program Partners (PP) are all organisations that make a commitment to improve workplace road safety within their organisation, and share their road safety knowledge and its application through the NRSPP. An “Agreement of Intention” is established with all Partners to define commitments, actions and expected outcomes, including championing the NRSPP.
6. Working Groups (including any Sector Forums) exist to progress prioritised areas of risk or areas of engagement. The SC is accountable for the establishment of any Working Group or Sector Forum and provides final clearance of major outputs from all Working Groups.
7. Working Groups and the Utilities Forum are chaired by a SC-appointed representative or the NRSPP Program Manager if needed. One person may chair more than one group.
8. ARRB was chosen to host the operations of the NRSPP by the Steering Committee. A formal relationship exists between ARRB and the Core Funders on the Governance Board.
9. Commercial products from third parties will not be endorsed by the NRSPP; organisations may share such products with each other as appropriate.

## **NRSPP Charter**

### **1. Vision and Mission**

The vision of NRSPP is:

*All businesses and organisations striving to eliminate serious injury and death from work-related vehicle crashes*

The supporting mission is to ensure that:

- the benefits of minimising work-related vehicle crashes are recognised and vigorously pursued
- the leadership of all businesses and organisations recognise that work-related vehicle crashes are unacceptable and avoidable,
- minimising work-related vehicle crashes is accepted as a shared responsibility
- approaches to minimising work-related vehicle crashes are based on current best evidence
- addressing work-related vehicle crashes becomes part of core business activity.

### **2. Key objectives**

- Share and promote local and global knowledge to help businesses develop their road safety culture
- Collaborate with organisations throughout Australia
- Reward and recognise innovation and achievements in reducing road incidents
- Grow membership and influence with organisations throughout Australia
- Implement governance and sustainability of NRSPP
- Contribute to the delivery of the National Road Safety Strategy

### **3. Applications for Program Partnership – Due Diligence Process**

- 3.1. In considering whether to accept an application from a company, organisation, institution or individual as a Partner, NRSPP must screen and evaluate the application (Appendix 1) using the Due Diligence Assessment Procedure.
- 3.2. The Due Diligence Process will be conducted by the Secretariat and where there is concern will be referred to the SC for final approval.
- 3.3. NRSPP partners shall include applicants that:
  - 3.3.1. are leaders in exhibiting corporate social responsibility through policy and practice;

- 3.3.2. respond positively to and champion activities aimed at achieving the program's objectives;
  - 3.3.3. provide products and services that expand the program's influence, messaging and objectives;
  - 3.3.4. promote the innovation and implementation of new evidence-based road safety technologies;
  - 3.3.5. promote good practice road safety initiatives;
  - 3.3.6. are able to actively participate and contribute to the program;
  - 3.3.7. have a positive image, good reputation and a track record of ethical behaviour; and
  - 3.3.8. are open and willing to acknowledge past poor performance and to share learnings.
- 3.4. Included in the due diligence procedure, ARRB as the host agency, must also evaluate whether or not the applicant's products, services and business practices:
- 3.4.1. are consistent with the charter and core values of ARRB as well as NRSP; and
  - 3.4.2. are compliant with the rules and regulations of the jurisdictions where NRSP is operating;
  - 3.4.3. in no way have the potential to embarrass or in any way undermine the reputation or reduce the respect due to the brand of ARRB and its other Partners and of the NRSP name or logo; and
  - 3.4.4. are consistent with ARRB's rules, procedures and protocols in this regard.

#### 4. Becoming and maintaining partner recognition:

- 4.1. Any application for partnership is forwarded to the NRSP Secretariat where it is reviewed by the Program Manager and the Independent Chair for inclusion (and then reviewed by ARRB as host).
- 4.2. Partners must appoint a principal point of contact and ensure currency of details.
- 4.3. All Partners formalise their involvement in, and contributions to NRSP, by completing the PP template.
- 4.4. Agreed actions and commitments will be listed on the NRSP website as public commitments, actions, expected outcomes and timelines.
- 4.5. Partners must maintain and deliver against their commitments. Those who do not will be referred to the SC for review before potentially being removed as a partner from the program.
- 4.6. Partner contributions and commitments will be reviewed annually by the SC as part of finalising the forward work program.

#### 5. Principal Categories of Partners

<b>Governance Board</b>
<b>Steering Committee</b>
<b>Program Partners</b>
<b>Working Groups / Sector Forums</b>
<b>NRSP Website Users</b>

NRSP has four active categories of Partners:

## 5.1. Governance Board (GB)

- 5.1.1. GB consists of a single representative per Core Funder and three industry representatives nominated from the SC
- 5.1.2. If more than three industry representatives nominate from the SC for the GB, an election of nominated industry partners is held to choose their preferred nominated representatives.
- 5.1.3. GB meets annually at the start of each calendar year (either face-to-face or through video conference) and is responsible for:
  - reviewing and approving financial management policies and procedures
  - confirming that the work program from the SC aligns with the available budget
  - evaluating and monitoring compliance with Charter provisions

## 5.2. Steering Committee (SC)

- 5.2.1. The SC provides strategic guidance on policy, operational and related issues.
- 5.2.2. The SC works closely with the NRSP Program Secretariat, which acts as the principal program coordinator for the entire program. The SC and meets face-to-face a minimum twice a year with teleconferences convened as required between such meetings.
- 5.2.3. The SC comprises 19 Partners with representation from:
  - 1. Independent Chair
  - 1. Host Program Manager
  - 1. Vehicle Manufacturer
  - 1. Construction
  - 1. Finance
  - 1. Grocery, Food and Beverage
  - 2. Heavy Vehicle
  - 1. Light Commercial Vehicle
  - 2. Insurance
  - 1. Not-for-profit
  - 1. Oil/Gas
  - 1. Other
  - 1. Pharmaceutical
  - 1. Utilities
  - 1 Resource
  - 3. Core Funders from the Governance Board
- 5.2.4. Organisations nominating for a seat on the SC must be a Program Partner with a current "Agreement of Intention" to be eligible. The application template for nomination is in Appendix 1.
- 5.2.5. Should an industry sector from the above list not have a representative then this position can be filled from one of the other sectors. Where there are multiple nominations from a sector there will be an election with the GB selecting their preferred representative
- 5.2.6. SC Partners will serve a two-year term following which they can re-nominate for the position.

## 5.3. Program Partners (PP)

- 5.3.1. PPs facilitate and grow the NRSP through the sharing and championing of road safety knowledge and its benefits through the program.
- 5.3.2. Each PP nominates a series of actions or commitments which are time-based and have been agreed with the Secretariat.
- 5.3.3. Actions are reviewed every six months to ensure what is promised is being delivered; Partners failing their commitments will be referred to the SC for review.
- 5.3.4. PPs receive a quarterly newsletter providing them with detailed insights into the deliverables of the program in that operating period.

## 5.4. Working Group / Sector Forums

- 5.4.1. Working Groups and the Sector Forums (the Utilities Forum is the only one in existence to date) address specific areas of workplace road safety risk and must be approved by the SC before creation.

## 6. Governance and Oversight

### 6.1. Governance Board (GB)

- 6.1.1. The GB provides formal oversight of funding arrangements and approves financial control procedures.
- 6.1.2. The GB Chair and Deputy Chair are elected by the Core Funders and serve a two-year period.
- 6.1.3. NRSP SC can submit proposals to the GB partners for consideration of funding for additional projects that they have identified and endorsed.
- 6.1.4. ARRB's Chief Financial Officer will provide oversight of all financial transactions relating to the program and will provide an annual report to the GB to review and approve at the first meeting of each calendar year.
- 6.1.5. The GB is responsible for reviewing annually the effectiveness of the NRSP through agreed performance measures that are developed in conjunction with the Secretariat.

### 6.2. Steering Committee (SC)

#### 6.2.1. The SC partners:

- a. provide overall direction and advice on governance, policy, operational and strategic issues referred by the Secretariat and/or PPs
- b. oversee the management and delivery of NRSP
- c. act as 'Champions' for the program and road safety generally
- d. receive a monthly update from the Secretariat of progress over that period except those where the SC is meeting
- e. demonstrate commitment to the NRSP through action

#### 6.2.2. As part of their commitment to the NRSP, SC Partners will:

- a. Provide their logo to feature on the NRSP website and related promotional material which must first be approved by the SC for its release.
- b. Serve a minimum two-year term.
- c. Provide content for the NRSP website outlining why road safety matters to their organisation and to explain the size of the risk to their organisation.
- d. Promote and link to the NRSP where the content relates to their organisation.
- e. Attend at least one meeting per annum maintaining the same representative as far as possible. Should an organisation miss three meetings in a row their position is open for review by the SC at their next meeting.
- f. Actively participate in the core components of the program.

#### 6.2.3. The SC Independent Chair will:

- a. Be a paid position with out of pocket expenses covered by the NRSP annual budget.
- b. Serve a minimum three-year term.
- c. At the direction of the SC extend the term of service for another two-year period.
- d. Be chosen by a sub-group nominated by the SC which consists of two funders and three industry representatives.

#### 6.2.4. The SC approves:

- a. The annual work program plan;
- b. Operating budget

- c. Activation of Working Groups and progress reports
  - d. The commencement, scope and funding of any Special Projects
  - e. Release of major NRSPP Discussion Papers
- 6.2.5. The aim is for the SC to be resource effective and meets at least face-to-face twice a year with the meeting hosted by one of the partners. The meetings will take place in February/March and September/October, with the latter aiming to coincide with the annual Australasian Road Safety Conference. There is also (at least) one teleconference held June/July to provide a status update.
  - 6.2.6. The SC will be provided a monthly update of program activities over that period except January. The update will be provided mid-month and not apply the month when the SC meets.
  - 6.2.7. The decision-making process for the SC will require a simple two-thirds majority of the representatives present at the meeting.
  - 6.2.8. The quorum for SC will be 50% of all SC.
  - 6.2.9. The Secretariat in consultation will develop a project plan for the NRSPP which is presented to the SC for endorsement at the beginning of each calendar year.
  - 6.2.10. Agendas must be circulated a week prior to the meeting with a draft agenda provided a month prior for comment.
  - 6.2.11. Draft Minutes from the meeting must be provided within a week.

### 6.3. Working Groups

- 6.3.1. Working Groups will be formed to address specific areas of workplace road safety risk and must be approved by the SC.
- 6.3.2. Working Groups are established as per the [NRSPP Working Group Development Policy](#) approved 18 July 2014.
- 6.3.3. Partners of the Working Group must declare any conflict of interest. Discussions within the Working Group must be considered under Chatham House Rules unless otherwise directed. Founding partners of the Working Group are approved by the SC. New partners seeking to join the Working Group must be approved unanimously by exiting partners.
- 6.3.4. The Utilities Forum operates as a specialised Working Group and operates under the [Terms of Reference](#) approved 25 September 2015.
- 6.3.5. The Working Groups will generally meet by tele/video conference, as required.
- 6.3.6. The decision-making process for Working Groups will require a simple two thirds majority of those present at the meeting,
- 6.3.7. Working Groups will have no quorum restrictions but should generally aim to proceed only if the experts for a specific activity are present.
- 6.3.8. Agendas will be provided a minimum of the day before the meeting and draft minutes circulated within seven days.

### 6.4. Delegates

Partners may nominate alternates, being mindful of the high-level strategic role and their investment in NRSPP.

### 6.5. Funding

- 6.5.1. NRSPP is funded annual contributions from Core Funders who all sit on the GB.
- 6.5.2. Annual funding commencing 2017 financial year is \$60,000 per annum for each core funder, indexed for inflation annually.
- 6.5.3. Funding oversight and auditing will be as per outlined in Clause 6.2.

## **7. Secretariat**

- 7.1. The NRSPS Secretariat will be managed by a Program Manager and other technical and support staff facilitated through core funds.
- 7.2. Secretariat and administrative support for the NRSPS will be provided by ARRB unless otherwise delegated.
- 7.3. ARRB as part of its hosting agreement of NRSPS will charge:
  - 7.3.1. Program manager rates at flat hourly rates allowing for 5 days a week
  - 7.3.2. For other ARRB staff assigned at hourly rate plus Labour and Overheads Rates (LOHR).

## **8. Global Road Safety Partnership (GRSP) alignment**

- 8.1. GRSP and NRSPS have a strategic agreement which includes:
  - 8.1.1. GRSP providing NRSPS PP access to GRSP members only content within the Corporate Resource Centre area of the GRSP global website..
  - 8.1.2. The access to GRSP international networks is designed to assist NRSPS PP expand or enhance their road safety actions internationally
  - 8.1.3. Assist with providing speakers and contacts for NRSPS functions.
  - 8.1.4. Promotion and sharing of NRSPS material through the GRSP network.
  - 8.1.5. Exploring the opportunity for replicating relevant GRSP functions and initiatives.

## **9. Guidelines for the development of NRSPS knowledge transfer**

- 9.1. As per [NRSPS Case Study Development Template](#) and remain current as per [Case Study Currency](#) approved 13 February 2014
- 9.2. As per [NRSPS Thought Leadership Template](#) approved February 2015
- 9.3. As per [NRSPS Webinar Brief](#) approved by 13 February 2014

## **10. Maintenance of the NRSPS Charter**

- 10.1. NRSPS Charter will be a line item at all SC and GB meetings to ensure it remains current and aligns with delivering the program's vision, mission and objectives.
- 10.2. Current list of all partners and their action commitments will be summarised at each SC meeting.

Appendix 1. NRSPP Steering Committee Partners Template

<p>What sector does your organisation operate within?</p> <p>What sector(s) are you nominating for on the NRSPP Steering Committee?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Vehicle Manufacturer</td> <td style="width: 50%; padding: 5px;">Insurance</td> </tr> <tr> <td style="padding: 5px;">Construction</td> <td style="padding: 5px;">Not-for-profit</td> </tr> <tr> <td style="padding: 5px;">Finance</td> <td style="padding: 5px;">Oil/Gas</td> </tr> <tr> <td style="padding: 5px;">Grocery, Food and Beverage</td> <td style="padding: 5px;">Other</td> </tr> <tr> <td style="padding: 5px;">Heavy Vehicle</td> <td style="padding: 5px;">Pharmaceutical</td> </tr> <tr> <td style="padding: 5px;">Light Commercial Vehicle</td> <td style="padding: 5px;">Utilities</td> </tr> <tr> <td style="padding: 5px;">Resource</td> <td style="padding: 5px;"></td> </tr> </table>		Vehicle Manufacturer	Insurance	Construction	Not-for-profit	Finance	Oil/Gas	Grocery, Food and Beverage	Other	Heavy Vehicle	Pharmaceutical	Light Commercial Vehicle	Utilities	Resource	
Vehicle Manufacturer	Insurance														
Construction	Not-for-profit														
Finance	Oil/Gas														
Grocery, Food and Beverage	Other														
Heavy Vehicle	Pharmaceutical														
Light Commercial Vehicle	Utilities														
Resource															
<p>What size is your fleet or the number of staff who generate your transport task?</p>															
<p>Please describe your organisation and what road safety means to it?</p>															
<p>Why become a Partner?</p>															
<p>What action(s) could your organisation do to support road safety through the NRSPP &amp; by when? For example:</p> <ol style="list-style-type: none"> <li>1. <i>Seek position on the NRSPP Steering Committee</i></li> <li>2. <i>Development of an evidence based Thought Leadership piece on driver distraction</i>      <i>Mar 2015</i></li> </ol>															
1.															
2.															
3.															
4.															
<p>Please confirm NRSPP may feature your organisation's logo on relevant material as outlined in the program Charter?</p>															
<p><b>Contact details</b></p> <p>Name:</p> <p>Position:</p> <p>Organisation:</p> <p>Email:</p> <p>Phone:</p>															