

1. Utilities Forum Terms of Reference

The National Road Safety Partnership Program (NRSP) Utilities Forum was formed in response to a gap in knowledge sharing regarding road safety and its risk management across the electrical, gas, telecommunications and water sectors.

The Australian utilities sector is extremely diverse but often state focused in its operations. The type of transport-related operations involved in utility operations requires a complex mix of vehicles to maintain the assets they are responsible for. Vehicles range from light to heavy and often include customised vehicles for specific tasks relating to the asset. Depending upon the utility provider, maintaining the company's assets may also include establishing and servicing roads to access them.

1.1 Principles

The principles under which the Utilities Forum will function include:

- Collaboration.
- All forums will function under Chatham House Rules which is defined as:
When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.
- All opinions are valued, will be respected and treated confidential.
- Products from third parties will not be endorsed, it is up to each company to share with each other as appropriate.
- Participating partners will openly share knowledge.
- Partners will act as champions for road safety and its benefit to business.
- Before knowledge is shared externally it must first be approved by the Utilities Forum Partners and/or the organisation which supplied it.

1.2 Objective

To provide a forum for the sharing, collaboration and benchmarking of businesses from the utilities sector with regards to road safety and its risk management.

1.3 Scope

The Utilities Forum will explore how organisations within the sector effectively manage their road transport risk and promote road safety. Core components will include:

- Explores how road safety risk is managed
- Size and scope of the risk problem – national and local level
- Awareness of the key issues and risks
- How different organisations manage risk (share the tools and process utilised)
- Benchmarking
- Safe systems approach to road safety
- Opportunities for utility providers to promote road safety strategies to their peers and into the community where they operate.

1.4 Utilities Forum Partners

1.4.1 Representation

- Partners will comprise of senior safety or compliance managers from a range of utility sector organisations.
- The Utilities Forum Executive will consider applications on a case-by-case of companies that manage transport/logistics operations
- Utility Forum Partners must nominate at least one with a maximum of three representatives to be included in communications and participation. If a partner nominates more than one a principle must be nominated.
- The Utility Forum Partner will ensure communications and representation are kept current.

1.4.2 Recognition

Utilities Forum Partners will be recognised on the NRSP website under Working Groups.

1.4.3 Delegation

Partners may nominate alternates, being mindful of the high level representation within the forum.

1.5 Utilities Forum Chair

The Utilities Forum will be chaired by a representative nominated by the Executive Committee (EC) partners for a 24 month period.

1.6 Executive Committee (EC)

1.6.1 Role

- Provide overall strategic guidance and governance for the Utilities Forum.
- Will meet as required through teleconferences.

1.6.2 Term of Membership

- Will be for a two year period

1.6.3 Representation

- Will include the Chair, NRSP Secretariat and up to six partners from a range of utility sector companies.
- Nominations are will be sought from the Utilities Forum Partners.
- The quorum for EC will be 50% of all ESC members.

1.6.4 Recognition

Utility Forum Partners who are part of the EC will be recognised as NRSP Program Partners.

1.6.5 Quorum

The decision making process for the EC will require a simple two thirds majority of the elected partners present at the meeting, with the exception of the election of an ESC chair, which will be based on a simple majority of elected members.

1.7 Engagement

- The Utilities Forum will hold bimonthly video conferences based around the following structure:
 - Welcome
 - Topic – aligns with annual Utilities Forum report outputs
 - Peer-to-Peer open discussion
 - Have any transport safety issues emerged?
 - Projects or issues underway where sharing or input would be of value
 - Confirm topic and date for next bimonthly
 - Confirm any actions
 - Close
- A national forum will be held in August each year which will be hosted by a partner in their respective state of choice.
- The national forum will require participants to complete a template finalised by the EC ahead of the event.
- The national forum host will be confirmed at the event each year.

1.8 Secretariat

The secretariat is provided by NRSP through ARRB GROUP (ARRB).