

# THE INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA – WESTERN AUSTRALIA INCORPORATED

## IPWEA-MRWA ROAD SAFETY AUDIT PANEL

### TERMS OF REFERENCE



#### 1.0 OBJECTIVES

To promote a safer road environment for all road users in Western Australia through road safety engineering expertise.

#### 2.0 ROLE OF THE PANEL

2.1: To promote good road safety practices in Western Australia through increased knowledge, awareness and cooperation between all stakeholders including – the Institute of Public Works Engineering Australasia-WA Inc. (IPWEA-WA); Main Roads Western Australia (MRWA); the Western Australian Local Government Association (WALGA); Local Government (LG); Road Safety Practitioners; the Departments of Planning, Transport and Local Government; the Public Transport Authority; road user groups; and, the WA Police.

2.2: To promote a coordinated approach highlighting best practice to road safety auditing between the stakeholders.

2.3: To promote standardised road safety audit procedures based on the Austroads Road Safety Audit Guidelines.

2.4: To provide road safety auditor training and refresher/advanced road safety audit courses in partnership with Main Roads Western Australia.

2.5: To set and review guidelines for the accreditation of Road Safety Auditors and Senior Road Safety Auditors in Western Australia.

2.6: For IPWEA to maintain a database made up of an up-to-date register of accredited Road Safety Auditors, Senior Road Safety Auditors, and all Road Safety Audits.

2.7: To provide ongoing professional development opportunities and promote the sharing of knowledge and experiences between road safety practitioners by creating avenues to meet, network and learn from each other's experiences and knowledge in the field of road safety.

2.8: To provide an avenue for complaints to be addressed in accordance with the Complaints and Disciplinary Action Procedures.

### **3.0 MEMBERSHIP OF THE PANEL**

3.1: The Panel shall comprise:

Two (2) representatives from IPWEA-WA – one of whom shall be the Chair

Two (2) representatives from MRWA – one of whom shall be the Co-Chair

One (1) representative from WALGA

One (1) representative from Local Government

One (1) representative from Private Industry

Any other person or persons (up to a maximum of two individuals) who may be invited to become a member or members of the Panel.

3.2: All members of the panel are expected to attend all meetings of the panel. In the case of a panel member unable to attend a meeting, a previously designated proxy will attend the meeting in place of the member and report back to that member on the discussions, decisions and outcomes arising out of that meeting.

### **4.0 MEETINGS & QUORUM**

4.1: Meetings shall be held monthly, or as agreed by members of the Panel.

4.2: A quorum of five (5) persons is required and this shall include three (3) of the four (4) representatives from IPWEA-WA and MRWA, and two (2) members representing WALGA, LG, and/or private industry.

### **5.0 ADMINSTRATIVE/SECRETARIAL SUPPORT**

5.1: This will be provided by a secretarial support officer from IPWEA-WA.

### **6.0 AGENDAS and MINUTES**

6.1: Items for the agenda are to be forwarded to the secretarial support officer seven (7) days prior to the date of the meeting.

6.2: The agenda and supporting documents will be distributed to panel members between three (3) and five (5) days prior to the meeting.

6.3: Minutes will be circulated to all panel members within ten (10) working days after the meeting.

### **7.0 REPORTING**

7.1: Members are required to report to their respective organisations on all decisions and outcomes of these meetings.