

INDUSTRY REFERENCE FORUM

Terms of Reference

Context and purpose

The National Heavy Vehicle Regulator (NHVR) is an independent statutory authority that regulates all vehicles over 4.5 tonnes gross vehicle mass. Its vision is a safe, efficient and productive heavy vehicle industry serving the needs of Australia. Through leadership and influence, the NHVR administers a national system that delivers consistent and streamlined regulatory services and administration to the heavy vehicle road transport sector, reducing regulatory burden whilst enabling greater safety and productivity.

The purpose of the Industry Reference Forum (IRF) is to provide a platform for high level, forward thinking input and foster the spirit of a national approach to the NHVR's reform agenda and business activities. Key focus areas to include; but not limited to:

- Safety and productivity
- Regulatory efficiency
- Regulatory compliance
- Engagement, consultation and education
- Emerging issues or initiatives.

The forum is also intended to supplement and support other forms of engagement across the NHVR's reform agenda and business activities.

Key roles and responsibilities

Attendees and/or Members of the IRF must advise the Chair of any potential or perceived conflict of interest that may arise from their participation in the meeting. This may be in general because of their attendance at the meeting, or in relation to a particular agenda being discussed at the meeting.

The Chair must assess the seriousness of the potential conflict of interest and use their discretion to decide the appropriate response.

Where the Member is unwilling to disclose the circumstances that give rise to the conflict, the Chair must direct them to absent themselves from the relevant part or parts of the meeting. The Chair will advise the Forum of the reason for the absence.

Where the Member does disclose the relevant circumstances, the Chair must assess the potential seriousness of the conflict of interest and may direct the Member to (a) absent themselves, (b) refrain from commenting or discussing a particular agenda item, or (c) if the Member agrees, advise the Forum of the circumstances giving rise to the potential conflict, and then be permitted to take part fully in the discussion. If a simple majority of the Forum objects to the Member's participation, then the Chair must direct them to absent themselves, or refrain from participating.

In each case, the Chair will advise the Panel that a potential conflict of interest has been identified.

Members of the forum will provide advice on policies, programs, practices and systemic issues relating to the NHVR areas of focus. The forum is not a decision making body although its advice/ input assists the Regulator in making decisions.

Members will treat all discussions of the forum as confidential. Approval from the Chair is required to communicate any matters discussed during the meeting.

Members agree to constructive behaviours in any discussions tabled, this behaviour extends to any discussion which may occur outside the meeting.

Communication of meeting outcomes will be via a record of meeting in the form of a communique prepared by the secretariat. Action items from the meetings will be circulated with the communique.

Terms of Reference and other matters relating to the operation of the forum will be reviewed annually, or as required.

Membership

Membership of the IRF will be by invitation from the Chief Executive Officer (CEO) of the NHVR and include but not limited to stakeholders with relevant knowledge and experience from:

- Identified industry bodies (where required at a national level)
- Transport Associations (state and national level)
- The Australian Local Government Association
- The Australia New Zealand Police Advisory Agency
- Department of Infrastructure and Regional Development
- Unions.

Representation on the IRF will be reviewed annually or as required to ensure it continues to meet the NHVR's strategic agenda.

Meetings will be chaired by the CEO of the NHVR. If the CEO is not available, a delegated NHVR executive will chair the meeting.

Proxies may only attend with prior approval of the Chair. Members are responsible for ensuring the proxy is appropriately briefed and authorised to enable their constructive participation.

Agenda

The agenda for the forum will be at the discretion of the Chair and generally related to matters upon which the NHVR seeks input. Members may submit items for consideration of the IRF. These items are to be submitted at least 14 days prior to the meeting and where appropriate have supporting documentation to inform the discussion.

If the NHVR has documents for reading the NHVR will provide them at least seven days prior to the meeting however from time to time this may not be possible.

Withdrawal

Members may resign from the forum by notice in writing to the Chair.

Expenses

No sitting fees or costs associated with travel to the forum will be paid by the NHVR. Costs associated with hosting the IRF meetings will be met by the NHVR.

Meeting — frequency, arrangements

Meetings will be convened quarterly. The NHVR will endeavour to hold all these meetings face to face, however if appropriate teleconferencing will also be utilised to minimise travel costs. Out-of-session meetings and/or consideration of issues may also be scheduled from time to time.

Meetings will be hosted by the NHVR. The secretariat will circulate a draft agenda for peak bodies to canvas industry options two weeks prior to the forum. A record of each meeting will be developed in the form of a 'Communique' and will be distributed to members within two weeks of the meeting.

Secretariat support

NHVR officers will provide secretariat support for the Industry Reference Forum.