

## **TERMS OF REFERENCE**

### **NHVR Technical Working Group**

#### **1. Background**

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 NHVR has developed a Technical Working Group (TWG) as a key part of its strategies to improve the uptake and deployment of advanced technologies and safety management systems with and within the heavy vehicle road transport industry.

The TWG will provide technical advice for research, development and formation of policy and project guidance on the implementation, monitoring, evaluation and review of NHVR strategies in relation to technology and safety that also encourages advances in productivity and protects the environment.

This Terms of Reference sets out the roles and responsibilities of the TWG.

#### **2. Role of the Technical Working Group**

The primary function of the TWG is to provide technical advice to the NHVR on the implementation, monitoring, evaluation and review of advanced technologies and associated safety management systems. To achieve this, the TWG will:

- monitor emerging trends and technologies and provide technical information and comment on submitted proposals
- contribute their skills, knowledge and experience of technology and safety systems in relation to the implementation measures proposed by the NHVR and in regards to the early adoption and uptake of these technologies by industry, including barriers and impediments
- contribute to the sharing of data to progress productivity, environmental and safety outcomes within the NHVR's strategic agenda
- hold regular meetings with the primary purpose of sharing information and discussing research and implementation activity, as a means of ensuring effective implementation of NHVR strategies
- assess and review alternate proposals, technologies and measures, as needed
- actively contribute to working groups they nominated to participate on
- participate in an annual review of the TWG.

#### **3. Membership and term of representation**

Membership of the TWG will be by invitation from the NHVR. As a general rule the TWG will comprise representatives of agencies who have a national presence and are active in technology and safe systems research, management and community activities. Additional scientific or other subject matter expertise may be co-opted on as the NHVR's strategic agenda requires.

It is envisaged that representatives from the following sectors may be encouraged to participate in the TWG (but not limited to):

- identified national peak industry bodies
- university and research bodies
- compulsory insurers and insurance companies
- original equipment manufacturers and suppliers
- government agencies.

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

Members may resign from the TWG at any time by providing notice in writing to the Chair.

#### **4. Responsibilities of TWG representatives**

All TWG members, including those on working groups, shall:

- regularly attend meetings, or nominate an alternate representative of their organisation to attend
- report back as necessary to their nominating organisation and members to encourage a wide dissemination and sharing of knowledge about progress and issues (refer to Section 7 for details on reporting and information sharing)
- inform the TWG of any issues/ recent information which should be discussed/ noted/ acted upon
- identify gaps in the knowledge relevant to the TWG - new international or local research and development projects, progress of current research and development projects, and threatening processes
- make available relevant information held by the organisations they represent to assist and guide the implementation of NHVR strategies.

#### **5. TWG chair**

The NHVR will Chair the TWG and will provide secretariat support as detailed in Sections 6 and 7 below.

Advancement of proposals is at the discretion of the Chair. All TWG proposals will be advanced through the NHVR's Forward Work Inclusion Proposal process (refer to the attached decision framework).

The TWG is not a decision-making body although its advice assists in making decisions.

Costs associated with travel to the TWG will be paid by members. Costs associated with hosting the TWG will be met by the NHVR, unless hosted by a member.

The Chair will report all TWG outcomes (action list) up through the Industry Reference Forum.

#### **6. Meeting details**

The NHVR will convene meetings to be held at its offices or at a member representative office on a quarterly basis aligned to Industry Reference Forum meetings. One meeting per annum will include a review of the TWG and key activities being undertaken. The NHVR will provide all secretariat support including preparation of an Agenda and record actions of matters discussed.

The Agenda for the TWG will be at the discretion of the Chair and be related to matters which the NHVR seeks input. Members may submit items for consideration of the TWG 15 working days prior to the meeting.

The NHVR will endeavour to provide a meeting Agenda and associated papers for all meetings, 10 working days in advance of the meeting, and will provide a meeting action list within 10 working days of the meeting.

TWG members shall endeavour to display constructive behaviours in the discussions tabled for consideration.

Members shall advise the TWG if any matters discussed are confidential.

#### **7. Communication**

The minutes of meetings (action list) and records of all correspondence, reports and research undertaken by TWG will be kept by the NHVR and will be made available to the members of the TWG in an agreed manner.

The minutes of all meetings will include:

- a list of the members in attendance and apologies
- under each Agenda item action responsibilities
- any statements which members request be recorded.

Communication to stakeholders will be facilitated through the dissemination of a meeting communique, reports and other relevant information to TWG members. Reporting will also be provided to relevant bodies/ agencies and may be posted to the NHVR TWG website page.

Members will treat all discussions of the TWG as confidential unless it is unanimously agreed to further communicate matters. The communique is the only information that will form the basis of public communication and distribution. All other matters remain confidential to the members and will not be discussed or disseminated beyond the members or working groups.

# NHVR Technical Working Group Decision Framework

