

Road Safety Strategy: Reference Groups Terms of Reference

A core component of the development of the new strategy and action plan is to undertake detailed investigation of the current road safety problem and review the research, evidence and best practice approaches being used in New Zealand and internationally to determine appropriate approaches to achieve a safe road system free from death and serious injury.

As an input into the development of the new strategy, a small number of reference groups are being established to provide the expertise and knowledge to contribute to this work. Each group will focus on a particular area and develop an in depth-understanding of the current challenges and identify potential opportunities to address these.

Five reference groups have been established, focussing on the specific areas of:

- Speed
- Infrastructure, design and planning
- Vehicles, vehicle standards and certification
- Road user behaviour
- Vehicles as a workplace

The indicative scope of each group is outlined in **Appendix A**. All reference groups will be asked to consider where appropriate, a number of cross-cutting factors including: safety of all road users, particularly cyclists, pedestrians and motorcyclists (vulnerable users), equity, technology, rural and urban perspectives, as well as consideration of links to broader health harms and social impacts.

Appendix B outlines membership for each reference group.

Purpose

Road safety is everyone's responsibility. The purpose of setting up reference groups is to provide the knowledge, expertise and perspectives of key partners and stakeholders as an early input into the design and development of a new road safety strategy and action plan and to develop shared buy-in to the strategic approach at an early stage in its development.

The reference groups will contribute and test analysis, assumptions and ideas. Feedback from the reference groups will be an important input into the development of the strategy and action plan.

The reference groups will not be asked to reach a common position and will not be required to endorse recommendations or a report. Reference group advisers will record the outcomes of discussions throughout the process and will confirm that they have accurately summarised the feedback of reference group members prior to the end of the process.

Duration

The reference groups will be established at the start of the design and development phase of the strategy and will undertake an initial period of work from September through to November 2018. Additional sessions of the reference groups may be required through to the end of 2018.

The Ministry of Transport will continue to engage with reference group members after this point as part of the broader engagement approach for the new strategy.

Membership

Each group will have a Chair, who will lead the meetings of the group.

A small number of members will act as advisers to the reference group, preparing material to support reference group discussions.

Each group will comprise representatives from central government, local government and stakeholder groups.

All members are expected to have an appropriate level of knowledge of the road safety area that they will be focussing on and to be active contributors and participants of the group. Members will be responsible for liaising with other interested parties in their organisation.

A number of stakeholders will be represented on the groups, however, there is a practical limitation to the number of people that can be involved. Other engagement opportunities will also be made available to discuss key issues for the strategy.

Roles and Responsibilities of the Reference Groups

Chair:

A Chair will be appointed for each reference group. The Chair will approve papers for each group, facilitate the meetings of the group and ensure that all members are given the opportunity to contribute.

After each round of meetings the Chairs will discuss issues, identify gaps and make linkages across reference groups.

The Chair will nominate a person from their organisation to chair meetings that they are unable to attend.

Reference group advisers:

A small number of members of each reference groups, from key partner agencies, will be nominated as reference group advisers.

The advisers will work together, in conjunction with the Chair of the group, to plan and prepare for meetings. The advisers will be responsible for preparing materials for the meeting and to produce these within the timeframes set. Materials will be approved by the Chair.

Reference group advisers will record the outcomes of discussions throughout the process and will confirm that they have accurately summarised the feedback of reference group members prior to the end of the process.

The Ministry of Transport will provide administrative support to the groups.

Expert advisers:

Expert advisers will provide an additional level of specialist expertise, ensuring that the group is linked in with recent research and analysis, and testing the thinking of advisers and other members.

Other members:

Other members of the reference group will provide information, review papers and discuss issues in order to ensure that the outputs of the group are well informed and comprehensive. Members will not be required to produce material but will have the opportunity to provide materials for the group's consideration.

Related Roles and Responsibilities

Core project team:

The core project team is responsible for setting the overall direction and timescales for the new strategy, producing papers for the Minister and obtaining guidance from the Minister.

The core team will collate feedback from each reference group and use this in the preparation of the strategy and action plan for consideration by the National Road Safety Committee and Ministers.

Cross-agency data group:

A cross-agency data group will work with the reference group advisers to prepare initial background material on the extent and causes of road safety harm, and respond to requests for additional analysis and data from the reference groups.

Approach and timescale:

It is anticipated that during the period from September to November, each group will meet three to four times.

- An initial meeting will provide reference group members with context for their work and the area they are examining. A facilitated workshop will assist the group in considering the long-term ambition for the area, opportunities and barriers to delivering on this ambition, and determine the areas/issues that the group should focus on in subsequent meetings.
- The areas of focus will be explored in subsequent meeting/s. Each group will discuss the contribution that the area could make to the long-term ambition and test members' views on the range of initiatives that could be implemented under the strategy.
- Once the main areas have been discussed, the group will consolidate the outcomes from the previous meetings and identify linkages across areas and reference groups. A final workshop session will ask reference group members for their feedback on the priorities in their area for the new strategy and action plan.

The feedback from the group will be an important input into the development of the new strategy and action plan.

The work is intended to be completed by November 2018. The core team will collate feedback from each reference group and prepare a summary report for consideration by the National Road Safety Committee and Ministerial Advisory Group.

If additional meetings are required post-November, the need for these will be discussed with members and agreed with the chair and core project team.

Resources

It is estimated that for the period of work (September - November) the role of each reference group adviser will require between 20 - 30/hrs week.

Other members of the reference group will be required to attend each meeting (3 - 4 hours) and spend time preparing by reading the papers provided

Each organisation will make a commitment to ensure group members are given the responsibility and time to fully commit to the group.

Reporting

A fortnightly meeting will be held between the reference group adviser of all groups, to share progress and discuss issues.

Communication

The Ministry of Transport reference group adviser will be the first point of contact for communication within each group.

Reference groups are not expected to engage with the media or general public. This responsibility will remain with the core project team.

The meetings will be held on a Chatham House rule basis, with the expectation that the internal discussions of the group will not be communicated outside of the group, subject to the requirements of the Official Information Act. Summary material prepared by the advisers, including key priorities, issues and levels of support for various initiatives, will not attribute positions to particular members.

Appendix A: Indicative scope of reference groups

As part of the initial reference group meeting, a facilitated workshop will aim to refine the scope and determine the areas of focus for each group.

All groups will be asked to consider where appropriate, a number of cross-cutting factors which include: safety of all road users, particularly cyclists, pedestrians and motorcyclists (vulnerable users): equity, technology, as well as rural and urban perspectives.

While each group will have road safety as a primary focus, they will also be asked to consider linkages to other outcomes, such as health and environmental outcomes, and to identify potential co-benefits or conflicts.

Some issues will be considered separately from the reference group process as part of other current work programmes, such as the evaluation of the graduated driver licensing system.

Issues relating to post-crash response will be considered as part of a separate workshop process.

The indicative scope of each reference group is identified below.

Speed

- Safe speed limits
 - Speed limit setting processes
 - Accelerating implementation of Speed Management Guide
- Appropriate speeds for different environments
 - Urban and rural
 - Supporting safe, liveable and accessible cities
 - To improve school safety and enable safer walking and cycling to school
- Speed compliance
 - Enforcement, including cameras
 - Incentives to comply
 - Penalties and alternatives
- Speed limit enforcement approach, including cameras
- Cultural and behavioural change
- Link to engineering improvements

Infrastructure, design and planning

- Integrating safety and land use planning
 - Concepts of “Link” and “Place”
 - Urban design
 - Reducing exposure by increasing density, improving PT access, walkability
 - Retrofitting and intensification
 - Greenfields planning
 - Lighting and personal safety
- Road safety improvements
 - Investment criteria

- Safe system treatments
- Minor improvements
- Maintenance and renewals
- Cycling infrastructure
- Walking infrastructure
- Motorcycling treatments
- Barriers to investment in safe infrastructure
- Standards for road design and maintenance
- Links to public health impacts, including road dust and noise
- Priority of different road users
- Connected infrastructure technology (ITS)

Vehicles, vehicle standards and certification

- Accelerating the uptake of safer vehicles
 - Use of insurance and other incentives
- Minimum vehicle standards
- Promoting greater uptake of safety technology
 - Passive safety systems
 - Advanced driver assistance systems
 - Connected vehicle technology
- Vehicle automation
- Vehicle maintenance
- Vehicle noise
- Vehicle certification and maintenance
- Removing less safe vehicles from the fleet

Road user behaviour

- The responsibilities of road users in a safe system
- Recognising that people make mistakes
- Encouraging more safe, alert and compliant road use
- Risk factors
 - Alcohol impaired driving
 - Drug impaired driving
 - Fatigue
 - Distraction
 - Restraints
 - Other risky driver behaviour
 - Incentives and penalties
- Risk faced by different categories of road users
- Visiting drivers
- Technology based solutions
- Overall enforcement and prevention approach
- Modal choice and demand management

Vehicles as a workplace

- The significance of road trauma in workplace health and safety
- Professional drivers
 - Trucks
 - Light commercial
 - Other work vehicles

- Public transport
 - Small passenger services
 - Independent and dependent contractors
- Fatigue
- Technology, including telematics
- Role of regulators
- Personal safety using public road transport and shared vehicles
- Improving employer understanding of obligations
- Fleet procurement and maintenance
- Identifying and highlighting best practice
- Government as an employer and fleet purchaser

Appendix B – Membership of Reference Groups

Focus area	Speed	Infrastructure, design and planning	Vehicles, vehicle standards and certification	Road user behaviour	Vehicles as a workplace
Chair	Kirstie Hewlett, MoT	Harry Wilson, NZTA	Brent Johnston, MoT	Sandra Venables, Police	Robert Brodnax, NZTA
Advisers	MoT, NZTA, ACC	Auckland Transport, NZTA, MoT, ACC	MoT, NZTA	MoT, Police	MBIE, WorkSafe, MoT, NZTA
Expert Advisers	Dr Hamish Mackie	Dr Simon Kingham	Dr Kim Dirks	Dr Samuel Charlton	Dr Felicity Lamm
Other members	<ul style="list-style-type: none"> • Police • Ministry of Education • Auckland Transport • Taupo District Council** • Hamilton City Council • Christchurch City Council • Automobile Association • Road Transport Forum • NZ School Speeds • Cycling Action Network • Rural Women NZ • NZ Institute of Driver Educators • Living Streets Aotearoa • Sport New Zealand • ACC • <i>Transportation Group New Zealand*</i> • <i>Students Against Dangerous Driving*</i> • <i>Federated Farmers*</i> 	<ul style="list-style-type: none"> • Police • Ministry of Health • Wellington City Council • Dunedin City Council • Tauranga City Council** • Automobile Association • Living Streets Aotearoa • Disabled Persons Assembly • Greater Auckland • New Zealand Planning Institute • Bike Auckland • Road Transport Forum • Civil Contractors NZ • Generation Zero • <i>Transportation Group New Zealand*</i> 	<ul style="list-style-type: none"> • Police • ACC • Ministry of Business, Innovation and Employment • Ministry of Health • NZTA • Automobile Association • IAG Insurance • Brake • Motor Trade Association • Motor Industry Association • VIA • Motorcycle Safety Advisory Council • Bus and Coach • Uber • Vehicle Inspection NZ • Institute of Road Transport Engineers 	<ul style="list-style-type: none"> • Police • NZTA • ACC • Ministry of Education • Ministry of Justice • Auckland Transport • Waikato Regional Council • Safe and Sustainable Transport Association • Motorcycle Safety Advisory Council • Automobile Association • Health Promotion Agency • Plunket • Brake • NZ Institute of Driver Educators • Cycling Action Network • Rental Vehicle Association • Disabled Persons Assembly • Living Streets Aotearoa 	<ul style="list-style-type: none"> • Police • WorkSafe • NZTA • Ministry of Business, Innovation and Employment • Automobile Association • Road Transport Forum • Bus and Coach • Business NZ • Business Leaders' Health and Safety Forum • FIRST Union • NZ Professional Firefighters Union • NZ Tramways & Public Transport Employees Union • E Tu • IAG Insurance • Taxi Federation • Uber

NB: * Members invited post-first reference group meeting

** Members not able to attend meetings