

## Terms of Reference (November 2019, Establishment)

### **Canterbury Regional Road Safety Working Group (RRSWG) Terms of Reference**

The Canterbury Regional Road Safety Working Group (RRSWG) is established under the Canterbury Regional Transport Committee (RTC).

#### **Vision (RRSWG)**

Proactively working together to achieve Road to Zero across the Canterbury region.

#### **Vision (Regional Road Safety)**

Everyone can travel around Canterbury safely.

#### **Purpose**

The purpose of RRSWG is to:

- Provide leadership and direction on road safety initiatives that achieve consistency across the region.

This will be achieved by:

- delivering on RRSWG strategy, goals, and priority actions;
- advising the RTC on road safety matters, via the Chief Executives Forum and Canterbury Policy Forum where appropriate;
- providing a forum for co-ordinating regional road safety; and
- sharing knowledge and undertaking collaborative initiatives as agreed.

#### **Membership**

Minimum membership:

- One member from Environment Canterbury, NZ Police, NZ Transport Agency, and ACC
- One member from each territorial authority represented on the RTC.

It is important that each representative ensures relevant information is passed between transport managers, road safety co-ordinators and council road safety committees.

#### **Quorum**

Shall be eight members, of whom one shall be the chair (or nominated substitute).

#### **Meetings**

Prior to each ordinary meeting of the RTC (approximately 1 month prior), and other meetings as required.

#### **Reporting**

Each ordinary meeting of the RTC.

#### **Support**

Administrative and policy support from Environment Canterbury to organise meetings, take notes of meetings and prepare papers.

# Agenda (Updated DRAFT v0.1)

## Regional Road Safety Working Group

<b>Date</b>	<<ADD DATE>>
<b>Time</b>	<<ADD TIME>>
<b>Venue</b>	<<ADD VENUE>>
<b>Invitees</b>	(TDC), (SDC), (ADC), (WAKA KOTAHI), (Police), (ECan), (WDC), (HDC), Mark Millar (KDC), (MDC), (CCC), (ACC)
<b>In Attendance</b>	TBD
<b>Apologies</b>	TBD

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<b>Item</b>	<b>Person</b>
1. <b>Welcome, introductions, apologies</b>	Chair
2. <b>Minutes of &lt;&lt;ADD DATE&gt;&gt; meeting</b>	Chair
3. <b>Road Safety – Regional Performance Monitoring</b> Purpose: to discuss regional road safety performance and identification of issues. Reporting will provide an overview of evidence.	Waka Kotahi & RCAs, Road Safety Coordinator
4. <b>Regional Road Safety Strategy Discussions</b> Purpose: to provide a forum to present and discuss topics / issues / opportunities related to RRSWG SOAP delivery.	Invited Presenters
5. <b>Update on Priority Actions</b> Purpose: to provide an update on SOAP priority actions.	Action Owners
6. <b>Any other Business</b>	TBD