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ONRSR terms of reference

Drug and Alcohol Review Reference Group

OFFICE OF THE NATIONAL RAIL SAFETY REGULATOR

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Terms of reference

Purpose

The reference group has been established to enable the Office of the National Rail Safety Regulator (ONRSR) to seek the views of industry and government on a range of options as they are developed for consideration under the review of the legislative framework for drug and alcohol management.

Role

The role of the reference group is to provide detailed input into the review process by:

- > providing input into the direction of the drug and alcohol review
- > representing industry and jurisdictional governments, respectively, as the effectiveness of the current drug and alcohol legislative arrangements and other options are considered
- > assisting with distillation of options during the review process
- > providing input into the development of a consultation paper.

The reference group will not:

- > promote the views and opinions of individual rail organisations or governments
- > report to any external governing body.

Membership

Membership comprises:

- > six industry representatives nominated by the ARA, to represent above and below rail operations, freight and passenger operations
- > three government representatives nominated by TISOC, to represent the views and opinions of state and territory governments
- > one union representative
- > ONRSR representatives, including any consultants engaged by the ONRSR to assist in this project.

Replacement and duration of membership

Appointment will be for a period of two years, or until the drug and alcohol review has been completed.

When a vacancy occurs before the end of the review, a replacement may be appointed.

Meetings

The reference group will meet approximately twice a year, and will also be invited to provide comment on matters as they emerge.

An agenda and papers will be distributed prior to each meeting. For major agenda items, where appropriate, a business or briefing paper will be circulated with the notice of meeting and agenda.

Following the meeting, the minutes will be drafted and distributed to all members for comment, normally within two weeks of the meeting.

Decision making

The reference group is not a decision-making body and therefore does not have the power to direct the activities, policies or procedures of the ONRSR. Its main focus is to input into consultation documents and the development of options.

While the ONRSR will carefully consider any feedback from representatives, it will not be bound to any particular course of action by the reference group's discussion.

Roles and Responsibilities

Chairperson

The Chairperson:

- > chairs meetings in accordance with the terms of reference
- > arranges preparation and distribution of agenda, working papers and minutes
- > ensures as far as possible that agendas are followed and that meetings are conducted in an orderly manner
- > monitors and coordinates overall reference group activities
- > facilitates, as far as is practicable, the reference group meeting its obligations and responsibilities as set out in the terms of reference
- > appoints a secretariat to the reference group.

Committee representatives

Reference group representatives:

- > attend reference group meetings at their own cost, and respond to invitations to provide comment on matters as they emerge
- > work within the terms of reference to achieve the purpose of the reference group
- > actively participate in reference group discussions
- > recognise and fulfil their key role in representing their colleagues, whether by representing the views of the rail industry, or providing a government view, whichever is appropriate.

Other invited participants

On occasion, with the agreement of the Chairperson, the reference group may invite relevant person/s to attend meetings. The role of these participants may include:

- > contributing to discussion of particular issues of which they have specific knowledge, skills, expertise or experience
- > promoting a better understanding of ONRSR activities and priorities
- > promoting links between the reference group and other relevant industry or government agencies.