

IPWEA WA / MAIN ROADS WA ROAD SAFETY PANEL TERMS OF REFERENCE

1. OBJECTIVES

To promote a safer road environment for all road users in Western Australia through road safety engineering expertise.

2. ROLE OF THE PANEL

2.1 To promote good road safety practices in Western Australia through increased knowledge, awareness and cooperation between all stakeholders including – the Institute of Public Works Engineering Australasia-WA Inc. (IPWEA WA); Main Roads Western Australia (MRWA); the Western Australian Local Government Association (WALGA); Local Government (LG); Road Safety Practitioners; the Departments of Planning, Lands & Heritage, Transport and Local Government; the Public Transport Authority; road user groups; and, the WA Police.

2.2 To promote a coordinated approach highlighting best practice to road safety auditing between the stakeholders.

2.3 To promote standardised road safety audit procedures based on the Austroads Road Safety Audit Guidelines.

2.4 To provide road safety auditor training and refresher/advanced road safety audit courses in partnership with Main Roads Western Australia. As at 2025 the following courses are in place: Introduction to Road Safety Auditing; Road Safety Audit Training; Road Safety Engineering Training and Auditor Continuous Development.

2.5 To set and review guidelines for the accreditation of Road Safety Auditors and Senior Road Safety Auditors in Western Australia.

2.6 Review and endorse applications for Road Safety Auditors and Senior Road Safety Auditors in Western Australia.

2.7 For Main Roads WA to maintain a database made up of an up-to-date register of accredited Road Safety Auditors, Senior Road Safety Auditors, and all Road Safety Audits.

2.8 To provide ongoing professional development opportunities and promote the sharing of knowledge and experiences between road safety practitioners by creating avenues to meet, network and learn from each other's experiences and knowledge in the field of road safety.

2.9 To provide an avenue for complaints to be addressed in accordance with the Road Safety Audit Complaints Procedure.

3. MEMBERSHIP OF THE PANEL

3.1 The Panel shall comprise of:

- Two (2) representatives from IPWEA WA – one of whom shall be the Chair: Representative to be authorised by IPWEA WA
- Two (2) representatives from MRWA – one of whom shall be the Co-Chair: Representative to be authorised by Main Roads WA
- One (1) representative from WALGA: Representative to be authorised by WALGA
- One (1) representative from Local Government: 3 year term
- A maximum of three (3) representatives from Private Industry or Government Representative: 3 year term, with one (1) position becoming vacant each year.

Nominations will be called in November, sitting members can renominate, with the results to be decided at the December Panel meeting. Local Government and Private Industry nominees must be a practicing Senior Road Safety Auditor. Terms will commence in January and conclude in December.

In the event that more nominations are received than positions are available, the nominations will be put to a vote through the remaining panel members.

The position of Chair will alternate each year between an IPWEA WA representative and a MRWA representative.

4. MEETINGS & QUORUM

4.1 Meetings shall be held monthly, or as agreed by members of the Panel.

4.2 A quorum of five (5) persons is required and this shall include three (3) of the four (4) representatives from IPWEA WA and MRWA, and two (2) members representing WALGA, LG, and/or private industry.

5. ADMINISTRATIVE/SECRETARIAL SUPPORT

5.1 This will be provided by a secretarial support officer from IPWEA WA.

6. AGENDAS and MINUTES

6.1 Items for the agenda are to be forwarded to the secretarial support staff seven (7) days prior to the date of the meeting.

6.2 The agenda and supporting documents will be distributed to panel members between three (3) and five (5) days prior to the meeting.

6.3 Minutes will be circulated to all panel members within ten (10) working days after the meeting.

7. REPORTING

7.1 Members are required to report to their respective organisations on all decisions and outcomes of these meetings.