



INDEPENDENT
TRANSPORT
SAFETY AND
RELIABILITY
REGULATOR

ITSRR

Rail Industry Strategic Forum

Operating Guidelines and Terms of Reference

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1.0 Terms of Reference

1.1 Purpose

The Forum has been established to provide ITSRR and representatives of the rail industry with the opportunity to exchange ideas and to discuss strategic rail safety issues.

1.2 Terms of Reference

The Forum will:

- review and comment on legislative requirements and supporting guidance material
- discuss compliance issues (at the broader industry level) to provide input into ITSRR's regulatory strategies to improve safety in the industry
- link with other consultative committees such as the Rail Safety Consultative Forum (RSCF)¹.

The Forum will not:

- consider individual operator/regulator issues
- consider industrial matters
- get lost in the detail but retain a high-level strategic focus.

2.0 Composition

2.1 Forum Membership

The Forum has up to 14 members comprising representatives of NSW rail operators (large, medium and heritage and isolated operators, contractors and maintainers), unions and ITSRR. The Australasian Railway Association (ARA) is an observer.

The NSW rail operators are represented by a minimum of:

- two (2) large rail operators,
- two (2) medium-sized rail operators,
- two (2) heritage and isolated rail operators; and

¹ The RSCF is the forum through which the Rail Safety Regulators Panel formally consults with industry. It meets three times a year.

- two (2) representatives from the maintainers and contractors rail industry in NSW.

The Forum also consists of:

- three (3) representatives from the union movement,
 - 1 representative from the Rail, Tram and Bus Union
 - 1 representative from the Australian Services Union
 - 1 representative from the Electrical Trades Union
- two (2) representatives from ITSRR,
 - Executive Director, Transport Regulation Strategy (Chair)
 - Executive Director, Rail Safety Regulation

The Australasian Railway Association (ARA) is an observer.

Each member will nominate an alternate representative for their organisation who can attend Forum meetings in their absence.

2.2 Replacement and Duration of Membership

Membership of the Forum is at the discretion of the Chief Executive of ITSRR and will normally be for a term of two years.

At the end of each two-year term ITSRR will invite nominations from the NSW rail industry. When a vacancy occurs before the end of the appointed term, a replacement may be appointed for the remainder of that term.

There is no maximum term for membership of the Forum.

2.3 Quorum

The Quorum will be set at eight comprising a minimum of six industry representatives and two ITSRR representatives.

If a member is unable to attend a scheduled meeting, their nominated alternative representative should attend in their place. If neither is available an apology will be recorded for that meeting.

3.0 Mode of Operation

3.1 Frequency and Scheduling of Meetings

The Forum will meet three times per year, generally the week after the Rail Safety Consultative Forum (RSCF). An annual schedule of meetings will be agreed at the commencement of each year.

The forum will not spend more than 3 hours in each meeting.

3.2 Meeting Agendas and Papers

An agenda and papers will be distributed prior to each Forum meeting. A standard agenda will be followed for meetings although any member of the Forum can raise additional agenda items. For major agenda items, and where appropriate, the Chairperson may arrange for the preparation of a business or briefing paper to 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. Minutes will be posted on the ITSRR website once approved by the Forum.

3.3 Decision Making

The Forum is not a decision making body and therefore does not have the power to direct the activities, policies or procedures of ITSRR.

While ITSRR will carefully consider any feedback from industry stakeholders, it will not be bound to any particular course of action by the Forum's discussion.

3.4 Conduct of Members

The membership of the Forum represents a wide range of views, sometimes potentially conflicting ones.

Members are expected to participate in a constructive manner and consider the views of all parties when difference of opinion exists.

3.5 Confidentiality and Privacy

On occasion those attending Forum meetings will acquire information not generally available to persons outside of ITSRR. This information may relate to ITSRR or other organisations or individuals with whom ITSRR has dealings.

Commercially valuable, political or financial information is a typical example. Such information is either the property of ITSRR or has been provided on a confidential basis. All relevant documents will be clearly marked as confidential and for the use of Forum members only. It is improper to disclose such information to any other party without proper authorisation or to use the information for personal advantage.

4.0 Roles and Responsibilities

4.1 Chairperson

The Chairperson:

- Chairs meetings in accordance with these guidelines
- Receives agenda items, arrange 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 coordinate overall Forum activities
- Facilitates, as far as is practicable, the Forum meeting its obligations and responsibilities as set out in the Forum terms of reference
- Appoints a secretary to take minutes for the Forum.

4.2 Industry Representatives

Industry representatives:

- Attend Forum meetings as per the agreed Forum meeting schedule
- Arrange for a deputy to attend in their absence
- Work within the terms of reference to achieve the purpose of the Forum
- Actively participate in forum discussions
- Recognise and fulfil their key role in representing the rail industry

- Inform and consult with the relevant sections of the industry on priority areas, strategies and solutions proposed by the forum
- Promote the role of the Forum within industry
- Assist in the dissemination and promotion of improvement strategies to the Rail Industry.

4.3 Other Invited Participants

On occasion, with the permission of the Chairperson, the Forum 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 ITSRR activities and priorities
- Promoting links between the Forum and other relevant industry or government agencies.