

# Toll Road Pricing and Relief Reform Review

## Steering Committee

### *Terms of Reference*

<b>DOCUMENT</b>	STEERING COMMITTEE – TERMS OF REFERENCE
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**Sensitive: NSW Government**

## 1. Background

The evolution of tolling arrangements in NSW has largely been on a case-by-case basis as new toll roads have been commissioned. While there is a set of 'Tolling Principles' that guides the toll setting process, the current arrangements do not reflect a system-wide approach and incorporate many different charging mechanisms (i.e. different escalation rates, point versus distance, time of day versus fixed, variations in price per unit of distance or time saved, different vehicle classification definitions).

As a result of this historical approach to tolling arrangements across the State, the following potential issues have been identified for consideration under this review:

1. Inconsistencies embedded in the arrangements leading to customer confusion.
2. Cost of living impacts, fairness and equity for the users of NSW toll roads.
3. Lack of optimisation of the road network including congestion impacts.

## 2. Terms of Reference

This document sets out the Terms of Reference for the Steering Committee ('**SteerCo**') to oversee a detailed review into toll road pricing and relief review (the **Project**).

This Terms of Reference document establishes the responsibilities, roles and functions of the Project SteerCo and sets out the manner in which SteerCo operates.

## 3. Role of the Steering Committee

The role of the SteerCo is to oversee, guide and advise on the Project.

NSW Treasury ('Treasury') is responsible for delivery of the Project in collaboration with Transport for NSW ('TfNSW'). Project management is the responsibility of the Treasury (working closely with TfNSW and the strategy advisers) reporting to the Chair of the SteerCo and Treasury Deputy Secretary. The Chair of the SteerCo reports to the Treasurer through the Secretary of the Treasury.

The objectives of the SteerCo will be to;

- ensure that the Project is undertaken in accordance with the Project objectives;
- ensure that the Project is undertaken in accordance with the Project timetable and where specific timing is not met, actions are implemented to mitigate the risk of flow-on effects in respect of other timetable dependencies and to appropriately document the reasons for the delay in timing;
- monitor and control the management of risks relating to the Project;
- ensure that information management and confidentiality protocols are observed;
- approve the project plan and key project management documents for the Project;
- convene and provide guidance to Project working groups;
- approve the probity plan and ensure that the Project is managed in accordance with the plan;
- oversee and provide guidance to the project team and advisers on all workstream activities;
- oversee the development of the scoping study and recommendations to Cabinet based on the scoping study;
- approve the content of key recommendations to the ERC; and
- undertake other tasks as requested by the Treasurer.

## 4. Role of individual Steering Committee members

Individual SteerCo members will be expected to attend meetings as often as possible and to contribute to the meetings. The responsibilities of the SteerCo members are;

- shaping and guiding the delivery of the Project in accordance with the objectives established by Government;
- bringing individual expertise and (where applicable) the expertise of the organisations they represent to the deliberations of the SteerCo; and

## Project Steering Committee – Terms of Reference

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- for department representatives – keeping senior management and their Ministers appropriately advised (recognising confidentiality restraints and information management protocols).

### 5. Project Objectives

Subject to the recommendations of the strategy adviser the objectives of the Project are as follows;

- To identify policy reform options most likely to achieve the best balance of the following objectives
  - Consistency of toll road pricing
  - Fair and equitable toll road pricing
  - Improve road network efficiency, addressing issues of traffic congestion
  - Meeting emissions reduction targets
  - Sustainability of road funding
  - Having regard to:
    - the impact on socioeconomic equity and affordability for toll road customers
    - the fiscal impact to the NSW Government
- Provide advice and a viable shortlist of options to ERC for their consideration and investment decision

### 6. Steering Committee operations

#### a. Membership

The attendees at the meetings of the SteerCo will comprise of representatives from the following organisations:

- [REDACTED] Treasury (Chairperson)
- [REDACTED] TfNSW
- [REDACTED] TfNSW
- [REDACTED] Treasury
- [REDACTED] TfNSW
- [REDACTED] TfNSW
- [REDACTED] Treasury
- [REDACTED] Treasury

Alternates may be nominated to the Secretariat. Additional members, presenters and/or observers may also be invited by the Secretariat or the Chairperson as required. If SteerCo members are unable to attend a meeting, they are entitled to send a nominee to represent them.

#### b. Secretariat

A representative of Treasury will act as Secretary to SteerCo meetings.

#### c. Chairperson

The Chairperson may assign the role of chairperson in the event of their absence from a meeting; otherwise members present have the authority to elect one of their members to act as chairperson. An observer cannot act as chairperson.

#### d. Frequency of Meetings

The SteerCo shall meet approximately every two weeks or more often as required for the purposes of the Project and otherwise as determined by the Chairperson.

#### e. Quorum

In general, a minimum of 2 SteerCo members (one of whom will be nominated as Chairperson, and one from Treasury and TfNSW) is required for a valid meeting. Alternates are permitted where required.

### **f. Minutes**

A representative of Treasury will act as Secretary to SteerCo meetings and will be responsible for maintaining a record of all proceedings.

By agreement of the SteerCo, out-of-session decisions will be acceptable if approved by the Chairperson. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled SteerCo meeting. Out-of-session decisions will be handled via email circulation.

### **g. Distribution of Papers**

It is intended that papers will be distributed at least 48 hours ahead of a meeting to members and observers. Late papers may be tabled at the meeting as agreed by the Chairperson.

Meeting papers will generally be distributed by email. Sensitive or confidential papers distributed by email will be password protected.

Some papers may only be provided in hard copy at the relevant meeting and not be taken from the location of the meeting.

### **h. Probity**

If requested by the Chairperson, the SteerCo will be advised by an independent probity adviser. The SteerCo and its members have the following probity responsibilities;

- monitoring and managing internal and external influences for possible probity impacts;
- endorsing the implementation of a probity plan (if requested by the Chairperson);
- receiving advice of major probity risks throughout the project;
- endorsing recommended treatment plans when necessary and/or providing future direction as required; and
- seeking assurance of the Probity processes from the probity adviser as required.

### **i. Dispute Resolution**

All attempts should be made in order to achieve consensus in respect of matters considered by the SteerCo. In circumstances where there are dissenting views in relation to a particular matter and the SteerCo is unable to resolve the matter, each of the dissenting views will be recorded in the minutes of the SteerCo meetings.