

## Terms of Reference

### Background

The Victorian Government is working to support businesses across the State in response to the coronavirus pandemic, including supporting the State's public transport industry, passengers and related businesses.

To further support the Government's consideration of industry impacts on the Commercial Passenger Vehicle (CPV) industry, the Government is establishing a CPV Advisory Panel to advise on the development and implementation of options to support the CPV industry to mitigate the adverse impact of the coronavirus pandemic.

### Purpose

The purpose of the CPV Advisory Panel is to provide advice to the Minister for Public Transport (the Minister) on potential measures to support the CPV industry to mitigate the adverse impact of the coronavirus pandemic and on implementation of mitigation measures that the Government has adopted. The Panel will also provide advice to the Minister on implementation of the recommendations of the Economy and Infrastructure Committee Inquiry into the Commercial Passenger Vehicle that the Government has accepted.

The CPV Advisory Panel will be expected to consult, as appropriate, with stakeholders on policy options and implementation issues. The CPV Advisory Panel will not be formally appointed, and its members will not be remunerated for their role, nor required to present reports to the Minister or the State Government.

### Role and function

The CPV Advisory Panel key responsibility is to provide informed advice to the Minister for Public Transport regarding support options for the CPV industry to mitigate the adverse impacts of the coronavirus pandemic.

In this context, working with the Department of Transport (the Department), the Advisory Panel will provide advice to the Minister on the development and implementation of CPV industry support options.

The CPV Advisory Panel may undertake engagement with the CPV industry to test options and ideas with stakeholders to inform its advice to the Minister.

The CPV Advisory Panel will also advise on the implementation of the recommendations supported by the Government in relation to the Economy and Infrastructure Committee Inquiry into the Commercial Passenger Vehicle reforms.

In providing advice and options to the Minister, the CPV Advisory Panel is expected to:

- provide advice within the existing legislative and regulatory framework
- take into account the views and consider the impact of its advice on all parts of the CPV industry
- take into account the safety of CPV industry and its passengers
- provide advice which provides a fair and equitable outcome for all participants in the CPV industry

The Minister is not obliged to accept the advice of the CPV Advisory Panel.

The CPV Advisory Panel acknowledges that the Secretary to the Department of Transport and the Department has overarching policy accountability for matters relating to the transport system and that Commercial Passenger Vehicles Victoria (CPVV) has overarching responsibility for regulating the industry.

## **Membership**

Membership of the CPV Advisory Panel has been identified based on knowledge of the CPV industry and small business, a willingness to engage constructively and objectively with the CPV industry and understand the needs of its passengers.

Membership of the CPV Advisory Panel is:

- Rod Barton, MP
- Steve Dimopoulos, MP

At the discretion of the Minister, other relevant persons may also be invited to represent on the CPV Advisory Panel.

## **Frequency of meetings**

The frequency of Panel Meetings of the CPV Advisory Panel will be determined by the Minister and/or the Minister's Office and informed by the Department.

Panel Meetings may occasionally include the Minister (with attendance to be at the discretion of the Minister), representatives from the Minister's Office and representatives from the Department, where relevant, to enable members, the Minister, the Minister's Office and the Department to discuss options and implementation issues.

## **Term of involvement**

The CPV Advisory Panel has been established for up to 12 months from the date of establishment (from the date the Minister has written to its members).

The Minister may extend the duration of the term of the CPV Advisory Group, in writing.

## **Remuneration**

Membership of the CPV Advisory Panel is voluntary. No remuneration, sitting fees or reimbursement of expenses will apply.

## **Conflict of interest**

If a member believes he or she may have a conflict of interest in relation to a particular issue or item of discussion, the member should make this position clear to all CPV Advisory Panel members. Members will then determine an appropriate course of action based on the conflict.

## **Confidentiality and media**

CPV Advisory Panel members may be provided with information that is confidential. In such circumstances, all members are required to sign the Victorian Government's Confidentiality Deed. Documents that are confidential will be marked accordingly.

Members must not make any media comment relating to matters discussed during the CPV Advisory Panel meetings unless first receiving approval from the Minister.

## **Decision making**

Members of the CPV Advisory Panel will not have decision making powers but will have the opportunity to present their views and opinions to the Minister regarding the options developed by the Department to support the CPV industry to mitigate the adverse impact of the coronavirus pandemic.

It is acknowledged that the CPV Advisory Panel members may hold a range of perspectives on an issue and at times opposing views. Where possible, the Advisory Panel should aim to reach a consensus on the matters being put forward to the Minister.

## **Privacy**

The name of CPV Advisory Panel may be made available by the Minister, on the CPVV or DoT website or other appropriate forums.

Names of members will be released only upon the agreement of the member.

## **Review**

These Terms of Reference will be reviewed if they are found to require further updates to enable the CPV Advisory Panel to undertake its role.