



Department of
Transport

Terms of Reference

On-demand Transport Industry Reference Group

April 2023

1. Defined Terms

Chair means the position within the Department of Transport to act as the Chair for a particular meeting of the On-demand Transport Industry Reference Group (OdTIRG).

Executive Officer means the position within the Department of Transport responsible for administration and liaison in relation to the OdTIRG.

2. Background

The objective of the OdTIRG is to:

- enable the Department of Transport (DoT) and industry stakeholders to share information relating to the progress of strategic initiatives and operational policy and procedural changes;
- communicate important changes and updates to the industry
- receive constructive feedback from industry stakeholders on current DoT systems and practices; and
- highlight and share any current issues affecting the on-demand transport industry to inform the Minister for Transport.

3. Purpose

The purpose of the OdTIRG is to provide an effective forum for constructive dialogue between the on-demand transport industry and DoT. The OdTIRG provides the opportunity to share information about issues affecting industry and their interactions with DoT.

The OdTIRG is not a decision-making group – the primary purpose will be to engage and consult with the industry stakeholders. The OdTIRG may provide advice that will inform DoT; however, DoT is not bound to adopt the recommendations of the OdTIRG.

4. Guiding principles

All members including the Chair, Executive Officer and attendees are expected to adhere by the below principles.

- Members must demonstrate respect for each person, each organisation and the opinions of those persons and organisations.
- Members of the OdTIRG will articulate the views of the group/organisation they represent, and not personal interests.
- Members will actively participate in discussion
- Failure to adhere to these principles may lead to revocation of membership by the Chair.

5. Roles and responsibilities

5.1. OdTIRG members

The members of the OdTIRG will commit to:

- attending all scheduled OdTIRG meetings;
- sharing communications and information with members of the groups that they represent, where permitted to do so by the Chair;
- maintaining active and constructive participation in OdTIRG meetings and to remaining on-topic at all times;
- providing open and honest participation in discussions, without misleading the OdTIRG or its members;
- respecting the rights of other OdTIRG members to participate in meetings; and
- providing disclosure of any real or perceived conflicts of interest in representing their stakeholders.

5.2. Chair

The members of the OdTIRG will commit to acknowledging that the Chair reserves the right, at their sole discretion, to:

- reassess the need for the viability and continuation of the OdTIRG;
- disband the OdTIRG;
- alter the membership to the OdTIRG to enhance its effectiveness and communicate such a change to all members; and
- restrict or modify member attendance.

6. Membership

Stakeholder mapping has identified key groups to be represented on the OdTIRG according to the following matrix.

Area of representation	Type of service / organisation
Perth metropolitan on-demand booking service (ODBS)	On-demand charter (OD-C) – rideshare
	On-demand rank or hail (OD-RH) (taxi)
Regional ODBS	On-demand booking service (ODBS), may also be representing driver interests
Passenger transport drivers	Mix of conventional OD-RH (taxi), wheelchair accessible vehicle and OD-C (rideshare)
On-demand Charter – non-rideshare	Providers of limousine services
On-demand Charter – bus	Providers of tourism & bus services

7. Meeting functionality

7.1. Agenda

An agenda focussed on key issues industry issues will be circulated via email at least three working days before each OdTIRG meeting. Members wishing to include a topic on the agenda should notify the Executive Officer at least five working days before each meeting. There is no obligation on the Chair to accept/table additional agenda items.

7.2. Minutes

Minutes of each OdTIRG meeting will be distributed to members via email within 10 working days of each meeting.

7.3. Frequency

OdTIRG meetings will occur on a quarterly basis or more frequently as agreed by the group.

7.4. Location

The location of the OdTIRG meeting will be 2 Tassels Place Innaloo unless otherwise advised by the Chair and/or Executive Officer.

7.5. Recording

Recording or broadcasting of the meeting is strictly prohibited under all circumstances and failure to comply with this may lead to revocation of membership by the Chair.

7.6. Declaration of Interests

At the commencement of each meeting, members must declare any relevant conflicts of interest to the group. Conflicts of interest cover any direct or indirect relationship, opportunity or situation which may interfere with a member's unbiased participation in the discussion on a particular matter or agenda item. This includes commercial or personal interests held by themselves or members of their immediate family.

Any such declaration will be included in the minutes. It is open to the meeting attendees to excuse that person from the discussion, or from the meeting, or to explicitly agree to their continued participation.

7.7. Minimum Attendance

The Chair reserves the right to cancel or reschedule a meeting if there is an insufficient number of attendees

7.8. Remote Attendance

Members are permitted to remotely attend the OdTIRG meetings. Any members who do so, warrant that they shall ensure absolute privacy and the details of the meeting shall remain confidential, as appropriate.

7.9. Delegates

Members of the OdTIRG are able to nominate a delegate to attend a meeting if the member is unable to attend. The Chair must be informed of and must approve the substitution within a reasonable timeframe prior to the scheduled meeting. The Chair reserves the right to refuse a substitution at their sole discretion.

8. Sharing of information

All information sent to the OdTIRG is permitted for distribution to members' stakeholders and encouraged to be shared, unless otherwise decided by the Chair. Relevant information in addition to agendas and minutes may be circulated by email.

9. Evaluation

In every meeting, there will be a standing agenda item to evaluate the effectiveness of the OdTIRG both from the perspective of members and of DoT in respect to the TUSS reform and on-demand industry issues.