

# MINUTES

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## Minutes of the COVID 19 CPVV Industry Update Meeting

**Date:** 7 October 2020

**Time:** 2:00pm – 2:50pm

**Location:** Microsoft Teams Video Conference

### Attendees

Al Martin (CPVV), Siena Rossi (CPVV), Ian Matthews (CPVV), Shanelle Jelovac (CPVV), Michelle Thomas (CPVV), Tania Wilson (CPVV), Val McFarlane (CPVV), Alice Nguyen, Andre Baruch, Angus, Ashleigh Cormack, Brendan, Catherine McKenzie, Cauley Beetham, Colin Wells, Crown Cabs, Greg Hardeman, Isaac, John Lobwein, Maria Silos, Navpreet Dhanoa, Peter Valentine, Stephen Armstrong, Thinh Nguyen, Toni Peters.

### Discussion

- Al Martin (AM) welcomed all attendees and displayed presentation for discussion.
- AM made the following comments:

Note: all comments made are true and correct as at this point in time.

- Advised that all sources and references for information/contact on COVID 19 advice remain the same.
- Discussed the Government's roadmap timeline overview noting there remain limited changes to the operation of CPVs across transitioning steps.
- Advised cleaning and hygiene activities remain the same across all the steps enabling BSPs implement permanent systems and processes to meet their safety duty obligations.
- Discussed CPV Industry Risk Assessment which has determined the CPV Industry is at high risk for community transmission. Acknowledged the work industry has been doing to maintain community confidence and reminded attendees to ensure best practice continues to ensure the industry remains clean, safe and trusted.
- Discussed the recent COVIDSafe Plan changes noting CPVV will communicate the updated information via the usual channels as soon as clarity has been provided.
- Advised the updated direction is that face masks are mandatory; not face coverings. Noted marketing and information is being updated to reflect the new direction and may not be currently available e.g. exemption badges.
- Discussed managing environments and ensuring controls are in place to ensure OH&S obligations are met when wearing a face mask.
- Reminded attendees to ensure face masks are being worn correctly; noting the penalty for not wearing a mask has now increased.
- Provided update on audit activity; noting CPVV has been contacted by DHHS/DJPR whom have advised of audits they intend to do within the industry. CPVV is also working with WorkSafe around the audit they are conducting.
- Encouraged attendees to attend the WorkSafe webinar around controls in workplaces for COVID-19 that would be of interest to industry.

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Webinar details can be found at:

<https://www.worksafe.vic.gov.au/events/managing-risk-covid-19-what-does-inspector-look>

- Advised the CPV industry specific roadmap is still pending release. CPVV will share this advice as soon as it becomes available.
- Acknowledged delays on issuing communications and information to industry due to the rapidly changing environment and the required approval process.
- CPVV continues to engage with BSPs directly and provide updates on what has been identified through our engagement with drivers including providing industry with the opportunity to contribute to the development of a compliance enforcement strategy.
- Highlighted that October is Health and Safety month and reiterated the importance of putting safety at the forefront of our conversations and our industry.
- Advised the Government continues to have an expectation that significant effort will be taken to ensure community confidence in CPVs remains high and ridged cleaning and hygiene practices will be enforced along with continued audits.

## Questions from industry:

1. Attendee asked in relation to drivers having their own COVIDSafe plan, would it be sufficient if drivers have “signed up” to abide by a BSP’s plan.
  - CPVV reply – AM advised CPVV’s understanding of the COVIDSafe Plan changes are that each driver will need their own plan unless they are an employee. CPVV will communicate the updated information via the usual channels as soon as clarity has been provided.
2. Attendee asked if CPVV was able to provide any updates from the Department of Transport (DoT) regarding the CPV Support Package and when industry can expect more details. In regard to the DoT survey, attendee asked how others (not BSPs) who may be eligible for funding be contacted as it appears only BSPs have been contacted at this stage.
  - CPVV reply – AM advised DoT have given a commitment to provide greater clarity and updates on the CPV Support Package via their website. AM will provide feedback to DoT on the question around survey communication. More information can be found via the below link:  
<https://transport.vic.gov.au/getting-around/taxis-hire-car-and-ridesharing/industry-support-package>
3. Attendee asked when will the COVIDSafe Plans need to be implemented by noting the recent changes.
  - CPVV reply – AM advised the COVIDSafe Plans will need to be implemented as soon as possible. CPVV will communicate the updated information via the usual channels as soon as more clarity has been provided around the update.
4. Attendee provided feedback on the delay of the CPV Support Package.
  - CPVV reply – AM advised that DoT is working hard to get the package rolled out as soon as possible and will provide this feedback to DoT.

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5. Attendee asked for clarity around the requirements for drivers to clean their vehicles between each trip and how CPVV are enforcing this.
  - CPVV reply – AM advised the requirement is for vehicles to be cleaned between trips and records of the cleaning are to be maintained. Advised the new cleaning regulations will be implemented shortly in which CPVV will communicate this to industry. Reminded attendees to ensure appropriate controls are in place to effectively manage cleaning. More information can be found via the below link:  
<https://cpv.vic.gov.au/drivers/coronavirus-covid-19/coronavirus-covid-19-faqs2/vehicle-cleaning>
6. Attendee asked if DHHS is asking for the COVIDSafe Plans.
  - CPVV reply – AM advised DHHS and other government organisations that are working with them are asking for COVIDSafe Plans as part of their audits.
7. Attendee asked if work permits are still mandated.
  - CPVV reply – AM advised CPVV's understanding is that work permits are still mandated. More information can be found via the below link to CPVV's FAQs:  
<https://cpv.vic.gov.au/drivers/coronavirus-covid-19/coronavirus-covid-19-faqs2/driver-faqs#permit-requirements>
8. Attendee asked how will CPVV advise industry of the new COVIDSafe Plan Update.
  - CPVV reply – AM advised once CPVV has further clarity, we will communicate the updated information via the usual channels i.e. industry emails, social media, etc.
9. Attendee asked to what extent can BSPs support their driver partners in setting up their own COVIDSafe Plans.
  - CPVV reply – AM advised once CPVV has further clarity, we will communicate the updated information via the usual channels and provide information on how to update the COVIDSafe Plans on the website. More information on how to create a COVIDSafe Plan and other helpful resources are available via the below link:  
<https://www.coronavirus.vic.gov.au/covidsafe-plan>
10. Attendee asked if CPVV can provide a link to the DoT survey in their email updating industry on the COVIDSafe Plans.
  - CPVV reply – AM advised the survey is conducted by DoT and CPVV will not be able to share the link in the email. The link to the survey can be found via the link below:  
<https://getinvolved.transport.vic.gov.au/cpv-grants>
11. Attendee stated that COVIDSafe Plans are too detailed for a driver to understand and should be simple. Attendee suggested CPVV should advise drivers independently.

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- CPVV reply – AM advised the COVIDSafe Plan is a standard plan template provided by DHHS. CPVV have provided some advice on how to complete the plan however the actual details of the plan are bespoke based on a driver or the business model. Advised the purpose of having a COVIDSafe plan is to ensure that risks of contracting or transmitting COVID-19 are minimised. More information on how to create a COVIDSafe Plan and other helpful resources are available via the below link:  
<https://www.coronavirus.vic.gov.au/covidsafe-plan>
- Any further queries or feedback to be directed to Safety Mailbox.
- Advised the next COVID-19 CPVV Industry Update is scheduled for 21 October 2020 unless there are further changes.
- AM advised if there are any significant changes they will be communicated via email, social media or text message.
- Feedback on the industry brief or suggestions on how to improve the industry brief are welcome at any time.
- Meeting closed.