

# MINUTES

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## Minutes of the COVID 19 CPVV Industry Update Meeting

**Date:** 9 September 2020

**Time:** 1:00pm – 1:35pm

**Location:** Microsoft Teams Video Conference

### Attendees

Al Martin (CPVV), Siena Rossi (CPVV), Ian Matthews (CPVV), Sandra Dellios (CPVV), Greg Kazuro (CPVV), Michelle Thomas (CPVV), Tania Wilson (CPVV), Ali, Alice Nguyen, Andre Baruch, Anita Jenson, Brendan, Catherine McKenzie, Darryl Marls (Traralgon), Gary Liddle, Greg Hardeman, Guy Ragen, Issac (Ola), John Lobwein, Maria Silos, Navpreet Dhanoa (Pakenham Taxis), Paulina Bartnikiewicz, Peter Valentine, Stephen Armstrong, Thanh 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 and each step for Melbourne Metro and Regional Victoria noting there are no changes to the operation of CPVs.
- Highlighted industry's role in supporting the Governments roadmap steps noting:
  - BSP's and drivers must continue to ensure significant effort is maintained to ensure community confidence in CPVs remains high, and;
  - That ridged cleaning and hygiene practices are being enforced including the expectation that there will be appropriate records in place for cleaning and hygiene.
- 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 and displayed the common requirements across the industry and advised these are implemented to ensure delivery of services are safe; noting these requirements should form part of each organisations COVIDSafe and pandemic plans.
- Reiterated the importance of adhering to the recently implemented COVIDSafe plans.
- Discussed the all of Government effort to COVID-19 audits, including organisations such as DHHS and Victoria Police, in which authorised officers may request an organisations COVIDSafe plans and inspect sites to ensure operations reflect actions stipulated in the plans.
- Provided update on audits CPVV are conducting noting:
  - CPVV continues to engage with industry with surveys on providing information on how each BSP communicates and engages with their drivers, if COVIDSafe plans and pandemic plans are in place and on general cleaning operations.

- CPVV will continue to look at the results of the surveys that are being conducted and continue to make contact with relevant BSPs and drivers to ensure information continues to flow through to BSPs and drivers correctly.
- Advised an industry specific roadmap is expected to be released the following week. Advised the industry specific plan reinforces the requirement for rigid cleaning practices and the requirement for BSPs/vehicle owners to frequently audit vehicle cleaning records to ensure compliance.
- Discussed and shared the resources CPVV has available to support BSPs/vehicle owners to direct drivers to follow their cleaning and hygiene requirements:
  - CPVV poster - cleaning advice for drivers:  
[https://cpv.vic.gov.au/\\_data/assets/pdf\\_file/0019/442225/Reduce-the-risk\\_-\\_Vehicle-cleaning-tips-for-drivers\\_v2June2020.pdf](https://cpv.vic.gov.au/_data/assets/pdf_file/0019/442225/Reduce-the-risk_-_Vehicle-cleaning-tips-for-drivers_v2June2020.pdf)
  - CPVV poster - handling digital payments:  
[https://cpv.vic.gov.au/\\_data/assets/pdf\\_file/0003/428439/Handling-digital-payments-poster.pdf](https://cpv.vic.gov.au/_data/assets/pdf_file/0003/428439/Handling-digital-payments-poster.pdf)
  - CPVV poster - travelling in commercial passenger vehicles:  
[https://cpv.vic.gov.au/\\_data/assets/pdf\\_file/0019/429112/Reduce-the-risk\\_travelling-in-CPVs-poster.pdf](https://cpv.vic.gov.au/_data/assets/pdf_file/0019/429112/Reduce-the-risk_travelling-in-CPVs-poster.pdf)
  - Vehicle cleaning register template:  
[https://cpv.vic.gov.au/\\_data/assets/word\\_doc/0009/450765/Cleaning-Register-Template-1.0.docx](https://cpv.vic.gov.au/_data/assets/word_doc/0009/450765/Cleaning-Register-Template-1.0.docx)
  - COVID-19 FAQs' standalone section relating to cleaning:  
<https://cpv.vic.gov.au/drivers/coronavirus-covid-19/coronavirus-covid-19-faqs2/vehicle-cleaning>
  - DHHS Exceptions for not wearing face coverings:  
<https://www.dhhs.vic.gov.au/face-coverings-covid-19#exceptions-for-not-wearing-a-face-covering>

## Questions from industry:

1. Attendee stated that the CPVV posters are really helpful when distributing information to drivers, however asked if it was possible to be provided with an editable template.
  - CPVV reply – AM advised this will be taken on notice to see if the design team can offer an editable template. Welcomed suggestions or ideas on messaging that could be developed by CPVV.
2. Attendee asked if CPVV has had any updates from the Department of Transport (DoT) on when the CPV industry support package will be released.
  - CPVV reply – AM advised CPVV is unable to provide any updates at this time but will provide industry with updated information as soon as it becomes available.
  - Any further queries or feedback to be directed to Safety Mailbox.

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- Encouraged attendees to ensure cleaning requirements are being understood by referencing CPVV's cleaning tips fact sheet:  
[https://cpv.vic.gov.au/\\_data/assets/pdf\\_file/0019/442225/Reduce-the-risk\\_-Vehicle-cleaning-tips-for-drivers\\_v2June2020.pdf](https://cpv.vic.gov.au/_data/assets/pdf_file/0019/442225/Reduce-the-risk_-Vehicle-cleaning-tips-for-drivers_v2June2020.pdf)
- Advised the next COVID-19 CPVV Industry Update is scheduled for 23 September 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.