

# Terms of Reference

## Public Transport Fares Advisory Panel

<p><b>Purpose</b></p>	<p>The purpose of the Public Transport Fares Advisory Panel is to provide independent expert advice to the Queensland Government, through the Minister for Transport and Main Roads, on changes it may propose to public transport fares, products, and ticketing in the future.</p> <p>The advice will help inform government decisions about public transport fares along with other key considerations including fiscal sustainability, the cost of public transport operations, the impact on patronage of fare changes, and government priorities.</p> <p>The Public Transport Fares Advisory Panel will provide one of the inputs to government fare setting policy, alongside fiscal sustainability, the cost of public transport operations, government priorities, patronage goals, and community views.</p>
<p><b>Chairperson</b></p>	<p>Paul Low</p> <p>The Chairperson reports to the Minister for Transport and Main Roads.</p>
<p><b>Secretariat</b></p>	<p>Translink Division of the Department of Transport and Main Roads (TMR) will perform the role of Secretariat.</p> <p>The Secretariat is responsible for preparing the agenda and maintaining a record of meetings. Representatives of TMR will attend meetings of the Public Transport Fares Advisory Panel to inform discussions about current policy, potential future developments, resourcing and constraints (e.g. ticketing system capability, legislative framework, etc.).</p> <p>Public Transport Fares Advisory Panel TransLink Division Department of Transport and Main Roads GPO Box 50 BRISBANE QLD 4001</p> <p>faresadvisorypanel@translink.com.au</p>
<p><b>Membership</b></p>	<p>Members of the Public Transport Fares Advisory Panel include:</p> <ul style="list-style-type: none"> <li>○ Matthew Burke</li> <li>○ Julie Castle</li> </ul>

	<ul style="list-style-type: none"> <li>○ Adrienne Ward</li> <li>○ Blaise Itabelo</li> <li>○ Gail Ker.</li> </ul> <p>Members are not able to nominate a delegate to attend in their place.</p> <p>A quorum is four members, this will be the Chair plus three other members.</p> <p>Additional guests will be invited to the meeting, where necessary, to present agenda items and/ or provide technical or specialist advice.</p>
<p><b>Scope / Objectives</b></p>	<p>Members of the Public Transport Fares Advisory Panel will apply their expertise to:</p> <ol style="list-style-type: none"> <li>1. Review and advise on aspects of public transport fare-setting in Queensland (South-East Queensland and Regional), as directed by the Minister for Transport and Main Roads.</li> <li>2. In all matters considered by the Public Transport Fares Advisory Panel, the following should be considered: <ol style="list-style-type: none"> <li>a. Community views on the affordability and fairness of public transport fares</li> <li>b. The economic, social and environmental benefits of greater public transport use</li> <li>c. Costs to public transport customers</li> <li>d. Cost to taxpayers of service provision and subsidies.</li> </ol> </li> <li>3. In requesting advice from the Public Transport Fares Advisory Panel on a particular issue, the Minister may also provide the Panel with funding parameters to be taken into account.</li> <li>4. The Public Transport Fares Advisory Panel will prepare written advice in relation to the issues the Minister directs it to consider. Meeting minutes are an acceptable form of documenting the Panel's advice.</li> </ol>
<p><b>Roles and Responsibilities</b></p>	<p>Members of the Public Transport Fares Advisory Panel have been invited based on their expert knowledge, and accordingly the use of delegates are not acceptable. Once a member has accepted membership, it is expected that they will be able to support the commitment over the following year.</p> <p>The Panel may invite community groups and other key stakeholders to provide submissions or issues to be considered by the Panel.</p>

<b>Remuneration</b>	<p>It is recognised that members of the Public Transport Fares Advisory Panel provide a significant contribution to the community through their participation on the Panel. While there is an element of community service involved, the Public Transport Fares Advisory Panel will be remunerated as per the remuneration matrix in the <i>Remuneration Procedures for Part-Time Chairs and Members of Queensland Government Bodies</i>.</p>
<b>Expectations of Members - Confidentiality and Conflict of Interest</b>	<ul style="list-style-type: none"> <li>• To enable full and frank discussion and to promote meaningful engagement on potential policy initiatives, it is expected that Public Transport Fares Advisory Panel members will maintain strict confidentiality regarding the proceedings of Panel meetings.</li> <li>• Any proposal to share or distribute documentation beyond the immediate Panel membership should be raised for consideration by the Panel and the Minister and not shared or discussed with external parties unless prior approval has been received.</li> <li>• All members will complete a confidentiality and conflict of interest deed.</li> <li>• A media protocol will be provided to all members at the first meeting.</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• The Public Transport Fares Advisory Panel is proposed to meet twice a year, with additional meetings possible if directed or endorsed by the Minister. It is anticipated that meetings would be between 2-3 hours duration.</li> <li>• TMR will be responsible for the provision of secretariat services including the distribution of a formal agenda and meeting papers to the members in a timely manner. TMR Secretariat will coordinate meetings, record and distribute a record of meetings and support the Panel in preparing written advice for the Minister.</li> <li>• Members might be required to undertake preparatory reading prior to meetings, provide their expert advice and contribute relevant research, data and insights to help shape the Panel's outputs, on issues under consideration by the Panel. If members have items or information they wish to discuss at the meeting relevant to the Minister's request for advice, any papers or information for circulation to the members should be provided to the Secretariat ahead of the meeting to allow the information to be distributed.</li> <li>• Members agree to the publication of their name, representation and short biography on TMR's website.</li> <li>• Members agree to declare any conflicts of interest or perceived conflicts of interest and respect the confidentiality of the Panel's deliberations.</li> </ul>
<b>Agenda</b>	<p>The Secretariat will provide an agenda and meeting papers at least one week prior to the meeting.</p>

<b>Minutes</b>	The Secretariat will record meeting minutes.
<b>Evaluation and Review</b>	<p>The Public Transport Fares Advisory Panel will be reviewed on an annual basis. At such time the scope and function of the Panel will be reviewed to determine whether the term of the Panel should be extended and / or the scope and function amended.</p> <p>The membership of the Public Transport Fares Advisory Panel will be assessed on an annual basis.</p>