

Tackling transport emissions: community panel

Terms of Reference

These Terms of Reference (TOR) provide background information including participant roles and responsibilities for the Infrastructure Victoria *Tackling transport emissions: community panel*.

All members of the community panel are asked to read and agree to the TOR prior to commencing the deliberative engagement process.

1. About Infrastructure Victoria

Infrastructure is more than the roads, bridges, hospitals and schools. It is about connecting Victorians to their community, jobs, education and environment. Infrastructure Victoria is an independent advisory body with three functions:

- preparing a 30-year infrastructure strategy for Victoria, which is refreshed every three to five years
- providing written advice to government on specific infrastructure matters
- publishing original research on infrastructure-related issues

As part of Infrastructure Victoria's work in preparing an update to the state's 30-year infrastructure strategy, we are undertaking a deliberative process to inform our research, evidence and understanding of Victoria's transition to low and zero emissions vehicles.

2. Introduction

In early 2021, Infrastructure Victoria will engage with a diverse group of 450 people to explore how we can move away from petrol and diesel-powered cars to meet the state's emissions targets.

The Tackling transport emissions: community panel will inform recommendations to be included in Victoria's updated 30-year infrastructure strategy. The panel will work together to respond to the question:

"Victoria will not reach its emissions reduction targets with continued reliance on petrol and diesel vehicles.

"How should the Victorian Government support more people to adopt low or zero emissions vehicles sooner?"

Infrastructure Victoria will bring together a group that represents the different ages, genders, jobs, cultural backgrounds and postcodes of the Victorian population to form the community panel.

Participants will hear from a range of subject matter experts and learn about why we need to power our vehicles differently in the future. Participants will also take part in activities where they can ask questions and share their views and weigh up alternatives.

This style of engagement is called 'deliberative'. Deliberative engagement is different to other forms of engagement as it gives participants time to consider and discuss an issue before they come to a considered view.

Note: Due to the COVID-19 pandemic, the community panel will be hosted entirely online.

3. Selection of Community Panel Members

Recruitment and selection of participants will be facilitated by an independent consultant, based on a set of criteria determined by Infrastructure Victoria. Selection will aim to closely resemble the Victorian community profile using Australian Bureau of Statistics census. Where there are several people who meet specific demographic characteristics, the required number of people will be randomly selected.

4. Engagement Program

The engagement program will commence on 25 January 2021 and run for a four-week period, concluding on Friday 19 February 2021. Participants will be asked to contribute a minimum of 15 hours of their time to the process.

Activities over the four-week period will include:

- Self-paced reading, learning and familiarisation with background materials.
- Attendance at two, one-hour webinars to learn about the subject and ask questions of recognised experts. Webinars will also be recorded and will be made available to those unable to attend the live event.
- Attendance at two, two-hour online discussion forums. Participants will be provided with a range of dates and times and will be able to select when they participate.
- Completion of surveys or worksheets during the engagement process to capture views, ideas and advice.

Feedback collected from the deliberative conversation will inform final recommendations for Victoria's 30-year infrastructure strategy, to be released mid next year.

5. Roles and Responsibilities

Outlined below are the roles and responsibilities of community panel members. Members of the will commit to:

- Attend engagement activities including arriving on time and remaining for the duration of the session.
- Take advantage of the information provided to learn as much as you can about the subject.
- Treat all people in a respectful and courteous manner and allow others to express their views.
- Maintain a strategic focus for determining the long-term needs of Victorians and not use the engagement to raise individual issues.
- Maintain confidentiality as described in section seven of this Terms of Reference document.

6. Remuneration and support

This is a voluntary role, however Infrastructure Victoria acknowledges and appreciates the commitment made by participants. To this end, remuneration will be provided at the end of the process (\$60 in total). This remuneration will be provided in EFTPOS gift cards, which can be used everywhere EFTPOS is accepted.

If you require additional support to participate such as translation services or information to be provided in a specific format, please call 0474 322 993 or email

enquiries@infrastructurevictoria.com.au

7. Confidentiality

Over the course of the forums there may be issues which are raised that should remain confidential. If this is the case, we will inform you at the time.

Please remember, this group operates as advisory only to Infrastructure Victoria, and no member of the group is authorised to speak to external third parties on behalf of Infrastructure Victoria. If you are contacted by an external third party, such as the news or media, it is expected you will refer these contacts to Infrastructure Victoria.

8. Privacy Policy

Your privacy is absolutely protected, and Infrastructure Victoria will only use your email to contact you with updates and to invite you to participate in consultations. Your email address and any other information provided by you will not be distributed to any third party or used for any other purpose.

You can review our privacy online at,

www.infrastructurevictoria.com.au/wp-content/uploads/2019/04/Infrastructure-Victoria-privacy-policy-1.pdf