ACT Government
City and Environment

Terms of Reference

ACT Motor Vehicle Industry Stakeholder Meeting

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1.0 Role/Purpose

The AMVISM will be an informal forum for information exchange between representatives of the ACT motor vehicle industry and the ACT government on issues related to the operation and regulation of the motor vehicle industry in the ACT.

AMVISM will be a non-statutory informal body that meets twice a year. AMVISM will effectively replace the functions of the Motor Vehicle Repair Industry Advisory Committee (MVRIAC), which was established under section 39 of the Fair Trading (Motor Vehicle Repair Industry) Act 2010.

It is intended that AMVISM will have broader industry representation than MVRIAC. The Commissioner will determine participation at AMVISM by invitation, with a view to seeking broad industry and relevant stakeholder representation.

The Commissioner will inform the Minister about the outcomes of AMVISM discussions.

2.0 Term

Meetings will be convened by the Commissioner for the foreseeable future, with no specific end date.

3.0 Membership

Membership will be determined by the Commissioner, with a view to having representation from all segments of the ACT Motor Vehicle industry and related fields and relevant ACT government agencies. There will be no formal appointments.

Participation will generally be in an ex-officio capacity and therefore continuity of representation will be maintained on that basis.

Meeting attendees will be expected to have expertise on the operation of at least one segment of the ACT motor vehicle industry (particularly the segment that they are representing), including sales, repair, workforce and environmental issues and/or the commercial and regulatory environment in which the sector operates.

The Chair may invite guests or other additional participants to attend meetings as the need arises, such as to provide presentations or expert views on specialist topics. Members will not receive remuneration to attend meetings.

Table 1 Members

Member	Member role
Commissioner for Fair Trading	• Chair
One person	• ACT Motor Vehicle Repairer Business Representative
Two persons	• ACT Motor Vehicle Dealer Business Representative(s)
CARE financial member	• Consumer Representative
One/two persons	Industry Representative(s) • ACT Motor Trade Association • Australian Automotive Dealers Association
Environment Protection Authority	• Environment Representative
One/two persons	• Employee Representative (s)
One person – CIT	• Motor vehicle industry training representative

Member	Member role
Access Canberra Hume Motor Vehicle Inspection Station	• Govt Representative – Regulator - vehicle inspections
Access Canberra - Executive Branch Manager Fair Trading Branch	• Govt Representative – Regulator - consumer
Access Canberra - Senior Director, Licensing	• Govt Representative – Regulator - licensing
Justice and Community Safety Directorate ACT government – Senior Director, Policy	• Govt Representative - Policy
WorkSafe ACT, one person	• Govt Representative – Work Health and Safety
Commissioner for Fair Trading	• Chair
One person	• ACT Motor Vehicle Repairer Business Representative
Two persons	• ACT Motor Vehicle Dealer Business Representative(s)
CARE financial member	• Consumer Representative
One/two persons	Industry Representative(s) • ACT Motor Trade Association • Australian Automotive Dealers Association

4.0 Roles and responsibilities

AMVISM will be neither a decision making nor advisory body. It will be an informal forum formed for the purpose of information exchange and discussion.

The forum will provide an opportunity for industry members and the government to share information about the current state of the motor vehicle industry in the ACT and the regulatory, social, technological and economic factors affecting it.

The Commissioner for Fair Trading will chair the AMVISM. The Chair will:

- determine the time, format, and agenda for each meeting.
- ensure a quorum is present.
- ensure that any potential or perceived conflicts of interest by members are disclosed, ruled on and recorded.
- encourage and facilitate all members' participation in discussions.
- control the meeting and direct the order in which members speak.
- maintain a positive and constructive atmosphere by encouraging courtesy, respect and openness.
- summarise the discussion during the meeting to assist in accurate recording of outcomes; and
- assist the Secretariat to ensure accurate and timely preparation and distribution of meeting papers and progression of actions arising from meetings.

Meeting participants will:

- attend meetings when scheduled or nominate a proxy with relevant expertise to attend in their place.
- suggest items for the agenda in advance of the meeting at the request of the Secretariat.

- declare any conflicts of interest at the commencement of each meeting; and
- participate in meeting discussions in a professional manner that accurately represents the views and perspectives of the body they represent, showing courtesy, respect and openness.
    - ACT public sector attendees must conform with the ACT Public Sector Code of Conduct.

4.1 Scope

AMVISM will take place twice annually to discuss:

- the licensing, registration and training of people in the ACT motor vehicle industry.
- matters affecting the interests of consumers in relation to the motor vehicle industry.
- unfair commercial practices that affect people who carry on a business in motor vehicle sales and as a motor vehicle repairer.
- environmental issues in relation to disposal of the motor vehicle industry's waste.
- emerging issues / technology, including issues in relation to e-vehicles.
- issues related to licensing of motor vehicle industry participants; and
- any other issues as requested by the Minister.

4.2 Principles

The ACT Commissioner for Fair Trading's Statement of Expectations for 2025-26 includes a requirement that the Commissioner for Fair Trading (the Commissioner) meet with representatives of the ACT motor vehicle industry twice annually to discuss issues affecting the industry.

The ACT Motor Vehicle Industry Stakeholder Meeting (AMVISM) has been formed in 2025-26 to give effect to that requirement.

4.3 Proxies

If a regular participant is unavailable to attend a meeting, a formal apology should be tendered to the Secretariat and an appropriate proxy nominated to attend in their place.

5.0 Meetings

5.1 Quorum

A meeting will not proceed unless there is a quorum of:

- at least three committee representatives (or their proxies); and
- the Chair (or their proxy).

5.2 Frequency and location

Meetings will be held bi-annually at 480 Northbourne Avenue, Dickson ACT. Meeting times, dates and locations will be determined by the Chair and arranged by the Secretariat.

Meetings may take place in person, online or in a hybrid format, as determined by the Chair.

5.3 Agenda and minutes

An agenda will be prepared and distributed (with any meeting papers) by the Secretariat prior to each meeting. Minutes will be distributed within two weeks of each meeting.

5.4 Actions

Actions will be documented in the minutes and distributed to members within two weeks of each meeting.

6.0 Secretariat support

The Secretariat for AMVISM will be the Regulatory Coordinator in Access Canberra. The Secretariat will:

- issue notices of meetings, at the Chair's request.
- request from participants potential topics for inclusion on the agenda in advance of each meeting.
- organise meetings, including arranging the preparation and distribution of the agenda, minutes and other meeting papers.
- maintain an accurate register of AMVISM participants (re Table 1: AMVISM Representational structure, above) and their contact information.
- liaise with the meeting participants on most matters relating to the AMVISM.
- attend, take notes, and prepare draft minutes of meetings.
- circulate any items for consideration by AMVISM out of session.
- liaise with invited guests and guest presenters.
- file and maintain meeting papers in accordance with ACT government requirements.
- distribute meeting minutes of meetings to attendees as agreed by the Chair.
- undertake other administrative tasks related to AMVISM as requested by the Chair.

7.0 Terms of reference amendment, modification or variation

Variation to the Terms of Reference must be endorsed by the forum.