

To the medical practitioner,

To be eligible for this program the applicant must be a permanent resident of Australia and reside in Victoria.

Please complete the online section of this form if you deem your patient to have a permanent and severe physical, intellectual, sensory or psychological disability that is not likely to improve with medical treatment and prevents the safe and independent use of public transport.

Both the online (completed by a medical practitioner) and paper copy (completed by the applicant) of this form must be submitted to the Taxi Services Commission (TSC). To access the medical assessment please go to: **www.taxi.vic.gov.au/passengers/mptp/how-to-apply**

Please have your Australian Health Practitioner Regulation Agency (AHPRA) number on hand as you will be asked to enter it. Your AHPRA number can be found on www.ahpra.gov.au. Please contact the TSC on 1800 638 802 for more information or assistance.

Please retain this for your files.

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|---|--|--|--|--|--|--|--|--|--|
| ONLINE REFERENCE NUMBER Smartform number | | | | | | | | | |
| | | | | | | | | | |

Taxi Services Commission
Level 23, 80 Collins Street, Melbourne VIC 3000
GPO Box 1716, Melbourne VIC 3001 Phone: 1800 638 802 (toll-free) www.taxi.vic.gov.au
September 2013

TAXI
SERVICESCOMMISSION



Multi Purpose Taxi Program (MPTP) membership application form



Multi Purpose Taxi Program (MPTP) membership application form

To be eligible for this program you must be a permanent resident of Australia and reside in Victoria.

The Multi Purpose Taxi Program (MPTP) subsidises taxi travel for Victorians who have a severe and permanent disability. This can include people with a physical, intellectual, sensory and psychological disability who are unable to use public transport safely on their own.

You may seek assistance to fill out this form. There are three parts to this application form:

PART A: – Applicant’s details

PART B: – Applicant’s financial information

PART C: – Confirmation and consent.

Please post the application and attachments to:

Taxi Services Commission
Multi Purpose Taxi Program
GPO Box 1716
Melbourne VIC 3001

Contacts for further information:

Phone number: 1800 638 802
Fax number: 03 8683 0777
Office address: Level 23, 80 Collins St, Melbourne 3000
Internet address: www.taxi.vic.gov.au
Email address: mptp@taxi.vic.gov.au
Interpreter service: 13 14 50
24hr relay call numbers
TTY/Voice: 133 677
Speak & Listen: 1300 555 727

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|----------------------------|--------------------------|-------------------------|--|
| OFFICE USE ONLY | | | |
| Approved by – initials | <input type="text"/> | Date | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Application number | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Smartform reference number | <input type="text"/> | Date smartform received | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Disabilities/mobility aid | D1 | D2 | D3 |
| Checked by – initials | <input type="text"/> | Date | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| EDA | <input type="checkbox"/> | TP | <input type="checkbox"/> |
| Comments | <input type="text"/> | | |
| <input type="text"/> | | | |

Multi Purpose Taxi Program (MPTP) membership application form

**PART
A**

PART A: APPLICANT DETAILS

To be completed by either (please tick):

Applicant Carer Parent/guardian Authorised representative Other

A1. Applicant's details

Title

Surname or family name

First or given name

Date of birth

 / /

Male Female

Residential address

Postcode

Postal address

Postcode

Telephone – home

 ()

Telephone – business

 ()

Mobile

 ()

Email address

A2. Is the applicant a permanent resident of Australia and live in Victoria?

If no, you are not eligible for the program

Yes No

A3. Does the applicant permanently need the use of a wheelchair outside the home?

If yes, please go to Part C.

If no, you may still be eligible for a taxi card.

Yes No

A4. Does the applicant use a mobility aid other than a wheelchair?

Yes No

If yes, please indicate which mobility aid(s):

Walking stick Walking frame Four point stick White cane Guide dog

Mobility scooter Tilting or reclining mobile chairs

Multi Purpose Taxi Program (MPTP) membership application form

PART
B

PART B: FINANCIAL INFORMATION

Is the applicant:

1. Single
2. Partnered and living together
3. Partnered but not living together
4. Dependant

How many dependent children in household?

(Dependants are children 2–15 years or 16–24 and are financially dependent on a parent/guardian. Dependants must have parent/guardian provide their Centrelink/DVA card details)

NOTE: If the applicant

- receives a disability support pension (Blind)
- receives an age pension (Blind)
- does NOT receive a Centrelink/DVA benefit, **proceed to B2. Financial hardship assessment.**

B1. Centrelink/Department of Veteran Affairs (DVA) benefit holders

Please supply customer reference number and attach a photocopy.

- Pension – age
 Disability support pension
 Partnered parenting payment
 Partner allowance
 DVA issued pension card or Gold Card
 Extreme Disablement Adjustment (EDA)
 Totally and Permanently Incapacitated (TPI)
 None

Other

Customer reference number or DVA number:

*If applicable pension card number has been supplied **proceed to Part C.***

B2. Financial hardship assessment

If the applicant is:

- single, please provide Notice of Assessment from Australian Tax Office (ATO)
- partnered, please provide Notice of Assessment (both parties).

Dependants must have their parent(s)/guardian provide their Notice of Assessment (both parties).

All Notices of Assessment must be within the last two financial years.

NO NOTICE OF ASSESSMENT: If the applicant does not have a Notice of Assessment, a letter from a practising tax accountant is required confirming the applicants, taxable income in Australian dollars (for both parties if applicable).

If you need further assistance please call **1800 638 802**.

PART C: CONFIRMATION AND CONSENT

APPLICANT

C1. Is the applicant capable of completing the form and consenting to the TSC checking details as required?

Yes **No** (if no, go to C2 or C3)

I, (Applicant name)

- certify that the information about me in parts A and B are correct.
- authorise the Taxi Services Commission (TSC) to check any of the information provided in this form. This includes contacting Commonwealth Government departments or agencies about any Commonwealth concessions or benefits I receive.
- note that the above authorisation will be treated as ongoing but can be revoked. I understand that, if my authorisation is revoked, I may no longer be eligible for the Multi Purpose Taxi Program (MPTP).
- authorise and consent to my doctor or medical practitioner providing the TSC with health information about me so that it can assess my application.
- authorise and consent to my health information being disclosed by the TSC to an independent health professional or MPTP panel if the TSC considers it necessary. If my application is referred to such a professional or panel, I authorise and consent to them providing health information about me to the TSC.
- agree to by the terms and conditions of the MPTP membership. I also acknowledge that misuse of the MPTP Taxi Card will lead to cancellation of my membership and/or legal action.
- acknowledge that my signature below indicates that I agree to the statements made above.

Signature

Date

PART C: CONFIRMATION AND CONSENT

CARER/OTHER

C2. Is the applicant capable of confirming and consenting to the TSC checking details as required but unable to sign the form?

Yes **No** *(if no, go to C3)*

I certify that the applicant has either read this application, including the terms and conditions of Multi Purpose Taxi Program membership, or that the applicant has had them read to him or her, and agrees to the statements in Part C1.

Print name

Date

Organisation/relationship to applicant

Phone number

Signature of witness to applicant's consent:

PART C: CONFIRMATION AND CONSENT

AUTHORISED REPRESENTATIVE/PARENT GUARDIAN

C3. The authorised representative must tick one of the boxes below and provide the information requested below.

An authorised representative is defined as:

- a guardian, administrator or person responsible within the meaning of the *Guardianship and Administration Act 1986* (Vic.)
- an attorney for the applicant under an enduring power of attorney
- an agent for the applicant within the meaning of the *Medical Treatment Act 1988* (Vic.)
- a parent or guardian of the applicant, if the applicant is a child
- a person otherwise empowered under law to perform any functions or duties or exercise powers as an agent of or in the best interests of the applicant.

On the applicant's behalf, I agree to the statements in Part C1:

Signature

Date

Full name

Postal address

| | | | | |
|--|----------|--|--|--|
| | | | | |
| | | | | |
| | Postcode | | | |

Contact telephone number

Next steps:

1. Visit your medical practitioner so he or she can complete the online medical assessment (follow the instructions on the front cover of this document).
2. If required, please attach copies of your Centrelink/DVA benefit cards or financial information.

Taxi Services Commission Privacy Policy

1. Introduction

This policy sets out the manner in which the Taxi Services Commission (TSC) will collect, use, hold, disclose and dispose of personal and health information. This policy may be varied from time to time.

2. Definitions of personal, sensitive and health information

The TSC will collect, hold and disclose personal and health information in accordance with the Information Privacy Principles (IPPs) set out in the *Information Privacy Act 2000* (Vic.) (Privacy Act) and the Health Privacy Principles (HPPs) set out in the *Health Records Act 2001* (Vic.) (HRA).

2.1 Definition of personal information

Under the Privacy Act, 'Personal Information' means any information or opinion (including information or an opinion forming part of a database), that is recorded in any form about an individual whose identity is apparent or can easily be ascertained from the information or opinion, but does not include information to which the HRA applies.

2.2 Definition of sensitive information

Under the Privacy Act, there is a subset of personal information called 'Sensitive Information' which includes information about your race, ethnicity, political opinions or memberships, religious beliefs or affiliations, philosophical beliefs, memberships of professional/trade unions or associations, sexual preferences or practices or criminal record.

The Privacy Act applies stricter provisions on how sensitive information is used. Where the TSC collects Sensitive Information about you, it will ensure that it complies with these provisions.

For the purposes of this policy, a reference to Personal Information will include Sensitive Information.

2.3 Definition of health information

Under the HRA, 'Health Information' means information or an opinion about an individual's physical, mental or psychological health, a disability, an individual's expressed wishes about the future provision of health services or a health service provided which can be linked to a living or deceased individual.

3. Collection of Personal and Health Information

The TSC only collects Personal Information or Health Information from an individual that is necessary for its functions or services to that individual, the activities of managing or administering that function or service, or as required by law in regard to its statutory obligations.

The TSC will take reasonable steps to collect information directly from the individual. The TSC may collect information via written or electronic correspondence including telephone, email, fax and/or social media such as Facebook and Twitter. Information may also be collected in person.

The TSC may collect Personal or Health Information from you when you:

- apply for accreditation as a driver, operator or Network Service Provider;
- apply for a job with the TSC;
- request to be placed on the TSC's mailing list;
- make an inquiry about the TSC's functions and services; or
- lodge a request for access to documents under the *Freedom of Information Act 1982* (Vic.) (FOI Act).

The types of Personal Information the TSC may request from you include your name, date of birth, contact details, qualifications and employment history and the types of Health Information that the TSC may collect from you, include information relating to your physical or mental health or any disability you may have.

3.1 Types of specific Personal Information the TSC may collect

3.1.1 Supplying taxi, commercial passenger vehicle, private bus or driving instructor services

If you are involved in the supply of taxi, commercial passenger vehicle, private bus or driving instructor services, we may collect or use your Personal or Health information where required.

3.1.2 Security cameras in taxis

If you have been a passenger in, or drive a taxi, you may have been photographed by a security camera installed in the taxi. If you were, those photographs may contain your Personal Information. We may collect or use that information, or disclose it to a law enforcement agency if necessary to determine, or help a law enforcement agency determine:

- whether a crime has been committed by or against you; and/or
- your identity, if a law enforcement agency suspects that a crime has been committed by or against you.

3.1.3 Multi Purpose Taxi Program members

If you apply to become a member of the Multi Purpose Taxi Program, we may collect or use your Personal or Health information, or disclose it to another governmental agency, medical practitioner or independent health panel where this is required to assess your eligibility under the membership program or application process.

3.2 Collection statement/notice

Where the TSC collects Personal Information from you, it will take reasonable steps to ensure that you are given a collection statement that sets out the purpose for collecting that information, how that information will be used and the consequences, if any, for not providing the information.

Wherever it is lawful and practical, the TSC will provide you with the option of not identifying yourself.

4. Use and disclosure of Personal or Health information

The TSC will only use or disclose Personal Information or Health Information as set out in this Privacy Policy or for the purpose which was either specified or reasonably apparent at the time of collection unless you have consented to, or would reasonably expect, another related use.

4.1 Disclosure required by law

In some circumstances, the TSC may be required by law to provide Personal Information or Health Information to another organisation. Examples include warrants, court orders or demands to provide documents permitted under legislation. Examples of organisations with these powers include ASIO, ASIS and Centrelink.

4.2 Disclosure authorised by law

In some matters, the TSC is authorised to disclose Personal or Health Information to related transport and government agencies. Examples include taxi depots/associations, bus depots/associations, driving instructor associations, Melbourne Airport and relevant state and federal government agencies including Victoria Police and VicRoads.

We may do so if necessary to investigate or report on:

- whether you are, were or will be suitable to be involved in the supply of taxi, commercial passenger vehicle, private bus or driving instructor services; or
- whether you have broken the law in the course of your involvement in the supply of taxi, commercial passenger vehicle, private bus or driving instructor services.

Information may be shared with related government agencies via phone, email, post, fax or a shared database. Information shared may include names, drivers licence numbers, credit card details and police records.

4.3 Disclosure to third party contractors

From time to time the TSC may contract out some of its functions and services, for example IT and market research. In these situations your Personal or Health Information may be shared with third parties. Where the TSC engages third party providers, it will ensure that these parties have suitable data protection programs and privacy policies in place.

4.4 Disclosure outside Victoria

The TSC will only transfer your Personal or Health Information to another individual or organisation outside Victoria in limited circumstances, including when the recipient is subject to a law which upholds similar principles to the IPPs or HPPs, or you consent to the transfer.

Specific disclosures will be made with consent or otherwise in accordance with the use and disclosure standards of the Privacy Act and the HRA.

5. Data security and destruction

Irrespective of whether your Personal or Health Information is stored electronically or in hard copy form, the TSC will take reasonable steps to protect it from misuse and loss, and from unauthorised access, modification or disclosure.

The TSC will also take reasonable steps to destroy or permanently de-identify your Personal or Health Information if it is no longer needed for any purpose, unless, in the case of Personal Information, it is subject to the *Public Records Act 1973*, in which case it will be disposed of in accordance with that Act.

6. Data quality, access and correction

The TSC will take reasonable steps to ensure that any Personal and Health Information it holds is accurate, complete and up to date.

You are entitled to contact the TSC Privacy Officer (contact details are set out below) and request access to and correction of any of your Personal or Health Information held by the TSC.

6.1 Freedom of Information requests

Access to some information that the TSC holds may require a formal request under section 17 of the *Freedom of Information Act 1982* (Vic.). Your FOI application and any queries should be made to:

TSC Freedom of Information Officer

Taxi Services Commission, Level 23, 80 Collins Street, Melbourne VIC 3000

Telephone: 1800 638 802 Facsimile: 03 8683 0777 Email: FOI@taxi.vic.gov.au

7. Unique identifiers

A unique identifier is a code consisting of letters or numbers (not the individual's name) that is assigned to an individual to distinguish them from other individuals, for example a driver's licence number or tax file number.

The TSC will not:

- assign, use or disclose unique identifiers to individuals unless it is necessary to do so to carry out one of its organisational functions efficiently;
- adopt, use or disclose a unique identifier assigned to you by another organisation except in limited circumstances; or
- require you to provide a unique identifier in order to obtain a service, unless it is required or authorised by law or connected to the purpose for which the unique identifier was assigned.

The TSC generally assigns a unique identifier if you are, have been or seek to become:

- involved in the supply of taxi services; or
- a member of the Multi Purpose Taxi Program.

8. Privacy complaints

If you believe that your Personal or Health Information has been used by TSC in a manner contrary to the Privacy Act or HRA, you may contact the TSC Privacy Officer (on the details below) or lodge a complaint.

Information for submitting complaints in respect of your Health Information is available at: **Health Services Commissioner's website: www.health.vic.gov.au/hsc**

9. Further information and contact details

Further information about the TSC's Privacy Policy is available at the TSC website, or can be requested by contacting the TSC Privacy Officer.

All requests and communications may be made to the TSC Privacy Officer at:

The TSC Privacy Officer

Legal Services, Taxi Services Commission, GPO Box 1716, Melbourne VIC 3001

Telephone: 1800 638 802 (toll-free)

Email: privacy@taxi.vic.gov.au

Terms and conditions of Multi Purpose Taxi Program (MPTP) membership

1. The MPTP Taxi Card can only be used by the person whose details are printed on the card.
2. The MPTP Taxi Card can only be used for travel in taxis that have a licence to operate in Victoria, or with interstate vouchers from the Taxi Services Commission (TSC) in interstate taxis.
3. The MPTP member must be travelling in the taxi to receive the subsidy for that trip. Carers, companions or family members may travel in the taxi with the MPTP member.
4. Only one subsidy applies to any single trip.
5. The MPTP Taxi Card is not transferable and must not be used by anyone other than the member whose details appear on the card.
6. The MPTP Taxi Card cannot be used to send parcels or packages in a taxi.
7. Other than during a taxi trip, the MPTP member or carer must keep the card in their possession at all times.
8. MPTP membership does not guarantee that appropriate taxi transport will be available on request.
9. The MPTP Taxi Card cannot be used with any other transport concessions or subsidies. If a trip, or part of a trip, is covered by insurance, (for example, by the Transport Accident Commission) or paid for by any state or Commonwealth department or agency, the MPTP Taxi Card cannot be used.
10. MPTP membership will be cancelled if the member's circumstances change and he or she stops being eligible.
11. The MPTP member who has been given an exemption from eligibility or the annual subsidy cap may have that exemption withdrawn, cancelled or amended.
12. The MPTP member must report inappropriate or suspicious use of an MPTP Taxi Card to the TSC as soon as possible.
13. The MPTP member must report the loss or theft of an MPTP Taxi Card to the TSC as soon as possible.
14. MPTP membership may be cancelled if a member does not comply with these terms and conditions. The TSC may also take legal action.
15. It is understood that the applicant or the authorised representative understands and accepts the terms and conditions of MPTP membership when they sign an application form.
16. The MPTP member understands and accepts the terms of the TSC Privacy Statement, a copy of which is provided when he or she signs this application form.
17. The MPTP member must not travel in a Wheelchair Accessible Taxi when using a tilting or reclining mobile chair as a mobility aid. These include high care chairs/beds, 'princess', 'duchess' or 'tub' chairs.