

METRO TUNNEL
COMMUNITY REFERENCE GROUPS

TERMS OF REFERENCE & CODE OF CONDUCT

April 2018



PROJECT OVERVIEW

The \$11 billion Metro Tunnel Project will untangle the City Loop so more trains can run more often across Melbourne.

New underground stations – Arden (to be renamed North Melbourne), Parkville, State Library at the northern end of Swanston Street, Town Hall at the southern end of Swanston Street and Anzac at St Kilda Road – will transform the way people move around Melbourne and improve access to key landmarks and destinations. The two stations under Swanston Street will be directly connected to the City Loop at Melbourne Centre and Flinders Street stations.

The Metro Tunnel will create a new end-to-end rail line from Sunbury to Cranbourne/Pakenham, with high capacity trains and signalling.

The Metro Tunnel is the first step towards a ‘metro style’ rail network for Melbourne with the ‘turn up and go’ train services that are the hallmark of the world’s great cities such as London, New York, Hong Kong and Singapore.

RAIL PROJECTS VICTORIA

Rail Projects Victoria (RPV), formerly known as Melbourne Metro Rail Authority, is the Victorian Government body responsible for delivery of the Metro Tunnel.

RPV is responsible for all aspects of the projects including planning and development of a project reference design, site investigations, stakeholder engagement, planning approvals and procurement, through to construction delivery and project commissioning.

PROJECT DELIVERY

The Metro Tunnel Project is being delivered in a number of different works packages and procurement models.

WORKS PACKAGE	PROCUREMENT MODEL	CONTRACTOR
Early Works An initial program of works including protection and relocation of utility services such as gas, sewer and water mains, demolition and road, bicycle and footpath changes	Managing Contractor	John Holland
Tram infrastructure works New tram tracks and tram stops on Toorak Road West and St Kilda Road to enable the diversion of the Route 58 tram, and a new tram stop on Park Street, South Melbourne to enable passengers to move safely and efficiently by tram when the Domain tram interchange is temporarily removed for construction of Anzac Station	Franchise Works	Yarra Trams
Tunnel and Stations Includes the design and construction of the twin nine-kilometre tunnels and five underground stations, private finance and the provision of maintenance and other services during the operating term	Availability based Public Private Partnership	Cross Yarra Partnership (CYP) consortium, comprising Lendlease Engineering, John Holland, Bouygues Construction and Capella Capital



<p>Rail Infrastructure</p> <p>Works at the eastern and western tunnel entrances and exits (portals) including cut and cover tunnelling, decline structures and the reconfiguration and realignment of existing lines to connect the new Metro Tunnel rail tracks to the existing surface networks. This package will also deliver track and signalling works along the Sunbury and Dandenong lines to support the reconfiguration of the rail network to support day one operations of the Metro Tunnel</p>	Competitive alliance	To be awarded mid-late 2018
<p>Rail Systems</p> <p>Includes the design, supply, installation, testing, integration and commissioning activities in relation to train power control systems, operational control systems, conventional and high capacity signalling, and platform screen doors</p>	Competitive alliance	CPB Contractors and Bombardier Transportation (and Metro Trains as the rail operator)
<p>Wider Network Enhancements</p> <p>Proposed to include works which are required across the wider network to take full advantage of the benefits to be delivered by the Metro Tunnel Project. These include track modifications, station upgrades and signalling system updates</p>	Case by case	Case by case



COMMUNITY REFERENCE GROUPS

1 Role and Authority

- 1.1 The Metro Tunnel Community Reference Groups will provide an effective forum for consultation and information-sharing between RPV, its key contractors and the local community during construction of the Metro Tunnel. The establishment of Community Reference Groups is in accordance with the Environmental Performance Requirements (EPRs) approved by the Minister for Planning in December 2016.
- 1.2 The objectives of the Community Reference Groups are to:
 - a) Enable two-way conversation between RPV, its contractors and the community, including through the dissemination of information from RPV and its contractors to local communities
 - b) Provide a local perspective on the Metro Tunnel to inform RPV and its contractors of local conditions and priorities and, where possible, assist with resolving any community concerns as they arise
 - c) Encourage a broad range of community and local business representatives to participate in delivery of the Metro Tunnel, and
 - d) Provide a forum to discuss, manage and, if possible, mitigate and minimise any local impacts associated with Metro Tunnel construction.
- 1.3 The Community Reference Groups will assist and support construction of the Metro Tunnel in accordance with the EPRs by:
 - a) Providing a forum for effective consultation and coordination between RPV, its contractors, the community and relevant public agencies, prior to and during construction
 - b) Advising the local community of Metro Tunnel progress, planned construction activities, and any mitigation measures planned or in place
 - c) Informing RPV and its key contractors of any specific concerns or questions of the local community, including by providing timely information, suggestions or proposals for consideration by RPV and its contractors, and
 - d) Discussing any other matters pertaining to the Metro Tunnel requiring local stakeholder input.
- 1.4 The Community Reference Groups are an advisory group, not a decision-making group. Project decisions are the responsibility of the RPV and its key contractors.

2 Membership and Appointment

- 2.1 RPV will appoint members to the Community Reference Groups, with regard to the Metro Tunnel Project's stakeholder interaction to date in each of the precincts and the objective to have a broad range of views towards the project and its potential impacts represented. Members may be added to the Community Reference Groups by RPV as required.
- 2.2 Members of the Community Reference Groups are:
 - a) The independent Chair(s)
 - b) Senior representatives from RPV and its relevant contractors



- c) The relevant local council(s)
 - d) Relevant community groups in the precinct
 - e) Relevant agencies with an interest in the precinct
 - f) Relevant business groups in the precinct, and
 - g) Owners corporations or building managers from nearby residential buildings.
- 2.3 The Chair may invite representatives from other affected parties, institutions or relevant government agencies to attend meetings to clarify particular matters or hear specific feedback from the Community Reference Groups.
- 2.4 Member participation in the Community Reference Groups:
- a) Is voluntary
 - b) Does not preclude members from being involved in other forums and avenues for input into aspects of the Metro Tunnel.

3 Code of Conduct

- 3.1 Members of the Community Reference Groups shall act in an ethical and constructive manner. Each member will respect the role of their fellow members, facilitate an environment where other members feel comfortable and contribute in a positive way to finding solutions to any issues or concerns.
- 3.2 Members are appointed to the Community Reference Groups to represent their local community and/or local organisation. Members will, to the best of their ability:
- a) Act in the interests of the local community and/or organisation they represent
 - b) Advise the Chair and/or RPV of any concerns or issues being raised by their local community and/or organisation
 - c) Provide a two-way communication channel between the project and the community, including dissemination of information provided by RPV and its contractors to their local community and/or organisation, and ensure that effective communication arrangements are established as appropriate for this purpose
 - d) In coordination with their Community Reference Group, obtain feedback directly relating to construction of the Metro Tunnel Project and any associated issues, using materials (such as comment cards or other materials provided by RPV or its contractors) to collect feedback on the Project
 - e) Attend all meetings and site tours of the Community Reference Groups
 - f) Identify as a volunteer member of the Community Reference Groups and not a paid employee of the RPV or its contractors
 - g) Advise RPV's Governance and Committee Administrator of any inability to attend a meeting, and a nominated proxy.
- 3.3 Individual members of the Community Reference Groups are not authorised to speak to the media on behalf of their Community Reference Group, and if approached by the media should advise the Chair or RPV as soon as possible.



- 3.4 The Community Reference Groups are designed to be an open channel of information between RPV, its contractors and the community. RPV and its contractors will produce a range of project collateral and information for the use of the Community Reference Groups. Members are encouraged to discuss issues and disseminate public or approved information about the Metro Tunnel with their local community and/or the group they represent. Should members receive confidential or commercially sensitive information it will be clearly marked as such and must not be disseminated.
- 3.5 If at any point a member of the Community Reference Group feels they have a conflict of interest, they must inform the Chair immediately.
- 3.6 In the event that a member of the Community Reference Group disregards or breaches this Code of Conduct, the Chair may direct them to step down.

4 General protocols

- 4.1 Community Reference Group meetings will be held every four-to-eight weeks, or at other times as determined by the Chair. Meeting duration will be at the discretion of the Chair.
- 4.2 The Chair will lead Community Reference Group meetings. The Chair will seek to ensure that all members are able to raise any issue or seek any information provided that the enquiry is within the Terms of Reference and relevant to the Metro Tunnel Project, and therefore of legitimate interest to their Community Reference Group.
- 4.3 Only members of the Community Reference Groups, RPV staff, representatives from its contractors and other persons invited by the Chair may attend meetings of the Community Reference Groups.
- 4.4 Any unplanned items for discussion should be directed to the Chair for consideration. The Chair will have the final decision on the inclusion of late items on the agenda.
- 4.5 Members are expected to attend each meeting. If absence from a meeting cannot be avoided the member should notify RPV's Governance and Committee Administrator of their apology in advance, and nominate a proxy (if applicable). Minutes will record absentees if an apology has not been provided.
- 4.6 Meeting papers and documentation will be forwarded to the member's nominated email or postal address. If these details change it is the responsibility of the member to notify RPV as soon as possible.
- 4.7 Points of discussion, actions and recommendations from meetings will be recorded as minutes. The Chair will review draft meeting notes to ensure they reflect a balanced record of key points of discussion, actions and recommendations.

5 Administration

- 5.1 RPV will provide administrative support to the Community Reference Groups and the Chair. This will include:
 - a) Advising members of meeting dates and venues
 - b) Providing meeting schedules and agendas
 - c) Providing other information as required
 - d) Recording of minutes, including points of discussion, actions and recommendations of the Community Reference Groups,



- e) Responsibility for all costs associated with hosting the Community Reference Groups, and
 - f) Publishing any publicly available information, including CRG minutes and presentations, on the Metro Tunnel website
- 5.2 Members will be invited to nominate issues for discussion. The Chair will compile the agenda to ensure that appropriate levels of discussion can be undertaken at each meeting.
- 5.3 RPV may, from time to time, revise these Terms of Reference and Code of Conduct, in consultation with the Community Reference Group Chairs.

