

**Cross River Rail
Community Advisory Groups**

**Terms of Reference and Code of Conduct
August 2019**

1. Project Overview

Cross River Rail is a 10.2 kilometre rail line between Dutton Park and Bowen Hills, which includes 5.9 kilometres of tunnel under the Brisbane River and the CBD. It will deliver four new underground stations at Boggo Road, Woolloongabba, Albert Street and Roma Street, and upgrades to Dutton Park and Exhibition stations. Fairfield to Salisbury station upgrades will also form part of the wider Cross River Rail project.

The Cross River Rail Delivery Authority (Delivery Authority) is responsible for delivering the Cross River Rail Project.

The Delivery Authority is forming Community Advisory Groups (CAGs) to provide regular community input and discussion opportunities during construction and commissioning of the project. The groups will provide an effective forum for consultation and information-sharing between the Delivery Authority, its contractor/s, key stakeholders and the local community during construction and commissioning of the Project.

The Community Advisory Groups will be established by the Delivery Authority and once established, the Groups will be managed by the Project's contractor/s in collaboration with the State/Project Owner's Representative.

This document outlines the Terms of Reference and Code of Conduct for the Community Advisory Groups.

2. Project Description

Works Packages	Procurement model	Contractor/s
<p>Early works Commenced in 2018. An initial program of works including protection and relocation of utility services such as gas, sewer and water mains, geotechnical and survey investigations, demolition of buildings at the Woolloongabba site and construction of the temporary coach terminal at Roma Street.</p>	Contract	Multiple contractors including Caylamax, DECC, Department of Transport and Main Roads, Pensar, BAAM Ecological Consultants, Core Environmental Systems, EPIC Environmental, Environmental Earth Sciences and SLR Consulting.
<p>Tunnel, Stations and Development (TSD) delivery of works includes:</p> <ul style="list-style-type: none"> The 5.9km tunnel from a southern portal near Dutton Park station, under the Brisbane River and the CBD, to a northern portal beyond Normanby; Four new underground stations at Boggo Road, Woolloongabba, Albert Street and Roma Street; Upgrades to existing station at Dutton Park. 	Public Private Partnership	Preferred proponent is Pulse involving CIMIC Group companies, Pacific Partnerships, CPB Contractors, and UGL with international partners DIF, BAM and Ghella

<p>Rail Integration Systems (RIS) delivery includes:</p> <ul style="list-style-type: none"> • Upgrade to Exhibition station to become an everyday station • Upgrades to existing stations including Fairfield, Yeronga, Yeerongpilly, Moorooka, Rocklea and Salisbury. • Upgrades to train stabling facilities at Clapham Rail Yard (in Moorooka). • Upgrade to Mayne Yard including new stabling and other facilities. 	Alliance	Preferred proponent is UNITY Alliance involving CPB Contractors, UGL, AECOM and Jacobs, and partners HASSELL, RCS Australia, Acmena, Martinus Rail and Wired Overhead Solutions
<p>ETCS</p> <p>The ETCS technology will allow the South East Queensland rail network to work harder and smarter, improving capacity on the busy inner-city network.</p> <p>ETCS features are important for the safe operation of the Cross River Rail twin tunnels.</p>	Contract	Preferred proponent is Hitachi Rail STS

3. Role and Authority

The Cross River Rail Community Advisory Groups will provide an effective forum for consultation and information-sharing between the Delivery Authority, its contractor/s, key stakeholders and the local community during construction and commissioning of the Project.

The Community Advisory Groups will be established by the Delivery Authority and once established, the Groups will be managed by the Project's contractor/s in collaboration with the State/Project Owner's Representative.

The objectives of the Community Advisory Groups are to:

- a) Provide a local forum for effective consultation and coordination between the Delivery Authority, its contractor/s and the community, prior to and during construction and commissioning;
- b) Advise the local community representatives of the Project's progress, planned construction activities, expected impacts, upcoming milestones, high impact works, and any mitigation measures planned or in place;
- c) Inform the Delivery Authority and its contractor/s of any specific concerns or questions from the local community, by providing timely information, suggestions or proposals for consideration by the Delivery Authority and its contractor/s.
- d) Enable two-way conversations between the Delivery Authority, its contractor/s, key stakeholders and the community including the distribution of information from the Delivery Authority to local communities;
- e) Encourage a broad range of stakeholder group representatives, community and local business representatives to participate in the delivery of the Project; and;

- f) Provide an open forum to discuss, manage and, if possible, mitigate and minimise any local impacts associated with the Project's construction.

The role of the Community Advisory Groups is to advise and provide feedback, however they are not decision-making groups. Project decisions are the responsibility of the Delivery Authority and its contractor/s.

4. Membership and Appointment

Members of the Community Advisory Groups are:

- a) The Chair (CRRDA Representative);
- b) Independent Community Relations Monitor (as an observer);
- c) Community Group representatives;
- d) Business Group representatives;
- e) General community members;
- f) Cross River Rail Delivery Authority representatives;
- g) TSD contractor representatives; and
- h) RIS contractor representatives.

The Chair or Independent Community Relations Monitor may invite representatives from other affected parties, institutions or relevant government agencies to attend meetings to clarify matters or hear specific feedback from the Community Advisory Groups.

Member participation in the Community Advisory Groups:

- a) Is voluntary; and
- b) Does not preclude members from being involved in other forums and avenues for input into aspects of the Project.

An assessment panel will be formed, consisting of two CRRDA representatives who will undertake an initial assessment of the nominations received and make a recommendation to the Independent Community Relations Monitor. The Community Relations Monitor will make the final determination on the nominees to be appointed to the Independent Community Advisory Groups.

The panel will evaluate all nominations received and undertake an assessment using the following selection criteria:

- a) Location within the study corridor.
- b) Core interest in the project, for example, resident, community group member, local business owner, member of Chamber of Commerce or other relevant association/s.
- c) Level of interest in the project and the wider community.
- d) Ability to attend meetings.
- e) Ability to disseminate project information and capture community issues and opportunities.
- f) Consent to having their name published on the project website.

Both successful and unsuccessful nominees will be notified.

If an unsuccessful nominee challenges the decision, the Independent Community Relations Monitor will undertake an assessment and make a final determination.

5. General Protocols

Community Advisory Group meetings will initially be held bi-monthly. The frequency of meetings will be reviewed regularly with input from Community Advisory Group members.

These meetings are closed events and not open to the public to attend. Members of the Community Advisory Group and pre-approved guests and speakers are the only people to attend.

Members are expected to attend each meeting. If absence from a meeting cannot be avoided the member should notify the Chair of their apology in advance. Absentees will be recorded on meeting notes.

Proxies will not be permitted to attend unless agreed in advance by the Independent Community Relations Monitor as required to inform a specific agenda item. In this case, the regular member is expected to brief the proxy in full prior to the meeting to ensure no requirement to cover previously discussed content.

Where possible, members will have the opportunity to attend site visits, which will be communicated in advance. Members will be provided with appropriate PPE and site inductions prior to their visit.

Meeting papers and documentation will be forwarded to the member's nominated email address.

Points of discussion, actions and recommendations from meetings will be recorded as minutes. Meeting minutes will be prepared by the Project's contractor/s. All meeting minutes will be submitted to the Delivery Authority and Independent Community Relations Monitor for review and approval to ensure they reflect a balanced record of key points of discussion, actions and recommendations. These minutes will be issued within one week of the related meeting. All meeting minutes will be publicly available on the Project's website.

Community Advisory Group meetings will operate until the Project is complete.

This Terms of Reference and Code of Conduct must be signed by all Community Advisory Group members.

6. Role of the Independent Community Relations Monitor

The Community Advisory Groups will be overseen by the Independent Community Relations Monitor appointed by the Cross River Rail Delivery Authority.

The Community Relations Monitor will seek to ensure that all members are able to raise any issues or seek information that is relevant to the Project and within the Terms of Reference which are of legitimate interest to members of the Community Advisory Groups.

The Community Relations Monitor may invite representatives from other affected parties, institutions or relevant government agencies to attend meetings to clarify matters or hear specific feedback from the Community Advisory Groups.

The Community Relations Monitor is also responsible for:

- a) Overseeing discussions and participation by all members;
- b) Providing guidance on the issues to be discussed in accordance with the Terms of Reference;
- c) Ensuring the proper and professional conduct of the group all views are considered when discussing issues.
- d) Ongoing monitoring of the effectiveness of the contractor/s community relations activities and provide recommendations as required.
- e) Being available to members of the community to verify complaints and to monitor, investigate, escalate and resolve as required;
- f) Reviewing and approving meeting minutes to ensure they reflect a balanced record of key points of discussion.

7. Role of the Chair

The Community Advisory Groups will be Chaired by a representative of the Cross River Rail Delivery Authority.

The Chair may invite representatives from other affected parties, institutions or relevant government agencies to attend meetings to clarify matters or hear specific feedback from the Community Advisory Groups.

The Chair is also responsible for:

- a) Facilitating discussions and participation by all members;
- b) Determining the issues to be discussed in accordance with the Terms of Reference;
- c) Ensuring the proper and professional conduct of the group;
- d) Keeping the meeting on time and in keeping with the agenda;
- e) Agreeing with the group topics for discussion at future meetings;
- f) Where possible, referring any issues and ideas which fall outside the Terms of Reference to the relevant authority.

Members will be invited to nominate issues relevant to the Project for discussion.

8. Administration

The Project's contractor/s will be responsible for all administrative and management activities relating to the Community Advisory Group meetings and activities.

This will include:

- a) Organising all logistics associated with meeting venues and site visits;
- b) Advising all members of meeting dates, site visits and venues;
- c) Preparing the meeting agenda and minutes and distributing to the group;
- d) Providing other information as required;
- e) Preparing project updates and relevant information to present;
- f) Arranging guest speakers relevant to their activities;
- g) Responsibility for all costs associated with hosting the Community Advisory Groups and activities;
- h) Providing any publicly available information, including meeting minutes and presentations to the Delivery Authority for inclusion on the Project website; and
- i) Providing all members with industry standard PPE and appropriate site inductions ahead of site visits.

9. Accountability

The composition of the Community Advisory Groups, meeting minutes and advice of activities will be published on the Project website. Any information provided by the Community Advisory Groups may be reported publicly by the Delivery Authority and included in other project publications.

Members agree to having their name and other relevant details i.e representative organisation published on the project website, and to having a contact email or phone number published for contact by the broader community for submission of topics for discussion at the Community Advisory Group meetings.

10. Code of Conduct

Members of the Community Advisory 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 issues or concerns.

Members are appointed to the Community Advisory 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, Community Advisory Group and contractor/s 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 the Delivery Authority and its contractor/s to their local community and/or organisation;
- d) In coordination with their Community Advisory Group, obtain feedback directly relating to construction of the Project and any associated issues;
- e) Attend all meetings and site visits; and
- f) Identify as a volunteer member of the Community Advisory Groups and not a paid employee of the Delivery Authority or its contractor/s.

Individual members of the Community Advisory Groups are not authorised to speak to the media on behalf of the Community Advisory Group, the Delivery Authority or its contractor/s. If approached by the media, they should advise the Chair as soon as possible.

The Community Advisory Groups are designed to be an open channel of information between the Delivery Authority, its contractor/s and the community. The Delivery Authority and its contractor will produce a range of project collateral and information for the use of the Community Advisory Groups. Members are encouraged to discuss issues and disseminate public or approved information about the Project 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.

If a member of the Community Advisory Group feels they have a conflict of interest, they must inform the Chair immediately. (A conflict of interest is a situation in which a member is in a position to derive personal benefit from actions or discussions held with this Group).

In the event that a member of the Community Advisory Group disregards or breaches this Code of Conduct, the Chair may direct them to step down.

11. Amendments to the Terms of Reference

The following amendments to this TOR have been agreed with the Community Advisory Group for [insert location]_____.

12. Agreement to TOR

Member Name

Signature