



**SUBURBAN
RAIL LOOP**

SRL East – Heatherton Community Reference Group

September 2022 – Terms of Reference and Code of Conduct

1. Suburban Rail Loop Authority

Suburban Rail Loop Authority (SRLA) is responsible for planning and delivering Suburban Rail Loop (SRL).

SRLA was established in September 2019, and became a statutory authority in December 2021, governed by the *Suburban Rail Loop Act 2021*.

SRLA brings together expertise in planning, social and economic development, and rail infrastructure delivery, ensuring the right knowledge to consider not only how this project will be delivered, but how it will play a role in shaping and connecting communities and contribute to Victoria's long-term future.

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

2. Project Overview

2.1. Project scope

2.1.1. Suburban Rail Loop

The Suburban Rail Loop (SRL) is a city-shaping infrastructure project that will transform Victoria's public transport system and deliver significant urban renewal outcomes for Melbourne. It consists of a new rail link, connecting Melbourne's middle suburbs, and integrated precinct development.

SRL will connect every major rail line from the Frankston line to the Werribee line via Melbourne Airport. It will establish a direct rail connection between Melbourne's major employment, health, education and activity precincts outside Melbourne's central business district. Three new transport super-hubs at Clayton, Broadmeadows and Sunshine will also connect regional Victoria to SRL, making it a project for all Victorians.

2.1.2. SRL East

SRL East – the first phase of the Suburban Rail Loop project – will deliver a rail connection in Melbourne's east and southeast, between Box Hill and Cheltenham.

Initial Works for SRL East started in June 2022.

2.1.3. SRL East Stabling Facility

Train stabling is a critical part of the Suburban Rail Loop network. The SRL East stabling facility will be located on Kingston Road, Heatherton. It is required near the start of the rail line to allow SRL's fleet of new high-tech trains to begin services efficiently each day. It would not be possible to provide high frequency turn-up-and-go train services without it.

When SRL East commences operation in 2035, around 13 trains will be stabled, cleaned and maintained at the facility when they are not in service. The stabling facility will be at surface level and will include:

Stabling yard to accommodate up to 30 trains

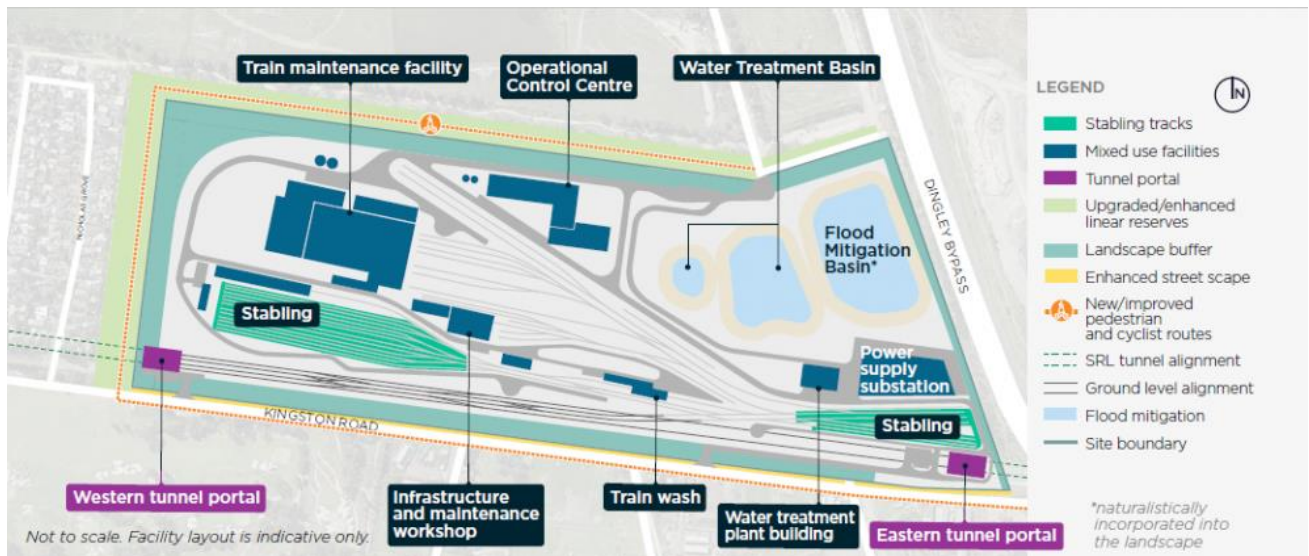
- A track for testing trains
- A train maintenance and inspection facility
- An office and operational control centre
- Train cleaning facilities

- A power supply substation
- Storage basins to manage and treat water.

Landscaping and a variety of different vegetation types, including large canopy trees, will be designed to surround the stabling yard acting as a soft screening that will reduce any visual impact.

The final layout of the stabling facility will be determined by the appointed contractor in collaboration with SRLA. This CRG's feedback will also be taken onboard in decision-making.

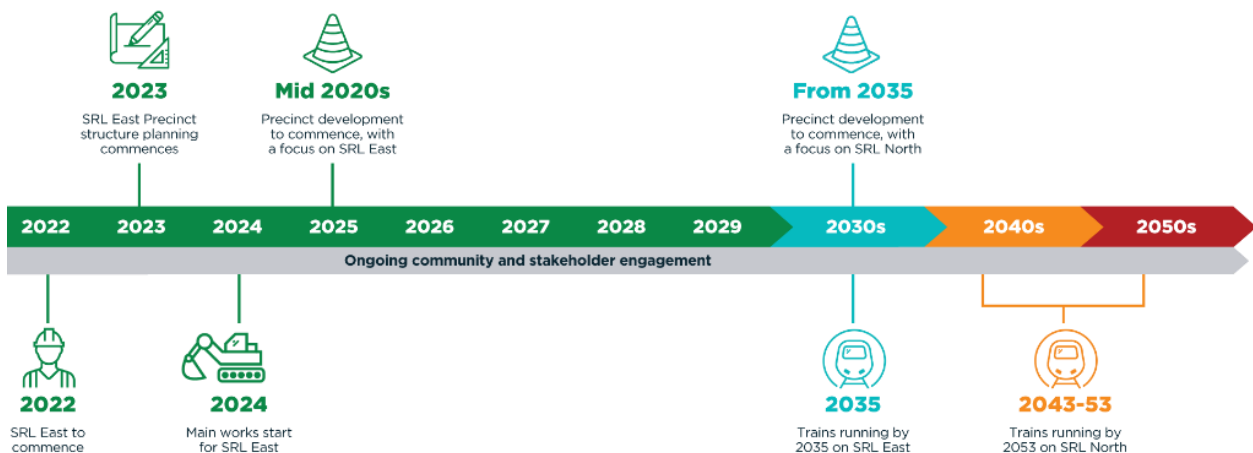
Figure 2 provides an indicative layout of the SRL East Stabling Facility.



2.2. Timeline

SRL East, North and West will be completed in stages over several decades. A high-level project timeline is shown in Figure 3 below.

Figure 3:



3. Terms of Reference

3.1. Purpose and objectives

The SRL East – Heatherton Community Reference Group (CRG) will bring together SRLA and its contractors, community members, local businesses and other key stakeholders.

The aim is to discuss potential impacts of the stabling facility during planning, design and delivery and how they could be mitigated, particularly through construction planning, urban design and landscaping.

The CRG's objectives are to:

- a) Foster meaningful engagement.
- b) Inform SRLA and its contractors of community values, local conditions, priorities, concerns and preferred outcomes.
- c) Assist with resolving community concerns associated with the stabling facility; and where possible, mitigate and minimise any local impacts.

3.2. Role

The CRG will assist and support planning and delivery of SRL East by:

- a) Informing SRLA of any specific concerns or questions in the local community
- b) Providing timely feedback to SRLA
- c) Discussing any other matters pertaining to SRL requiring local stakeholder or community input
- d) Advising stakeholders and the local community of SRL works and progress.

The CRG is an advisory group. Project decisions are made by SRLA and its key contractors.

3.3. Membership and appointments

Membership of the CRG is voluntary. It does not preclude members from being involved in other forums and avenues for input into aspects of SRL.

Members of the CRG will include:

- a) Independent Chair (Chair) – appointed by SRLA
- b) Senior representatives from SRLA and its contractors
- c) Officer representatives from Kingston City Council (maximum of 2)
- d) Community representatives that may include local residents, businesses, community groups and institutions – appointed by SRLA.

The Chair may from time to time invite other relevant parties to speak on relevant projects or issues, clarify particular matters or hear specific feedback from the CRG.

SRLA may revise the Terms of Reference and/or Code of Conduct, in consultation with the Chair.

SRLA will review CRG membership periodically, at least every two years, or where members have resigned from the CRG.

3.4. Code of Conduct

1. Members of the CRG are expected to act in a respectful and constructive manner, helping to provide an environment where other members feel comfortable and contribute in a positive way to finding solutions to any issues or concerns.
2. Members are appointed to the CRG to represent their local community and/or local organisation. Members must, 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 SRLA of any concerns or issues being raised by their local community and/or organisation
 - c. Provide a two-way communication channel between SRLA and its contractors and the community, including dissemination of information provided by SRLA and its contractors to their local community and/or organisation, and providing feedback in response
 - d. Make their best efforts to attend all meetings of the CRG
 - e. Advise the Chair and/or SRLA of any inability to attend a meeting
 - f. Advise the Chair and/or SRLA of any potential or actual conflict of interest
 - g. Volunteer members of the CRG must not identify themselves in any forum as employees or representatives of SRLA or its contractors
 - h. Individual members of the CRG are not authorised to speak to the media on behalf of the CRG, and if approached by the media should advise the Chair or SRLA as soon as possible
 - i. When confidential or commercially sensitive information is presented to CRG members it must not be disseminated without express permission from SRLA. The Chair will raise this in relevant situations and members who do not wish to agree will be asked to leave the meeting for the relevant time. Sensitive information will be clearly marked as such and must not be disseminated
 - j. Members must not post images on social media of information provided during CRG meetings without express permission from SRLA.
3. If a member of the CRG disregards or breaches this Code of Conduct, the Chair may direct them to step down.

3.5. General protocols

1. CRG meetings will be held quarterly or at other times as determined by the Chair in consultation with SRLA and CRG members.
2. The Chair will make every effort to allow members to raise any issue or seek any information within the Terms of Reference.
3. The Chair will compile an agenda developed with input from the CRG and SRLA. It will be circulated to members at least 7 days prior to any meeting. Any other items should be directed to the Chair as soon as possible. The Chair will have the final decision on including late items on the agenda.
4. Members are expected to attend each meeting. If absence cannot be avoided the member should notify SRLA as soon as possible.
5. Meeting papers and documentation will be forwarded to the member's nominated email address. If these details change it is the responsibility of the member to notify SRLA as soon as possible.
6. Points of discussion, actions, recommendations and deadlines will be recorded as minutes. The Chair will review draft minutes to check that they provide an accurate record.
7. SRLA will provide administrative support to the CRG and the Chair. This will include:
 - a. Advising members of meeting dates and venues
 - b. Providing meeting schedules, agendas and other information as required
 - c. Recording of minutes
 - d. Responsibility for all costs associated with hosting the CRG
 - e. Publishing CRG minutes and presentations on the SRL website.