



**SUBURBAN
RAIL LOOP**

Suburban Rail Loop East – Heatherton Community Reference Group (CRG)

Terms of Reference and Code of Conduct

March 2026

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Terms of reference

Note: Suburban Rail Loop Authority (SRLA) may revise the Terms of Reference and/or Code of Conduct, in consultation with the Chair.

Purpose

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

The CRG provides a forum for local community and stakeholder engagement during planning, development and delivery of the SRL East train stabling facility in Heatherton and Tunnel Boring Machine (TBM) launch site in Clarinda.

The CRG's objectives are to:

- Foster meaningful engagement between the community, SRLA and its contractors.
- Improve SRLA and its contractors' understanding of community values, local conditions, priorities, concerns and preferred outcomes.

Role

The CRG is an advisory group. Project decisions are made by SRLA and its key contractors. The CRG will assist and support planning and delivery of SRL East by:

- Informing SRLA of any specific concerns or questions in the local community
- Providing timely feedback to SRLA
- Discussing any other matters pertaining to SRL requiring local stakeholder or community input
- Advising stakeholders and the local community of SRL works and progress
- Helping to resolve community concerns associated with the SRL East train stabling facility in Heatherton and the TBM launch site in Clarinda; and where possible provide constructive suggestions on how to mitigate and minimise any local impacts.

Membership and appointments

The CRG comprises of:

- an independent chair appointed by SRLA
- participants from SRLA and its contractors, including representatives from community engagement, environment, planning and engineering disciplines, as appropriate depending on each meeting agenda
- an officer representative from City of Kingston
- community members.

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.

Community members of the CRG should include representatives of a broad cross-section of the Heatherton and surrounding community.

To achieve this broad cross section, SRLA may

- Advertise for expressions of interest or applications for membership
- Approach or invite individuals or organisations to join the CRG.

SRLA will review CRG membership periodically, at least every two years, or where members have resigned from the CRG to ensure the group is meeting its objectives.

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 and notify SRLA if absence cannot be avoided
 - 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.

Meeting protocols

1. CRG meetings will be held bi-monthly or five times a year (excluding January and December) or at other times as determined by the Chair in consultation with SRLA and CRG members.
2. 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.
3. The Chair will make every effort to allow members to raise any issue or seek any information within the Terms of Reference.
4. It will be expected that CRG members provide agenda requests to SRLA at least 21 days prior to the meeting to ensure SRLA and its contractors can prepare content where appropriate.
5. SRLA will compile an agenda developed with input from the CRG and the Chair. It will be circulated to members at least five days prior to any meeting. Any other items or questions for tabling at the meeting should be directed to SRLA as early as possible to provide the best opportunity for responses to be provided during the meeting. SRLA will have the final decision on including late items on the agenda and may take questions on notice during a meeting if not provided in advance.
6. Meeting papers and documentation will be forwarded to the member's nominated email address.
7. 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.
8. Proxies for community representatives and community groups are not permitted. Members have been briefed on previous matters and have existing project knowledge that is required to participate in the meeting

appropriately. At times, alternative representatives from SRLA, contractors or council officers may attend the meeting to maintain adequate representation.

9. 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 within one month of the meeting and distributing to CRG members as soon as available.