



ACT
Government

Transport Canberra and
City Services

FREEDOM OF INFORMATION COVERSHEET

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI reference: TCCSFOI 2018-095 & 2018-098

Information to be published	Status
1. Access application	Published
2. Decision notice and schedule	Published
3. Documents	Published
4. Additional information identified	No
5. Fees	n/a
6. Processing time (in working days)	2018-095 – 79 days 2018-098 - 74 days
7. Decision made by Ombudsman	n/a
8. Additional information identified by Ombudsman	n/a
9. Decision made by ACAT	n/a
10. Additional information identified by ACAT	n/a

RECEIVED
DATE 29/10/18 BY TCCS

18095.

From: [REDACTED]
Sent: Monday, 29 October 2018 9:17 AM
To: TCCS_FreedomOfInformation
Subject: Freedom of information request - light rail delays

To the FOI contact officer,

I write under the Freedom of Information Act 2016 to request the following documents in the possession of the Transport Canberra and City Services Directorate:

- Ministerial briefs from July 2018 to October 29 2018 related to delays on the light rail stage one project

The object of the Freedom of Information Act 2016 is to recognise the importance of public access to government information as part of a working democracy and make the people and bodies responsible for governing the ACT more accountable to the general public.

Releasing these briefs would:

- promote open discussion of public affairs and enhance the government's accountability
- inform the community of the government's operations
- allow or assist inquiry into possible deficiencies in the
- conduct or administration of an agency or public official
- reveal the reason for a government decision and any background or contextual information that informed the decision

Thanks for your assistance,

[REDACTED]



[REDACTED]

From: [REDACTED]
Sent: Monday, 5 November 2018 3:24 PM
To: TCCS_FreedomOfInformation
Subject: Canberra Times FOI - Light Rail and Parkes Way Board



To the FOI contact officer,

I write under the Freedom of Information Act 2016 to request the following documents in the possession of the Transport Canberra and City Services Directorate:

- meeting minutes for the Light Rail and Parkes Way Board January 1 2018 to November 5 2018

The purpose of the Freedom of Information Act 2016 is to make the people and bodies responsible for governing the ACT more accountable to the general public.

Releasing these briefs would:

- promote open discussion of public affairs and enhance the government's accountability
- inform the community of the government's operations
- allow or assist inquiry into possible deficiencies in the conduct or administration of an agency or public official
- reveal the reason for a government decision and any background or contextual information that informed the decision

Thank you for your help.

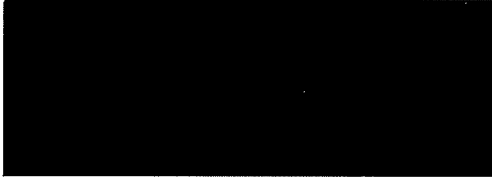




ACT

Government

Transport Canberra and
City Services



Dear 

Freedom of Information Request - Reference 18-095 and 18-098

I refer to two applications you have made for information under the *Freedom of Information Act 2016* (the Act). The first was received by Transport Canberra and City Services Directorate (TCCS) on 29 October 2018, in which you sought:

- Ministerial briefs from July 2018 to October 29 2018 related to delays on the light rail stage one project (request 18-095).

The second was received on 6 November 2018 by TCCS in which you were seeking:

- Meeting minutes for the Light Rail and Parkes Way Board January 1 2018 to November 5 2018 (request 18-098).

TCCS was required to provide a decision on your access applications by 26 November and 4 December 2018 respectively. I note that you have agreed to a number of extensions and appreciate your understanding in agreeing to these.

I am an Information Officer appointed by the Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

The documents identified are very similar in subject matter and to expedite a response to you I have decided to deal with both decision notices in the same decision letter. I trust that this meets with your approval.

Decision on access

Searches were completed for relevant documents. Three documents were identified as ministerial briefings under request 18-095 and 10 sets of Project Board minutes were identified which fall within the scope of request 18-098.

The documents hold information that I consider to be, on balance, contrary to the public interest to disclose under the test set out in section 17 of the Act.

I have included at [Attachment A](#) to this decision a schedule of the documents against each request. This provides a description of the documents that falls within the scope of your requests and provides details as to where specific information has been removed as not in the public interest to release.

I have decided to grant access, under section 50 of the Act, to a copy of the documents (Attachment B) with deletions applied to information that I consider would be contrary to the public interest to disclose.

Statement of Reasons

In reaching my access decision, I have taken the following into account:

The information contained in the documents identified and the Act, in particular:

Information disclosure of which is taken to be contrary to the public interest under Schedule 1 of the Act:

- Clause 1.2 – legal professional privilege;
- Clause 1.6 – disclosure of information would reveal deliberations of Cabinet.

Factors favouring disclosure (Schedule 2)

- 2.1 (a)(i) promote open discussion of public affairs and enhance the government's accountability;
- 2.1 (a)(ii) contribute to positive and informed debate on important issues or matters of public interest.

Factors favouring non-disclosure in the public interest (Schedule 2)

- 2.2 (a) (ii) – prejudice the protection of an individual's right of privacy or any other right under the *Human Rights Act 2004*;
- 2.2 (a)(xi) – prejudice trade secrets, business affairs or research of an agency or person;
- 2.2 (a) (xiii) – prejudice the competitive commercial activities of an agency;
- 2.2 (a) (xvi) – prejudice a deliberative process of government;
- 2.2 (b)(ii) – would be privileged from production in a legal proceeding for legal professional privilege.

In applying the public interest test in section 17 of the Act, I considered the public interest in release of the information. I consider that the Light Rail development is a project of interest to the ACT Community and, as such, is a part of the public affairs of this community.

I accept that the release of material contained in these papers can inform debate on matters of public interest and I weighed this heavily in considering the release of the information.

Notwithstanding my view, I also recognise that discussion and information flow must be limited in this case to protect the commercial and legal relationship the Territory has with Canberra Metro which is delivering the project. This also extends to information the subject of Cabinet consideration.

Ministerial briefings

The Ministerial briefings contain information to the Minister about the delivery of light rail infrastructure and services under a contractual agreement.

I considered that the briefings were prepared for the Minister to brief the Executive (Cabinet) on progress of the government's largest infrastructure project. In this respect, I considered whether the briefings contained information that the Minister proposed to submit to Cabinet having been bought into existence for that purpose. If this is the case than the disclosure of information can be taken to be contrary to the public interest.

Having considered this, I decided that this was not the whole purpose of the briefings and that the other purpose of the briefings was to inform the Minister on the progress against the contract and provide opinion on commercial matters. I have decided that the documents contain sensitive commercial information and are part of a deliberative process, release of which, could affect the commercial interests of the Territory and the legal relationship with Canberra Metro.

I have therefore decided to remove information from release where that information is contrary to the public interest under factors 2.2 (a) (xi)(business affairs) and 2.2 (a) (xiii) (competitive commercial activities) in combination with Schedule 1.6 (Cabinet) and 2.2(a) (xvi) where that information could prejudice a deliberative process of government.

There is contextual information contained in the briefings which is publically known. So too, some of the information contained in the briefings is superseded or has, since the documents were created, become known. An obvious example being that the commencement date of light rail has shifted. I have decided that contextual and superseded information, despite at one time falling under factors that would support non-disclosure in the public interest, should now be disclosed.

Project Board Minutes

The Project Board represents the Territory in its commercial relationship with Canberra Metro.

I considered that some of the documents reveal Cabinet deliberations. Cabinet information is information disclosure of which is taken to be contrary to the public interest. This type of information has been redacted from release.

In respect to the redaction of Cabinet information, some of the redactions include factual information but I consider that the disclosure of the factual information would involve the disclosure of a deliberation or decision of Cabinet or material that may be submitted to cabinet for its consideration. In this respect I am not required to release the factual information.

Information that is subject to legal professional privilege is also information that is information disclosure of which is taken to be contrary to the public interest. It is also a factor that favours non-release under schedule 2.2 (b) (ii). Information contained in the minutes includes information which relates to contractual matters under legal advice and discussion of the application of the legal advice in the context of the contract. I have no doubt that the release of information would breach legal professional privilege and have

an impact on the Territory's legal undertakings. I have redacted such information from the minutes as it is taken not to be in the public interest to release under the FOI Act.

The area where I am provided with a decision to make under the public interest test in section 17, is in relation to information that could prejudice a deliberative process of government, may prejudice the competitive commercial activities or business affairs of TCCS.

The Project Board represents a range of opinions and government interests. I came to the conclusion that the board is influential but is not always the ultimate decision maker on government decisions about the light rail. The discussions and conclusions of the Board do not necessarily represent the final view of the government and are therefore, at times, deliberative.

I weighed this factor carefully in considering the identified documents. There is a risk that the deliberative process could be prejudiced through release of information. Decision making in relation to policy and financial implications of the light rail project is ultimately Executive government's responsibility and I am persuaded that a release of deliberations contained in the Project Board's minutes could, particularly in this case, prejudice a deliberative process.

I also consider that open and frank discussion of issues that amount to deliberation by the Project Board, could be hindered if the minutes of the board meetings were to be released in full. There is public interest in providing a level of protection to the deliberations reflected in the meeting minutes so that the records of the board are complete, rather than based on selective identification of information because of an apprehension that the information will be made publically available and compromise the business and commercial affairs under discussion.

I considered the discussion of commercial matters in board minutes and came to similar conclusions as I did for request 18-095. Information contained in the minutes relate directly to the business affairs of TCCS/Territory and also of Canberra Metro and would have an impact on the competitive commercial activities of the parties. In reading the minutes it is apparent that matters dealt with included negotiation and consideration of issues which resulted, or will result, in the making of commercial decisions.

To reveal such information is to place the Territory at a commercial disadvantage when dealing with a commercial partner.

I have also removed from folio 4, the details of a family relationship where a member declared a conflict of interest. I have removed the family details as it could prejudice the protection of an individual's right to privacy (factor 2.2 (a) (ii)).

Charges

As the release is below the threshold of 50 pages no fee is applicable.

Online publishing – disclosure log

Under section 28 of the Act, TCCS maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents

released will be published in the TCCS disclosure. Your personal details will not be published.

You may view TCCS' disclosure log at www.tccs.act.gov.au/about-us/freedom_of_information.

Ombudsman review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek an Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in TCCS' disclosure log or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision, you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601

Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision.

Further information may be obtained from ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore Street
GPO Box 370
CANBERRA CITY ACT 2601
Telephone: (02) 6207 1740
www.acat.act.gov.au

If you have any questions concerning the directorate's processing of your request, or would like further information, please contact the directorate's FOI Coordinator on 6205 5408 or email tccs.foi@act.gov.au.

Yours sincerely



Cherie Hughes
Information Officer

27 February 2019



FREEDOM OF INFORMATION SCHEDULE

Please be aware that under the *Freedom of Information Act 2016*, some of the information provided to you will be released to the public through the ACT government's open access scheme. The open access release status column of the table below indicates what documents are intended for release online through open access.

Personal information or business affairs information will not be made available under this policy. If you think the content of your request would contain such information, please inform the contact officer immediately.

Information about what is published on open access is available online at: http://www.tccs.act.gov.au/about-us/freedom_of_information

FILE NO		WHAT ARE THE PARAMETERS OF THE REQUEST				
REF NO	NO OF FOLIOS	DESCRIPTION	DATE	STATUS	REASON FOR NON-RELEASE OR DEFERRAL	OPEN ACCESS RELEASE STATUS
18-095 / 18-098		Ministerial Briefs from July 2018 to 29 October 2018 related to delays on the light rail stage one project (request 95) Meeting minutes for the Light Rail and Parkes Way Board 1 January 2018 to 5 November 2018 (request 98)				
Request 95						
1	1-2	TCCS Advisory Note	9 August 2018	Partial access	2.2 (a)(xi) – prejudice business affairs of an agency Schedule 1.6 cabinet information 2.2 (a) (xiii) – prejudice the competitive commercial activities of an agency	All documents to be published
2	3	TCCS Advisory Note	12 October 2018	Partial access	2.2 (a)(xi) – prejudice business affairs of an agency Schedule 1.6 cabinet information 2.2 (a) (xiii) – prejudice the competitive commercial activities of an agency	

3	4-6	TCCS Advisory Note	25 October 2018	Partial access	2.2 (a)(xi) – prejudice business affairs of an agency Schedule 1.6 cabinet information 2.2 (a) (xiii) – prejudice the competitive commercial activities of an agency	
Request 98						
1	1-2	Minutes – project board	31 January 2018	Partial access	Schedule 1.6 cabinet information	All documents to be published
2	3-6	Minutes – project board	28 February 2018	Partial access	Schedule 1.6 cabinet information Information Privacy Act 2014 Schedule 2, Section 2.2 (a)(ii) – Prejudice the protection of an individual's right to privacy	
3	7-9	Minutes – project board	28 March 2018	Partial access	2.2 (a)(xi) – prejudice business affairs of an agency Schedule 1.6 cabinet information Schedule 1.2 legal professional privilege 2.2 (a) (xiii) – prejudice the competitive commercial activities of an agency	

4	10-12	Minutes – project board	23 April 2018	Partial access	<p>2.2 (a)(x) – prejudice business affairs of an agency or entity</p> <p>2.2 (a) (xii) – prejudice the competitive commercial activities of an agency</p> <p>Schedule 1.6 cabinet information</p> <p>Schedule 1.2 legal professional privilege</p>	
5	13-16	Minutes – project board	30 May 2018	Partial access	<p>Schedule 1.6 cabinet information</p> <p>Schedule 1.2 legal professional privilege</p> <p>2.2 (a)(x) – prejudice business affairs of an agency or entity</p> <p>2.2 (a) (xii) – prejudice the competitive commercial activities of an agency</p>	
6	17-20	Minutes – project board	30 July 2018	Partial access	<p>Schedule 1.6 cabinet information</p> <p>Schedule 1.2 legal professional privilege</p> <p>2.2 (a)(x) – prejudice business affairs of an agency</p>	
7	21-23	Minutes – project board	27 February 2018	Full access	<p>Schedule 1.2 legal professional privilege</p> <p>2.2 (a)(x) – prejudice business affairs of an agency or entity</p>	

						2.2 (a) (xiii) – prejudice the competitive commercial activities of an agency	
8	24-27	Minutes – project board	29 August 2018	Partial access		2.2 (a)(xi) – prejudice business affairs of an agency	
9	28-31	Minutes – project board	26 September 2018	Partial access		Schedule 1.6 cabinet information 2.2 (a)(xi) – prejudice business affairs of an agency or entity 2.2 (a) (xiii) – prejudice the competitive commercial activities of an agency	
10	32-35	Minutes – project board	29 October 2018	Partial access		Schedule 1.2 legal professional privilege 2.2 (a)(xi) – prejudice business affairs of an agency or entity 2.2 (a) (xiii) – prejudice the competitive commercial activities of an agency	

RECEIVED	
DATE	BY
10.13.18	J. Gt

TRIM AN18/213

TCCS Advisory Note

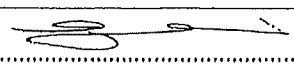
Update on the Canberra Metro Delivery Phase Program



UNCLASSIFIED - FOR OFFICIAL PURPOSES ONLY

ADVISORY NOTE

Minister for Transport and City Services

Subject	Update on Canberra Metro delivery phase program
Critical Date	In the normal course of business
Director-General	 16/8/18
Deputy Director-General, Transport Canberra	Duncan Edghill 10/08/18
Director, Governance and Ministerial Services	Nikki Pulford 14/08/18
A/g Director, Light Rail	Scott Lyall 09/08/18

Purpose:

To provide you with an update on the Canberra Metro Delivery Phase Program.

Transport Canberra and City Services notes the following:

On 7 August 2018 the Territory received the July update of the Canberra Metro Delivery Phase Program. This program continues to show a forecast Service Completion of 20 December 2018, however during the reporting period Canberra Metro have used most of the contingency allowances held within the program and are therefore at a higher risk of missing the forecast completion date.

[Redacted]

Previously delays have been mitigated through resequencing of logic and acceleration of activity durations, which has ultimately resulted in parallel execution of design and testing activities and a back end compression of the program.

Canberra Metro's current program again shows slippage against the program. [Redacted]

[Redacted]

[Redacted]

[Redacted]

Noted / Please Discuss

Meegan Fitzharris MLA
Minister for Transport and City Services

21/8/18



UNCLASSIFIED - FOR OFFICIAL PURPOSES ONLY

ADVISORY NOTE

Minister for Transport and City Services

Subject	Light Rail Stage 1 – Commencement of Passenger Services
Critical Date	In the normal course of business
Director General/...../.....
Deputy Director General – Transport Canberra,Electronic..... ..12./10./2018..
Director, Governance and Ministerial Services/...../.....

Transport Canberra and City Services advice:

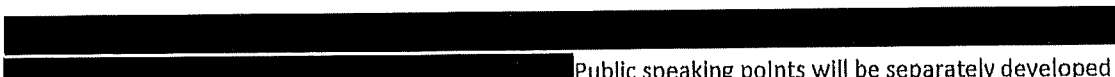
Since January 2018, Canberra Metro has advised Transport Canberra that light rail passenger services would commence 21 December 2018. Their most recent monthly program, received 8 October, continues to maintain that date.



Transport Canberra does not yet have sufficient information to form a view as to the likely date of services commencement, but is continuing to liaise with Canberra Metro in this respect



Transport Canberra will continue to keep you abreast of program developments as they become more clear.



Public speaking points will be separately developed in liaison with your office.

Noted / Please Discuss

Meegan Fitzharris MLA
Minister for Transport and City Services

17/10/18



ADVISORY NOTE

Minister for Transport

Subject	Light Rail Stage 1 – Services Completion Date
Critical Date	25 October 2018
Director-General/...../.....
Deputy Director General, Transport Canberra <i>Electronic</i>25./..10../.2018..

Purpose

The purpose of this Advisory Note is to advise you of the light rail operational commencement date as currently contemplated by Canberra Metro.

Background

1. Since May 2018, Canberra Metro has forecast the light rail date of operations commencement to be 21 December 2018. Indeed, the most recent program received by the Territory from Canberra Metro on 8 October 2018 still maintains an operations commencement date of 21 December 2018.
2. As such – and notwithstanding risks identified by Transport Canberra in Canberra Metro’s program – until that time it has been appropriate for you in public discourse to make statements along the lines of “Canberra Metro has advised it proposes to open the project in December.”
3. On 12 October 2018 TCCS provided an advisory note stating that [REDACTED]

[REDACTED]

Currently Anticipated Date for Operational Commencement

4. Canberra Metro is due to provide its next monthly program to the Territory around 7 November 2018. As such, the most recent Canberra Metro program in the possession of the Territory (provided 8 October) still shows a 21 December 2018 operations date.

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5.

[Redacted]

[Redacted]

6.

[Redacted]

Risks Associated with Communicating the Revised Anticipated Completion Date

7.

[Redacted]

As noted above, the next monthly program is due to the Territory around 7 November 2018. While Transport Canberra is of course eager to receive an updated program as soon as possible, Transport Canberra also wants Canberra Metro to take some time to develop a program which contains appropriate links and timeframes.

8.

[Redacted]

9.

Even once a program is provided [Redacted] there would still be a substantial risk to that date being achieved:

a. The actual commencement date will in part be driven by third party ONSRS accreditation and Independent Certifier certification to be obtained by Canberra Metro;

b. Canberra Metro's program to date has slipped and this may occur again in the future;

c.

[Redacted]

d.

[Redacted]

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- [REDACTED]
- e. The availability of Canberra Metro, Territory, Independent Certifier and ONSRS staff over the Christmas period may impact commissioning timelines.

10. Recent experiences in Adelaide have demonstrated the risks associated with announcing a light rail launch date that is liable to change.

Recommendation

11. Following from the above, Transport Canberra recommends that for the indefinite future, you describe the expected light rail operations date to simply be "in early 2019." You may also wish to note that:

- a. The date is subject to third party accreditations and certifications;
- b. Canberra Metro will be able to provide greater clarity on the exact date closer to the end of the year.

12. Transport Canberra will continually consider the most appropriate description of the light rail commencement date as the project develops. Once a program has been received, Services Completion Testing requirements worked through with Canberra Metro, and once light rail vehicles have been running the full length of the system for some time [REDACTED]

[REDACTED]

Noted / Please Discuss

Meegan Fitzharris MLA
Minister for Transport

.../.../...

SENSITIVE



Minutes

Subject Project Board Extraordinary Meeting
Date 31 January 2018
Location Conference Room, Level 3, 496 Northbourne Avenue, Dickson
Prepared by Lauren Cunningham

Members Present

██████████	'JF'	Independent Chair <i>(via teleconference)</i>
David Nicol	'DN'	Deputy Chair, Under-Treasurer <i>(via teleconference)</i>
██████████	'MK'	Independent Board Member <i>(via teleconference)</i>
Allison Playford	'AP'	Director-General, JACS
John Dietz	'JD'	CEO Suburban Land Agency <i>(via teleconference)</i>
Ben Ponton	'BP'	Director-General, EPSDD <i>(via teleconference)</i>

Attendees

Duncan Edghill	'DE'	Deputy Director-General, Transport Canberra, TCCS
Damon Hall	'DH'	Executive Director, Transport Canberra Commercial, TCCS
Peter Devine	'PD'	A/g Project Director, Light Rail Stage 2, TCCS
David Asteraki	'DA'	Director, Infrastructure Finance <i>(via teleconference)</i>
Leesa Croke	'LCr'	Observer, CMTEDD
Lauren Cunningham	'LC'	Minutes Secretary, TCCS

Apologies

Emma Thomas	'BP'	Director-General, TCCS
Malcolm Snow	'MS'	CEO City Renewal Authority

SENSITIVE

No.	Item
2	<p data-bbox="272 360 478 394">Light Rail Stage 2 [REDACTED]</p> <ul data-bbox="272 416 1407 611" style="list-style-type: none"><li data-bbox="272 416 1407 544">• [REDACTED]<li data-bbox="272 555 1407 611">• <i>The Board discussed the Cabinet Submission and endorsed the Submission and attachments progressing to Cabinet, pending amendments.</i>
3	<p data-bbox="272 656 587 689">Parkes Way [REDACTED]</p> <ul data-bbox="272 712 1407 907" style="list-style-type: none"><li data-bbox="272 712 1407 840">• [REDACTED]<li data-bbox="272 851 1407 907">• <i>The Board discussed the Cabinet Submission and endorsed the Submission [REDACTED] progressing to Cabinet, pending amendments.</i>
4	<p data-bbox="272 936 778 969">Light Rail Stage 2 [REDACTED]</p> <ul data-bbox="272 992 1407 1355" style="list-style-type: none"><li data-bbox="272 992 1407 1097">• [REDACTED]<li data-bbox="272 1108 1407 1214">• [REDACTED]<li data-bbox="272 1225 1407 1330">• [REDACTED]<li data-bbox="272 1341 1407 1355">• <i>The Board endorsed the Submission.</i>
Meeting closed at 5.05pm	

SENSITIVE


ACT
 Government

 Transport Canberra and
 City Services

Minutes

Subject Project Board Meeting #54

Date 28 February 2018

Location Board Room, Ground floor, 496 Northbourne Avenue, Dickson

Prepared by Lauren Cunningham

Members Present

[REDACTED]	'JF'	Independent Chair
David Nicol	'DN'	Deputy Chair, Under-Treasurer
[REDACTED]	'MK'	Independent Board Member
Emma Thomas	'ET'	Director General, TCCS
Allison Playford	'AP'	Director-General, JACS
Malcolm Snow	'MS'	CEO City Renewal Authority
Ben Ponton	'BP'	Director-General, EPSDD
Attendees		
Nikki Pulford	'NP'	Board Secretariat, TCCS
Lauren Cunningham	'LC'	Minutes Secretary, TCCS
Duncan Edghill	'DE'	Deputy Director-General, Transport Canberra, TCCS
Scott Lyaal	'SL'	Project Director, Light Rail, TCCS
Meghan Oldfield	'MO'	Deputy Project Director, Light Rail, TCCS
Damon Hall	'DH'	Executive Director, Transport Canberra, TCCS
Sam Engele	'SE'	Observer, CMTEDD
Allison Kemp	'AK'	A/g Manager, Road Transport Legislation, JACS
Kristine Scheul	'KS'	Director, Legal, TCCS
Apologies		
John Dietz	'JD'	CEO Suburban Land Agency
Leesa Croke	'LR'	Observer, CMTEDD

SENSITIVE

No.	Item
1	<p>Previous minutes</p> <ul style="list-style-type: none"> The Board approved the minutes and actions for meeting #53. BP declared a potential conflict of interest, noting that [REDACTED] is now employed by the National Capital Authority.
2	<p>Light Rail Stage 2 – Monthly Project Report</p> <ul style="list-style-type: none"> DE provided the Board with an update on current work [REDACTED] including details on a number of technical investigations currently being undertaken. The Board noted the Monthly Report.
3	<p>Light Rail Stage 2 – Risks and Early Works</p> <ul style="list-style-type: none"> DE presented a paper and attached draft Cabinet Submission outlining the third party approvals that will be required for the LRS2 Project, as well as some of the key risks associated with these approvals and the steps that Transport Canberra and City Services (TCCS) is taking to mitigate them. [REDACTED] The Board endorsed the Cabinet Submission, subject to amendments.
4	<p>Light Rail Stage 2 – Delivery Model</p> <ul style="list-style-type: none"> The Board discussed a paper and draft Cabinet Submission outlining the potential Delivery Model options for LRS2. [REDACTED]
5	<p>Light Rail Stage 2- Enhanced Definition Design – Precinct Approach</p> <ul style="list-style-type: none"> SL presented a paper outlining the 'movement and place' approach to design development being adopted by TCCS, noting that this approach is also being adopted more broadly in road planning across the Territory and Australia. SL then outlined the key elements of the 'movement and place' framework and discussed how it being applied to the LRS2 alignment and Parkes Way project. The Board noted the paper.

SENSITIVE

6	<p>Light Rail Stage 1 – Monthly Report</p> <ul style="list-style-type: none"> MO commenced the LRS1 Monthly update with an overview of highlights from December 2017 and January 2018 including: <ul style="list-style-type: none"> 13,655 metres of track slab has been installed along the Corridor and Intersections, over 55% of the total route; Canberra Metro have now received Stage 2 accreditation from the Office of National Rail Safety Regulator (ONRSR); and the second light rail vehicle has now been shipped from Spain. <p>Safety</p> <ul style="list-style-type: none"> MO discussed the two utility strikes that occurred on 15 February 2018. She provided an overview of the factors contributing to the strikes and discussed the comprehensive steps taken by both Canberra Metro and TCCS in closing down the site and ensuring that the site was safe before work resumed. MO also outlined the follow up action occurring to enforce safety culture and safe practices on site. <p>Light Rail Central Control System (CCS)</p> <ul style="list-style-type: none"> MO presented a paper outlining Canberra Metro's proposed change to the provider for the light rail Central Control System. MO noted that Canberra Metro is currently in the process of preparing further detailed information on the proposed change, prior to the Territory providing approval. <ul style="list-style-type: none"> <i>The Board noted the papers and report.</i>
7	<p>Light Rail Stage 1 – [REDACTED]</p> <ul style="list-style-type: none"> [REDACTED] <ul style="list-style-type: none"> <i>The Board endorsed the Submission.</i>
8	<p>Operational Readiness</p> <ul style="list-style-type: none"> MO presented a paper outlining the key activities required to ensure that light rail is ready to effectively and safely operate at the date of services commencement, and noted how each of these activities is progressing. <ul style="list-style-type: none"> <i>The Board noted the paper.</i>
9	<p>Cross Directorate Update: Light Rail Legislation</p> <ul style="list-style-type: none"> AP and AK provided the Board with an update on the progress of the legislative framework being developed to support light rail as a passenger service in the ACT road environment. <ul style="list-style-type: none"> <i>The Board noted the paper.</i>
10	<p>Cross Directorate Update: Benefits Realisation Plan</p> <ul style="list-style-type: none"> DN presented the Board with the quarterly update to the light rail Benefits Realisation Plan. <ul style="list-style-type: none"> <i>The Board noted the paper.</i>

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11	Freedom of Information and Open Access Scheme <ul style="list-style-type: none">• KS provided the Board with a high level verbal overview of the new Freedom of Information Act which came into effect on 1 January 2018. KS outlined the key elements of the Act including the new Open Access Scheme and discussed how these changes apply to the administration of the Board.• <i>The Board noted the update.</i>
12	Other Business <ul style="list-style-type: none">• The Board noted that, due to the significant overlap in attendees and agenda items, the joint board meeting will also represent the February 2018 Senior Representative Group meeting between the Territory and Canberra Metro.
	Meeting closed at 12,50pm

SENSITIVE


ACT
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 Transport Canberra and
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Minutes

Subject Project Board Meeting #55

Date 28 March 2018

Location Board Room, Ground floor, 496 Northbourne Avenue, Dickson

Prepared by Lauren Cunningham

Members Present

	'JF'	Independent Chair
	'MK'	Independent Board Member
Emma Thomas	'ET'	Director General, TCCS
Alison Playford	'AP'	A/g Under-Treasurer / Director-General, JACS
Ben Ponton	'BP'	Director-General, EPSDD
Nicholas Holt	'NH'	For CEO City Renewal Authority
John Dietz	'JD'	CEO Suburban Land Authority

Attendees

Clare Guest	'NP'	A/g Board Secretariat, TCCS
Lauren Cunningham	'LC'	Minutes Secretary, TCCS
Scott Lyall	'SL'	Project Director, Light Rail, TCCS
Meghan Oldfield	'MO'	Deputy Project Director, Light Rail, TCCS
Damon Hall	'DH'	Executive Director, Transport Canberra, TCCS
Pam Nelson	'PN'	Technical Consultant
Sam Engele	'SE'	Observer, CMTEDD

Apologies

David Nicol	'DN'	Under-Treasurer, CMTEDD
Malcolm Snow	'MS'	CEO City Renewal Authority
Leesa Croke	'LCr'	Observer, CMTEDD
Nikki Pulford	'NP'	Secretariat, TCCS

SENSITIVE

No.	Item
1	<p>Previous minutes</p> <ul style="list-style-type: none"> <i>The Board approved the minutes and actions for meeting #54.</i>
2	<p>Light Rail Stage 1 (LRS1) – Safety Update</p> <ul style="list-style-type: none"> MO presented a paper and attached draft Cabinet Submission providing an overview of construction safety on the LRS1 Project. The Board discussed the status of safety on construction sites along the LRS1 route and requested further information on how the effectiveness of safety initiatives is measured and reported. <ul style="list-style-type: none"> <i>The Board endorsed the paper pending consultation with Worksafe ACT and with minor enhancements to Paragraphs 26 and 27.</i> <i>The Board requested that the LRS1 Monthly Report include information on safety lead indicators.</i>
3	<p>Light Rail Stage 1 – Monthly Project Report</p> <ul style="list-style-type: none"> MO commenced the Monthly LRS1 update with an overview of highlights from February 2018 including: <ul style="list-style-type: none"> the expected arrival of the second light rail vehicle in early April 2018; and upcoming events on the release of the LRS1 Safety Campaign and commencement of tree planting in the median. [REDACTED] also provided an update on the change of provider for the light rail Central Control System, noting that there remain some risks and issues that are being worked through by Canberra Metro. [REDACTED] [REDACTED] <i>The Board noted the LRS1 Monthly Report.</i>
4	<p>Light Rail Stage 1 – Construction Milestones</p> <ul style="list-style-type: none"> MO presented a paper outlining the projected timeframes for construction milestones and potential opportunities for media events around these milestones. MO also advised of the establishment of a monthly discussion group with CMTEDD to focus on media and community events leading up to the commencement of revenue services. <ul style="list-style-type: none"> <i>The Board noted the update.</i>
5	<p>Light Rail Stage 1 – Operational Readiness</p> <ul style="list-style-type: none"> MO presented a paper outlining the key activities required to ensure that light rail is ready to effectively and safely operate at the date of services commencement and noted some of the challenges in the process of recruiting the Director Operations position. <ul style="list-style-type: none"> <i>The Board noted the paper.</i>

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6	<p>Transport Canberra Buses – Network 18 and Light Rail Integration</p> <ul style="list-style-type: none"> PS provided a presentation outlining the key elements of the ACT bus network re-design, set to be implemented at the end of term 4, 2018. PS outlined how the network would integrate with light rail services and highlighted some of the key connection points, as well as some of the infrastructure developments required to support the new network. <i>The Board noted the presentation.</i>
7	<p>Light Rail Stage 2 – Presentation to Commonwealth Joint Standing Committee on the National Capital and External Territories</p> <ul style="list-style-type: none"> ET provided an overview of TCCS' presentation to the Joint Standing Committee on the National Capital and External Territories on 26 March 2018. ET outlined some of the key outcomes of this presentation and some of the potential next steps for TCCS in regards to the Commonwealth processes for LRS2. <i>The Board noted the update.</i>
8	<p>Light Rail Stage 2 – Commonwealth Processes [REDACTED]</p> <ul style="list-style-type: none"> ET Presented a paper and attached Cabinet Submission on the Commonwealth approval processes for LRS2 and the implications for the timing of the LRS2 Business Case. [REDACTED]
9	<p>Light Rail Stage 2 – Monthly Project Report</p> <ul style="list-style-type: none"> SL presented the LRS2 Monthly Report and provided an update on current work occurring on LRS2, including the development of multiple Cabinet Submissions and preparation of presentations to The National Capital Authority and Joint Standing Committee on National Capital and External Territories. <i>The Board noted the paper.</i>
	<p>Light Rail Stage 2 – London Circuit and Commonwealth Avenue Alignment Options</p> <ul style="list-style-type: none"> SL provided a verbal update on the Cabinet Submission for London Circuit and Commonwealth Avenue Alignment Options, noting how this Submission is progressing. SL noted that the completed Submission will be brought back to Board on the meeting of 23 April 2018. <i>The Board noted the update.</i>
10	<p>Other Business</p> <ul style="list-style-type: none"> <i>The Board discussed the FOI/Open Access paper distributed prior to the meeting, with CG advising that further clarity on the Legislation and the Board's responsibilities is currently being sought.</i> <i>The Board expressed its appreciation and thanks to Scott Lyall for his excellent work throughout the duration of his involvement with the light rail project and wished him well in his future endeavors.</i>
	<p>Meeting closed at 1.15pm</p>

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Subject Project Board Meeting #56
Date 23 April 2018
Location Board Room, Ground floor, 496 Northbourne Avenue, Dickson
Prepared by Lauren Cunningham

Members Present

[REDACTED]	'JF'	Independent Chair
	'MK'	Independent Board Member
David Nicol	'DN'	Deputy Chair, Under-Treasurer, CMTEDD
Emma Thomas	'ET'	Director General, TCCS
Allison Playford	'AP'	Director-General, JACS
Malcolm Snow	'MS'	CEO City Renewal Authority
John Dietz	'JD'	CEO Suburban Land Authority

Attendees

Kaye Yen	'NP'	A/g Board Secretariat, TCCS
Lauren Cunningham	'LC'	Minutes Secretary, TCCS
Duncan Edghill	'DE'	Deputy Director-General, TCCS
Meghan Oldfield	'MO'	Project Director, Light Rail Stage 1, TCCS
Pam Nelson	'PN'	Project Director, Light Rail Stage 2, TCCS
Damon Hall	'DH'	Executive Director, Transport Canberra, TCCS
Ash Cahif	'AC'	Project Development, Transport Canberra Commercial, TCCS
Duncan Stuart	'DS'	Planning Support Officer, TCCS
Greg Jones	'GJ'	Director, Worksafe ACT (for Agenda Item 2 only)
Adam Stankevicius	'AS'	Observer, CMTEDD

Apologies

Ben Ponton	'BP'	Director-General, EPSDD
Nikki Pulford	'NP'	Secretariat, TCCS
Leesa Croke	'LCr'	Observer, CMTEDD

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6	<p>Light Rail Stage 1 – Safety Audit</p> <ul style="list-style-type: none"> AC outlined the details of a recent safety audit commenced by TCCS, which was initiated to ensure that the Directorate is effectively meeting its responsibilities under WHS legislation. AC outlined the scope and timing of the audit and advised that the outcomes, including any implications for the Territory, would be reported to Board at the completion of the audit. <i>The Board noted the paper and requested that Worksafe ACT be briefed on the safety audit and an open dialogue is initiated with Capital Metro.</i>
7	<p>Light Rail Stage 1 – Operational Readiness</p> <ul style="list-style-type: none"> <i>The Board noted the paper.</i>
8	<p>Light Rail Stage 2 – ACT Budget Process and Commonwealth Planning Strategy</p> <ul style="list-style-type: none"> DE outlined a number of proposals around Budget options for LRS2 to fit in with potential Commonwealth requirements and approvals processes. <i>The Board noted the verbal update.</i>
9	<p>Light Rail Stage 2 – Monthly Project Report</p> <ul style="list-style-type: none"> <i>The Board noted the Report.</i>
10	<p>Light Rail Stage 2 – London Circuit and Commonwealth Avenue Alignment Options</p> <ul style="list-style-type: none"> PN discussed the two options proposed for the alignment on Commonwealth Avenue, and the potential planning options for Parkes Way, and DS presented a video giving a visual overview of each of these options. <i>The Board agreed that (i) from a light rail project perspective, it is possible for the light rail project to proceed with either London Circuit being grade separated from, or raised to be at grade with, Commonwealth Avenue; and (ii) the decision as to whether or not to raise London Circuit is not driven by light rail, but instead is ultimately a question of development and urban design outcomes weighed against questions of cost and construction disruption.</i> <p><i>... This Paper therefore addresses the options for 'on road' and 'median' alignments on Commonwealth Avenue only.</i></p>
11	<p>Other Business</p> <ul style="list-style-type: none"> <i>MK advised that the Design Advisory Panel held their final meeting for Stage 1 and that a report will be brought to the May 2018 Board meeting.</i>
	<p>Meeting closed at 2.15pm</p>

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Subject Project Board Meeting #57

Date 30 May 2018

Location Board Room, Ground floor, 496 Northbourne Avenue, Dickson

Prepared by Lauren Cunningham

Members Present

	'JF'	Independent Chair
	'MK'	Independent Board Member
David Asteraki	'DA'	For Under-Treasurer / Deputy Chair
Ben Ponton	'BP'	Director-General, EPSDD
Emma Thomas	'ET'	Director General, TCCS
Allson Playford	'AP'	Director-General, JACS
Malcolm Snow	'MS'	CEO City Renewal Authority
John Dietz	'JD'	CEO Suburban Land Authority

Attendees

Nikki Pulford	'NP'	A/g Board Secretariat, TCCS
Lauren Cunningham	'LC'	Minutes Secretary, TCCS
Duncan Edghill	'DE'	Deputy Director-General, TCCS
Meghan Oldfield	'MO'	Project Director, Light Rail Stage 1, TCCS
Pam Nelson	'PN'	Project Director, Light Rail Stage 2, TCCS
Damon Hall	'DH'	Executive Director, Transport Canberra, TCCS
Ash Cahif	'AC'	Project Development, Transport Canberra Commercial, TCCS
Randall Barry	'RB'	Planning Support Officer, TCCS (Item 08 only)
Leesa Croke	'LCr'	Observer, CMTEDD

Apologues

David Nicol	'DN'	Under-Treasurer / Deputy Chair
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SENSITIVE

No.	Item
1	<p>Previous minutes</p> <ul style="list-style-type: none"> The Board approved the minutes and actions for meeting #57 with a minor amendment.
2	<p>Light Rail Stage 1 – Monthly Report</p> <ul style="list-style-type: none"> MO commenced the monthly report with a progress update on testing and commissioning activities, including work occurring to achieve energization and subsequent testing, and 'soft start' activities including the running of a simulated vehicle to check clearances along the alignment. MO also discussed [REDACTED] The Board noted the report.
3	<p>Light Rail Stage 1 – Program update</p> <ul style="list-style-type: none"> MO presented a paper analyzing the robustness of the current Canberra Metro program, outlining critical path items and potential impacts to the program. MO also outlined some of the identified risks to the program and advised how these risks are being addressed. DE noted that, due to the nature of Canberra Metro's program, determining exact dates for milestones can be challenging. The Board noted the paper and requested a monthly update in this format on the Program going forward.
4	<p>Light Rail Stage 1 – [REDACTED]</p> <ul style="list-style-type: none"> [REDACTED] The Board noted the update and endorsed the Cabinet Submission subject to amendments.
5	<p>Light Rail Stage 1 – [REDACTED]</p> <ul style="list-style-type: none"> [REDACTED] The Board noted the paper.
6	<p>Light Rail Stage 1 – Work, Health and Safety Audit</p> <ul style="list-style-type: none"> AC provided an update on the safety audit being conducted by TCCS on Stage 1 of the Light Rail Project. AC outlined the audit activities that have been undertaken across the project to date and noted that while there has been an improved trend in safety, a number of issues were identified through the audit process. AC outlined the follow up measures taken to remediate the identified issues and noted that a full report would be provided back to the Board at the conclusion of this stage of the audit. The Board noted the paper.

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7	<p>Light Rail Stage 1 – Northbourne Plaza</p> <ul style="list-style-type: none"> • DE presented a paper outlining the current status of discussions with Canberra Metro around the proposed Northbourne Plaza works. DE provided a brief background on the various changes to the scope of the works and outlined a number of options and recommendations for a potential way forward to resolve the outstanding issues in progressing Northbourne Plaza. • [REDACTED] • [REDACTED]
8	<p>Light Rail Stage 1 – Operational Readiness</p> <ul style="list-style-type: none"> • RB provided an update on the current operational readiness activities underway for stage 1, noting significant milestones such as the recent passage of legislation which provides the passenger transport elements of future light rail operations. • <i>The Board noted the verbal update.</i>
9	<p>Light Rail Stage 1 – Business Support</p> <ul style="list-style-type: none"> • <i>The Board noted the Report.</i>
10	<p>Light Rail Stage 1 – Engagement on other Australian Light Rail Projects</p> <ul style="list-style-type: none"> • <i>The Board noted the Report.</i>
11	<p>Light Rail Stage 1 – Design Advisory Panel– Final Report</p> <ul style="list-style-type: none"> • MK provided a brief overview of the discussions at the final Design Advisory Panel meeting for stage 1 and noted some of the recommendations from panel members for a potential panel for the next stage of light rail. • <i>The Board noted the paper.</i> • <i>The Board expressed its thanks to [REDACTED] for his significant contribution to the Design Advisory Panel over the course of its work on Light Rail Stage 1.</i>
12	<p>Light Rail Stage 2 – Monthly Project Report</p> <ul style="list-style-type: none"> • PN presented the Monthly report for Light Rail Stage 2 and provided an update on current activities being undertaken for this stage, noting that the current focus is the development of a Submission to the Inquiry into Commonwealth and Parliamentary Approvals announced on 10 May 2018. • <i>The Board noted the report.</i>

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13	<p>Light Rail Stage 2 – Inquiry into Commonwealth and Parliamentary Approvals</p> <ul style="list-style-type: none"> • DE discussed the current preparations underway in developing a Submission to the Inquiry into Commonwealth and Parliamentary Approvals. DE discussed the proposed structure of the Submission, the key messaging and the subject areas to be covered. • The Board discussed potential topics for inclusion/exclusion in the Submission and agreed that the draft Submission will be provided to the Board for urgent comment only before progressing to Cabinet, as this a whole of government Submission. • <i>The Board noted the paper and agreed that the Inquiry Submission would come back to Board for urgent comment only prior to progressing to Cabinet.</i>
14	<p>Parkes Way Update</p> <ul style="list-style-type: none"> • DH presented a paper outlining the current status of the Parkes Way Project and noted that activities are currently on hold pending further clarity from the Commonwealth Government planning approval process. DH discussed the inter-related nature of the Parkes Way and Light Rail Stage 2 projects and advised that the Parkes Way Business Case will be revisited once the necessary clarity is provided around Light Rail Stage 2. • <i>The Board noted the update.</i>
15	<p>Benefits Realisation Plan</p> <ul style="list-style-type: none"> • DA presented the quarterly update to the benefits realization plan and noted that some information is still outstanding as work is ongoing around the base case data. <p>Jobs Analysis</p> <ul style="list-style-type: none"> • DH provided a report on the current direct and indirect job creation figures related to Light Rail Stage 1. DH noted that the figures are in line with those figures projected in the Stage 1 Business Case. • <i>The Board noted the update.</i>
	<p>Meeting closed at 12:45pm</p>

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Subject Project Board Meeting #68

Date 27 June 2018

Location Board Room, Ground floor, 496 Northbourne Avenue, Dickson

Prepared by Clare Guest

Members Present



	'JF'	Independent Chair
	'MK'	Independent Board Member
David Nicol	'DN'	Deputy Chair, Under-Treasurer, CMTEDD
Ben Ponton	'BP'	Director-General, EPSDD
Allison Playford	'AP'	Director-General, JACS
Malcolm Snow	'MS'	CEO City Renewal Authority

Attendees

Nikki Pulford	'NP'	Board Secretariat, TCCS
Clare Guest	'CG'	Minutes Secretary, TCCS
Duncan Edghill	'DE'	Deputy Director-General, TCCS
Meghan Oldfield	'MO'	Project Director, Light Rail Stage 1, TCCS
Pam Nelson	'PN'	Project Director, Light Rail Stage 2, TCCS
Damon Hall	'DH'	Executive Director, Transport Canberra, TCCS
Ash Cahlf	'AC'	Project Development, Transport Canberra Commercial, TCCS
Randall Barry	'RB'	Director, Operations, TCCS
Jim Kilfeather	'JK'	Operations Advisor, TCCS
Ed O'Daly	'EO'	Director, Communications and Engagement, TCCS
Leesa Croke	'LCr'	Observer, CMTEDD

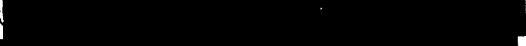
Apologies

Emma Thomas	'ET'	Director General, TCCS
John Dletz	'JD'	CEO Suburban Land Authority


SENSITIVE

No.	Item
1	<p>Previous minutes</p> <ul style="list-style-type: none"> The Board approved the minutes and actions for meeting #58. [REDACTED] The Board approved the minutes. [REDACTED]
2	<p>Light Rail Stage 1 - Monthly Project Report</p> <ul style="list-style-type: none"> MO commenced the monthly report paper with a short video of the first light rail vehicle (LRV) being tested on track. The LRV travelled at a speed of 5km/h. The LRV testing speed will be incrementally increased as testing progresses. MO provided a progress update on system testing and commissioning activities. MO also discussed the current status of construction works, including the milestone for concrete track slab pouring being completed. The Board noted the report.
3	<p>Light Rail Stage 1 - Program Update</p> <ul style="list-style-type: none"> MO presented a paper analysing the current status and robustness of the Canberra Metro (CM) Delivery Phase Program (DPP). [REDACTED] DE briefed the Board on the communication strategy for the completion date, including the Minister's recent update provided to the ACT Legislative Assembly during the June 2018 Assembly Sittings. The Board noted the paper and requested a discussion at the next Board meeting on language around light rail dangers relating to pedestrians and vehicle traffic.
4	<p>Light Rail Stage 1 - [REDACTED]</p> <ul style="list-style-type: none"> [REDACTED] [REDACTED]

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5	<p>Light Rail Stage 1 – Work, Health and Safety Audit Update</p> <ul style="list-style-type: none"> AC provided an update on the safety audit being conducted by TCCS on Stage 1 of the Light Rail Project. AC outlined the audit activities that have been undertaken across the project to date and advised a copy of the audit report will be provided at the next Board meeting once it has been finalised. <i>The Board noted the update.</i>
6	<p>Light Rail Stage 1 – Northbourne Plaza</p> <ul style="list-style-type: none"> DE presented a paper outlining the current status of discussions with Canberra Metro around the proposed Northbourne Plaza works. BP advised the Board that the Chief Minister is focused on the Plaza and any works impacting its progress. <i>The Board noted the update.</i>
7	<p>Light Rail Stage 1 – Operational Readiness</p> <ul style="list-style-type: none"> RB presented a paper providing an update on progress and key issues relating to the operations readiness of Stage 1 of the Light Rail Project, including proposed philosophy for abatement matters. AP provided the Board with an update on the education campaign being managed by the Justice and Community Safety Directorate on pedestrian and vehicle safety around light rail vehicles. <i>The Board noted the update.</i>
8	<p>Light Rail Stage 1 – Testing and Commissioning Update</p> <ul style="list-style-type: none"> <i>The Board noted the update.</i>
9	<p>Light Rail Stage 1 - Travel time/signal performance (VISSIM)</p> <ul style="list-style-type: none"> RB and JK presented a paper providing an update on the progress and key issues relating to the use of the VISSIM Model in Stage 1 of the Light Rail Project.  <i>The Board noted the update.</i>
10	<p>Light Rail Stage 1 - Quality Issues and Specification Non-Conformances</p> <ul style="list-style-type: none"> MO presented a paper providing a broad overview of the current status of Non Conformance Reports (NCRs) that have been raised during the Light Rail Stage 1 project. This includes NCRs that have been closed/accepted by Canberra Metro (CM), and those that remain open as at 12 June 2018. It is noted that Transport Canberra continues to review a number of those NCRs that CM consider to be closed. <i>The Board noted the paper.</i>

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11	<p>Light Rail Stage 2 - Monthly Project Report</p> <ul style="list-style-type: none"> • PN presented the Monthly report for Light Rail Stage 2 and provided an update on current activities being undertaken for this stage, noting that the current focus is the development of a Supplementary Submission to the Inquiry into Commonwealth and Parliamentary Approvals (Inquiry) and preparing responses to questions arising from the Inquiry's hearings attended by Transport Canberra and City Services (TCCS) on 21 June 2018. • DE briefed the Board on the questions the committee asked TCCS at the hearing on 21 June 2018. DE also provided the Board with a handout listing the submissions the Inquiry had received to date. • DN declared a conflict of interest within his Treasury team, noting his Deputy Under Treasurer is the brother-in-law of the Chair of the Joint Standing Committee. • <i>The Board noted the report and DN's conflict of interest.</i>
12	<p>Media Update</p> <ul style="list-style-type: none"> • EO provided the Board with a verbal update on current media questions TCCS has received regarding the Light Rail Stage 1 (LRS1) and Light Rail Stage 2 (LRS2). EO also provided the Board with an update on Transport Canberra's plan to start to integrate language for LRS1 and LRS2 to better link the projects in the minds of Canberrans and explain the two projects will create greater transport links between the city centre and major town centres across Canberra. • <i>The Board noted the verbal update.</i>
13	<p>Other Business</p> <ul style="list-style-type: none"> • 
Meeting closed at 1.05pm	

SENSITIVE



Minutes


Subject Project Board Meeting #59

Date 30 July 2018

Location Board Room, Ground floor, 496 Northbourne Avenue, Dickson

Prepared by Lauren Cunningham

Members Present

	'JF'	Independent Chair
	'MK'	Independent Board Member
Shaun Strachan	'SS'	Deputy Under Treasurer (For David Nicol)
Emma Thomas	'ET'	Director General, TCCS
Ben Ponton	'BP'	Director-General, EPSDD
Allison Playford	'AP'	Director-General, JACS
Malcolm Snow	'MS'	CEO City Renewal Authority
John Dietz	'JD'	CEO Suburban Land Authority
Attendees		
Nikki Pulford	'NP'	Board Secretariat, TCCS
Lauren Cunningham	'LC'	Minutes Secretary, TCCS
Duncan Edghill	'DE'	Deputy Director-General, TCCS
Scott Lyall	'SL'	A/g Project Director, Light Rail Stage 1, TCCS
Pam Nelson	'PN'	Project Director, Light Rail Stage 2, TCCS
Damon Hall	'DH'	Executive Director, Transport Canberra, TCCS
Ash Cahlf	'AC'	Project Development, Transport Canberra Commercial, TCCS
Shelly Fraser	'SF'	Operations Engineering Manager, TCCS
Ed O'Daly	'EO'	Director, Communications and Engagement, TCCS
Alex Knockels	'AN'	Observer, CMTEDD (for Leesa Croke)
Apologies		
David Nicol	'DN'	Deputy Chair, Under-Treasurer, TCCS
Leesa Croke	'LCr'	Observer, CMTEDD

SENSITIVE

No.	Item
1	<p>Previous minutes</p> <ul style="list-style-type: none"> The Board approved the minutes and actions for meeting #59.
2	<p>Light Rail Stage 1 - Monthly Project Report</p> <ul style="list-style-type: none"> DE provided a demonstration of virtual reality headsets which will be used to give the community a visual tour of what light rail will look like on Commonwealth Avenue and at Old Parliament House. SL commenced the Monthly LRS1 update with an overview of key issues and achievements from June/July 2018, including: <ul style="list-style-type: none"> commencement of full speed testing of the LRVs on the rail tracks, presenting a video which will be used to promote this milestone on social media; and completion of 91% of the track slab and installation of 54% of the rail along the corridor. SL discussed some of the current issues and quality concerns regarding elements along the track slab and stops. SL advised the Board of the works currently occurring around these elements and outlined any potential impacts. SL also discussed the activities occurring around the SCATS/T-Visor interface and outlined the upcoming schedule for testing. <i>The Board noted the report.</i> <p>[REDACTED]</p>
3	<p>Light Rail Stage 1 - Program Update</p> <ul style="list-style-type: none"> SL presented a paper analysing the current status and robustness of the Canberra Metro Delivery Phase Program (DPP). [REDACTED] SL provided the Board with a range of public materials that have been produced for the 'Are You Rail Ready' safety campaign. SL outlined the campaign and discussed a future safety campaign on road safety to be developed between TCCS and JACS. <ul style="list-style-type: none"> <i>The Board noted the paper.</i>
4	<p>Light Rail Stage 1 – [REDACTED]</p> <ul style="list-style-type: none"> [REDACTED] <i>The Board noted the paper.</i>

SENSITIVE

5	<p>Light Rail Stage 1 – Work, Health and Safety Audit Update</p> <ul style="list-style-type: none"> AC provided an update on the safety audit being conducted by TCCS on Stage 1 of the Light Rail Project and presented a draft safety report from the auditors, Prensa. AC outlined some of the key findings and recommendations in the report and discussed the next steps, noting that the report will be provided to Canberra Metro for response. <i>The Board noted the update.</i>
6	<p>Light Rail Stage 1 – Operational Readiness</p> <ul style="list-style-type: none"> SF presented a paper providing an update on progress and key issues relating to the operations readiness of Stage 1 of the Light Rail Project. SF discussed a number of key areas where activities are currently underway, such as revenue protection, procurement of ticketing equipment and recruitment for the permanent operations team within TCCS. <i>The Board noted the update.</i>
7	<p>Light Rail Stage 2 - Monthly Project Report</p> <ul style="list-style-type: none"> PN presented the Monthly report for Light Rail City to Woden and Parkes Way and provided an update on current activities being undertaken for these projects, including the preparation of responses to questions arising from the JSC Inquiry hearings and scoping works for a number of business cases. <i>The Board noted the report with an amendment requested in the risks section.</i> [REDACTED]
8	<p>Light Rail Stage 2 – JSC Inquiry and Next Steps</p> <ul style="list-style-type: none"> PN presented a paper and Cabinet Submission outlining the potential outcomes from the Joint Standing Committee Inquiry into the second stage of light rail. PN noted some of the key features of the Submission and discussed some of the considerations and next steps for the project following the conclusion of the Inquiry. <i>The Board noted the paper and endorsed the Cabinet Submission.</i>
9	<p>Media Update</p> <ul style="list-style-type: none"> EO provided the Board with a verbal update on recent media coverage TCCS has received regarding LRS1 and LRS2, and outlined the main themes and nature of this coverage. EO discussed some of the key activities occurring within the communications team and noted future media opportunities such as Rail Safety Week and LRS1 launch events. <i>The Board noted the verbal update and requested a paper on LRS1 launch activities be prepared for the August 2018 Board meeting.</i>
10	<p>NCA Meeting Pre-Discussion</p> <ul style="list-style-type: none"> The Board discussed the scheduled joint meeting with the National Capital Authority (NCA) Board and determined some of the main items to be discussed at this meeting.
	<p>Meeting closed at 11.15am</p>

SENSITIVE



Minutes

Subject Project Board Meeting #60
Date 29 August 2018
Location Board Room, Ground floor, 496 Northbourne Avenue, Dickson
Prepared by Lauren Cunningham


Members Present

David Nicol	'DN'	Deputy Chair, Under-Treasurer, CMTEDD
Emma Thomas	'ET'	Director General, TCCS
Ben Ponton	'BP'	Director-General, EPSDD
Allison Playford	'AP'	Director-General, JACS
Malcolm Snow	'MS'	CEO City Renewal Authority

Attendees

Nikki Pulford	'NP'	Board Secretariat, TCCS
Lauren Cunningham	'LC'	Minutes Secretary, TCCS
Duncan Edghill	'DE'	Deputy Director-General, TCCS
Meghan Oldfield	'MO'	A/g Project Director, Light Rail Stage 1, TCCS
Pam Nelson	'PN'	Project Director, Light Rail Stage 2, TCCS
Damon Hall	'DH'	Executive Director, Transport Canberra, TCCS
Ash Cahlf	'AC'	Project Development, Transport Canberra Commercial, TCCS
Ed O'Daly	'EO'	Director, Communications and Engagement, TCCS
Kristine Scheul	'KS'	Director, Legal, TCCS
David Pryce	'DP'	Observer, CMTEDD (for Leesa Croke)

Apologies

	'JF'	Independent Chair
	'MK'	Independent Board Member
John Dletz	'JD'	CEO Suburban Land Authority
Leesa Croke	'LCr'	Observer, CMTEDD

SENSITIVE

No.	Item
1	<p>Previous minutes</p> <ul style="list-style-type: none"> The Board approved the minutes and actions for meeting #60.
2	<p>Light Rail Stage 1 - Monthly Project Report</p> <ul style="list-style-type: none"> MO commenced the Monthly LRS1 update with an overview of key issues and achievements from July/August 2018, including: <ul style="list-style-type: none"> commencement of daytime testing and commissioning activities for LRVs; qualification of five drivers; and completion of 96% of the track slab and installation of 77% of the rail along the corridor. [REDACTED] MO advised the Board of the works currently occurring around these elements and outlined any potential impacts. MO also discussed the activities occurring around the SCATS/T-Visor Interface and the schedule for testing. MO discussed operational readiness activities including current recruitment processes underway for the Operations team, emergency services testing on the alignment and the status of ticketing equipment. MO discussed the current status of safety on the project and outlined how Canberra Metro are addressing recent concerns raised by WorkSafe. <ul style="list-style-type: none"> <i>The Board noted the report.</i> <i>The Board requested TCCS send a letter to Canberra Metro reiterating the importance of safety on the project.</i>
3	<p>Light Rail Stage 1 - Program Update</p> <ul style="list-style-type: none"> MO presented a paper analysing the current status and robustness of the Canberra Metro Delivery Phase Program (DPP). [REDACTED] <i>The Board noted the paper and requested that talking points on the program be circulated to the Board.</i>
4	<p>Light Rail Stage 1 - [REDACTED]</p> <ul style="list-style-type: none"> [REDACTED] [REDACTED] [REDACTED] [REDACTED]

SENSITIVE

5	<p>Light Rail Stage 1 – Northbourne Plaza</p> <ul style="list-style-type: none"> MO discussed the current status of works for Northbourne Plaza and noted that two acceptable tenders have been received for the works through the RFT process, which are now being assessed. MO also discussed the potential funding arrangements for the Northbourne Plaza works. <i>The Board confirmed its endorsement of the removal of the Northbourne Plaza Verge works from the Project Agreement and endorsed the funding of the works as outlined in the paper.</i>
6	<p>Light Rail Stage 2 - Monthly Project Report</p> <ul style="list-style-type: none"> PN presented the Monthly report for Light Rail City to Woden and Parkes Way and provided an update on current activities being undertaken for these projects, including early works packages for Woden Interchange, Yarra Glenn Roundabout and Park and Ride Strategy. <i>The Board noted the report.</i>
7	<p>Light Rail Stage 2 – JSC Update and NCA Traffic Update</p> <ul style="list-style-type: none"> PN discussed the outcomes from the latest hearing of Joint Standing Committee Inquiry into the second stage of light rail, held on 16 August 2018. PN discussed the next steps following the Inquiry and noted an upcoming walking tour requested by the Committee through the Parliamentary Triangle. PN presented a summary of traffic modelling results for Light Rail City to Woden, which were provided to the National Capital Authority on the 22 August 2018. <i>The Board noted the paper.</i>
8	<p>Future Light Rail Development</p> <ul style="list-style-type: none"> PN presented a paper outlining the potential next steps to continue development of light rail in Canberra, particularly in light of possible delays to the Light Rail City to Woden project as a result of the Commonwealth Joint Standing Committee Inquiry process. <i>The Board noted the paper and endorsed the recommended way forward for 2018-19 (option 2).</i> [REDACTED]
9	<p>Media Update</p> <ul style="list-style-type: none"> EO provided the Board with a verbal update on the recent local and national media coverage TCCS has received regarding light rail, and outlined the main themes and nature of this coverage. EO discussed current activities underway for the communications team, including the development of road safety messaging for radio and social media and planning for the Gungahlin Street Party in October 2018. <i>The Board noted the verbal update.</i>
10	<p>Light Rail Stage 1 – Launch Activities</p> <ul style="list-style-type: none"> EO presented a paper outlining the planning currently underway for the launch of LRS1 and provided a breakdown of the planned proceedings for the launch weekend, including timings and potential invitees. <i>The Board noted the paper and requested a more detailed plan and costings be provided at the September 2018 Board meeting.</i>

SENSITIVE

11	<p>Light Rail Benefit Realisation Plan</p> <ul style="list-style-type: none"> • DN presented the quarterly update to the benefits realisation plan and noted that more detail will be reflected in the plan in the coming months as the project approaches construction completion and operations. • <i>The Board noted the update and requested the next Benefits Realisation Plan update address further benefits including land value uplift and development applications along the LRS1 corridor.</i>
12	<p>FOI and Open Access</p> <ul style="list-style-type: none"> • KS presented a paper discussing the requirements of the Open Access Scheme and how these requirements interact with the administration of the Board. NP outlined a draft process to incorporate open access requirements into Board processes. • <i>The Board noted the update and agreed that any potential Open Access processes should be discussed with the Chair upon his return from leave.</i>
	<p>Meeting closed at 12.40pm</p>

SENSITIVE


ACT
 Government

 Transport Canberra and
 City Services

Minutes


Subject Project Board Meeting #61

Date 26 September 2018

Location Board Room, Ground floor, 496 Northbourne Avenue, Dickson

Prepared by Vilma Bell

Members Present

	'JF'	Independent Chair
	'MK'	Independent Board Member
David Nicol	'DN'	Deputy Chair, Under-Treasurer, CMTEDD
Emma Thomas	'ET'	Director General, TCCS
Ben Ponton	'BP'	Director-General, EPSDD
Allison Playford	'AP'	Director-General, JACS
John Dletz	'JD'	CEO Suburban Land Authority
Malcolm Snow	'MS'	CEO City Renewal Authority
Attendees		
Nikki Pulford	'NP'	Board Secretariat, TCCS
Vilma Bell	'VB'	Minutes Secretary, TCCS
Duncan Edghill	'DE'	Deputy Director-General, TCCS
Meghan Oldfield	'SL'	A/g Project Director, Light Rail Stage 1, TCCS
Pam Nelson	'PN'	Project Director, Light Rail Stage 2, TCCS
Damon Hall	'DH'	Executive Director, Transport Canberra, TCCS
Ed O'Daly	'EO'	Director, Communications and Engagement, TCCS
David Pryce	'DP'	Observer, CMTEDD (for Leesa Croke)

Apologies

Leesa Croke	'LC'	Observer, CMTEDD
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SENSITIVE

No.	Item
1	<p>Previous minutes</p> <ul style="list-style-type: none"> The Board approved the minutes and actions for meeting #60.
2	<p>Light Rail Stage 1 - Monthly Project Report</p> <ul style="list-style-type: none"> MO presented the Board with the Monthly LRS1 update and gave an overview of key achievements and milestones from Aug/Sept 2018, including the arrival of the final LRV, completion of concrete for track slab and a general update on trees. [REDACTED] [REDACTED] ACT Technical Regulator and ONRSR would be received. Completion of stops will likely be later than expected, and some retrofitting will be necessary for electrical conduits. As had been planned, ticket vending machines will be first installed in select bus stations. [REDACTED] Radio network – Canberra Metro advised in July that their original proposal for a radio tower at Isaacs Ridge is no longer viable and were exploring the option to install three towers along the light rail alignment. They advised TCCS there would be technical issues and they were exploring other options, including the potential use of the Territory Radio Network (TRN). [REDACTED] Northbourne Plaza - requiring Canberra Metro's cooperation for traffic control measures for multiple projects to be completed in vicinity of each other. <i>The Board noted the report and the further updates.</i> <i>The Board requested a paper be prepared by the light rail team listing minimum criteria that need to be met by the light rail system in order to assess its readiness for services, noting that final assessment is the decision of the Independent Certifier.</i> [REDACTED]

SENSITIVE

3	<p>Light Rail Stage 1 - Program Update</p> <ul style="list-style-type: none"> MO presented a paper analyzing the current status and robustness of the Canberra Metro Delivery Phase Program [REDACTED] <i>The Board noted the paper.</i> <i>The light rail team will update speaking points in connection with the project's program, noting that operations commencement is subject to third party accreditations. These speaking points are to be circulated to the Board.</i>
4	<p>Light Rail Stage 1 – [REDACTED]</p> <ul style="list-style-type: none"> [REDACTED] <i>The Board noted the update.</i>
5	<p>Light Rail Stage 1 – Business Impact Review</p> <ul style="list-style-type: none"> DH presented the Board with a report outlining the findings of the Business Impact Assessment performed by TCCS in response to the ACT Legislative Assembly Resolution of 6 June 2018. This report has been tabled in the ACT Legislative Assembly and is available to the public. <i>The Board noted the paper.</i>
6	<p>City to Woden Monthly Project Report</p> <ul style="list-style-type: none"> PN presented the monthly update on the City to Woden alignment. PN advised that the Precinct Report that details the Light Rail team's preferred position is almost complete and will be distributed to other directorates for comment and eventually form the basis of the Government's position. The report will be sent to Board members out of session for comment and feedback once available. PN also advised that the final report from the hearing of the Joint Standing Committee Inquiry into the second stage of light rail held in August has not yet been received. <i>The Board noted the paper.</i>
7	<p>Parkes Way Update</p> <ul style="list-style-type: none"> PN presented the Board with a paper seeking guidance with respect to options for the future development of the Parkes Way Project. <i>The Board endorsed the view that the rationale for the Parkes Way project being linked to the City to Woden light rail project had changed and recommends the work should now be led by TCCS – Transport Planning.</i>
8	<p>Discussion with Minister Fitzharris</p> <ul style="list-style-type: none"> Cancelled.

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9	<p>Media Update</p> <ul style="list-style-type: none"> • EO provided the Board with a verbal update on media activities relating to the LRS1 project, such as: <ul style="list-style-type: none"> • 16% of Canberra Times letters to the editor are related to light rail with the main theme being the second stage. • An update on the 'voice of light rail' competition. • A possible event on 9 October 2018 for the laying of the last of the rail. • Canberra Times hope to tour the depot control centre at the end of October 2018. • Footage of the arrival of the final light rail vehicle. • <i>The Board noted the verbal update.</i>
10	<p>Light Rail Stage 1 – Launch Activities</p> <ul style="list-style-type: none"> • EO presented a paper to update the Board on plans for the launch of stage one of the light rail network including the estimated budget for the event and the updated event format. • <i>The Board noted the paper.</i>
	<p>Meeting closed at 11.58am</p>

SENSITIVE



Minutes

Subject Project Board Meeting #62
Date 29 October 2018
Location Board Room, Ground floor, 496 Northbourne Avenue, Dickson
Prepared by Lauren Cunningham

Members Present

[REDACTED]	'JF'	Independent Chair
[REDACTED]	'MK'	Independent Board Member
David Asteraki	'DA'	For Deputy Chair, Under-Treasurer, CMTEDD
Emma Thomas	'ET'	Director General, TCCS
Allson Playford	'AP'	Director-General, JACS
John Dietz	'JD'	CEO Suburban Land Authority
Nicholas Holt	'NH'	For CEO City Renewal Authority

Attendees

Nikki Pulford	'NP'	Board Secretariat, TCCS
Lauren Cunningham	'VB'	Minutes Secretary, TCCS
Duncan Edghill	'DE'	Deputy Director-General, TCCS
Meghan Oldfield	'MO'	Project Director, Light Rail Stage 1, TCCS
Marcus Sainsbury	'MS'	For Project Director, Light Rail Stage 2, TCCS
Damon Hall	'DH'	Executive Director, Transport Canberra, TCCS
Ed O'Daly	'EO'	Director, Communications and Engagement, TCCS
Leesa Croke	'LC'	Observer, CMTEDD (for Leesa Croke)
Meegan Fitzharris MLA	'MF'	Minister for Transport (for Discussion Item)

Apologies

Ben Ponton	'BP'	Director-General, EPSDD
David Nicol	'DN'	Deputy Chair, Under-Treasurer, CMTEDD
Malcolm Snow	'MS'	CEO City Renewal Authority

SENSITIVE

No.	Item
1	<p>Previous minutes</p> <ul style="list-style-type: none"> The Board approved the minutes and actions for meeting #61.
2	<p>Light Rail Stage 1 - Monthly Project Report</p> <ul style="list-style-type: none"> MO presented the Board with the Monthly LRS1 update and gave an overview of key achievements and milestones from September/October 2018, including: <ul style="list-style-type: none"> commendation from the Planning Institute of Australia for the stop precinct in Gungahlin; completion of track installation; and selection of the 'Voices of Light Rail'. [REDACTED] MO provided an update on the safety audit being conducted by TCCS and gave an overview of some of the safety concerns currently being addressed on the project. <ul style="list-style-type: none"> The Board noted the report and the further updates.
3	<p>Light Rail Stage 1 - Program Update</p> <ul style="list-style-type: none"> MO presented a paper analyzing the current Canberra Metro Delivery Phase Program (DPP) and advised [REDACTED] TCCS is awaiting the next DPP for updated services completion advice from Canberra Metro. <ul style="list-style-type: none"> The Board noted the paper.
4	<p>Light Rail Stage 1 – Activities for Services Completion/Final Completion</p> <ul style="list-style-type: none"> [REDACTED] The Board noted the paper
5	<p>Light Rail Stage 1 – [REDACTED]</p> <ul style="list-style-type: none"> [REDACTED] [REDACTED]

SENSITIVE

6	<p>Light Rail Stage 1 – [REDACTED]</p> <ul style="list-style-type: none"> • [REDACTED] <p>• <i>The Board noted the update.</i></p>
7	<p>City to Woden Monthly Project Report</p> <ul style="list-style-type: none"> • DE commenced the City to Woden update with an overview of the report tabled by the Joint Standing Committee (JSC) Inquiry Into Light rail stage 2. DE noted some of the key recommendations including requirements for Commonwealth Avenue Bridge, parameters for wire-free running, pathways through the Commonwealth Approval Process and landscaping. DE discussed the potential next steps for TCCS following the tabling of this report and advised that a Cabinet Submission is being drafted on this subject. <p>• <i>The Board noted the paper.</i></p>
8	<p>Precinct Options Report</p> <ul style="list-style-type: none"> • MS presented the draft Precinct Options Report and discussed the purpose of the report and background on the precinct approach. MS advised that this report would be circulated to ACT Government Directorates for review and feedback with the intention of gaining Whole of Government support and a Whole of Government position for the final proposed alignment, before commencing with external stakeholder engagement. MS noted that a further Board paper and Cabinet Submission would be provided once the findings of this process have been collated, likely at the December 2018 Board meeting. <p>• <i>The Board noted the draft Precinct Options Report.</i></p>
9	<p>Timing of LR C2W Business Case and Delivery Model Approvals</p> <ul style="list-style-type: none"> • DE presented a paper addressing considerations relating to the timing of the City to Woden Light Rail project Business Case and Delivery Model approvals and discussed the range of factors which may influence these documents and the timing of their Submission to Cabinet. <p>• <i>The Board noted the paper.</i></p>
10	<p>Light Rail Resourcing</p> <ul style="list-style-type: none"> • [REDACTED] <p>• <i>The Board noted the paper.</i></p>
	<p>Discussion with Minister Fitzharris</p> <ul style="list-style-type: none"> • The Minister attended for a discussion with the Board regarding the LRS1 program and the outcomes of the JSC Inquiry.
11	<p>Media Update</p> <ul style="list-style-type: none"> • EO provided the Board with a verbal update on media activities relating to the LRS1 and C2W projects, discussing the current volume of Canberra Times letters to the editor related to light rail, the success of the Voices of Light Rail competition and the general trends in light rail media coverage. EO also discussed the upcoming event for the opening of the first light rail stop. <p>• <i>The Board noted the verbal update.</i></p>

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12	Benefits Realisation Plan <ul style="list-style-type: none">• DA provided an update to the Benefits Realisation Plan, noting that there is no substantial update since the last paper as baseline data is still being established to enable the measurement of benefits. .• <i>The Board noted the paper and requested that an update which includes data on land value benefits be brought to the November 2018 Board meeting.</i>
	Meeting closed at 1:30pm