

18 September 2023

ARTC REF# 6-0000-250-EEC-DE-LT-0011

Alexander Scott
Assistant Director – Freight Assessments Team
Planning and Assessments, Department of Planning and Environment
4 Parramatta Square
12 Darcy Street Parramatta, NSW 2150

Email: alexander.scott@planning.nsw.gov.au

Dear Alex,

CSSI 9487 Narromine to Narrabri Project Workforce Code of Conduct Minister's Condition of Approval E129

I refer to the Minister's Conditions of Approval (**MCoA**) issued for the Critical State Significant Infrastructure (**CSSI**) Project No. 9487 Narromine to Narrabri (**N2N**), on 21 February 2023, and specifically the requirement for a Workforce Code of Conduct (**N2N Code of Conduct**) to be prepared and submitted to the Planning Secretary for information in accordance with MCoA E129.

ARTC Inland Rail submits the N2N Code of Conduct and the Social Advisor's letter of endorsement to the Planning Secretary for information prior to commencing Works. The Code of Conduct is presented in **Attachment 1** and the Social Advisor's endorsement is presented in **Attachment 2**.

If you wish to discuss any of the above further, please contact Jasmine Walden, A/ Program Environment Lead – Regulatory Engagement and Compliance on JWalden@artc.com.au on 0456 661 257 or myself on RHamilton3@artc.com.au on 0419 799 699.

Yours sincerely



Richard Hamilton
A/ Delivery Director – Southern

Inland Rail

Australian Rail Track
Corporation Ltd
ACN 081 455 754
ABN 75 081 455 754

Level 16, 180 Ann Street, Brisbane,
QLD 4000
GPO Box 2462, Queen Street,
Brisbane, QLD 4000

1800 732 761
inlandrailenquiries@artc.com.au
inlandrail.com.au

Attachment 1: Workforce Code of Conduct

Workforce Code of Conduct

Inland Rail – Southern Works Program

Project number:	N81120
Document number:	4-0035-250-PHR-S0-PO-0001
Revision date:	6/09/2023
Revision:	C

Document Approval

Rev.	Date	Prepared by	Reviewed by	Approved by	Remarks
A	23/05/2023	K Carter Human Resources Manager	E Peters Project Manager	J Moran Project Director	For submission
B	4/07/2023	K Carter Human Resources Manager	E Peters Project Manager	J Moran Project Director	For submission
C	6/09/2023	Sean Joseph	Gregor Wilson	Martin Harris	For submission

Document control and amendment

Details of Revision Amendments

Document Control

The Human Resources Manager is responsible for the preparation and ongoing updates of this document. This document will be endorsed by the Social Advisor prior to submission to DPE for information. The Human Resources Manager is responsible for updating this document to reflect changes to the project, legal and other requirements, as required.

Amendments

The Human Resources Manager is responsible for updating this document to reflect changes to the project, legal and other requirements, as required.

This document must be reviewed 12 months after approval and annually thereafter for the duration of construction. Updates to this document must be made with the Social Advisor and approved by the Environmental Representative. The updated document must be provided to the Planning Secretary for information within one month of approval.

Any revisions or amendments must be approved by the Project Director and/or client before being distributed/implemented.

Revision Details

Revision History				
Rev:	Date:	Pages:	Revised by:	Description:
A	23/05/2023	All	K Carter	For submission
B	4/07/2023	All	K Carter / G Wilson	For submission
C	6/09/2023	ARTC comments	Sean Joseph	For submission

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Abbreviations/definitions

Term or Abbreviation	Definition
ACA CPB JV	ACCIONA CPB Joint Venture
ARTC	Australian Rail Track Corporation
CoA	Conditions of Approval
CPB	CPB Contractors Pty Ltd
CSSI	Critical State Significant Infrastructure
DPE	Department of Planning and Environment
EIS	Environment Impact Statement
EPA	Environment Protection Authority
EPBC Act	<i>Environmental Protection and Biodiversity Conservation Act 1999</i>
ER	Environmental Representative
IR	Inland Rail
LGA	Local Government Area
LIW	Low Impact Works
N2N	Narromine to Narrabri
NSW	New South Wales
Project Team Members	Includes all ACA CPB JV employees (staff and workforce) and all employees of ACA CPB JV's subcontractors working on the Project.
Temporary workforce accommodation	Means all rooms, common rooms, mess areas, car parks and grounds of any Project accommodation facility.
Work Sites	Include any area upon which work is to be performed and is taken to include any location or vehicle where a person is being paid or employed to undertake works.

1. Introduction

1.1 Background

Inland Rail (IR) is a 1,700-kilometre freight rail line that will connect Melbourne and Brisbane via regional Victoria, New South Wales (NSW) and Queensland. The Commonwealth has appointed the ARTC to deliver the IR Program. The IR Program has been divided into 13 sections, one of these being the Narromine to Narrabri (N2N) section referred to as the Southern Works Program.

The N2N section of Inland Rail is located in north-western NSW, it is 306 km in length of greenfield railway construction between Narromine and Narrabri. The rail corridor starts at the southern point of the Narrabri to North Star section and travels south, on the west side of the Narrabri township. It then continues south parallel to the Newell Highway then south-west through the Pilliga Forest. It then continues south-west near Baradine and through Curban where there is an at grade junction with the Country Rail Network (CRN) Dubbo to Coonamble line. The corridor continues south then around Narromine to the East, where it joins the Parkes to Narromine line. The alignment is shown in Figure 1-1 and Figure 1-2.

This Code of Conduct sets out the ethical standards that project team members are expected to adhere to on the construction site and when interacting with the local community. The Code of Conduct applies to all personnel on the CSSI site (including the temporary workforce accommodation facilities) and those living in the community in the surrounding towns. The Code of Conduct:

- Sets out the ethical standards for the behaviour and conduct of employees and approved subcontractors on and off the site, including for driving on public roads;
- Includes disciplinary actions where behaviour and conduct do not meet the ethical behaviour standards; and
- Includes processes for responding to and addressing community complaints about the behaviour and conduct.

A serious or repeated breach of the Code of Conduct may result in disciplinary action and/or the immediate withdrawal of site access and/or accommodation privileges regardless of where the breach occurred.

This Code of Conduct applies to all works, including low impact works.

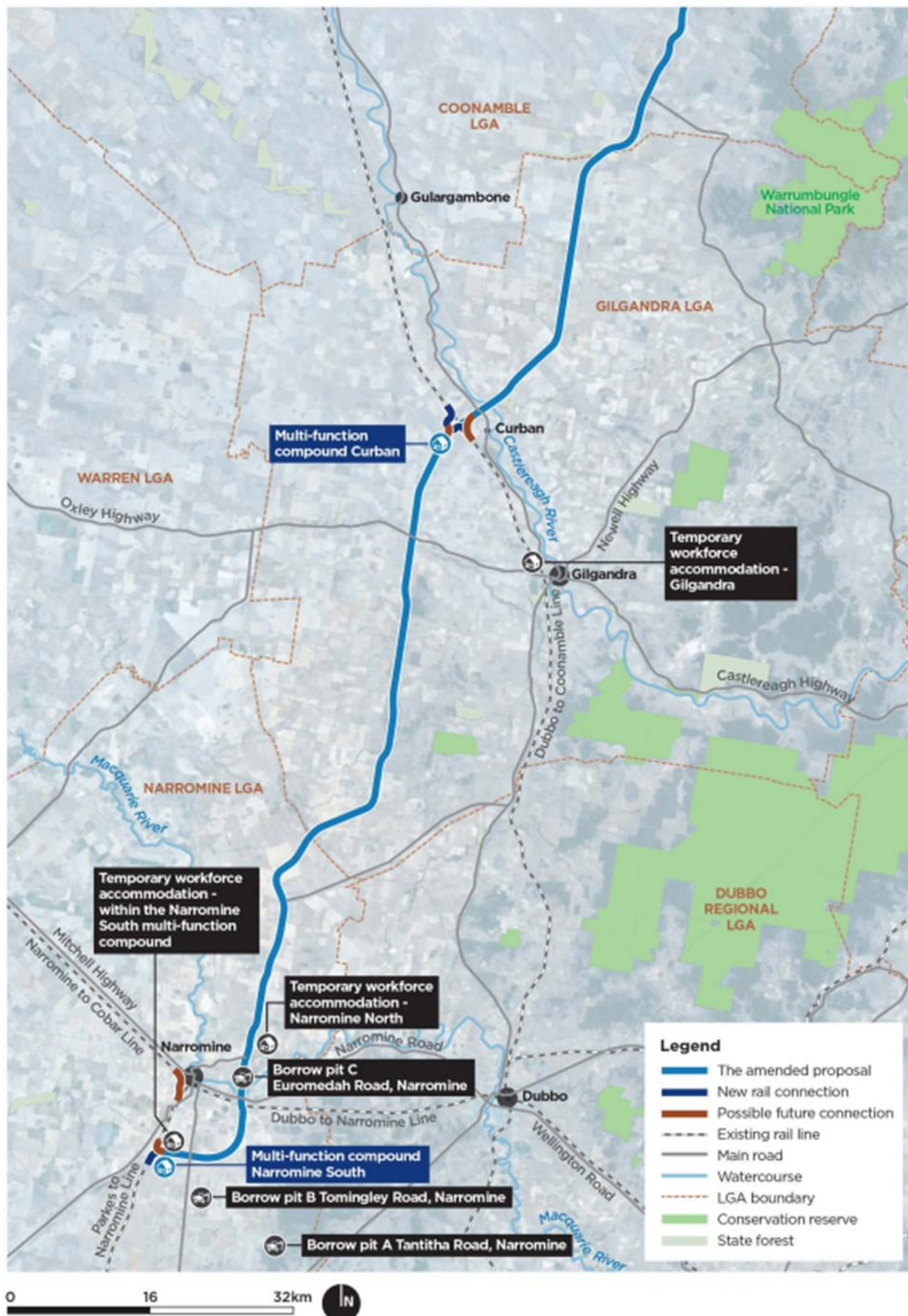


Figure 1-1 N2N Construction features Map 1 (source: Preferred Infrastructure and Amendment Report Figure 1-4)

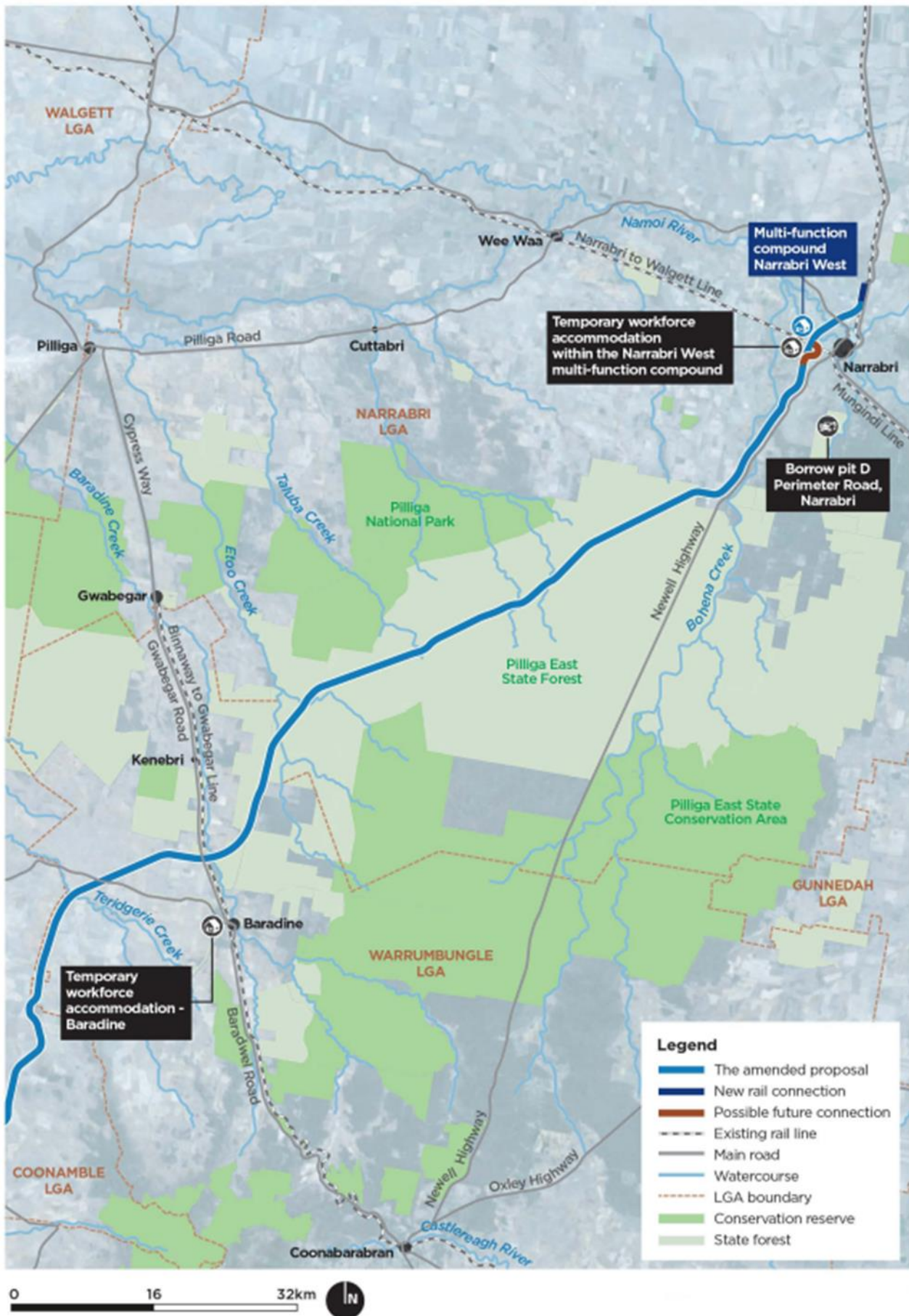


Figure 1-2 N2N Construction features Map 2 (source: Preferred Infrastructure and Amendment Report Figure 1-5)

1.2 Code of Conduct Overview

The purpose of this Code of Conduct is to inform all project team members of the standard of behaviour expected of them:

- On all Work Sites (including private property);
- In a temporary workforce accommodation facility;
- When interacting with community members and local stakeholders
- Travelling to and from work
- In local townships and surrounding areas; and
- During travel to point of hire for periods of leave including rest and recreation (R&R)

This Code of Conduct applies to all personnel engaged on the Project including all persons seeking to access to Work Sites, access temporary workforce accommodation facilities and/or utilise transport provided by ACA CPB JV.

The Management Team will lead by example, it is the responsibility of Managers, Supervisors and Leading Hands to ensure a commitment at all levels to the Code of Conduct. The Human Resources Team will be responsible for conducting all investigations and initiate appropriate responses for Project team members including:

- Counselling;
- Disciplinary action;
- Termination of employment and removal of site and/or accommodation access

1.3 Project Requirements

This Code of Conduct has been prepared in accordance with Conditions of Approval (CoA) E129-E131. The CoA requirements relevant to the preparation of this Code of Conduct and where they are addressed are listed in Table 1-1.

Table 1-1: CoA compliance information

CoA no.	CoA requirements	Where addressed
E129	The Proponent must prepare and implement a Workforce Code of Conduct for employees and contractors involved in the construction of the CSSI. The Code of Conduct must be prepared by a suitably qualified and experienced person(s) in the human resources sector and endorsed by the SA prior to submission to the Planning Secretary for information prior to work commencing. The Code of Conduct sets out the ethical standards that employees are expected to adhere to in the construction site and interaction with the local community	This document
E130	The Employee Code of Conduct applies to all employees on the CSSI site (including the temporary workforce accommodation facilities) and those living in the community in the surrounding towns. The Employee Code of Conduct must: (a) Set out the ethical standards for the behaviour and conduct of employees on and off the site, including for driving on public roads; (b) Include disciplinary actions where employee behaviour and conduct do not meet the ethical behaviour standards; and (c) Processes for responding to and addressing community complaints about the behaviour and conduct of employees.	a) Sections 2, 3, 5, 5 and 6 b) Section 0 c) 6.2.2
E131	The Employee Code of Conduct must be reviewed 12 months after approval and annually thereafter for the duration of construction. Updates to the Code of Conduct must be made with the SA and approved by the ER. The updated Code of	Document Control and Amendment

CoA no.	CoA requirements	Where addressed
	Conduct must be provided to the Planning Secretary for information within one month of approval.	

2. Personal Conduct (General)

Project Team Members must always conduct themselves in a manner that is conducive to a high level of safety, friendly and respectful community and working relations, and achievement of the Project's objectives. The Project has a zero-tolerance approach to anti-social behaviour.

2.1 Misconduct

Acts of misconduct will not be tolerated and may lead to disciplinary action. Examples of misconduct include, but are not limited to the following:

- Breaches of Project safety procedures and/or regulations that places, or has the potential to place the safety of any individual working on the project or a person in the community at risk or cause injury;
- Behaviour in the community that disrespects expected standards of behaviour in public places (e.g. town centres, parks, clubs and hotels), or that damages, or has the potential to damage the reputation of Inland Rail, ARTC or ACA CPB JV;
- May not interact with or divulge information to any media outlet or through any media forum regarding anything related to the Project, ARTC, ACA CPB JV or other related entities;
- Public posts or comments on any type of social media forum in relation to Inland Rail, ARTC, or ACA CPB JV;
- Irregular attendance or ongoing unauthorised absences;
- Failure to wear appropriate personal protective equipment (PPE) including footwear and clothing;
- Breach of security and Project control requirements;
- Failure to report any injury/incident;
- Practical jokes or acts of horseplay;
- Smoking in any designated 'No Smoking' area;
- Gambling or the use of gambling devices during working hours on Work Sites
- Unauthorised use of ACA CPB JV telephones or unauthorised use of personal mobile phones during working hours on Work Sites;
- Unauthorised selling of merchandise or services;
- Taking unauthorised photographs / video footage;
- Demonstrating behaviour that is contradictory to ACA CPB JV's Principles;
- Causing minor damage to ACA CPB JV property and equipment; and
- Inappropriate disclosure of Inland Rail, ARTC or ACA CPB JV information.

2.2 Serious Misconduct

Behaviour that constitutes serious misconduct includes but is NOT limited to that outlined below. Serious misconduct will result in disciplinary action up to and including termination of employment and/or site access revoked.

- Breaches of the law or Project safety procedures and/or regulations that result in or have the potential to result in serious and/or life-threatening injury to anyone involved on the project or in the community;
- Continual and/or severe breaches of safety legislation, regulations, Codes of Practice and the like (including repeated acts of misconduct in S2.1 Misconduct);
- Irresponsible use, tampering or misuse of fire protection or safety equipment including fire extinguishers and smoke alarms;

- Possession or use of weapons (including fixed blade and non-lockable pocket, carton knives), firearms or ammunition;
- Drug and alcohol abuse, including:
 - Reporting for work while under the influence of alcohol and/or illegal drugs;
 - Inappropriate alcohol and/or drug induced behaviour; and
 - Distribution or sale of illegal drugs and/or alcohol.
- Urinating or defecating outdoors in and around the Work Sites, temporary workforce accommodation facilities or public places (e.g. town centres, parks, clubs and hotels).
- Offensive, intimidating or violent behaviour;
- Any form of harassment, discrimination or vilification, including that relating to race, colour, religion, sex, gender identity, age, nationality, ancestry, disability (physical and mental), marital or socio-economic status;
- Theft, vandalism or wilful damage or interference to ACA CPB JV property and/or personal property;
- Intentionally, negligently or carelessly trespassing, or entering any area without permit or enter restricted access areas including unapproved access to private property;
- Failure to comply with lawful and reasonable work instructions, including a refusal to perform assigned work, and/or alternative duties, etc.;
- Falsification of project records, including timesheets, wage records, leave records, production reports, etc.; and
- Bringing unauthorised personnel (including children) onto the Work Sites or into a temporary workforce accommodation facility.
- Failure to comply with road rules

2.3 Security

Only authorised persons and vehicles are allowed entry to Project Work Sites. All Visitors must comply with all conditions of entry and must enter the Project through Security and then report to the Project office.

Each Project Team member will be supplied with a personal ID card following successful completion of the Project Induction. Personal ID cards must be:

- Always carried on the Project Team Member;
- Used to gain personal entry to, and exit from, the temporary workforce accommodation facilities;
- Used by the person to whom they are issued, and are not to be given to any other person for their use; and
- Surrendered to the Project office on termination.

Project Team Members must follow all reasonable directions given by security staff.

2.4 Use of Internet

Internet access on the Project provided computers/iPads/mobile phones in Work Site offices is generally for business purposes- some limited personal use may be allowed in accordance with ACA CPB JV's IT policies.

Use of Project provided computers/iPads/mobile phones must not be used for viewing or distributing abusive or obscene information, or for advertising or participating in any illegal activities. Copyright laws must be always complied with.

Incidental personal use of Project computers/iPads/mobile phones is acceptable (i.e., such as for banking).

3. Personal Conduct (Field Work)

3.1 Conduct on Private Property

While working on private property, Project Team Members will:

- Only enter property according to the timings and conditions set by the Project Management Team and approved by the landholder;
- Comply with property access agreements as all times;

- Minimise disturbance to landholders and neighbours and behave with courtesy at all times
- Avoid, prevent or minimise damage to property, vegetation and land;
- Minimise vehicle movements in wet conditions to minimise road damage;
- Repair and rehabilitate damage with minimum delay;
- Avoid littering and remove rubbish related to project works;
- Ensure speed limits are adhered to in accordance with traffic management plans and/or property toolboxes;
- Always stay within approved right of way;
- Not bring any inappropriate items such as weapons, domestic animals, illegal drugs or alcohol on to landholders' properties;
- Return gates to position as signed, unless advised otherwise by landholders. Where no other information is available, internal gates are to be left as found and perimeter gates to be left closed;
- Comply with all requirements regarding wheel washing and vehicle clean-down when moving between properties; and
- Comply with all statutory provisions for fire prevention and management;

3.2 Environmental and Culture Heritage

Project Team Members will be made aware of the project's environmental obligations (including CEMP and subplan requirements), including ecological sensitivity and cultural heritage, and of the impact their actions may have on the local environment and cultural artefacts. Project Team Members will also be made aware of the crucial importance of cultural heritage sites and assist in their preservation by strictly adhering cultural heritage imperatives. This will be achieved via an environmental (including heritage) induction (and training where required) for all personnel prior to undertaking work on site, to ensure they are aware of key environmental and heritage compliance obligations.

To minimise their potential impact on the environment, Project Team Members will:

- Be aware of, and comply with, all relevant Site Environmental Management Systems and procedures;
- Ensure not to discharge water from site and into local drainage lines or waterways, unless they have a valid discharge permit;
- Avoid disturbance of all Environmental exclusion zones, including cultural heritage and sensitive ecological areas, unless a permit has been issued from the project Environment team;
- Ensure that rubbish and contaminants are disposed of in accordance with the Site's Environmental Management System to avoid land and water contamination;
- Minimise dust emissions, excessive noise and waste; and
- Report all environment incidents in accordance with the Site's Environmental Management System and Procedures.

3.3 Personal Protective Equipment

The minimum personal protective equipment (PPE) to be worn while working on the Project and while present on Work Sites (other than in offices, crib sheds and vehicles), is:

- Long sleeved High Visibility cotton shirts;
- Approved Hard hat;
- Steel capped lace up safety boots;
- Safety glasses, with side shields (NB: Project Team Members with prescription glasses will be issued with mono-goggles, or have their prescription glasses face-hardened (Project Team Member choice); and
- Hearing protection (if required).

For safety communication reasons only approved stickers or labels are to be affixed to safety helmets – e.g. first aid and induction labels. Safety helmets must not be defaced with indelible markers and where this happens the Project Team Member may be required to replace the safety helmet at their own cost.

4. Personal Conduct (Driving)

Project Team Members must drive courteously and safely in accordance with the conditions and road rules and relevant legislation. Breaches of road rules that may cause danger to the drivers or others constitutes serious

misconduct that may result in disciplinary action up to and including removal of company issued vehicles and termination of employment.

Drivers must not:

- Drive under the influence of drugs or alcohol.
- Use a hand-held mobile phone while driving.
- Use a personal sound system connected via an earpiece or headphones.
- Carry dangerous goods, unless required to do so for business purposes.
- Carry a load greater than the designated carrying capacity of the vehicle.
- Use the vehicle for any unlawful purpose.

Drivers must take precautions to prevent theft, damage or misuse of the vehicle and always park the vehicle in a safe and secure manner.

5. Personal Conduct (Accommodation)

Conformity with normal standards of community behaviour is expected in an Accommodation Village, for the benefit and wellbeing of all occupants.

Examples of offences in an Accommodation Village that may result in immediate withdrawal of accommodation are set out in Section 2 – Personal Code of Conduct (General).

6. Personal Conduct (Community)

6.1 General Conduct

In the eyes of the community, each Project Team Member is a representative of the Project. As such, each community interaction is an opportunity to enhance the Project's reputation. Inappropriate conduct by Project Team Members could present a reputational risk.

Project Team Members may interact with local community members or stakeholders:

- During work hours while carrying out employment duties in public domain areas or on private property;
- Outside of work hours/during personal time in public domain areas; and
- While travelling on public roads between Work Sites.

In each context, every Project Team Member must always treat community members with courtesy and professionalism.

6.2 Enquiries or Complaints

Project Team Members will refer to the following protocol if they are approached by the media or community members for information on their activities or the Project

6.2.1 Media Enquiries

If approached by a representative of the media, Project Team Members are required to:

- Be polite while explaining you are not the best person to speak with but will put them in touch with the right person;
- Provide them with an Inland Rail N2N contact card;
- Remove yourself from the situation as soon as convenient;
- Contact your Supervisor and advise them of the enquiry for reporting purposes; and
- Not panic, be rude, use bad language or get physical (i.e. do not attempt to block or remove them).

6.2.2 Community Enquiries and Complaints

If approached by a community member, Project Team Members should:

- Politely state their first name and that they are a member of the Project Team;
- Explain their work activities are required to progress the development of the Project;
- Inform the community member that the owner organisation is ARTC;

- Provide them with an Inland Rail N2N contact card; and
- Contact your supervisor and advise them of the enquiry/complaint for reporting purposes.

All reports of breaches to the Code of Conduct including those reported by community members will be referred to the Human Resources Manager and Project Director for investigation and response as detailed in Section 7.

All complaints from Community Members will be handled in accordance with the approved Communication Strategy and Complaints Management System.

7. Response to Breaches of Code of Conduct

All reports of breaches to the Code of Conduct including those reported by community members will be referred to the Human Resources Manager and Project Director. Acts of misconduct will not be tolerated and may lead to disciplinary action. Serious misconduct will result in disciplinary action up to and including termination of employment.

The Human Resources Manager will be responsible for conducting all investigations and initiate appropriate responses for Project team members in accordance with their employment agreement including:

- Counselling;
- Disciplinary action;
- Removal of access to temporary accommodation facilities; and
- Termination of employment.

Attachment 2: Workforce Code of Conduct - Social Advisor Endorsement

15th September 2023

David Garrod
ARTC Representative
Inland Rail – Southern Program
GPO Box 2462
BRISBANE QLD 4000

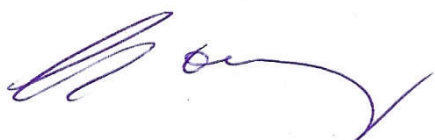
Dear David,

RE: INLAND RAIL – CIVIL WORKS PROGRAMS - SOUTHERN PROGRAM
N2N SOCIAL ADVISOR – CONTRACT NO. 2500C0043
Inland Rail Narromine to Narrabri (SSI-9487) Condition E129 – Workforce Code of Conduct

Referencing your letter (8/9/2023), I have reviewed Attachment A being the revised Workforce Code of Conduct and am satisfied that it has been suitably amended to address the matters raised in my advice to you (in correspondence AYPC-GCOR-000001 dated 10/08/2023).

I am happy to endorse Attachment A to your letter being *Workforce Code of Conduct, Inland Rail – Southern Works Program Revision C (revision date 6/9/2023)* for submission to the Planning Secretary.

Regards



Andrea Young
Principal
Andrea Young Planning Consultants