



# G:link

Gold Coast Light Rail

## Stage 2 Procurement – Media Protocols



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## Purpose

This protocol covers the period from the release of the Expressions of Interest (EOI) for the proposed extension of the Gold Coast Light Rail from Gold Coast University Hospital to Helensvale (referred to as Stage 2, or the Project) to possible future Contract Commencement and sets out the procedures for Tenderers when dealing with any form of media concerning the Project.

## Applicability

This policy applies to all members and associates of the Tenderers bidding for the Project.

## Overview

On Thursday 6 August 2015 the Queensland Government requested that GoldLinQ initiate the industry engagement to investigate the extension of the Gold Coast Light Rail (Stage 2).

Stage 2 is a proposed 7.3km northern extension to Helensvale from the current terminus station adjacent to the Gold Coast University Hospital. GoldLinQ is approaching the market to determine whether a value for money solution can be provided to the State of Queensland prior to the opening of the Commonwealth Games in early 2018.

Assuming approval to proceed is obtained, it is envisaged that contracts will be finalised with design and construction commencing in early 2016.

The extension will provide a seamless public transport connection heavy rail, providing an important integrated public transport solution for the people of South East Queensland.

## Gold Coast Light Rail Media Policy

Media enquiries for Stage 2 are currently managed according to GoldLinQ's media policy guidelines and contractual obligations. This states that all media enquiries must be directed to GoldLinQ's media unit and in turn the Department of Transport and Main Roads.

The current media policy states that the authority to publicly comment on the Project is reserved to:

- Queensland Government representatives
- Nominated and approved GoldLinQ spokespeople;
- Other spokespeople as necessary, as approved by the State

## Media Policy during EOI Process

Tenderers are not permitted to contact the media or make comment to the media about any aspect of the Project, the Tenderers competing for the Project or the EOI process, unless approved by GoldLinQ in accordance with this policy.

Any such requests from Tenderers noted above shall be in writing via GoldLinQ's Representative, as per the EOI document.

Tenderers may be granted approval to conduct media interviews but this will be made at the discretion of GoldLinQ.

The above is not intended to inhibit or limit the Tenderer's corporate reporting requirements.

## Media Enquiry Procedure

Tenderers shall carry out the following process with respect to enquiries from the media:

1. If approached by the media to make a comment about the Project, the Tenderers or the EOI process, advise the caller (or media representative) that all media enquiries for the Project are to be directed to GoldLinQ's Stage 2 Representative on telephone 07 5570 9700 or email [gclrstage2@goldlinq.com.au](mailto:gclrstage2@goldlinq.com.au)
2. Take appropriate details (name, organisation, contact details and the nature) of the enquiry.
3. Complete the Gold Coast Light Rail EOI – Media Enquiry Form (see attached) and submit it to GoldLinQ's Representative via email.
4. The GoldLinQ media unit will immediately advise the relevant State representative(s) of the media enquiry for their consideration and will coordinate any necessary GoldLinQ/State approvals.
5. GoldLinQ's Representative will advise the Tenderer (in writing) if approval has been granted or declined for the Tenderer to make specific comment.

## Request to Release Information

In the event that a Tenderer may wish to release information about its bid to the media or public (via a media release, newsletter or other form of written material), it must first seek approval from GoldLinQ.

The following procedure to obtain GoldLinQ approval to distribute written material applies:

1. The Tenderer must complete the Stage 2 EOI - Request to Release Information Form (see attached) and submit it to GoldLinQ's Representative via email.
2. The GoldLinQ media unit will immediately advise the relevant State representative(s) of the media enquiry for their consideration and will coordinate any necessary GoldLinQ/State approvals.
3. The GoldLinQ Representative, will advise the Tenderer (in writing) if approval of the request has been granted or declined and (if required) will provide information on any conditions relating to the request.

## For Further Information

For more information about this policy please contact:

Mr Jason Ward  
GoldLinQ Media  
PO Box 1361  
Surfers Paradise Qld 4217  
07 5570 9700  
[information@goldlinq.com.au](mailto:information@goldlinq.com.au)

**MEDIA ENQUIRY FORM**

<b>Date:</b>		<b>Time:</b>	
<b>Tenderers Name:</b>			
<b>Name:</b>		<b>Position:</b>	
<b>Company:</b>			
<b>Phone:</b>		<b>Email:</b>	
<b>Media Company Name:</b>			
<b>Contact Name:</b>		<b>Position:</b>	
<b>Phone:</b>		<b>Email:</b>	
<b>Request Details:</b>			
<b>Purpose of Release:</b>			
<b>Target Audience:</b>			
<b>Deadline:</b>			
<b>Draft Attached?</b>	<b>Yes / No</b>		
<b>Number of Pages:</b>			
<b>Action Taken:</b>			
<b>Outcome:</b>			

## REQUEST TO RELEASE INFORMATION

<b>Date:</b>	<b>Time:</b>
<b>Tenderers Name:</b>	
<b>Name:</b>	<b>Position:</b>
<b>Company:</b>	
<b>Phone:</b>	<b>Email:</b>
<b>Request Details:</b>	
<b>Purpose of Release:</b>	
<b>Target Audience:</b>	
<b>Deadline:</b>	
<b>Draft Attached?</b>	<b>Yes / No</b>
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