

Protocol for political representatives or candidates visiting Queensland Rail stations, facilities or workplaces

Revised September 2024

1 Purpose of this protocol

These guidelines are provided to assist Members of Parliament (MP), other elected public representatives, endorsed candidates and political parties when seeking access to Queensland Rail Limited property.

- 1.1 In assessing applications, Queensland Rail will be guided by this protocol and the following priorities:
- safety
 - customer and staff convenience
 - operational requirements and efficiency
 - integrity of pre-arranged commercial or promotional activities (e.g. charity events).

2 Core principle

- 2.1 Queensland Rail remains clearly independent from political parties and processes.

3 Political activities — outside of election periods

- 3.1 Outside of election periods, no political activity can be conducted on any Queensland Rail property.
- 3.2 All political activities that do not fall within a declared election period must be conducted outside the boundary of Queensland Rail property.
- 3.3 For a map detailing property boundaries, please contact government_stakeholder@qr.com.au. You do not need to complete an application form if you intend to conduct your activities outside of the boundary of Queensland Rail property.
- 3.4 In the case of local government, the election period starts on the day the Electoral Commission of Queensland (ECQ) publishes the public notice about holding the election.

4 Political activities — during election periods and other formal electoral activity

- 4.1 During election periods, political candidates for local, state or federal government can apply to access Queensland Rail property. This access is provided in recognition of the public need for information during election periods.
- 4.2 Political representatives may request access to Queensland Rail property for official events sanctioned by either the state or federal electoral commissions. This typically includes referendums where public engagement is essential. Access will only be granted where the formal application process has been followed and a suitable location (excluding station platforms) can be identified. This location must:
- be safe
 - convenient to our customers and staff
 - not obstruct customers travelling to and from the station
 - not likely to cause disruption to the workplace resulting in loss of production or efficiency.
- 4.3 Access is only granted for the approved day and time noted on the permit.
- 4.4 Approved access is not transferred to a candidate's representative.

5 Formal visits

- 5.1 Political representatives at local, state or federal level represent the interests of their communities and for that reason, are generally given access to inspect Queensland Rail sites.
- 5.2 The underlying purpose of these visits is to improve understanding of Queensland Rail infrastructure, services and operating environment.
- 5.3 To arrange a familiarisation visit, please contact governmentstakeholder@qr.com.au. You will not need to complete an application under this protocol.

6 Media and communication activities

- 6.1 Queensland Rail is committed to ensuring our customers and stakeholders are informed about changed, improved and new services and facilities.
- 6.2 Queensland Government Ministers may conduct media events about government funded initiatives on Queensland Rail property.
- 6.3 If a Minister is represented by an MP for these purposes, that MP will be afforded the same access as the Minister.
- 6.4 Representatives of the media will not be granted access to Queensland Rail sites at any time without invitation or prior permission from Queensland Rail's Media team (0459 226 970 or media@qr.com.au).
- 6.5 Government approved flyers can be distributed at stations by anyone, provided they have followed the correct application process (refer to point 8) and are not provided in association with any other branding materials that are political in nature.
- 6.6 Unless access is granted under this protocol, all other media and communication activity including interviews, photography, or filming must occur outside the boundary of Queensland Rail property. For a map detailing property boundary, please contact governmentstakeholder@qr.com.au.

7 Advertising on Queensland Rail property

- 7.1 Political advertising promoting political groups, their representatives or policies, is not permitted at any time on Queensland Rail property, including during an election period.
- 7.2 This restriction applies to political parties, industry bodies, trade unions, religious organisations and special interest groups.
- 7.3 A separate process applies for access by charitable organisations and bona fide fundraising organisations, and for commercial and community promotional functions. For information, contact governmentstakeholder@qr.com.au.

8 Application process

- 8.1 If a political representative would like to access Queensland Rail property to engage with customers and/or distribute communication material, please complete the application form on the Queensland Rail [website](#).
- 8.2 Applications should be submitted via email to governmentstakeholder@qr.com.au as soon as possible, but at least three working days prior to the visit.
- 8.3 Applications must include:
 - a completed and signed application form
 - a signed Deed of Indemnity for each participant
 - a copy of a Certificate of Currency showing valid Public Liability Insurance (minimum \$20 million)
 - a copy of Workers' Compensation Insurance cover and/or Voluntary Workers Personal Accident Insurance cover (if applicable)
 - copies of all materials to be distributed or displayed during the visit
 - a signed Deed of Indemnity that covers all participants (one Deed of Indemnity required per location).
- 8.4 Approved applicants will be provided with a permit and detailed instructions.

9 Unapproved access

9.1 In the interests of our customers and staff, unauthorised visitors will be asked to leave.

10 Definitions

10.1 Queensland Rail property includes rail facilities in general and all stations, trains, workplaces, workshops, and construction sites.

10.2 Political activity includes:

- making and displaying video or sound recordings and photography
- displaying signage or distributing printed material expressing political views, or promoting political parties, elected members or candidates
- seeking signatures on petitions
- addressing customers or Queensland Rail staff on policies or opinions held by the representatives, candidates or political parties
- any activity where an entrant is acting in their capacity as or supporting an elected representative or candidate.
- activities conducted by the representatives of unions, religious or interest groups and other officials engaging in any of the activities listed above.

Contact us

All enquiries should be directed to the Government Relations team by emailing governmentstakeholder@qr.com.au or phoning 07 3072 2065.