

APPENDIX D

Agreement modules and plans

The agreement modules, supported by key plans, set out how Metro will maintain and renew the assets and how the department will oversee this work. Figure D1 describes the modules and key plans.

Figure D1: **Agreement modules and key plans**

Document	Purpose	Key contents
Franchise agreement modules – including infrastructure, technology and franchise modules	<p>To set out contractual obligations and requirements of the department and Metro as franchisee.</p> <p>To identify key infrastructure and technology principles which guide Metro and the department’s approach to the delivery of works.</p>	<ul style="list-style-type: none"> • Legal agreements • Maintenance and renewal obligations • Requirements for compliance with plans (e.g. franchise management plans, annual works plans) and standards • Performance reporting obligations • Governance and assurance requirements.
<p>Franchise management plan</p> <ul style="list-style-type: none"> • Franchise infrastructure management plan • Franchise operational control and management system management plan 	<p>To drive the delivery of maintenance and renewal work.</p> <p>To identify the department and Metro’s roles in fulfilling their maintenance and renewal obligations.</p>	<ul style="list-style-type: none"> • Lifecycle management principles • Minimum renewal requirements • A description of activities for the asset class level (scope, location, types of inspections).
<p>Annual works plan</p> <ul style="list-style-type: none"> • Annual infrastructure works plan • Annual operational control and management system works plan 	<p>To provide details of the work to be completed for a rolling period of 3 years.</p>	<ul style="list-style-type: none"> • Scope, program and costs of works by discipline, broken into inspections, routine maintenance, reactive maintenance and renewals • Modification processes • Resource allocations • Schedule of planned activities.
Technical maintenance plan (TMP)	<p>To supplement the franchise management plans and specify the technical maintenance requirements for each asset discipline.</p>	<ul style="list-style-type: none"> • Process for both reactive and planned work • Specific maintenance areas, such as the frequency of inspections, required specifications for each asset, and required qualifications for technical staff.

Source: VAGO.