

Possession Notice

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Improving Possession Safety and Performance

Possession Briefing Notes no Longer Distributed at Works Co-ordination or Finalisation Meetings

This information has been prepared to inform Sydney Trains' employees, contractors and TfNSW about changes to be implemented which will result in terminating the distribution of hardcopy Possession Briefing Notes during the Works Co-ordination (WCM) and Finalisation (FM) meetings for weekend configuration possessions.

Background

Currently a representative from a worksite programmed to work within a Sydney Trains weekend configuration possession who attends the Possession Planning meeting is provided with a paper copy of the WCM and FM Briefing Notes and any associated Track Diagrams.

The practice of providing paper copies of Briefing Notes at *Pre Possession meetings* ceased on the 14th March 2016 per notification provided previously in Possession Notice 12.

New Process

1. The applicable Network Access Manager (NAM) or their representative will ensure that WCM and FM Briefing Notes pertaining to a configuration track possession will be sent electronically in PDF format to all Project Owners by close of business on the day prior to the each of the WCM and FM meetings.
2. The NAM or their representative at each of the actual Possession meetings will continue to run through the Possession Briefing Notes with the Notes displayed and able to be viewed using appropriate visual media.

The Final Word

Paper Briefing Notes and supporting documentation will no longer be distributed at either Works Coordination or Finalisation meetings with worksite representatives required to provide their own copy at the meetings, either in paper format or on an electronic device.

To allow for a suitable notification and changeover period this new process will commence from week commencing Monday 30th May 2016.

Managers please ensure that these instructions are provided to all Project Owners and Supervisors.



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Asset Scheduling and Delivery Coordination Manager

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