



MANUAL  
AMD-ASD-MAN-001  
DSYD2019/183555  
Effective Date: 14/06/2019

# Network Access Manual Volume 1

## Network Access Approval

### Endorsement and Approval

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## Version Control

The current status of this document is shown below.

<b>Title</b>	Network Access Manual Volume 1 - Network Access Approval
<b>Version</b>	6.0
<b>Effective Date</b>	14/06/2019
<b>Review Date</b>	14/12/2023
<b>Custodian</b>	Strategic Track Possession Manager
<b>Approver</b>	Associate Director Asset Scheduling and Delivery Coordination
<b>Document Number</b>	AMD-ASD-MAN-001 (DSYD2019/183555)

### Note

The Network Access Manual Volume 1 – Network Access Approval Version 6.0 review date was extended to December 2022 due to the ongoing Protected Industrial Action. An additional extension of the review date is applied to December 2023 following an assessment indicating that the changes will be minor in nature.

#### Temporary Extension of Document - Endorsement and Approval

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## Version Control Table

Version	Date	Author	
1.0	10/03/08	Ray Beasley	IGMS site release, the original version approved
2.0	08/07/10	Ray Beasley	General comment: New version of document updated to reflect current work processes, practices and positions. Amendments made were required to reflect organisational structure changes and positions in line with the split of AMG into the Asset Operations Group and the Engineering & Projects Group. Minor re-organisation of document structure in the transposition of information from the first release.
3.1	06/03/13	Dorothy Dominique	Document Review date extended to align with the transition from RailCorp to Sydney Trains and NSW TrainLink on 01/07/2013. Amendment to document properties, fields, format, logo as well as technical editing.
3.2	15/11/13	Wilbur Chan	Rebranding to Sydney Trains for re-certification
3.3	20/03/14	Max Croucher Paul Donoghue	Complete review and amendments made.
5.0	05/11/14	Peter Beardsley Paul Donoghue Peter Osman	Include Possession Principles and Customer Focus. Final review
5.1	19/11/14	Peter Beardsley Moscow Mok	Include Customer Requirement Network Access Stakeholders
5.2	8/02/17	Maythee Varayudej	Minor Update; revised old titles, terminology and business names
5.3	5/06/19	Shannon Lee	Retemplated per Corporate document control standards, updated appendix (contact information etc.)
6.0	14/06/19	Peter Osman Luke Thomas Maythee Varayudej Shannon Lee	Removed ECRL, revised old titles, terminology and business names. Updated to latest diagrams. Includes some updates based on Operation Delivery Directorate feedback.

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## Possession Glossary

The purpose of this section is to explain the meaning of titles, acronyms and the terminology used by Asset Scheduling and Delivery Coordination unit to describe the planning and delivery of a Track Possession.

<b>AK Car</b>	Locomotive hauled vehicle which captures diagnostic data for use in the assessment and management of rail assets.
<b>Annual Work Program (AWP)</b>	Approved maintenance works program (routine maintenance and major periodical maintenance) and Sydney Trains Capital Works Program on Infrastructure and Rolling Stocks asset.
<b>Approved Possession</b>	A possession that has been accepted, and has been assigned a possession number from TRAK2 database system.
<b>Asset Management Plan</b>	1 - 10 years discipline specific Maintenance and known Capital Works Plan
<b>Asset Scheduling &amp; Delivery Coordination</b>	The Unit of the Asset Management Division which manages the Track Possession Programs and schedules resources to complete the works program outlined in the 3-year rolling Forward Works Plan.
<b>ATP</b>	As traffic permits (not to be confused with Automatic Train Protection)
<b>Chronological Train List (CTL)</b>	This document is the Work Train Timetable required 8 weeks prior to the possession and shows the chronological order of work train and track machine movements into, within and out of the possession.
<b>Closedown</b>	A closure of track or tracks over a section or sections over a period greater than 72 hours
	A configuration is defined by a set or sets of tracks and boundaries for an agreed time.
<b>Configuration</b>	Any configuration or a predetermined combination of them is designed to minimise passenger disruptions. Each configuration possession is scheduled to meet the needs of maintainers and project delivery groups, therefore will change from year to year.
<b>Control and Coordination Unit</b>	The Control and Coordination Unit of Network Maintenance Division is responsible for the management of Sydney Trains and NSW TrainLink electrical power distribution network, the coordination of responses to asset failures and operational incidents and monitoring and surveillance to all technology

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	operational networks, systems and applications. The Operating Centre is known as ICON (Infrastructure Control).
<b>Diversion</b>	In the context of the possession a diversion occurs in a multiple track area (i.e. 3 or more tracks) and where a bypass can be established around the worksite, using the unaffected adjacent track/s.
<b>Electrical Permit</b>	Authority to allow electrical maintenance personnel to work on or near Sydney Trains maintained electrical infrastructure.
<b>Electrical Representative</b>	A person with the appropriate delegated authority and electrical engineering competence to make judgments about electrical safety.
<b>Emergency Possession</b>	Possession addressing a situation considered by the Maintenance Directorate to have a potential to close a section of track or addressing a situation considered by the Maintenance Directorate to have the potential to escalate to a serious safety or WHS issue both of which are required to be taken immediately.
<b>Finalisation Meeting</b>	The Finalisation meeting is used to complete the planning process and confirm all arrangements associated with the works and work train movements.
<b>Forward Works Plan</b>	A 3-year rolling plan detailing the works required across all asset classes maintained by Sydney Trains to meet agreed performance levels. The first year is the next Annual Works Plan and the following 2 years of works identified as being P80 (80% accuracy)
<b>Geographical Program Coordination Manager</b>	Manages the planning and reporting of each district annual works program (AWP). Coordinates with project, asset, maintenance and possession personnel to identify critical issues relating to possession, schedule, deliverability, resources and support availability. Monitor and report on the delivery of the AWP against nominated milestones including schedule, quantities, costs and finalisation including monthly actuals, forecasts and variations.
<b>Late Scope</b>	Any work request made after the possession planning cycle commences with the Works Coordination Meeting is considered late scope.
<b>Lead time</b>	The time allocation required between the lodgement of a TRAK2 bid or placement of a works order to Service Planning and the actual date of the proposed possession.
<b>Local Possession Authority (LPA)</b>	An authority that closes a defined portion of track for a specified period.

<b>Major Periodic Maintenance (MPM)</b>	Major periodic maintenance is preventative maintenance, refurbishment, renewals, upgrading or enhancement of existing assets.
<b>Maintenance Window</b>	Window for access for Network Base works both Routine and critical tasks.
<b>Master Schedule</b>	<p>The Master Schedule is a combined schedule of proposed MPM projects, Capital projects and major external party works (including Transport for NSW - TfNSW's projects).</p> <p>The Master Schedule is the principal document which includes project resourcing and delivery planning strategies. It marries the Major Closedown and Weekend Possession Program to the allocation of critical resources such as the completion of design requirements, construction requirements and long lead time materials required to deliver the projects (either maintenance or capital works). The Master Schedule is developed based on the priorities of Sydney Trains' and TfNSW and resources are allocated based on that priority.</p>
<b>Mechanised Track Patrol (MTP)</b>	Self-propelled vehicles, MTPV1 and V2 which capture track geometry, rail profile, rail corrugations, OHW geometry, corridor clearance profiling and asset mapping.
<b>MFN</b>	Metropolitan Freight Network managed by ARTC. Botany to Glenlee using separate dedicated tracks
<b>Midnight to Dawn</b>	Possession occurring between last train service at night and first train service the next morning. Duration varies across the network.
<b>NAG</b>	Network Access Guidelines
<b>Network</b>	The area bounded by Bomaderry (Nowra), Macarthur, Lithgow and Newcastle.
<b>Network Access Manager (NAM)</b>	The person representing each district who is responsible for planning, bidding, setting up and ensuring efficient use of the possession.
<b>Network Access form</b>	The form that is to be used to obtain Non-program access.
<b>Operations Delivery Directorate</b>	Sydney Trains Directorate responsible for a customer-focused, safe, reliable and efficient train service across the Sydney metropolitan area.
<b>Network Procedures</b>	Procedures issued by Sydney Trains for the safe conduct of work on the Network. To be read in conjunction with the Network Rules.

<b>Network Rules</b>	Rules issued by Sydney Trains to mandate the requirements for safe operation in the Network.
<b>NSW TrainLink</b>	Brand name for NSW TrainLink intrastate and interstate long-distance passenger services.  The operator of passenger train services outside of areas bounded by Waterfall, Macarthur, Emu Plains and Berowra including long distance intrastate and interstate passenger services with the exception of Great Southern Railway (Indian Pacific).
<b>Operator</b>	An organisation that manages, and operates rail traffic on the Network.
<b>Pilot</b>	A Competent Worker, who accompanies, directs and advises Drivers of rail traffic.
<b>Pilot staff</b>	A metal staff that authorises travel through a pilot staff section
<b>Pilot Staff Working (PSW)</b>	A method of working rail traffic, using a pilot staff or half-staff, when the normal system of Safe working is not available.
<b>POAT</b>	Power off all tracks.
<b>POBT</b>	Power off both tracks.
<b>Points</b>	A track component consisting of paired pieces of tapered rail that can be moved and set to allow tracks to diverge or converge.
<b>Possession</b>	Closure of one or more lines to allow work to be carried out in the Danger Zone using a Local Possession Authority (LPA) or a Track Occupancy Authority (TOA).
<b>Possession Access Approval Meeting (PAAM)</b>	This meeting ensures that any changes to the approved Possession Program can be delivered without conflicting with critical organisational requirements.
<b>Possession Access Coordination Tool (PACT)</b>	Online database which is used to register a scope of work into a possession and allow the PPO to manage the possession.
<b>Possession Handback</b>	Allotted finish time that the track is restored to allow the passage of rail traffic.
<b>Possession number</b>	A unique six digit number assigned by TRAK2.
<b>Possession Protection</b>	The protection afforded in accordance with the Network Rules to prevent unauthorised rail traffic from entering a possession area.

<b>Possession Protection Officer (PPO)</b>	The competent worker that is responsible for coordinating the protection of worksites under a Local Possession Authority (LPA). See also Protection Officer.
<b>Possession Protection Officer Assistant (PPO Assistant)</b>	A qualified PO4 who works under the supervision of the PPO providing support as directed.
<b>Possession Work Request.</b>	Includes the scope of works, access and plant details, names of the Protection Officers, Worksite Supervisors and signal support, shift times, contact details and also if an electrical permit is required.
<b>Power Isolation</b>	Power off the overhead wiring and connected to rail.
<b>Power outage</b>	Removal of overhead power supply during construction, maintenance and repair on or around the electrical infrastructure in the rail corridor.
<b>Proforma</b>	A pre-production version of a special train notice advertising track possession and overhead power isolation parameters. A proforma has to be approved by stakeholders and validated before STN (special train notice) of the same event can be produced and distributes at least two weeks prior to the event.
<b>Project Owner</b>	An authorised person who has the responsibility to deliver a project, whether it be RM, MPM, Capital or External Party Works (Sydney Trains representative).
<b>Project Safety Agreement (PSA)</b>	The Project Safety Agreement (PSA - SMS-06-FM-1362) defines the resulting interfaces, requirements and conditions for work proceeding on or near operating RailCorp Infrastructure. It formalises agreement and conditions relating to maintenance access, safety, reliability and certification between the relevant asset maintainer and project manager.
<b>Protection Officer</b>	The competent worker responsible for managing the rail safety component of worksite protection.
<b>Rerouting</b>	Providing an alternate train path.
<b>Routine Maintenance (RM)</b>	Maintenance carried out on a regular basis and usually involves inspection and certification works as well as minor correction works.
<b>Safe Notice</b>	An authorised notice distributed to give advice in addition to that provided in the published Sydney Trains Network Rules, Sydney

	Trains Network Procedures or Sydney Trains Network Local Appendices.
<b>Safe place</b>	A place where employees and equipment cannot be struck by rail traffic
<b>Service Planning</b>	The Sydney Trains Operations Delivery Directorate unit that, in conjunction with Asset Scheduling & Delivery Co-ordination (AS&DC) unit, manages access to the metropolitan rail network for track possessions, special trains and special events.
<b>SLW</b>	Single Line Working
<b>Special Events</b>	One off or occasional event that may attract large attendances that impacts on service levels and planned possessions.
<b>Special Trains</b>	Extraordinary service to normal train running i.e. Minister's Train / Heritage Operators such as 3801 Limited or a Historical Society advertised by a Special Train Notice.
<b>Speed Restriction</b>	A safe train speed ascertained by a Competent Worker in accordance with the guidelines set out in the infrastructure base operating standards.
<b>Speno Car</b>	Contract rail flaw detection vehicle and chase vehicle
<b>STN</b>	Special Train Notice - a published notice providing either detail of train operations or events that affect train operation or advertising track possession and overhead power isolation parameters. STNs are prepared and authorised by Service Planning, within Operations Delivery Directorate.
<b>Sydney Trains</b>	Operator and maintainer of the Metropolitan Rail Network bounded by Waterfall, Macarthur, Emu Plains and Berowra. Maintainer of NSW TrainLink infrastructure from Waterfall to Bomaderry (Nowra), Emu Plains to Lithgow and Berowra to Newcastle.
<b>Telegram/Vide</b>	A published notice altering details of a Special Train Notice and altered train arrangements. Issued as a 'Tables Telegram' aka GM WIRE (which is in faxed or posted online in PDF format). Commonly used in Network Control areas, issued by Service Planning.
<b>Track</b>	The combination of rails, rail connectors, sleepers, ballast, points and crossings.
<b>Track machine</b>	On track maintenance vehicle. Also referred to as a 'track vehicle'.



<b>Track Work</b>	Construction, maintenance or repair work on or around infrastructure in the rail corridor.
<b>Traffic Officer</b>	A Competent Worker responsible for track machine movements, acting as Pilot, arranging crews and operations and also used for the manning of pilot staff working and cutting in/out signal boxes as required.
<b>Train System</b>	Track Rail Access Information Notice, Pre-advice for non-programmed works TWA, TOA and ASB.
<b>Train Controller</b>	A Qualified Worker who authorises, and may issue, occupancies and Proceed Authorities and who manages train paths to ensure safe and efficient transit of rail traffic in the Network.
<b>TRAK2</b>	Computerised network possession access system maintained by Service Planning unit.
<b>Urgent / Short Notice Possession</b>	<p>A possession required for the purpose of addressing any infrastructure issue considered by the Maintenance Directorate to have the potential to deteriorate below infrastructure base operating standards or other events which has the potential to impact the safe running of trains within the normally agreed target timeframes for STN development.</p> <p>Urgent work is work that could not have been foreseen in advance and must be completed in the next planned configuration possession.</p>
<b>Urgent Work</b>	The request to carry out urgent work is assessed by the NAM. At this late stage, the impact on other scopes may be significant. This impact includes Service Planning's ability to amend and redistribute STNs will be conveyed to the respective GMs in their consideration for approval of the request. Urgent Work must still be submitted via the late scope request process for consistency and visibility of the assessment.
<b>Window possession</b>	A possession that is programmed clear of all timetabled and mandatory train services.
<b>Work train</b>	A train used to transport maintenance material or construction equipment.
<b>Work Train Coordinator</b>	A person located in the PPO's office that is responsible for managing the arrival and departure of work trains and track vehicles to and from worksites and manages their transit through the possession.

**Works Coordination  
Meeting (WCM)**

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The WCM is used to analyse all proposed works in the possession to identify major risks and hazards for the safe delivery of works. All rail traffic movements are documented. Risks associated with system integrity, reliability, Rail Safety, WHS, environment sensitive locations and customer impacts are discussed and controls implemented to manage the risks effectively.

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**Worksite Protection**

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A method used to protect a worksite from either rail traffic on adjacent lines or on the line where the work is being done.

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**Worksite Supervisor**

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A person responsible for the engineering management of a worksite.

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## 1 Background

The Network Access Manuals describe the processes Sydney Trains uses to formally approve access to the rail network bounded by Bomaderry, Macarthur, Bowenfels and Hamilton, for maintenance and capital works, the planning and scheduling of the scope of works and the management of the track possession and associated works on the day of the possession.

The Network Access Manual:

- details the types of possessions available and the application process;
- provides advice on the process to gain approval of a possession for access to the Greater Metropolitan Rail Network for the purpose of maintenance and construction activities;
- describes how to meet Sydney Trains' obligations in respect of delivery and support TfNSW objectives. This document does not alter any of the requirements and/or responsibilities associated with network access as detailed in:
  - RailSafe Network Rules and Procedures
  - Safe Notices

Any person seeking a possession must follow the relevant process in this manual and the above safe working documents. There are two Network Access Manuals:

- Volume 1 - describes the process required for the formal approval of a track possession, work train movement or track machine movement
- Volume 2 - describes the processes required to successfully plan and schedule the scope of works to be done within a track possession

The Network Access Manuals follow on from the principles outlined in Network Access Strategy (AMD-ASD-POL-001).

## 1.1 Overview

Sydney Trains' approach to Routine Maintenance (RM), Major Periodic Maintenance (MPM), Capital (TfNSW) and External Party Works aims to deliver all work wherever possible, using the most appropriate and efficient possession access option available, whilst minimising the impact on our customers including passengers and freight.

The Annual Works Program consists of the RM and MPM projects necessary to maintain the asset to the required performance level.

The Annual and Future Works Program is structured over a 3-year rolling period addressing the needs of Sydney Trains maintained assets consisting of fixed infrastructure assets and rolling stock including passenger trains for both Sydney Trains and NSW TrainLink, project delivery related work trains, condition monitoring vehicles and specialised track maintenance machines.

Sydney Trains' Master Schedule is used to prioritise the allocation of internal critical resources in alignment with project delivery schedules by ensuring the availability of design, track possessions, construction and commissioning resources.

Access to infrastructure assets is managed through the Major Closedown and Weekend Possession Program for major weekend delivered projects, however other projects requiring access inside the danger zone are delivered through weekday and weeknight short duration possessions.

Possessions can range from a closedown over a number of days, to a 48-hour full section possession and midnight to dawn (between the last and first scheduled train service).

The 48 hour full section weekend possessions are referred to as Configuration possessions.

The configuration possession program aims to provide the following benefits:

- Fewer interruptions to train services;
- Long term advice to Partners and Stakeholders (freight operators, interstate passenger services, heritage operators etc);
- Safe and efficient delivery of projects balanced with the impact on customers;
- Consider special events and their impact on configurations; and
- Repeatability of possession timetables (Special Train Notices or STNs) prepared for each possession (configuration, to midnight to dawn) during the life of a standard working timetable.

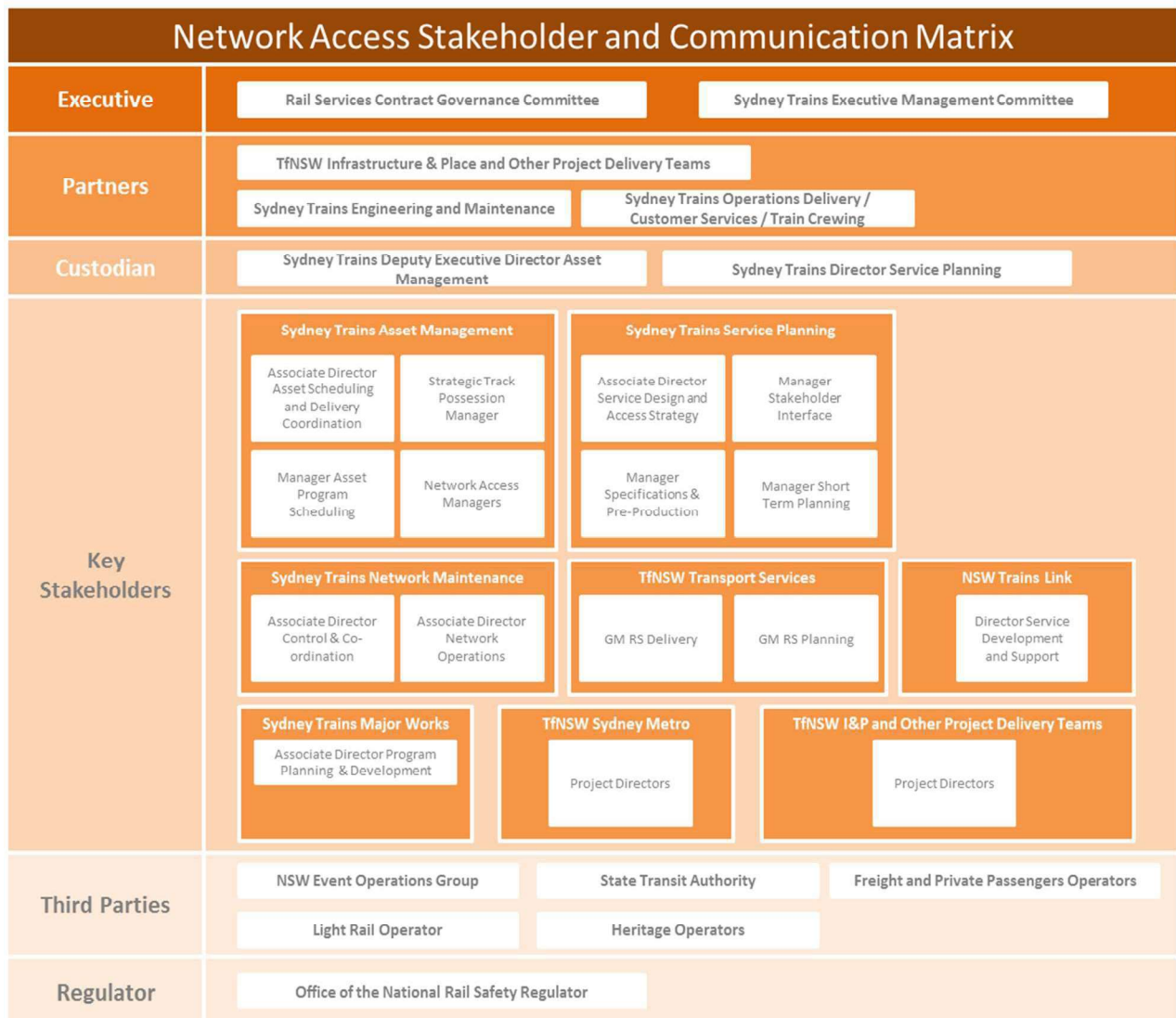
Project Owners need to consider that congestion of worksites increases with the duration of possessions. In many cases, a 48-hour full section weekend possession may have in excess of 200 individual worksites which may make it difficult to obtain access to a particular site and deliver the works efficiently. In many cases, nighttime possessions may be a suitable alternative to deliver scope.

A possession (taken in compliance with all safeworking rules) provides safe access for work to be performed on, over or in close proximity to railway tracks.

## 2 Network Access Stakeholders

The following diagram outlines the key stakeholders and communication matrix in the development of the Network Access Possession Program.

Diagram 1 - Network Access Stakeholder and Communication Matrix



The above stakeholder matrix identifies the key partnerships and stakeholders for possession development. It is important to consider all possession requirements to meet project delivery milestones and operational requirements in the current and future financial years.

The Possession Planning Working Group, Possession Access Approval Meeting, NSW Event Operations Group and Freight Forum etc are the platform to coordinate all stakeholders requirements<sup>1</sup>. Any clashes involving TfNSW Major Infrastructure projects (i.e. possession availability, special events where either is not able to accommodate) are coordinated by Rail Services Governance Committee for determination.

### **3 Network Access Guidelines and Train Operations**

#### **3.1 Network Access and Train Operations Background**

Adherence to the Network Access Guidelines is fundamental to ensuring the compatibility of possession programs and train operations, which in turn provides for an agreed minimum level of disruption to the working of passenger, Partners and Stakeholders services.

Configuration possessions are not recognised as non-compliance of these guidelines however, these guidelines are to be considered when other possessions are proposed in conjunction with a configuration possession or a non-configuration possession.

Configuration 1 and 15 are to be avoided during school holidays and one week prior to school holidays.

Configurations 3, 4, 11, 13, 15 are to be avoided wherever possible during September and early October to avoid clashes with the final series of football matches.

Configuration 7 possessions are not to be programmed in Winter due to possible inclement weather.

Work that does not require advertising in accordance with the regulations in a section adjacent to the Single Line Working is permitted only with suitable arrangement with Train Control.

Generally, Operators are not to experience more than one bussing or Single Line Working operation in a given sector or a Sydney or NSW TrainLink corridor.

Bussing operations in the Greater Metropolitan area are restricted to a maximum of one each sector, except by negotiation, with a maximum of three.

Operators are not to be impacted by Single Line Working when travelling by an alternative route as a result of another track possession.

When a signal or new track commissioning is taking place generally no other track closures on the same corridors are to take place.

Rail flaw detection runs in metropolitan areas are to be night only unless block working restrictions are removed.

The possession of freight terminals is to be negotiated between Sydney Trains and the owner.

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<sup>1</sup> Refer to the Sydney Trains Possession Governance Framework

There are to be no possessions on Major Events such as New Year Eve, Christmas Day, Easter long weekend unless first approved by Director Maintenance and Director Operations in Sydney Trains.

### 3.2 New timetable introduction

On the introduction of a new Sydney Trains and NSW TrainLink timetable, the impact to the possessions program is to be assessed on a case by case basis and where permissible possessions can be approved, each side of and through the introduction period.

In this Network Access Guidelines, the list displayed under each sub-heading indicates the possessions that are not generally permitted at the same time as the possession shown in the subheading.

### 3.3 Network Access Guidelines exemption

In the event that a Major Possession is programmed to take place and a track possession for track inspection purposes is required also, it will become necessary for a Network Access Guidelines (NAG) exemption to be granted. This NAG exemption is required to ensure the integrity of the corridor and is agreed jointly by the Strategic Track Possessions Manager, and the Manager, Service Planning.

Table 1: Metropolitan Passenger Network Access Guidelines constraints

Possession	No Possession allowed in the following area
Sydney Yard	Subject to Negotiation
City Circle	One Line Only (Except midnight to dawn when both tracks can be possessed)
	Central - Homebush Locals
	Wells Street - Ashfield Mains
	Redfern - Homebush (Suburbans)
	Bondi - Erskineville
	Central - Wolli Creek Illawarra's and Illawarra Locals
	East Hills line (Full possession)
	Mon - Fri: Night time only
Central - North Sydney	Strathfield - Berowra
	Sydney Yard
	St.Marys - Penrith
	Central - Lidcombe
	Central - Sydenham

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Possession	No Possession allowed in the following area
	Erskineville Junction - Martin Place
North Sydney - Chatswood	Strathfield - Hamilton
	Central - Ashfield Suburbans and Locals
	St.Marys - Penrith
Chatswood - Hornsby	Strathfield - Hamilton
	Central - Ashfield Suburbans and Locals
	St.Marys - Penrith
Wells Street - Illawarra Junction (Suburbans)	Strathfield - Berowra
	Central - Hornsby (Shores)
	St.Marys - Penrith
	Central - Lidcombe
	Central - Sydenham
	Erskineville Junction - Bondi Junction
Central - Ashfield (Local Lines)	Bankstown Line
	North Shore Line
	City Circle
	Central - Lidcombe
	Erskineville - Bondi Junction
	Lidcombe - Cabramatta
	Central - Wolli Creek
	Wolli Creek - Glenfield Full possession
	Wolli Creek - Revesby Locals
	Strathfield - Hornsby (Single Line Working)
	Mon - Fri: Night time only
Ashfield - Strathfield (Local Lines)	City Circle
	Bankstown Line
	Central - Granville
	Lidcombe - Cabramatta
	Strathfield - Hornsby (Single Line Working)
	Central - Wolli Creek Airport line
	Wolli Creek - Glenfield Full possession
	Wolli Creek - Revesby Locals
	Mon - Fri: Night time only
Illawarra Junction - Strathfield (Local Lines)	City Circle
	Bankstown Line
	North Shore Line
	Epping - Strathfield

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Possession	No Possession allowed in the following area
	Lidcombe - Cabramatta
	Erskineville - Bondi Junction
	Central - Granville
	Strathfield - Hornsby (Single Line Working)
	Central - Wolli Creek Airport line
	Wolli Creek - Glenfield Full possession
	Wolli Creek - Revesby Locals
	Mon - Fri: Night time only
Ashfield - Homebush (Local Lines)	City Circle
	Bankstown Line
	Lidcombe - Cabramatta
	Central - Granville
	Granville - Cabramatta
	Central - Wolli Creek Airport line
	Wolli Creek - Glenfield Full possession
	Wolli Creek - Revesby Locals
	Strathfield - Hornsby (Single Line Working)
	North Shore line
	Mon - Fri: Night time only
Illawarra Junction - Homebush (Local Lines)	City Circle
	Bankstown Line
	North Shore Line
	Lidcombe - Cabramatta
	Redfern - Granville
	Granville - Cabramatta
	Central - Wolli Creek Airport line
	Wolli Creek - Glenfield Full possession
	Wolli Creek - Revesby Locals
	Erskineville - Bondi Junction
	Strathfield - Hornsby (Single Line Working)
	Mon - Fri: Night time only
Wells Street - Ashfield (Main Lines)	Central - Auburn
	City Circle
	Strathfield - Berowra
	No full possession or Single Line Working
	Erskineville - Bondi Junction
	Mon - Fri: Night time only

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Possession	No Possession allowed in the following area
Redfern - Ashfield (Main Lines)	Redfern - Auburn
	Strathfield - Hornsby (Single Line Working)
	Illawarra Junction - Homebush (Main Lines)
	Illawarra Junction - Auburn
	Lidcombe - Sefton Park Junction
	City Circle
	No full possession or Single Line Working Strathfield - Berowra
	Mon - Fri: Night time only
Illawarra Junction - Homebush (Suburban Lines)	Illawarra Junction - Auburn
	Lidcombe - Sefton Park Junction
	Granville - Cabramatta
	Strathfield - Hornsby (Single Line Working)
	City Circle
	North Shore Line
	Erskineville - Martin Place
	Central - Sydenham
	Wells Street - Illawarra Junction Suburbans
	Mon - Fri: Night time only
Strathfield - Hornsby (Single Line Working)	Central - Hornsby (North Shore Line)
	Hornsby - Hamilton
	Hunter Valley Possession (ARTC)
	Central - Auburn
	Lidcombe - Cabramatta
	St.Marys - Emu Plains (No full possession)
Hornsby - Berowra (Single Line Working)	Strathfield - Hornsby
	Central - Strathfield Mains or Suburbans
	Central - Hornsby (North Shore Line)
	Berowra - Hamilton
	Hunter Valley Possession (ARTC)
	St.Marys - Emu Plains
	Mon - Fri: Night time only
Berowra - Hamilton (Single Line Working)	Strathfield - Berowra
	North Sydney - Hornsby (North Shore Line)
	No full possession St.Marys - Penrith
	Hunter Valley Possession (ARTC)
Homebush - clear of Lidcombe (Main Lines)	Illawarra Junction - Westmead
	Lidcombe - Sefton

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Possession	No Possession allowed in the following area
	Granville - Cabramatta
	No full possession or Single Line Working Strathfield - Hornsby
	Central - Hornsby
	Mon - Fri: Night time only
Homebush - clear of Lidcombe (Suburbans Lines)	Illawarra Junction - Westmead
	Lidcombe - Sefton Park Junction
	Granville - Cabramatta
	No full possession or Single Line Working Strathfield - Hornsby
	Central - Hornsby
	Central - Wolli Creek Airport line
	Wolli Creek - Glenfield Full possession
	Wolli Creek - Revesby Locals
Homebush - Auburn (Suburban Lines)	Bankstown Line
	Illawarra Junction - Homebush
	Auburn - Westmead
	Granville - Cabramatta
	Sefton Junction - Campbelltown
	East Hills Line
	No full possession or Single Line Working Strathfield - Hornsby
	Sefton - Flemington Goods Junction - Lidcombe Junction - North Strathfield (Goods Lines)
	Lidcombe - Sefton Park Junction
	Central - Hornsby
	Wolli Creek - Glenfield Full possession
	Wolli Creek - Revesby Locals
Lidcombe - Auburn (Main Lines)	Auburn - St.Marys
	Lidcombe - Sefton Junction - Liverpool
	Granville - Cabramatta
	Illawarra Junction - Lidcombe
	No full possession or Single Line Working Strathfield - Hornsby
	Lidcombe - Sefton Park Junction
Lidcombe - Sefton Park Junction	Bankstown Line
	Sefton Junction - Cabramatta
	Illawarra Junction - Granville Suburbans and Locals
	East Hills Line
	No full possession or Single Line Working Strathfield - Hornsby

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Possession	No Possession allowed in the following area
	Sefton - Flemington Goods Junction - Campsie - Lidcombe Junction - North Strathfield - Meeks Road Junction Metropolitan Goods Lines
	Homebush - Westmead (Suburbans/West Mains)
	Strathfield - Granville (Mains)
	Granville - Macarthur
Sefton Junction - Cabramatta	Bankstown Line
	Lidcombe - Granville
	East Hills Line
	Redfern - Homebush (Local Lines)
	Meeks Road - Hurstville Illawarra Locals (Freight)
	Granville - Macarthur
Homebush - Westmead (Suburbans / West Mains)	Central - Blacktown
	Lidcombe - Macarthur
	Central - Glenfield (Airport line)
	Sydenham - Sefton Park Junction
	Meeks Road - Hurstville Illawarra Locals
Westmead - Blacktown	Two tracks only
	Granville - Cabramatta
	Homebush - Westmead
	St.Marys - Emu Plains
Blacktown - Richmond	Central - Hornsby (Shores)
	Hornsby - Berowra
	St.Marys - Emu Plains
Blacktown - St.Marys	Two tracks only
	Homebush - Westmead
	St.Marys - Lithgow
Liverpool - Macarthur	Lidcombe - Sefton Junction - Liverpool
	Central - Glenfield Airport line
	Bankstown Line
	Glenfield to Leppington
	Lidcombe - Granville (Suburbans)
	Lidcombe - Granville (Mains)
Villawood - Fairfield - Glenfield Junction	Granville - Fairfield
	Lidcombe - Sefton Junction - Villawood
	Central - Glenfield Airport line
	Bankstown Line
	Homebush - Lidcombe - Granville

Possession	No Possession allowed in the following area
	Redfern - Homebush (Local Lines)
	Glenfield - Leppington
Auburn - Westmead (Mains and West Suburbans)	Lidcombe - Sefton - Cabramatta
	Westmead - Emu Plains
	Homebush - Auburn
	Granville - Cabramatta
Auburn - Granville (Suburban Lines)	Access to Yennora in accordance with the current agreement between Sydney Trains and freight operators
	Lidcombe - Sefton - Cabramatta
	Westmead - Emu Plains
	Granville - Cabramatta
	Homebush - Auburn - Granville - Westmead
Granville - Cabramatta	Access to Yennora in accordance with the current agreement between Sydney Trains and Freight operators
	Cabramatta - Macarthur
	Lidcombe - Sefton Junction - Cabramatta
	Strathfield - Auburn (Mains and Suburbans)
	Bankstown Line
	Central - Glenfield Airport line
	Illawarra Junction - Homebush (Local Lines)
	Homebush - Olympic Loop - Blacktown (Main / West Suburbans)
Granville - Blacktown	2 Tracks Only
	Lidcombe - Sefton - Cabramatta
	Auburn - Granville
	Blacktown - Emu Plains
	Granville - Cabramatta
	Seven Hills - Richmond
Blacktown - St.Marys	2 tracks only
	Lidcombe - Sefton - Cabramatta
	Auburn - Blacktown
	St.Marys - Wallerawang
	Granville - Cabramatta
St.Marys - Emu Plains (Single Line Working)	North Shore Line
	Emu Plains - Bowenfels
	Homebush - St.Marys
	Blacktown - Richmond
	Hornsby - Berowra
St. Marys - Emu Plains (Full Possession)	North Shore Line

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Possession	No Possession allowed in the following area
	Penrith - Lithgow
	Homebush - St.Marys
	Blacktown - Richmond
	Hornsby - Berowra
Emu Plains - Bowenfels (Single Line Working)	Blacktown - Emu Plains
Sydenham - Sefton Junction	Central - Glenfield (Airport line)
	Redfern - Homebush (Local Line)
	Lidcombe - Sefton Junction - Macarthur
	Granville - Cabramatta - Leppington
	Central - Hurstville
	ESR Homebush - Auburn (Suburbans)
Central - Glenfield (Full Possession)	Bankstown Line
	Hurstville - Flying Junction
	Lidcombe - Sefton Junction - Macarthur
	Granville - Cabramatta
	City Circle
	ESR
Meeks Road - Hurstville	Hurstville - Port Kembla
	Central - Glenfield (Airport line)
	Chullora North Junction - Meeks Road Junction
	Sutherland - Cronulla
Wolli Creek - Revesby (Diversions)	Bankstown Line
	Hurstville - Flying Junction
	Lidcombe - Sefton Junction - Macarthur
	Granville - Cabramatta
	ESR
	Homebush - Auburn (Suburbans)
	Illawarra Junction - Homebush (Illawarra Locals)
Bondi - Erskineville	Sydney Yard
	City Circle
	Central - Ashfield
	Central - North Sydney (Shore Lines)
	Central - Waterfall Cronulla Line
	East Hills - Central Bankstown Line
Central - Wolli Creek (Illawarra Lines)	Central - Waterfall
	City Circle
	Cronulla Line

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Possession	No Possession allowed in the following area
	Bankstown Line
	East Hills - Central
	Central - Ashfield (Local Lines)
	Central - Hornsby (Shores)
	Central - Homebush (Suburbans)
	Mon - Fri: Midnight to dawn only
Central - Meeks Road (Illawarra's)	Central - Waterfall
	City Circle
	Cronulla Line
	Bankstown Line
	East Hills Line - Central
	Central - Ashfield (Local Lines)
	Central - Hornsby (Shores)
	Central - Homebush (Suburbans)
Central - Meeks Road (Illawarra Locals)	Central - Waterfall
	City Circle
	East Hills Line
	Central - Ashfield (Local Lines)
	ESR
	Central - Hornsby
	Sydenham - Sefton Park Junction
	Turrella - Central (Airport line)
	Central - Homebush (Suburbans)
	Central - Erskineville (Illawarra Locals)
	Wells Street - Ashfield (Mains)
	Sefton Park Junction - Liverpool
Meeks Road - Hurstville	1 Down line and 1 Up line only
	Central - Waterfall - Cronulla
	ESR
	Chullora North Junction - Meeks Road Junction
	Waterfall - Port Kembla - Bomaderry
Meeks Road - Hurstville (Illawarra's)	Central - Port Kembla - Cronulla - Bomaderry
	Erskineville - Bondi Junction
	East Hills Line (all tracks)
	Chullora North - Meeks Road
	Turrella - Central (Airport line)
Meeks Road - Hurstville (Illawarra Locals)	Central - Port Kembla - Cronulla - Bomaderry

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Possession	No Possession allowed in the following area
	ESR
	Central - Turrella - East Hills
	Chullora North - Meeks Road
Mortdale - Sutherland (Bi-directional Working)	Central - Port Kembla - Bomaderry
	Cronulla Line
	ESR
	Mon - Fri: Midnight to dawn only
	Chullora North Junction - Meeks Road Junction
Sutherland - Waterfall (Single Line Working)	Cronulla Line
	Central - Sutherland
	Waterfall - Port Kembla - Bomaderry
	ESR
	Chullora North Junction - Meeks Road Junction
Sutherland - Cronulla	Bondi - Waterfall
	Mon - Fri: Midnight to dawn only
Hurstville - Waterfall	ESR
	East Hills Line (All tracks)
	Central - Hurstville
	Waterfall - Port Kembla - Bomaderry
Waterfall - Coniston	Bondi - Waterfall
	Coniston - Bomaderry
	Unanderra - Dombarton
Coniston - Bomaderry	Bondi - Coniston
Unanderra - Dombarton	No full possession Meeks Road - Port Kembla
	Meeks Road - Sefton - Lidcombe (Up and Down Goods)

### 3.4 Metropolitan Goods Lines

- **Lidcombe (inclusive) to Flemington South Junction:** This possession typically occurs between 22:00 - 04:00 hours Wednesday and Thursday and does not occur in conjunction with a possession Lidcombe Loop to Sefton Park Junction to Chullora Junction.
- **Yennora Yard:** Granville - Cabramatta weeknight possessions not to start before 2300 hours.

Table 2 - Operator impact on yard access

Yard Access	Possession and Impact
Yennora Yard	No access during Configuration No. 5 possessions
Minto Yard	No access during Configuration No. 14 possessions
Clyde Up Yard	No access possible during Configuration No. 6, 13 and Olympic Park possession3 possessions
Clyde Down Yard	No access possible during Configuration No. 5, 6 or13 possessions

## 4 Minimising Customer Impacts and Stakeholder Requirements

It is important that we develop a long term relationship with our customers (both passenger and freight). This long term relationship will help us achieve overall success of our business by ensuring the needs of our customer are addressed with appropriate planning in place. This focus on the customer will ensure efficient access to possessions allowing the customer to deliver their projects.

### Passengers

A standard possession program is developed to minimise customer impacts. The development of the program must avoid major special events and seasonal peak services' demands on weekends (i.e. Passengers demand for services during the summer, in particular, the summer school holidays, to access the Blue Mountains and Eastern & Southern beaches are high). The following Table 3 and Table 4 indicate the key consideration to minimise customer impacts.

### Freight

Sydney Trains' Freight & Private Passenger Operations unit consults widely to obtain feedback about the impact of proposed possessions. The development of the program seeks to minimise the impact on freight services by limiting the possession impact to one per Operator per corridor, providing an alternate route or transport arrangements i.e. SLW, and providing a minimum 3 years forward Possession Program.

### Standard Configurations

Each configuration can occur up to 4 times per year with work scope justification.

Table 3 - Customer requirement summary currently in practice on each Configuration

Configuration	Minimising Customer Impacts
Configuration 1	<ul style="list-style-type: none"> <li>Four weekends per year</li> <li>Handback of 2 tracks to Hurstville, at least one Weekend per year</li> <li>Potential reduction of possession boundaries to be examined for at least one possession each year, dependant on work scope</li> </ul>
ESR	<ul style="list-style-type: none"> <li>Two per year including 4-day Easter Long Weekend</li> </ul>
Configuration 2	<ul style="list-style-type: none"> <li>Three weekends per year</li> </ul>
Configuration 3	<ul style="list-style-type: none"> <li>Three weekends per year</li> <li>Consecutive Inner West weekend possessions should be avoided, they are Configuration 4, 15</li> </ul>
Olympic Park Possession	<ul style="list-style-type: none"> <li>Three per year (either Weekend or Weekday)</li> </ul>
Configuration 4	<ul style="list-style-type: none"> <li>Three weekends per year (movable weekend for unknown special events)</li> <li>Consecutive Inner West weekend possessions should be avoided, they are Configuration 3, 15</li> </ul>
Configuration 5	<ul style="list-style-type: none"> <li>Three weekends per year</li> <li>Can be combined with Configuration No. 4</li> </ul>
Configuration 6	<ul style="list-style-type: none"> <li>Three weekends per year</li> <li>Handback of Parramatta Platforms No. 3 and 4 when possible</li> </ul>

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Configuration	Minimising Customer Impacts
Configuration 7	<ul style="list-style-type: none"> <li>• Three weekends per year</li> <li>• No possession shall be planned in summer to avoid bush fire in Blue Mountain region, if possible</li> <li>• No possession shall be planned during the summer school holiday to allow family travel to Blue Mountain, if possible</li> <li>• Avoid Winter months due to inclement weather</li> </ul>
Configuration 8	<ul style="list-style-type: none"> <li>• Three weekends per year</li> <li>• No possession shall be planned in late December and early January due to New Year Eve fireworks</li> </ul>
Configuration 9	<ul style="list-style-type: none"> <li>• Four per year</li> <li>• One weekend to hand back Strathfield to Berowra</li> <li>• On long weekends, possession should be clear of Strathfield to Berowra</li> <li>• No possession shall be planned in summer to avoid bushfire in North region, if possible</li> <li>• No possession shall be planned between November and December due to the peak freight logistic season</li> </ul>
Configuration 11	<ul style="list-style-type: none"> <li>• Three weekends per year</li> </ul>
Configuration 12	<ul style="list-style-type: none"> <li>• Three weekends per year</li> <li>• Normally planned with Configuration 1 to avoid impact to Eveleigh Yard multiple times</li> </ul>
Configuration 13	<ul style="list-style-type: none"> <li>• By exception only</li> </ul>
Configuration 14	<ul style="list-style-type: none"> <li>• Four per year one only Glenfield to Macarthur and one excluding Glenfield to Macarthur</li> <li>• No possession shall be planned between November and December due to the peak freight logistic season on the South Sydney Freight Corridor</li> <li>• Normally planned in February and the first week of September to align with ARTC Southern Closedown</li> </ul>
Configuration 15	<ul style="list-style-type: none"> <li>• Three weekends per year</li> <li>• No possession shall be planned in NSW school holidays</li> <li>• No possession shall be planned before and after Christmas</li> <li>• One of the weekend possession exclude North Shore Line</li> <li>• Consecutive Inner West weekend possessions should be avoided, they are Configuration 3 and 4</li> </ul>
Airport Line	<ul style="list-style-type: none"> <li>• By exception only</li> </ul>
Configuration 16	<ul style="list-style-type: none"> <li>• Three weekends per year</li> <li>• Typically two full and one x 1 day on the last weekend of Vivid Festival</li> </ul>

## Special Events

Sydney Trains works closely with a number of different stakeholders including TfNSW, event organisers like the AFL, NRL and festival organisers to ensure we provide the best possible public transport arrangements while delivering works on weekend possessions.

Major known events are usually planned ahead and possession program shall be designed with minimum impacts to the events (see in table 4).

**Table 4 - major known special event**

Event	Timeframe	Lead Time Confirm Date
Elvis at Parkes	Lead weekdays and second weekend in January	4 months / August
Hurstville Chinese New Year	Late January	4 months / September
Mardi Gras	1 <sup>st</sup> weekend in March	5 months / September
Coolmore Classic Ladies Day, Rosehill	2 <sup>nd</sup> weekend in March	6 months / September
St Patricks Day	2 <sup>nd</sup> or 3 <sup>rd</sup> weekend of March	6 months / September
Premiers Gala Concerts	weekdays in the 3 <sup>rd</sup> week of March	6 months / September
Golden Slipper, Rosehill	3 <sup>rd</sup> weekend in March	6 months / September
BMW Stakes, Rosehill	4 <sup>th</sup> weekend in March	6 months / September
Election Day	4 <sup>th</sup> weekend in March every 4 years	6 months / September
Blacktown Show	Late March	6 months / September
Rowing Regatta Penrith	Late March	6 months / September
Multiple Races at Randwick	First 3 weekends in April	6 months / September
Brigadoon is Bundanoon	Early April	5 months / October
Steamfest	April	6 months / October
Hawkesbury Show	Late April	6 months / October
Groovin the Moo	April/May	6 months / October
Hawkesbury Races	Early May	6 months / October
Wings over Illawarra	1 <sup>st</sup> weekend in May	6 months / October
Winter Magic Festival	June	7 months / October
Blessed Sacrament (Corpus Christi)	June	10 months / July
Vivid Festival	3 weekends and the Saturday after the long weekend in June	7 months / October

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Event	Timeframe	Lead Time Confirm Date
Rugby Union	The long weekend in June	6 months / November
Sutherland to Surf	Normally 3 <sup>rd</sup> Sunday in July	10 months / September
Bledisloe Cup	1 <sup>st</sup> weekend in August or the Weekend prior	9 months / October
City to Surf	2 <sup>nd</sup> weekend in August	The same weekend every year
Vietnam Veterans Parade	2 <sup>nd</sup> or 3 <sup>rd</sup> Weekend of August	7 months / December
Unity Walk	Last weekend in August	6 months / March
Floriade Festival Canberra	September	Upon event
SIMS Harbour Hike, Milsons Pt	1 <sup>st</sup> Sunday of September	8 months / January
Defcon1, Penrith	2 <sup>nd</sup> or 3 <sup>rd</sup> Saturday of September	9 months / December
Sydney Running Festival	2 <sup>nd</sup> or 3 <sup>rd</sup> Saturday of September	8 months / January
Granny Smith Festival, Eastwood	October	8 months / February
7 Bridges Walk	Last weekend of October	8 months / February
Summer Hill Festival	2 <sup>nd</sup> or 3 <sup>rd</sup> weekend October	7 months / March
Spring Cycle	3 <sup>rd</sup> weekend in October	10 months / January
AFL Semi-Finals	One week earlier than NRL	12 months / October
NRL Semi-Finals to Grand Final	4 weekend ending on the long weekend in October	12 months / October
Bathurst 1000	Weekend after the October long weekend	The same weekend every year
Sculpture by the Sea	Late October to November (20 days)	8 months / February
Wollongong Bike Ride	1 <sup>st</sup> weekend in November	11 months / January
Newtown Festival	2 <sup>nd</sup> Sunday of November	8 months / March
Girls Day out at Rosehill	3 <sup>rd</sup> weekend in November	6 months / May
Festival on the Wind (Bondi)	2 <sup>nd</sup> Weekend in September	8 months / January
Miracle Mile	Last weekend in November	6 months / May
V8 Supercars, Olympic Park	1 <sup>st</sup> weekend of December	11 months / January
Carols in Domain	Weekend before Christmas	7 months / May

## 5 Network Access Principles

There are 11 Network Access Principles used to develop the Program, these include:

- 1 **Possession Utilisation** - Projects assigned to possessions must structure their shifts to occupy >85% of the available time.
- 2 **Customer Impact** - Work must justify the track access. Where insufficient scope is planned to justify the customer impact, those projects will be rescheduled to other track access opportunities.
- 3 **Emerging Projects** - New projects emerging shall where practicable, be rescheduled to other track access opportunities or held over to another possession if they have the potential to impact other projects.
- 4 **Multi-Year Projects** - Projects spanning multiple years shall develop full possession requirements in line with agreed principles prior to the delivery phase of the project.
- 5 **Portfolio Management** - Portfolio checks to occur across the cluster to ensure possession requests do not unduly affect other works.
- 6 **Exclusion Zones** - All projects which require exclusion zones. i.e. wheels free testing will need to demonstrate requirements via detailed project schedules.
- 7 **Known Special Events** - Possessions affecting known special events should be avoided where practical. Possessions which work with known special events should be planned accordingly.
- 8 **Unplanned Special Events** - Planned work should not be cancelled to accommodate late notice special events. However, every attempt should be made to alter a possession if it is safe and there are no major impacts on the work scope.
- 9 **Program Changes** - The possession program shall be agreed and approved in advance of the coming calendar year to avoid changes.
- 10 **Long Term Possession Program** - All parties should work towards a 3-year rolling possession program which accommodates all work.
- 11 **Unplanned Possession** - Urgent/under lead time possessions shall be avoided unless there is a clear safety or reliability impact.

## 6 Possession Types and Lead Times

### 6.1 Possession Types

A range of possession types have been developed, each designed to:

- Maximise the lead time necessary for notifying rail operators commensurate to the impact on their business.
- Provide for the preparation and publication of the Special Train Notice (STN).

The type of possession required is driven by the form and extent of the works to be performed and hence the nature of the access required.

For example, a large scale re-sleepering production run in the metropolitan area will impact on train paths more than an ultrasonic test vehicle on the single line south of Kiama. The impact of the former can be magnified by spanning a weekend or peak period, and therefore requires a longer planning and notification period than the latter possession scenario. Typically the greater the impact to any train paths, particularly passenger train paths, the longer the required planning and notification lead time.

Table 5 details types of possessions, their agreed lead times for Special Train Notice production and their typical application. These lead times also include works that require train services that may be operated under block working conditions.

Table 5 - Possession types and agreed lead times

Type	Typical Timing / Duration	Lead Time	Application / Impact
Major 1	Any time during Monday to Friday, is continuous and straddles at least one peak hour.	26 weeks	Affects Sydney Trains & NSW TrainLink peak hour services or cancels NSW TrainLink or Great Southern Railway services as nominated by the Manager STN Production that requires coinciding Minor 1 possessions to have 26 weeks lead time. The Manager STN Production will nominate these major possessions 12 months and again 6 months before the start of the financial year.
Major 2		26 weeks	Affects NSW TrainLink peak hour services or cancels NSW TrainLink or Great Southern Railways services.
Configuration	0200 Saturday to 0200 Monday	14 weeks	To undertake planned works program. Affects all timetabled services.
Weekend	0200 Saturday to 0200 Monday	14 weeks	Does not affect Sydney Trains & NSW TrainLink peak services but typically runs from late Friday pm, or early Saturday am, to Monday am or Tuesday am on a long weekend.
Minor 1 Weekends, weekdays or weeknights	Outside peak periods	26 weeks	Does not affect peak Sydney Trains & NSW TrainLink peak services but requires Sydney Trains and NSW TrainLink or Great Southern Railway services to be rescheduled and coincides with a Major 1 possession.

Type	Typical Timing / Duration	Lead Time	Application / Impact
Minor 2 Weekends, weekdays or weeknights	Outside peak periods	14 weeks	Does not affect Sydney Trains & NSW TrainLink peak services but requires Sydney Trains and NSW TrainLink or Great Southern Railway services to be rescheduled or diverted and does not coincide with a major possession.
Minor 3 Weekends, weekdays or weeknights	Outside peak periods	10 weeks	Does not affect Sydney Trains and NSW TrainLink but requires some other Operator services to be rescheduled, cancelled or diverted.
Test trains		6 weeks	Crewed by Sydney Trains or NSW TrainLink train crew.
Test trains		4 weeks	Crewed by non-Sydney Train or NSW TrainLink train crew.
Heritage operated trains	Outside peak periods	6 weeks	Any additional train services not crewed by Sydney Trains or NSW TrainLink crews.
Engineering Rolling Stock 1	Outside peak periods	4 weeks	Maintenance ballast trains, work trains (rail sets, side dump wagons, spoil wagons track machines, overhead wiring machines, AK car, MTP vehicles and, ML 039 vehicle not carrying out mechanised track inspections.
Engineering Rolling Stock 2	Outside peak periods	3 weeks	Mechanised track inspections by AK car, MTP vehicles, and ML039 vehicle, rail flaw detection, rail grinder and herbicide movements.
Works Program (Chronological Train Listing)	Outside peak periods	8 weeks	For work trains, track machines etc to meet a particular work program. Does not require passenger non-peak services to be rescheduled.
Midnight to Dawn 1	0005 - 0400 Tuesday to Friday (Note: The actual time may be significantly less)	4 weeks	No train alterations. Starting after the last scheduled train service and completed prior to the first scheduled train service.
Proforma only	0005 - 0400 Tuesday to Friday	4 weeks	Window possession or power isolation where no timetable alterations are required.
Window	0005 - 0400 Tuesday to Friday	4 weeks	A possession clear of mandatory timetabled trains.
Midnight to Dawn 2	0030 - 0400 Tuesday to Friday. (Note: The actual time may be significantly less)	10 weeks	No train alterations for Passenger Services. Starting after the last scheduled service to run and completed prior to the first scheduled Sydney or NSW Train service to run. May require timetable changes for Freight Services.
Short Notice		Case by case basis and subject to agreement	A possession requested outside the minimum timeframe normally required.
Urgent		Case by case basis and subject to agreement	A possession required for the purpose of addressing any infrastructure issue considered by the Maintenance Directorate to have the potential to deteriorate below base operating standards within the normally agreed target

Type	Typical Timing / Duration	Lead Time	Application / Impact
			timeframes for STN development. Usually under 7 Days.
Emergency		Not applicable - direct liaison between field personnel and Train Control.	Possession required to address a situation considered by the Engineering & Maintenance Directorate to have a potential to close a section of track or addressing a situation considered by the Engineering & Maintenance Directorate to have the potential to escalate to a serious rail safety or WHS issue both of which are required to be taken immediately.

## 6.2 Lead Times

The 26 weeks lead time for Major 1 and 2 type possessions reflect the fact that:

- a major rewrite of the Standard Working Timetable may be required;
- cancellation of NSW TrainLink (TrainLink services) and Great Southern Railway train services must be done ahead of the 6-month passenger booking horizon.

There are a number of exceptions to the above time frames as laid out in Section 8 'Obtaining Possession'. In the event of a long weekend as a result of a public holiday Configuration possessions and weekend possessions may also include that holiday day.

## 7 Standard Start and Finish Times

Standard start and finish times for Minor 2 weeknight possessions are as agreed between the Asset Scheduling & Delivery Co-ordination unit in the Asset Management Division of the Maintenance Directorate, Service Planning and the Freight & Private Passenger Operations units in the Operations Delivery Directorate. These agreed times are subject to change and are reviewed after the introduction of each new Sydney Trains Standard Working Timetable.



### Note

Possession durations generally vary with each new Standard Working Timetable.



## 8 Standard Configurations

Table 6 - Standard Configurations

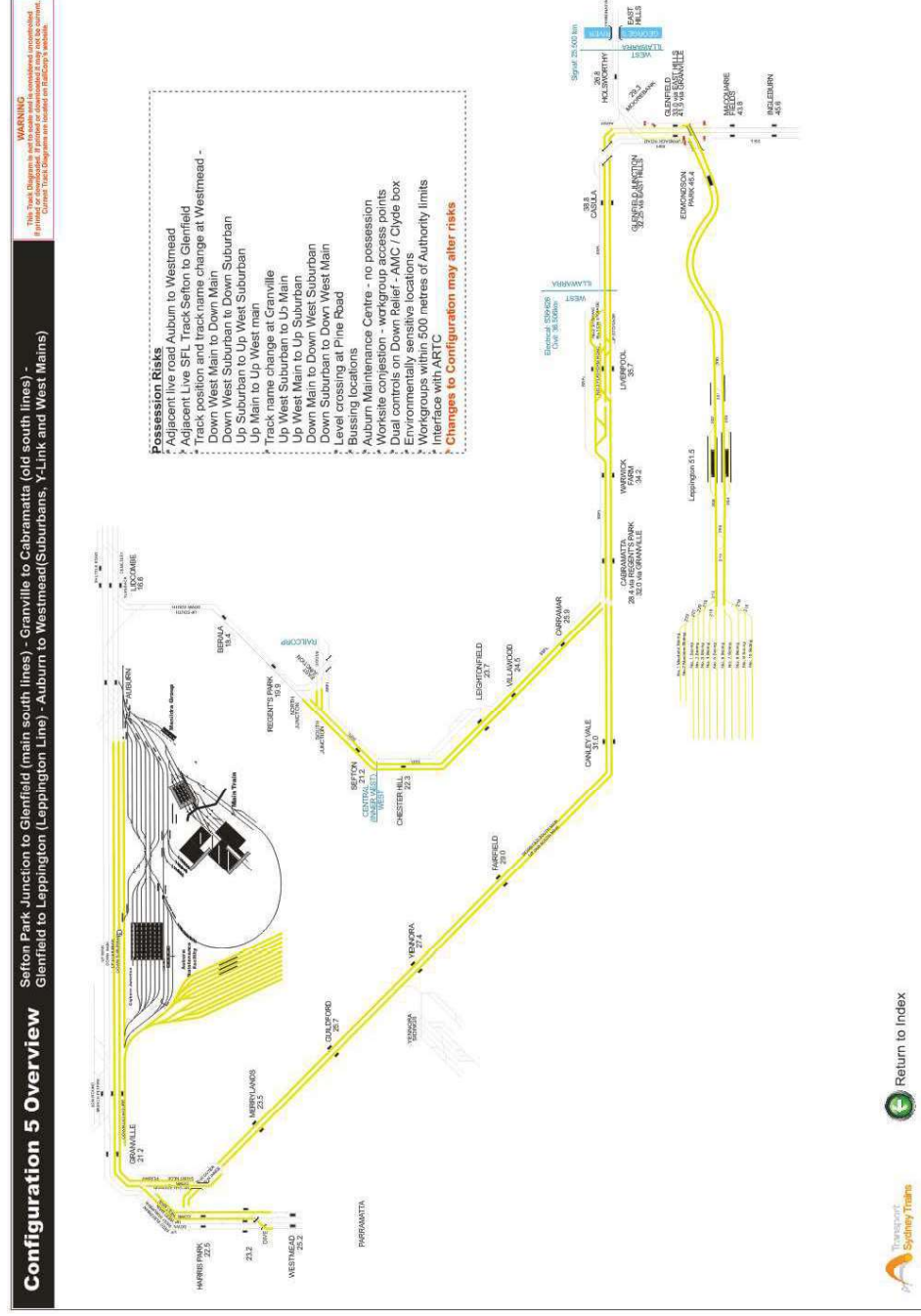
Configuration No.	Track Area
1.	Clear of Central to Erskineville Junction (ESR) Flying Junction to Port Kembla and Cronulla (Illawarra's) Sydenham to Hurstville (Illawarra Locals)
2.	All track clear from Turrella to Leppington
3.	Sydney Yard (Platform No. 1 to 4) to Strathfield (Main lines) Wells Street to Strathfield (Suburban lines)
Olympic Park Possession	Illawarra Junction to Clyde (Mains) Clyde West end open
4.	Flying Junction to Sydenham (Illawarra Locals) Illawarra Junction to Lidcombe (Suburbans) Illawarra Junction to Homebush (Locals)
Lidcombe Junction Possession	Flemington to Auburn on Suburban Lines Lidcombe to clear of Sefton on Main South lines
Bankstown Line Possession	Flying Junction to Sefton on Bankstown line Lidcombe to clear of Sefton on Main South lines
5.	Granville to Cabramatta (Old South lines) Auburn to Westmead (Suburbans, Y-Link and West Mains)
6.	Auburn to Westmead (Mains, West Suburbans) Granville to St. Marys (3 tracks with 10 hours all track possession, power out all tracks) Seven Hills to Richmond (all tracks) Clyde to Carlingford and Sandown (all tracks)
7.	Granville to Blacktown (two tracks if required) and Blacktown to Wallerawang (all tracks)
8.	Hornsby to Central (Shores) Central to Illawarra Junction (Suburbans)
9.	Flemington South Junction to North Strathfield (Goods) Strathfield to Hamilton (all tracks) Woodville Junction to Islington Junction (all tracks)
10.	<b>Note</b> - Configuration 10 are managed by ARTC. Sefton Junction and Chullora to Botany Chullora to Flemington East Junction and Lidcombe Junction and Marrickville Junction to Meeks Road Junction managed by Sydney Trains
11.	Sydney Yard with possession of 1-4, 5-9, 9-15 or a combination of these Roads
12.	Flying Junction to Sydenham Illawarra Local Lines Flying Junction to Meeks Road Illawarra Lines Clear of Central to Erskineville Junction on Illawarra Relief lines May include Eveleigh Yard
13.	Possession of three (3) tracks Strathfield - Harris Park. Power off all tracks By exemption Only
14.	East Hills to Macarthur and Fairfield and Sefton to Leppington
15.	CBD Closedown. Wynyard to Ashfield (Suburbans and Shores), Central to Ashfield (Locals by exemption only), City Inner, City Outer, Central to Sydenham (Illawarra

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Configuration No.	Track Area
	Locals), Central - Turrella (Airport Line) and Flying Junction - Illawarra Junction (Illawarra's)
Airport Line Possession	Central to Turrella Junction By Exemption only
16.	Unanderra to Bomaderry and Dombarton (single line)

Diagram 2 - Example Track Diagram



## 9 Obtaining a Possession

This section provides the sequence of actions and decision points, from possession concept through to production and the issue of a Special Train Notice (STN) and associated documents to enable a possession to proceed.

### 9.1 Possession Program Process

The Strategic Track Possessions Manager, AS&DC Unit (Asset Management Division) develops the initial Major Closedown and Weekend Possession Program. The initial program, published on or before 1 June, 13 months before the financial year to which it applies, is developed in the context of Sydney Trains taking a 3-year rolling planning view with the future year being firm and years 2 and 3 being at least P80 - 80% correct.

Elements for consideration in setting the Program are:

- Capital Works Program (TfNSW) and External Parties projects;
- Asset Management Plan (AMP);
- Annual Works Program (AWP) including RM and MPM, ST Capital Works;
- Equity of track access for both train service Operators and Network Maintenance operations;
- Network Access Guidelines;
- Known special events;
- Rescheduling requirements of passenger and other services;
- Resource availability;
- Long lead time materials;
- Procurement tenders;
- Design resource availability;
- Any other known requirements.

The draft program is reviewed by the Freight & Private Passenger Operations unit from the Operations Delivery Directorate, Geographical Program Coordinators and Network Access Manager (NAMs) from the Asset Management Division of the Maintenance Directorate, to ensure compliance with this manual.

Having deemed to be compliant, the Final Draft of the Major Closedown and Weekend Possession Program is forwarded to the Sydney Trains Maintenance and Operations Directors for approval.

The approved Major Closedown and Weekend Possession Program becomes baseline Version 1.

The NAMs enter possession 'bids' into TRAK 2.

All subsequent possession bids for additional works are assessed against the Major Closedown and Weekend Possession Program current at the time and consistent with the requirements of this manual.

If not compliant, the NAM refers the noncompliance to the Project Owner and works with that person to find an acceptable alternate solution.

## **9.2 Choosing the appropriate possession for additional works not known at AWP baseline**

Refer: AS&DC SharePoint -MS Network Access Operational Procedure (AMD-ASD-SOP-014) & Network Access Form (AMD-ASD-FOR-005)

## **9.3 Partners and Stakeholders consultation**

### **Transport for New South Wales (TfNSW)**

Over the next few years, the Sydney Rail Futures Transport program will be rolled out across the Network. This program has the potential to have a significant impact on the possessions program and will need to be closely managed by all parties to ensure expected outcomes are realised in the planned timeframes.

To ensure adequate visibility of forthcoming major projects and to ensure the possession program is able to cater for the increased activity, the Asset Scheduling & Delivery Co-ordination (AS&DC) unit will chair a meeting with representatives from TfNSW, to discuss the possession program beyond the current year.

To ensure consultation, the AS&DC unit chairs the Possession Planning Working Group (PPWG)

### **Freight & Private Passenger Operators**

Sydney Trains' Freight & Private Passenger Operations unit consults with all Partners and Stakeholders and obtains feedback about the impact of proposed possessions on their operations. The unit then liaises with the Strategic Track Possessions Manager and the NAM to negotiate changes and achieve mutually beneficial outcomes.

The goals of the Freight & Private Passenger Operations unit are as follows:

- minimise the impact on Partners and Stakeholders services;
- limit the actual impact to one per Operator per corridor;
- provide an alternate route or transport arrangements trying to limit the cost to the operator;
- providing a 3-year forward Possession Program;
- providing a suitable forum to discuss impacts as required.

Sydney Trains Operations Delivery Directorate Freight & Private Passenger Operations unit will convene quarterly forums with the Freight Operators.

The purpose of the forums is to consult with the Operators on the future operational impacts to their business brought about by proposed Capital and Major Periodic Maintenance

projects thus providing an opportunity for the stakeholders to plan for and where possible mitigate the impact.

Sydney Trains will assist the Operators to mitigate the impact where possible.

### **Australian Rail Track Corporation, Country Rail Network and Metro Trains Sydney**

The Strategic Track Possessions Manager represents Sydney Trains at the Track Possession Co-ordination meeting attended by ARTC, Country Rail Network, MTS, Service Planning and Freight & Private Passenger Operations.

The purpose of the meeting is to ensure alignment of possession programs between parties and thus limit the impact to stakeholders across the state.

## **9.4 Approval for an additional possession post Version 1 of the Possession Program**

The Strategic Track Possessions Manager chairs the Possession Access Approval Meeting (PAAM).

The following groups generally attend:

- Strategic Track Possessions Manager
- Network Access Managers
- Freight & Private Passenger Operations
- Service Planning
- Operations Planning Alternate Transport
- Mechanised Track Inspection
- Rail Inspection
- Contract Fixed Assets
- Vegetation Unit
- Graffiti Unit

This meeting resolves conflicts between the above parties and ensures that any changes to the approved Possession Program can be delivered without conflicting with critical organisational requirements.

Agreed changes must be entered into TRAK 2 promptly (refer Possession Notice 8) to allow the Service Planning unit the maximum time to develop the train plan.

## **9.5 Possessions outside the guidelines**

If a possession is requested that falls outside the Network Access Guidelines, the requester must comply with MS Network Access Operational Procedure (AMD-ASD-SOP-014) & Network Access Form (AMD-ASD-FOR-005).

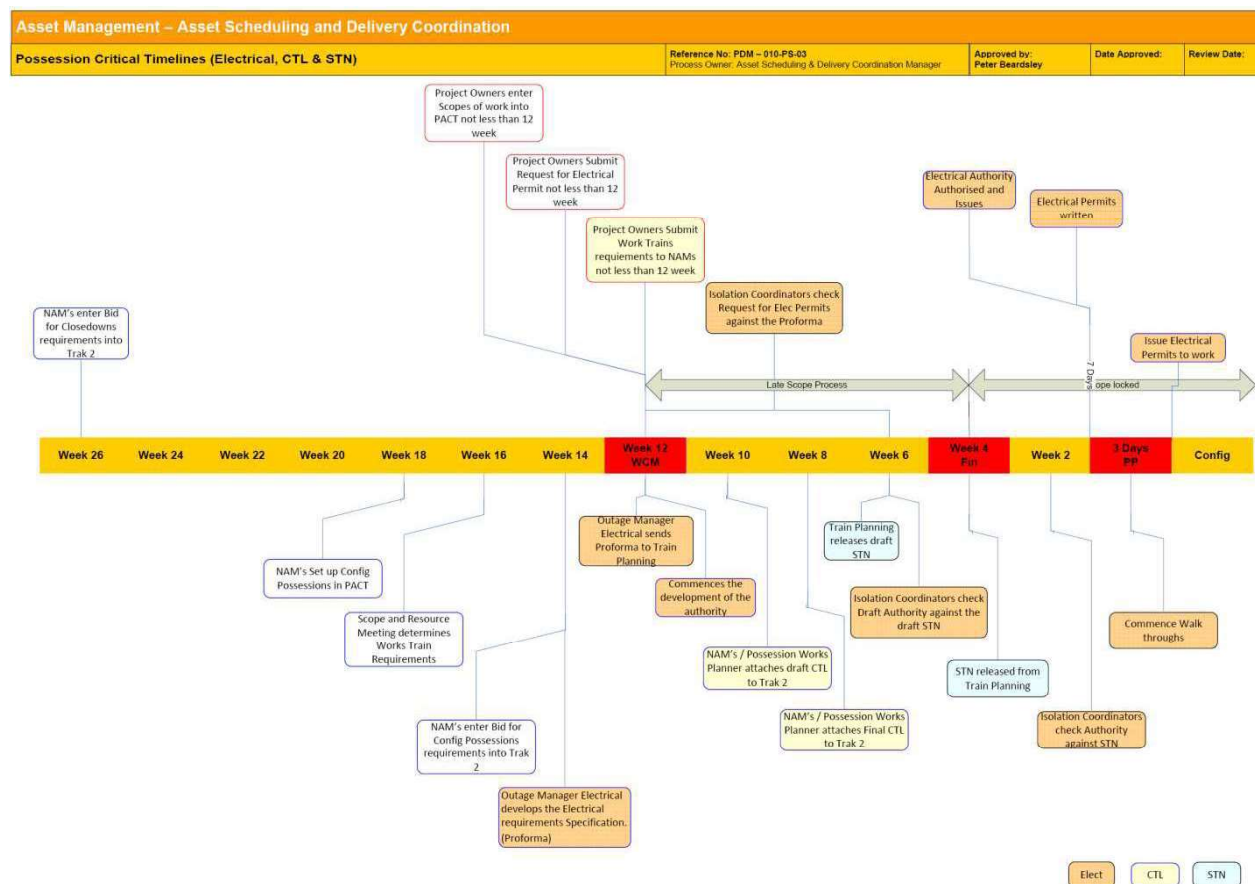
## 9.6 Possession conflict resolution

If the Possession Access Approval Meeting (PAAM) cannot resolve the conflicting needs of both Operators and works providers, TfNSW, Manager Asset Scheduling & Delivery Co-ordination, Manager Service Planning and/or the Manager Freight & Private Passenger Operations determines the resolution process, on a case by case basis.

## 9.7 Track Possession Process Flow Chart

The following diagram shows the summary of Possession Planning and Management End to End process.

Diagram 3 - Possession Planning and Management End to End process



## 9.8 Urgent possessions

When an Urgent possession is required, the Project Owner must complete the Network Access form (PDM-280-FM-1). The completed form describes the reason, justification, availability of critical resources and adjacent line protection requirements. The form is forwarded to the Network Access Manager for review and endorsement if accepted then forwarded to the Strategic Track Possession unit for approval. If not supported, then no further action will be taken. If supported the NAM and the Strategic Track Possessions unit will resolve any clashes with existing possessions. If clashes are unresolved, the Strategic

Track Possessions unit escalates to the Manager, Asset Scheduling & Delivery Co-ordination for resolution.

The Asset Scheduling & Delivery Co-ordination unit will consider the request, in consultation with Service Planning, Rail Management Centre, Freight & Private Passenger Operations, Operations Planning Alternate Transport and advise the NAM of the outcome and if approved, the NAM will enter into Trak2. The Strategic Track Possession Manager will formally approve in TRAK 2.

### **9.9 Emergency Possessions**

Anyone requiring emergency network possessions must deal directly with Rail Operation Centre as the situation arises.



## **10 Post-possession approval**

### **10.1 Special Train Notice**

The Service Planning unit processes the possession and issues the Special Train Notice (STN) seven days before the possession. To enable the STN to be developed, constraints on any other associated live lines are required. The NAM submits live line constraints by entering the constraint details in the 'Remarks' field of the TRAK2 request. Constraints may include speed limits past worksites, periods of no access and work train requirements.

The Project Owner is responsible for determining and advising site-specific constraints and in consultation with the NAM adjacent worksite of congested worksite constraints.



## 11 Alterations to an Approved Possession

The AS&DC unit will consult TfNSW and stakeholders to determine impacts to project milestones, freight and passenger operations, special events and critical resource availability, prior to representing the requested alteration or additional possession to the TfNSW/ST Specification Determination meeting for approval.

Should approval of a request for a possession alteration or an additional possession be declined at the TfNSW/ST Specification Determination meeting, the project owner can submit a case in the form of a Briefing Note to the Rail Services Governance Committee for consideration. The Briefing Note must include the justification for the additional/altered possession and the impact to operations, special events and other projects that will occur as a consequence should it be approved, i.e.: a Joint Briefing Note.

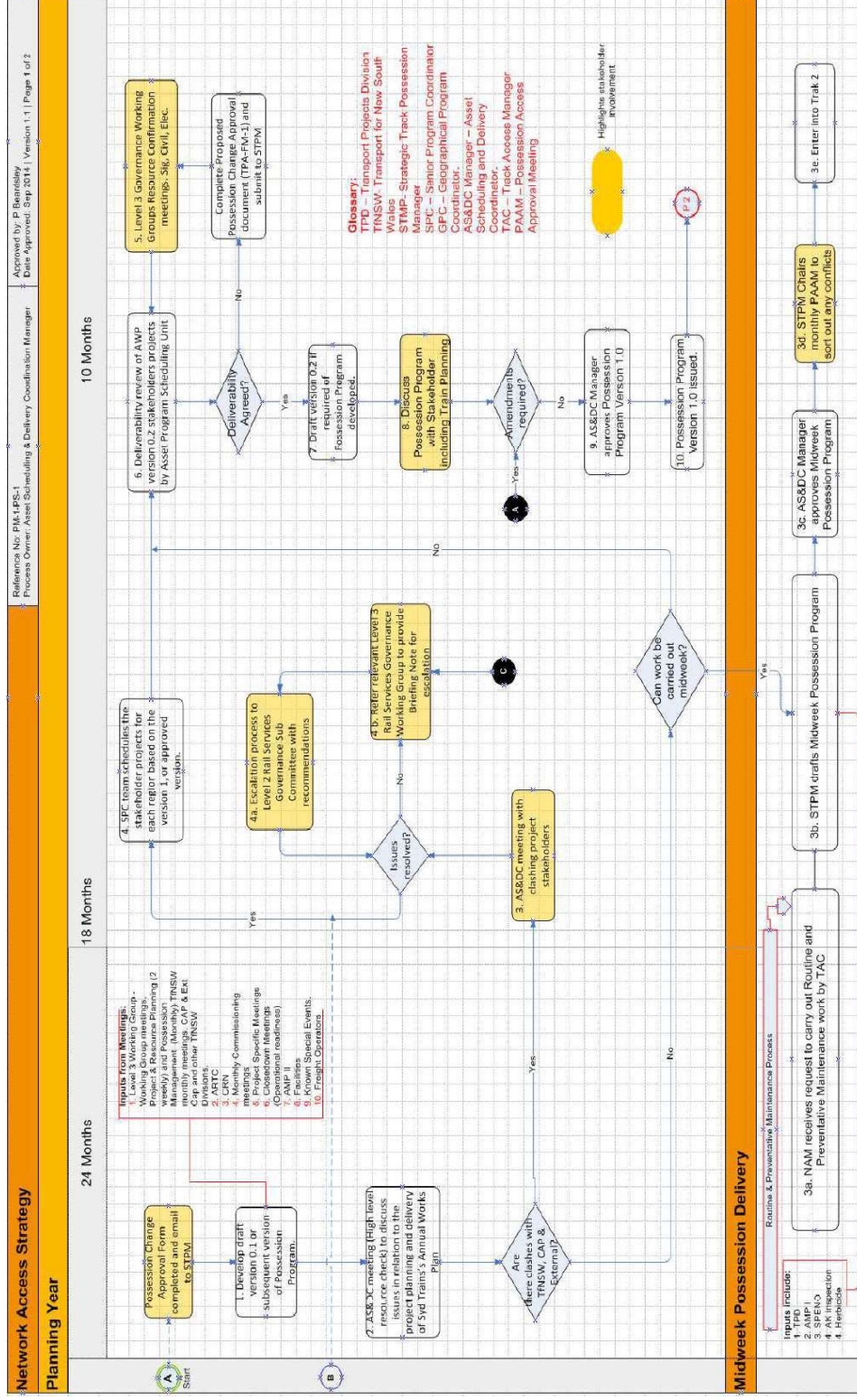
The Specification Determination meeting is a collaborative forum chaired by the Sydney Trains Operations Delivery Directorate (or delegated authority) to achieve the following objectives:

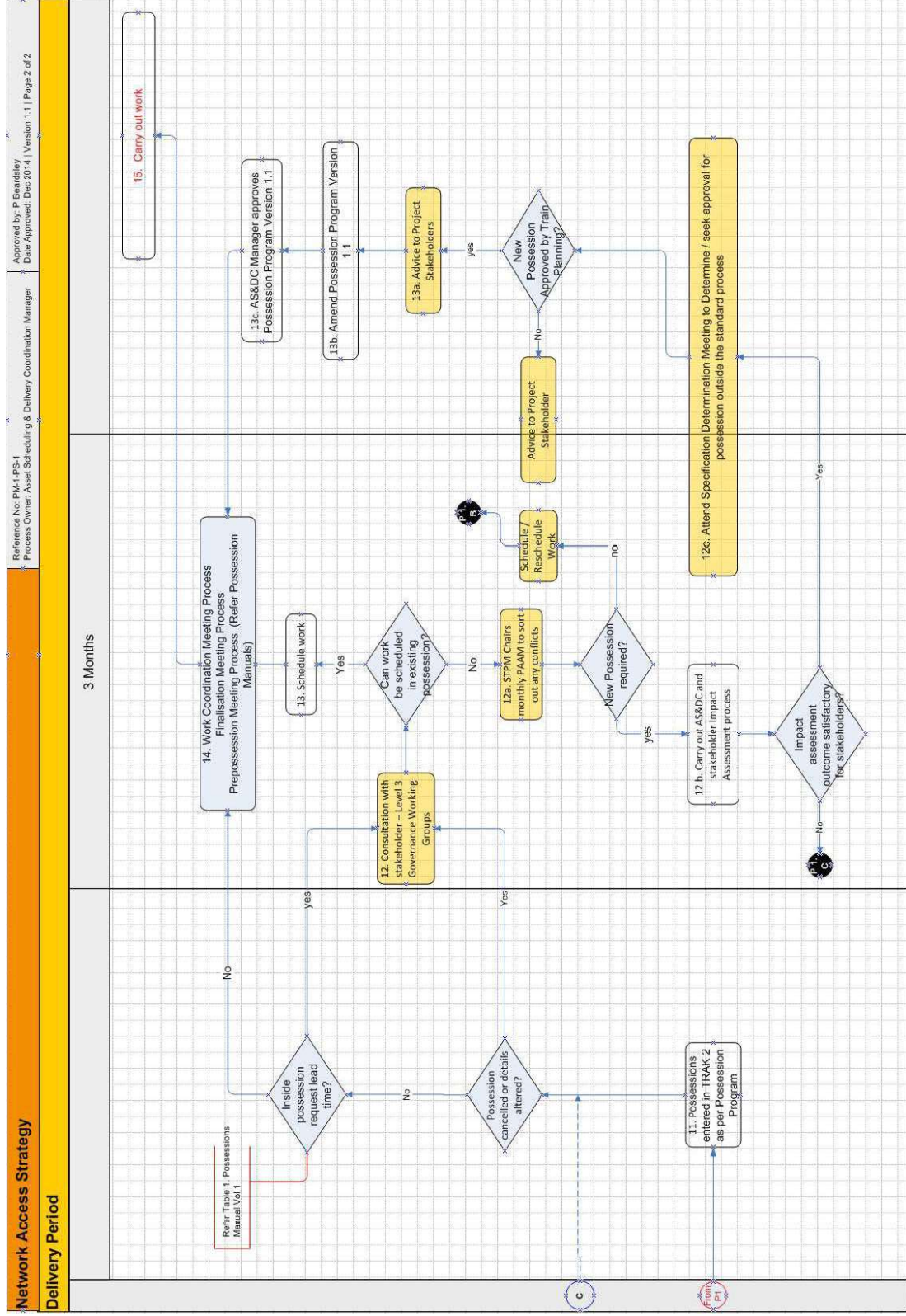
- Review and approve proposed alterations to the Master Major Possession program;
- Review and resolve issues pertaining to the approval of Major Possession & Event Specifications;
- Ensure availability of required fleet to meet Special event requirements;
- Review performance of major track possession and event specifications.

As outlined throughout this document, attendees consider a range of key factors when determining outcomes which include, but are not limited to, the following:

- Customer impacts and delays;
- Customer demand and service level requirements;
- Network Access Guidelines conformance;
- Infrastructure improvement project access requirements;
- Routine Asset maintenance access requirements;
- Special event impacts and requirements;
- The train and bussing plan capacity, viability and cost-effectiveness;
- Operations and service delivery requirements, impacts and delays;
- Freight, third party and private passenger operator impacts;
- ARTC, CRN and MTS network impacts;
- Reputational risk and impacts.

## 12 Appendix 1: Work Scheduling and Possession Delivery Process







## 13 Appendix 2: Contact Details

### Asset Scheduling & Delivery Co-ordination Contact Details

Title	Mobile	Email
Strategic Track Possessions Manager	0466 537 249	<a href="mailto:TrackAccessGroup@transport.nsw.gov.au">TrackAccessGroup@transport.nsw.gov.au</a>
Possessions Planner	0466 334 696	
Metro Possession Planner	0409 948 499	
Possession Works Planner	0408 498 236	

### Network Access Managers (NAM) Contact Details

Title	Telephone	Mobile
Central NAM	9848 9365 int35365	0412 521 420
Central Mid-week NAM	9397 5112 int95112	0427 691 558
West NAM	9848 9227 int35227	0412 278 503
West Mid-week NAM	9848 9621 int35621	0428 969 465
North NAM	9847 8915 int36915	0412 521 513
North Mid-week NAM	9847 8556 int36556	0439 433 954
Illawarra NAM	9563 7949 int27949	0410 862 674
Illawarra Mid-week NAM	9847 8938 int36947	0429 411 279

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