

# Network Access Manual Volume 2

## Resource Scheduling & Coordination in Possessions

### Endorsement and Approval

Prepared by



07/06/2019

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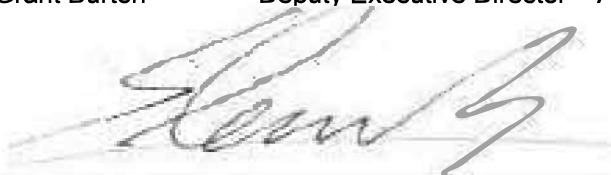
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## Version Control

The current status of this document is shown below.

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### Note


The Network Access Manual Volume 2 - Resource Scheduling and Coordination in Possessions Version 4.2 review date was extended to December 2022 due to the ongoing Protected Industrial Action. An extension of the review date was applied to December 2023 following an assessment indicating that the changes were minor in nature. An additional extension of the review date is applied to June 2024 to allow alignment with the Sydney Trains' Review, which is expected to be published in January 2024.

### 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, 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 where 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 transposition of information from first release.
3.1	06/03/13	Dorothy Dominique	Document Review date extended to align with 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.
3.5	07/03/16	Paul Donoghue Peter Osman Vijith Jayasinghe Scott Frame Moscow Mok	Possession Manual Volume 2 was merged with Possession Manual Volume 3 because of the duplication in both manuals. The new manual is called Network Access Manual Volume 2. Final review
3.6	15/03/16	Paul Donoghue Peter Osman Vijith Jayasinghe Scott Frame Moscow Mok	Carried out final review. Suggested amendment included
4.0	11/05/16	Peter Beardsley Moscow Mok	Final review and approval
4.1	7/06/19	Paul Donoghue Scott Frame	Minor update: Re-templated document and changed "Combined Worksites" to "Coordinated Worksites". Updated titles and unit names.
4.2	16/06/20	Scott Frame	Minor Update – Works Coordination Meeting – Note added in relation to requirements during Closedowns or Configuration Possessions where it is known that rail traffic will stop operating for periods greater than 72 hours

## 1 Background

The Network Access Manuals underpin the Network Access Strategy which details the approach and the available options to access the fixed assets for routine maintenance, Major Periodic Maintenance, Transport for NSW project delivery partners for major capital growth projects and access for external party works.

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, scheduling and coordination of the scopes of work and the management of the track possession and associated works on the day of the possession.

This Network Access Manual:

- Details the planning and coordination required to deliver a possession
- Provides advice on the processes to gain approval for track access to deliver a scope of work 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 to carry out a scope of work in a possession must follow the relevant process in this manual and supported by a collection of individual Management Processes that describe the requirements for scheduling, planning, management, risk consideration, coordination of work train and track vehicle movements to ensure the delivery of work scopes to plan and manage the track possession on the day.

## 2 General Requirements

### 2.1 Master Schedule

Asset Management Division (AMD) is the custodian of the Master Schedule and coordinates a 3-year forward maintenance plan for weekend and weekday possessions and a 12 month forward plan for mid-week night possessions.

The Master Schedule is a combined program of proposed TfNSW projects and Sydney Trains Capital and Major Periodic Maintenance projects. The Master Schedule covers the project life cycle.

The Master Schedule provides partners and stakeholders, a highly visible insight to project deliverability, based on the prioritised allocation of Sydney Trains' critical resources, including design, track possessions, construction, long lead time materials and procurement tenders.

Issues concerning the availability of industry critical resources will be dealt with in accordance with the Possession Governance Framework.

Refer: AS&DC SharePoint – Network Access Manual Volume 1 - Network Access Approval (AMD-ASD-MAN-001)

## **2.2 Baseline Master Schedule**

The Baseline Master Schedule is developed by the Manager Asset Program Scheduling. This document describes the allocation of critical resources to scopes and also identifies resource shortfalls and scopes that are not deliverable due to resource constraints.

The High-Level Scope and Resource Plan is fine-tuned to become the Baseline Master Schedule. The Base Line Master Schedule is finalised 3 months before the delivery year begins.

## **2.3 High-Level Scope and Resource Plan**

A coordinated approach is adopted for the delivery of possession related works across the Districts to:-

- Integrate possession requirements across the network
- Tailor individual possessions to allow efficient scope delivery
- Tailor the possession program to allow efficient scope delivery
- Match resources to scope to minimise the resource clashes and overcommitment
- Level as far as practical the resource usage

The aim of the high-level scope and resource plan is to achieve the delivery of full scope/s for a financial year within the existing possession program and any non-possession work. The high-level scope and resource plan is developed in stages beginning nine months before the financial year begins. The possession program and Annual Works Program drafts are initially used to match the scope of works to the possession program and then to refine the plan to match the priorities of scopes, the timing of scopes, availability of resources and any other governing factors.

The Asset Scheduling and Delivery Coordination Unit (AS&DC), Major Works and TfNSW Project Representatives meet to allocate projects to configuration possessions. If a possession configuration requires modification to achieve the full scope then the required modification is presented to the Strategic Track Possessions Manager for assessment/approval.

A series of high-level Scope and Resource Planning meetings are held following the preliminary meeting between stakeholders. These meetings will allocate resources to scopes in configuration possessions and identify any scopes which are seen as undeliverable due to resource shortfalls. Resource requirements are recorded in Primavera.

The AS&DC unit with Project Delivery Engineers and Program Coordination Managers further evaluate the project scopes by means of site visits to determine whether the project scopes are adjustable. If the scope cannot be adjusted, a determination is made to deliver the scope by external resources or a combination of internal and external resources.

## 2.4 Monthly Resource Confirmation meeting

AS&DC convenes and chairs a monthly Resource Confirmation Meeting. The purpose of the meeting is to review and confirm resource allocation to projects 16 weeks in advance. The 16-week review consists of reviewing the future 12 weeks which covers the Works Coordination Meeting period and a further 4 weeks to be one roster cycle in advance.

No new scope can be added at this meeting and the attendance list is determined by the Programming Engineer, Construction.

A separate meeting is held for Signal, Electrical and Civil scopes.

The Program Coordination Unit will:

- Validate and verify that all future scopes allocated to possessions are still valid.
- Consult with the Manager, Asset Program Scheduling to identify opportunities in future possessions to catch up any shortfall.

## 2.5 Possession Planning Sequence

The Network Access Manager (NAM) sets up their regions Configuration and Closedown and Mid-Week templates in the Possession Access Coordination Tool (PACT) at least 20 weeks prior to the possession.

The template lists all relevant tracks and the protection constraints for each type of possession. Once the templates are established the NAM sets up possessions in PACT based on the Possession Program. Project Managers can then access PACT and register scopes of work to be delivered during specific possessions.

The NAM sets up their Districts possession bids in TRAK2 prior to the possession. TRAK2 entries require possession dates, summary of the reason for the possession, power isolation, track name and boundaries and special requirements.<sup>1</sup>

The Possession Support Officer (PSO) sets up their regions mid-week possessions in PACT based on the Mid-Week Possession Program at least 20 weeks prior to the possession.

## 2.6 Program Coordination Unit (PCU)

The Program Coordinators coordinate the development and delivery of the Annual Works Program (AWP), delivery of TfNSW Infrastructure and Services Projects and External Party Works (EPW) projects by reviewing and allocating projects to possessions and provide possession management support. The PCU also facilitates the identification of restricted access locations and nominates responsibility to develop more detailed project management plans.

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<sup>1</sup> Possession requested that are not on the Possession Program are requested by submitting the Possession Request Form



Timeline	Responsible	Time frame
Set up possessions in PACT	NAMs	P-20 weeks
Enter possession bids in TRAK 2	NAMs	P-14 weeks
Enter the scope of work into PACT. Scope input PACT from Primavera	Project Managers	> P-12 weeks
Works Coordination Meeting	NAM & Project Managers	P-12 weeks
Handback Assessment	Project Managers	< P-8 weeks - Required if scope could delay possession handback
Midweek possessions	Possession Support Officer	P- 6 weeks
Finalisation Meeting	NAM & Project Managers	P- 4 weeks
Prepossession meeting	NAM & Project Managers	P- 3 days
Work trains & track machines enter possession area and wait for possession	Work Train Coordinator & PPO	Commencement of possession
Take possession of tracks as per STNs	PPO	Commencement of possession
Protect possession area	Protection Coordinator and Protection team	Commencement of possession
Worksites sign into possession area	Worksite PO	Commencement of shift
Establish Combined Worksites	Combined Worksite PO	Commencement of shift
Monitor critical worksites status	Possession Manager	Sat 10 am, Sat 4 pm, Sun 10 am Sun 12 noon, Sun 4 pm, Sun 6 pm
Report on Possession work status	Possession Manager	Sun 4 pm

## 2.7 Primavera (P6)

Capital Works being delivered by TfNSW Projects will be entered into P6 following the approval of scope of work via the Delivery Resource Assessment (DRA) process. Once DRA approval and required resources are assigned to deliver the work, the Program Coordinator will approve and assign the weekend and the Configuration Possession or Closedown to deliver the work. Once the works has been assigned by the Program Coordinator the scope is loaded into PACT for further planning.

Refer: AS&DC SharePoint – MS Delivery Resource Assessment Operational Procedure (AMD-ASD-SOP-002)

## 2.8 Possessions setup in PACT

Possessions are created in the PACT database by the NAM.

Closedown and Configuration Possessions are set up in PACT at least 20 weeks prior to the possession as per the Possession Program.

The Midweek possessions are set up in PACT at least 6 weeks prior to the possession as per the requirement of the Midweek Possession Calendar

Closedown, Configuration and Midweek Possession information is set up in PACT so that Project Managers from within Sydney Trains and from Transport Infrastructure and Services can register a scope of work to be delivered in a particular nominated possession.

PACT is used to plan and deliver possessions. The following information is recorded in PACT:

- Worksite scope details – actual start time, location, contacts
- Information relevant to the possession (PPO Diary – work train delays etc)
- Incidents
- Actual LPA staging start and handback times
- Protection placement and removal times
- Attachment of relevant documentation
- Production reporting
- Resource Scheduling
- Possession Scope Map
- Possession Management Plan Map

## 2.9 Possession Constraints Register

The Possession Protection Constraints Register (PPCR) is set up in PACT by the NAM and is used to describe the protection arrangements for the specific Configuration, Closedown or Midweek possession. This document describes the placement sequence, LPA stage number,

type of protection required (flag, RTS, light, point clip), the area, location, track name, turnout number. The PPCR is approved prior to the prepossession meeting

## 2.10 Track Diagram

The Possession Protection Track Diagram is developed to visually display the track configuration and the location of the required protection.

## 2.11 Possession bids in TRAK 2

TRAK2 is an electronic workflow application that manages planned changes to the standard working (operating) timetable. The application captures planned possessions, power outages, special events, work trains, special trains and timetable changes.

Asset Management Division uses TRAK2 to develop 'bids' (also known as specifications) for possessions according to guidelines set out in the Network Access Manual Volume 1. The approval process is based on lead times and network impact.

Service Planning uses TRAK2 to develop train plans that are advertised on Special Train Notices (STN) or Tables Telegram. Other users of TRAK2 include Network Rules who use the application to determine if bids are compliant with organisational safety policy. Electrical Engineering uses TRAK2 data to develop power outage authorities. Operations Planning uses TRAK2 to determine alternative transport needs during trackwork service interruptions.

Lead times to enter bids in TRAK2 vary depending on the possession. The nominated person places a bid into TRAK2.

Refer: AS&DC SharePoint – Network Access Manual Volume 1 - Network Access Approval (AMD-ASD-MAN-001)

## 2.12 Scope of work entered in PACT

All work proposed in a Possession (including station works, inside locations and outside the danger zone) must be registered in PACT. PACT was developed to improve the handling and management of possession information and must be used to submit work requests.

Refer: AS&DC SharePoint – PACT Quick User Guide (AMD-ASD-GUI-003)

Project Managers are required to enter their scope of work in PACT for Closedown or Configuration and Midweek Possession greater than 12 weeks prior to the possession and 6 weeks prior to the midweek possession.

PACT requires the following details:

- Work Site Identification – Project name, Project number, budget, Work description, identify critical risk to hand back, electrical permit requirements and identify worksite safety risks
- Program Type & Owner
- Working area – track location and kilometrage
- Proposed Production
- Plant/resources required and
- Site Staff

The initial scope must be entered as stated above, however, the Site Staff information can be entered before the Finalisation meeting held 4 weeks prior to the possession. Site Staff information for midweek possessions is required 1 week prior to the possession.

### 2.13 Possession Start times

All possession start and finish times including requests for power outages are detailed in Network Access Manual Volume 1.



#### Note

It can take many hours to electrically isolate the power and place protection for possession areas. Unless prior arrangements are made on weekend possessions access to the track is generally from 0600 hours on the first morning of the possession.

### 2.14 Late Scope Approval (proposed or detailed at meeting)

Any scope presented at the Works Coordination Meeting (WCM) or less than 12 weeks prior to the possession will be deemed as new proposed scope and dealt with under the General Manager Approval process – Memo –“Submission of Scopes for Weekend Possessions”, dated 10th July 2013.

If new proposed scope of work is submitted at the WCM, the risks of scope clashes or blocking work trains, the impact of congested or combined worksites, the conflict between worksites and track vehicle movements are assessed by the NAM. The NAM informs the Project Owner that the new scope of works is rejected or accepted.

If the new scope of work is accepted the Project Owner must update PACT immediately after the WCM.

### 2.15 Late/Change of Scope Submissions – Deputy Executive Director Approval

Any new scope of work submitted less than 12 weeks from the possession is considered late. Project Managers must seek formal approval by both their Deputy Executive Director (DED) and the DED, Asset Management Division in accordance with; Late Scope Request Process – AMD-ASD-GUI-002.

If the additional scope is approved by both DEDs the scope will be accepted in PACT

Any request for new scope of work after the Finalisation Meeting (which is held 4 weeks prior to the possession date) will not be accepted unless it is designated as “urgent<sup>2</sup> work”. The request to carry out urgent work is assessed by the NAM. At this late stage, the impact to other scopes may be severe and may require the setting of priorities between scopes. Acceptance or rejection of “urgent work” is processed under the DED Approval process.

The impact, including Service Planning’s ability to amend and redistribute STNs will be conveyed to the respective DEDs in their consideration for approval of the scope inclusion.

<sup>2</sup> Urgent work is work that is required for the purpose of addressing any infrastructure issue considered by the Engineering & Maintenance Directorate to have the potential to deteriorate below base operating standards within the normally agreed target timeframes and the upcoming configuration possession meets the timeframe. Delaying to the next configuration possession is not an option.

The NAM and Program Coordinator also identifies and notifies relevant people on the impact the new scope has on combined worksites.

Refer: AS&DC SharePoint – Late Scope Request Guide (AMD-ASD-GUI-002)

## 2.16 Who Must Attend the Meetings

Workgroups (projects) must be represented at each meeting by a suitable nominated person. It is vitally important that the nominated person has intimate knowledge of the works, constraints and the work method to be used, and has the authority to make informed decisions.

If a project is not adequately represented, the project may be cancelled.



### Note

A “nominated person” is a person that has knowledge of the scope of work and the work method to be used, and therefore can make informed decisions if issues arise.

## 3 Works Coordination Meeting

The Works Coordination Meeting (WCM) is held 12 week prior to the Closedown or Configuration possession. The equivalent meeting is held 6 weeks prior to and covers a six week forward look ahead into the issues and requirement for the Midweek possessions.

The meeting is used to plan and confirm possession and electrical isolation boundaries, scope, identify risks affecting safety, rail safety, scope clashes, and possession delivery, combined and congested worksites and to coordinate work train and track vehicle movements for major periodic maintenance, capital and stations works, External Party works and Transport projects. This meeting validates, discusses and plans for critical scopes and early start time requirements.

Refer: AS&DC SharePoint – ASDC Works Coordination Meeting Guide (AMD-ASD-GUI-013)



### Note

During Closedowns or Configuration Possessions where it is known that rail traffic will stop operating for periods greater than 72 hours affecting large areas of track circuited lines, a risk assessment must be pre-arranged and undertaken by a suitably qualified signalling person. This strategy and any inspection and test plan is to comply with the requirements of Sydney Trains Engineering Procedure – Apparatus Seldom Used PR S 40007.

- Where the closedown or possession is related to **one project**, that project shall arrange for a suitable inspection and test plan and allocation of resources
- Where there is a closedown or possession with **multiple projects** then the District Program Coordinator shall liaise with the ASDC Senior Program Engineer Construction for allocation of suitable resources

### 3.1 Critical Projects for possession on time handback

Projects that have the potential to impact the possession handback to Network Operations are required to complete a project handback assessment form which will ensure contingencies are in place and can be initiated if project timelines are not met.

Project handback information and any specific requirements that are identified prior to the WCM are discussed and plans made to ensure that all contingencies and requirements are considered to ensure scope delivery. The following requirements are discussed and planned:

Early possession start requirements

Early possession protection requirements – staged to meet critical scope times

Early High Voltage/Low Voltage power isolation permit requirements

Early access to track and/or work trains – staged to meet critical scope times

Track access locations

Project Managers must submit their handback assessment form (AMD-ASD-FOR-015) no later than 8 weeks prior to the possession which also identifies any critical project milestones that could affect the completion of their work within the allocated possession time.

Refer: AS&DC SharePoint – Possession Handback Assessment Operational Procedure (AMD-ASD-SOP-010)

### 3.2 Electrical Controls

A suitably qualified representative from the electrical discipline or delegate should attend each WCM, Finalisation and Prepossession meeting and explain; electrical permits requirements, isolation time, hand-backs or any testing requirements, permit issue and return locations, isolation parameters and walk through requirements.

### 3.3 Chronological Train List

The Chronological Train List (CTL) is developed and approved by the AS&DC business unit.

The CTL is the Configuration Possessions work train and track machine (track vehicles) movement timetable that is developed based on a track speed of 15 kph whilst within the possession boundaries.



#### Note

Outside the boundaries of worksite parameters, a higher track speed can be adopted providing agreement is reached with the Possession Protection Officer (PPO)

The draft CTL is discussed at the WCM to determine the arrival and an exit time requirements and overnight stabling locations for work trains and track vehicles for critical jobs.

Critical work trains and track vehicle movements are discussed in detail to identify clashes with various worksites; critical arrival times, work train configuration, train path and stabling requirements



The CTL is developed based on rail-bound movements, planned worksites and other details discussed at the WCM. The CTL will include entry points and times to enter and leave the possession as well as movements between worksites.

Amendment to the CTL is made following the WCM and version 1 of the CTL is submitted to Service Planning, Work Train Planning Manager and Australian Rail Track Corporation (ARTC) and Country Rail Network (CRN) no later than 10 weeks prior to the Possession.

Any further changes to the CTL must be made and the Final version submitted to Service Planning, Work Train Planning Manager and ARTC and CRN no later than 8 weeks prior to the Possession.

Sydney Trains boundaries that overlap with the ARTC and CRN are to be identified and managed accordingly.



#### Note

Requested changes to the CTL less than 8 weeks prior to the possession will not be accepted.

### 3.4 Coordinated Worksites

Based on the Network Rules and Procedures requirements to maintain 500 metres between each workgroup a risk assessment is carried out to determine what workgroups need to be combined into one worksite.

An assessment is also carried out to identify additional worksite safety risk and mitigation requirements associated with congested areas due to the work or access arrangements.

Once the need for a Coordinated Worksite (CW) is established a draft Coordinated Worksite Management Plan Track Diagram is developed which displays the location of worksites and location of delineation markers.

A suitably qualified person is assigned the role of the Coordinating Protection Officer (CPO).

### 3.5 Congested Worksites

Where the planning for the possession identifies complex and/or congested site access issues involving multiple workgroups/activities/access at the one location a risk assessment may determine the need to nominate a Site Access Coordinator. Once the need for a Site Access Coordinator has been established the relevant Project Owner of the worksite utilizing the site access will nominate a qualified worker to develop a Congested Worksite Management Plan.

The Site Access Coordinator coordinates all worksite related access and movements of personnel and equipment as allocated. The Site Access Coordinator coordinates with applicable Qualified Workers and/or the Coordinating PO as required.

If the CW also has congested track access the CW Plan will include a Congested Worksite Management Plan.

**Note**

The individual worksite Supervisor is responsible for the overall safe delivery of the scope of work. The role of the CWPO is to plan and manage the overall safety interface between jobs for the Combined Worksite.

### 3.6 Interface Issues

Interface issues where possessions overlap with rail operator/maintainers (ARTC) are discussed and responsibilities for managing the possession at the interface are documented.

## 4 Finalisation Meeting

The Finalisation Meeting is held a minimum of 4 weeks prior to the possession and is required to review and finalise the possession planning for the nominated closedown or weekend possession which includes any outstanding issues and actions identified at or following the WCM. The Finalisation Meeting is also the last opportunity for Project Managers to review and complete the planning details for GM approved late (Refer Late Scope Approval) scope of work.

Workgroups (projects) must be represented at each meeting by a suitable nominated person.

The Track Diagram which shows the boundaries of the possession and the location of the possession protection is displayed and discussed.

Scope critical risks such as; early start and finish times, worksite safety, rail safety, critical scope project contingency scheduling, possession limits in relation to electrical isolations, worksite staffing details, combined/congested worksites are also discussed, verified and validated.

In conjunction with the project owner, all scheduled work has a final review to verify and confirm that the scope of work will be delivered and any additional final planning details are completed.

Refer: AS&DC SharePoint – ASDC Finalisation Meeting Guide (AMD-ASD-GUI-001)

### 4.1 Final Chronological Train List

The final version of the CTL is discussed and validated to confirm the track vehicle possession arrival and exit times and any overnight stabling arrangements.

Validation is required to confirm; work train configuration, train paths, TOC Waivers if applicable, track vehicle movements causing delays to critical scope of works and any unusual stabling arrangements.

Discussions will also validate and confirm arrangements and the timing for booking out infrastructure and the critical passage of track vehicles and the placement of protection prior to commencing work.



## **4.2 Coordinated Worksite Coordination Plans**

If the need for a Coordinated Worksite was established, the nominated CPO in conjunction with the NAM will discuss and explain the Coordinated Worksite arrangements including; communication arrangements between jobs, sign on and off requirements and the designated number of workgroups in the Coordinated Worksite.

## **4.3 Congested Worksites and Access Restrictions Plans**

If a Congested Worksite was identified at the WCM, the nominated person must discuss and disseminate the relevant Congested Worksite Management Plan. Including the following; number of jobs in the congested worksite, site management detail, site access egress diagrams, site access sequence and traffic management arrangements and heavy plant movement.

## **4.4 Records of Meetings**

The meeting chair maintains minutes of all meetings for audit purposes.

Refer: AS&DC SharePoint – Possession Management Checklist (AMD-ASD-FOR-014)

## **4.5 Possession Scope changes.**

Additional requirements or amendments as a result of the Finalisation Meeting are made to the Possession Work Program by the NAM with the final version released and circulated to attendees as soon as possible

# **5 Neighbour Notifications**

Sydney Trains are authorised to conduct maintenance to carry out construction work which creates noise under the conditions of our Environment Protection License (EPL).

An important condition of the License requires the Program Coordinators to identify work which is likely to create noise which is considered offensive to local residents. Consideration is given to works which are carried out, outside of normal business hours

- Monday to Friday -before 0700 hours and after 1800 hours
- Saturday -before 0800 hours and after 1300 hours
- Sunday - all day

At least 4 weeks prior to the possession and to facilitate compliance, the relevant district Operations Liaisons Officer (OLO) in conjunction the Possession Works Coordinator will arrange for letterbox drops to all neighbouring residents of any proposed railway maintenance or construction activity being conducted outside normal working hours. The notification will be delivered to neighbouring residents within 250 metres on both sides of the rail corridor or specific work location at least 7 days in advance of the work.

## **5.1 Interface Issues**

The NAM will identify any interface issues that overlap with rail operator/maintainers (ARTC, CRN etc.) to reach agreement and document responsibilities for managing the possession at the critical interface locations.

## **5.2 Late/Change of Scope Approval**

No new scope or major changes to scope will be accepted at the Finalisation Meeting.

As a general rule, late scope will not be accepted within 12 weeks of the possession unless the work group's DED and the DED Asset Management approve the scope for inclusion.

Any late scope that requires a new entry into TRAK 2 (Service Planning online tool to enter requests for all temporary timetable changes) which will subsequently change the STN or the Electrical Authority within the 12 weeks prior to the possession will not be considered, unless the changes can be accommodated by Service Planning, Electrical Engineering and Coordination Manager.

Late scope requested less than 14 days from the possession which requires an alteration in TRAK 2 (Power Outage and Possession Boundaries and Train Arrangements) will not be accepted.

## 6 Prepossession Meeting

The Prepossession Meeting is held to:

- Brief and induct Protection Officers and Supervisors on the specifics of each configuration/closedown possession
- Disseminate information on safe working arrangements, including live track interfaces, possession boundaries, and electrical isolation requirements, combined worksite and congested worksites, if applicable
- Brief attendees on lessons learnt from previous possessions and to inform attendees of new possession processes and procedures

The Project Owner must ensure that all final worksite staff information has been included in PACT at least 7 days prior to the Prepossession Meeting date.

The Prepossession Meeting is held not less than 3 days prior to the possession. A set of Prepossession Briefing Notes (AMD-ASD-TEM-001) are issued electronically prior to the meeting.

These Notes include necessary information such as PPO Office contact details, Track Diagrams showing possession configuration protection arrangements, Safe Notices, STNs, Lessons Learnt, Possession Notices and the approved Possession Works Program (Scope of Work) for the nominated Configuration / Closedown Possession.

Failure to have adequate representation at this meeting may lead to the cancellation of the Job and notification of the impact on the possession to their DED.

Jobs not adequately represented at the meeting will be cancelled unless there is an agreement with the NAM prior to the meeting.

Worksites will not be authorised to start work unless it is included in the Possession Works Program presented at the Prepossession Meeting.

No changes to the Possession Works Program or the possession configuration will be made at the Prepossession Meeting unless identified as "Urgent" work.

Urgent works are works required for the purpose of addressing any infrastructure issues considered by the Engineering and Maintenance Directorate to have the potential to deteriorate below base operating standards within the normally agreed target timeframes.

Urgent work will only be accepted into the possession after the conclusion of the Prepossession Meeting subject to all approvals described in Late Scope Request Procedure.

Refer: AS&DC SharePoint – ASDC Pre-Possession Meeting Guide (AMD-ASD-GUI-010)

### 6.1 Details Presented at Prepossession Meeting

The Prepossession Meeting is used to induct worksites via their representing officer into the planned possession. Detailed possession notes distributed via email prior to the meeting and presented at the meeting to discuss:

- Protection arrangements (track diagram, electrical isolation)
- Possession Works Program with job numbers and contacts

- Critical<sup>3</sup> works and specific requirements.
- Documentation, if required relating to management of Combined Worksites / congested worksites and access.
- Possession risk and appropriate controls. (live adjacent tracks, level crossings, electrical isolation etc)
- Communication protocols.

## 6.2 Prepossession Meeting Notes Include Specific Forms

- Worksite Restoration Checklist
- Infrastructure Certification and Handover form
- Level 5 Incident Report template
- Possession Briefing Register

Attendees must use and disseminate all information discussed and at the prepossession Meeting to worksite staff at their pre-work briefings prior to the commencement of work.

## 6.3 Worksite Incident Reporting.

All incidents must be reported as follows:

- Prompt notification of serious incidents to '000' emergency services (if required), the Network Control Officer and the PPO
- Prompt reporting of serious environmental incidents to the Network Control Officer, the Environmental Officer or the nominated contact person for the district and the PPO
- Injuries are reported to the PPO and the Injury Hotline
- Safe Working, Safety, Near Miss, Work train or track machine incidents must be reported to the PPO and the Rail Management Centre



### Note

The escalation process for managing notifiable and serious incidents (e.g. serious damage, serious injuries) as defined by WorkCover is shown in SMS Element 17, SMS-17-OP-3102 Notify Safety Incidents.

## 6.4 Work Train and Track Machine movements

The STN and CTL are discussed to ensure representatives understand the configuration of work trains and track vehicles and their critical train path requirements, stabling arrangements and any requirements to prevent worksites from blocking trains moving into position.

<sup>3</sup> A specific scope of work which, if delayed, could prevent hand back of the possession to Operations.

## 6.5 Records of Meetings

The meeting chair maintains minutes of the meetings and attendance for audit purposes.

# 7 Delivering the Possession

## 7.1 PPO Induction

The PPO rostered for the first shift of the possession should attend the Prepossession Meeting and receive the possession induction including any critical scope requirements such as early start time. If this is not possible, arrangements are to be made for the NAM to induct the PPO.

The NAM will brief the first rostered PPO on any late scope (GM approval) if work was added after the Prepossession Meeting.

## 7.2 Track Vehicle movements.

Prior to the Possession Protection Officer taking the Local Possession Authority<sup>4</sup> (LPA), Work Trains and Track machines (track vehicles) are Piloted<sup>5</sup> into their final worksite location or stabling location to await the commencement of work.

## 7.3 Taking the Local Possession Authority

The Possession Protection Officer telephones the Train Controller responsible for the specific portion of track to ask permission to take the LPA.

Once the coordinating Train Controller authorises and issues the LPA, the PPO arranges to protect the boundaries of the LPA as described in the Possession Protection Constraints Register (PPCR).

Refer: Network Rules NWT 302 and Network Procedures NPR 700

## 7.4 Possession Protection

This PPCR is used to manage the placement of protection by the Protection team. Protection is placed at the boundaries of the LPA in the form of; rail track signals, a red flag and or point clips.

Work can only commence prior to the LPA being fully protected if earlier arrangements were made at the planning meetings, otherwise work is not permitted to commence until the LPA is fully protected

Refer: AS&DC SharePoint – Verification and Approval of the Possession Register Operational Procedure (AMD-ASD-SOP-006)

Refer: AS&DC SharePoint – Application of Possession Protection Operational Procedure (AMD-ASD-SOP-007)

<sup>4</sup> A local Possession Authority (LPA) is used to close a defined portion of track for a specified period.

<sup>5</sup> Pilot is a competent worker, who accompanies, directs or guides rail traffic crews and tells them about local conditions and operating restrictions on running lines at worksites.

## **7.5 Cascading the Prepossession Meeting Requirements**

Representatives who attended the Prepossession Meeting must ensure that the information and documentation received at the meeting are cascaded in full to the Protection Officer (PO) on the first shift on their project. The first shift PO ensures all relevant details covered at the Prepossession Meeting are included in subsequent inductions to worksite staff.

Any following shift PO's will also receive the information disseminated at the Prepossession Meeting during handover. This information is used to carry out any other site inductions.

Inductee's name and signature are maintained.

POs provide the worksite protection component of the Pre-Work Briefing to all persons at the worksite.

Worksite Supervisors are responsible for providing Pre-Work Briefings which include the site-specific content for a worksite including reference to hazardous locations register in addition to any necessary information from the possession induction (possession notes) that may be required.

## **7.6 Work Commences**

Worksite representatives phone the Possession Management Centre (PMC) to seek permission to commence work. The PMC office staff record the actual start time and location of individual worksite protection in PACT.

Work cannot commence until the worksite has signed on duty.

## **7.7 Possession Manager - Monitoring Critical Work**

The role of the Possession Manager is to monitor the progress of all projects against key milestones and report any exceptions using the escalation protocol.

A Possession Manager is rostered to manage the daily coordination and progress reporting for possessions. Critical projects will be monitored against their critical milestones. At any time where actual progress does not meet a nominated critical milestone or is not projected to meet a critical milestone, it will be escalated.

There will be progress updates sent via SMS on critical projects at 10 am & 6 pm on Saturday and 10 am, 6 pm & 9 pm on Sunday. On Sunday at 4 pm a phone hook-up will be held to confirm possession hand back progress.

## **7.8 Possession Handback**

Upon completion of work, prior to fulfilling the LPA the PPO must:

- Confirm the location of work trains, track vehicles and Hi-Rails and workgroups have cleared the possession area and removed Worksite Protection
- Confirm all possession protection including point clips, flags, RTS, lights and delineation lights have been removed
- Confirm all points and signals are restored and tested before returning the track for service.
- Confirm power has been restored



- Advise the Network Control Officer of any speed restrictions or other restriction that may affect track usage
- Advise the Network Control Officer of staged handback or addition track work authority if additional protection will be required following the LPA to complete any work
- Ensure that all work groups have signed and forwarded a copy of the following to the PMC:
  - Infrastructure Handover and Certification Form and restoration checklist - forms which have Booked Out infrastructure or Residual Risk identified on the form (Refer Possession Notice 10) are to be collated and sent to the ICON Duty Manager
  - Infrastructure Booking Authority (where applicable)
  - Report (for Safety, SafeWorking, Damage, Environmental, or Reliability incident).

Fulfil the Local Possession Authority as per the Network Rules and Procedures.

## **7.9 Possession Reporting**

The Program Coordinator must ensure that the Possession Production Report is prepared and submitted upon completion of the possession to all applicable officers.

The PPO must ensure that the Possession Information Report is prepared and submitted upon completion of the possession to all applicable officers.

A report is to be prepared by the Possession Manager for submission to ICON at the end of the possession to detail any outstanding issues affecting the infrastructure with the potential to impact train operations (eg: outstanding welding requiring a track speed restriction)

## **8 Mid - Week Possessions**

All Mid-Week possessions are created in PACT (based on the Mid- Week possession program), and the PACT system used to manage the possessions. For the Central District, the Possession Support Officers (PSO) will enter their regular nightly scopes into PACT, and only additional (non-regular) work groups will enter their own scopes.

Mid-Week possessions are set up at least 2 weeks prior to possession where possible. Other district PSO's are to hold regular planning meetings with NMD and MW staff approximately 20 weeks prior to possession and scopes are to be entered into PACT by the relevant workgroup. In the lead up to the possession, minimum 2 weeks prior, the PSO is to prepare the possession documentation (briefing notes, constraints registers) and resolve any potential clashes of worksites.

On a nightly basis, all PO's are to report to the PPO's office for a meeting to confirm work locations and possession briefing.