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weekly notice

Monday, 27 March 2017
Sunday, 2 April 2017



See online for all Safeworking Information

www.railsafe.org.au

Safeworking information, such as Weekly Notices and SAFE Notices, is available on the RailSafe website.

By accessing Weekly Notices and SAFE Notices online, you will receive safety information more quickly. Weekly Notices remain on the RailSafe website for two years; Permanent and Temporary SAFE Notices remain online as long as they are current.

Anyone needing back issues of Weekly Notices and SAFE Notices should contact the Network Rules unit.

If you are outside Sydney Trains, you can reach the RailSafe website via the following address:

www.railsafe.org.au

Other Safeworking documents, such as Network Rules, Network Procedures, Network Local Appendices, Safeworking Policies, SafeTracks flyers, and contractor information are also available online.

**GROUP MANAGER SAFETY AND ACCREDITATION
SYDNEY TRAINS**

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PUBLICATION DEADLINES AND SUBMISSION OF ARTICLES

Dates of the next four Weekly Notices and deadlines for articles are:

Weekly Notice	For Week	Deadline
14	3/4/17–9/4/17	7/3/17
15	10/4/17–16/4/17	14/3/17
16	17/4/17–23/4/17	21/3/17
17	24/4/17–30/4/17	28/3/17

So that printing and distributing schedules can be met, it is essential articles are received by the deadline.

Late articles will be published in the next issue of the Weekly Notice. This may result in information not being distributed in time for it to be acted upon.

When submitting articles, please include your name, position title, telephone numbers and email details at the end of the articles as shown below:

Steve Swanson

Network Rules Specialist

Tel: 02 8922 4183 (external) 2 4183 (internal)

Email: stephen.swanson@transport.nsw.gov.au

END OF DAYLIGHT SAVING – ADJUSTMENT OF CLOCKS

At 0300 hours (3.00 am) on **Sunday, 2 April 2017** daylight saving will end and it will be necessary for all clocks to be set back one hour as soon as practicable after 0300 hours.

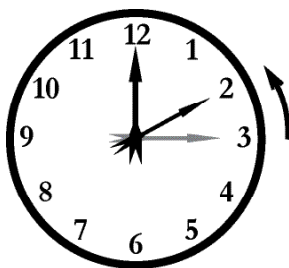
That is, a clock at 0300 hours (3.00 am) EDST (eastern daylight saving time), needs to be set back to show 0200 hours (2.00 am) EST (eastern standard time).

Adjustment of clocks will be arranged as follows.

Mechanical, battery-operated and synchronous electric clocks

All clocks, other than impulse clocks and synchronous clocks that are adjusted by Network Maintenance Division - Operational Technology staff, shall be set back one hour by the officers normally responsible for correcting the time of the clocks.

Note: Clocks numbered SSR1-2 etc. must *only* be set back in the direction of the arrow marked on the clock case. Considerable damage can be done to this type of clock movement if the hands are moved in the direction opposite to that shown by the arrow.



Impulse clocks

Electric impulse clocks, in which the minute hand advances at half-minute intervals, are controlled from a Master Clock, and will be set back one hour by Network Maintenance Division - Operational Technology staff.

Tower clocks

This will include the Sydney Terminal Tower Clock, it will be set back one hour by Customer Environment Division – Facilities Maintenance staff.

Attendance recording machines

Attendance recording machines will be set back one hour by the staff normally responsible for making attendance recording machine adjustments.

Under arrangements commenced on 1 July 1990, any adjustment difficulties encountered with these machines will need to be rectified by the private firm undertaking maintenance and repairs to those individual machines.

Adjustment difficulties

The Electrical Operating Centre (telephone 9 491 1) should be advised by 1200 hours (noon) on Sunday, 2 April 2017, of any impulse clock that has not been set back one hour (but not any time recorder).

George Asimakopoulos

Passenger Information Operations Manager

Tel: 9379 3741

DIGITAL PROTECTION OFFICER WORKBOOKS (PO WORKBOOK)

The Digital Protection Officer Workbook will deliver easy to use forms that help Protection Officers (POs) compile their worksite protection workbooks. These interactive forms help the business by lowering print costs and paper waste and will build a knowledge-base through captured data that improves safety measures across the network.

The Digital PO Workbooks will eventually transition to a browser-based and native application that streamlines worksite protection planning for Rail Safety Coaches, Protection Officers and others who use Safeworking methods. During this transition period the current printed PO Workbook can still be ordered and used, or the print-ready PDFs that currently sit on the RailSafe website can be filled out and printed. When the native application is ready for use in 2018 these printed resources will be phased out.

The Digital PO Workbooks are made up of six interactive web-based forms where worksite protection plans can be created, saved and printed in both online and offline modes. Users can start filling out a form at their office or on a desktop and then continue onto the worksite using a mobile device. The user can continue to complete and keep these forms locally on any mobile device should their internet access be interrupted while in the field. Once reconnected, the form can then be submitted online.

The forms are emailed to the user and can be printed or saved, and is easy to compile for submission for POs to use as part of the recertification process.

Captured data will provide information that helps us build a safer network by identifying and augmenting the Worksite Protection Hazardous Locations Register, and other safety processes used in the rail corridor.

This resource will be available in early April, but interested Protection Officers can apply to beta test the forms by contacting the Network Rules Unit at nru@transport.nsw.gov.au.

STATUS OF TOM NOTICES

Number	Title	Issued	Effective
001–2007	Introduction of TOM Notices	13/09/07	13/09/07
017–2007	Operating Instruction Manual for Hunter rail car	1/11/07	13/11/07
019–2007	MK16 Vigilance control on XPT power car	2/11/07	8/11/07
018–2007	Emergency equipment boxes RailCorp train fleet	1/11/07	19/11/07
004–2008	OMDT 450: Description and operation of XPT trains	1/5/08	11/5/08
008–2009	OMET 264: Minimum tractive effort requirements	1/10/09	11/10/09
010–2009	OMDT 461: XPT radio amalgamation unit (RAU)	26/11/09	6/12/09
011–2009	OMDT 462: XPT MetroNet radio	26/11/09	6/12/09
012–2009	OMDT 463: XPT CountryNet and local radios	26/11/09	6/12/09
013–2009	OMDT 464: MultiChannel radio	26/11/09	6/12/09
014–2009	OMDT 465: XPT train-to-base radio	26/11/09	6/12/09
001–2010	OMDT 458: Train preparation of XPT trains	18/2/10	28/2/10
010–2011	XPT 030: Minimum Operating Standards	28/7/11	7/8/11
001–2012	OMET 266: Operation of Y-Set Trains	2/2/12	12/2/12
010–2012	48 Class: Train Operations Manual (TOM)	25/10/12	4/11/12
011–2012	TWP 178: CountryNet and Local Radios	29/11/12	9/12/12
001–2013	Operation of H-Set (Oscar) Trains Fitted with Automatic Train Protection (ATP) Equipment	17/1/13	27/1/13
003–2013	48 Class: Wheels	7/2/13	10/2/13
013–2013	OMDT 454: Disabled Train	23/5/13	2/6/13
015–2013	OMET 200: Minimum Standards for Electric Trains	30/5/13	9/6/13
002–2014	OMET 220: Wheelslip light indications	20/2/14	2/3/14
005–2014	Operation of T-Set (Tangara) Trains fitted with ATP equipment	3/4/14	14/4/14
011–2015	ATP Train Testing	17/9/15	29/9/15
012–2015	Guards Trial: Waterfall to Wollongong	24/9/15	6/10/15
010–2015	Drivers Mobility Trial	24/9/15	6/10/15
002–2015	TWP 182: Digital Train Radio System (DTRS)	1/10/15	2/11/15
002–2016	Train Crew Mobility Program	28/4/16	8/5/16

Continued on the next page

Number	Title	Issued	Effective
004–2016	OMET 262: Failure of Train Management System	14/7/16	24/7/16
006–2016	OMDT 400: Minimum Operating Standards for Xplorer and Endeavour trains	11/8/16	21/8/16
009–2016	OMDT 502: internal Emergency Door Release and Passenger Emergency Intercom alarm for Hunter Rail Cars	22/9/16	2/10/16
010–2016	TWP 150: Damaged or Missing Window Glass	20/10/16	30/10/16
001–2017	Incorporation of Waratah, OSCAR and Millenimum TOM Notices and Safe Notices into the TOM	19/1/17	29/1/17
002–2017	Amendment to OMET 200, XPT 030, OMDT 400 & OMDT 500:(Visibility Lights)20/2/14	19/1/17	29/1/17
003–2017	Exception to TWP 100	19/1/17	29/1/17

STATUS OF PERMANENT SAFE NOTICES

Number	Title	Issued	Effective
039–2016	Use of the Automatic Track Warning System (ATWS) on the Network	22/9/16	2/10/16
040–2016	Speno Ultrasonic Testing	29/9/16	9/10/16
041–2016	Trial of Worksite Delineation Markers	6/10/16	18/10/16
042–2016	Network Rules – Network Procedures	27/10/16	6/11/16
046–2016	Network Rules – Network Forms – Network Procedures	1/12/16	11/12/16
047–2016	Shared Corridor Protocols - Metropolitan Freight Network (MFN) - Southern Sydney Freight Line(SSFL)	1/12/16	11/12/16
048–2016	Operator Specific Procedures	8/12/16	18/12/16
049–2016	NWT 310 – Lookout Working	12/1/17	22/1/17
050–2016	NPR 711 – Using Lookouts	12/1/17	22/1/17
051–2016	NPR 751 – Calculating Minimum Warnign Time	12/1/17	22/1/17
052–2016	NPR 752 – Using ATWS	12/1/17	22/1/17
001–2017	WAR 030 Minimum Standards	12/1/17	22/1/17
002–2017	XPT 030 MOS	12/1/17	22/1/17
003–2017	Management of work on track at Interface	12/1/17	22/1/17
004–2017	Unreliable track circuit operation	25/1/17	5/2/17
005–2017	Network Rules Publications	9/2/17	19/2/17
006–2017	Use of Network Rules Forms	9/2/17	19/2/17
007–2017	NGE 204 - Network Communication	23/2/17	5/3/17
008–2017	Trial of Signal Key Switches	2/3/17	12/3/17

Steve Swanson

Network Rules Specialist

Tel: 02 8922 4183 (external) 2 4183 (internal)

Email: stephen.swanson@transport.nsw.gov.au

STATUS OF NETWORK MANUALS AND FORMS

Network Manuals

Title	Status Sheet	Date issued
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Network Rules

General	11	March 2016
Work on Track	14	March 2016
Train Working	10	March 2016
Systems of Safeworking and Special Working	6	March 2016
Signals and Signs	11	March 2016
Glossary	8	July 2012

Network Procedures

Procedures	15	March 2016
Forms	10	March 2016

Note, when filing your Network Rules and Procedures they should be comprised of the following amendment packs:

- August 2005 (Total reprint)
- May 2007
- November 2008
- June 2010
- December 2010
- July 2012 (Latest amendment packs. Note, 2 packs were issued)
- July 2014
- March 2016

Network Local Appendices	RailSafe Website	Online documents
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Operator Specific Procedures	RailSafe Website	Online documents
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Title	Version	Date issued
Train Working Procedures		
TWP 100 (New)	4	November 2015
TWP 102	3	May 2012
TWP 106	3	May 2012
TWP 108	4	May 2012
TWP 110	3	May 2012
TWP 112	3	May 2012
TWP 114 (New)	4	November 2015
TWP 116	3	May 2012
TWP 118 (New)	4	November 2015
TWP 120	3	May 2012
TWP 122	3	May 2012
TWP 124	3	May 2012
TWP 126	3	May 2012
TWP 128	3	May 2012
TWP 130	3	May 2012
TWP 132	3	May 2012
TWP 134	3	May 2012
TWP 136 (New)	4	November 2015
TWP 138 (New)	4	November 2015
TWP 142	3	May 2012
TWP 144	5	May 2012

Title	Version	Date issued
TWP 146	3	May 2012
TWP 148	3	May 2012
TWP 150 (New)	4	November 2015
TWP 152 (New)	4	November 2015
TWP 154	3	May 2012
TWP 156 (New)	6	November 2015
TWP 158	3	May 2012
TWP 160 (New)	4	November 2015
TWP 162	3	May 2012
TWP 164	4	May 2012
TWP 166	3	May 2012
TWP 168	3	May 2012
TWP 170	3	May 2012
TWP 172	4	May 2012
TWP 174 (New)	2	November 2015
TWP 176 (New)	1	November 2015
TWP 182 (New)	1	November 2015
TWP 184 (New)	1	November 2015
TWP 188 (New)	1	November 2015

Network Forms

Title	Form version	Date issued
NRF 000 General Information	N/A	July 2014
NRF 002 Track Occupancy Authority	6	July 2014
NRF 003 Infrastructure Booking Authority	4	July 2014
NRF 004 Condition Affecting the Network	3	July 2014
NRF 005 Special Proceed Authority	4	July 2014
NRF 007 Pilot Staff Ticket	3	July 2014
NRF 008 Pilot Staff Notice	3	July 2014
NRF 010 Pilot Staff Working Introduction	3	July 2014
NRF 011 Worksite Warning	3	July 2014
NRF 012 Checklist for an Unsignalled Movement within Consolidated Yard Limits	3	July 2014
NRF 013 Temporary Rail Bond Approval	3	July 2014
NRF 014 Pre-work Briefing	3	July 2014
NRF 015A Worksite Protection Plan	3	July 2014
NRF 015B Worksite Protection Plan for Lookout Working	3	July 2014
NRF 015C Worksite Protection Plan ASB	1	March 2016
NRF 016 Protection Officer's Log Book	2	July 2014
NRF 017 Protection Officer's Diary	2	July 2014
NRF 018 Absolute Signal Blocking (ASB)	1	March 2016

REQUESTS FOR NETWORK MANUALS AND FORMS

Please regularly check that your Network Manuals and Forms are up to date and include the current status sheet numbers for each section, as listed in this Weekly Notice.

If your manuals do not have the correct status sheets, they have not been properly amended and the Safeworking information will not be up to date.

All Sydney Trains staff issued with Network Manuals and who require regular updates and amendments need to contact their relevant distribution officer, as listed in this Weekly Notice, to have their name and contact details included in the distribution list. This will ensure that you receive all updated Network Manuals and Forms.

All requests to receive Safeworking documentation must be forwarded through your controlling officer to the appropriate distribution officer.

Those outside Sydney Trains can access Safeworking information by visiting the RailSafe website at www.railsafe.org.au

DISTRIBUTION OFFICERS

Sydney Trains

Safety and Environment

Maria Economou

Safety Support

Tel: 2 4502 Fax: 2 1840

Email: Maria.Economou@transport.nsw.gov.au

Operations

Martin Bollmann

Area Manager - Hornsby

Tel: 36513

Email: Martin.Bollmann@transport.nsw.gov.au

Ian Bannon

Area Manager - Central

Tel: 94489

Email: Ian.Bannon@transport.nsw.gov.au

Kamal Deo

Crew Manager PPP

Tel: 93964

Email: KAMAL.DEO@transport.nsw.gov.au

Paul Bartolo

Area Manager - Blacktown

Tel: 25938

Email: Paul.Bartolo@transport.nsw.gov.au

Roopali Khanna

Area Manager - Flemington

Tel: 68844

Email: Roopali.Khanna@transport.nsw.gov.au

Catherine George

Area Manager - Mortdale

Tel: 42624

Email: Catherine.George@transport.nsw.gov.au

Mark Karouche

Area Manager - Campbelltown/Leppington

Tel: 91755

Email: MARWAN.KOUROUCHE@transport.nsw.gov.au

Mario Chalouhi

Train Crew Standards Manager

Tel: 42616

Email: Mario.Chalouhi@transport.nsw.gov.au

Hana Farhat

Business Support Officer

Tel: 39435

Email: Hana.Farhat2@transport.nsw.gov.au

William Morrison

Signal Box Operations — North

Tel: 9 1057

Email: William.Morrison@transport.nsw.gov.au

Greg Oxley

Operations — Rail Management Centre (RMC)

Tel: 9 4255 Fax: 9 4438

Email: Greg.Oxley@transport.nsw.gov.au

Mason Fairbrother

Operations — Train Planning

Tel: 2 636

Email: Mason.Fairbrother@transport.nsw.gov.au

Petar Majstorovic

Incident Rail Commander

Tel: 9 1590 Fax: 9 1770

Email: Petar.Majstorovic@transport.nsw.gov.au

Ashraf Riyadh

Customer Service — Illawarra

Tel: 2 7728 Fax: 02 95637728

Email: Ashraf.Riyadh@transport.nsw.gov.au

Jason Cooper

Customer Service — Central

Tel: 9 2776 Fax: 9 3168

Email: Jason.Cooper@transport.nsw.gov.au

Megan Mcrae

Customer Service - North West

Tel: 98489850

Email: megan.mcrae@transport.nsw.gov.au

Maintenance**Fleet Maintenance****Hoshedar Movdawalla**

Fleet Maintenance Sydney Trains

Tel: 2 0532 Fax: 2 1274

Email: HOSHEDAR.MOVDAWALLA@transport.nsw.gov.au

Ram Ramaswamy

Fleet Maintenance Sydney Trains

Tel: 2 0523 Fax: 2 1274

Email: RAMYAVARAN.RAMASWAMY@transport.nsw.gov.au

Network Maintenance**Shannon Newton**

Track Access Coordinator – North

Tel: 95363791

Email: Shannon.Newton@transport.nsw.gov.au

Xerxes Francia

Track Access Coordinator – North

Hornsby Network Base

Tel: 3 6740

Email: Xerxes.Francia@transport.nsw.gov.au

Jonathan Barnes

Track Access Coordinator – West

Blacktown Network Base

Tel: 87512

Email: Jonathan.Barnes@transport.nsw.gov.au

Ennio Soster

SCE

Project Delivery Electrical

Tel: 25236 Fax: 25917

Email: ENNIO.SOSTER@transport.nsw.gov.au

Daljit Kaur

Infrastructure Maintenance — Facilities

Tel: 2 5922 Fax: 2 5950

Email: Daljit.Kaur@transport.nsw.gov.au

Adrian Aquilina

Team leader - Strathfield Mains

Tel: 97526610

Email: adrian.aquilina@transport.nsw.gov.au

Christina Morgan

Administration Support

ICON

Tel: 9379 6051

Email: Christina.Morgan@transport.nsw.gov.au

Edward Lusik

Team Leader Signals

CBD

Tel: 95368135

Email: edward.lusik@transport.nsw.gov.au

Major Works**Greg Page**

Infrastructure Track

Tel: 25375

Email: gregory.page@transport.nsw.gov.au

Michael Warner

Signals and Electricity

Tel: 9848 9333

Email: michael.warner@transport.nsw.gov.au

Logistics & Supply Chain

Murari Singh

Contract Assurance Administrator

Tel: 02 9848 9698

Email: Murari.Singh@transport.nsw.gov.au

Asset Management

Anurag Nehra

Operations Safeworking Supervisor

Tel: 0429 362419

Email: anrag.nehra@transport.nsw.gov.au

Engineering & System Integrity

Teresa Sitjar

Signalling & Control Systems

Tel: 42458

Email: Teresa.Sitjar@transport.nsw.gov.au

Yass Zahab

Geotechnical Services

Tel: 2 7589 Fax: 2 7786

Email: Yassine.El-Zahab@transport.nsw.gov.au

Richard Agostino

C and CS

Tel: 2 0875 Fax: 9 2137

Email: Richard.Agostino@transport.nsw.gov.au

Peter Nilon

Survey Group

Tel: 9848 9904

Email: peter.nilon@transport.nsw.gov.au

Human Resources

Robert Neloski

Training — Learning and Development

Tel: 2 7567

Email: robert.neloski@transport.nsw.gov.au

Ben Hooper-Matthias

Graduates — Internships — Scholarships

Tel: 2 6540

Email: Ben.Hooper-Matthias@transport.nsw.gov.au

Finance and Corporate Services

Graham Church

Compliance and Review Unit

Tel: 4 2143

Fax: 5 0321

Email: Graham.Church@transport.nsw.gov.au

NSW TrainLink

Phil Clancy

Head of Competence & Assurance

Tel: 8574 2960 Mob: 0417694249

Email: phillip.clancy@transport.nsw.gov.au

Ranjit Khera

Shift Manager Operations - Central IC

Tel: 85750559 Mob: 0437275443

Email: ranjit.khera@transport.nsw.gov.au

Dale Merrick

Train Crew Manager - Hamilton/Gosford

Tel: 49629364 Mob: 0427809242

Email: dale.merrick@transport.nsw.gov.au

Wayne Simpson

Train Crew Manager - South

Tel: 42235602 Mob: 0437670621

Email: wayne.simpson@transport.nsw.gov.au

NOTES

Notice to Subscribers

The Weekly Notice is issued every Tuesday and takes effect from the following Monday.

Those who require the Weekly Notice must ensure they receive it and are aware of the changes that affect their work duties and responsibilities.

Group Manager Safety and Accreditation
Sydney Trains
Level 4, 477 Pitt Street
Sydney NSW 2000
Tuesday, 14 March 2017