

Weekly Notice Advertisements

Weekly Notice advertisements must be approved prior to submission to Network Rules. Approved advertisements are to be sent via email in a MS Word document. Maps, diagrams and images are to be attached as an Adobe PDF. Submissions are to be emailed to:

Paul Davis

Network Rules Specialist

Paul.Davis@transport.nsw.gov.au

Deadlines for publication

The Weekly Notice dates and submission deadlines can be found on the RailSafe website [Dates of Weekly Notices for 2015](#).

If the work will take place on **28/7/15** the approved advertisement will need to be submitted by **30/6/15**. Submission by the deadline will allow for the Weekly Notice advertisement to be published for two consecutive weeks prior to the work taking place.

WN#	Date work is taking place (Mon to Sun)	Deadline for copy to Network Rules (Tues)
30	27/7/15 – 2/8/15	30/6/15

Example of how to write and format a Weekly Notice advertisement

- Main heading Arial 12
- Body text Arial 11
- Version no. Arial 9

Use em-dash
rather than
colon

Use "hours"
rather than
"hrs"

HORNSBY (NORTH) – HORNSBY MAINTENANCE CENTRE ROAD 9 UPGRADE

Commencing at 0200 hours on **Monday, 25 August 2014**, and continuing until 0600 hours on Friday, 29 August 2014, the following work will be carried out:

- The existing 9 Signal on Road 9 will be renamed 9T
- A new LED signal 9B, displaying Red or Green aspects, will be provided on Road 9 and will be mounted to the underside of the elevated platform at the 8 car marker board within the Hornsby Maintenance Centre.

Use
bullets to
highlight

VER15052014
DIAGRAM VER11042014

[Name in bold]

[Position title], [department name]

Tel: [insert no.] (external) [insert no.] (internal)

Mob: [insert no.]

Email: [insert email address]

[Name in bold]

[Position title], [department name]

Tel: [insert no.] (external) [insert no.] (internal)

Mob: [insert no.]

Email: [insert email address]

Include
relevant
diagrams.

Diagrams
should be
submitted
in Adobe
PDF