

Possession Notice 6

Improving efficiency for all

November 2013

Online Possession Access Requests

This information has been prepared to advise those proposing to carry out works during approved possessions that a new online process is being developed to allow work requests to be submitted and managed online.

Background

The current work request process governing approval to work in possessions is manual, open to errors and inefficient.

Currently, project owners proposing to work possessions must enter their details into an MS Excel form; email it to the Network Access Manager (NAM), who then enters the details into the possession works program.

From that point on, all subsequent amendments are made by the NAM, with project owners having few opportunities to validate the accuracy of critical information.

Possession Access Coordination Tool

A new online system is being developed to streamline the current process. This system will provide users with more control and information.

Project owners will be able to:

- Submit, review and update possession work requests directly;
- See details of the other works booked into possessions.

Improved visibility will reduce the risk of inaccurate information.

For Possession Managers, the system will ensure an improved, more efficient planning and coordination process that is consistent across the network.

Implementation

The new system has been developed in consultation with key users and is in the final phase of development and testing. The new system will be available shortly.

In November 2013, staff from Network Maintenance, Major Works and TfNSW will be asked to participate in workshop sessions to trial the system prior to release.

Following the trial a training package will be distributed to staff along with briefing sessions to support the changeover to the new process.

More Information

If you have any questions about the new system or would like to participate in the trial, please contact the Possession Improvement Team on 8922 0327.



David Cameron
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Asset Management

Date: 29 November 2013

Managers:

Please ensure this Notice is provided to all staff that undertake work within possessions.