

ASSET SCHEDULING & DELIVERY COORDINATION
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MANUAL



Network Access Manual Volume 1

Network Access Approval

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1. 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.

Term	Definition
Access Pre-Advice System	An online tool used to coordinate and provide visibility of planned non-LPA work on track authorities (excluding Lookout Working) across the rail network.
AK Car	Locomotive hauled vehicle which captures diagnostic data for use in the assessment and management of rail assets.
Annual Works Program (AWP)	Approved maintenance works program (routine maintenance and major periodical maintenance) and Sydney Trains Capital Works Program on Infrastructure and Rolling Stock assets.
Approved Possession	A possession that has been accepted and has been assigned a possession number from Trak2 database system.
Asset Management Plan	1-10 years discipline specific Maintenance and known Capital Works Plan.
Asset Scheduling & Delivery Coordination	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.
ATP	As traffic permits (not to be confused with Automatic Train Protection).
Chronological Train List (CTL)	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.
Closedown	A closure of track or tracks over a section or sections over a period greater than 72 hours.
Configuration	A configuration is defined by a set or sets of tracks and boundaries for an agreed time. 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.
Corridor - Freight	The area in which a path of a standard freight route operates as defined in the Standard Working Timetable. E.g., Islington Junction to Lithgow.
Corridor - Passenger	The area in which a path of a standard passenger route operates as defined in the Standard Working Timetable, often described as "T" lines.
Control and Coordination Unit	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 operational networks, systems and applications. The Operating Centre is known as ICON (Infrastructure Control).

Term	Definition
Diversion	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.
Electrical Permit	Authority to allow electrical maintenance personnel to work on or near Sydney Trains maintained electrical infrastructure.
Electrical Representative	A person with the appropriate delegated authority and electrical engineering competence to make judgments about electrical safety.
eNAF	See Network Access Form.
Emergency Possession	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.
Finalisation Meeting	The Finalisation meeting is used to complete the planning process and confirm all arrangements associated with the works and work train movements.
Forward Works Plan	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 Program and the following 2 years of works identified as being P80 (80% accuracy).
Geographical Program Coordination Manager	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.
Late Scope	Any work request made after the possession planning cycle commences with the Works Coordination Meeting is considered late scope.
Lead time	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.
Local Possession Authority (LPA)	An authority that closes a defined portion of track for a specified period.
Major Periodic Maintenance (MPM)	Major periodic maintenance is preventative maintenance, refurbishment, renewals, upgrading or enhancement of existing assets.
Maintenance Window	Window for access for Network Base works both Routine and critical tasks.
Master Schedule (MS)	<p>The Master Schedule is a combined schedule of proposed MPM projects, Capital projects and major external party works (including Transport for NSW 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</p>

Term	Definition
	Trains' and TfNSW and resources are allocated based on that priority.
Mechanised Track Patrol (MTP)	Self-propelled vehicles, MTPV1 and V2 which capture track geometry, rail profile, rail corrugations, OHW geometry, corridor clearance profiling and asset mapping.
MFN	Metropolitan Freight Network managed by ARTC. Botany to Glenlee using separate dedicated tracks.
Midnight to Dawn	Possession occurring between last train service at night and first train service the next morning. Duration varies across the network.
NAG	Network Access Guidelines.
Network	The area bounded by Bomaderry (Nowra), Macarthur, Lithgow and Newcastle.
Network Access Manager (NAM)	The person representing each district who is responsible for planning, bidding, setting up and ensuring efficient use of the possession.
Network Access Form (eNAF)	The form that is to be used to obtain changes to existing planned possessions or additional possessions to be added to the program.
Operations Delivery Directorate	Sydney Trains Directorate responsible for a customer-focused, safe, reliable and efficient train service across the Sydney metropolitan area.
Network Procedures	Procedures issued by Sydney Trains for the safe conduct of work on the Network. To be read in conjunction with the Network Rules.
Network Rules	Rules issued by Sydney Trains to mandate the requirements for safe operation in the Network.
	Brand name for NSW TrainLink intrastate and interstate long-distance passenger services.
NSW TrainLink	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).
Operator	An organisation that manages and operates rail traffic on the Network.
Pilot	A Competent Worker, who accompanies, directs and advises Drivers of rail traffic.
Pilot staff	A metal staff that authorises travel through a pilot staff section.
Pilot Staff Working (PSW)	A method of working rail traffic, using a pilot staff or half-staff, when the normal system of Safe working is not available.
POAT	Power off all tracks.
POBT	Power off both tracks.
Points	A track component consisting of paired pieces of tapered rail that can be moved and set to allow tracks to diverge or converge.

Term	Definition
Possession	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).
Possession Access Approval Meeting (PAAM)	This meeting ensures that any changes to the approved Possession Program can be delivered without conflicting with critical organisational requirements.
Possession Access Coordination Tool (PACT)	Online database which is used to register a scope of work into a possession and allow the PPO to manage the possession.
Possession Handback	Allotted finish time that the track is restored to allow the passage of rail traffic.
Possession Number	A unique six digit number assigned by Trak2.
Possession Protection	The protection afforded in accordance with the Network Rules to prevent unauthorised rail traffic from entering a possession area.
Possession Protection Officer (PPO)	The competent worker that is responsible for coordinating the protection of worksites under a Local Possession Authority (LPA). See also Protection Officer.
Possession Protection Officer Assistant (PPO Assistant)	A qualified PO4 who works under the supervision of the PPO providing support as directed.
Possession Work Request	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.
Power Isolation	Power off the overhead wiring and connected to rail.
Power Outage	Removal of overhead power supply during construction, maintenance and repair on or around the electrical infrastructure in the rail corridor.
Proforma	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 distributed at least two weeks prior to the event.
Project Owner	An authorised person who has the responsibility to deliver a project, whether it be RM, MPM, Capital or External Party Works (Sydney Trains representative).
Project Safety Agreement (PSA)	The Project Safety Agreement (PSA - SMS-06-FM-1362) defines the resulting interfaces, requirements and conditions for work proceeding on or near operating Sydney Trains Infrastructure. It formalises agreement and conditions relating to maintenance access, safety, reliability and certification between the relevant asset maintainer and project manager.
Protection Officer	The competent worker responsible for managing the rail safety component of worksite protection.
Rail Operations-Planning	The Sydney Trains Operations Delivery Directorate unit that, in conjunction with Asset Scheduling & Delivery Coordination (AS&DC) unit, manages access to the metropolitan rail network for track possessions, special trains and special events.

Term	Definition
Rerouting	Providing an alternate train path.
Routine Maintenance (RM)	Maintenance carried out on a regular basis and usually involves inspection and certification works as well as minor correction works.
Safe Notice	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.
Safe place	A place where employees and equipment cannot be struck by rail traffic.
SLW	Single Line Working.
Special Events	One off or occasional event that may attract large attendances that impacts on service levels and planned possessions.
Special Trains	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.
Speed Restriction	A safe train speed ascertained by a Competent Worker in accordance with the guidelines set out in the infrastructure base operating standards.
Speno Car	Contract rail flaw detection vehicle and chase vehicle.
Standard Working Timetable (SWTT)	The structured, long-term schedule that outlines all planned train movements – both passenger and freight – across the Sydney Trains network over a 7 day period.
Special Train Notice (STN)	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.
Sydney Trains	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 Bowenfels (Lithgow) and Berowra to Hamilton (Newcastle).
Telegram/Vide	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.
Track	The combination of rails, rail connectors, sleepers, ballast, points and crossings.
Track machine	On track maintenance vehicle. Also referred to as a 'track vehicle'.
Track Work	Construction, maintenance or repair work on or around infrastructure in the rail corridor.
Traffic Officer	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.

Term	Definition
Train System	Track Rail Access Information Notice, Pre-advice for non-programmed works TWA, TOA and ASB.
Train Controller	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.
Trak2	Computerised network possession access system maintained by Service Planning unit.
Urgent / Short Notice Possession	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.
Urgent Work	<p>Urgent work is work that could not have been foreseen in advance and must be completed in the next planned configuration possession.</p> <p>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.</p>
Window Possession	A possession that is programmed clear of all timetabled and mandatory train services.
Work Train	A train used to transport maintenance material or construction equipment.
Work Train Coordinator	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)	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.
Worksite Protection	A method used to protect a worksite from either rail traffic on adjacent lines or on the line where the work is being done.
Worksite Supervisor	A person responsible for the engineering management of a worksite.

2. Related policy and supporting information

The following documents are referenced in this document:

- AMD-ASD-POL-001 Network Access Strategy
- AMD-ASD-MAN-002 MS Network Access Manual Volume 2
- AMD-ASD-FRA-001 Sydney Trains Possession Governance Framework
- AMD-ASD-SOP-014 MS Network Access Operational Procedure

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3. Background

The Network Access Manuals describe the processes Sydney Trains uses to formally approve access to the rail network bounded by Bomaderry, Macarthur, Bowenfels (Lithgow) and Hamilton (Newcastle), 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).

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4. 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 concept of Possession Configurations was introduced to enable a systematic approach to access planning, allowing access to the entirety of the Network across an annual program. 12 Configurations were developed to be taken quarterly, allowing a strategy of 1 possession per weekend equating to 48 possession weekends and 4 possession free weekends per year. Due to a range of factors from both operations and engineering perspectives, configurations have been split up or redesigned, and new configurations have been introduced.

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.

5. Network Access Stakeholders

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

Figure 1: Network Access Stakeholder and Communication Matrix

Stakeholder and Communication Matrix					
Executive	Sydney Trains Office of the Chief Executive				Sydney Trains Executive Leadership Committee
Partners	TfNSW Infrastructure Projects and Engineering				Sydney Trains Rail Operations
Custodian	Sydney Trains Associate Director Asset Scheduling & Delivery Coordination				Sydney Trains Deputy Executive Director Asset Management
Key Stakeholders	Sydney Trains Asset Management	Associate Director Asset Scheduling and Delivery	Associate Director Asset Planning & Performance	Associate Director Projects	Sydney Trains Wider Engineering & Maintenance Branch
		Associate Director Asset Management & Integration	Associate Director Engineering & Maintenance Interface	Associate Director Program Planning & Development	Major Works
	Sydney Trains Rail Operations Planning	ED Planning & Performance	Head of Suburban Services	Senior Manager Project Services	Network Maintenance
		Director Transport Projects Readiness	Sydney Trains Finance, Commercial & Performance	Associate Director Project Engineering & Support	
		Executive Director Signalling Operations	Head of Finance, Commercial and Performance	Professional Design Heads (all disciplines)	Engineering & System Integrity
	TfNSW Roads	NSW Event Operations Group	Metro Trains Sydney	Manager Engineering Support	TfNSW Infrastructure P&E
	Light Rail Operator (Transdev)			Coordinator General Transport Services	Director Electrical & Network Access
				Director Temporary Transport Operations	NSW Trains Link
				Manager Alternative Transport Planning	Director Service Development and Support
	Office of the National Rail Safety Regulator				Rail Infrastructure Managers
Third Parties					ARTC
					UGL Regional Linx
					Sydney Metro
Regulator					External Protection Officer Suppliers

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 Interstate Possession Review, Possession Access Approval Meeting, NSW Event Operations Group and Freight Forum etc. are the platform to coordinate all stakeholders' requirements¹. Any clashes involving TfNSW Major Infrastructure projects (i.e. possession availability, special events where either is not able to accommodate) are coordinated by the Executive Leadership Committee for determination.

¹ Refer to the AMD-ASD-FRA-001 Sydney Trains Possession Governance Framework
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6. Network Access Guidelines and Train Operations

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.

6.1 Network Access Guidelines

The following guidelines listed apply generally across the annual Possession Configuration Program. Configuration specific guidelines can be found in Appendix 2.

- 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.
- Freight and Passenger corridors (as defined in the glossary) are not to experience more than one closure or Single Line Working operation.
- 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.
- 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.
- There are to be no possessions on Major Events (as defined in table 4) unless first approved by Head of Engineering and Maintenance and Head of Rail Operations in Sydney Trains.
- Configurations should be spaced evenly throughout the program where possible.
- Alignment and coordination with other Rail Infrastructure Maintainers (ARTC / CRN / MTS / Light Rail) possessions to be maintained.
- Annual Possession Program to be developed to cater to the needs of the Annual Works Program.

6.2 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 Specification Determination Committee.

6.3 Metropolitan Freight Network

During a weekend possession that impacts the Metropolitan Freight Network, provisions must be made to ensure there is one Sydney Trains and ARTC interface open for traffic:

- Flemington South Junction (ST 369 and ED 18.8 Signals on the Up and Down Goods lines)
- Enfield West, Sefton Park Junction (SP 3 Signal on the Goods Line)

See below Table 1 outlining other freight yard impacts.

Table 1: 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 possessions
St Marys Intermodal Hub	No access during Configuration No. 6 and 7 possessions

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7. 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.

7.1 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). See 12.3 Specification Determination Committee for example of customer impact considerations.

7.2 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.

7.3 Special Events

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

The possession program is planned to ensure there are minimum impacts to known events, which are provided by the Special Events team within Rail Operations. Late notice Special Events requiring a change to the Possession Program will be raised at the Specification Determination Committee meeting (via submission of an electronic Network Access Request), and the Strategic Track Possession Manager will convene a special meeting with affected projects and maintenance groups to find a suitable solution.

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8. Balancing Access for Operations, Projects and Maintenance

Consistent with the findings of the 2023 Rail Infrastructure and Systems Review, the Network Access framework recognises the need to balance operational requirements, major projects, and both major periodic and routine maintenance activities. While minimising disruption to passenger and freight services remains a core objective, it is equally important that possession opportunities are adequate for essential maintenance and renewal works, which are fundamental to the safe and reliable operation of the network.

Delivery of work must also demonstrate value for money in the use of government resources. In many cases, this is achieved by packaging activities into longer duration shutdowns, which can reduce the overall quantity of network access required, measured in kilometre days, and allow more efficient delivery. The possession configuration guidelines in Appendix 2 are intended as a planning reference for the timing and distribution of access opportunities. They are not fixed minimums or maximums and may be varied to meet emerging maintenance and capital requirements.

The Rail Infrastructure and Systems Review recommended closer collaboration with freight operators and other stakeholders to improve how access is planned and communicated. The intent is not to reduce possessions, but to provide clearer, more predictable, and better communicated possession programs that all parties can plan around with confidence. By strengthening communication and coordinating access through Master Schedule processes, Sydney Trains seeks to safeguard maintenance, accommodate projects, and deliver efficient work programs within the operational and customer constraints of the network.

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9. Network Access Principles

There are 16 Network Access Principles used to develop the Program, these include:

1. **Technical Maintenance Plan** – Safety significant and safety-critical routine maintenance inspections of infrastructure assets must be completed in accordance with the requirements as set out in the asset-specific Technical Maintenance Plans.
2. **Infrastructure Standards** – Corrective maintenance must occur in accordance with the specific limits as set out in the relevant asset standard.
3. **Possession Utilisation** - Projects assigned to possessions must structure their shifts to occupy >85% of the available on track time. These can be planned as continuous shifts or day/night time shifts only.
4. **Optimise Possession Time** – Possession duration determined by optimal time to deliver project/s.
5. **Customer Impact** - Work must justify the track access. Where insufficient scope is planned, which cannot warrant the customer impact, those projects will be rescheduled to other track access opportunities.
6. **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.
7. **Multi-Year Projects** - Projects spanning multiple years shall develop full possession requirements in line with agreed principles before the delivery phase of the project.
8. **Portfolio Management** - Portfolio checks to occur across the cluster to ensure possession requests do not unduly affect other works.
9. **Exclusion Zones** - All projects which require exclusion zones. I.e. Wheels free testing will need to demonstrate requirements via detailed project schedules.
10. **Known Special Events** - Possessions affecting known special events should be avoided where practical. Possessions which work with known special events should be planned accordingly.
11. **Unplanned Special Events** - Planned work should not be cancelled to accommodate late notice special events. However, before approval, an assessment is required to determine and consider the impact on scope and project cost.
12. **Program Changes** - The possession program shall be agreed and approved in advance of the coming calendar year to avoid changes.
13. **Long Term Possession Program** - All parties should work towards a three-year rolling possession program which accommodates all work.
14. **Unplanned Possession** - Urgent/under lead time possessions shall be avoided unless there is a definite safety or reliability impact.
15. **Alternative Methods** - Assessment of whether the proposed works can be undertaken without requiring access to a possession must be performed. Refer to the Delivery Resource Assessment (DRA) process.
16. **Network Capacity/Operation** – During configuration weekends, alternate routes are required for train running in conjunction with RIMs and alternate transport services to be clear of impacts.

10. Possession Types and Lead Times

10.1 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 2 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 2: 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 Railway 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.
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.

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Type	Typical Timing / Duration	Lead Time	Application / Impact
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 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.

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10.2 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.

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11. Standard Start and Finish Times

Standard start and finish times for Minor 2 weeknight possessions are as agreed between the Asset Scheduling & Delivery Coordination unit in the Asset Management Division of the Maintenance Directorate, Rail Operations Planning unit in the Rail Operations 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.

12. Obtaining or Amending 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.

12.1 Possession Program

The Strategic Track Possession 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;
- Availability of alternate transport options
- Resource availability;
- Long lead time materials;
- Procurement tenders;
- Design resource availability;
- Any other known requirements.

The draft program is reviewed by the Specification Determination Committee, Geographical Program Coordinators and Network Access Manager (NAMs), to ensure compliance with this manual.

12.2 Cancellation of Possessions

Planned possessions for maintenance and project works (i.e. Sydney Trains MPM, TfNSW Projects and External Party Works) will not be cancelled within three (3) months of the scheduled possession date. Cancellations or changes to approved possessions within this three-month period will only be permitted in unforeseen and unavoidable circumstances, such as:

- Network emergencies or critical safety risks.
- Significant unplanned operational requirements.
- External events beyond reasonable control (e.g. extreme weather, natural disasters, government directions).

Any request to cancel a possession within the three-month must then be submitted to the Sydney Trains Chief Executive for approval. Refer to Appendix 4 for the process flowchart on cancellation of possessions.

Note: This policy extends to all access strategies such as Safe Access for Maintenance (SAM), Routine Maintenance Windows and Routine Cyclic Access Plan (RCAP).

12.3 Specification Determination Committee

The Strategic Track Possession Manager chairs the Specification Determination Committee Meeting. The role of the Specification Determination Committee is to:

- Endorse Version 1 of the Annual Major Closedown and Weekend Possession Program
- Approve a possession request permissible by the Network Access Guidelines
- Provide recommendations for a possession request outside the Network Access Guidelines
- Escalate clashes involving maintenance / projects works and Special Events / external factors where either is not able to accommodate the clash.

The following groups are part of the Committee:

- Strategic Track Possession unit
- Daily Working Timetable
 - Short Term Planning and Network Access
- Stakeholder Interface
 - Freight and third party
 - Special Events
- NSW Trains – Operational Planning and Delivery
- Temporary Transport Operations
- Electrical Network Engineers

The Strategic Track Possession unit will consult TfNSW and Project representatives to determine impacts to project milestones, asset condition and critical resource availability and ensure this information is available to the Specification Determination Committee. The Committee will make a determination after review of freight and passenger operations, special events, bus availability and feasibility of a working timetable. 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.

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

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

The NAMs enter possession ‘bids’ into Trak2, which are then reviewed during the NPAAM process (see 12.3.3).

12.3.1 Approval for an Additional Possession Post Version 1 of the Possession Program

Following the release of Version 1, if further changes or additions to the program are required, the Project Owner must complete the electronic Network Access Form (eNAF). All possession requirements 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. The completed form describes the reason, justification, availability of critical resources and risk to the business if the request is denied. The form is to be reviewed by the Network Access Manager for review and endorsement.

The Strategic Track Possession unit will assess the request. If not supported, then no further action will be taken. If supported, the Strategic Track Possessions will progress the request for review and endorsement at the Specification Determination Meeting. The Committee will make their determination accordingly.

If approved, the NAM will enter the requirements into Trak2. The Strategic Track Possession Manager will formally approve the Trak2 bids.

If rejected, the Strategic Track Possession team and the NAM contacts the Project Owner and works with that person to find an acceptable alternate solution.

12.3.2 Possession Conflict Resolution

Should a request for a possession, possession alteration or additional possession be declined at or prior to the Specification Determination Committee meeting, the Strategic Track Possession Manager determines the

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resolution process on a case by case basis with all affected stakeholders.

If the conflicting needs of maintenance, projects and Rail Operations remains unresolved, the requestor can ask to have the request reviewed by the Associate Director Asset Scheduling and Delivery Coordination. Following this, the request will be reviewed by the Deputy Executive Director Asset Management and Executive Director Planning and Performance and escalated to Head of Engineering and Maintenance and Head of Rail Operations. The request will then be reviewed for final approval by the Sydney Trains Chief Executive. The Strategic Track Possession Manager, when notified, will arrange for this escalation.

12.3.3 Network Possession Access Approval Meeting

The Strategic Track Possession Manager chairs the Network Possession Access Approval Meeting (NPAAM).

The following members attend:

- Strategic Track Possession Manager
- Specification and Pre-Production Manager
- Network Access Managers
- Senior Maintenance Access Planner
- Possession Planner
- Mechanised Inspections Planning Specialist

This meeting reviews Trak2 entries for agreed possessions ensuring they can be delivered without conflicting with organisational requirements.

Agreed changes must be entered into Trak2 promptly (refer Possession Notice 8) to allow Rail Operations Planning the maximum time to develop the train plan and Special Train Notices.

12.3.4 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) which requires submission of a Network Access Form (eNAF).

12.3.5 Urgent or Emergency Possessions

Requirements for an urgent possession shall be determined in conjunction with representatives from

- The project or maintenance group (requestor)
- The relevant AS&DC District (generally the Program Coordinator or Network Access Manager)
- The Strategic Track Possession unit

A request is then submitted via electronic Network Access Form, which is raised to the Specification Determination Committee.

Anyone requiring emergency network possessions must deal directly with Rail Operation Centre as the situation arises. On a nightly basis, all POs are to report to the PPO's office for a meeting to confirm work locations and possession briefing.

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For Mid-Week Possessions, the PPO must ensure that the Possession Information Report is prepared and submitted upon completion of the possession to all applicable officers.

12.3.6 Non-LPA Access requiring timetabled support

Work performed outside possessions (excluding lookout working) is managed through the Access Pre-Advice System (APS).

APS is an online tool used to coordinate and provide visibility of planned non-LPA work on track authorities (excluding Lookout Working) across the rail network. Managed by the Maintenance Access Planner, APS enables Local Access Planners to submit worksite information at least four days in advance. A Daily Access Pre-advice is issued to operational stakeholders such as Network Controllers, Signallers, and Corridor Safety Officers.

While APS itself does not grant approval, the APS ID generated for each entry supports authorisation of safe access on the day of operation, when combined with a Corridor Safety Number (CSN) and the approval of the relevant Operational Stakeholders.

Special Task and High Priority provisions also exist for critical works, requiring endorsement from Network Incident Managers (NIM). Often, at the request of the NIM, requests are supported by Short Term Planning. When this occurs, the Local Access Planner must also submit an eNAF to ensure visibility and approval by the Specification Determination Committee.

12.4 Partners and Stakeholders Consultation

12.4.1 Transport for New South Wales (TfNSW)

The Strategic Track Possession Manager coordinates long term planning and alignment with the Electrical Network Access team from TfNSW Infrastructure Projects and Engineering ensuring

- adequate visibility of forthcoming major projects
- possession access for capital projects is provided
- identified clashes or conflicts are escalated as necessary to the Executives

To further support this, the AS&DC unit chairs the Possession Planning Working Group (PPWG).

12.4.2 Freight & Private Passenger Operators

Sydney Trains' Stakeholder Interface Team consults with all Partners and Stakeholders and obtains feedback about the impact of proposed possessions on their operations. The unit then liaises with the Specification Determination Committee to negotiate changes and achieve mutually beneficial outcomes.

The goals of the Stakeholder Interface Team 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;
- provide a forward Possession Program;
- provide a suitable forum to discuss impacts as required.

Sydney Trains Operations Delivery Directorate Freight & Private Passenger Operations unit convenes regular 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.

12.4.3 Rail Infrastructure Managers (RIMs)

The Strategic Track Possession Manager coordinates with all adjacent and adjoining RIMs through various forums on behalf of Sydney Trains, to ensure alignment in Major Closedown and Possession planning activities. Such forums include, but are not limited to:

- Track Possession Coordination Meeting
- Sydney Trains, Metro Trains Sydney, Light Rail Coordination Meeting
- Quarterly Interstate Possession Alignment Meeting (ARTC, UGL)

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

12.5 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).

13. Special Train Notice

The Daily Working Timetable unit, and Specification and Pre-Production unit (Rail Operations), in conjunction with Electrical Isolations (Network Maintenance), validate the possession and isolation details as entered into Trak2, and issue the Special Train Notice (STN) at least seven days before the possession. To enable the STN to be developed, all relevant information, including any safeworking requirements, adjacent line constraints or possessions to be advertised in conjunction (i.e. linked Trak2 bids) is to be completed by the NAM prior to the Network Possessions Access Approval Meeting, or as determined via the Specification Determination Committee.

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

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Appendix 1: Weeknight Network Access Guidelines Possession Constraints Table

In this Network Access Guidelines table, 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.

Table 3: Metropolitan Passenger Network Access Guidelines constraints

Possession	No Possession allowed in the following area
Eastern Suburbs Line (Weeknight)	City Inner and Outer North Shore Airport Line Hurstville to Cronulla and Waterfall Light Rail East (Circular Quay to Randwick) Sydney Metro Sydenham to Chatswood
Configuration 2 (Weeknight)	North Shore Lidcombe to Bankstown and Cabramatta Fairfield to Macarthur Bondi Junction to Waterfall and Cronulla
Configuration 3 (Weeknight)	City Inner and Outer North Shore Lidcombe to Penrith and Richmond Light Rail West (Central to Dulwich Hill)
Configuration 4 (Weeknight)	Sydney Terminal North Shore Airport Line Bondi Junction to Waterfall and Cronulla Lidcombe to Penrith and Richmond Sydney Metro Sydenham to Chatswood
Configuration 8 (Weeknight)	Airport Line Bondi Junction to Waterfall and Cronulla Strathfield to Berowra Sydney Terminal Sydney Metro Sydenham to Chatswood
Configuration 14A (Weeknight)	Granville to Cabramatta Lidcombe to Bankstown and Cabramatta Turrella to Leppington
Configuration 14B (Weeknight)	Granville to Fairfield Strathfield to Granville Flemington South Junction

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Possession	No Possession allowed in the following area
	Turrella to Leppington
Hurstville – Sutherland - Cronulla	Bondi Junction to Hurstville
Strathfield – Hornsby	North Shore
	Hornsby to Newcastle Interchange
	Penrith to Lithgow
Hornsby – Newcastle Interchange	Strathfield to Hornsby
	North Shore
	Penrith to Lithgow
Penrith - Lithgow	Strathfield to Newcastle Interchange

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Document Approver: Associate Director Asset Scheduling & Delivery

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Appendix 2: Standard Configurations and Network Access Guidelines Table

Table 4: Standard Configurations and Network Access Guidelines

Configuration No.	Track Area	Network Access Guidelines
1	Clear of Central to Erskineville Junction (ESR) Flying Junction to Port Kembla and Cronulla (Illawarra's) Sydenham to Hurstville (Illawarra Locals)	Four weekends per year Handback of 2 tracks to Hurstville, at least one Weekend per year Potential reduction of possession boundaries to be examined for at least one possession each year, dependant on work scope Not to be scheduled during school holidays and one week prior to school holidays
ESR	Bondi Junction to ESR	Two per year including 4-day Easter Long Weekend
2	All track clear from Central via Airport to Leppington	Four weekends per year
3	Redfern to Strathfield (Main lines) Wells Street to Strathfield (Suburban lines)	Four weekends per year Not to be scheduled in consecutive weekends with Configuration 4 Not to be scheduled wherever possible during September and early October to avoid clashes with the final series of football matches.
Olympic Park Possession	Illawarra Junction to Clyde (Mains) Clyde West end open	Three per year (either Weekend or Weekday) Not to be scheduled wherever possible during September and early October to avoid clashes with the final series of football matches.
4	Flying Junction to Sydenham (Illawarra Locals) Illawarra Junction to Lidcombe (Suburbans) Illawarra Junction to Homebush (Locals) CBD Closedown. Wynyard to Ashfield (Suburbans and Shores), Central to Ashfield (Locals), City Inner, City Outer, Central to Sydenham (Illawarra Locals), Flying Junction - Illawarra Junction (Illawarra's)	Four weekends per year No possession shall be planned in NSW school holidays No possession shall be planned before and after Christmas One of the weekend possessions exclude North Shore Line Consecutive Inner West weekend possessions should be avoided, i.e. Configuration 3 Not to be scheduled during school holidays and one week prior to school holidays Not to be scheduled wherever possible during September and early October to avoid clashes with the final series of football matches.
5	Granville to Cabramatta (Old South lines) Auburn to Westmead (Suburbans, Y-Link and West Mains)	Three weekends per year

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Configuration No.	Track Area	Network Access Guidelines
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)	Three weekends per year Handback of Parramatta Platforms No. 3 and 4 when possible Single line working (Pilot Staff)
7	Granville to Blacktown (two tracks if required) and Blacktown to Wallerawang (all tracks)	Three weekends per year No possession shall be planned in summer to avoid bush fire in Blue Mountain region, if possible No possession shall be planned during the summer school holiday to allow family travel to Blue Mountain, if possible Avoid Winter months due to inclement weather
8	Hornsby to Central (Shores) Central to Illawarra Junction (Suburbans)	Three weekends per year No possession shall be planned in late December and early January due to New Year Eve fireworks
9	Flemington South Junction to North Strathfield (Goods) Strathfield to Hamilton (all tracks) Woodville Junction to Islington Junction (all tracks)	Five per year On long weekends, possession should be clear of Strathfield to Berowra No possession shall be planned between November and December due to the peak freight logistic season
10	Note - Configuration 10 is managed by ARTC. Sefton Junction and Chullora to Botany Chullora to Flemington East Junction and Lidcombe Junction and Marrickville Junction to Meeks Road Junction	Where possible, to be scheduled with Configuration 1 to align freight corridor closure
11	Sydney Yard with possession of 1-4, 5-9, 9-14 or a combination of these Roads	Three weekends per year Not to be scheduled wherever possible during September and early October to avoid clashes with the final series of football matches.
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	Three weekends per year Normally planned with Configuration 1 to avoid impact to Eveleigh Yard multiple times
13	Possession of three (3) tracks Strathfield - Harris Park. Power off all tracks	2 per year

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Configuration No.	Track Area	Network Access Guidelines
	By exemption Only	Not to be scheduled wherever possible during September and early October to avoid clashes with the final series of football matches.
14	Lidcombe and Fairfield to Macarthur (including Flemington to Auburn on Suburban Lines) or East Hills and Liverpool to Macarthur	Four per year No possession shall be planned between November and December due to the peak freight logistic season on the South Sydney Freight Corridor Normally planned in February and the first week of September to align with ARTC Southern Closedown
16	Unanderra to Bomaderry and Dombarton (single line)	Three weekends per year Aligned with ARTC

Note: The possession configuration guidelines outlined above are provided as a guide only. They may be adjusted where required to accommodate changing asset needs, including both maintenance and capital works, in order to ensure the network continues to operate safely and efficiently.

Appendix 3: Standard Annual Possessions and Configuration Extensions

Table 5: Standard Annual Possessions and Configuration Extensions

Configuration Area	Track Area	Duration	Network Access Guidelines
1	Flying Junction to Sydenham (Illawarra Locals)	48 hours	Up to four weekends per year as part of a Configuration 1
	Mortdale Maintenance Centre, Waterfall Down Yard, Waterfall Up Yard, Wollongong Yard	48 hours	Up to two additional weekends per year
		2 x 12 hours	Up to two additional weekends per year
	Sutherland to Cronulla	48 hours	Up to two additional weekends per year
	Coniston to Port Kembla	36 hours	Up to four weekends per year as part of a Configuration 1
5	Auburn Maintenance Centre, Auburn Stabling Yard	48 hours	Up to two additional weekends per year
		2 x 12 hours	Up to two additional weekends per year
6	Auburn to Westmead (Mains, West Suburbans)	10 hours	Up to three weekends per year, overnight possession as part of a Configuration 6
7	Granville to Blacktown (all tracks)	48 hours	Up to three weekends per year as part of a Configuration 7
	Blacktown Yard and Car Sidings, Penrith Yard and Car Sidings,	48 hours	Up to two additional weekends per year
		2 x 12 hours	Up to two additional weekends per year
	Blacktown to Richmond	48 hours	Up to two additional weekends per year
	Mt Victoria to Lithgow (or part of)	12 days	Up to three additional 2 week closedowns with single line working arrangements and daily possessions as part of the Configuration 7
8	Hornsby Maintenance Centre, Hornsby Up Yard	48 hours	Up to two additional weekends per year
		2 x 12 hours	Up to two additional weekends per year
	Lavender Bay	12 days	Up to three additional weekends or closedowns
9	Gosford Yard and Car Sidings	48 hours	Up to two additional weekends per year
		2 x 12 hours	Up to two additional weekends per year
	Berowra to Gosford (all tracks)	9 hours	Up to two additional weekends per year

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Configuration Area	Track Area	Duration	Network Access Guidelines
	Wyong to Broadmeadow (all tracks)	9 hours	Up to two additional weekends per year
10	Note - Configuration 10 is 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		Where possible, to be scheduled with Configuration 1 to align freight corridor closure
11	Sydney Yard with possession of 1-4, 5-9, 9-14 or a combination of these Roads		Three weekends per year Not to be scheduled wherever possible during September and early October to avoid clashes with the final series of football matches.
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		Three weekends per year Normally planned with Configuration 1 to avoid impact to Eveleigh Yard multiple times
13	Possession of three (3) tracks Strathfield - Harris Park. Power off all tracks By exemption Only		2 per year Not to be scheduled wherever possible during September and early October to avoid clashes with the final series of football matches.
14	Glenfield Junction (Main South, East Hills and Leppington Lines)		One weekend per year overnight window up to 8 hours
16	Unanderra to Bomaderry and Dombarton (single line)		Three weekends per year Aligned with ARTC

Appendix 4: Cancellation of Possessions

Figure 2: Process for the cancellation of possessions within three (3) months of the scheduled possession date



