ARTC Hunter Valley Closedown T-minus Process

Version 1.1 May 2023

Contents

1 General

1.1 Purpose

The purpose of this document is to outline the T-minus milestones for the Hunter Valley Closedowns and how to provide the required information for these Milestones.

1.2 Inclusions / Exclusions

Tilos & TWA – Tilos milestones and TWA milestones are not included in this document. Updates and changes to Tilos are managed through the Long-Term Planner. TWA requests outside of Tilos are updates through the Network Integrated Planning Team.

1.3 Milestone cut-off

T-minus dates commence on the Monday of the week and the Milestones will be due before 2359 Sunday prior to that T-minus. Example: A T-minus 4 deadline will be due Sunday of T-minus 5.

Milestones signify the end date, not the start date of the requirement. Information can be entered any time prior to the Milestone.

2 Closedown Milestones

The owner of the Closedown Milestones is the Closedown Manager.

2.1 Scope and Sequencing Milestone

When & What

All planning information (including scope and sequencing) for all work is required at **T-minus 4**. Specifics of what is required can be found in Appendix B.

Why

This information is required at T-minus 4 so the closedown team can process the information to identify combined worksites and meet the Integration team's requirements around TAA limits, Shunt Test locations, Stow Location availability, Safe Notice etc.

How

Update your individual matrix with the required information. Individual matrices are located at W:\Hunter Valley\10 Datamart\12 Asset Development Team\Closedowns.

2.2 Break-in

When & What

New jobs or changes to a jobs scope or sequencing after **T-minus 4** will be considered break-in work for this milestone.

How

Update the information in the 'Break-in Work Request' spreadsheet for the relevant closedown. This spreadsheet is located W:\Hunter Valley\10 Datamart\12 Asset Development Team\Closedowns. Also call the respective Safe Working Coordinator to advise of the break-in work and the reason that the work was critical or could not be completed at another time. Ensure all information is updated when submitting break-in work.

2.3 T-7 to T-4 period

What & When

This is a period to update information relating to the upcoming milestones. If the information is known and is unlikely to change then it should be update as soon as possible during this period.

Why

Processing information that is ready prior to T-minus 4 will prevent a 'bow wave' of work post the T-minus 4 milestone.

How

Follow relevant milestone requirements in this document.

2.4 Combined Worksite Identification

When & What

All combined worksites are to be identified and confirmed by **T-minus 3**.

Why

This will give the CD team 1 week from when all scope and sequencing is confirmed (T-minus 4 deadline) to review combined worksites and get this information out to the job owners.

Note from T-minus 7 through to T-minus 4 the CD team will progressively identify and inform affected job owners of combined worksites based off what work is in the matrix at that time. Note if you know the scope that is being completed but not the shift time in this T-7 to T-4 period still submit work details as the preliminary identification of combined worksites during this period could drive the sequencing for this work.

How

Safeworking Coordinators will nominate a worksite in charge of the combined worksite and email combined worksite details to all job owners. The combined worksite owner will confirm arrangements with the Safeworking Coordinator. Safeworking Coordinator will update arrangements in the Matrix.

2.5 Combined Worksite Management

Combined Worksites managed by the CD Team

Worksites where there are multiple jobs with high complexity and no one individual job that is running for the majority of the period, will be managed by the CD team e.g. Sandgate Junction in Major CD's.

The CD team has a limited capacity to do this work and covers these specific areas as there is no other major worksite to complete the role.

Combined Worksites managed by a job in the Matrix

Where there is a major job running for the majority of the combined worksite or it is not a complex combined worksite, then a job will be nominated to manage the combined worksite. This job will be responsible for the communication and management of the combine worksite. Note where there is a high level of complexity it is strongly recommended that the job owner resource an additional PO to assist in the management of the combined worksite. On occasion with prior agreement the CD team may supply this Protection Officer to assist (dependant on availability). In this case the responsibility of the management of the combined worksite will still be the job owners, the CD team will only be supplying a resource to assist.

Note if a job owner needs assistance managing a combined worksite, they can contact the CD team for guidance and advice.

Management of the Combined Worksite

The owner of the combined worksite (CD Team or Job Owner) is responsible for the following:

1. Identifying if the worksite will be managed as one worksite or separated with delineation markers and identifying the briefing location.
2. Confirming that the work can physically be completed, how workgroups will be separated and communication (agreeing the rescheduling or cancellation of work if clashes cannot be resolved).
3. Communicating with the other worksites and confirming agreement of the above items.

Note this can be completed via a meeting, phone call or email depending on the complexity. It is critical that the other job owners within the combined worksite make their time available to resolve these issues. Job Owners know the specifics of their work i.e. access points and site set-up, which is critical to resolving item 2 above. If the job owners within the combined worksite are not available or do not work with the combined worksite owner, then they run the risk of their work not commencing in the CD. If a job owner needs to change the sequencing of their work, it will be their responsibility to update their job in the individual matrix (between T-7 and T-4) or input a change in the Break-in Work Request spreadsheet (between T-4 and T-0).

2.6 Personnel Cut Off

What & When

All personnel details are to be updated by **T-minus 1**.

Why

This allows the CD team to create documentation for the CD certification worksheets and have a reference to mark off who has received a Protection Officer's Briefing.

How

Update the personnel details in the individual matrix. Individual matrices are located at W:\Hunter Valley\10 Datamart\12 Asset Development Team\Closedowns.

2.7 Finalisation Meeting

All jobs must be represented at the Finalisation Meeting. The purpose of the finalisation meeting is:

- To present the LPA limits and obtain confirmation from job representatives that all work is covered within these limits.
- To present the Hunter Valley specific requirements to the job representatives in relation to communication, time on and off track, certification requirements and process, Loop unavailable due to train stowing etc.
- To review each item of work with the job representatives to confirm:
  - The information for their job is correct
  - Combined worksites and combined worksite owners are correct
  - To confirm the LPA point clips that need to be removed for work and any work within 500m of LPA limits have been accounted for
- To communicate track machine movements so representatives are aware of track machines that may be transferring adjacent or through their worksites and confirm the tamping times are correct if a job requires tamping.

The Finalisation Meeting is to confirm all the information is correct so the CD team and job owners can prepare for the Closedown. Any discrepancies or combined worksite issues can be resolved at the end of this meeting. For this reason, it is important that the person representing the job knows enough about the work to make decisions on any of these issues / items.

2.8 Protection Officer Briefing

All protection officers are required to attend a Protection Officer Briefing. The purpose of the Protection Officer Briefing is to brief the Protection Officers (PO) into the LPA protection limits and advise them of the requirements on how to communicate with the PPO.

Note the Protection Officer Briefing is not a briefing to run through the worksite details, track machine movements or combined worksite with the PO's. This should all be completed directly with the PO by the Contractor or ARTC (if an internal job) that has engaged the PO and are responsible for the work.

3 Track Machine Milestones

The owner of the Track Machine milestones is the Rail Grinding and Resurfacing Project Manager.

3.1 Track Machine Notification

When & What

The below three (3) items of information are required at **T-minus 7**:

- Fixed Track Machine requests (e.g. Turnout Renewal, Track Reconditioning where the tampers have to tamp at a specific time and day). These fixed tamping requests need to identify the day and time tamping is required, the number of tampers required and the direction the tampers need to arrive at site. This also includes essential tamping that must have a resource allocated whether it is fixed or flexible.
- Track blocks for any job that is blocking the track for more than 4hrs. Note all jobs less than 4hr track block will not be considered in track machine planning and will have to move around planned track machine movements.
- Worksites that require wheels free. The Wheels free location and day/night of the week wheels free is required.

Why

This information is required so the track machine team can create a skeleton track machine note (~1 week duration for them to complete this work). The skeleton track machine notes will be used by the track machine team so they can identify how many track machines they require and give notification to the contractors (notification required ~6 weeks from CD) to secure the tamping resources.

How

- Fixed tamping requirements are to be submitted via work orders through the Ellipse process. The job and detailed information is to be updated in the individual matrix.
- Track blocked requirement and the job information is to be updated in the individual matrix. In the comments section provide additional information as to which track is blocked and for how long.
- Wheels free requirement and the job information is to be updated in the individual matrix.

3.2 Request for the TM team to remove level crossing panels on public roads (NEW)

When & What

Requests for removal of level crossing panels on public roads are required by **T-minus 6**.

Why

This will enable the track machine team to obtain the necessary external approvals (local council or TfNSW), coordinate requirements with the Traffic Control contractor and to inform the Environment and Community team by T-minus 5 so adequate notification can be implemented.

How

Requests are to be submitted via work orders through the Ellipse process.

3.3 Flexible Track Machine Tamping Requests

When & What

All flexible track machine tamping requests (tamping requests that can be scheduled at any time during the CD) are required by **T-minus 5**.

Why

This is to give the track machine team time (~1 week) to compile detail track machine notes to be delivered for the T-minus 4 milestone for scope and sequencing, to resource level crossings teams and traffic control.

How

Updates to existing tamping requests are to be made via an email to hvrgr@artc.com.au. New requests are to be submitted via work orders through the Ellipse process and an email to hvrgr@artc.com.au.

3.4 Confirmation

The track machine team will send out a confirmation to job owners to confirm they have received the request. This will be completed by COB Friday of T-minus 7 and T-minus 5.

3.5 Break-in

If work is identified after these milestones, then the RG&R team are to be notified with a phone call to discuss the works and email the request to hvrgr@artc.com.au. Note Ellipse order or update to existing order will still be required.

4 Signal Electrician Resourcing Milestones

The owner of the Signal Electrician Resourcing milestone is the Hunter Valley Signals Coordinator. The resourcing requests are only for the jobs where the Signals Coordinator resources and manages the Signal Electrician resource. These jobs are Track Reconditioning, Turnout Installation / Removal / Renewal, Turnout Steel, Rerailing, Structures and Track Machine worksites.

4.1 Signal Electrician Requests

When & What

Signal Electrician requests are required at **T-minus 6**. The details of what is required is contained in the Signal Support Request form which can be obtained from the Signals Coordinator. A copy of this form can also be found in Appendix C.

Why

This timeframe allows 6 weeks to review competencies and coordinate the required support, issue and award RFQ's, create a roster and book accommodation for the required resources.

Note if signal support is part your contract, then you do not need to put in a request for signal support as your contract resources shall complete all signalling tasks for the work.

How

Complete the Signal Support Request form and email to the Signals Coordinator.

4.2 Confirmation

The Signals Coordinator will phone each job owner to confirm they have received and can resource the request. This will be completed by COB Friday of T-minus 6.

4.3 Break-in

If Signal support is identified after this milestone, then the Signals Coordinator is to be notified with a phone call to discuss the request.

5 Environment and Community Milestones

The owner of the Environment and Community milestones is the Principal Advisor Environment and Community. These Milestones identify when you are required to interact with the E&C team.

5.1 Review of Approvals

When & What

Review of approvals is required at **T-minus 16**. Start the Task Based Environmental Impact Assessment (TBEIA), as described in ENV-WI-005, with the information you have at hand e.g. location, broad project scope and conceptual ground disturbance area. If the TBEIA directs you to contact E&C as you do this initial review, then the team is to be contacted by T-minus 16. Note the E&C team do not endorse TBEIAs but will provide support for preparing the TBEIA should there be complex matters encountered.

If the TBEIA does not direct you to contact the E&C team during this initial review, then there is no action required at this milestone.

Why

This is to confirm the approval pathways i.e. REF or TBEIA. Further approvals may be required e.g. Fisheries (part 7 Permit), Indigenous heritage (consultation), European heritage, Biodiversity and identification of high risk works requiring additional mitigation measures. This permits / consultation may have long lead times.

The TBEIA/REF is our approval to do work as per the *EPA* Act and other environmental legislation and must be endorsed prior to works commencing onsite.

How

Start the TBEIA with a conversative view of work scope/delivery. If the TBEIA directs you to the E&C team, then email request to HVEC@artc.com.au

As soon as a job owner has reviewed the TBEIA they are to update the two (2) columns 'Community Notification Required' and 'Type of Notification' in their individual Matrix. This will help the E&C team understand the upcoming workload and to resource accordingly.

5.2 Community Notification

When & What

If community notification is required, then community notification is to be identified by **T-minus 5** from mobilisation and communicated to the E&C team.

Note the TBEIA will identify environmental impacts and the Noise Impact Assessment Report (NIAR) will determine if you have sensitive noise receivers. Together these documents (TBEIA and NIAR) will assist in the determination of community notification requirements. To complete this milestone, you will require a completed and endorsed TBEIA.

If the TBEIA or the NIAR do not identify sensitive receivers or the need for community notification, then there is no action required at this milestone.

Why

The E&C team need to coordinate the notifications to the community, so the community receives a clear and consistent message from ARTC and are not bombarded with multiple individual notifications. This milestone is required at T-minus 5 to allow sufficient time to identify and coordinate community notifications, the type of notifications and communicate with enough time to meet our Environment Protection Licence (EPL 3142) obligations.

How

Job Owners are to email the HVEC@artc.com.au with the details of the work and notification required and a link to the job owner's folder where all the relevant attachments (endorsed TBEIA/NIAR) are kept.

5.3 Traffic Management / Road Occupancy

When & What

A copy of Road Occupancy Licence (ROL) approvals (S138 or Transport for NSW equivalent) and the contact details of the subcontractor responsible for the submission to council are to be sent to the E&C team by **T-minus 5**.

If council or TfNSW have not approved ROL by T-minus 5 then advise the E&C team.

Why

As covered in section 5.2 the E&C team are coordinating ARTC's notifications to the community. Part of the ROL conditions may require the subcontractor to notify the community. This milestone is required so the E&C team can identify and coordinate all information that needs to be put on the community notification relating to road closures or impacts. They can also identify if they need to create a community engagement plan.

The E&C team can support the escalation of approval process with Council / TfNSW, to ensure the ROL is approved in a timely manner to allow adequate communication and fulfillment of approval conditions.

How

Email a copy of the ROL approval and subcontractors contact details, or request for E&C support for escalation to HVEC@artc.com.au

5.4 Break-in

If work is identified after these milestones, then the E&C team are to be notified with an email and phone call as soon as practicable as it may impact the ability for the work to go ahead if there is not sufficient time to get the required approvals or notification to the community.

6 Property Milestones

The owner of the Property milestone is the Hunter Valley Property Services Manager.

6.1 Property Notifications

When & What

Land Access Notifications need to be submitted by **T-minus 12**.

Why

This timeframe allows 12 weeks for the property team to understand the request, investigate and liaise with landowners to agree arrangements.

How

Submit a Land Access Request via the ARTC Service Desk (http://artc.service-now.com/sp/?id=index). Go to Service desk on connect, then select make a request, then select property services, then select land access request.

6.2 Break-in

If work is identified after this, then complete the request as above and notify the Property team as soon as practicable.

7 Break-in Work & Escalation

7.1 General

All work or requests submitted past the milestones set out in this document will be considered break-in work and will follow the specific notifications processes set out in the previous sections of this document.

Before work is submitted as break-in work the Project Manager or Works Coordinator will review and filter the requests to ensure the work is critical to the network and can not be done at another time, then the work will be assessed for conflicts with other worksites.

If there is no conflict – work will be updated / entered into the matrix.

If there is a conflict – the job owners will be advised and will come to a determination if the work can go ahead. If there is a disagreement relating to the break-in work, then job owners will escalate through their line of management. Once resolved they will inform the Closedown team if the work is going ahead or not.

The Project Manager or Works Coordinator will ensure that any break-in work is sequencing with a mindset on minimising any other resequencing for other work (e.g. not reschedule ten other items of scope for a team due to one new item of break-in work).

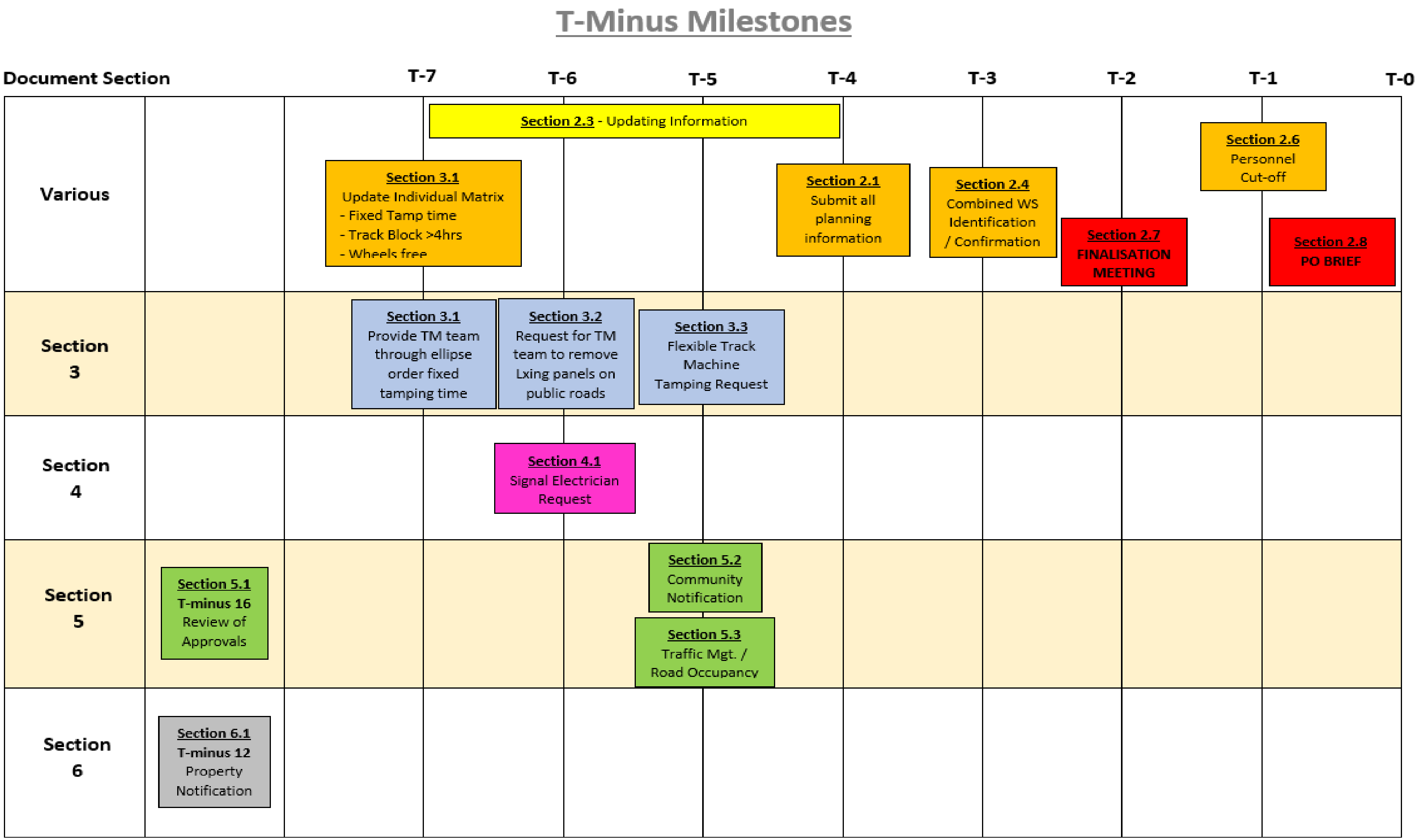
Job Owners and Works Coordinators are expected to turn around confirmations required for simple combined worksites requests due to break-in work within 24hrs and more complex request exceeding 24hrs are to be turned around as soon as practical.

8 Future Updates

8.1 General

The T-minus process will continue to be reviewed on an annual basis. In the interim suggested changes to the process are to be emailed to the Closedown Manager. The Closedown Manager will decide whether to hold the change until the annual review or act on it prior.

9 Appendix A – Timeline and Milestones



10 Appendix B – Scope and Sequencing details

JOB REF NO.	Unique number for you to use per job. This number is used to link items of scope together for a team. A new number for each separate job/work group.
SHIFT	The days selected in this section should reflect the duration of the work. The shift for a 1 day job (or less than 1 day) should show the day it is planned for not all days of the CD. e.g. TUE not TUE - THU. Without this level of detail the efficiency and effectiveness of identification of combined worksites and planning is gretly impacted.
LINE	This is what line / area the work is in and should be one of the following options. SOUTH: Port Waratah, Kooragang, Islington - Maitland, Maitland - Telarah, Maitland - Muswellbrook, Mt Thorley NORTH: Muswellbrook, Muswellbrook - Ulan, Muswellbrook - Turrawan
TRACK	This is the tracks you are affecting .i.e. Up & Dn Main or Loop etc. Note if the 'scope' is on the Up but you have plant on the DN then you should show the tracks as Up & Dn.
GENERAL SCOPE DESCRIPTION	If there are more than 1 item of scope then the same header needs to be applied to each line (eg. Undercutting). The second line should start with the item number e.g. 01 then description (note the leading zero in the number). Press 'alt+enter' to get a second line.
WORK SITE KM FROM (NOT PROTECTION LIMITS)	This is the 'worksite limit' (not protection limit). This limit should include the entire worksite e.g. stock pile location etc. not just the scope km. Example Rerail on the Up from 190.100 - 190.210 km is the scope however the worksite may be 189.900 - 190.400 km to allow for draging rail and plant.
TAMPING	If required put requested tamp time and day in the comments section
NOTES & COMMENTS	Anything that does not fit in a box place here. Should include notice to pass, working within 500m of LPA limit, Point clip needs removal, Trains not allowed to park in loop etc.
TRACK BLOCKED >2HRS	Any further details in the comments section.
SHUNT TEST	Any further details in the comments section.
WHEEL FREE	Any further details in the comments section. Note if the Wheels Free limits exceed the worksite limits then this should be entered as a separate line of scope with the actual km's and times.
Other Notes	Do not leave an empty cell (except comments)

11 Appendix C – Signal Resource Request

Signal Resource Request											
Date	Project	ARTC Job Owner	Location of Work	KM FROM	KM TO	Track	Job Supervisor	Supervisor Contact Details	Shifts & Expected hand back time	Scope	Cost Code