Works Readiness & T-Minus Procedure

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1. Purpose

The planning, management and monitoring of work packages during network closures, commissioning events, or configuration changes of the V/Line network are complex activities that have the potential to present significant risks to network safety and train operations.

The purpose of this procedure is to detail the process and define the governance mechanism approved by V/Line to manage the planning and development of packages of work planned for delivery on the V/Line Network.

The effective implementation and governance of this procedure will aim to:

- reduce risk of safety incidents
- facilitate infrastructure handback that is fit for purpose and able to be maintained
- reduce the risk and occurrence of asset failure after completion of the works
- ensure that all work packages approved for delivery are in an adequate state of readiness prior to the practical start date
- mitigate the risk of delayed handback times
- mitigate potential impact to service delivery

This procedure provides an assurance framework for activities on and around the rail network. Adherence to this procedure will help to ensure that adequate planning has taken place in a collaborative way, and that planned works meet the readiness criteria and complies with V/Line standards and procedural requirements.

2. Scope

The scope of this procedure applies to all work which occurs on, or impacts the V/Line Network or Infrastructure Asset as defined in Table 1 below.

2.1. What Qualifies for Works Readiness & T-Minus Tracking and Stage Gate Review?

Works that qualify for review through the Works Readiness Group are determined by the criteria detailed within the Works Readiness Tracker and will be established following the response to the assessment criteria questions listed in Table 1.

Table 1 – Criteria for Works Readiness Tracker

Question	Assessment Criteria	Response
1	Are the works disruptive to Rail Operations?	Yes/No
2	Are the works utilising an existing disruption to Rail Operations?	Yes/No
3	Do the works involve;	
	a) A configuration change to the rail network	Yes/No
	b) Planned works that will alter infrastructure assets	Yes/No
	c) Planned works that will bring into service new infrastructure assets	Yes/No
4	Do the works include;	
	a) Commissioning of a new infrastructure asset	Yes/No
	b) De-commissioning of an existing infrastructure asset ##	Yes/No

Note *Infrastructure assets are defined as anything tangible or intangible that can be used by V/Line to produce value to rail operations. This includes, but is not limited to Train Control Systems, Communications Systems, Track, Signalling, Civil, Structures, Electrical, Facilities, Stations, Carparks or Maintenance Depots.*

If the answer is 'Yes' to any of the questions in Table 1, then your works qualify for tracking and review as part of the Works Readiness and T-Minus Procedure. It is a requirement to populate and submit the 'Works Readiness Tracker' NIFO-2241.3 at each stage to works.readiness@vline.com.au.

Exceptions to the above are:

- Reactive maintenance
- Emergency works
- Works occurring on another ARO network, which do not require access to the V/Line Network or infrastructure assets

3. Programs of Work Types & Assessments

Work packages originate from one of the three programs:

1. Major Capital Works:
    a. Proposed State Projects (PSP's)
    b. State Works Projects (SWP's)
    c. Service Provider Projects (SPP's)
    d. Third-Party Projects (TPP's)
    e. V/Line Major Capital Projects (MWP's).
2. Annual Works Program:
    a. Major Periodic Maintenance
    b. Renewal Upgrading Projects
3. Network Maintenance:
    a. Inspections (part of preventative maintenance regimes)
    b. Corrective Maintenance

3.1. Major Capital Projects

The T-Minus procedure applies to all Major capital projects from T-40 stage onwards:

The Program and Delivery (P&D) team is responsible for project development, delivery and operational readiness of capital projects. P&D interface between V/Line and other organisations for the development, delivery and management of all activities within the whole life-cycle of these projects.

3.1.1. Third Party

The Third-Party access team coordinates all external access to the V/Line rail corridor. When these activities qualify for the Works Readiness and T-Minus Procedure, where applicable, the works will be monitored from T-40 stage gate onwards.

3.1.1.1. Works that Qualify as a Third Party

If the work does not involve access to V/Line rail network or working in the rail corridor then you do not require a 'Site Access Permit (SAP)' to proceed with your work.

If the work involves access to the V/Line rail network or working in the rail corridor and you qualify as a "Third Party" (refer to table), a 'Site Access Permit (SAP)' is required to proceed with your work. Refer to the below link.

Table 2 - Criteria for works that qualify as a Third Party

Works that qualify	Works that DO NOT qualify
A project for or requiring access to V/Line's network that has been awarded to a third party.	
A project awarded to a third party and said project has requested V/Line to sub-contract to them to deliver some or all of the works.	A project awarded to V/Line to manage and deliver.
	A V/Line funded project.
	V/Line maintenance including the Annual Works Plan (AWP).
Another ARO required to carry out works on V/Line network to: • access or maintain their own network or as part of a project or for work that is not under the Shared Infrastructure Agreement.	Another ARO requiring access to V/Line network to; • access or maintain their own network (no project works) provided that the work is under the Shared Infrastructure Agreement.
Any third party to V/Line, not covered by the above.	

Third parties may refer to the below link and guide for further information.

- https://corporate.vline.com.au/Network-Access/Network-Access
- NIMG-2741 Third Party Safety and Environmental Management Handbook
- CAMG-2 - Site Access Guide.

3.2. Annual Works Plan

Major Periodic Maintenance (MPM), are maintenance works to replace life expired assets or time sensitive components on a cyclic and non-cyclic basis, to preserve an asset's operational performance and capacity to perform at specified levels.

Renewal upgrading projects, are non-cyclic where projects are designed to reduce overall lifecycle cost by modifying asset configuration (e.g. concrete sleepers).

The Annual Works Plan activities that qualify for this procedure will be monitored from T-12 stage gate onwards.

3.3. Network Maintenance

All planned maintenance that qualifies for this procedure, will be monitored from T-12 stage gate onwards.

This procedure does not apply to reactive maintenance tasks or emergency works.

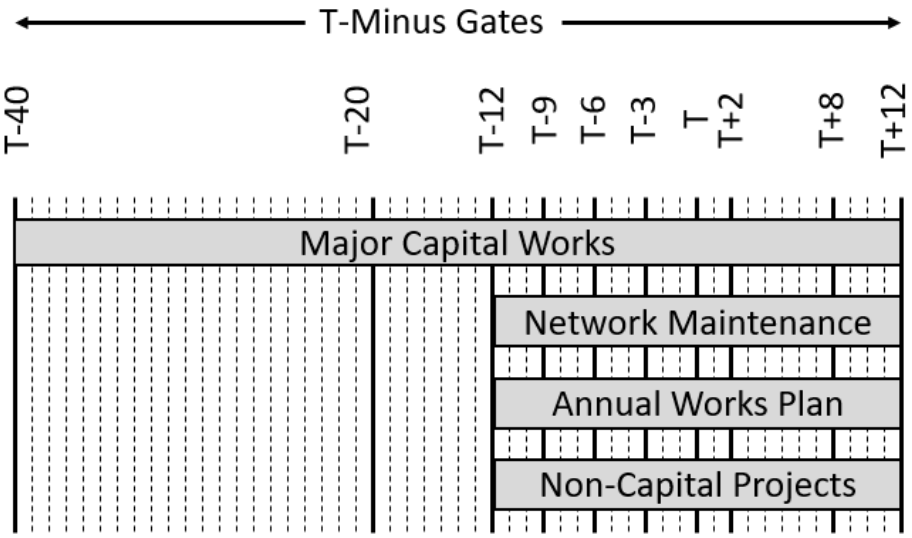
3.4. Non-Capital Projects

The Program and Delivery (P&D) team is responsible for project development, delivery and operational readiness of non-capital projects. P&D interface between V/Line and other organisations for the development, delivery and management of all activities within the whole life cycle of projects. When these activities qualify for this procedure the works will be monitored from T-12 stage gate onwards. These are generally projects that are not funded by the State and are directly awarded to V/Line.

3.5. Monitoring of Work Packages

The monitoring of work packages is achieved by the responsible person lodging a completed NIFO-2241.3 Works Readiness Tracker along with (or reference to) a completed NIFO-2241.1 - Work Group Information Table at each of the stage gates along the T-Minus process as indicated in Fig.1.

Figure 1 – Period of Monitoring of Work Packages



4. Completion of Works Readiness Tracker

4.1. Completing & Submitting the Tracker

The Works Readiness Tracker is completed by the assigned Delivery Manager for a package of work and updated prior to reaching each stage gate. These gates are used as assurance reviews to ensure that a work package remains on track, and within the allotted timeline. However, the tracker may be updated at any point by following the process instructions on the document.

The Works Readiness Tracker is to be submitted at each stage gate (as indicated in Fig 1 for the work package type), or as requested, to works.readiness@vline.com.au for review and discussion at the Works Readiness Group and the Network Approvals Group as specified below.

NIFO-2241.1 - Work Group Information Table (WGIT) must be submitted along with the WRT once the closure and/or, works are approved. If the scope of the works is updated thereafter, then an updated WGIT should be submitted to reflect the approved changes.

4.2. Current Status Indicator

Depending on whether the Stage Gate requirement has been met or not, the tracker will calculate a “RED CROSS” when the requirement is not met or a “GREEN DOT” when the requirement is met.”

4.3. Red Cross Status

a) When the Tracker is showing a Current Status of a “RED CROSS” then the reasons for the red and associated risks are reviewed first by the WRG (who assign risk rating) and then the NAG who approve or reject the work group to continue.

b) Where a Works Readiness Tracker is tracking red at T-40, T-20, T-12 or T-9, the Works Readiness Group will assess the risk of proceeding and allocate a risk level (low, medium or high) to the work package. Red tracking work packages are escalated to the NAG for acceptance “with conditions” or “rejection” which will require rescheduling.

c) Where a Works Readiness Tracker is at a “RED CROSS” status at T-6, or T-3, the Network Approvals Group will assess the risk of proceeding and decide if the work package can go ahead or should be postponed. If agreed to proceed on its current path, “RED CROSS” status work packages will then be assessed each week until they return to green status.

4.4. Process Flow

Refer to Appendix A for a schematic of the process.

5. Late Submissions, Fast Tracking and Scope or Closure Variations

5.1. Late Submission

1. Prior to the closure
   Any work group submitting later than the defined timelines, with exceptional circumstances, will be subject to a review by the Works Readiness Group and when required escalated to the Network Approvals Group.
2. Late entry into the live closure
   Once a closure event begins it is at the discretion of the Occupation Manager and/or occupation owner to assess the requests (risk, interface, urgency), to accept or reject the access request into a live occupation. If the Work Group applying for a late entry into the closure has answered yes Questions 3 or 4 in Section 2.1 cannot be accepted.

5.2. Fast Tracking

Any work group wishing to push forward the practical start date must demonstrate that all stage gates up to the fast-tracked dates are tracking at “GREEN DOT” status. Refer to Section 4.3 if any items in the Works Readiness Tracker are at a “RED CROSS” status.

5.3. Scope Variation

Any work group that alters the defined scope after T-6, will be subject to a review by the WRG and escalated to the NAG. In relation to Design Management to following applies; T-12 additional packages should not be considered unless everything is tracking green; T-9 no further changes considered (unless it is to omit a package and does not impact the other packages); T-9 no sub-dividing of packages.

5.4. Closure Variation

Any closure that alters the length or limits of the closure after T-6, will be subject to a review by the WRG, and when required escalated to the NAG.

6. Roles & Responsibilities

Table 3 – Roles and Responsibilities

Group/Position	Role/Responsibility
Network Approvals Group	The Network Approvals Group is responsible for assessing risks at each stage gate for RED CROSS status works, if escalated by the Works Readiness Group. Refer to NIMG-2243 - Terms of Reference (TOR) - Network Approvals Group (NAG)
Works Readiness Group	The Works Readiness Group is responsible for reviewing Works Readiness Tracker stage gates on a weekly basis and escalate RED CROSS status and issues to the Network Approvals Group. Refer to NIMG-2244 - Terms of Reference (TOR) - Works Readiness Group (WRG).
Manager Planning & Network Closures	Manager Planning & Network Closure is to ensure compliance of work packages with this procedure.
Planning & Readiness Advisor	The Planning & Readiness Advisor manages all stages of the works readiness process for the WRG; ensures all meetings are organised and communicated to relevant representatives
Delivery Manager	The Delivery Manager is responsible to ensure that their package of works meet the requirements of this procedure and must attend a works readiness meeting at each stage gate.
Occupation Coordinator	The Occupation Coordinator for a network closure is assigned prior to T-12 and is responsible for: • the final closure planning and coordination • work packages coordination including identifying associated risks for timely handback and to ensure mitigations are in place for high or significant risk levels.

A more detailed responsibility list is contained in the NIMG-2241 RACI Matrix.

7. Works Readiness Tracker Overview

7.1. Works Readiness Activities

The Works Readiness Tracker records the status of 33 activities through the T-Minus process between T-40 and T+12 weeks.

The activities are:

Table 4 – Works Readiness Tracker – Activities List

1. Scope of Work
2. Change to Lease Boundaries
3. MOC (Management of Change)
4. Network Access
5. Driver Training (Simulator Updates Required)
6. Driver Training (Network Changes)
7. Security Systems
8. Training Requirements (Asset Maintainers)
9. Spares Requirements
10. Resources (Internal & External)
11. Proposed TSRs (Temporary Speed Restrictions)
12. Material Procurement
13. Design Issued to External Stakeholders
14. Design Review Non-Signalling
15. Design Review - Signalling Arrangement Plan & Signalling Diagram (Litho)
16. Design Review - All other deliverables (Exclusive of Signalling Data)
17. Design Review - Signalling Data
18. RAM (Reliability, Availability & Maintainability) Requirements
19. Risk Assessments & Registers
20. Stakeholders (Internal & External)
21. Testing and Commissioning - Signalling
22. Testing and Commissioning - Non-Signalling
23. Dilapidation Survey for This Scope of Work
24. Fleet & Fleet Maintenance
25. Program of Works
26. Notification of Changes to the Network Infrastructure
27. Safety Management
28. Train Control System
29. CCTV
30. Rail Safety Protection
31. Inspection and Test Plans (ITP)
32. DMS drawings & PASS Assets update
33. Asset Register
34. Project Completion Report

7.2. Gate Reviews

Stage Gate reviews are undertaken to confirm that the Project/Work Package is meeting the requirements and activities identified in the tracker and that the WGIT is also complete. The reviews also give a level of assurance of the overall status and "health" of project activities which will reduce the likelihood of resources being committed to a project that does not proceed to finalisation. A representative for work groups which qualify for this process must attend the appropriate works readiness stage gate review.

Table 5 – Gate Review Objectives

Stage Gate	Stage Gate / Review Objectives
T-40	i. To have assurance from the Delivery Manager that planning for project/work package is progressing as defined ii. There is no major risk around project development for delivery. iii. Understand Network Closure Requirements, where applicable
T-20	i. Ensure that Preliminary Designs have been prepared and reviewed ii. Project/work package has reached the stage where work package scopes are confirmed iii. Development plan for delivery is progressing as defined.
T-12	i. Establish that the Project/Work Package is moving into the Delivery planning stage. ii. Project is reviewed in greater details to ensure all work packages in closure have reached stage of maturity, for further developing closure delivery plans.
T-9	i. This is a collaborative review for all the key areas for T-6 stage gate. ii. The objective is to ensure that all the issues for T-6 stage gate have been considered prior to the T-6 review and resolved.
T-6	i. This is Go/No Go stage review. ii. "RED CROSS" status will be reviewed by the NAG and allowed to "Proceed with CAUTION" or "Cease" if the risk is considered too high. iii. Detail planning for "Green DOT" status Project/work packages can proceed.
T-3	All the closure plans have been developed.
T+2	All documentations (completed ITP documents, etc.) are handed back to maintainers. Including all configuration data, firmware, software etc for any device included in the works.
T+8	Asset Management and spares requirements are being managed.
T+12	This is the final review stage of the work packages and the projects.

7.3. Status of Activities

The Tracker records an “indicator” for each activity at each required stage and calculates the status of each activity through the life of the program.

Table 6 – Indicators and Status

Status	Description
RED CROSS Status 	A T-Minus indicator of “x” indicates that the requirements have not been met and the status will be indicated with a “RED CROSS”
GREEN DOT Status 	A T-Minus indicator of “n/a” indicates that the activity is not relevant to the work and the status will indicate “GREEN DOT”
	A T-Minus indicator of “o” indicates that the requirements have been met, and for this activity the status is indicated with a “GREEN DOT”

7.4. Supporting Documentation and Evidence

Each activity in the Works Readiness Tracker has an associated set of documents that forms the evidence, and when completed, summarise the requirements to achieve an acknowledgement of having achieved the Gate Review.

The Evidence will meet one or more form (of delivery):

i. Documents that are provided on request

ii. Documented Evidence provided at the time of lodging (or presented at review gate), including, but not limited to:

   a. NOI number

   b. Signed SAFO-83 - Management of Change Implementation Plan

   c. Training Plan

   d. Warehouse Acceptance

   e. Signed ECN (for each design package)

   f. Asset Alteration Request ID

iii. Program of Works

8. Stage Gate Overview

The Works Readiness and T-Minus Procedure comprises a set of activities whose progress is reviewed during the project lifecycle.

These reviews are indicated as “Gateways” and align with the ten T-Minus Gates. Each activity’s Gateway has one or more Gateway Review requirement. (refer to the Works Readiness Checklist)

Table 7 – Works Readiness gates overview

Stage Gate	Section Theme	Expected Outcomes
T-40	Strategy & Coordination	Works Readiness Tracker from Delivery Manager will cover: i. Project Management Plan addressing project planning status on design ii. Scope of works iii. Management of Change process initiated iv. Stakeholder and interface management v. Procurement plan vi. Project delivery strategy vii. Number and types of Closure required viii. List of design packages proposed against each closure.
T-20	Design	Works Readiness Tracker from Delivery Manager will address: i. Preliminary Design ii. Scope of work defined iii. Management of Change process raised and documents submitted iv. Stakeholder and interface management v. Critical resources for project identified vi. Project delivery strategy vii. Number and types of closure required viii. Notice of Intent (NOI) initiated ix. List of design packages proposed against each closure.

Stage Gate	Section Theme	Expected Outcomes
T-12	Works Readiness	Works Readiness Tracker from Delivery Manager will address: i. Work packages are defined as per final design ii. Closure confirmed iii. Critical items that are required for delivery confirmed iv. List of design packages proposed against each closure.
T-9	Closure Readiness	In this review, Delivery and Asset Management teams will be working together to ensure work package reaches readiness stage before stage gate T-6 (Go/No Go).
T-6	Closure Readiness	Works Readiness Tracker from Delivery Manager will address: i. Assurances for all regulatory approvals are in place for the delivery of work packages as per the defined plan. ii. No scope change
T-3	Safeworking Readiness	Works Readiness Tracker from Delivery Manager will address: i. All Safe-working plans completed and approved ii. All requirements from Project Management Plan for project/work package completed.
T+2	Project/Work Package Handover	i. At the end of review, Construction Certificate for the works completed needs to be issued. ii. Defect list generated and lesson learnt from the process documented.
T+8	Handover	Asset Management RAM and Spares
T+12	Handover	i. DMS/PASS Assets complete ii. During this phase, all the defects that are not corrected, are documented as a new project/maintenance task. iii. Certificate of Final Inspection for the work package/project needs to be issued.

9. Works Readiness Risk Based Decision Model

This works readiness risk-based decision model sets out guiding principles for V/Line to make risk based decisions on progressing with closures or work packages based on their preparedness against V/Line's works readiness procedure.

The model takes into consideration the potential impact to V/Line customers, cost and resource impacts to V/Line as well as impacts to other closures or work packages.

9.1. Risk Matrix

Table 8 – Risk Matrix

Closure or Work Package Type - Impact	Tracking to Schedule	Behind Schedule with Acceptable Contingencies	Behind Schedule without Acceptable Contingencies	Recommend Cancelling
HIGH 1. Major or Minor Commissioning Events 2. Capital, 3rd Party or Other Staged Works	**Low risk**	**Significant risk**	**High risk**	**High risk**
MEDIUM 3. Capital, 3rd Party or Other Prep Works 4. Major Maintenance/AWP works	**Low risk**	**Medium risk**	**Significant risk**	**High risk**
LOW 5. Preventative or Corrective Maintenance	**Low risk**	**Medium risk**	**Medium risk**	**Significant risk**

Delivery to T-Minus Works Readiness - Likelihood

9.2. Impacts of Closures & Work Packages

HIGH: Typically involves disruption to V/Line customers over multiple weekdays, requires V/Line Customer communication strategy and may also involve media announcements and public events. Internal V/Line changes may involve Public or Working Timetables, Fleet plans, frontline staff rosters, staff recruitment and/or Driver training and Train Control training. Works are complex; contain multiple work groups, design packages and one or more commissioning events, bring into service any safety critical infrastructure.

MEDIUM: Typically involves disruption to V/Line customers over a weekend or a single weekday (potentially outside of peak travel periods). May require V/Line Customer communication but unlikely to have associated media announcements. Internal V/Line changes may involve Public or Working Timetables, Fleet plans, frontline staff rosters, staff recruitment and/or Driver training and Train Control training. Works are complex; contain multiple work groups, design packages and one or more commissioning events, bring into service any customer or service affecting infrastructure.

LOW: Typically involves minor or no disruption to V/Line customers (e.g. may involve replacing last service of a weeknight with Coaches). Doesn't involve any specific customer communication nor any material change to V/Line's Operational areas. Works do not require design packages or commissioning events.

9.3. Works Readiness Risk Based Decisions

Each closure presents unique circumstances that need to be incorporated into recommendations to proceed or cancel. Impacts to V/Line customers, cost and resource impacts to V/Line as well as other closures or work packages dependencies and government policy all need to be considered as part of the works readiness recommendations and decisions. The following questions provide a guideline only for the Works Readiness Group for developing risk-based recommendations to proceed or cancel a closure or work package.

Works Readiness Questions:

1. Are the delayed deliverables critical to have prepared by now?

2. Has an action plan been proposed by the project team to recover the schedule deficit for overdue deliverables? If so, does the group (WRG or NAG) consider the action plan to be achievable from their experience (increased resourcing, dual track design delivery etc.)?

3. What impact would V/Line customers experience if the closure or works package was cancelled at late notice or went for longer than expected?

4. What impact would the business experience if the closure or works package was cancelled at late notice or went for longer than expected (rosters, public or working timetable changes, customer & station print costs, IT system changes, cost of reserved coach replacements)?

5. What factors external to V/Line need to be considered with this closure or works package? Are there other closure or works package dependant on this one and what are the flow on impact from postponing this one? Are there any ministerial commitments or media announcements associated with the infrastructure being delivered?

9.4. Works Readiness Decision Process

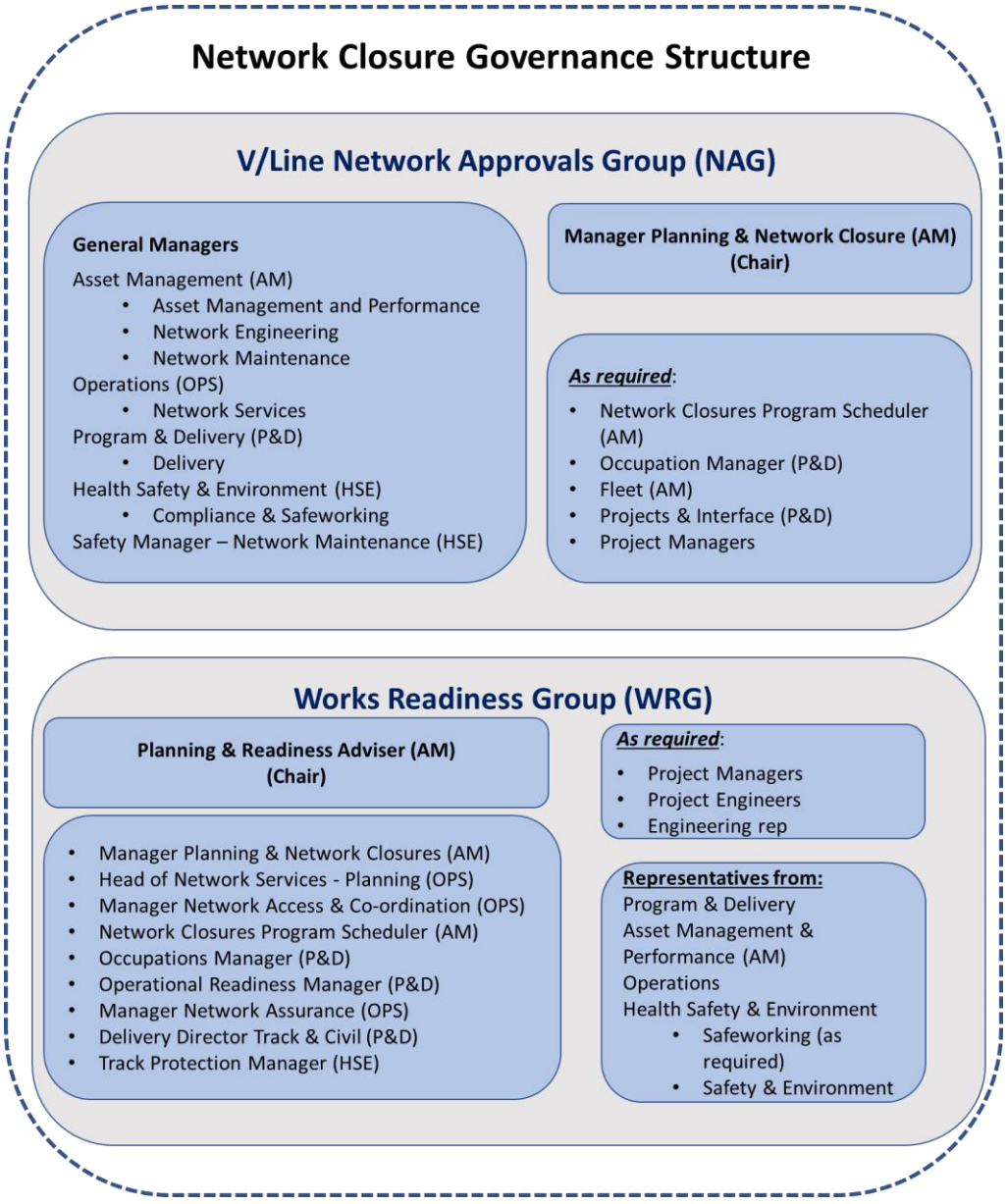
Table 9 – Works Readiness Decision Process

RISK RATING	SUGGESTED ACTIONS	DECISION LEVEL
Recommend Cancelling Occupation	N/A	i. Assessment made by WRG ii. Recommendation made by NAG iii. Decision to cancel made by Executive
High risk	An action plan to bring project deliverables back in line with Works Readiness & T Minus procedure schedule must be immediately prepared explaining how and what the project will implement to recover the schedule deficit.	i. Assessment made by WRG ii. Recommendation made by NAG iii. Decision to proceed made by Executive
Significant risk	An action plan to bring project deliverables back in line with Works Readiness & T Minus procedure schedule must be prepared if it has not already.	i. Assessment & recommendation made by WRG ii. Decision to proceed or not made by NAG
Medium risk	An action plan to bring project deliverables back in line with Works Readiness & T Minus procedure schedule must be prepared.	i. Assessment and decision to proceed or not made by WRG ii. NAG informed of WRG decision
Low risk	No action required until next stage gate review.	i. Assessment made by WRG, ii. No decision required

10. Works Readiness Governance Structure

Figure two shows the structure by which this procedure is governed. The purpose, roles and responsibilities for each group is detailed within the relevant terms of reference. The roles reflected below may change to suit business requirements. Works Readiness Group (WRG) and Network Approval Group (NAG) may invite other users of the process to the weekly meeting as required.

Figure 2 – Typical Works Readiness Governance Structure



10.1. Planned Meeting Schedule

Table 1 – Meeting Schedule

Group	Meeting frequency	Meeting Purpose
Works Readiness Group	Weekly	Works Readiness Group meets weekly in accordance with the terms of reference.
Network Approval Group	Weekly	The Network Approval Group meets weekly in accordance with terms of reference.
Closure Planning Meeting (Is this also known as the "Pre-Occo Meeting")	These meetings are planned by the assigned Occupation Coordinator	Closure planning commences at T-12 stage with meetings held at regular intervals in the lead up to the commencement of the closure. Detail delivery planning commences after all necessary requirements of stage gates are fulfilled.

10.2. Escalation of Issues

The Network Approvals Group is accountable for making decision on escalated issues brought to their attention by the Works Readiness Group.

The NAG provides assurances to the Executive Leadership Team that the delivery of planned work has met the criteria of Works Readiness and that the planned work has reached the state of readiness for delivery. Projects that proceed for delivery have risk levels at low or medium level.

The following steps outlines the decision-making authorities in relation to work scopes being approved, rejected, or descoped, or disruptive occupations being cancelled:

Step 1: The Work Group submits the Tracker

(1) The Works Readiness Advisors consider the outstanding items for each work group and provide a summary to the Works Readiness Group (WRG).

Step 2: The WRG reviews and:

(2) Recommends Proceed or

(3) Identifies Issues

(4) Notifies Network Approvals Group (NAG).

Step 3: The NAG considers the WRG recommendations and:

(4) If the issue can be resolved at NAG level the NAG advises the relevant work packages and WR Group of the decision (e.g. AWP works and maintenance activities) or

(5) If concerns or issues cannot be addressed at the NAG and cannot be decided whether the work should proceed or be rejected, e.g. State Projects and some Third-Party work, then the issue will be flagged to Executive Leadership Team (ELT).

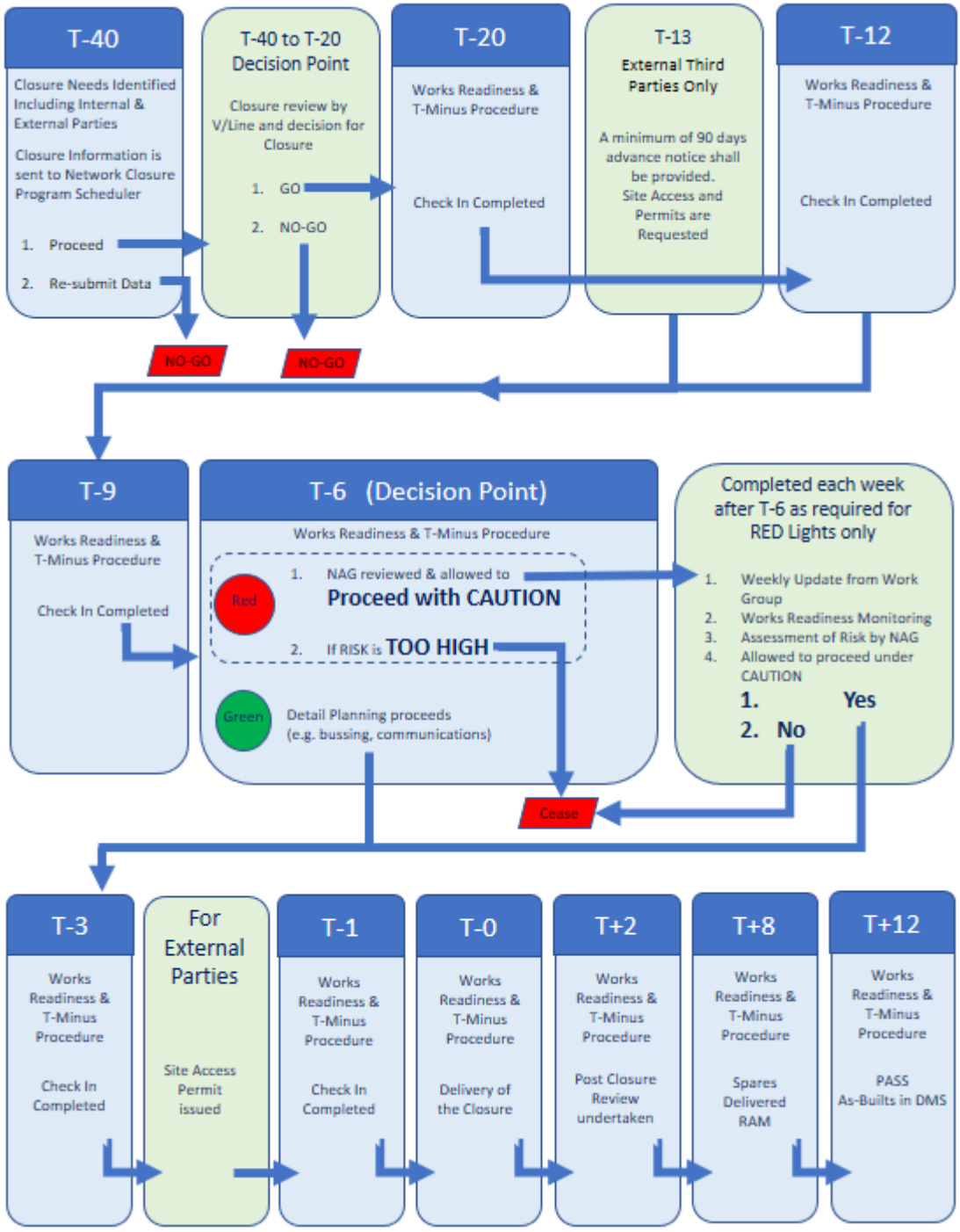
Step 4: The ELT reviews the issues flagged and advise NAG that they:

(6) Support the cancellation of the works or

(7) Disagree with cancellation and provide the project with more time to rectify the issues.

(8) ELT respond to NAG with their recommendation.

APPENDIX A – Process Flow Chart



Activities directed towards “No-GO” or “CEASE” will be required to recommence the process at T-40 and redefine closure needs and information.

APPENDIX B - Glossary of Abbreviations

Table 2 – Glossary of abbreviations

Abbreviation	Description
AWP	Annual Works Plan
BLT	Broader Leadership Team
DMS	(DoT's) Document Management System
DoT	Department of Transport
ECN	Engineering Change Notice
ELT	Executive Leadership Team
FTFP	Full Track Force Protection
ITP	Inspection and Test Plan
MOC	Management of Change
MPM	Major Periodic Maintenance
MTM	Metro Trains Melbourne
NAG	Network Approvals Group
NCAP	Network Closure Access Plan
NOI	Notice of Intent
NSP	Network Service Provider
P&D	Program & Delivery V/Line
PASS	(DoTs) Assets database to manage infrastructure information across Victoria
PSP	Proposed State Projects
RIL	Regional Infrastructure Lease
RPV	Rail Project Victoria
RRR	Regional Rail Revival
SAP	Site Access Permit
SLT	Senior Leadership Team
SME	Subject Matter Experts
SPP	Service Provider Projects
SWP	State Works Projects
SWMS	Safework Method Statement (for template refer NIFO- 2150.1)
TPP	Third Party Projects
V/One	V/Line's Enterprise Asset Management System (JD Edwards)
WRG	Works Readiness Group
WRT	Works Readiness Tracker
WGIT	Work Group Information Table (for template refer NFO-2241.1)

APPENDIX C - Terms and Definitions

Table 3 – Terms and definitions

Term	Definitions
Absolute Occupation	Means access to the Network for inspection, maintenance or construction during which time trains cannot operate through the closure area.
Delivery Manager	The person responsible for delivering a package of work, this could be for example a Project Manager or Maintenance Supervisor.
Disruptive Works	Any activity that will have (or has the potential to) alter or cancel the running of scheduled passenger or freight services.
GREEN DOT Status	GREEN DOT on the Works Readiness Tracker signifies the work package is on schedule
Network Approvals Group	The group responsible for the sign-off of work packages. Refer Section 4 – Roles & Responsibilities.
Network Closure	The possession of a portion of track or line, which does not allow the passage of trains.
Occupation Coordinator	The person assigned at T-12 stage who is responsible for coordinating the final stages of closure planning in preparation for a network closure.
RED CROSS Status	RED CROSS on the Works Readiness Tracker signifies the work package stage gate requirements have not been met.
Stage Gate	Milestone point at which a work package is reviewed.
T-0	Is ONE full week measured from 1700 hrs on the Friday before the start of the closure or a work package (T).
T+0	Is ONE full week measured from 1700 hrs on the Friday after the end of the closure or a work package (T).
(T-) Time Minus	The number of work weeks worked back from the practical start date of either a closure or a work package which falls outside of a closure This should be calculated with a minimum of one work week of T-0.
T	Delivery phase

Term	Definitions
(T+) Time Plus	The number of work weeks worked forward from the completion date of a closure or a work package which falls outside of a closure. This should be calculated with a minimum of one work week of T+0.
Work Package	A series of tasks or activities that have been combined to create a package of works.
One Week in T Minus	Week from Friday at 17:01 hrs to the following Friday at 17:00 hrs
Works Readiness Group	The group responsible for reviewing work packages at the defined stage gate. Refer Section 4 – Roles & Responsibilities.

APPENDIX D - Referenced Documents

Table 4 – Referenced Documents

Document	Name
Asset Management	
CAFO-7	Access Deed (Third Party Access Procedure Appendix 4)
CAMG-2	Site Access Guide (Site Access Procedure Appendix 1)
NIMG-2741	Third Party Safety and Environmental Management Handbook
NIFO-2241.1	Work Group Information Table
NIFO-2241.3	Works Readiness Tracker
NIFO-2690.4	Dilapidation Survey Third Party & Network Maintenance
NIFO-2691.1	Inspection and Test Plan
NIFO-2695.1	Engineering Change Note
NIFO-4720.22	TCSC CTC-17_v1
NIFO-4720-22.01	TCSC Hardware CTC-17A_v1
NIFO-4720-22.02	TCSC Links CTC-17B_v1
NIFO-4720-22.03	TCSC Config CTC-17C_v1
NIMG-2241	RACI Matrix
NIMG-2243	Terms of Reference (TOR) - Network Approvals Group (NAG).
NIMG-2244	Terms of Reference (TOR) - Works Readiness Group (WRG)
NIMG-2611	Establishing Interface Locations
NIPR-1310	Type Approval – V/Line Asset Management
NIPR-2690	Infrastructure Commissioning
NIPR-2691	Management of Product Quality in Infrastructure Projects

Document	Name
NIPR-2695	Design Management
NIPR-2951	V/One Addition/ Deletion/ Alteration of Assets (Procedure)
NIST-012.4	V/Line Train Control Workstation Standard
NIST-012.5	Testing & Commissioning of Safety Related Railway Signalling Systems
NIST-2951	V/One Addition/ Deletion/ Alteration of Assets
NIST-6013	Spares Requirements Analysis
NIWI-1080	Development of Agreed Protection Plans
NIST-6013	V/Line Spares Requirements Analysis
	XIVIC for DSAPT (Access should be requested via DoT)
Draft	RFA Form ID – Refer V/Line Spares Requirements Procedure
Business Services	
CPFO-25	Project risk register with Monte Carlo
Enterprise Governance & Risk	
COFO-23	Transport Integration Act 210 - Document Your Thinking
LEPR-28204	Enterprise Risk Management Procedure
LEST-2	Enterprise Risk Management Framework
Health Safety & Environment	
SAFO-9	Safety Management of Change Initial Notification
SAFO-130	TSR Request Form
SAFO-131	Notification Form - Changes to Existing or Installing New Signalling Equipment / Track
SAFO-80	Health Safety & Environment Risk Assessment/Review Notes
SAFO-81	V/Line HSE Risk Assessment Tool

Document	Name
SAFO-83	Safety Management of Change Implementation Plan
SAMG-32 to 37	Vegetation & Wildlife Registers
SAPR-9	Safety, Security, Health & Environment Risk Management Process
SAPR-13	Rail Safety Management of Change
SAMG-39	Construction Environmental Management Plan (CEMP)
SAPR-67	Environmental Management of Hazardous and Prescribed Waste
SAPR-68	Environmental Management of Earthworks and Soil Disturbance
SAPR-74	Management of Heritage Values in the Rail Corridor
SAPR-77	Temporary Speed Restrictions
SAPR-81	Working near Waterways
SAPR-88	Vegetation Disturbance and Removal Procedure
SAWI-34	Safety Management of Change (MoC) Guide
	Section 34 of Book of Rules and Operating Procedures
Operations	
NOFO-10.1	Works Notification Form – Absolute Occupation / Full Track Protection
NOMG-143	Ergonomic Requirements for Train Control / Signaller VDUs & Workstations
NOPR-10	Absolute Occupation Arrangements
OPPR-224	Customer Communications Officer Work Procedure
Program & Delivery	
COFO-102	Project Brief (Template)
COFO-107	Project Management Plan
COFO-108	Inspection Testing and Commissioning Strategy (Template)

Document	Name
COFO-113	Project Completion Report (Template)
COPR-100	Project Management Methodology
NIFO-2150.1	Safe Work Method Statement (SWMS) Form
NIFO-2151.2	Health and Safety Coordination Plan
SPFO-2613	Work Health & Safety Management Plan Template
SPFO-2766	Rail Safety Management Plan template
Draft	Principles for Network Change Events
	Regional Infrastructure Lease (RIL)

VicTrack	
	VicTrack Spoil Reuse Guidelines