

PART RW10**RAILWAYS MANAGEMENT PLANNING****CONTENTS**

1. GENERAL
2. THE CONTRACTOR'S OBLIGATIONS
3. CONTRACTOR'S PROGRAM
4. CONTRACTOR'S MASTER MANAGEMENT PLAN
5. PROJECT MANAGEMENT
6. RAILWAY OPERATIONS MANAGEMENT
7. CONTRACTOR'S ASSET MANAGEMENT
8. STAKEHOLDER AND COMMUNITY ENGAGEMENT
9. TRAINING
10. HOLD POINTS
11. RECORDS
12. APPENDIX 1 – GATE DETAILS

1. GENERAL

- .1 This part specifies the requirements for planning the management of the Contractor's activities for Railway Infrastructure within the Adelaide Metropolitan Passenger Rail Network (AMPRN).
- .2 The Contractor must comply with:

RSNL:	Rail Safety National Law (South Australia) Act 2012 and Regulations
ONRSR:	Office of the National Rail Safety Regulator (ONRSR) Asset Management Guidelines
ONRSR:	Office of the National Rail Safety Regulator (ONRSR) Major Projects Guidelines
AS 10007:	Quality Management Systems – Guidelines for Configuration Management.
AS 15288:	Systems Engineering – System Lifecycle Process
EN 50126	Railway Applications—Specification and demonstration of reliability, availability, maintainability and safety (RAMS)
- .3 The Contractor must comply with following DPTI documents:

AM4-DOC-001217	Systems Engineering Standard
Part RW5	Resource Management
Part RW20	Systems and Safety Assurance
Part RW30	Design
Part RW50	Inspection, Testing and Commissioning (Railways)
Part RW60	Asset Handover
Part G20	Quality Management Requirements
Part G25	Risk Management
Part G30	Work Health & Safety
Part G40	Safety Provisions for Rail
Part G50	Environmental Management System
Part CH60	Community Engagement
Part CH70	Track Access
- .4 The Rail Commissioner Documents are available from:
 - (a) http://www.dpti.sa.gov.au/contractor_documents/public_transport_technical_information or from the Principal upon request.
- .5 The definitions in the *Rail Safety National Law (South Australia) Act 2012*, the Access Licence (if any) and the definitions listed below only apply to Railway Infrastructure referenced in this Contract.

“**AMPRN**” means the Adelaide Metropolitan Passenger Rail Network

“Configuration Management” means the process for establishing and maintaining consistency of a product's performance, functional and physical attributes with its requirements, design and operational information throughout its life.

“Defined Closure Period” means any period of time specified in this Contract when rail services are scheduled not to operate.

“Design Stage Review” means a formal review of the design which is undertaken when the design has progressed to a specified stage of completion and includes:

Requirements Definition (notionally 15% complete);

Preliminary Design Stage (notionally 30% complete);

Detailed Design Stage (notionally 70% complete);

Final Design Stage (complete, except for release of final Hold Point); and

Engineering Completion Review (all work complete which is necessary for the rail system to be operated for its normal purpose).

“DPTI” means the Department of Planning, Transport and Infrastructure, an administrative unit established pursuant to the *Public Sector Act 2009 (SA)*.

“DPTI Rail Operations” means any section of DPTI which has responsibility for the operation of Rolling Stock and/or the management of Rail Infrastructure on the AMPRN on behalf of the Rail Commissioner.

“Engineering Authority” means the authority to approve a document for implementation pursuant to Schedule 1, Clause 4 (2) of the *Rail Safety National Law National Regulations*.

“External Rail Transport Operator” means a Rail Transport Operator other than the Rail Commissioner.

“Protection Officer” means a person responsible for ensuring that the work is undertaken in accordance with the AMPRN Rules and Procedures.

“Rail Commissioner” means the Rail Commissioner, a body corporate established pursuant to the *Rail Commissioner Act 2009 (SA)*.

“Rail Corridor” means the area from fence line to fence line or 15 m from the outermost rail when no fence line exists.

“RSNL” means *Rail Safety National Law (South Australia) Act 2012*

“SFAIRP” has the meaning described in the National Rail Safety Guideline - Meaning of Duty to Ensure Safety So Far As Is Reasonably Practicable.

“Track Occupation” means undertaking work within the Rail Corridor in accordance with the requirements of this Contract while passenger rail services are suspended, modified or restricted.

“Unplanned Disruption” means any disruption to scheduled train operations, outside of any Defined Closure Period, caused by an act or omission of the Contractor, excluding any disruption caused by an act or omission of the Principal or its employees and agents.

“Contractor’s Personnel” includes the Contractor’s personnel, subcontractors, consultants and agents.

2. THE CONTRACTOR’S OBLIGATIONS

.1 The Contractor must:

- (a) develop, implement and comply with the plans required under this contract;
- (b) implement a systems engineering approach to the management of engineering and design activities under this contract;
- (c) comply with the applicable requirements of the DPTI procedures and plans relevant to the engineering and design activities;
- (d) comply with the AMPRN Rules and Procedures;
- (e) comply with the Rail Safety National Law (South Australia) Act 2012 and Regulations
- (f) provide all necessary documentation required to demonstrate safe operation of the Railway Infrastructure;
- (g) provide the Contractor’s Documents to the Principal in a manner which enables the Engineering Authority approval to be obtained before implementation; and
- (h) provide reasonable assistance and support to the Principal’s Representative to enable the Rail Commissioner to maintain its accreditation in respect of the changes to the AMPRN resulting from this Contract.

.2 In regard to any equipment installed for Railway Infrastructure, the Contractor must ensure that:

- (a) system integration is achieved for the new equipment;

- (b) system integration with existing systems installed on the AMPRN is achieved for new equipment;
 - (c) the equipment has no detrimental effect on neighbouring equipment or systems to the railway; and
 - (d) the equipment is not affected by neighbouring equipment or systems to the railway.
- .3 The Contractor is responsible for all planning and management associated with access to the Rail Corridor and liaison with the Rail Commissioner and other Rail Transport Operator(s).
 - .4 The Contractor is responsible for operational readiness, training requirements and stakeholders & community engagement as specified in the CSTR.
 - .5 The Contractor is responsible for complying with all relevant Work & Health Safety (WHS) and Environmental requirements.

3. **CONTRACTOR'S PROGRAM**

- .1 In addition to the requirements for the Contractor's Program specified in the Contract, the Contractor's Program must clearly show:
 - (a) all work within the Rail Corridor;
 - (b) the duration of that work;
 - (c) any Defined Closure Periods; and
 - (d) any Track Occupation.
- .2 Provision of the Contractor's Program must constitute a **HOLD POINT**.

4. **CONTRACTOR'S MASTER MANAGEMENT PLAN**

- .1 The Contractor must develop, implement and comply with Contractor's Master Management Plan which includes the following elements of planning, design, construction and handover requirements under this contract. The Contractor may prefer to have an individual plans to cover these requirements.
 - (a) Quality (Refer to Part G20);
 - (b) Risk (Refer to Part G25);
 - (c) Work Health & Safety (Refer to Part G30);
 - (d) Environmental (Refer to Part G50);
 - (e) Project Management (Refer to Part RW10; Section 5);
 - (f) Engineering and Design Management (Refer to Part RW30);
 - (g) Rail Safety Management (Refer to Part G40);
 - (h) System and Safety Assurance (Refer to Part RW20);
 - (i) Resource Management (Refer to Part RW5);
 - (j) Railway Corridor Access (Refer to Part CH70 / RW40);
 - (k) Railway Operations Management (Refer to Part RW10; Section 7)
 - (l) Contractor's Rail Asset Management (Refer to Part RW10; Section 8)
 - (m) Stakeholder and Community Engagement (Refer to Part RW10; Section 9)
 - (n) Inspection, Testing and Commissioning (Refer to Part RW50);
 - (o) Asset Handover (Refer to Part RW60);
 - (p) Operational Readiness; and
 - (q) Training (Refer to Part RW10; Section 10).

5. **PROJECT MANAGEMENT**

- .1 The contractor must develop, implement and comply with a Project Management Plan (PMP).
- .2 A Project Management Plan must include but is not limited to the following:
 - (a) Project Introduction and Summary;
 - (b) Project Scope and Work;
 - (c) Project Program, Schedule and Timeline;
 - (d) Project Team, Roles and Responsibilities;

- (e) Project Stakeholders, Consultation and Communication Management;
- (f) Project Interface Management;
- (g) Assurance , Governance and Reporting;
- (h) Cost and Budget Management;
- (i) Procurement and Contract Management;
- (j) Records Management;
- (k) Security and Emergency Management.

.3 Provision of the PMP must constitute a **HOLD POINT**.

6. RAILWAY OPERATIONS MANAGEMENT

- .1 The Contractor must develop, implement and comply with the Railway Operations Management Plan.
- .2 The Plan must include but is not limited to the following:
 - (a) an overview of all work carried out within the Rail Corridor;
 - (b) how the relevant requirements of RSNL, the Rail Commissioner and the Contract will be addressed;
 - (c) roles, responsibilities and accountabilities with respect to management of rail operations;
 - (d) proposed structure of management documentation related to rail operations, which must include details of interfaces between this documentation and other management documentation prepared for the Contract;
 - (e) the management of interfaces between the work under the Contract and the Rail Infrastructure or Rolling Stock Operations, including:
 - .1 preparation of documentation, to support the management of interfaces, addressing the requirements of the interface coordination plans, and interface agreements;
 - .2 details of the scope of works interfacing with the Railway Infrastructure;
 - .3 high level program of works interfacing with Rail Commissioner (this may refer to, or be part of the Contractor's Program);
 - .4 summary of the proposed involvement of the Rail Commissioner in any commissioning and decommissioning procedures; and
 - .5 consultation strategy with the Rail Commissioner.
 - (f) procedures to address the management, and details of proposed arrangements for the following:
 - .1 where requested by the Principal, the establishment of a track access and occupations planning group involving the Rail Commissioner, the Principal, the Contractor and other such parties as necessary to satisfactorily plan and implement the work;
 - .2 site access arrangements and track occupancy, including any planned impacts on rail services and arrangements for management of unplanned disruptions to rail services;
 - .3 maintenance of operational Rail Infrastructure during the Works;
 - .4 track protection;
 - .5 staff training and accreditation requirements for planning and implementation of occupation management;
 - .6 any operation of Rolling Stock for construction purposes;
 - .7 where operating in the electrified environment, details of operating under the Rail Commissioner's Safety Management System electrical procedures and the Electrical Network Safety Rules;
 - .8 risk, quality and safety requirements;
 - .9 emergency and security response procedures; and
 - .10 notification requirements.
 - (g) details of any measures to prevent damage to Railway Infrastructure, including overhead wires and underground cables;
 - (h) details of any temporary track crossings for vehicles and personnel and measures to prevent unauthorised crossing of tracks;
 - (i) where applicable, calculations necessary to demonstrate that piling, earthworks or temporary works do not affect the stability or alignment of the Railway Infrastructure.
 - (j) method of review and update of the Plan, including arrangements for preparation of Addenda;
 - (k) procedures for audit of the Plan and its implementation;
 - (l) references to the relevant parts of the Contractor's management plans (e.g. Rail Safety Management Plan, Risk Management Plan and Quality Plan); and

(m) any other relevant matters.

- .3 The Contractor must work collaboratively with the Principal and the Rail Commissioner in the development of the Plan.
- .4 The Contractor must provide a copy of the Railway Operations Management Plan at least 20 working days prior to the commencement of the work on site under consideration. The Railway Operations Management Plan is a Controlled Document.
- .5 Provision of the Plan must constitute a **HOLD POINT**.

7. CONTRACTOR'S ASSET MANAGEMENT

- .1 The Contractor must develop, implement and comply with the Contractor Asset Management Plan (CAMP) that addresses but is not limited to the following:
 - (a) The Contractors approach to asset management that addresses the Office of National Rail Safety Regulator (ONRSR) Asset Management Guideline and Part RW60 Asset Handover.
 - (b) Ensure that asset management is embedded into the overall contract organisation structure for the project. This shall detail interfaces within the contract organisation structure and with DPTI.
 - (c) Name(s) of contractor personnel with assigned responsibility for asset management for this contract.
 - (d) Evidence of a competency assessment, experience and skill of contractor personnel in asset management, whole of life system approach and processes for this contract.
 - (e) Details of the methodology the contractor will use to liaise with DPTI throughout the contract to ensure asset management issues are raised and addressed. This shall include frequency of meetings, agenda, issues register etc.
 - (f) A detailed chart shall be developed to show the timing for asset management deliverables throughout the full lifecycle of the contract in accordance with Part RW60 Asset Handover.
 - (g) With the prior written approval from DPTI the Contractor may include the CAMP provisions within its overall Project Management Plan.
- .2 The provision of the Contract Asset Management Plan must constitute a **HOLD POINT**.

8. STAKEHOLDER AND COMMUNITY ENGAGEMENT

- .1 Where the Contractor proposes to temporarily close off an item of railway infrastructure or requires the temporary suspension of train operations, details of the proposal must be included in the Railway Operations Management Plan. The Contractor must liaise with the Principal's Representative and provide all necessary information to undertake community and stakeholder consultations. The information must be provided at least 28 days prior to the proposal being implemented.
- .2 If the Contractor becomes aware of events that may lead to an Unplanned Disruption occurring, the Contractor must immediately notify the Principal's Representative and the Rail Commissioner to enable appropriate public notifications and, if necessary, arrange alternative public transport requirements.
- .3 If the temporary closure of an item of railway infrastructure is required, the Contractor must:
 - (a) provide notification to the Rail Commissioner in accordance with the Contract Specific Requirements and / or Access License (where applicable).
 - (b) in liaison with the Principal's Representative arrange for public notification of the proposed closures in the relevant newspaper (local and state) both 2 weeks and 1 week prior to closure;
 - (c) notify any residents in a 500 m radius of the proposed closures by letterbox flyer 1 week prior to the closure;
 - (d) supply and display advice signs giving details of closure at the crossing site for at least 2 weeks prior to closure; and
 - (e) notify emergency services and transport authorities at least 3 weeks prior to road closure including notifications of proposed detours or deviations.
- .4 The provision of the stakeholder and community engagement proposal must constitute a **HOLD POINT**.

9. TRAINING

- .1 The contractor must develop, implement and comply with the training plan that addresses but is not limited to the following:

- (a) How training will be carried out and assessed,
- (b) The training goals (outcomes) and learning objectives (competencies),
- (c) How training assessment and validation will be captured as evidence,
- (d) How training records will be controlled and managed,
- (e) What training material will be developed with timeframes for development, review, delivery and assessments,
- (f) How training material will be reviewed by DPTI prior to delivery;
- (g) Roles and responsibilities including trainer and/or assessor qualifications and experience,
- (h) Any resource requirements.

.2 The provision of the training plan must constitute a **HOLD POINT**.

10. HOLD POINTS

.1 The following is a summary of Hold Points referenced in this Part:

CLAUSE REF.	HOLD POINT	RESPONSE AND DELIVERY GATE
Error! Reference source not found.	Contractor's Program	20 working days prior to Gate 4A
Error! Reference source not found.	Contractor's Plan	As per reference Part
Error! Reference source not found.	Preliminary Project Management Plan	20 working days prior to Gate 4A
6	Railway Operations Management Plan	20 working days prior to Gate 4B
7	Preliminary Contractor's Asset Management Plan	10 working days prior to Gate 4B
8	Stakeholder and Community Engagement Proposal	10 working days prior to Gate 4B
9	Preliminary Training Plan	10 Working days prior to Gate 4B
Error! Reference source not found.	Final Project Management Plan	10 Working days prior to Gate 4C
7	Final Contractor's Asset Management Plan	10 Working days prior to Gate 4C
Error! Reference source not found.	Final Training Plan	10 Working days prior to Gate 4C

11. RECORDS

.1 The Contractor must develop, maintain and supply all records as necessary to provide evidence of compliance with the requirements of this part in accordance with the requirements of Part RW60 "Asset Handover."

12. APPENDIX 1 – GATE DETAILS

Gateway, Phase and Milestone Alignments between Portfolio Management, Rail Project Delivery and DPTI Rail Asset/CM Management

Rev 3
15 Sept 2017

