



Work Activity Advice (WAA) Procedure

SM-18-00090009

Metro Body of Knowledge (MBoK)

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1. Introduction

A significant portion of the Sydney Metro program requires work to be carried out in a brownfield rail environment controlled by another network owner or operator such as Sydney Trains, MTS or ARTC.

Sydney Metro's work activities have the potential to impact rail operations and the safety of the public. Proper planning, consultation and coordination are essential to achieve safe outcomes.

The Work Activity Advice (WAA) process facilitates communication on work activity and any related health & safety information between Sydney Metro, its Principal Contractors, and network owners and operators.

1.1. Purpose and scope

This Procedure (and its associated [SM-17-00000069 WAA Form](#)) is a planning tool completed by Principal Contractors and used by Sydney Metro to manage the risks associated with work within the rail corridor.

As specified in the Principal Contractor Health and Safety Standard, Principal Contractors must prepare the WAA per this Procedure for work on brownfield rail sites to address risks that may impact worker safety or the safety of rail infrastructure or operations.

The WAA identifies the scope of works and the associated risk controls to be implemented, including worksite protection and electrical isolation arrangements. It also must include a list of Safe Work Method Statements (SWMS) applicable to the proposed work.

The completed WAA assures Sydney Metro that rail safety risks have been adequately considered and appropriate controls identified to manage the risks SFAIRP.

This Document applies to permanent, temporary and casual staff; staff seconded from another organisation; and contingent workers, including labour hire, professional services contractors and consultants.

1.2. Definitions

All terminology in this Procedure is considered the generally accepted or dictionary definition. Acronyms and terms specific to this Document are listed below.

Other terms and jargon are defined within the [SM-17-00000203 Sydney Metro Glossary](#).

Table 1: Terms/acronyms and definitions

	Definitions
ARTC	Australian Rail Track Corporation.
CSW	(Sydney Metro) City & Southwest.
IMS	Integrated Management System.
MTS	Metro Trains Sydney.
Network Operator	Sydney Trains, MTS, ARTC.

SWMS	Safe Work Method Statement.
TfNSW	Transport for New South Wales.
WAA	Work Activity Advice.

1.3. Accountabilities

The Executive Director, Health & Safety is accountable for this Document, including approving it, monitoring its effectiveness and performing a formal document review.

Direct Reports to the Chief Executive are accountable for ensuring the requirements of this Document are implemented within their area of responsibility.

Direct Reports to the Chief Executive, who are accountable for specific projects/programs, are accountable for ensuring associated contractors comply with this document's requirements.

2. Requirements

2.1. Preparing the WAA

The Principal Contractor prepares WAAs for the project using [SM-17-00000069 WAA Form](#). Multiple WAAs would typically be required over the course of each project.

The number of WAAs required and the scope of each WAA is confirmed at project interface meetings between Sydney Metro and the Principal Contractor, where future works, projected activities, and upcoming works are discussed, and work activities that need to be covered by WAA are identified.

A new WAA is required for each package of work carried out within the rail corridor of another network owner (including all work in track possessions) or where the scope of works changes significantly to the WAAs previously prepared by the Principal Contractor.

Each WAA lists applicable worksite protection, electrical safety requirements, and SWMS related to the work activity.

The Principal Contractor's Project Manager (or other authorised representative) will review and endorse the WAA and the SWMS listed on the WAA before submitting them to Sydney Metro.

2.1.1. Information to be provided in WAA

Information to be provided in the WAA by the Principal Contractor includes details on the scope of works, worksite protection arrangements and other relevant safety controls.

The Principal Contractor is required to provide the following information:

- (a) Brief description of work scope;
- (b) Details of the Network owner and relevant representative;
- (c) Planned start and finish dates;
- (d) Work location, including tracks and kilometrage (e.g. Up Main 10.000km to 10.500km);
- (e) Method of worksite protection required, including details for both track possession and non-track possession works;

- (f) The potential scope of works near electrical equipment and planned controls (e.g. isolations, Level 5 Permits).

The WAA contains a checklist for safety risks associated with working in the rail corridor. The Principal Contractor is required to identify all items on the checklist that apply to the scope of work.

2.2. Submitting the WAA

The Principal Contractor is to submit the WAA and associated SWMS to Sydney Metro at least four weeks before the planned start of the work covered by the WAA.

The Sydney Metro Project representative will review the WAA and may provide comments via TeamBinder. If required, the Principal Contractor will update the WAA in response to comments received and re-submit for noting by Sydney Metro.

2.3. Implementing the WAA

When the WAA has been noted by Sydney Metro, the Principal Contractor proceeds with the works covered by the WAA.

If the work is to be performed during a possession, the WAA is implemented in conjunction with the process for planning and coordinating the possession with the asset owner and relevant stakeholders.

2.4. Communicating WAA to the Network Owner/Operator

Sydney Metro will communicate the WAA to the Network Owner/Operator of the intention to commence work. This will be provided for information only two weeks before the work starts.

2.5. Changes to Scope of Works

If any changes to the scope of works, location, program, risk assessments, or additional/revised SWMS are proposed, the Principal Contractor must immediately notify the details of proposed changes in writing to Sydney Metro and submit a revised WAA in TeamBinder.

3. Records

All records of submitted WAAs will be retained in TeamBinder and iCentral under each Implementation Group's iCentral folder.

4. Related documents and references

Related documents and references

- [SM-17-00000069 WAA Form](#)
- [SM-17-00000203 Sydney Metro glossary](#)

5. Superseded documents

Superseded documents

There are no documents superseded as a result of this Document.

6. Document history

Version	Date of approval	Notes
1.0	22 June 2018	New IMS document.
2.0	23 June 2020	Reviewed and updated.
3.0	29 March 2023	Reviewed and updated.

Appendix A: Work Activity Advice Process

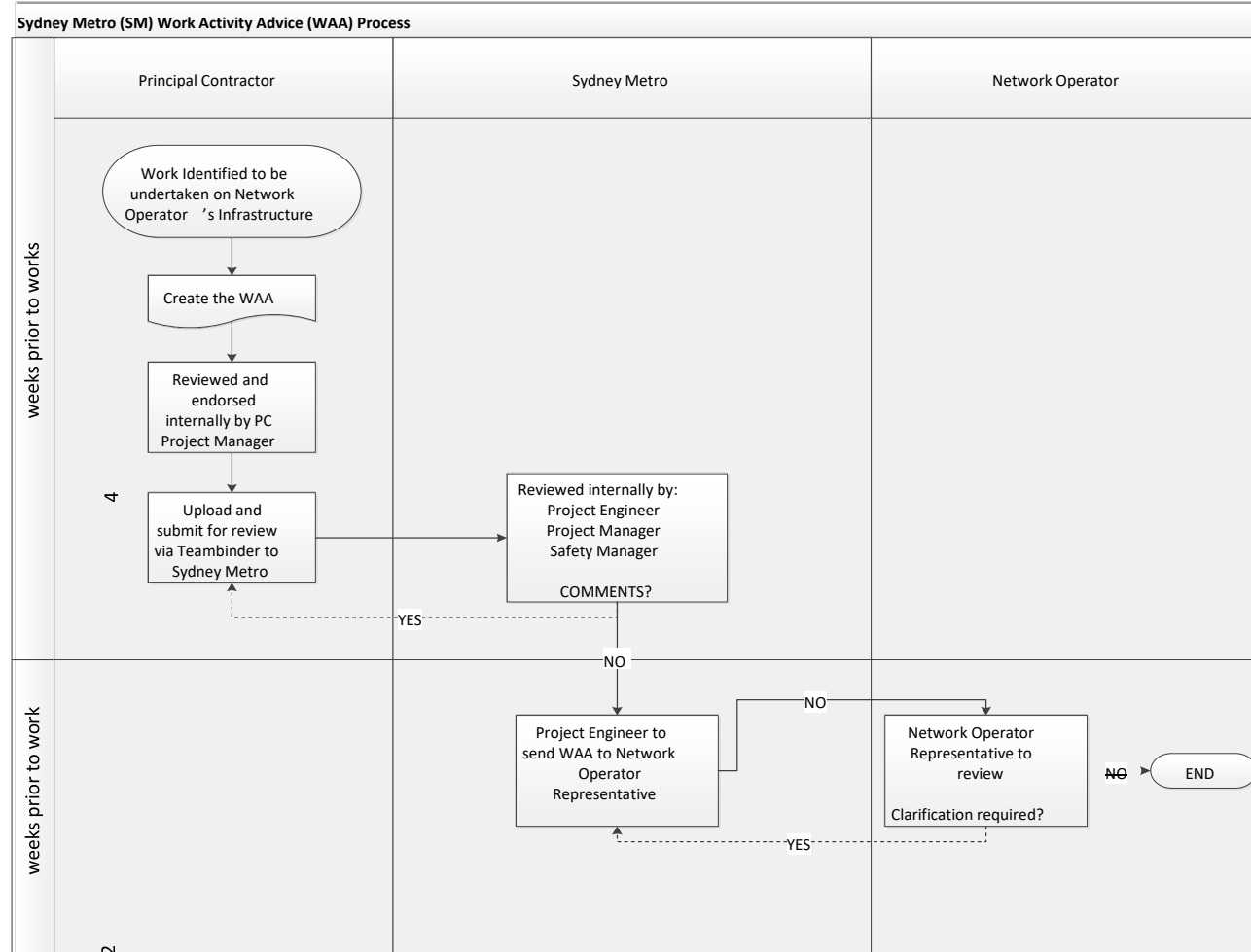


Figure 1: Work Activity Advice Process