

## Terms of Reference

### Transport Network Assurance Committee

#### 1. Introduction

This document is the terms of reference for the Transport Network Assurance Committee (TNAC). The establishment of the TNAC is defined within *T MU AM 04001 PL TfNSW Configuration Management Plan*, where in version 4.0 it is referred to by the previous title of Configuration Management and Asset Assurance Committee (CMAAC). The TNAC is an integrated component of the TfNSW Asset Management Framework and operates in support of the TfNSW Transport Asset Management Policy.

This Terms of Reference describes the governance and administration of the TNAC.

#### 2. Purpose of the committee

The TNAC is the peak configuration control board within TfNSW. The TNAC is established to provide TfNSW with a whole of network, whole of asset life cycle, project independent perspective to the management of the configuration of its transport network.

The TNAC receives reviews and make determinations regarding the process of managing assets and changes to the assets of the TfNSW transport network. The determinations are made based on evidence that asset assurance activities affecting TfNSW transport infrastructure have been appropriately managed. Asset assurance activities include the sustainability of the asset and the relationship to safety SFAIRP, environment, operations and maintenance. TNAC does not judge the economic or financial value of the proposal in its decision however TNAC may consider the adequacy of economic or financial assessment in relation to the network asset assurance argument.

In fulfilling its purpose, the TNAC may also provide direction, guidance, recommendations and oversight for the development of configuration management, asset assurance and asset acceptance arrangements.

To achieve its purpose, the TNAC shall satisfy itself that due process has occurred in the management of proposed or implemented configuration changes.

### 3. Assets within decision making scope of the committee

The TNAC has authority to make decisions over all existing or proposed TfNSW transport assets. It is however not currently mandatory for RMS to present submissions to TNAC for determinations to be made.

The definitions below are based on the *Transport Administration Act 1988 No 109* and the *Transport Administration Amendment (Transport Entities) Bill 2017*.

**Transport assets** means assets used for or in connection with or to facilitate the movement of persons and freight by road, rail, sea, air or other mode of transport, and includes transport infrastructure.

**Transport infrastructure**<sup>1</sup> means infrastructure (including associated vehicles, vessels and rolling stock) used for or in connection with or to facilitate the movement of persons and freight by road, rail, sea, air or other mode of transport (including walking and cycling). It includes:

- a) railways and railway infrastructure, and
- b) roads and road infrastructure, and
- c) maritime infrastructure and ports, and
- d) transport safety infrastructure, and
- e) systems, works, structures, buildings, plant, machinery and equipment that are associated with or incidental to transport infrastructure.

#### 3.1 Submission reviews

The TNAC normally reviews submissions and presentations for proposed or implemented configuration changes that are classified as significant. The TNAC normally need only be notified of configuration changes classified as moderate or minor where approved delegated arrangements h applied.

The criteria defining a significant configuration change is defined in *T MU AM 04001 PL TfNSW Configuration Management Plan*.

## 4. Membership of the committee

Members represent functional areas and life cycle accountabilities but are to make decisions based on the overall interest of TfNSW and independent from projects.

The members are selected based on their position, experience and ability to represent functional areas that as a whole cover the asset life cycle.

Functional area	Represented by	Area of focus
Governance, Standards, engineering, whole-of-life and whole-of-network consideration	Executive Director, Asset Standards Authority (ASA), FSP	<ul style="list-style-type: none"> <li>• Consultation with ASA</li> <li>• Compliance with ASA engineering and technical standards</li> <li>• Compliance with Asset Management Policy</li> <li>• Assurance and governance arrangement</li> </ul>
Safety and environment	Director Safety, Quality, Environment and Risk, Asset Standards Authority (ASA), FSP	<ul style="list-style-type: none"> <li>• Consultation with Transport Cluster system safety professionals</li> <li>• Compliance with TfNSW's Integrated Management System requirements</li> <li>• System safety assurance approach</li> <li>• Safety assurance arguments</li> <li>• Environmental sustainability</li> <li>• Compliance with safety and environmental regulatory requirements</li> </ul>
Commuters and community needs and planning	Executive Director, Customer Service Design and Delivery, CSD	<ul style="list-style-type: none"> <li>• Consultation with Customer Service Division</li> <li>• Consultation with customers and community</li> <li>• Impact of project on passenger and community outcomes addressed</li> </ul>

Freight needs and planning	Executive Director, Freight Industry, FSP	<ul style="list-style-type: none"> <li>• Consultation with Freight Industry Branch</li> <li>• Consultation with freight and industry stakeholders</li> <li>• Impact of project on freight outcomes</li> <li>• Impact on land transport productivity</li> </ul>
Investment planning and investment assurance interface	Executive Director, Finance, F&I	<ul style="list-style-type: none"> <li>• Consultation with Finance and Investment Division</li> <li>• Impact to TfNSW capital and operational funding</li> <li>• Consistency with investment assurance gates and review activities</li> </ul>
Transport strategy and planning	Executive Director, Transport Planning, FSP	<ul style="list-style-type: none"> <li>• Consultation with Transport Planning Branch</li> <li>• Consultation with external stakeholders impacted by transport planning decisions</li> <li>• Consistency with the Transport Master Plan</li> <li>• Application of the TfNSW Project Planning Framework or appropriate equivalent</li> <li>• Development, verification and validation of business requirements</li> <li>• Consistency and relationship to other initiatives managed by Transport Planning branch</li> </ul>
Final solutions development and argument	Executive Director, Integrated Planning, I&S	<ul style="list-style-type: none"> <li>• Consultation with Integrated Planning Branch</li> <li>• Consultation with external stakeholders affecting solutions development</li> <li>• Consultation with Rail Delivery Office where appropriate</li> </ul>
Asset solutions delivery	Executive Director, Program Management Office, I&S	<ul style="list-style-type: none"> <li>• Consultation with Program Management Office of Infrastructure and Services Division</li> </ul>

		<ul style="list-style-type: none"> <li>• Consultation with external stakeholders during project delivery</li> <li>• Consultation with project delivery branches and offices of TfNSW</li> <li>• Alignment with or impact on overall program / schedule of infrastructure construction and delivery</li> <li>• Transitional state arrangements during delivery</li> <li>• Consistency with good project delivery governance</li> <li>• Compliance with the Service and Operations Plan</li> </ul>
Service Delivery and asset management	Executive Director Service Delivery and Asset Management, I&S  (the Director Infrastructure Management shall be considered a regular member if representing ED SD&AM)	<ul style="list-style-type: none"> <li>• Consultation with Service Delivery and Asset Management Branch</li> <li>• Consultation with external stakeholders affected during service delivery</li> <li>• Whole of life asset operation and maintenance, including interfaces and redundant assets</li> <li>• Impact on operators and maintainers and their contract arrangements</li> <li>• Appropriate consultation to change to business requirements</li> </ul>

**Table 1 – Regular members of the TNAC**

## 4.1 Submission consideration and acceptance by each member

Each member of the committee is expected to consider configuration change request submissions and either:

- agree to the acceptance of the submission, with or without conditions
- object to the acceptance of the submission

In agreeing to accept or accept with conditions the member shall be considered as being satisfied that their area of focus, as stated in Table 1, has been appropriately addressed.

Should a member or delegate not be able to attend a TNAC meeting the member or delegate shall indicate their position to the TNAC Chair or the Secretary in writing prior to the scheduled starting time of the TNAC meeting.

At the discretion of the TNAC Chair the need for an in-person or written response from all TNAC members may be waived or deferred. In making the decision to waive or defer responses the Chair may consult other members and consider risks and impacts. The participation of TNAC members in the review and acceptance of configuration change request submissions shall be included in reports to the Executive described in Section 6.

### 4.1.1 Nominated Reviewers

Reviews and guidance produced by ASA staff shall only be in support of the Executive Director Asset Standards Authority and the Director Safety, Quality, Environment and Risk. Other TNAC members may identify a Nominated Reviewer and provide that nomination to the TNAC Secretary.

Nominated Reviewers will be provided with draft and final TNAC submissions, as appropriate, by the TNAC Secretary and in line with arrangements established by the ASA.

The role of Nominated Reviewers is to support their TNAC member by reviewing submissions and providing advice to their TNAC member prior to the TNAC meeting. Where a Nominated Reviewer has a conflict of interest the Nominated Reviewer shall arrange for a suitable alternative person to conduct the review.

Nominated Reviewers may provide feedback directly to their TNAC member or provide it to the ASA Secretary for inclusion in the guidance note. Feedback from Nominated Reviewers must be presented to the TNAC Secretary on time to be included in the guidance note. Nominated Reviewers may be invited by the TNAC Secretary to meetings as a guest for appropriate agenda items.

## 4.2 Chair of the committee

The chair of the TNAC is the Executive Director, ASA. Should the Executive Director be unable to attend, the Executive Director shall nominate an alternative regular member to be the chair.

### **4.3 Membership delegation**

Regular members may delegate their attendance at TNAC meetings and their committee responsibilities on a case-by-case basis.

Due to the roles assigned in Service Delivery and Asset Management, the Director Infrastructure Management may be recognised as a regular member if representing the branch.

## **5. Meetings and quorum**

TNAC meetings are to be scheduled monthly, with the exception of January. Additional meetings may be scheduled if necessary.

A quorum for a regular meeting consists of five TNAC members and includes at least two regular members. The chair of the TNAC may however adjust the quorum to suit particular situations.

### **5.1 RMS participation**

The TNAC shall invite an appropriate senior management representative of the Roads and Maritime Service (RMS) as a guest where matters expected to be discussed have a material impact to assets or service responsibilities of RMS.

### **5.2 Operator and maintainer guests**

TNAC expects projects, on a risk basis, to invite the operator, maintainer and TfNSW service delivery Contract Manager to presentations involving a Gate 5 submission.

## **6. Executive committee relationship**

The TNAC routinely provides reports to the TfNSW Health, Safety and Environment Committee and the TfNSW Finance and Investment Committee.

TNAC may also provide recommendations to the Executive committees on any matter it deems appropriate.

## **7. Assessments of submissions by the committee**

To achieve its purpose, the committee will review proposed configuration changes, completed configuration changes, annual asset assurance submissions and other configuration matters escalated to or otherwise of concern to the committee.

Configuration changes classified as significant are presented as regular submissions for the consideration of the TNAC. Minor and moderate configuration changes may be presented as notifications to the committee as defined within the *T MU AM 04001 PL TfNSW Configuration Management Plan*. The TNAC may, by exception, request any configuration change project to be presented to it at any point in time.

In performing reviews, committee members may consider any factors or evidence the committee deems relevant. Committee members should consider submissions in the context of the whole transport network and the whole-of-life implication to TfNSW.

The Goal Structured Notation (GSN) diagrams in *TS 10753 Assurance and Governance Plan Requirements* provides guidance on the review of submissions.

## 8. Assurance updates

From time-to-time the TNAC may request or receive an assurance update from a project, maintainer or party to which the TNAC has provided delegated authority to.

Assurance updates do not require a determination by the TNAC however members are expected to consider the same aspects as they would for configuration change submissions. TNAC members may request additional information to be provided with or subsequent to an assurance update.

## 9. Determinations of the committee

When a configuration change request is submitted to the TNAC for acceptance it shall make a determination based on its review. Determinations of the TNAC shall be through consensus. Determinations shall fall into one of the three categories:

- **Accepted** indicates the committee is satisfied that the configuration change request may proceed as presented.
- **Accepted with conditions** indicates the committee is generally satisfied but has identified some matters that must be addressed by the configuration change manager. The committee is satisfied that the configuration change request may proceed based on imposed conditions being appropriately addressed.
- **Deferred** indicates the committee is not satisfied with the adequacy of the configuration change request in its current form.

Where a notification or assurance update is presented to the TNAC and the members acknowledge receipt of the notification, the matter will be recorded as "Noted". The TNAC may at its discretion conduct a review and apply a determination or other form of action based on a notification or assurance update.

## 10. Secretariat

The Asset Standards Authority (ASA) provides secretariat services for the TNAC including:

- scheduling meetings
- support the activities of Nominated Reviewers
- preparing meeting agendas including supporting material

- take and distribute minutes of meetings
- record and monitor decisions of the committee
- report on the status of committee decisions
- contribute advice to facilitate deliberations and the progress of TNAC meetings.

## 11. Advice to the committee

The TNAC may seek advice as it sees fit.

The ASA may vet agenda items prior to inclusion on the committee agenda, and provide advice on procedural matters. The ASA may withhold the inclusion of a submission on the TNAC agenda if in the view of the ASA it has substantial deficiencies.

The Asset Standards Authority shall prepare a guidance note to TNAC members for significant configuration change requests. Guidance notes will be produced for other submissions where deemed appropriate by the ASA or specifically requested by TNAC.

Guidance notes may provide context and include any relevant feedback received from Nominated Reviewers.

## 12. Delegation of authority

The TNAC may delegate its authority as it deems appropriate. TNAC generally delegates authority by either:

- Reviewing and accepting configuration management plans from parties seeking delegated configuration control authority
- Accepting configuration change requests that have project specific configuration management arrangements described as part of their submission document or accompanying assurance and governance plan.

### 12.1 ASA Configuration Control Board (CCB)

The ASA CCB may act as an agent of the TNAC in relation to matters of configuration management process or governance. The ASA CCB may do this as defined within the *TfNSW Configuration Management Plan*. The ASA CCB thus may review such proposals or documents on behalf of the TNAC and delegate the TNAC authority on its behalf. Where the ASA CCB exercises its authority as an agent of the TNAC it shall notify the TNAC.

**Transport Network Assurance Committee (TNAC) Terms of Reference**

**Recommended by the Asset Standards Authority:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Jim Modrouvanos**

Executive Director Asset Standards Authority, FS&P

**Endorsed by the TNAC:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Jim Modrouvanos**

On behalf of Transport Network Assurance Committee

**Approved by:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Tim Reardon**

Secretary Transport for New South Wales

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