GSRA Project Registration

Fact sheet

transport.nsw.gov.au

27 September 2023

Acknowledgement of Country

Transport for NSW acknowledges the traditional custodians of the land on which we work and live.

We pay our respects to Elders past and present and celebrate the diversity of Aboriginal people and their ongoing cultures and connections to the lands and waters of NSW.

Many of the transport routes we use today – from rail lines, to roads, to water crossings – follow the traditional Songlines, trade routes and ceremonial paths in Country that our nation's First Peoples followed for tens of thousands of years.

Transport for NSW is committed to honouring Aboriginal peoples' cultural and spiritual connections to the lands, waters and seas and their rich contribution to society.

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email@transport.nsw.gov.au
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Authors	Troy Edmonds, Shaymal Chand, Lisa Campbell
Document owner	Senior Manager Asset Master Data
Approved by	Director, Roads Asset Management Strategy
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Version	Amendment notes
0.1	Initial draft for review
1.0	First issue

1. Introduction

All ‘road projects’ on State roads or Transport for NSW assets in Greater Sydney need to be registered with Transport for NSW.

1.1 Where is Greater Sydney?

Greater Sydney covers the blue, red and orange areas in Figure 1.

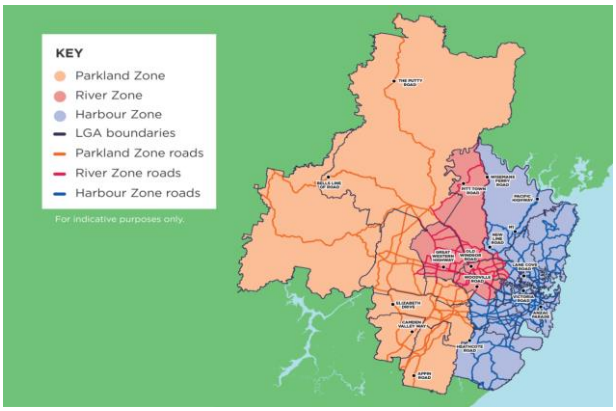

Figure 1: Greater Sydney zones and indicative extent of jurisdiction

1.2 What is a ‘road project’?

Examples of ‘road projects’ include:

- Erecting a structure or carrying out a work in, on or over a public road.
- Digging up or disturbing the surface of a public road.
- Removing or interfering with a structure or tree on a public road.
- Pumping water into a public road from any land adjoining the road.
- Connecting a road (whether public or private) to a classified road.
- Works on any State road assets including:
    - Works on pavement assets including bitumen, concrete and sprayed sealed roads.
    - Corridor assets including slopes, culverts, vacant property, and vegetation.
    - Works on bridges, tunnels and the following ferries and/or their approaches
    - Ferry 1 - Berowra Crossing, Berowra Creek
        - Ferry 26 - Wiseman Second Crossing, Hawkesbury River
        - Ferry 28
        - Ferry 45 - Webbs Creek Crossing, Hawkesbury River
        - Ferry 48 - Sackville Crossing, Hawkesbury River
        - Ferry 56 - Mortlake Crossing, Parramatta River
        - Ferry 58 - Wiseman Main Crossing, Hawkesbury River
    - Changes to Intelligent Traffic Systems (ITS) including traffic lights, signs, cameras, variable message displays and antennae for the entire state of NSW (not just in Greater Sydney).

2. Definitions

Term	Definition
Asset	An item, thing or entity that has potential or actual value to an organisation.
DA	Development Application
GSRA	Greater Sydney Road Asset is the part of Transport for NSW that is the custodian of State road assets.
GSR Portal	The Greater Sydney Roads Customer Portal is where all portals available to your account can be accessed. https://greatersydneyroads.atlassian.net/servicedesk/customer/portals
GSR Project Management Portal	The Greater Sydney Roads Project Management Portal is part of JIRA, it is where the Project Registrations are lodged. https://greatersydneyroads.atlassian.net/servicedesk/customer/portal/10
Objective	Objective is a document control application. All GSRA project documentation must be stored using this application
Proponent	A project proponent is the person that is responsible for carrying out a project and has the legal right to do so.
SRAP	Sydney Roads Asset Performance
WBS	Work Breakdown Structure

3. Initiating a project that may impact State Road assets

3.1 Accessing the Project Management Portal

3.1.1 Accessing the Project Management Portal for new users

1. Go to the Project Management Portal, https://greatersydneyroads.atlassian.net/servicedesk/customer/portal/10.
2. You will be prompted to sign up as a new customer as shown in Figure 2 below.

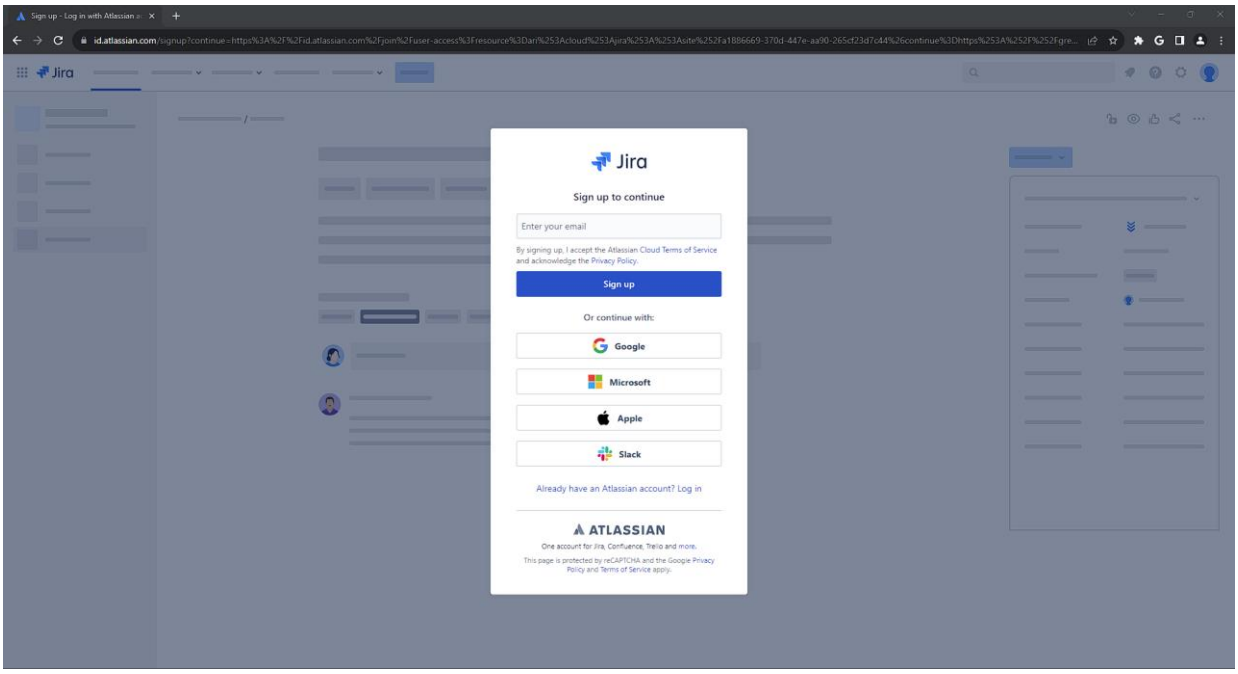

Figure 2: Sign up as a new customer to Project Management Portal

3. Enter your email address and click sign up.
4. You will receive an email invitation to login to GSR Project Management Portal (if you don't see it in your inbox, please check your spam/junk mail).
5. Create a secure password using the link in your email invitation.
6. Your account will now be active.

3.1.2 Accessing Greater Sydney Roads Portal for existing users

1. Go to the GSR Customer Portal, https://greatersydneyroads.atlassian.net/servicedesk/customer/portals and use your registered email address to login. All portals available, specific to each user, will be displayed in the GSR Customer Portal.
2. Select the GSR Project Management Portal as shown in Figure 3 below.

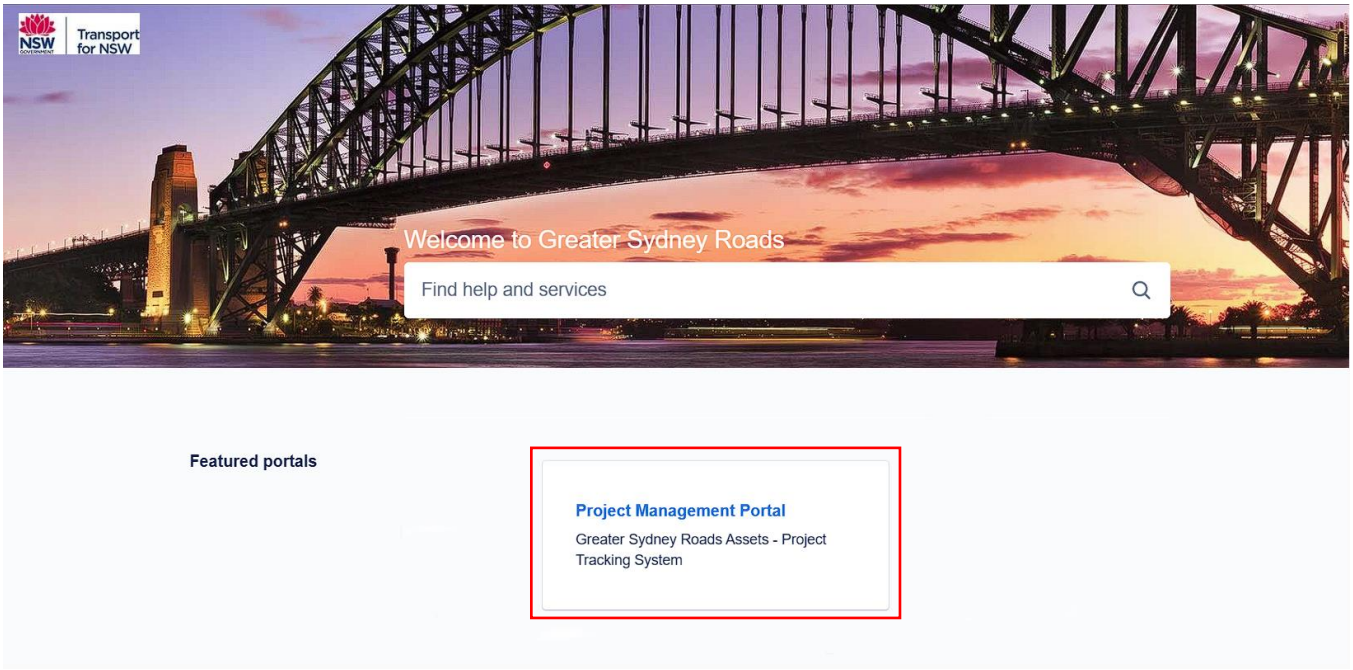

Figure 3: Greater Sydney Roads portal

3. Within the GSR Project Management Portal, select the **Project Registration** option as shown in Figure 4 below. This will open the Project Registration form as shown in Figure 5, to collect the relevant project information.

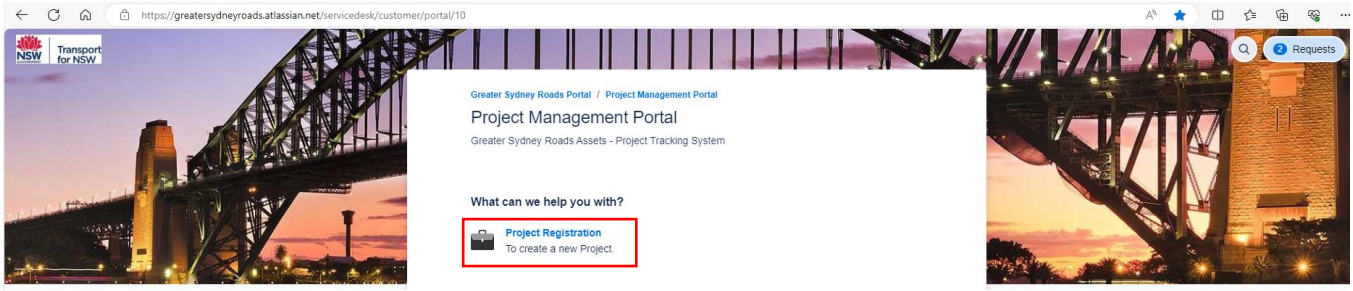

Figure 4: Project Management Portal

3.2 Entering project details into the Project Registration Form[1]

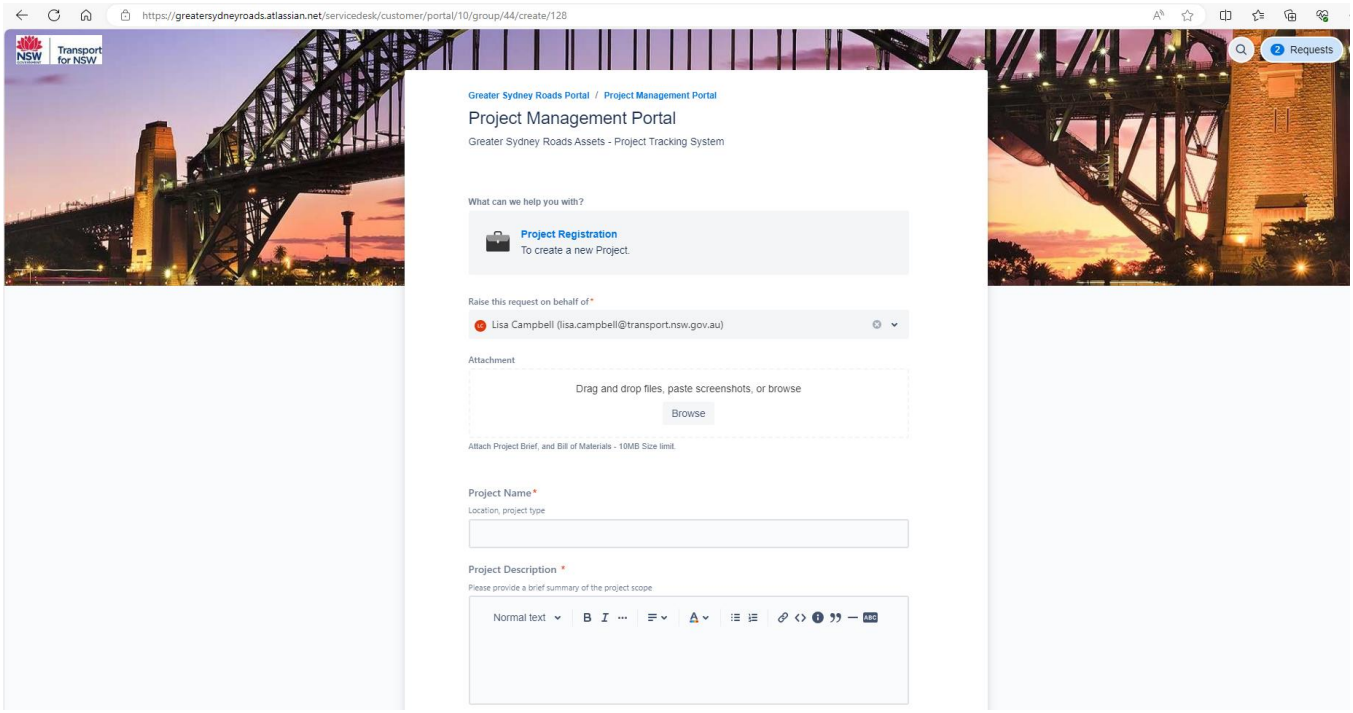

Figure 5: Project Registration Form (top section) for users to register projects with GSRA

1. Attach the documents shown in Table 1.

Table 1: Requirements for inclusion in the Project Registration Form

Minimum mandatory requirements	Optional additional attachments

1. Project Brief
2. Bill of Materials (BOM)
	• Business Requirements Specification (including analysis of need and demand) in compliance with;
	  ○ Business Requirements Specification[2] completed in accordance with TS 01464 (T MU AM 06010 GU)
	  ○ TS 01463 (T MU AM 06008 GU) Operational Concept Definition completed in accordance with T MU AM 06008 ST
	  ○ Maintenance Concept Definition completed in accordance with TS 01516 (T MU AM 06009 ST)
	• Risk Register in alignment with TS 04982 (T MU MD 20002 ST) Risk Criteria for Use by Organisations Providing Engineering Services
	• Preliminary design
	• Evidence regarding safety impacts of the change as required by TfNSW's System Safety Standard TS 04981 (T MU MD 20001 ST) System Safety Standard for New or Altered Assets

2. Enter the **Project Name** and provide a brief **Project Description** of the scope/extent of the project.
3. If the project has a **DA** (Development Application) number, enter it into this field. If not, leave this field

[1] Fields marked with a red asterisk (*) are mandatory fields.
[2] The listed TfNSW Standards can be located at https://standards.transport.nsw.gov.au

blank.

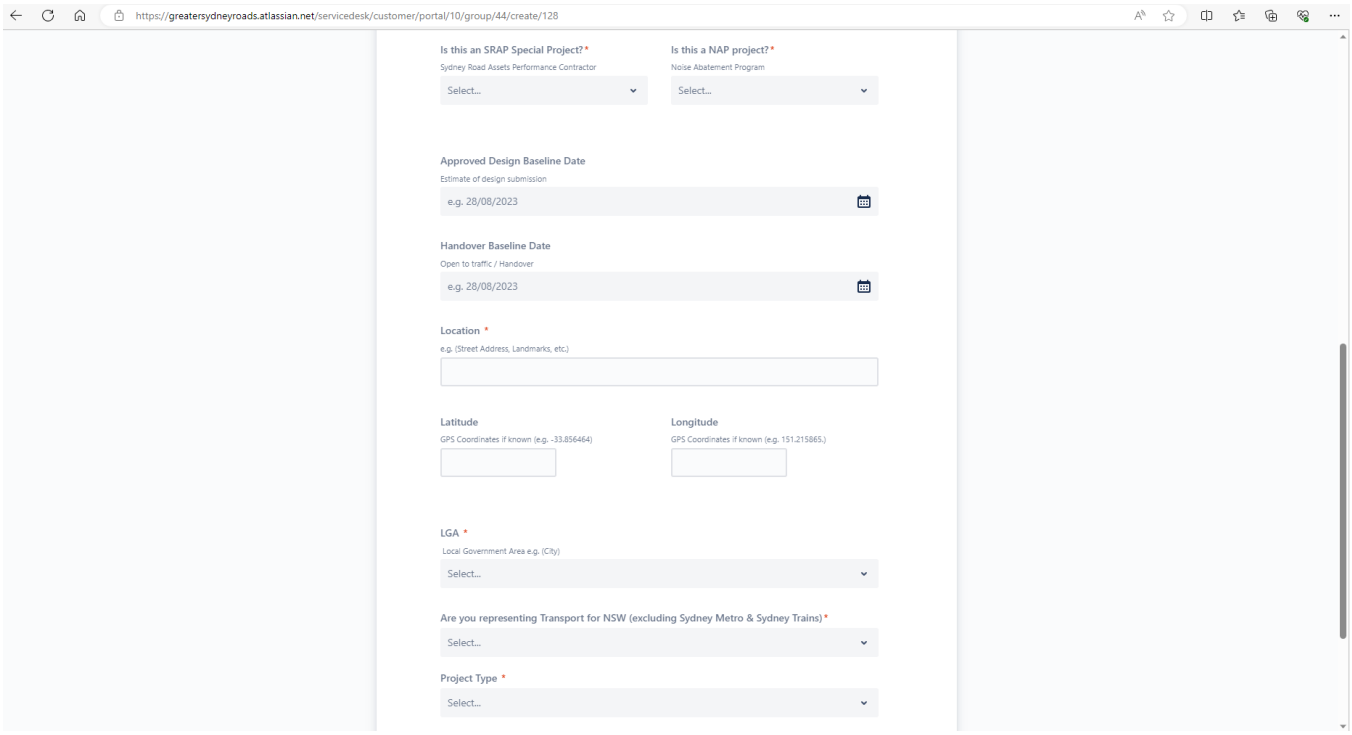

Figure 6: Project Registration form (middle section) for users to register projects with GSRA

4. If the project is a **SRAP (Sydney Roads Asset Performance)** special project select Yes in the “Is this an SRAP Special Project?” field, otherwise select No.

   Note: Sydney Roads Asset Performance (SRAP) contracts are awarded to external delivery partners to conduct Tactical Maintenance of the Sydney road network, refer to Table 2, see Configuration Change Level 4 - Tactical Maintenance.

5. If the project is part of the **Noise Abatement Program** select Yes select Yes in the “Is this a Noise Abatement Program?” field, otherwise select No.

   Note: The Noise Abatement Program is aimed at providing noise mitigation treatment for dwellings and noise sensitive land-uses such as schools, hospitals and churches that are exposed to high levels of road traffic noise.

6. Enter the relevant **Approved Design Baseline Date** and **Handover Baseline Date** by clicking on the calendar icon next to the field and selecting the appropriate dates, respectively.

   - The **Approved Design Baseline Date** is the date the project is to be approved for construction; and
   - The **Handover Baseline Date** is the date the project will open to traffic.

7. Where possible, type the **Address** that best describes the **location** of the project.
8. Enter the **GPS** coordinates for the project under the **latitude** and **longitude** fields.
9. Select the **Local Government Area (LGA)** in which the project is located. Where the project contains multiple sites or locations, enter the address and GPS coordinates that encompasses most of the project extent, or that of which covers significant/notable sites, assets, or areas of the project. (e.g., for projects involving the treatment/rehabilitation of several sections of roadway, capture location details for the largest area of treatment).
10. If the work is being undertaken by **Transport for NSW (excluding Sydney Metro and Sydney Trains)**,

use the dropdown arrow to select **'Yes'** from the designated dropdown list, otherwise select **'No'**. The form will expand after either the **'Yes'** or **'No'** selection is made.

11. If **'Yes'** is selected above, the form will expand to enter the **Internal WBS** number as shown in the red box in Figure 7. If no WBS number is available, leave this field blank, it can be added later when generated. If **'No'** is selected above, enter your **PO Number**.

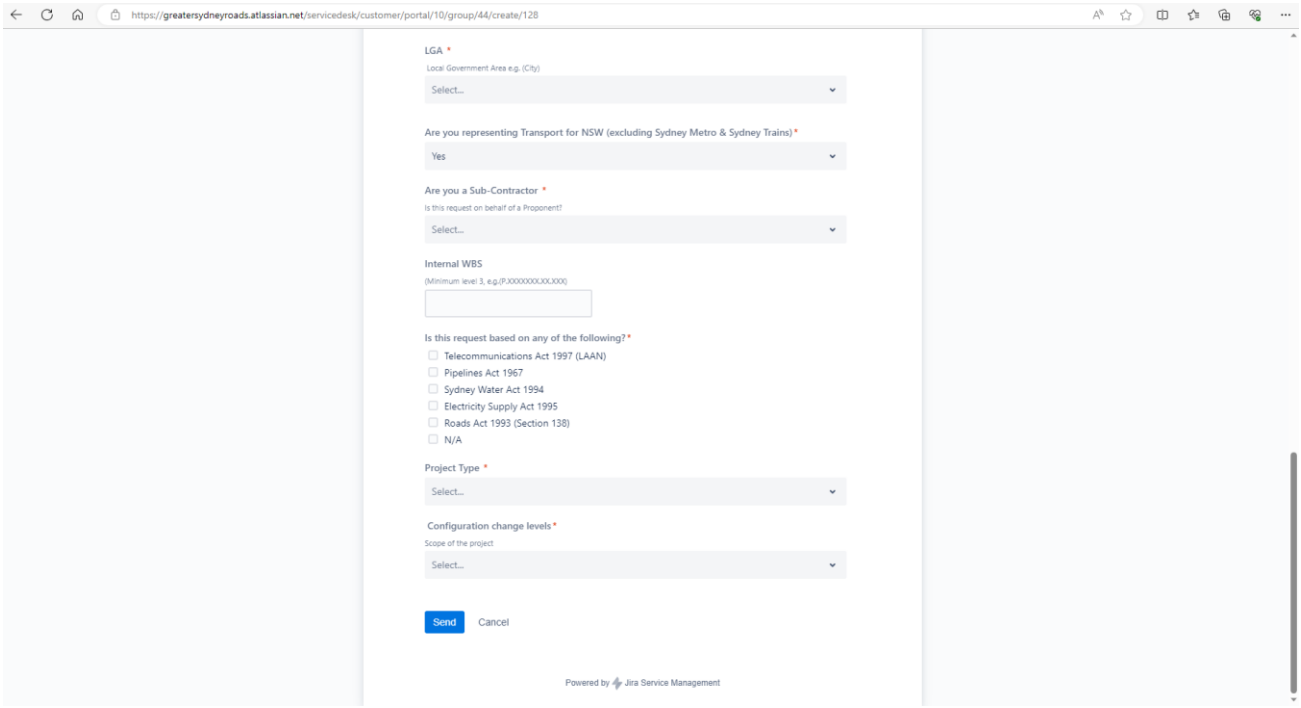

Figure 7: Project Registration form expanded after selecting **'Yes'** in Step 10.

12. **Are you a subcontractor**. If you are:

    - A contractor completing the project on behalf of the proponent and the proponent is from a different legal entity to yours, select **'Yes'** and enter the proponent and subcontractor details; or
    - Not a contractor completing the project, and the proponent of the project and person completing this form are from the same legal entity, select **'No'** and enter the proponent details.

    Note:

    - The form will expand after either the **'Yes'** or **'No'** selection is made.
    - If the **Proponent Company** does not appear in the dropdown list, select the first option ***New Proponent Company not on list** as shown in the red box in Figure 8 below, and a new field will appear so the **New - Proponent Company name** can be entered.

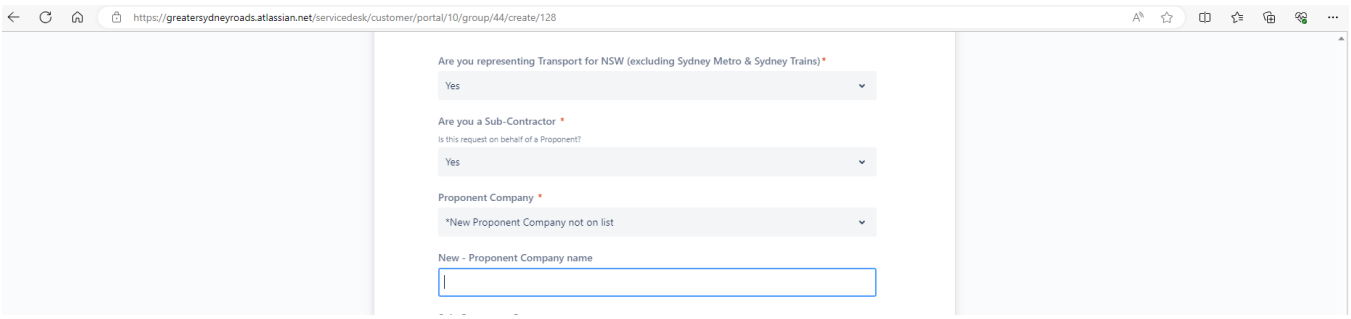

Figure 8: Add a **New – Proponent Company name**

13. Select the relevant **Government Act** under which the project is being conducted. Select '**N/A**' if none apply. See Figure 9.

14. Select the **Project Type** from the drop-down list.

    - Select the most appropriate project type. If a project affects multiple assets and includes multiple project types (e.g., Trenching + Cable Hauling + Sign installation), select the '**Minor**' project type. Where the project is significant[3], select the '**Significant**' project type. Refer to Table 2.

15. Select the associated **Configuration Change Level** as per Configuration Management Document number TS 01455:1.04. Refer to Table 2.

Table 2: Project Configuration

Project Type	Description	Configuration Change Level
• Significant	Level 1 configuration changes are identified as those that meet any of the following criteria: • substantially affect the functional outcomes delivered by assets of multiple asset custodians in more than one TfNSW Division. • substantially affect the functional outcomes delivered by assets of asset custodians predominately in one TfNSW Division and is also a complex or safety significant change as defined in T MU MD 20001 ST. • is considered a High Risk, High Profile (HRHP) project by the NSW Government or is of similar stature due to complexity or community interest. A Level 1 configuration change is a significant change or solution requiring assessment by the TNAC at least once at the beginning of its change process for acceptance. Significant configuration changes have wide reaching impacts for TfNSW or NSW Government objectives.	Level 1 - Significant
• Moderate • Car Park • Noise Wall • Safety Barriers and Fencing • TCS Excavation • TCS No Excavation	Level 2 configuration changes are identified as those that meet any of the following criteria: • substantially affect the functional outcomes delivered by assets of asset custodians predominately in one TfNSW Division and is a not complex or safety significant as defined in T MU MD 20001 ST.	Level 2 - Moderate Change

[3] Defined as Significant or Level 1 as per table 1 of https://www.transport.nsw.gov.au/industry/asset-management-branch/find-a-standard/configuration-management-1

[4] Table 1 of https://www.transport.nsw.gov.au/industry/asset-management-branch/find-a-standard/configuration-management-1

Project Type	Description	Configuration Change Level
	• do not substantially affect the functional outcomes delivered by assets but is a complex or safety significant change. A Level 2 configuration change is a moderate change or solution requiring assessment by an asset custodian NAC or delegate at least once at the beginning of its change process for acceptance. Moderate configuration changes have material implications to the delivery of outcomes predominately managed within one TfNSW Division.	
• Minor • Adjacent to our land but not our asset • Asset disposal • Barriers and fencing • Bridge CP • Bridge Non-CP • Bridge Painting • Bridge Rehab incl Painting • Bus Shelter • Cable Hauling • Changing of new sign face • Connecting to an existing drainage pit • Driveway • Installation of new sign • ITS Cabinet Artworks • Landscape • Line marking + sign installation • On our land but not our asset • Removal of an existing sign • School Zone Alerts System • Sign Installation • Slopes • Stormwater Drainage • Stormwater Drainage Infrastructure	Level 3 configuration changes are identified as those that do not substantially affect the functional outcomes delivered by assets and is not complex or safety significant change as defined in T MU MD 20001 ST. A Level 3 configuration change is a minor change or solution requiring assessment by an asset steward NAC or delegate at least once at the beginning of its change process for acceptance. Minor configuration changes affect an asset solution but have limited implications for the delivery of outcomes.	Level 3 - Minor Change

Project Type	Description	Configuration Change Level
• Trenching • Tunnel Upgrade & Rehab • Underbore		
• Line Marking • Pavement Rehabilitation • Pavement Resealing • Pavement Resurfacing	Level 4 does not result in a change to an approved baseline. It includes maintenance to retain or return assets to the approved configuration baseline. It may require update to asset information records. An asset activity that does not change the approved configuration change does not require assessment by a NAC.	Level 4 - Tactical Maintenance

16. Review the form to ensure all entered values are correct.
17. **Submit** the Project Registration form by clicking the 'Send' button at the bottom of the form.

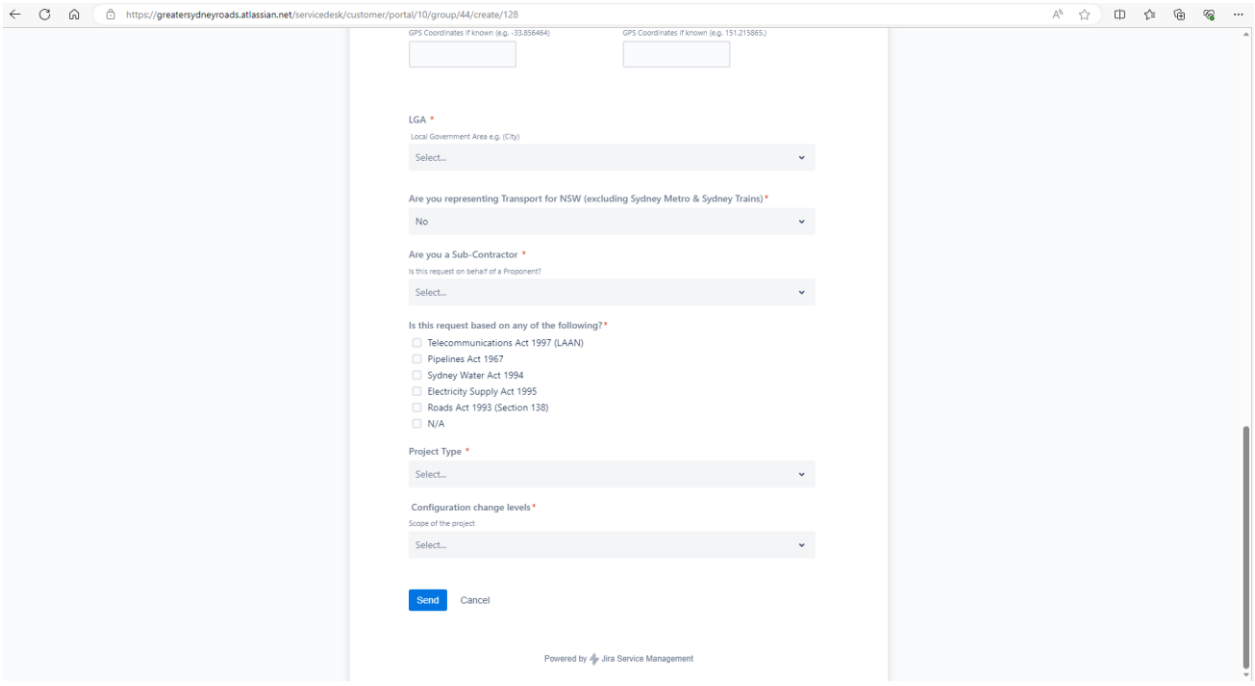

Figure 9: Project Registration form expanded after selecting '**No**' in Step 10.

3.3 Next steps

After Transport for NSW has reviewed the application, it will issue a letter informing you of the:

- Steps which must be followed to ensure compliance with:
  - TS 01471 (T MU AM 06006 ST) Systems Engineering Standard; and
  - TS 01455 (T MU AM 04001 PL) Configuration Management standard
- The estimated cost for work to be undertaken by Transport for NSW; and
- The name of the Project Manager assigned to the project.

4. Enquiring about the status of my project

To enquire about the status of a project that has previously been registered with Transport for NSW submit an enquiry via the Project Management Portal.

1. Access the Project Management https://greatersydneyroads.atlassian.net/servicedesk/customer/portal/10. The submitted projects can be accessed by clicking on the blue '**Requests**' button in the top right corner, a dropdown list will appear. Select '**Created by me**', as shown in Figure 10 below.

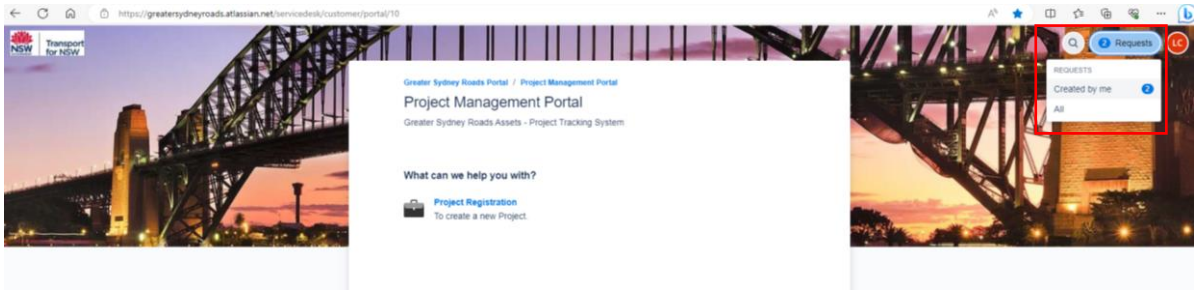

Figure 10: Access your Requests in the Project Management Portal

2. From the list of projects, select the project you would like to submit an enquiry against by clicking on the hyperlinked text in either the **Reference** or **Summary** columns. See Figure 11.

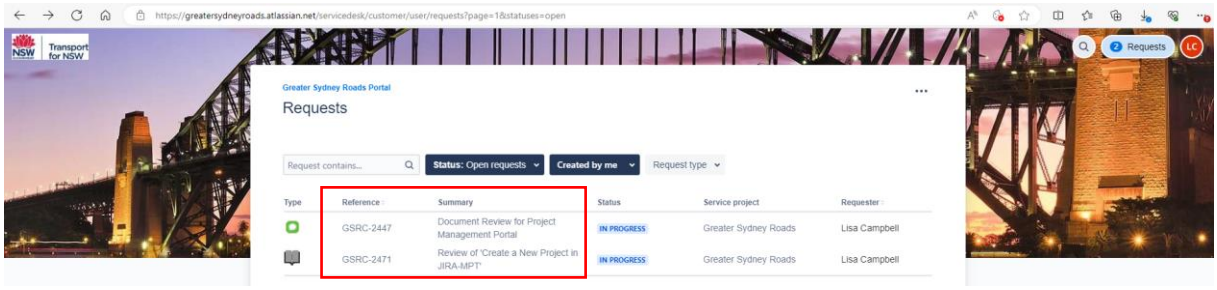

Figure 11: My Requests

3. When your selected project opens, scroll to the bottom of the page. Place the cursor in the '**Add a comment'** field as shown in Figure 12 below. Type your comment/request and press the 'Save' button.
4. The comment will be sent to the Assigned Officer of the project. Responses will also appear in this comments section of JIRA.

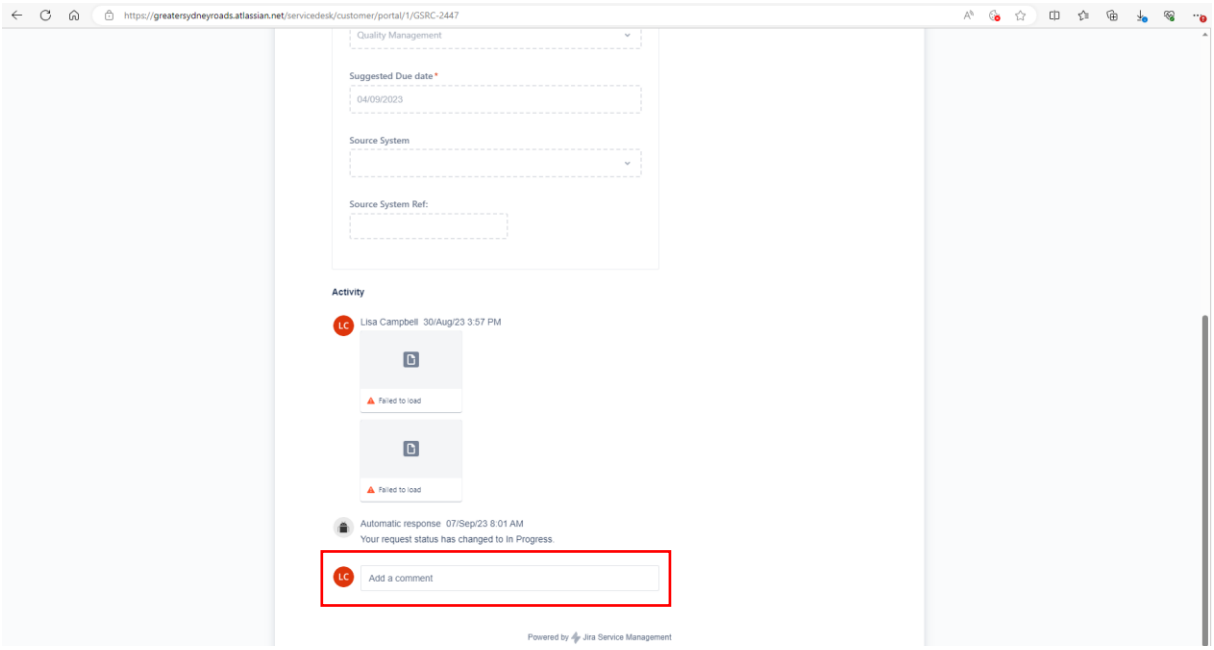

Figure 12: Add a comment / Change Request

5. Related/supporting documents

The following documents provider further explanation of the process outlines in this Fact Sheet and are available at https://www.transport.nsw.gov.au/industry/asset-management-branch/find-a-standard

- TS 01455 (T MU AM 04001 PL) Configuration Management
- TS 01471 (T MU AM 06006 ST) Systems Engineering Standard
- TS 01464 (T MU AM 06010 GU) Business Requirements Specification
- TS 01463 (T MU AM 06008 GU) Guide to Operational Concept Definition Development
- TS 01516 (T MU AM 06009 ST) Maintenance Concept Definition
- TS 04982 (T MU MD 20002 ST) Risk Criteria for Use by Organisations Providing Engineering Services
- TS 04981 (T MU MD 20001 ST) System Safety Standard for New or Altered Assets
- CP21010 Asset Management Policy

6. Feedback and help

For advice on interpreting or applying this document, please contact Systems and Process Improvement Manager, Greater Sydney Roads.

Do you have any questions or any feedback to help improve the quality of this document, for example, readability and content? Please email greatersydneyroads@transport.nsw.gov.au