

Network Safeworking Rules and Procedures

Responsibilities of Network Controllers

Rule Number: 2029



Brookfield
Rail

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Glossary for this Rule

<i>Authority</i>	Formal name for a written Authority (e.g. Local Possession Authority, Alternative Proceed Authority).
<i>Blocking Facilities</i>	A facility used by a Network Controller to prevent either the unintended issue of an Occupancy Authority, or the operation of points or signalling equipment.
<i>Competent Worker</i>	A worker certified as competent to carry out a relevant task.
<i>Disabled</i>	Unable to travel due to a defect.
<i>Emergency</i>	Incident requiring urgent action. The incident might involve death or serious injury, health or safety effects, significant damage to property or infrastructure.
<i>Infrastructure Representatives</i>	An authorised Brookfield Rail employee or an organisation contracted to Brookfield Rail, responsible for maintaining Network infrastructure.
<i>Issue</i>	To provide or send copies of authorities, warnings, notices and Network publications to affected Competent Workers by voice, hand delivery or electronic means.
<i>Location</i>	A place in the Network with a designated name, identification number, or signalling reference.
<i>Network</i>	A combination of track and other associated infrastructure controlled by Brookfield Rail.
<i>Network Control Diagram</i>	A diagram used by Network Controllers showing operational information for a Rail Traffic control area, also known as a Network Control graph to create a permanent record.
<i>Network Controllers</i>	A Competent Worker who authorises and issues Occupancy Authorities, and works points, signals and other signalling equipment to manage routes for safe and efficient transit of rail traffic in the Network.
<i>Network Safeworking Rules and Procedures</i>	The master set of Brookfield Rail rules and procedures that define how Access Users operate safely on the Brookfield Rail Network.
<i>Obstruct</i>	To make a line unsafe for the passage of rail traffic by the placing of tools, equipment or plant on the track.
<i>Operators Representatives</i>	A person authorised by an above rail or below rail Operator to act on their behalf.
<i>Permanent Record</i>	A record made in writing or in an electronic system, and kept for reference and audit.
<i>Proceed Authorities</i>	An Authority (e.g. a PROCEED aspect on a signal, Train Order) that allows rail traffic to enter and occupy a portion of line and proceed in the forward direction.

<i>Rail Traffic</i>	Trains and track vehicle or vehicles travelling on the Network.
<i>Rail Traffic Crew</i>	Competent Workers responsible for the operation of the Motive Power Unit.
<i>Section</i>	The line between the departure end station limit of one location and the arrival end station limit of another location. A section consists of one or more blocks.
<i>Special Working</i>	Working rail traffic using an Alternative Proceed Authority or manual block working.
<i>Track</i>	The combination of rails, rail connectors, sleepers, ballast, points and crossings.
<i>Track Workers</i>	Competent rail safety workers whose primary duties are associated with work on or around infrastructure in the Rail Corridor.
<i>Work on Track</i>	The work performed in the Danger Zone.
<i>Work on Track Authorities</i>	An authority to perform work on track. See Local Possession Authority (LPA); Track Occupancy Authority (TOA) and Track Work Authority (TWA),

1. Purpose

The purpose of this Rule is to provide instructions detailing the responsibilities of *Network Controllers*.

2. General

Network Controllers safely manage the transit of *Rail Traffic* through the *Network*.

Network Controllers must plan, set priorities for, and manage:

- *Rail Traffic* services;
- *Work on Track Authorities* and methods;
- *Proceed Authorities*;
- liaison with relevant *Operators Representatives* and *Infrastructure Representatives* and external services during incident management; and
- the restoration of *Rail Traffic* services, safely and promptly.

3. Responsibilities

Network Controllers must:

- make sure control systems are operated correctly;
- respond to equipment failures and warning alarms promptly;
 - reporting all equipment failures and faults to the relevant *Infrastructure Representative*;
- make sure accurate time is maintained and used;
- maintain accurate and timely information on the *Network Control Diagram* on actual and anticipated *Rail Traffic* movements in accordance with W110-200-006 Procedure for General Responsibilities of a Train Controller, Work on Track Authorities and methods;
- not engage in any activity that distracts their attention from their safeworking duties, or that may distract others in the *Network Control* centre;
- authorise and *Issue Proceed Authorities* and *Work on Track Authorities*;
- as necessary, introduce methods of *Special Working*;
- as necessary, provide *Rail Traffic* details to affected *Network Controllers* and other workers; and
- promptly report incidents and breaches of the *Network Safeworking Rules and Procedures* to their Supervisor and affected *Operator's Representatives*.

Where *Authorities* are being *Issued* manually, the *Network Controller* must cross-check the *Authority* with the *Network Control Diagram* and other *Authorities Issued*.

Network Controllers must complete the transmission, verification and recording of each *Authority*, *Work on Track Authority* and method before commencing any other activity.

3.1 Area of Control

Control boundaries define the geographic areas of responsibility for each *Network Controller*.

Network Controllers may only authorise or manage authorities or activities within their area of control.

4. Network Control Handover

A *Network Controller* must tell the relieving *Network Controller* about any conditions that could affect the operation of the *Network*.

5. Interface between Control Boundaries

Network Controllers must share up to date information concerning:

- anticipated *Rail Traffic* arrival and departure times;
- the planning of *Rail Traffic* paths;
- *Rail Traffic* identification details; and
- *Crossing* and passing requirements as appropriate.

Before authorising *Rail Traffic* to proceed to a *Location* that is managed by another *Network Controller*, permission from that *Network Controller* must be obtained.

6. Overdue Occupation

Where the agreed or expected reporting, clearance or *Section* running times are exceeded by an unreasonable amount, the *Network Controller* must:

- contact the *Competent Worker* in charge of the *Work on Track* activities; or
- contact the *Rail Traffic Crew*.

If this contact cannot be made, the *Network Controller* must advise the *Track Workers* or *Rail Traffic Crew's* organisation and alert them to the circumstances.

The requirements of Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN) must be observed if the *Network Controller* cannot communicate with the *Rail Traffic Crew* of an overdue *Rail Traffic* movement.

If the *Track Workers* or *Rail Traffic Crew's* safety cannot be established, the *Network Controller* must initiate *Emergency* procedures.

7. Obstruction of Lines Other Than Disabled Rail Traffic

If an *Obstruction* other than *Disabled Rail Traffic*, such as wash away, landslides etc., is reported, the *Network Controller* responsible for the affected portions of line must act in accordance with Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN), and:

- instruct *Rail Traffic Crew's* in or approaching the affected block to stop their *Rail Traffic* immediately; and
- apply *Blocking Facilities* in accordance with Rule 6003 Blocking Facilities to prevent entry of further *Rail Traffic* into affected or potentially affected portions of *Track*.

8. Keeping Records

Network Controllers must keep a *Permanent Record* of relevant conditions and movements in the *Network*.

9. References

2009 Reporting and Responding to a Condition Affecting the Network (CAN)

6003 Blocking Facilities

W110-200-006 Procedure for General Responsibilities of a Train Controller

10. Effective Date

4 May 2016