Network Safeworking Rules and Procedures

Centralised Traffic Control System

Rule Number: 5001

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Document History

Version	Effective Date	Pages updated	Reasons for change
2.01	21 11 2022	All	Review

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1. Purpose

The purpose of this rule is to describe the operation of the *Centralised Traffic Control (CTC) System of Safeworking* used in the *Network*.

2. General

The *CTC* system comprises:

- a *Location* for the control of *Points* and signals;
- *Controlled Absolute Signals* at the entrance to each *Section*;
- *Controlled Absolute Signals* protecting the *Route* through *Interlockings*;
- *Absolute Signals (Intermediate Signals)* to divide *Sections* into multiple *Blocks*; and
- *Track-Circuits* or *Axle Counters*.

Sections within the *CTC Territory* consist of single or multiple lines that are *Uni-Directional* or *Bi-Directional*.

Interlocking of *Track-Circuits*, *Axle Counters*, *Points* and *Protecting Signals* prevent a *Running Signal* from displaying a Proceed indication unless:

- the *Block* beyond the signal is not *Occupied*;
- there are no conflicting *Routes* set; and
- the *Points* are correctly set.

The *Network Controller* controls the entry of *Rail Traffic* into *Sections* and through *Interlockings*.

If the *CTC* system is reported as, or suspected to be, faulty or unreliable, a method of *Special Working* must be used until the system has been restored.

3. Proceed Authorities

The *Authority* for *Rail Traffic* to enter and *Occupy* a *Block* under the *CTC* system is:

- a Proceed signal;
- a verbal *Authority*; or
- a written *Authority*.

4. Failure of Control Functions

If the function to control *Points* and signals fail, the *Network Controller* must instruct the *Competent Worker* to:

- confirm the setting of *Points*;
- manually operate the *Points* as required; and
- manually *Secure* the *Points*, if necessary.

The *Rail Traffic Crew* must obtain an *Authority* to pass *Fixed Signals* at STOP in accordance with Rule 6013 Passing Fixed Signals at STOP.

5. Entering Signalled Track from Non-Signalled Location

Where there is no *Fixed Signal* to control entry into *CTC Territory*, the *Network Controller* must *Authorise Rail Traffic* entry.

The *Network Controller* must:

- verify that there are no conflicting *Rail Traffic* movements or *Track Occupancies*,
- where provided, give the release for *Switchlock* operation; and
- give permission for the *Points* to be operated.

Rail Traffic entering from non-signalled areas must be prepared to Stop at the next *Fixed Signal* and comply with the indication displayed.

6. References

6013 Passing Fixed Signals at STOP

7. Effective Date

21 November 2022

Network Safeworking Rules and Procedures

Train Order Working

Rule Number: 5017

Arc Infrastructure maintains the master for this document and publishes the current version on the Arc Infrastructure website. All changes and updates to the Network Safeworking Rules and Procedures are authorised by the Arc Infrastructure Rule Book Committee. This document is uncontrolled when printed.

Document History

Version	Effective Date	Pages updated	Reasons for change
3	03/11/2025	10 and 11	Updated reporting progress requirements in section 6.1.1.

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1. Purpose

The purpose of this rule is to describe the operation of the *Train Order* Working *System of Safeworking* used in the *Network*.

2. General

Train Order Working is a *System of Safeworking* where *Train Orders* are issued as *Movement Authorities* and are delivered, or dictated, over communications equipment, to *Rail Traffic Crews* and recorded in written form on a *Movement Authority* form in accordance with Procedure 9016 Written Authorities and Forms.

The movement of all *Rail Traffic* is controlled by *Authorities Issued* by the *Network Controller*.

The objective of the *Train Order Working* system is to prevent more than one *Rail Traffic* movement being between any two *Authorised Train Order Crossing* or Non-*Crossing Stations* at the same time.

The *Rail Traffic Crew* must have a valid *Authority* before entering a *Section*.

2.1 Network Controller

The *Network Controller* must:

- efficiently manage *Network* activities;
- formulate, *Authorise* and *Issue Authorities*;
- record *Occupancies*; and
- to avoid conflicts when formulating new *Authorities*, refer to the *Network Control Diagram*, the *Network* Control system, where available, and existing *Authorities*.

2.2 Network Control Diagram

The primary tool for operational safety is a *Network Control Diagram*, which details:

- planned, *Authorised* and actual *Rail Traffic Occupancies*;
- planned, *Authorised* and actual *Track Occupancies*; and
- events or conditions that may affect safety.

The *Network Control Diagram* is the primary Safeworking tool and should be kept up to date.

NOTE: Electronic *Network* diagrams will be used where available.

The *Network Controller* must refer to the *Network Control Diagram* in order to:

- plan *Rail Traffic* requirements; and
- avoid *Occupancy* conflicts.

3. Authority types

The *Network Controller Issues* the following *Authorities* for *Occupation* of *Running Lines*:

- *Proceed Authority*;
- *Proceed Authority* in Advance;
- Joint *Authority*:
- Crossing *Authority*:
- Conditional *Authority*;
- Conditional *Authority* in Advance and
- *Shunt Authority*.

4. Station Limits

NOTE: Signs are described in Rule 6007 Signs.

The start and end of *Train Order Territory* is identified by signs:

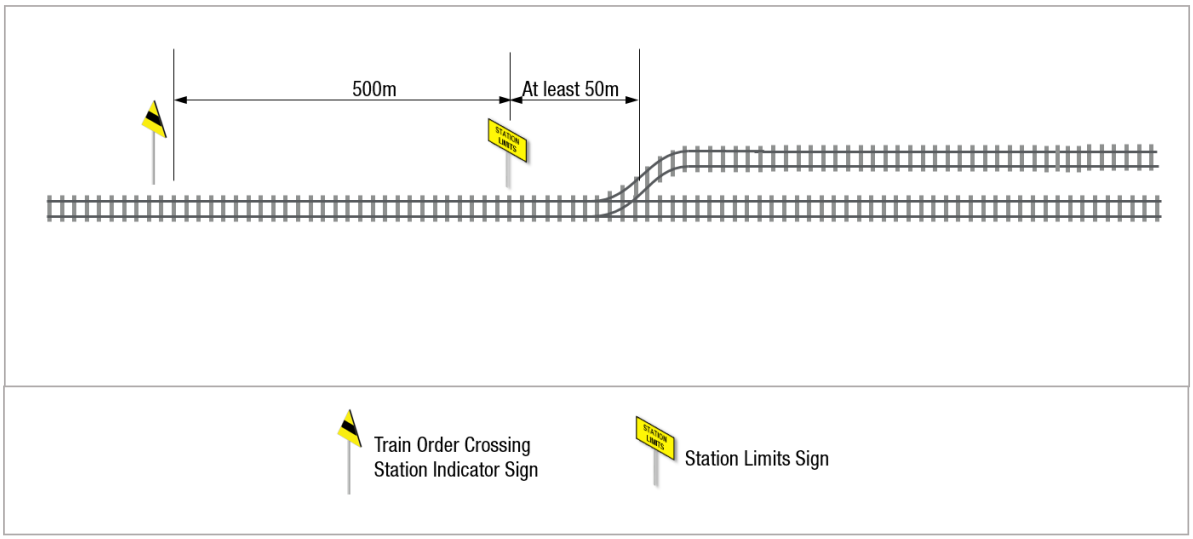
- a commencement of *Train Order Territory* sign will identify the start of *Train Order Territory*; and
- an End of *Train Order Territory* sign will identify the end of *Train Order Territory*.

4.1 Crossing Stations

Crossing Stations are designated by:

- *Crossing Station* indicator signs, located at least 500 metres from the *Station Limits* sign; and
- A *Station Limits* sign, located at least 50 metres before the first *Points*. The *Station* name is displayed on, and below, the *Station Limits* sign.

Figure 5017-1 Example layout of signs designating a *Crossing Station*. Only one end is shown.



The *Track Element* from the *Station Limits* sign to the *Facing Points* is known as the Up Approach or Down Approach. The first *Track Element* the *Rail Traffic* will occupy based on the usual direction of travel.

- For example: *Rail Traffic* Approaching a *Station* in the Up Direction would occupy the Up Approach as it passes the *Station Limits* Sign, and *Rail Traffic* approaching a *Station* in the Down Direction would occupy the Down Approach as it passes the *Station Limits* Sign.

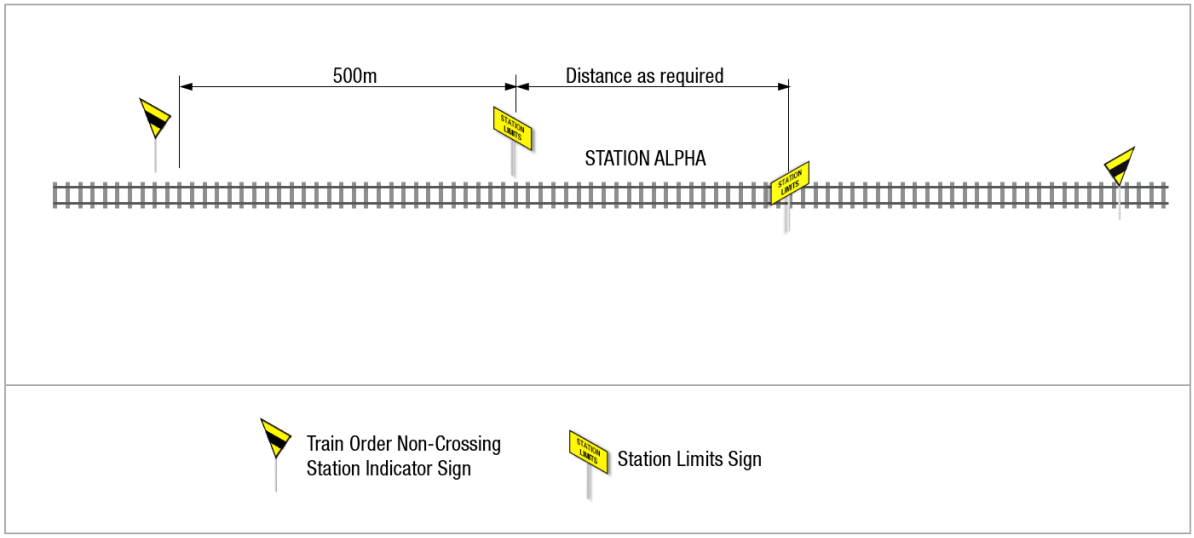
4.2 Non-Crossing Stations

Non-*Crossing* Stations are designated by:

- Non-*Crossing Station* indicator signs, located at least 500 metres from the *Station Limits* sign; and
- the *Station* name, which will be displayed on the *Station Limits* sign.

NOTE: The distance between the *Station Limits* signs at Non-*Crossing Stations* will be determined by operational requirements, such as the length of *Rail Traffic Consists*.

Figure 5017-2 Example layout of signs designating a Non-*Crossing Station*.



5. Designating Limits of Authority

The start and end points of the *Limit of Authority* must be specified.

The *Limit of Authority* must be designated by specifying the *Locations* between which the movement is *Authorised*.

5.1 Limit of Authority Start Point

The start point of a *Train Order* will be:

- the Track element where the *Train Order* is received; or
- in the case of a *Proceed Authority* in Advance, the track element nominated on the *Train Order*.

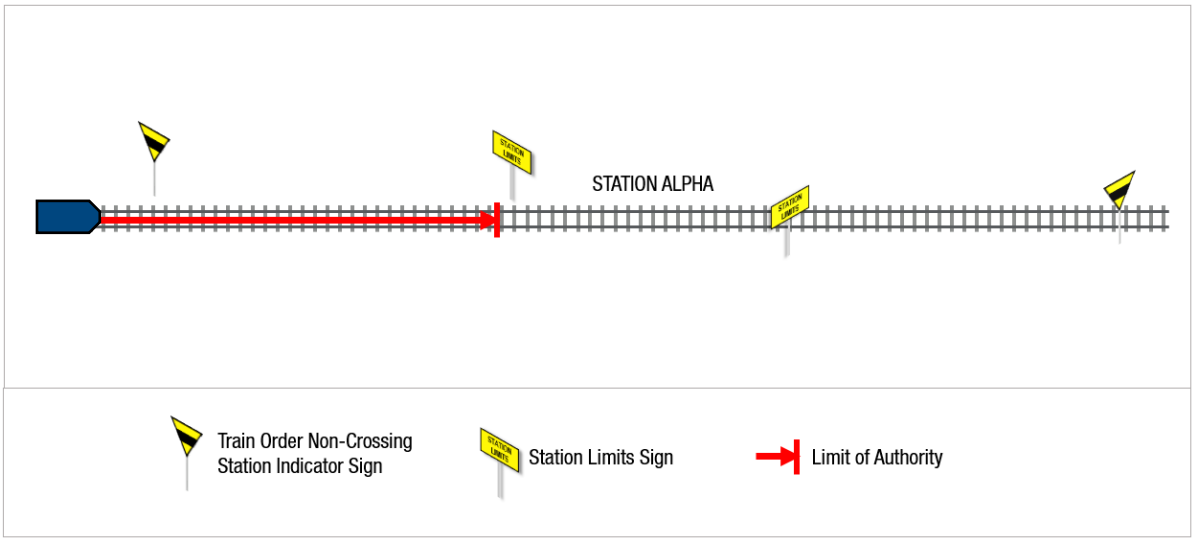
5.2 Limit of Authority End Point

A *Limit of Authority* end point must be designated as follows.

5.2.1 Station limits sign as the end point

If a *Station Limits* sign is designated as the end *Location* of a *Train Order*, the *Limit of Authority* extends to the arrival end *Station Limits* sign at that *Station*.

Figure 5017-3 Example of where the *Limit of Authority* end point is a *Station Limits* sign.



5.2.2 A location within a station as the end point

If a specified *Location* at a *Station*, such as *Main Line*, Loop or CBH *Siding*, is designated as the end *Location* of a *Train Order*, the *Limit of Authority* extends to the Clearance Point at the departure end *Points*.

The Clearance Point is defined by a Clearance board or *Catch Points*. Where there is no Clearance board or *Catch Points*, *Rail Traffic Crews* must stop their *Rail Traffic* short of the *Converging* line so other *Rail Traffic* has safe passage onto the *Adjacent* line or, where *Self Restoring Points* are installed, the “NO STANDING BEYOND THIS POINT” sign.

Figure 5017-4 Example of where the *Limit of Authority* end *Point* is a Main Line.

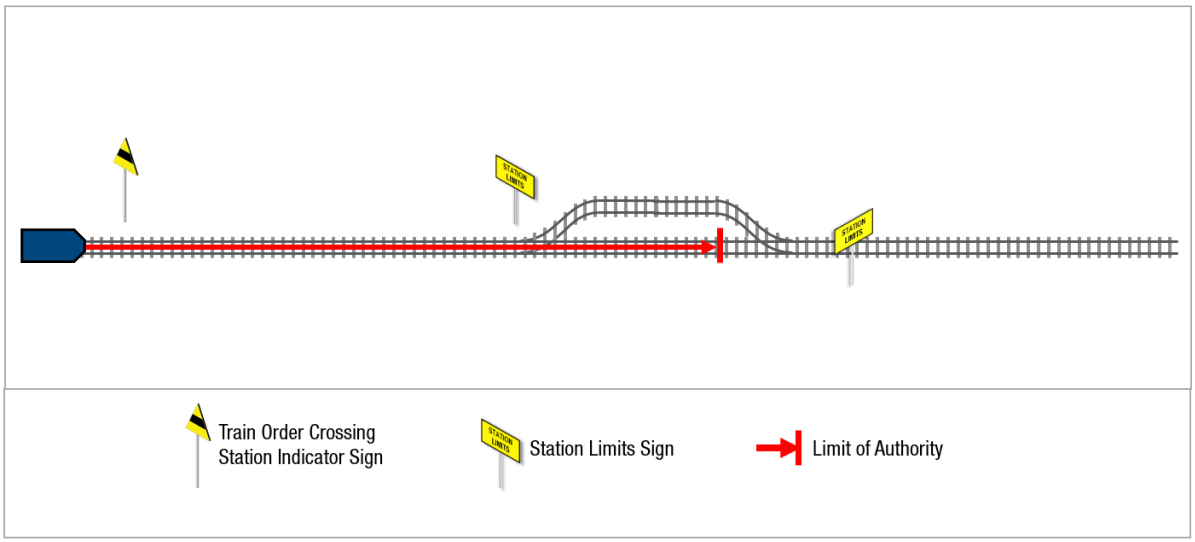
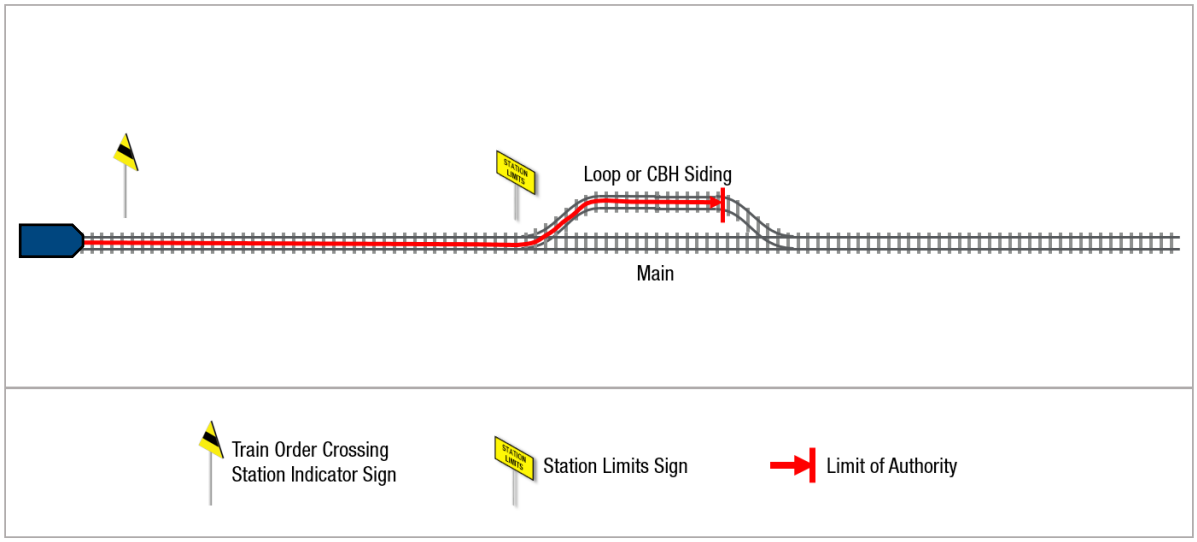


Figure 5017-5 Example of where the Limit of Authority end point is a Loop or CBH Siding.



6. Operating with Authorities

An *Authority* may be *Issued* for *Rail Traffic* to proceed through more than one single line *Section*.

The *Authority* to enter and *Occupy* a *Section* is:

- possession of the *Train Order*; or
- possession of an *Alternative Movement Authority*.

And where provided, clearing of relevant *Fixed Signals*.

The *Network Controller* must not *Issue* an *Authority* for a following *Rail Traffic* movement until it is confirmed that the previous *Rail Traffic* movement has reported as *Arrived Complete* at the *Station* in advance.

Rail Traffic with an *Authority* issued through a *Station* must only occupy the *Main Line* or other *Track* elements as specified on the *Train Order*.

Where a shunt is required at a *Station*, the *Train Order* must be issued to that *Station* only so that a *Shunt Authority* can be issued or permission to *Shunt* can be given.

Where a *Train Order* is *Issued* to the terminating *Location* of a *Train* service, the *Train Order* shall be *Issued* to *Station Limits* only. The *Network Controller* will then apply *Rail Traffic* blocking within the *Station* on the applicable track elements required for the service to enter and occupy within the *Station* as required.

When required by the *Network Controller*, *Rail Traffic Crews* must confirm their understanding of the *Limit of Authority*.

6.1 Reporting

Reporting in accordance with this rule is a Safety Critical requirement that assist *Rail Traffic Crews* in maintaining Situational Awareness, it also alerts the *Network Controllers* and other *Network* users of the position and presence of *Rail Traffic*.

6.1.1 Progress

In areas where radio communications are provided, the *Rail Traffic Crew* must make a general broadcast over the *Open Channel* radio of the *Rail Traffic* progress through *Stations* as it occurs, stating *Movement Authority* number and their *Limit of Authority*. The *Network Controller* will respond to the broadcast wherever possible.

Should radio communication issues arise, *Rail Traffic Crews* must still make a general broadcast over *Open Channel* radio, including on Local Channel UHF50.

Rail Traffic Crews must record and report progress as required by the *Network Controller*, using on-board communications equipment.

- Departure from a *Station* must be reported only after the rearmost vehicle has cleared the departure end *Station Limits* of the specified *Station*.

- Arrival at a *Station* must only be reported after the *Rail Traffic* has Arrived Complete within the specified *Station*.

Rail Traffic Crews must report to the *Network Controller* at the *Station* prior to the *Limit of Authority*, confirming both the *Movement Authority* number and the *Limit of Authority*. The *Network Controller* must respond and verify these details with the *Rail Traffic Crew* before departure from that *location*.

NOTE: *Rail Traffic Crews* may commence contact with the *Network Controller* when approaching the *Train Order Crossing / Non Crossing Station Indicator* sign.

Rail Traffic Crews must report to the *Network Controller* when *Shunting* at a *Station* is complete, and:

• that the *Siding* is *Secured*; and

• at Annett's locked *Sidings*, that the Annett's key is on the *Locomotive* (*AKOL*).

6.1.2 Prior to Crossing

When a *Crossing* is *Authorised*, *Rail Traffic Crews* must verify with the *Network Controller* their understanding of the *Crossing* instructions before departure from the *Station* prior to the *Station* where a *Crossing* is *Authorised*.

6.2 Rail Traffic Working Advice

The *Network Controller* must *Issue* a *Rail Traffic* Working Advice which provides relevant information, including:

- any opposing *Rail Traffic*;
- any preceding *Rail Traffic* which has not terminated;
- the next following *Rail Traffic*;
- *LPA*s; and
- *WoTA*s.

NOTE: *Rail Traffic* includes *Track Vehicles*.

6.3 Competent Workers Receiving Authorities

Competent Workers may receive *Authorities* and instructions and deliver them to *Rail Traffic Crews*.

Competent Workers at attended *Stations* must keep copies of *Authorities* received.

If a *Rail Traffic Crew* does not receive an *Authority* directly from the *Network Controller*, the *Rail Traffic Crew* must verify the *Authority*, with the *Network Controller*, before departure.

6.4 Identification Numbers

If the leading *Locomotive* is to be replaced, the *Rail Traffic Crew* must advise the *Network Controller*.

The *Network Controller* must *Cancel* existing *Authorities* that contain references to the replaced *Locomotive* and *Issue* new *Authorities* showing the new *Locomotive*.

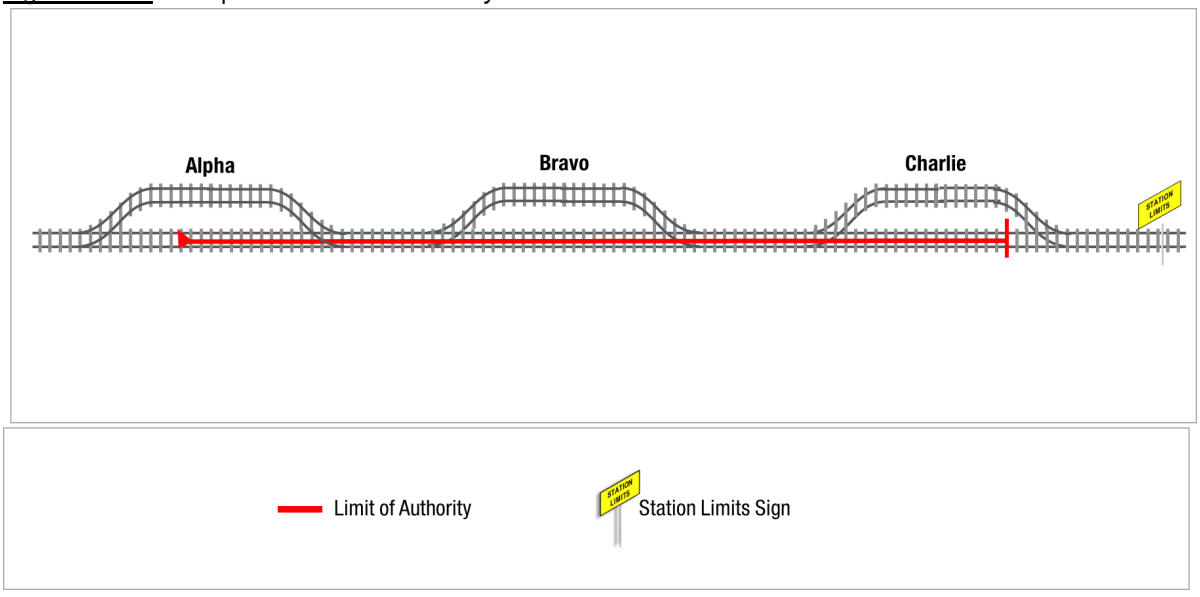
6.5 Challenging an Authority

Competent Workers must challenge an *Authority* if they believe or become aware that the *Authority* is incorrect.

6.6 Proceed Authority

A *Proceed Authority* is a *Train Order* that *Authorises Rail Traffic* to *Occupy* and proceed on the *Main Line* or other designated *Track*, between limits defined on the *Authority*.

Figure 5017-8 Example of a *Proceed Authority*.



6.7 Conditional and Crossing Authorities

A Conditional *Authority* is a *Train Order* that *Authorises Rail Traffic*:

- to proceed to a *Station* in advance in order to *Cross* another *Rail Traffic* movement; and
- after the *Crossing* movement has been completed, proceed to the end limit of the *Authority*.

A Crossing *Authority* is a *Train Order* that *Authorises Rail Traffic* to:

- Proceed to an end point and *Cross* another *Rail Traffic* movement; or
- *Cross* another *Rail Traffic* at the Start Point of a *Train Order*.

All *Rail Traffic Crossings* must be included in the *Authority*.

Only one intermediate *Crossing* may be shown on an *Authority*.

NOTE: An *Authority* may contain more than one *Crossing*. The *Authority*'s end point must be the *Station* where the second *Crossing* occurs.

Rail Traffic Crews approaching a *Station* where a *Crossing* is *Authorised* must, where communications are available, confirm with the opposing *Rail Traffic Crew*, the *Crossing* instructions.

Where communications are not available the *Rail Traffic Crew* must proceed in accordance with section 7.2 of this rule.

6.7.1 Failure of Network Control System

Where the *Network* Control System is unavailable, Conditional *Authorities* are not permitted.

Train Orders including a *Crossing* may be issued as *Crossing Authority* only and must not include instructions to Proceed to another *Location* after the *Crossing*.

6.7.2 Crossing instructions

A *Crossing* occurs when:

- opposing *Rail Traffic* movements meet at an *Authorised Crossing Station*; or
- a following *Rail Traffic* movement passes a preceding *Rail Traffic* movement at an *Authorised Crossing Station*.

Rail Traffic must not depart a *Station* at which a *Crossing* has been arranged until:

- the opposing *Rail Traffic* movement has *Arrived Complete*; or
- an *Authority* has been *Issued* for *Rail Traffic* to depart.

The *Authority* containing the instructions for the *Crossing* movement must include the *Rail Traffic* identification and:

- the leading *Locomotive* identification; or
- all *Track Vehicles* identifications.

Figure 5017-9 *Train* No 1234 has an *Authority* to Proceed to Bravo Loop, *Cross Train* No 2345 then Proceed to Charlie. The condition to depart Bravo is that *Train* No 2345 has arrived *Complete* at Bravo.

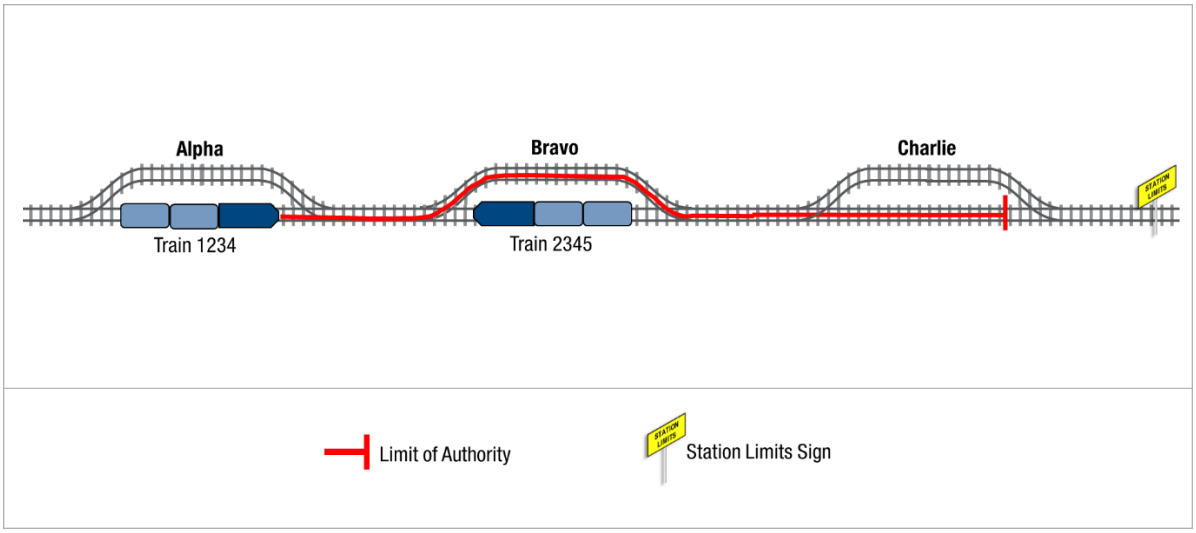
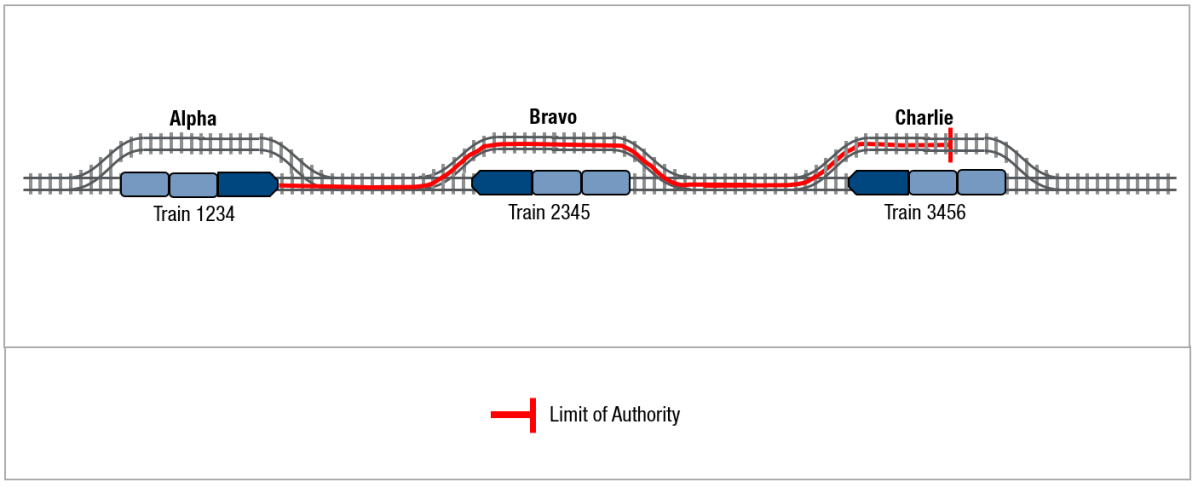


Figure 5017-10 *Train* No 1234 has an *Authority* to Proceed to Bravo Loop, *Cross Train* No 2345 (this is the one permitted Intermediate *Crossing*), then Proceed to Charlie Loop, Cross *Train* No 3456. The end point of this *Authority* must be Charlie as this is the *Station* where the second *Crossing* occurs.



6.8 Check of Crossings with the Network Controller

After the read back or confirmation of a *Train Order* including a *Crossing* has been confirmed as correct by the *Network Controller*, the *Rail Traffic Crew*, must:

- ascertain whether the opposing *Rail Traffic* has been *Issued* with a *Train Order* for the intended *Crossings*; and
- request the *Network Controller* to confirm the *Stations* where *Crossings* are to be affected by repeating the particulars of the *Train Order Issued* to the opposing *Rail Traffic*.

The *Network Controller* and the recipient must endorse details of information given on the bottom portion of their *Train Order*.

NOTE: It is not necessary for the *Rail Traffic Crew* to prepare a copy of the *Train Order* that has been *Issued* to the opposing *Rail Traffic*.

6.9 Shunt Authority

Rail Traffic may be authorised to *Travel* on the *Network* by *Issue* of a *Shunt Authority*.

A *Shunt Authority* is a *Train Order* that *Authorises* the *Occupation* of the *Section* and *Track* elements as specified in the *Train Order* for *Shunting* requirements at a *Station*.

WARNING: *Rail Traffic* must not *Occupy* the *Section* beyond the *Limit of Shunt* sign, unless the *Rail Traffic Crew* are in possession of an *Authority* for the *Section*, even where the *Rail Traffic* movement will not go beyond the *Station Limits* sign.

If there is no *Authority Issued* for the shunting *Rail Traffic* to *Occupy* the *Section* in advance, a *Shunt Authority* must be *Issued* for *Shunt* movements beyond the *Limit of Shunt* sign where provided or beyond the *Station Limits* sign where a Limit of *Shunt* sign is not provided.

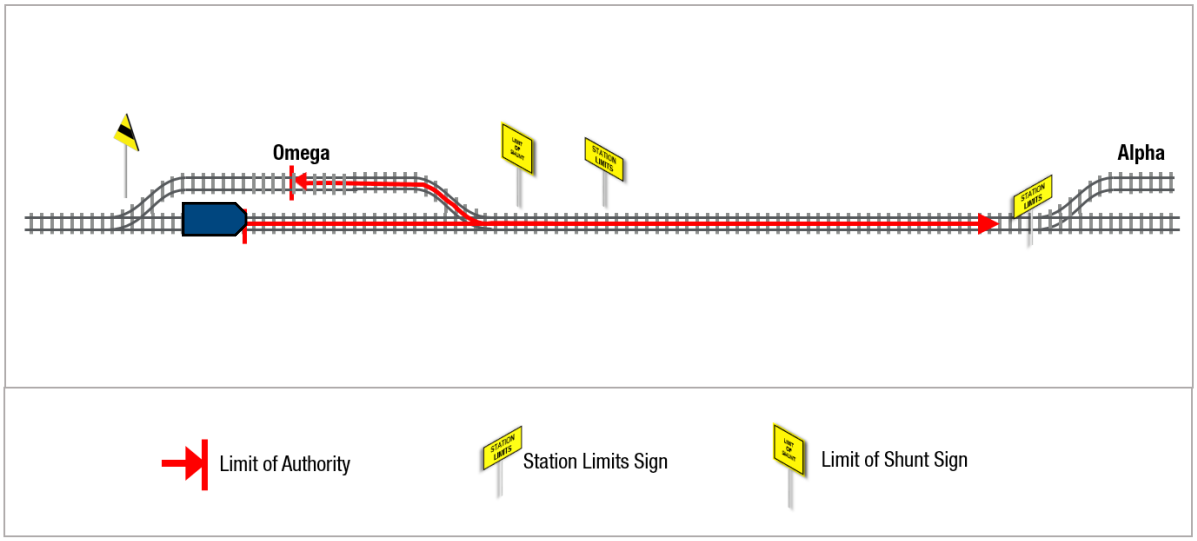
A *Shunt Authority* permits *Rail Traffic* to move in either direction.

Shunt movements within *Station Limits* or, where provided, *Limit of Shunt* signs, must be approved by the *Network Controller*. In this circumstance a *Train Order* is not required. Before approving *Shunting* movements within *Station Limits* the *Network Controller* must ensure that:

- no *Authority* has been *Issued* for other *Rail Traffic* into or through that *Station*;
- where the *Network* Control system is available, *Blocking Facilities* are applied; and
- after giving approval for a *Shunt* movement, not *Issue* other *Rail Traffic* an *Authority* into or through that *Station*.

The approval to *Shunt* and the application of *Blocking Facilities* must be recorded on the *Network Control Diagram*.

Figure 5017-11 Example of a *Shunt Authority* for a *Rail Traffic* movement beyond the *Limit of Shunt* sign or *Station Limits* sign. This *Authority* is for the *Section* but must be *Fulfilled* at Omega.



7. Crossings

The *Network Controller Issues* written instructions about *Crossing* movements, and the *Track* to be *Occupied*, within the *Train Order*.

Rail Traffic Crews set *Points* as required.

7.1 Communications Available

7.1.1 Crossing Rail Traffic

Rail Traffic Crews must:

- comply with instructions provided within the *Authority*; and
- communicate with the *Crew* of the *Rail Traffic* to be *Crossed* and reach agreement on which *Rail Traffic* is to enter the *Station* first.

The crew of the *Rail Traffic* that is to enter first; must:

- set the *Route*, if required, and enter the *Station* on the specified *Track*;
- report arrival to the *Network Controller* when the *Rail Traffic* has *Arrived Complete*;
- set the *Route* for and admit the opposing *Rail Traffic*;
- obtain an *Authority* to Proceed if not in possession of an *Authority*; and
- after the *Crossing* movement has been completed, set the *Route* for departure.

7.1.2 Passing Rail Traffic

Rail Traffic Crews must comply with instructions provided within the *Authority*.

The crew of the *Rail Traffic* that is to arrive first must:

- set the *Route*, if required, and enter the *Station* on the specified *Track*;
- report arrival to the *Network Controller* when the *Rail Traffic* has *Arrived Complete*; and
- set the *Route* for and admit the passing *Rail Traffic* as required.

The passing *Rail Traffic Crew* must:

- confirm with the *Rail Traffic Crew* to be passed that:
  - the instructions within the *Authorities* are not in conflict; and
  - the *Route* is set or needs to be set.
- If the *Route* is not set, set the *Route*;
- arrive on the specified *Track*; and
- obtain an *Authority* to proceed if not in possession of an *Authority* to do so.

7.2 Communications not Available

7.2.1 Crossing Rail Traffic

If communications are not available between *Rail Traffic Crews*, the *Rail Traffic* to *Occupy* the *Main Line* must:

- stop at the arrival end *Station Limits* sign; and
- wait to be admitted by the opposing *Rail Traffic Crew*.

The crew of the *Rail Traffic* to *Occupy* the *Crossing* Loop must:

- set the *Route* and enter the *Station* on the specified *Track*;
- set the *Route* for and admit the opposing *Rail Traffic* to the *Main Line*;
- obtain an *Authority* to proceed if not in possession of an *Authority* to do so; and
- after the *Crossing* movement has been completed, set the *Route* for departure.

7.2.2 Passing Rail Traffic

If communication is not available between *Rail Traffic Crews*, the *Rail Traffic* to arrive first must:

- set the *Route*, if required, and enter the *Station* on the specified *Track*;
- report arrival to the *Network Controller* when the *Rail Traffic* has *Arrived Complete*; and
- set the *Route* for and admit the passing *Rail Traffic* as required.

The passing *Rail Traffic* must:

- wait to be admitted by the preceding *Rail Traffic Crew*; and
- obtain an *Authority* to proceed if not in possession of an *Authority* to do so.

8. Change of Crossing Location

If it is necessary to change a *Crossing Location* specified on current *Authorities*, the *Network Controller* must:

- first, *Cancel* the *Authority* held by the *Rail Traffic* whose journey is being shortened, then *Cancel* the *Authority* held by the *Rail Traffic* whose journey is being extended; and
- then, *Issue* new *Authorities* with altered *Crossing* instructions, with the *Authority* for the *Rail Traffic* whose journey is to be shortened *Issued* first.

9. Issuing a Proceed Authority in Advance

A *Proceed Authority* in *Advance* is a *Proceed Authority Issued* while *Rail Traffic* is en-route and may be *Issued* while the *Rail Traffic* is in motion.

Where the *Proceed Authority* in *Advance* is to be *Issued* while *Rail Traffic* is in motion, the *Rail Traffic* must be under the control of more than one crew member.

If there is only one *Rail Traffic Crew* member, then the *Rail Traffic* must be stationary to receive a *Proceed Authority* in *Advance*.

A *Proceed Authority* in *Advance* will not come into effect until the *Rail Traffic* arrives at the *Limit of Authority* end *Point* for the current *Authority*.

10. Cancelling an Authority

An *Authority* that cannot be *Fulfilled* must be *Cancelled*.

An *Authority* may be *Cancelled* and a new *Authority Issued* whilst *Rail Traffic* is in motion, provided that the *Rail Traffic*:

- has not passed the current *Limit of Authority*;
- will not pass the limit of the new *Authority*; and
- is under the control of more than one crew member.

If there is only one *Rail Traffic Crew* member and the *Authority* is a written *Authority*, then the *Rail Traffic* must be stationary before the *Authority* is *Cancelled*.

If there is any doubt as to whether the *Rail Traffic* cannot be prevented from exceeding the proposed *Limit of the Authority*, the *Rail Traffic* must be stopped, and its *Location* determined before an *Authority* is *Cancelled*.

11. Fulfilling an Authority

An *Authority* is *Fulfilled* after all instructions contained within it have been carried out.

12. Keeping records

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

13. References

6007 Signs

9016 Written Authorities and Forms

14. Effective date

06:00 hrs on Monday 3rd November 2025

Network Safeworking Rules and Procedures

Alternative Movement Authority

Rule Number: 5019

Arc Infrastructure maintains the master for this document and publishes the current version on the Arc Infrastructure website. All changes and updates to the Network Safeworking Rules and Procedures are authorised by the Arc Infrastructure Rule Book Committee. This document is uncontrolled when printed.

Document History

Version	Effective Date	Pages updated	Reasons for change
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1. Purpose

The purpose of this rule is to detail the protocols for using *Alternative Movement Authorities.* These are *Issued* to *Authorise Rail Traffic* movements when the Proceed *Authority* normally provided by the *System of Safeworking* is not available.

2. General

An *Alternative Movement Authority* is an *Authority* that is created in the *Network* Control system where available, or manually by the *Network Controller*.

This is recorded by the recipient on an *Alternative Movement Authority* form and is used to *Authorise Rail Traffic* movements past:

- a Departure Signal at STOP in Single Line Automatic Signalling areas; and
- for *Single Line Working* in *Double Line Automatic Signalling* areas, in accordance with Rule 5027 Single Line Working.

During *Alternative Movement Authority* working, safe separation between *Rail Traffic* movements must be maintained.

Unless entry is *Authorised*, *Rail Traffic* must be *Restrained* from entering the limits of *Alternative Movement Authority* working.

An *Alternative Movement Authority* must:

- specify the *Limit of Authority* for the movements it *Authorises*;
- specify the line to be used; and
- where necessary, specify any speed restrictions that must be applied.

3. Assurances

The *Network Controller* must be assured that:

- conflicting *Occupancies* or *Routes* are not *Authorised*;
- the *Track* within the limits of the *Alternative Movement Authority* will be *Occupied* only by *Authorised Rail Traffic*;
- *Effective Communication* is established between:
  - *Rail Traffic Crews*; and
  - affected *Competent Workers*;
- previously *Issued* Proceed *Authorities* have been *Cancelled* or *Fulfilled*;
- current *Work on Track Authorities* in affected *Sections* are *Fulfilled*, or worksites are *Protected* against movements under the *Alternative Movement Authority*;
- other *Competent Workers* known to be affected have been told about the planned movements under the *Alternative Movement Authority*;
- when *Rail Traffic* is *Travelling* in the *Wrong Running-Direction*, *Rail Traffic Crews* are advised of *Temporary Speed Restriction* details until *Temporary Speed Restriction* signs are erected;
- the *Route* to be taken by *Rail Traffic* is:
  - set and *Secured*; or
  - will be set and *Secured* by a *Competent Worker*;
- *Protecting Signals* are at STOP and if the *Alternative Movement Authority* is not been *Issued* within the *Network* Control System, *Blocking Facilities*, if available, are applied in accordance with Rule 6003 Blocking Facilities; and
- releasing switches for *Intermediate Sidings* are in the NORMAL position with *Blocking Facilities* applied.

Where *Blocking Facilities* are required, but cannot be applied, *Rail Traffic* must be *Restrained* in writing on a *Restraint Authority* in accordance with Rule 4001 Protecting Disabled Rail Traffic.

3.1 Active Control Level Crossings

WARNING: On *Uni-Directional* lines *Active Control Level Crossing* equipment may be operating correctly, however for a *Wrong Running-Direction* movement, it may not provide the required *Protection* due to the *Level Crossing* equipment not operating until the *Rail Traffic* is too close to the *Level Crossing*.

Where possible the *Network Controller* must be assured that *Active Control Level Crossings* are:

- operating correctly;
- attended by *Competent Workers* if not operating correctly; or
- closed to road and pedestrian traffic.

Where unable to obtain or apply these assurances, the *Network Controller* must advise *Rail Traffic Crews* to treat *Active Control Level Crossings* as faulty and act in accordance with Rule 2015 Active Control Level Crossing Management.

4. Issuing an Alternative Movement Authority

The *Network Controller Authorises Travel* by compiling and *Issuing* an *Alternative Movement Authority* form.

The *Network Controller* must arrange for an *Alternative Movement Authority* to be *Issued* to the *Rail Traffic Crew* carrying out the *Authorised* movements.

Rail Traffic Crews must not pass signals at STOP unless:

- *Authorised* on the *Alternative Movement Authority* form; and
- in accordance with Rule 6013 Passing Fixed Signals at STOP.

Rail Traffic Crews must be advised on the *Alternative Movement Authority* form of:

- what is known about the condition of *Active Control Level Crossings*;
- any speed restrictions in the *Wrong Running-Direction*; and
- any speed restrictions that may be applied by the *Infrastructure Representative* because of the fault.

4.1 Limit of Authorities

The *Network Controller* may issue *Alternative Movement Authorities* for *Sections* within their area of control.

An *Alternative Movement Authority* can be *Issued* for more than one *Section*, up to, but not beyond, a *Location* at which a *Crossing* is to take place.

4.2 Competent Workers Receiving Authorities

Competent Workers may receive *Alternative Movement Authorities* on behalf of the *Network Controller* and deliver them to *Rail Traffic Crews*.

If a *Rail Traffic Crew* does not receive an *Alternative Movement Authority* directly from the *Network Controller*, *the Rail Traffic Crew* must verify the *Alternative Movement Authority* with the *Network Controller* before departure.

5. Restraint of Rail Traffic

Rail Traffic must be *Restrained* from entering a *Block* in which *Alternative Movement Authority* working is *In-Effect*.

The *Restraint Authority* must direct *Rail Traffic* not to depart that *Location* irrespective of any available *Proceed Authority*.

6. Reporting

The *Network Controller* must tell *Rail Traffic Crews* or other *Competent Workers* of the *Locations* at which they are to report entry, progress and exit.

7. Authorising a Following Rail Traffic Movement

Where following movements are permitted by *Permissive Working* the *Limit of Authority* for any following *Rail Traffic* must not be beyond the next *Station*.

When unoccupied *Blocks* behind *Rail Traffic Travelling* on an *Alternative Movement Authority* are to be released for following *Rail Traffic* movements, the *Network Controller* must tell the *Rail Traffic Crew* to report when the *Rail Traffic* has passed *Complete* beyond:

- nominated *Absolute Signals*; or
- the *Authorised* Non-Crossing *Location* during *Single Line Working*.

When told by the *Rail Traffic Crew* that the *Rail Traffic* has passed *Complete* beyond nominated *Absolute Signals* or Non-*Crossing Locations*, the *Network Controller* may *Issue* an *Alternative Movement Authority* for a following *Rail Traffic* movement.

8. Cancelling an Alternative Movement Authority

An *Alternative Movemen*t *Authority* may be *Cancelled* only if the *Network Controller* is assured that the *Authorised* movement has not started or has not been completed.

The *Network Controller* must tell affected *Competent Workers* that the *Alternative Movement Authority* has been *Cancelled*.

9. Fulfilling an Alternative Movement Authority

An *Alternative Movement Authority* must be *Fulfilled* only when the *Rail Traffic Crew* or *Competent Worker* assures the *Network Controller* that the *Authorised Rail Traffic* movement has been *Completed* and the *Section* is *Clear*.

The *Network Controller* must tell affected *Competent Workers* that the *Alternative Movement Authority* has been *Fulfilled*.

10. Returning to Normal Working

Before normal working is resumed the *Network Controller* must ensure that:

- any *Authority Issued* to enter the affected *Section* is *Cancelled* or *Fulfilled*;
- the affected *Section* is *Clear* of any *Rail Traffic*;
- any *Active Control Level Crossings* in the *Section* are restored to normal operation;
- *Blocking Facilities* are removed;
- if required, *Points* that had been *Secured* are restored for normal operation; and
- instructions still *In-Effect* for the *Restraint* of *Rail Traffic* are *Cancelled*.

11. Keeping Records

Network Controllers must keep a *Permanent Record* of:

- the *Issue* of an *Alternative Movement Authority*, and
- details of affected *Competent Workers* told about the *Authorised Rail Traffic* movements.

Rail Traffic Crews and other *Competent Workers* must keep a *Permanent Record* of the Issue of an *Alternative Movement Authority*.

12. References

2015 Active Control Level Crossing Management

4001 Protecting Disabled Rail Traffic

5027 Single Line Working

6003 Blocking Facilities

6013 Passing Fixed Signals at STOP

13. Effective Date

21 November 2022

Network Safeworking Rules and Procedures

Manual Block Working

Rule Number: 5023

Arc Infrastructure maintains the master for this document and publishes the current version on the Arc Infrastructure website. All changes and updates to the Network Safeworking Rules and Procedures are authorised by the Arc Infrastructure Rule Book Committee. This document is uncontrolled when printed.

Document History

Version	Effective Date	Pages updated	Reasons for change
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1. Purpose

The purpose of this rule is to describe how to manually maintain *Blocks* between *Rail Traffic* movements in the *Network* where the *Rail Traffic* may not be reliably detected on *Centralised Traffic Control (CTC) Territory*.

2. General

The *Network Controller* uses *Manual Block Working* to prevent *Rail Traffic* from entering occupied *Blocks*.

WARNING: If *Rail Traffic* that does not reliably operate *Track-Circuits* is to *Travel* over *Points* that automatically return to a normal setting, and the *Points* are in a position where they can automatically return to normal, the *Points* must be *Secured* for the passage of the *Rail Traffic*.

This rule does not apply to *Track Vehicle* movements. *Track Vehicle* movements must be in accordance with Rule 3019 Track Vehicles.

Manual Block Working is used when:

- it is specified in other *Network* publications;
- *Track-Circuits* or *Axle Counters* may not reliably detect *Rail Traffic*; or
- the *Network Controller* requires *Manual Block Working* to be used.

The *Authority* for entry to a *Block* is a PROCEED signal indication.

NOTE: Where a *Departure Signal* is the entry signal and that *Departure Signal* fails, an *Alternative Movement Authority (AMA)* will be the *Authority* for entry into the *Block*.

Manual Block Working must be used only for *Right Running-Direction* movements.

The limits for *Manual Block Working* must extend from one *Controlled Absolute Signal* to another *Controlled Absolute Signal*.

NOTE: *Permissive Working* is not permitted during *Manual Block Working*.

Signals at STOP must not be passed during *Manual Block Working* unless *Authorised* by the *Network Controller* in accordance with Rule 6013 Passing Fixed Signals at STOP.

3. Assurances

Network Controllers must be assured that:

- the *Block* is clear of *Rail Traffic* before *Authorising Manual Block Working*;
- only *Rail Traffic Authorised* to *Travel* under *Manual Block Working* will enter the *Block*; and
- the *Block* is clear of *Rail Traffic* before resuming normal operations.

4. Authorising and Reporting

The *Network Controller Authorises* and implements *Manual Block Working*.

The *Network Controller* must advise other affected *Network Controllers* that *Rail Traffic* will be worked under *Manual Block Working* conditions.

Where required, the *Rail Traffic Crew* or a *Competent Worker* must report to the *Network Controller*:

- entry into the *Block Section*; and
- exit from the *Section*.

5. Maintaining Separation

Once *Rail Traffic* enters the *Block*, the *Network Controller* must:

- set the entry-end signal at STOP, with *Blocking Facilities* applied in accordance with Rule 6003 Blocking Facilities; and
- maintain the *Blocking Facilities* until the *Rail Traffic* has passed complete beyond the nominated *Location*.

6. Restraint of Rail Traffic

Rail Traffic must be prevented from entering a *Block Section* in which *Manual Block Working* is in effect by the use of *Blocking Facilities*.

When it is necessary for *Rail Traffic* to be *Restrained* the *Network Controller* may provide written advice on a *Restraint Authority* to *Rail Traffic Crews*.

7. Active Control Level Crossing

If *Rail Traffic* needs to pass over an *Active Control Level Crossing* operated automatically by *Track-Circuits*, but the *Rail Traffic* cannot be relied upon to activate the *Track-Circuits*, *Rail Traffic Crews* must:

- stop short of the *Active Control Level Crossing*, and if possible manually operate the *Active Control Level Crossing*; or
- arrange to stop approaching road and pedestrian traffic.

Rail Traffic may proceed over the *Active Control Level Crossing* only if it is safe to do so.

8. Ending Manual Block Working

The *Network Controller* must be assured that the *Block Section* is *Clear* of any *Rail Traffic* before ending *Manual Block Working*.

9. Keeping Records

The *Network Controller* must keep a *Permanent Record* of the details of *Manual Block Working*.

10. References

3019 Track Vehicles

6003 Blocking Facilities

6013 Passing Fixed Signals at STOP

11. Effective date

21 November 2022

Network Safeworking Rules and Procedures

Single Line Working

Rule Number: 5027

Arc Infrastructure maintains the master for this document and publishes the current version on the Arc Infrastructure website. All changes and updates to the Network Safeworking Rules and Procedures are authorised by the Arc Infrastructure Rule Book Committee. This document is uncontrolled when printed.

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1. Purpose

The purpose of this rule is to detail the protocols for using *Single Line Working*. This allows *Rail Traffic* to be worked in both directions over a single line where *Uni-Directional* (Double line) operations normally apply.

2. General

Single Line Working may be established over *Uni-Directional* multiple line *Sections*, if one or more lines are not available for normal use.

Single Line Working allows following *Rail Traffic* entries into an *Occupied Single Line Working Section*, but not into the same *Block*.

When *Single Line Working* is planned in advance, it must be *Advertised*.

Single Line Working must be confined to the most suitable *Crossovers* on each side of the unavailable portion of line.

Station Limits signs may be placed to designate the limits of *Single Line Working* if *Points* or a *Crossover*, used for *Single Line Working*, is not *Protected* by a *Running Signal* in the direction of approach.

Where used, a *Station Limits* sign must be placed at least 120 metres before the *Facing* or *Trailing Points* of the *Crossover*.

The *Network Controller* must:

- manage *Rail Traffic* in both directions over the *Single Line Working Section*; and
- apply *Blocking Facilities*, in accordance with Rule 6003 Blocking Facilities, to prevent the entry of unauthorised *Rail Traffic* into the *Single Line Working Section*.

The *Network Controller* must advise *Rail Traffic Crews* approaching the *Single Line Working* that *Single Line Working* is *In-Effect*.

3. Assurances

Before introducing *Single Line Working*, the *Network Controller* must ensure that:

- *Effective Communication* is established with *Competent Workers*;
- the affected *Section* of *Track* is *Clear* of all *Rail Traffic* and prior *Movement Authorities* or *Alternative Movement Authorities* for the affected *Section* have been *Fulfilled*;
- *Track Occupancies* for the operational line have been *Fulfilled* or suspended;
- *Protection Officers* of *Track Occupancies* for the non-operational line have been advised;
- signals allowing entry have been set to STOP and *Blocking Facilities* in accordance with Rule 6003 Blocking Facilities have been applied to prevent unauthorised entry of *Rail Traffic*;
- other *Rail Traffic* has been *Restrained*;
- affected *Network Controllers* have been advised of the *Single Line Working*; and
- workers known to be affected have been advised of the *Single Line Working*.

3.1 Active Control Level Crossings

When *Single Line Working* is planned in advance, *Active Control Level Crossings* that are not designed to operate normally in both directions, must be *Protected* by *Competent Workers* or closed to road and pedestrian traffic.

Unless the *Network Controller* has ensured that *Active Control Level Crossing* equipment is operating correctly, or *Competent Workers* are in attendance, the *Network Controller* must advise *Rail Traffic Crews* to treat *Active Control Level Crossings* as potentially faulty and act in accordance with Rule 2015 Active Control Level Crossing Management.

3.2 Approaching Rail Traffic

The *Network Controller* must tell *Rail Traffic Crews*:

- that *Single Line Working* will be *In-Effect*;
- the *Protecting Signal* identification number and, if applicable, the *Locations* of any additional *Station Limits* signs; and
- that the signal before the entry to the *Single Line Working Section* will be at STOP.

Rail Traffic Crews must report to the *Network Controller* when their *Rail Traffic* arrives at the *Protecting Signal*.

Rail Traffic must be *Restrained* from entering a *Section* in which *Single Line Working* is *In-Effect* until *Authorised* to enter.

3.3 Entry of Rail Traffic

Before *Authorising Rail Traffic* to proceed into *Single Line Working Sections*, the *Network Controller* must be assured that:

- the *Block* over which *Rail Traffic* is to *Travel* is *Clear* of *Rail Traffic*; and
- the *Route* is set or will be set by the *Rail Traffic Crew* or other *Competent Worker*.

4. Authority to Travel

The *Authority* to *Travel* in the *Right Running Direction* will be normal signal indications.

Track Vehicles will travel in the *Right Running Direction* on *Movement Authorities* as per Rule 3019 Track Vehicles.

When *Travelling* in the *Right Running-Direction*, *Rail Traffic Crews* must obey *Intermediate Signal* indications.

The *Authority* to *Travel* in the *Wrong Running-Direction* is an *Alternative Movement Authority Issued* by the *Network Controller* to the *Rail Traffic Crew* in accordance with Rule 5019 Alternative Movement Authority.

NOTE: The passing of signals at STOP must be in accordance with Rule 6013 Passing Fixed Signals at STOP.

Before *Authorising* the *Rail Traffic* to enter the single line *Section*, the *Network Controller* must set the *Route*, or tell the *Competent Worker* or *Rail Traffic Crew* to set the *Route* for the safe passage of *Rail Traffic*.

The *Rail Traffic Crew* must ensure the *Route* is set for the safe passage of the *Rail Traffic*.

The *Alternative Movement Authority* must contain details of:

- the *Route* to be taken;
- any *Points* to be checked, set and *Secured*;
- any *Fixed Signals* that are to be passed at STOP;
- any speed restriction applicable;
- the operating status of *Active Control Level Crossings*; and
- any reporting requirements.

The *Network Controller* will *Issue* the *Alternative Movement Authority* to the *Rail Traffic Crew*, and the *Rail Traffic Crew* must read it back in accordance with Procedure 9016 Written Authorities and Forms.

5. Travelling Through a Single Line Working Section

When *Travelling* in the *Right Running-Direction*, *Rail Traffic Crews* must obey *Intermediate Signal* indications.

Unless assured that *Active Control Level Crossings* are operating correctly, *Rail Traffic Crews* must treat the *Level Crossings* as faulty in accordance with Rule 2015 Active Control Level Crossing Management.

6. Reporting

Rail Traffic Crews, running in the wrong direction, must tell the *Network Controller* when the *Rail Traffic* has:

- entered the *Single Line Working Section*;
- passed *Complete* beyond nominated *Locations* as detailed on the *Alternative Movement Authority*; and
- exited *Complete* from the *Single Line Working Section*.

7. Departing the Single Line Working Section

Rail Traffic must not depart the *Single Line Working Section* without the *Authority* of the *Network Controller*.

Before *Authorising Rail Traffic* to depart the *Single Line Working Section*, the *Network Controller* must be assured that:

- the *Block Section* ahead is unoccupied;
- no conflicting *Routes* are set; and
- the *Route* is set or will be set by the *Rail Traffic Crew* or other *Competent Worker*.

The *Rail Traffic Crew* must ensure the *Route* is set for the safe passage of the *Rail Traffic*.

The *Network Controller* and the *Rail Traffic Crew* must *Fulfil* the *Alternative Movement Authority* when the *Rail Traffic* has *Arrived Complete*.

8. Establishing a Non-Crossing Location

The Approved Operations *Delegate* may approve the use of a Non-Crossing *Location* to facilitate the movement of following *Rail Traffic* for *Wrong Running Direction* movements.

WARNING: This only applies in the *Wrong Running Direction*.

A Non-Crossing *Location* may be used to divide a *Section* to allow for following *Rail Traffic* to enter the single line *Section* before the preceding *Rail Traffic* has *Cleared* the single line *Section*.

The *Network Controller* must:

- confirm that approval to establish a Non-Crossing *Location* has been given by the Approved Operations *Delegate*;
- confirm that the affected *Section* of *Track* is *Clear* of all *Rail Traffic*;
- ensure that *Rail Traffic* will not be *Authorised* to *Occupy* the *Single Line Working Section* before the Non-Crossing *Location* has been established;
- ensure there is a *Competent Worker* with *Effective Communication* at the designated Non-Crossing *Location*; and
- tell the *Competent Worker* at the designated Non-Crossing *Location*:
  - the *Running -Directions* for which the Non-Crossing *Location* will be used; and
  - the *Running-Direction* for the first movement.

The *Competent Worker* at a Non-Crossing *Location* must:

- make sure they have *Effective Communication* with the *Network Controller*;
- confirm whether the Non-Crossing *Location* applies for both *Running-Directions*;
- confirm the *Running-Direction* for the first movement;
- stand in a *Safe Place*; and
- ensure *Rail Traffic Crews* approaching from expected *Running-Directions* will have a *Clear* view of that *Location*.

9. Working a Non-Crossing Location

The *Network Controller* may *Issue* an *Alternative Movement Authority* for *Rail Traffic* to *Travel*:

- through the *Single Line Section*; or
- only as far as the Non-Crossing *Location*.

The *Network Controller* must advise the *Competent Worker* at the Non-Crossing *Location* before *Issuing* an *Alternative Movement Authority* for *Travel* through or to the Non-Crossing *Location*.

9.1 Issue of an Alternative Movement *Authority* to the Non-Crossing Location

On advice from the *Network Controller* that an *Alternative Movement Authority* is to be *Issued* to the Non-Crossing *Location*, the *Competent Worker* must prevent that *Rail Traffic* from passing the Non-Crossing *Location* by placing *In-field Protection* on the line.

The *Competent Worker* will remove the *Protection* after the *Rail Traffic Crew* is in possession of an *Alternative Movement Authority* to Proceed.

When assured that the *Block Section* is *Clear* the *Competent Worker* must remove the *Protection* from the line and give a Proceed *Handsignal*.

9.2 Rail Traffic Passing Beyond the Non-Crossing Location

After *Rail Traffic* has passed the Non-Crossing *Location*, and until advised by the *Network Controller* that the *Rail Traffic* has *Arrived Complete* out of the *Single Line Working* area, the *Competent Worker* must *Protect* the *Occupied* line.

When *Rail Traffic* has passed *Complete* beyond the Non-Crossing *Location* the *Competent Worker* must get confirmation of the direction of approach of the next *Rail Traffic* movement from the *Network Controller*.

10. Removing a Non-Crossing Location

Before removing the Non-Crossing *Location*, the *Network Controller* must confirm that:

- the line between the limits of *Single Line Working* is *Clear* of *Rail Traffic*; and
- *Rail Traffic* will not be *Authorised* to enter the *Single Line Working Section* before the Non-Crossing *Location* has been removed.

The *Network Controller* must tell the *Competent Worker* at the Non-Crossing *Location*:

- that the Non-Crossing *Location* is no longer needed;
- to remove *Protection* from the line; and
- to advise when this has been done.

11. Cancelling an Alternative Movement Authority

An *Alternative Movement Authority* may be *Cancelled* only if the *Network Controller* is assured that the *Authorised* movement has not started.

The *Network Controller* must tell affected *Competent Workers* that the *Alternative Movement Authority* has been *Cancelled*.

12. Fulfilling an Alternative Movement Authority

An *Alternative Movement Authority* must be *Fulfilled* only when the *Rail Traffic Crew* or *Competent Worker* assures the *Network Controller* that the *Authorised Rail Traffic* movements have been completed and the *Section* is *Clear*.

The *Network Controller* must tell affected *Competent Workers* that the *Alternative Movement Authority* has been *Fulfilled*.

13. Returning to Normal Working

Before normal working is resumed the *Network Controller* must ensure that:

- any *Alternative Movement Authority Issued* to *Travel* through the *Single Line Working Section* is *Cancelled* or *Fulfilled*;
- the affected *Section* is *Clear* of *Rail Traffic*;
- any *Active Control Level Crossings* in the *Section* are restored for normal operation or *Protected*;
- temporary *Station Limits* signs, where used, have been removed;
- any *Points* that were set and *Secured* are restored for normal operation; and
- *Blocking Facilities* are removed.

14. Keeping Records

The *Network Controller* and *Competent Worker* must keep a *Permanent Record* of details of the *Single Line Working*, including *Rail Traffic* arrival and departure times.

15. References

2015 Active Control Level Crossing Management

3019 Track Vehicles

5019 Alternative Movement Authority

6003 Blocking Facilities

6013 Passing Fixed Signals at STOP

9016 Written Authorities and Forms

16. Effective Date

31 October 2022