

Network Safeworking Rules and Procedures

Responsibilities of Network Controllers

Rule Number: 2029

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
2.0	03 02 2020	All	Major Review

Table of Contents

1.	Purpose.....	3
2.	General	3
3.	Responsibilities	4
3.1	Area of Control	4
4.	Network Control Handover	5
5.	Interface between Control Boundaries	5
6.	Overdue Occupation	5
7.	Obstruction of Lines Other Than Disabled Rail Traffic	6
8.	Keeping Records.....	6
9.	References.....	6
10.	Effective Date.....	6

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;
- *Track Occupancies*
- *Movement Authorities*;
- *Alternative Movement Authorities*;
- liaising with the 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 Network 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 Movement 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* 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 Network Controller

10. Effective Date

3 February 2020