Network Safeworking Rules and Procedures

Centralised Traffic Control System

Rule Number: 5001

Not in use

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Document History

Version	Effective Date	Pages updated	Reasons for change
2.0	03 02 2020	All	Major Review

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Not in use

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 *Centralised Traffic Control (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*.

Not in use

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 *Centralised Traffic Control (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

3 February 2020

Not in use

Network Safeworking Rules and Procedures

Train Order Working

Rule Number: 5017

Not in use

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Document History

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2.0	03 02 2020	All	Major Review

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Not in use

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 Rule 9016 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 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.

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

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

Not in use

3. Authority types

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

- *Proceed Authority*;
- Conditional *Proceed Authority*, or
- *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:

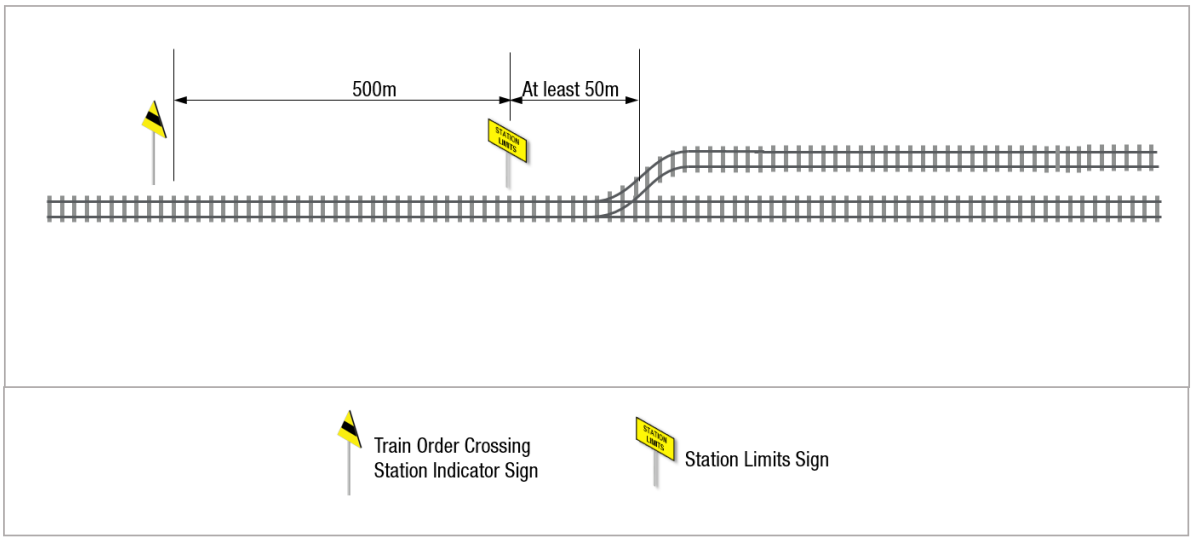
- a commencement of *Train Order Territory* sign will identify the start of *Train Order Territory*; and
- an End of *Train Order Territory* sign will identify the end of *Train Order Territory*.

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.



Not in Use

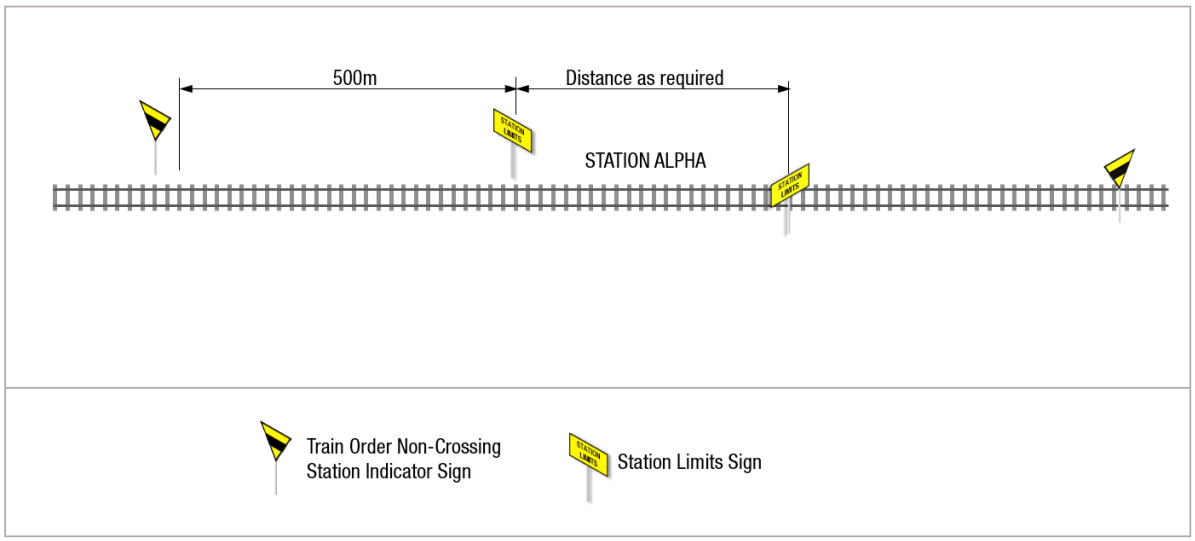
Non-Crossing Stations

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*.



Not

5. Designation Limit 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 *Location* where the *Train Order* is received; or
- in the case of an *Advance Train Order*, the *Location* nominated on the *Train Order*.

NOTE: An *Advance Train Order* is a *Proceed Authority* or Conditional *Proceed Authority* that is *Issued* before the current *Train Order* is *Fulfilled* or *Cancelled*.

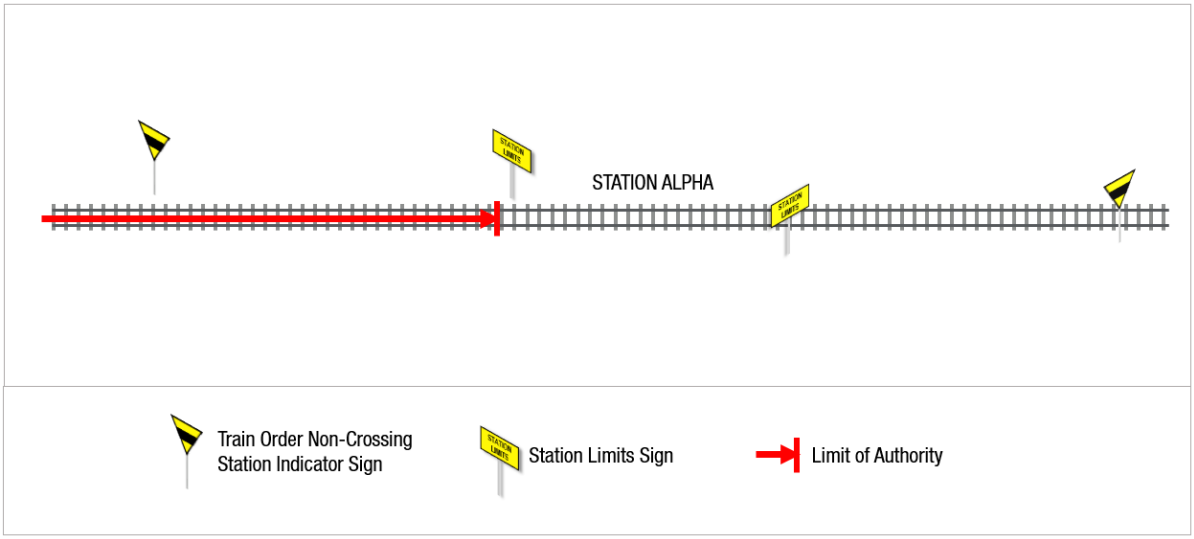
5.2 Limit of Authority End Point

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.



in use

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.

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

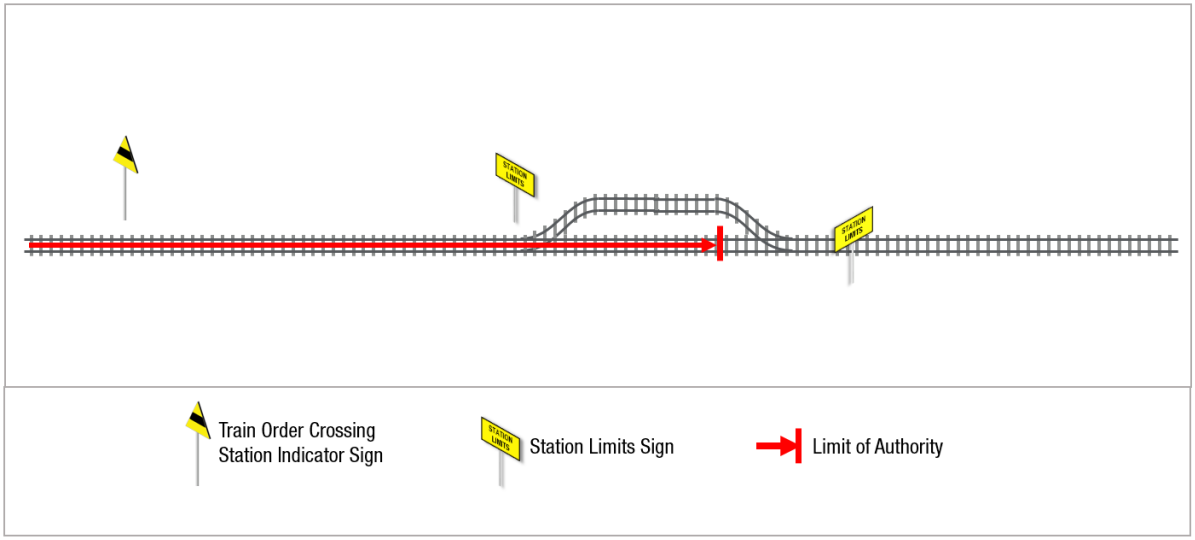
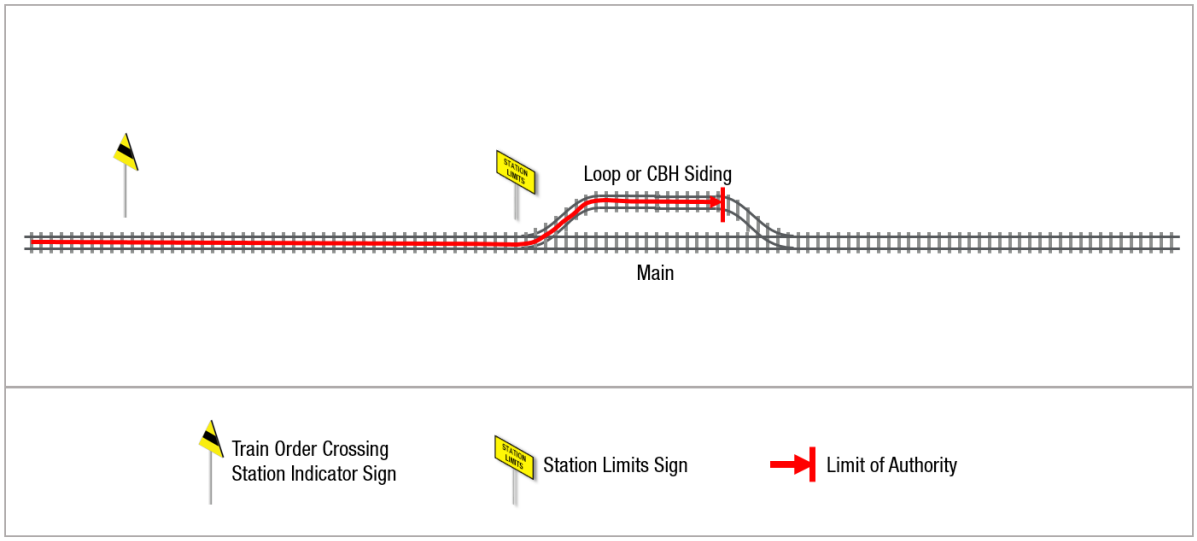


Figure 5017-5 Example of where the Limit of Authority end point is a Loop or CBH Siding.



5.2.3 A Station as the end point

If a *Station* is designated as the end *Location* of a *Train Order*, the *Limit of Authority* extends to the departure end *Limit of Shunt* sign, or where a *Limit of Shunt* sign is not provided to the departure end *Station Limits* sign.

Figure 5017-6 Example of where the *Limit of Authority* end *Point* is a *Station* with a *Limit of Shunt* sign.

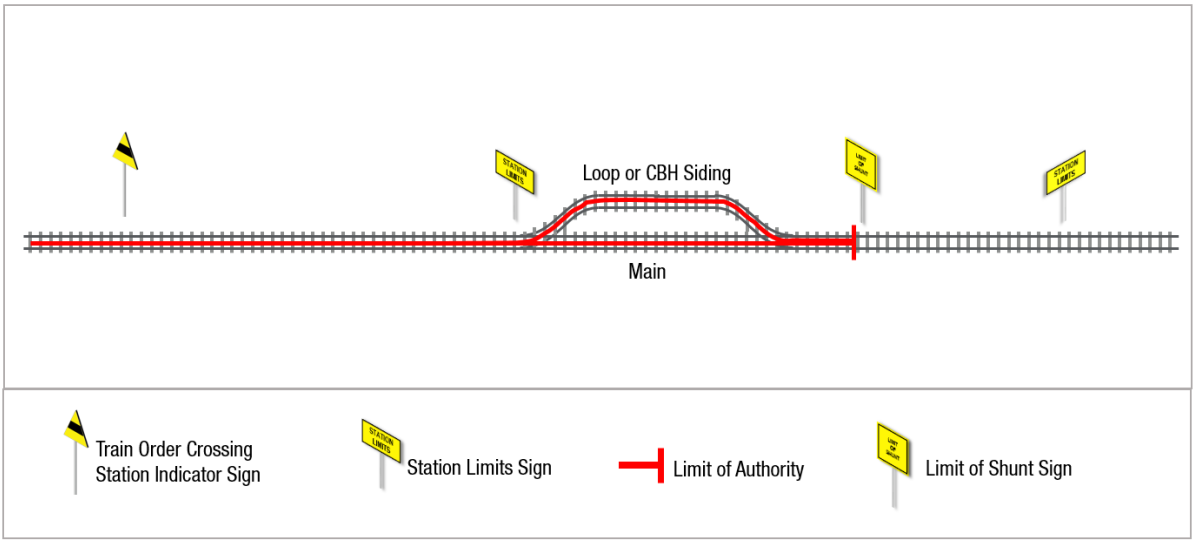
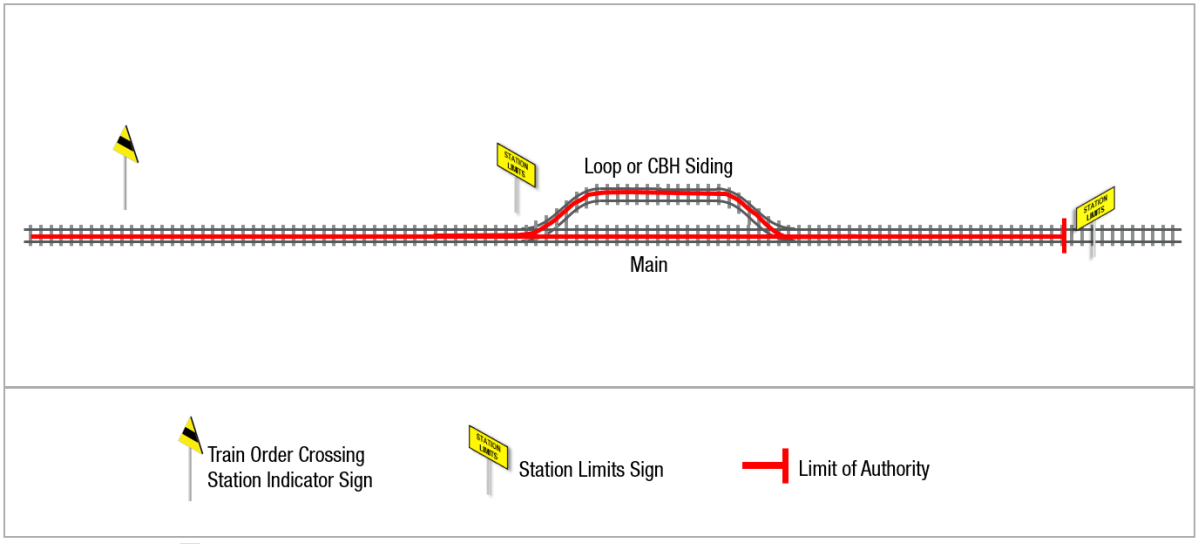


Figure 5017-7 Example of where the *Limit of Authority* end *Point* is a *Station* without a *Limit of Shunt* sign.



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*, 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 arrival at the *Station* in advance.

Where a *Train Order* has been *Issued* for *Travel* through a *Station* and does not specify a *Track* to be occupied, *Rail Traffic* may *Occupy Tracks* in addition to the *Main Line* at that *Station* for *Shunting* purposes. In this situation, the *Rail Traffic Crew* must advise the *Network Controller* of any *Shunting* requirements before *Shunting* and when *Shunting* is complete.

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

Not in use

6.1 Reporting

6.1.1 Progress

In areas where Radio communications are provided, the *Rail Traffic Crew* must make a general broadcast over the radio of the *Rail Traffic* progress through *Stations* as it occurs, the *Network Controller* will respond to the broadcast wherever possible.

Where radio communications are unavailable, *Rail Traffic Crews* must record and report progress as required by the *Network Controller*, using on-board communications equipment or wayside telephones.

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

- the *Siding* is *Secured*; and
- at Annett's locked *Sidings*, the Annett's key is on the *Locomotive* (AKOL).

Departure 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* on departure from the *Station* prior to the *Limit of Authority* end point.

NOTE: Where communications to the *Network Controller* fail and the *Rail Traffic Crew* are unable to report departure, the *Rail Traffic* may continue as directed on the *Train Order*.

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*.

Not in use

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*.

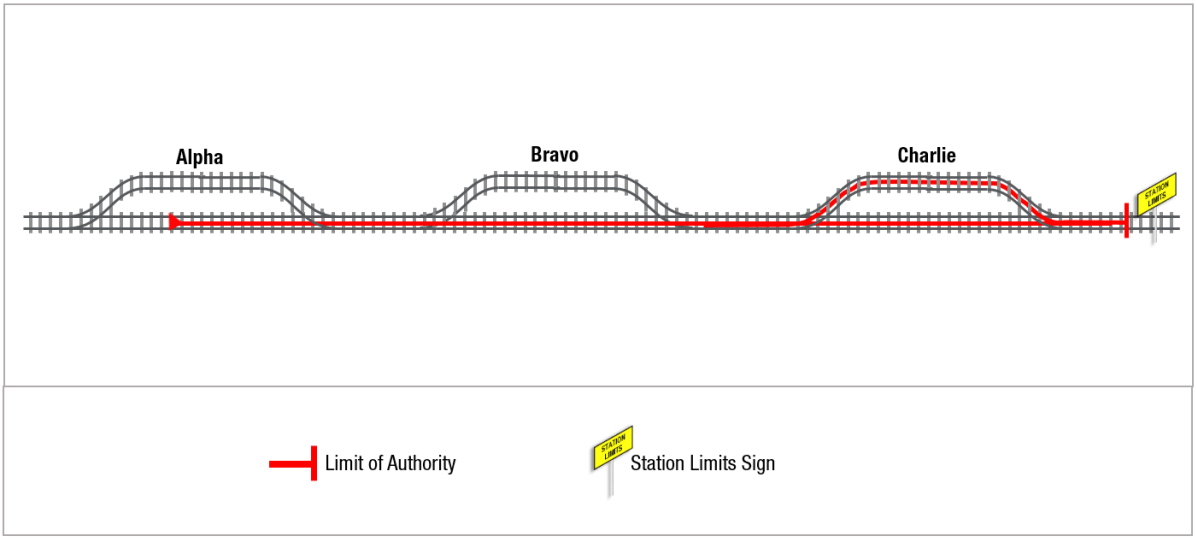
6.5 Challenging an Authority

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*.



in use

6.7 Conditional Proceed Authority

A Conditional *Proceed 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*.

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 at the *Station* of the second *Crossing*.

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

6.7.1 Failure of Network Control System

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

Train Orders including a *Crossing* may be issued as Proceed and *Cross* 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.

Not in use

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

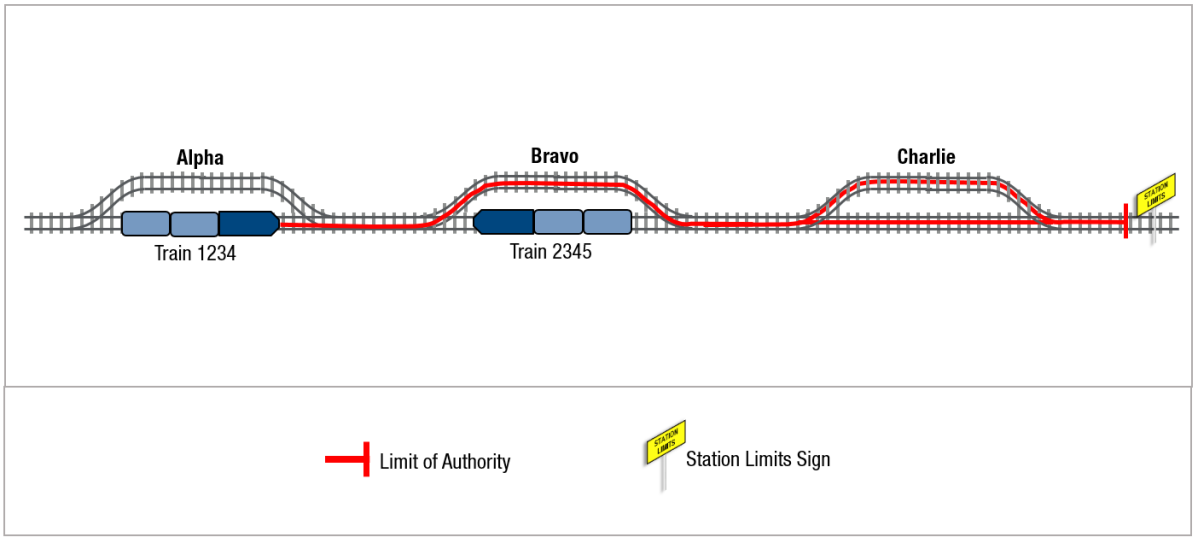
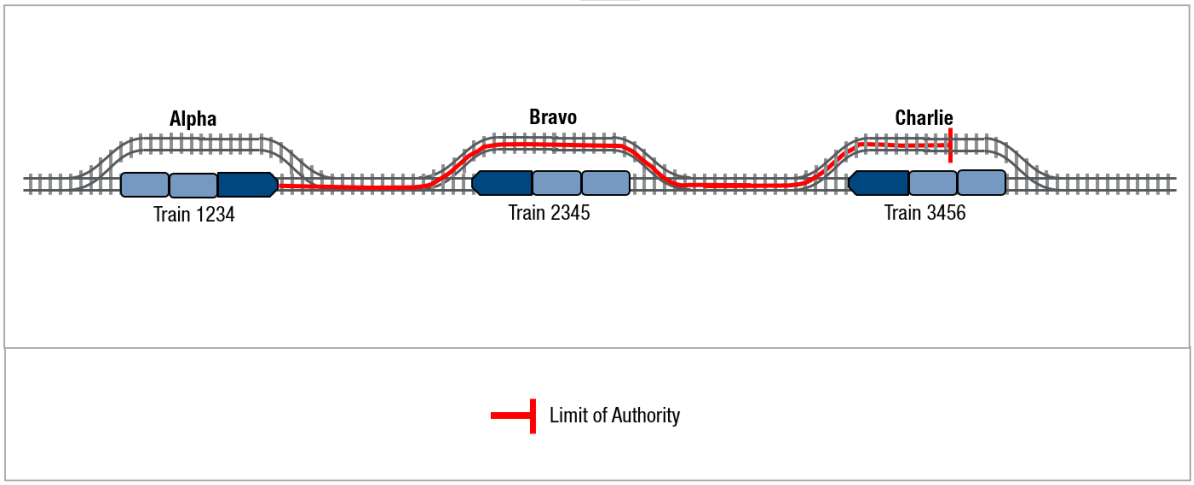


Figure 5017-10 *Train* No 1234 has an *Authority* to Proceed to Bravo, take Loop, cross *Train* No 2345 (this is the one permitted Intermediate *Crossing*), then Proceed to Charlie and take Loop, cross *Train* No 3456. The end point of this *Authority* must be Charlie as this is the *Station* of the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



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 *Block Section* in advance 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 *Rail Traffic* to *Occupy* the *Section* in advance, a *Shunt Authority* must be *Issued*. This authorises *Rail Traffic* to *Shunt* 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.

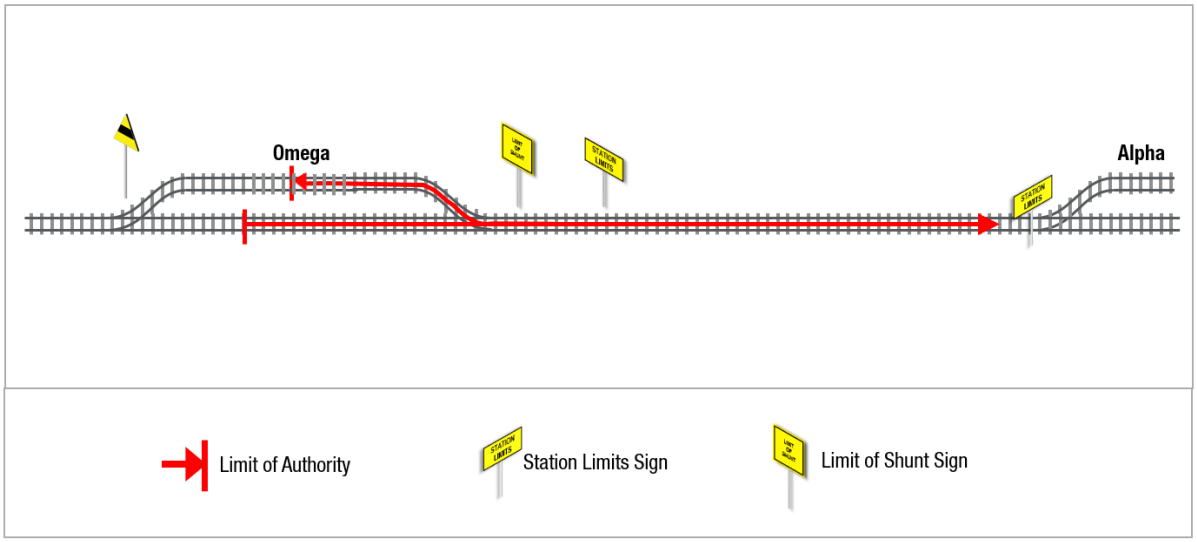
Shunt movements within *Station Limits* or, where provided, Limit of *Shunt* signs, must be approved by the *Network Controller*. In this circumstance a *Train Order* is not required. Before approving *Shunting* movements within *Station Limits* the *Network Controller* must ensure that:

- no *Authority* has been *Issued* for other *Rail Traffic* into or through that *Station*;
- where the *Network* Control system is available, *Station 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*.

Not in use

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 line to be *Occupied*, within the *Proceed Authority*.

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 *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.

Not in Use

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*.

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*; and
- after the *Crossing* movement has been completed, set the *Route* for departure.

Not in use

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*.

8. Change of Crossing Station

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

- Where the current *Crossing Location* is the *Limit of Authority* for both *Rail Traffic*, or on a Conditional Proceed Authority for the *Rail Traffic* whose journey is to be shortened, then:
  - first, *Cancel* the *Authority* held by the *Rail Traffic* whose journey is being shortened, then *Issue* a new *Authority* with altered *Crossing* instructions; and
  - then, *Cancel* the *Authority* held by the *Rail Traffic* whose journey is being extended and *Issue* a new *Authority* with altered *Crossing* instructions.
- Where the current Crossing Location is on a Conditional Proceed Authority for the *Rail Traffic* whose journey is to be lengthened, *Cancel* the *Authority* held by both *Rail Traffic* then *Issue* a new *Authority* with altered *Crossing* instructions:

9. Issuing an Advance Train Order

An *Advance Train Order* is a *Proceed Authority* or Conditional *Proceed Authority Issued* while *Rail Traffic* is en-route and may be *Issued* while the *Rail Traffic* is in motion.

An *Advance Train Order* must only be issued when the *Rail Traffic* is in the *Section* prior to the end limit of the current *Train Order*.

Where the *Advance Train Order* 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 an *Advance Train Order*.

An *Advance Train Order* will not come into effect until the *Rail Traffic* arrives at the *Limit of Authority* end *Point* for the current *Train Order*.

Not in Use

Where the current *Train Order* has a Crossing at the *Limit of Authority* end point, that Crossing must also be recorded on the Advance *Train Order*.

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 proposed *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.

Train Orders Issued to *Station Limits* signs must not be *Fulfilled* until the *Rail Traffic* has been *Authorised* to enter the *Station* and has *Arrived Complete* within the *Station Limits*.

12. Keeping records

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

13. References

6007 Signs

9016 Authorities and Forms

14. Effective date

3 February 2020

Not in Use

Network Safeworking Rules and Procedures

Alternative Movement Authority

Rule Number: 5019

Not in use

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Not in Use

1. Purpose

The aim 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 a 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.

Not in Use

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, 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.

Not in Use

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 dvised 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.

Not in use

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 Movement *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*.

Not in use

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*.

Not in use

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

3 February 2020

Not in use

Network Safeworking Rules and Procedures

Manual Block Working

Rule Number: 5023

Not in use

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Not in use

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.

Not in use

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 *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*.

Not in use

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

3 February 2020

Not in use

Network Safeworking Rules and Procedures

Single Line Working

Rule Number: 5027

Not in Use

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Not in Use

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*.

Not in use

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 *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 tell *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.

Not in use

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 Authorities and Forms.

Not in Use

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*.

Not in use

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*.

Not in use

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 *Infield 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*.

Not in use

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 all *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*.

Not in use

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

5019 Alternative Movement Authority

6003 Blocking Facilities

6013 Passing Fixed Signals at STOP

9016 Authorities and Forms

16. Effective Date

3 February 2020

Not in use