

Network Safeworking Rules and Procedures

Shunting and Marshalling

Rule Number: 4013

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Document History

Version	Effective Date	Pages updated	Reasons for change
3	01/07/2026	5	Typo in section 4

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1. Purpose

The purpose of this rule is to prescribe the rules for safe *Shunting* and *Marshalling* in the *Network*.

2. General

Vehicles must not be *Shunted* in the *Network* without a *Motive Power Unit* attached (i.e. loose-*Shunted*).

2.1 Shunting

Shunting is moving *Rail Traffic*:

- to arrange or rearrange vehicle order in a *Consist*;
- to attach or detach vehicles from a *Consist*;
- to move vehicles in a yard or terminal; or
- to or from *Running Lines*, except for through *Rail Traffic* movements.

Shunting must be performed at a speed not exceeding *Restricted Speed*.

When performing *Shunting*, *Rail Traffic* may only be moved with the *Authority* of the *Competent Worker* directing the *Shunting* operations.

Workers not involved in *Shunting* must stay *Clear* of moving vehicles.

2.2 Marshalling

Vehicles carrying *Dangerous Goods* must be *Marshalled* in accordance with the Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code) ©.

3. Planning Shunting



WARNING: If there are narrow *Track* clearances, *Competent Workers* performing *Shunting* must keep at least 2 metres between themselves and moving vehicles.

When planning *Shunting* the *Competent Worker* directing *Shunting* operations must:

- confer with the *Network Controller* and agree about planned movements;
- confer with the *Rail Traffic Crew* and other *Competent Workers* and agree about planned movements; and
- warn other *Competent Workers* of hazards presented by narrow *Track* clearances, such as:
 - gates and fences;
 - buildings;
 - *Platforms*; and
 - rail vehicles on *Adjacent* lines.

Competent Workers during *Shunting* operations must:

- if necessary, arrange for clearance of *Fixed Signals*;
- make sure that *Routes* are correctly set and safe for movements; and
- make sure that it is safe to *Shunt*.

Competent Workers must tell the *Network Controller* when *Shunting* within their area of control has been completed.

3.1 Shunting Over Points

If the *Competent Worker* directing *Shunting* is not assured that the *Points* will hold their set positions, the *Points* must be *Secured* for the intended *Route*.

4. Directing Shunting

A *Competent Worker* directing *Shunting* must:

- make use of radio, light or *Hand Signals* to *Communicate Effectively* with the *Competent Worker* at the controls of the *Motive Power Unit*;
- be in a position where the safe progress of the movement and the line ahead can be seen; and
- closely accompany or ride in or on the leading vehicle in a position designated as safe by the operator and approved by *Arc Infrastructure*.

Rail Traffic Crews and *Competent Workers* directing *Shunting* must communicate at agreed intervals.

If communication between a *Competent Worker* directing *Shunting* and the *Rail Traffic Crew* is interrupted, the *Rail Traffic Crew* must stop the movement immediately.

5. Running Lines

Rail Traffic must be loaded or unloaded on *Main* lines and *Loops* only with the approval from the *Approved Operations Delegate*.

Shunting on *Running Lines* must be *Authorised* by the *Network Controller*.

On *Running Lines*, vehicles being *Shunted* must be equipped with an operating continuous *Airbrake*.

Vehicles with defective brakes must be *Shunted* in accordance with *Arc Infrastructure's* specific instructions (refer Rule 4003 Rail Traffic Integrity).

6. Level Crossings

A *Shunting* movement over a *Level Crossing* must:

- be directed by a *Competent Worker*;
- not be commenced unless the *Level Crossing* is *Clear*, or road and pedestrian traffic has stopped; and
- not be commenced before it is safe to do so.

Where provided, *Active Control Level Crossing* equipment must be operated.

Shunted vehicles *Hauled* or *Propelled* across a *Level Crossing* must have the continuous *Airbrake* throughout the *Consist*.



NOTE: The *Consist* of vehicles being *Shunted* must comply with *Arc Infrastructure's Automatic Air Brake Instructions*.

6.1 Loading or unloading under power

Rail Traffic loading and unloading under power may foul level crossings only if approved by *Arc Infrastructure's Operations Delegate* and where prior advice has been given to and approved by the Local Authority and the person in charge of the loading/unloading facility ensures that appropriate road traffic management is in place.

7. Attaching Locomotive

After attaching a *Locomotive* to stationary vehicles, the *Rail Traffic Crew* must fully pressurise the brake pipe before releasing *Handbrakes*.

8. Detached Rail Vehicles

Vehicles must not be detached from a *Motive Power Unit*, or a continuous brake system, until they are Secured against unintended movement by the use of sufficient effective *Handbrakes* or other devices, in accordance with Rule 4003 Rail Traffic Integrity.

Detached vehicles must be *Secured*:

- where necessary, *Clear of Adjacent* lines;
- *Clear of Level Crossings*; and
- inside *Catch Points* or *Derailing Devices* provided to prevent vehicles entering *Running Lines*.

The *Rail Traffic Crew* must advise the *Network Controller* of vehicles detached en-route.

9. Vehicles Under Repair

Vehicles with warning signs, flags or lights must not be moved or *Shunted* against or have other vehicles attached to them unless:

- the warning signs, flag or lights are removed by the workers who put them there;
- no work is being done on or near the vehicles; and
- it is safe to move the vehicles.

10. Stabling Rail Traffic

10.1 On Running Lines

Rail Traffic may be *Stabled* on *Running Lines* only if:

- *Derailing Devices* are available;
- where *Derailing Devices* are not available, it has been *Authorised* by the Approved Operations *Delegate*;
- *Advertised*, when required;
- Unauthorised access to *Motive Power Unit* controls are prevented, and
- it is *Secured* against unintended movement.

10.2 In Station Limits

Where possible, when *Rail Traffic* is *Stabled* on a *Running Line* within *Station Limits*, the *Points* must be set to divert other *Rail Traffic* around the *Stabled Rail Traffic*.

10.3 In Sections

If the *Rail Traffic* is *Stabled* on the *Main Line* within a *Section*, the *Rail Traffic* must be treated as an *Obstruction* and *Protected* in accordance with Rule 4001 Protecting Disabled Rail Traffic.

11. Marshalling Irregularity

If a *Marshalling Irregularity* is identified, the *Network Controller* and the *Rail Traffic Crew* must jointly arrange for the irregularity to be corrected.

12. Restoring Equipment

After completion of *Shunting*, a *Competent Worker* must restore *Points*, signals and other equipment to their normal position.

The *Competent Worker* must report to the *Network Controller* that equipment has been restored.

13. References

4001 Protecting Disabled Rail Traffic

4003 Rail Traffic Integrity

Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code) ©

Automatic Air Brake Instructions

14. Effective Date

06:00 hrs on Wednesday 1st of July 2026