Network Information Books

OPG-30-02

Applicability

ARTC Network Wide
SMS

Publication Requirement

Internal / External

Primary Source

New document

Document Status

Version #	Date Reviewed	Prepared by	Reviewed by	Endorsed	Approved
2.0	02 Jun 21	Configuration Management Administrator	Configuration Manager	Manager Standards	General Manager Technical Standards 11/06/2021

Amendment Record

Amendment Version #	Date Reviewed	Clause	Description of Amendment
1.0	30 Nov 16		Initial issue
2.0	02 Jun 21	All	Document updated to more thoroughly detail the content, purpose, review and update of the NIB suite of documents.

Table of Contents

1   Introduction

1.1   Purpose

The purpose of this procedure is to:

- Outline the information contained within the *Network Information Books*, together with the associated *NIB Diagrams* and *Line Diagrams.*

- Explain the processes and requirements for updating and maintaining the NIBs.

- Explain the roles, responsibilities, and expected timeframes involved in the reviewing, endorsement and approvals process for updating NIBs.

- Explain the process of public notification and publishing of updated NIBs.

1.2   Scope

This procedure covers how infrastructure changes from project / maintenance activities, operational information changes, or inaccuracies / errors / omissions are advised for incorporation into the NIB suite of documents for approval and publishing for internal and external use.

1.3   Document Owner

The General Manager Technical Standards is the Document Owner. Queries should be directed to standards@artc.com.au in the first instance.

1.4   Responsibilities

Role	Responsibility
Corridor Manager (IS) / Manager Maintenance (HV) (or delegate)	Responsible for ensuring the asset infrastructure content of the NIBs is relevant and current for the section of the ARTC network they're responsible for maintaining.
Area Manager (or delegate)	Responsible for checking and endorsing asset information supplied for updating the NIBs due to inaccuracies, errors, or omissions being reported from the field. On behalf of Asset Management, responsible for reviewing and *endorsing* any updated *draft* NIB documents prior to proceeding to the formal approval process as per EGP-01-01 Engineering Document Control.
Corridor Asset Management Representative	Roles within the Corridor in which asset management changes or endorsements may be submitted – i.e. Corridor Manager/Maintenance Manager, Area Manager.

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Operations Interface SA & VIC (NCCW) *Service Delivery Manager (NCCS)* *Delivery Support Manager (NCCN)* (or delegate)	As the designated approvers for Safe/Train Notice publications, as per OPE-PR-001 Preparation and Distribution of Operational Notices, these roles are responsible for reviewing and approving any operational information supplied in the Safe/Train Notice for updating the NIBs. On behalf of Operations, responsible for reviewing and endorsing any updated *draft* NIBs.
Operations Representatives	Roles within the operations services teams in which operations changes or endorsements may be submitted – i.e. Service Delivery Manager, Operations Interface, Delivery Support Manager.
Change Initiator	Any person that proposes and champions a change to the Network Information Book suite of documents. Responsible for ensuring the information supplied is sufficient and accurate to update the NIBs.
Configuration Management Administrator	Responsible for maintaining the master NIB document suite. i.e. editing, updating, obtaining approvals from relevant parties, submitting Safe/Train Notices for approval for publication, advising potential eTAP changes, and publishing the updated NIBs to the ARTC website.
Configuration Manager	Responsible for reviewing and endorsing updated draft NIB documents, and associated change management documentation prior to submitting for formal approval in accordance with EGP-01-01 Engineering Document Control.

1.5   Subordinate Documents

The Network Information Books described in this procedure are as follows:

Network Control Centre	*NIB Number*	*Network Control Board*
Network Control Centre West - NCCW	OGW-30-03	ABS Broken Hill
	OGW-30-04	Melbourne Metro
	OGW-30-05	Vic South West
	OGW-30-06	Vic North West
	OGW-30-07	South CTC
	OGW-30-08	Adelaide Metro
	OGW-30-09	West CTC
	OGW-30-10	Tarcoola CTC & Whyalla ATMS
	OGW-30-11	Cook Train Order
	OGW-30-12	Parkeston Train Order

Network Control Centre South - NCCS	OGW-30-01	TOCO
	OGW-30-21	North Coast A
	OGW-30-22	North Coast B
	OGW-30-25	Sydney 1
	OGW-30-26	Sydney 2
	OGW-30-27	Sydney 3
	OGW-30-28	Main South A
	OGW-30-29	Main South B
	OGW-30-30	Main South C
Network Control Centre North - NCCN	OGW-30-13	Kooragang
	OGW-30-14	Port Waratah
	OGW-30-15	Lower Hunter
	OGW-30-16	Middle Hunter
	OGW-30-17	Upper Hunter 1
	OGW-30-18	Upper Hunter 2
	OGW-30-19	Upper Hunter 3
	OGW-30-20	Hunter Valley North
	OGW-30-23	Hunter Valley Train Order Control
	OGW-30-24	Hunter Valley West

1.6   Reference Documents

The following documents support this procedure:

- EGP-20-01 Project Management

- EGP-03-01 Rail Network Configuration Management

- EGW-03-01 Using Network Alteration Notices (NANs) for Configuration Change Management

- EGP0301F-01 Network Alteration Notice (NAN)

- EGP-01-01 Engineering Document Control

- OPE-PR-001 Preparation and Distribution of Operational Notices

- COR-PR-012 Reporting (i.e. safety or environmental incidents / hazards)

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1.7   Definitions

The following terms and acronyms are used within this document:

Term or acronym	Description
Network Information Book (NIB)	Infrastructure and operational information booklets with track diagrams aligned with each of the relevant Network Control Centre Boards.
Network Information Book Diagrams (NIB Diagrams)	A booklet containing only the track diagrams on individual pages for each location aligned with each of the relevant Network Control Centre Boards.
Line Diagram	Simplified track diagram showing multiple locations on a single page representing an entire Network Control Centre Board.
NIBs	This will be the generic reference used within this document that refers to the whole suite of documents that describes the network information - Network Information Books, NIB Diagrams, Line Diagrams.
eTAP	Electronic Track Access Protection (eTAP) system used by Network Control and field personnel when performing safeworking activities within the rail corridor.
configmanagement@artc.com.au	The generic email address for the ARTC Configuration Management team is the preferred method for notifying any proposed changes or updates to NIBs. Emails may also be sent directly to the email addresses of the Configuration Management Administrator, or the Configuration Manager.
NAN	Network Alteration Notice (NAN) for configuration change management as per procedure *EGP-03-01 Rail Network Configuration Management*
EDCA	The *Engineering Document Change Approval (EDCA)* process as per procedure *EGP-01-01 Engineering Document Control*
RAS	The *Route Access Standard (RAS)* contains interface requirements for access to the ARTC Network and is published externally by ARTC for use by current and potential Operators for the development of their operating plans. The RAS is managed by *the Operations Standards Manager* in the Safety, Engineering & Technology division.

Term or acronym	Description
Safe Notice	An external publication for NSW and Qld for the notification of changes in the ARTC network infrastructure or operations as per procedure *OPE-PR-001 Preparation and Distribution of Operational Notices*
Train Notice	An external publication for SA, WA and Vic. for the notification of changes in the ARTC network infrastructure or operations as per procedure *OPE-PR-001 Preparation and Distribution of Operational Notices*
https://www.artc.com.au/customers/operations/nib/	ARTC Website where NIBs may be externally accessed and available for downloading
NCCN	Network Control Centre North
NCCS	Network Control Centre South
NCCW	Network Control Centre West
IS	ARTC Interstate Business Unit
HV	ARTC Hunter Valley Business Unit

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2 NIBs Overview

2.1 NIBs Content

NIBs Overview

NIBs were developed to provide infrastructure and operational information for ARTC's network controllers, asset management staff, contractors, and operator customers. Competent rail safety workers use the NIBs to develop worksite protection plans for safeworking.

NIBs may contain information such as, but not limited to:

- Location specific crossing facilities and sidings.

- Safeworking methods in use.

- Network control contact details.

- Level crossing and tunnel details.

- Diagrams and any specific requirements pertaining to that section of the ARTC Network. (e.g. rock fall detection equipment procedures for the Moss Vale to Unanderra line, restrictions on train running frequency through Bylong No 3 tunnel, etc).

- Instructions relating to how to enter / exit private sidings, yards, or adjacent networks.

In general, the details contained within the NIBs support the relevant rules and procedures used for that part of the network.

NIBs Boundaries

NIBs are aligned with the individual network control boards in each Network Control Centre.   The NIBs contain location diagrams and related text as well as general information relevant to the line segment covered by each NIB.

NIB Diagrams

NOTE: These NIB Diagrams must not be used in isolation from the relevant Network Information Book which contains additional information.

The diagrams from each NIB are combined to form a single document showing all the locations for the particular line segment relevant to the network control board the NIB represents. It has one location per page.

The cover sheet in the NIB Diagram makes it easier to view and to use in works planning documents. There are links in the cover sheet that take you directly to the required location. A link on the ARTC logo on each diagram will return you back to the cover sheet.

Line Diagrams

NOTE: These Line Diagrams must not be used in isolation from the relevant Network Information Book which contains additional information.

Line Diagrams are a consolidation of all the individual diagrams from each NIB showing multiple locations on a single page and represent an entire Network Control Centre Board.

2.2   NIB Content Owners

The ARTC Configuration Management team within Technical Standards are responsible for the format of the NIBs, maintaining, updating, tracking, obtaining approvals and publishing the NIBs.

The actual content information within the NIBs is the responsibility of the Business Units themselves. The roles in the table below within each of the Business Units are responsible for the relevance, accuracy and completeness of the information contained within the NIBs.

NIB Content	Role	Responsibility
Network Infrastructure	*Corridor Manager (IS) / Manager Maintenance (HV) or delegate*	Responsible for ensuring the asset infrastructure content of the NIBs is relevant, accurate, complete, and current for the section of the ARTC network they're responsible for maintaining.
Operational Information	*Operations Interface SA & VIC (NCCW)* *Service Delivery Manager (NCCS)* *Delivery Support Manager (NCCN)*	Responsible for ensuring the operational content of the NIBs is necessary, sufficient, and accurate for the network control boards they support within the ARTC network.

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3 Changes to NIBs

3.1 Notification of Changes to Network Infrastructure

The information contained in the NIBs is to be updated following any relevant infrastructure as part of project or maintenance activities.

The *Network Alteration Notice (NAN),* as detailed in *EGP-03-01 Rail Network Configuration Management,* is the principle method used for managing infrastructure configuration change management.

All relevant changes from the project or maintenance activities need to be covered in the information to be provided for the NIB update which includes, but not limited to:

- New infrastructure

- Decommissioned and removed infrastructure

- Changes to existing infrastructure e.g. change in signal type, upgraded level crossing protection, etc

- Change of location of infrastructure e.g. km change

- Any change to operational requirements

As per the NAN process, changes to the ARTC Network should be communicated internally and externally via a published Safe Notice or Train Notice. The NIBs will be updated based on the information contained in these Safe / Train Notices.

Changes to the text content or diagrams in the NIBs should be prepared by the relevant change initiator and a Safe/Train Notice published as per *OPE-PR-001 Preparation and Distribution of Operational Notices.*

NOTE: *Should any projects or works not proceed as specified in the published Safe Notice or Train Notice, then the notice is to be formally withdrawn and reissued when the project or works can be completed.*

3.2 NIBs Reflecting Network Rule Variations Authorised by Operational Notices

In some instances, special operational arrangements / local specific instructions may be authorised for use at a particular location in response to unique circumstances which are outside the normal standard operating arrangements due to infrastructure, operational requirements, or network rules and procedures applicable to that area.

These arrangements will be publicly notified via published Safe Notices (NSW, Qld) or Train Notices (Vic, SA, WA), as per OPE-PR-001 Preparation and Distribution of Operational Notices.

Where advised in the Safe/Train Notice, these special arrangements / local specific instructions may also be published in the NIB for that particular location with a specified timeframe (if required) and in those instances may vary the requirements within network rules for that particular location

Where such a special arrangement / local specific instructions is published in the NIB, the instructional text will be highlighted in RED in the NIBs, and prefaced with the note as per below:

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> *NOTE: The following special arrangement / local specific instructions have been introduced after previously being published in a Safe Notice or Train Notice and reflects a variation to network rules and procedures. These special arrangement / local specific instructions apply only at the specified location.*

3.3 Notification of Changes due to Inaccuracies, Errors, or Omissions

As the NIBs have been developed via an iterative process of review to replace the original Local Appendix Units (LAU), there may be instances where the NIBs may have slight inaccuracies (e.g. km offset), errors, or omissions. This is distinct from purposeful changes due to projects, maintenance, or operational changes.

Asset location information in Ellipse is regarded as the master record and is maintained by the Business Units. The NIB information on asset location should align with Ellipse.

When errors are identified, the proposed changes are to be endorsed in-writing by a relevant Operational Representative, and / or Corridor Asset Management Representative, prior to being sent to the configuration management team.

The details of the proposed changes, together with the in-writing endorsement are to be sent to the configuration management team via email.

3.4 Minor Grammatical and Formatting Changes

Where minor grammatical and formatting changes to the NIBs are proposed which do not affect the safety critical information contained in the NIBs, then the approval process as per EGP-01-01 Engineering Document Control may suffice and not require Operations / Corridor Asset Management Representatives to review.

4 Updating the NIBs

Updating of the Master NIB suite of documents will be based primarily on the information provided either:

- Via a published Safe / Train Notice

- A Network Alteration Notice (NAN)

- An endorsed notification of an inaccuracy, error, or omission

- Notification of an adhoc change request from an Operational Representative, or Corridor Asset Management Representative.

The flowchart in Appendix 1 provides an overview of the process of updating the NIB documents.

4.1 Editing the NIBs

The master Network Information Books, NIB Diagrams and Line Diagrams will be controlled and maintained by the *Configuration Management Administrator* who is responsible for editing the master NIB documents with the proposed changes.

The Configuration Management Administrator is to ensure evidence of all relevant endorsements, and/or Safe/Train Notices, are provided for the proposed changes prior to editing any documents.

The Configuration Management Administrator is responsible for version control tracking of the NIBs and ensuring they're securely electronically stored and backed up.

4.2 Approving the NIBs

1. **Operational Representatives and Corridor Asset Management Representatives**
Once the updated draft NIB documents have been edited, the Configuration Management Administrator will email the draft documents to both an Operational Representative, and a Corridor Asset Management Representative for their endorsement.

They are to review the *draft* NIB documents to ensure that the changes are accurate and correct, and reflect the changes that were proposed in the first instance.

This endorsement is to be provided in writing via email to provide an evidence trail for the approval process.

This endorsement is expected to be returned within a target timeframe of 10 business days (It's understood that the representatives may require time to consult with other business unit staff).

2. **Configuration Manager**
Once the draft NIB documents are endorsed by both the Operations Representative and Corridor Asset Management Representatives, the draft documents, together with the written evidence of their endorsement will be provided to the *Configuration Manager*.

The Configuration Manager will also review and endorse associated draft e.g. Engineering Document Change documentation, draft Safe/Train Notices for approval to notify of the pending NIB update, draft eTAP notification documentation if required. This endorsement is to be provided in-writing via email to provide an evidence trail for the approval process.
This endorsement is expected to be returned within a target timeframe of 3 business days.

3. **Engineering Document Change Approval (EDCA)**

Once endorsement of the draft NIBs and associated documents has been provided by the Configuration Manager, the Configuration Management Administrator will submit the draft NIBs and endorsements into the formal *Engineering Document Change Approval (EDCA)* process as per *EGP-01-01 Engineering Document Control* for final approval prior to publishing.

This endorsement is expected to be returned within a target timeframe of 5 business days.

4.3   Publishing the NIBs

- Once final approval is provided via the Engineering Document Change Approval (EDCA) process, the *Configuration Management Administrator* will prepare and submit for approval and publishing a relevant Safe / Train Notice to advise of the pending update of the NIBs, as per procedure *OPE-PR-001 Preparation and Distribution of Operational Notices*.

- The Safe / Train Notice will contain details of the changes in the updated NIBs including any changes due to information in previously published Safe / Train Notices. If the NIBs update includes any information from previously published Safe / Train Notices, then those previous notices may then be archived as required.

   Following the successful publication of the Safe / Train Notice which covers the NIBs updates, the Configuration Management Administrator will update the ARTC Website with PDF versions of the updated revision of the NIBs, available at https://www.artc.com.au/customers/operations/nib/

   A register of changes made to the NIBs is also available on the ARTC website.

4.4   Updating Related Systems or Documents

As a result of the NIBs being updated, there may be changes required to other systems or documents within ARTC. The responsibility for updating these systems or documents will be dependent upon the type of change and the areas in the business that it affects and will be the most relevant parties responsible those systems or documents.

Configuration Management Administrator

The Configuration Management Administrator will:

- Advise the *eTAP Product Manager* via email of any NIBs changes that may impact the eTAP system. The eTAP Product Manager will be responsible for updating the system.

- Liaise with the Operations Standards Manager in the Safety, Engineering & Technology division regarding any changes that may affect the *Route Access Standard (RAS).*

Operations Representative

The *Operations Representative* that endorsed the updated *draft* NIBs will be responsible for ensuring that any operational systems or documents are updated once the Safe / Train Notice is published for the updated NIBs.

Corridor Asset Management Representative

The *Corridor Asset Management Representative* that endorsed the updated *draft* NIBs will be responsible for ensuring that any Asset Management systems or documents are updated once the Safe / Train Notice is published for the updated NIBs.

5 Assurance

ARTC has implemented an Assurance Framework that utilises the three lines of defence model. This model will be applied to Network Information Books.
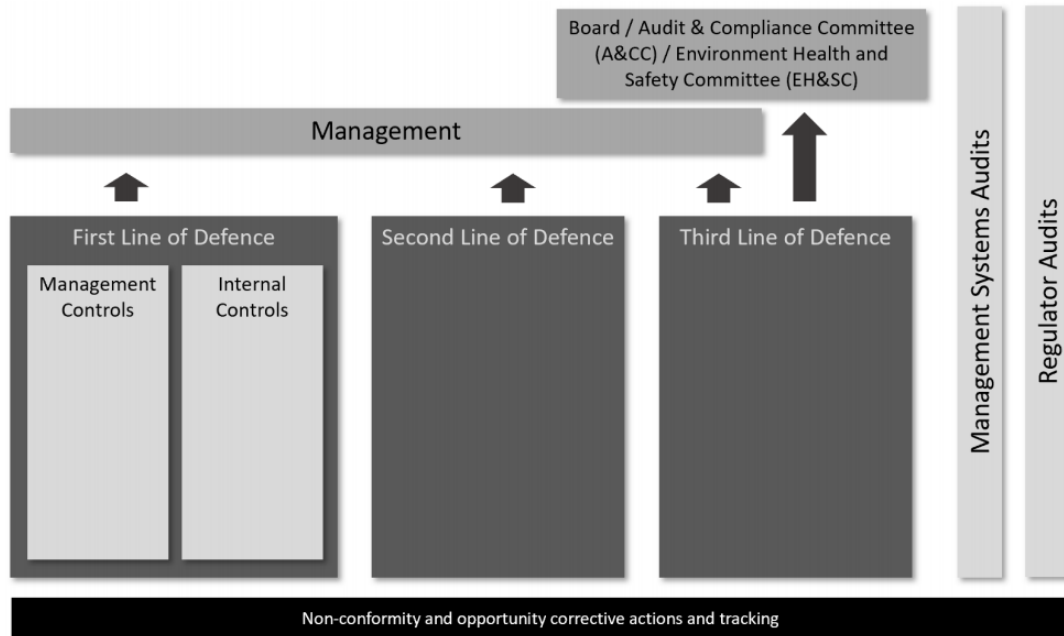
First Line of Defence

Management Controls

Management controls are policies, procedures, standards and other controlled documents that are developed by ARTC to control activities being undertaken. The management controls applicable to NIBs are:

- OGP-30-02 Network Information Books

- EGP-03-01 Rail Network Configuration Management

- EGW-03-01 Using Network Alteration Notices (NANs) for Configuration Change Management

- EGP0301F-01 Network Alteration Notice (NAN)

- EGP-01-01 Engineering Document Control

- OPE-PR-001 Preparation and Distribution of Operational Notices

- COR-PR-012 Reporting (ie. safety or environmental incidents / hazards)

Internal Controls

Internal controls are those processes and activities within each Business Unit that ensure that the NIBs are being appropiately used for safeworking, asset maintenance / projects, and network control.

Second Line of Defence

The second line of defence is used to confirm that the controls and processes for managing the NIBs, as per this procedure, have been properly deployed and are operating as expected.

- A review of the NIBs systems / processes for managing the NIBs will be conducted at least every 3 years.

- The review will be the reponsibility of the Configuration Manager.

- The review will assess items such as, but not limited to:

  o Are the NIBs continuing to deliver the appropiate information required for the end user?

  o Is the information within the NIBs continuing to be in an appropiate format for the end user?

  o Is the process for communicating NIB changes being followed (eg NANs, Safe/Train Notices) and remains an efficient and effective method of communication?

  o Is the process for updating and approving the draft NIBs for publication being followed and remains the most efficient method?

  o Are the NIBs being updated within the target timeframes as recommended in this procedure?

  o Are errors or ommissions constantly being discovered in certain NIBs?

  o Are there any improvements that may be made to the existing system/processes?
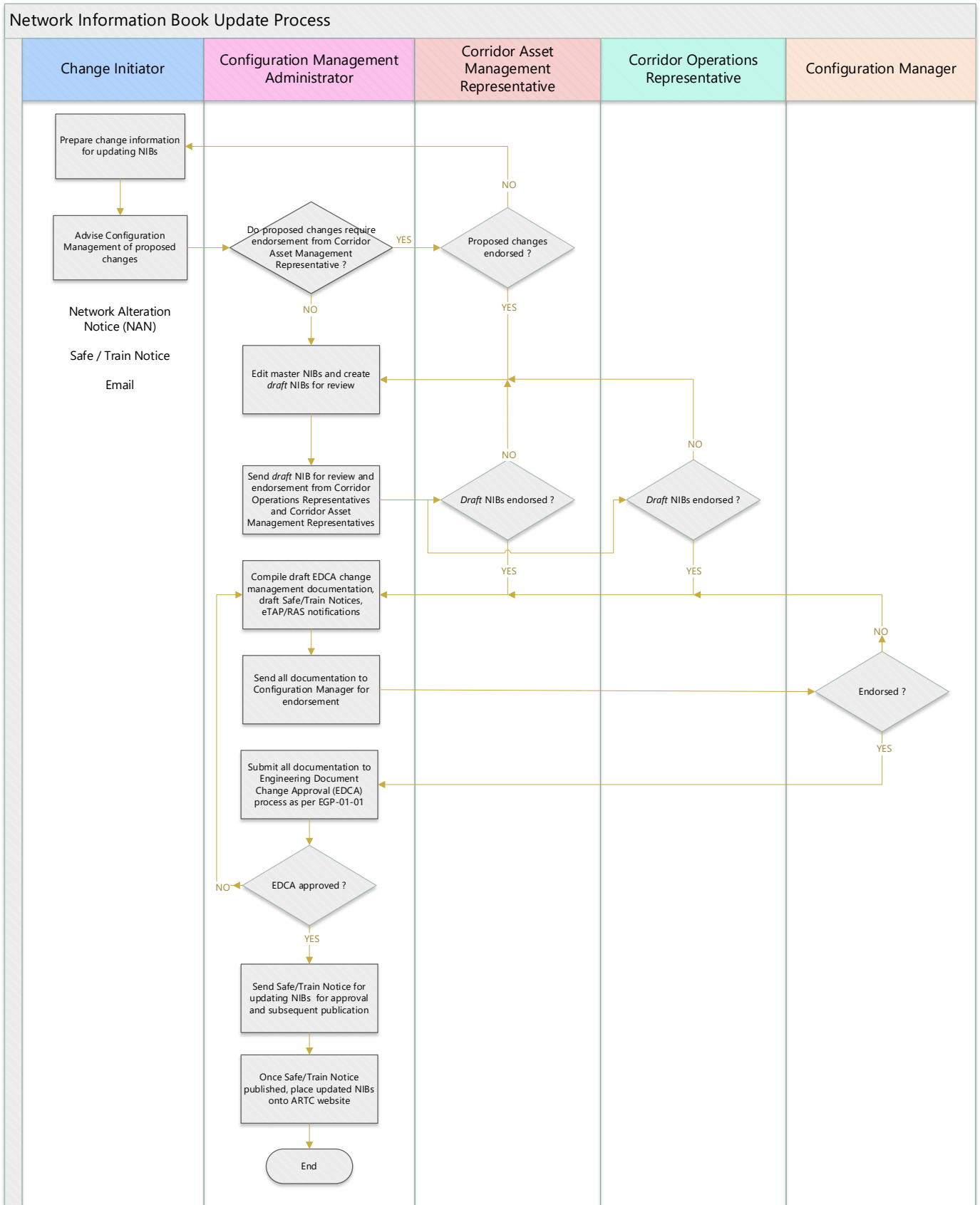
Third Line of Defence

Provides assurance to ARTC Management and the Board that adequate and effective controls are in place to manage ARTC's strategic risks and is undertaken via ARTC's Internal Audits.

External Audits

Additional assurance arises from external audits conducted by other parties, such as ONRSR and the Australian National Audit Office (ANAO).

6   APPENDIX 1 – Flowchart for the NIB Updating Process

Network Information Book Update Process

Change Initiator	Configuration Management Administrator	Corridor Asset Management Representative	Corridor Operations Representative	Configuration Manager

Change Initiator column:
- Prepare change information for updating NIBs
- Advise Configuration Management of proposed changes
- Network Alteration Notice (NAN)
- Safe / Train Notice
- Email

Configuration Management Administrator column:
- Do proposed changes require endorsement from Corridor Asset Management Representative ? — YES / NO
- Edit master NIBs and create *draft* NIBs for review
- Send *draft* NIB for review and endorsement from Corridor Operations Representatives and Corridor Asset Management Representatives
- Compile draft EDCA change management documentation, draft Safe/Train Notices, eTAP/RAS notifications
- Send all documentation to Configuration Manager for endorsement
- Submit all documentation to Engineering Document Change Approval (EDCA) process as per EGP-01-01
- EDCA approved ? — YES / NO
- Send Safe/Train Notice for updating NIBs for approval and subsequent publication
- Once Safe/Train Notice published, place updated NIBs onto ARTC website
- End

Corridor Asset Management Representative column:
- Proposed changes endorsed ? — NO / YES
- *Draft* NIBs endorsed ? — NO / YES

Corridor Operations Representative column:
- *Draft* NIBs endorsed ? — NO / YES

Configuration Manager column:
- Endorsed ? — NO / YES

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7   APPENDIX 2 – Summary of Target Timeframes for Updating NIBs

The following table provides target timeframes for each of the tasks involved in updating the NIBs.

Task	Responsibility	Target Timeframe
Publishing of updated NIBs due to a published Safe / Train Notice	Configuration Management Administrator	Within 6 weeks
Endorsing a *draft* NIBs update for a particular Corridor's area of responsibility	Operational Representative Corridor Asset Management Representative	10 business days
Endorsing a *draft* NIBs update and associated change documentation to proceed to a formal Engineering Document Change Approval (EDCA) process	Configuration Manager	3 business days
Approving the EDCA for the draft NIBs update to proceed to publishing	As per EGP-01-01 Engineering Document Control	5 business days
NIBs systems / processes review period	Configuration Manager	3 years