



AUSTRALIAN RAIL TRACK CORPORATION LTD

Discipline: Engineering

Category: Procedure

Implementation of Private Sidings

PP-154

Applicability

ARTC Network Wide	✓	Western Jurisdiction	
New South Wales		Victoria	

Document Status

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1.5	06 Apr 09		Updated to reference revised RM-01 Risk Management Procedure following consolidation of Risk & Compliance Procedures RM-01 Strategic Risk Management and SP-03-00 Safety Risk Management.

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1 Purpose

The purpose of this procedure is to provide guidance for the implementation of private siding projects.

2 Scope

The scope of this procedure is limited to a description of the key activities to be completed by ARTC and proposers of private siding works.

3 Reference Documents

3.1 Australian Standards

AS4292 Railway Safety Management

3.2 ARTC Documents

IA-00 Procedure for Preparation of Interface Agreements

PP-115 Asset Identification

RM-01 Risk Management Procedure

4 Responsibility

The Operations Support Manager is responsible for the operational aspects

The ARTC Project Manager is responsible for the coordination and management

The Infrastructure Manager/Delivery Manager is responsible for the maintenance and technical issues

The Property Manager is responsible for access and legal documents.

5 Private Sidings

Private sidings are structures integrated with the ARTC infrastructure to allow rail transport customers to deliver or collect supplies from third parties. The sidings are usually owned and operated by third parties, such as the Australian Wheat Board.

The inclusion of a private siding on the ARTC owned, leased or managed Network changes the configuration of the infrastructure and introduces integrity management issues which need to be reviewed and addressed by operations, engineering and property staff.

ARTC usually acts as an advisor to the proposer of private sidings, specifying minimum standards to be applied to the private siding's connection to the ARTC infrastructure. The Proposer takes responsibility for gaining all approvals, developing the requirements, preparing the tender documentation, managing the tender process, and managing the design, construction and commissioning phases. ARTC only intervenes in private siding projects at appropriate stage boundaries, either to review the progress made by the proposer or to agree the continuation of the project into the next stage.

Owners and users of private sidings will interface with the ARTC owned, leased and managed infrastructure, in a manner agreeable to ARTC and cognisant of the relevant safety management regulations. Where there is a need to manage an interface, the requirements of AS4292 should be referred to.

The Agreement is prepared by ARTC in accordance with IA-00 Procedure for Preparation of Interface Agreements. The Interface Agreement establishes responsibilities and dependencies for maintenance, configuration management, and control of entry into the private siding.

All contact between the proposer and ARTC shall be managed by ARTC Finance (Property Management).

6 Procedure

The process for developing and sponsoring the implementation of private siding projects is illustrated in the attached flow chart. The key steps are:

1. The Proposer submits a proposal to construct a private siding project to ARTC.
2. Finance (Property Management) reviews the feasibility of the proposal from a property management perspective.
3. E&I review the technical feasibility of the proposal.
4. Operations review the operational feasibility of the proposal.
5. If each functional department at ARTC agrees in principle with the proposal, Finance drafts the lease and license agreements.
6. The Proposer develops the detailed requirements, prepares tender documentation, manages the tender process and oversees the detail design phase. including independent design review (if required)

Finance, Engineering and Operations review the outcomes of each stage of the project in consultation with the Proposer, giving approval to proceed if there are no issues identified. Finance, Engineering and Operations conduct an assessment of the safety, technical and operational related risks in accordance with RM-01 Risk Management Procedure.

7. Engineering and Operations jointly prepare the Interface Agreement in accordance with IA-00 Procedure for Preparation of Interface Agreements.
8. Operations develop the final version of the Operational Interface procedures.
9. Engineering issues an Infrastructure Alteration Notice (IAN) in accordance with PP-158.2 Infrastructure Alteration Notice, to alert all interested parties to the proposed configuration changes in the infrastructure.
10. ARTC and the Proposer jointly prepare and submit a Material Change to the relevant State Safety Regulator.
11. If the Regulator does not oppose the proposed Material Change, the Proposer initiates the construction of the private siding. Otherwise the proposer and ARTC review the detail design and resubmit the Material Change.
12. The proposer arranges for a commissioning plan to be prepared and submitted for review a minimum of three weeks prior to commissioning
13. Engineering closes out the private siding project by handing over the completed works to a maintainer, updating relevant drawings, Infrastructure System Maps and the Asset Register.

7 Flow Chart

Refer to the attached flow chart.



