

Applying for Track Machine Paths

HPP-01-03

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Hunter Valley

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1 Introduction

1.1 Purpose

The purpose of this procedure is to describe how track machine path requests will be applied for, for movements within the Hunter Valley Network only.

This procedure covers Track Machine Owner's nominated representative and the Safe Working Coordinator or their representative.

1.2 Scope

This procedure covers the time frames and actions required to request track machine paths for both internal and external parties.

1.3 Procedure Owner

The Possessions Manager is the Procedure Owner and is the initial point of contact for all queries relating to this procedure.

1.4 Responsibilities

The Possessions Manager is responsible for the implementation of this procedure.

The Safe Working Coordinator is responsible for managing the process.

1.5 Reference Documents

The following documents support this procedure:

- TOC manual
- TOC waivers
- Path Request Form HPP0103F-01

1.6 Definitions

The following terms and acronyms are used within this document:

Term or acronym	Description
AKRU	Timetable
ARTC	Australian Rail Track Corporation Ltd.
NCCN	Network Control Centre North
SWC	Safe Working Coordinator
TAA	Train Alteration Advice
TOC	Train Operating Conditions

2 Track Machine Path Requests

2.1 Introduction

Track machine teams work at various locations throughout the ARTC Hunter Valley Network, which requires them to travel to different stabling points in readiness for their next work. To ensure machines reach the correct location within a suitable timeframe, a programme for travelling and stabling needs to be followed. A key component of this programme is the path request.

2.2 Timeframe requirements for path requests

The SWC must be informed of the requirement for a track machine transfer a minimum of 7 days prior to the commencement of the transfer.

Any notice received less than 7 days prior to the commencement of the transfer will be subject to an approval process between the SWC and the Broadmeadow CTC Programme department at the NCCN.

2.3 Information required to process a path request

- Description of machine/s and their associated operating conditions
- Date and time of intended departure from stow location
- Destination and any restrictions on arrival time
- Details of any work to be completed during transfer
- When path is required to work in a track possession, details of the track possession must be provided. This should include, but not be limited to, the track possession number and times.

2.4 How to submit a path request form

When a need for track travel is identified the track machine owner/their representative should submit a request using the track machine path request form to the SWC at swc@artc.com.au.

2.5 Approval

After the request is approved by Broadmeadow Programmers, an AKRU or TRIMS Timetable will be produced and emailed to the SWC. The SWC will check the document, and if correct forward it to the requester.

2.6 Alterations/Cancellations

Track Machine path requests that need to be altered or cancelled will be managed according to the time available.

- More than 7 days from commencement: Original path request cancelled and new path request submitted.
- Less than 7 days – More than 3 days from commencement: Amended path request submitted to SWC.
- Less than 3 days from commencement: Track machine owner/their representative to submit request to Train Transit Manager NCCN for actioning.