

## HUNTER VALLEY CORRIDOR ACCESS APPROVAL SUMMARY TABLE – CONTRACTORS & THIRD/EXTERNAL-PARTIES

A key aspect of the ARTC Hunter Valley Safety Strategy is the need for our business to have a system to monitor, plan, schedule and approve works that require entry into the Hunter Valley Rail Corridor.

At all times, ARTC must have visibility of all work occurring in the corridor. This visibility is essential to keeping our people, our contractors, and our third-party workers safe.

As detailed below, all contractors and Third Parties/External Parties require Corridor Access Approval prior to entering ARTC's Hunter Valley Coal Network Corridor and our Central & Northwest Corridor.

The process for getting access to ARTC's Network Corridors is via the Weekly Planning Template where you must identify the access required, work to be done, location and day you wish to complete the works.

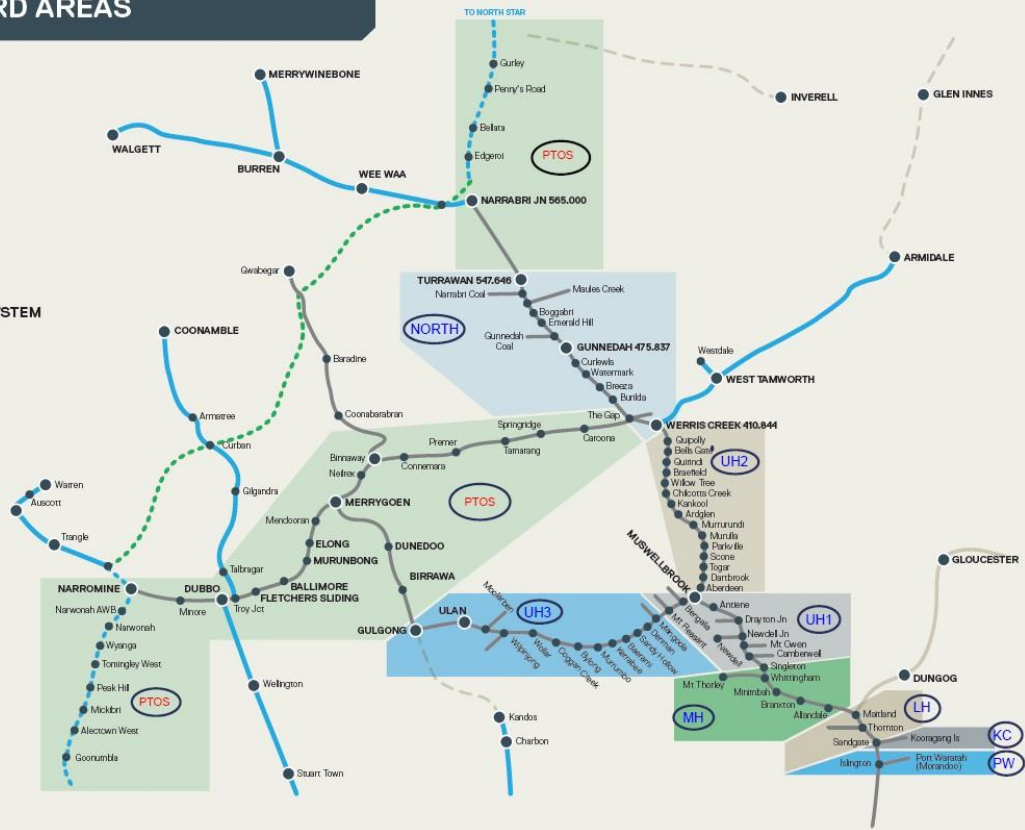
The information requested includes the type of access and work to be performed for the upcoming week. The completed template can be sent directly through to [HVIntegration@artc.com.au](mailto:HVIntegration@artc.com.au) by **Tuesday morning at 9:00am** of the preceding week.

### Contractor and Third/External-Party Corridor Access Approval request flow chart

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| <p>1. Obtain a planning template from the ARTC web page. Discuss your requirements with your ARTC contact or alternatively contact <a href="mailto:HVIntegration@artc.com.au">HVIntegration@artc.com.au</a>.</p>  |
| <p>2. Complete the Planning Template and submit to ARTC via <a href="mailto:HVIntegration@artc.com.au">HVIntegration@artc.com.au</a> by 9:00am on Tuesday of the preceding week of planned works.</p> <p><i>External Parties demonstrate you have appropriate Written consent from ARTC Property failing to do so will cause delay in obtaining the appropriate approval with a Valid Property Agreement Number<br/>Example: E-1234.</i></p> <p><i>This excludes external parties' private sidings, Above Rail Operators.</i></p> |
| <p>3. Our Integrated Scheduling Coordinator will include the task in the weekly integrated plan and assign a corridor access approval number. If you would like to receive the weekly integrated plan, kindly request it when submitting your request.</p>  |

# NETWORK CONTROL CENTRE NORTH CONTROL BOARD AREAS

- PORT WARATAH
- KOORAGANG
- LOWER HUNTER
- MIDDLE HUNTER
- UPPER HUNTER 3
- UPPER HUNTER 2
- UPPER HUNTER 1
- NORTH
- PHOENIX TRAIN ORDER SYSTEM (PTOS)



**ARTC**

If your proposed work is located within the corridors highlighted on this map, then you are within ARTC's Hunter Valley OR Central & Northwest Network.

## Frequently Asked Questions.

### What can I do if I have not obtained Corridor Access Approval before the day of my planned work?

Answer: Contact your ARTC job owner or alternatively contact the network control board for the location of the work who will provide advice and assistance. (Note, access will not be granted unless exceptional circumstances exist)

### Do I require Corridor Access Approval for work to be conducted during close down possessions?

Answer: All jobs currently planned during close down possessions already have a job number which can be obtained from your respective ARTC contact.