

Work Instruction – How to Enter Work into the Hunter Valley Closedown Matrix

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1 Purpose

The purpose of this document is to provide guidance on how to enter a job / item of scope into the Hunter Valley (HV) Closedown (CD) Matrix.

CD – A CD is a planned event where a specific section of track is closed from rail traffic for a defined period to enable work affecting the rail corridor to be completed.

Matrix – The Matrix is a spreadsheet displaying the work details and critical personnel for each job / item of scope.

2 General

The following directory is the location for the work entry spreadsheets.

<W:\Hunter Valley\10 Datamart\12 Asset Development Team\Closedowns>

Select the Entry sheet relevant to your team (if your team is not listed use the 'OTH'), then select the 'tab' relevant for the CD. The Works Coordinators are to use the entry sheet specific for their PC. Enter all information in capital letters. If it is past the cut off for entering work, then use the Break-in Work Request spreadsheet. Select the relevant Break-in Work Request spreadsheet and select the relevant tab for the applicable CD. Further information on entering break-in work is detailed later in this document.

Note only ARTC personnel are to enter information into the entry spreadsheet. This is to ensure firstly they are aware of what work is being submitted and secondly, they can ensure the information complies with this work instruction.

Abbreviations for the separate teams below.

Division	Division Name
AP	Asset Planning Team
CW	Corridor Works
ENG	Engineering
EXT	External
OTH	Other
RM	Routine Maintenance (Provisioning Centres)
Team Code	Team Name
BCD	Ballast & Drainage
TRG	Track Reconditioning
PER	Perway
SIG	Signalling
STR	Structures
RRG	Resurfacing & Rail Grinding
DEV	Development
EXT	Third Party
OTH	Other
RTH	Maintenance Services
GDH	Gunnedah
MLD	Maitland
MBK	Muswellbrook
PTW	Port Waratah

3 What Constitutes a Job

Any work including inspections that requires access to the corridor, working in the Danger zone and/or the corridor and within the limits of the Local Possession Authority (LPA), requires a job in the Matrix.

A PO2 is the minimum requirement if the work requires protection to be placed on track.

A PO1 is the minimum requirement if the work is going to be performed under Look Out Working (LOW) within the CD. The PO1 will need to be briefed into the CD. Note all LOW requirements in the rule and procedure need to be adhered to whilst using this method in the CD e.g. cannot be used at night, light non powered hand tools etc. Note gazetted track speed must be used for calculating LOW distances not CD maximum speed limits.

A PO1 is the minimum requirement for works that are not in the Danger Zone but are within the rail corridor. Note all of these jobs require a PO for the duration of work and the PO needs to be briefed into the CD. Note if protection needs to be placed on track due to the potential to foul from the worksite in the corridor, then a PO2 would be required.

4 Entry Fields – CD Team Planning Information

4.1 Job Reference No.

The Job Reference Number (JRN) is a unique number entered by the Job Owner. There are no constraints around this number as it is a free text field. The same JRN is to be used for all items of scope connected with an individual PO.

Each worksite in an LPA must have a Protection Officer (PO). The Possession Protection Officer (PPO) communicates directly with worksite PO. The JRN is used to link multiple items of scope / worksites to a single PO. This enables the CD team to give each PO a single job number. Having one job number per PO helps reduce errors and risk associated with PO's communicating multiple different job numbers to the PPO.

The CD team use the JRN to sort the individual items of scope in the Matrix. Two identical JRN will result in these items of scope being mixed together.

Important points:

- **Use the same JRN for all items of scope connected with an individual PO.**
- **JRN needs to be a unique number.**

Exception: Some items of scope may not take the entire CD duration to complete. In these instances, there is the possibility that a single PO may work for two different job owner's e.g. Job Owner A has a Turnout Steel replacement on Tuesday and Job Owner B may have a Geotech Investigation on Wednesday. In this instance a separate JRN should be used. In general separate JRN should be used when:

- The Job Owner is different for each item of scope.
- The work is fundamentally different for each item of scope.

4.2 Start Day & Time

The Start Day is to be selected from the drop-down box. The Start Time which is listed in 30-minute increments needs to be selected from the drop-down box.

Drop down boxes are used to ensure data validation. This will enable the team (in future) to automate combined worksites and other reports.

Note the start day and time is relevant to the start and finish of the shift, not relevant to the allocated shift change over times. Shift change over times can be identified in the comments field if they are different to the selected worksite start and finish times in this section.

Note worksite days and times need to align with the planned scope completion. If there are a range of items of scope being completed during the CD the start day and finish day should not be input as Tue – Thu for all items of scope. The items planned to be completed on the Tuesday should be selected as Tuesday, the items on Wednesday should be selected as Wednesday etc. This prevents wasted time and interactions with job owners for combined worksites that were never actually going to clash. This also assists the track machine teams when planning their notes as they do not have to contact people to confirm what day they are actually working.

Combined worksites are identified to the nearest half day. Therefore, it is not essential that times need to be selected to the nearest planned hour. These can be selected to the nearest ½ day e.g. 0600 – 1200. Note it is important to acknowledge that a PO cannot establish a worksite at two locations at the one time. The Matrix should therefore not display items of scope that will have the PO in two locations at the onetime e.g. a job containing 2 items of scope should not be represented as Tue 0600 – Wed 1800 and the other item as Wed 0600 – Thu 1800. This would show the worksite / PO being in 2 locations at once on the Wednesday. An estimate should be made as to what time they are transferring from one location to another, and the time field adjusted. e.g. Tue 0600 – Wed 1200 & Wed 1200 – Thu 1800. This estimate does not have to be exact it can be to the nearest 6hr block.

Important points:

- **Use actual worksite start and finish times not shift change times.**
- **Worksite / PO can not be in 2 places at once.**
- **Identify the specific day the work is planned not Tue-Wed.**

4.3 Finish Day & Time

Same comments apply as the 'Start Day' & 'Time' section of the document, but with reference to the finish day and time.

4.4 Shift Type

Select the applicable shift type from the drop-down list.

Shift Type	Description
TBA	This is a default setting and will not be accepted if left as 'TBA'
Days	Majority of shift is between 0600 – 1800 hrs
Nights	Majority of shift is between 1800 – 0600hrs

Continuous	Continuous around the clock works covering multiple shifts
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This information identifies work that will be completed around the clock or just on specific shifts. This allows for work to be filtered between day and night shifts. This also allows for the display of single or multiple personnel in the Matrix output.

Note if the work is day shift only but the worksite will remain in place overnight and the intention is that this worksites at night is handed over to the PPO, then the shift selection should be 'continuous'. The comments field should be used to identify the intention to hand the worksite over to the PPO and what constraints there will be. The text 'PPO' should be inserted to the night shift PO column. Note the following minimum constraints:

- The worksite is to be protected as per ANPR-700.
- Any track blocks or open cut areas are identified to the PPO and confirmed as protected or stable.
- The site is secure, and all personnel have left the worksite, no workers are planned to re-enter the worksite and no work is to take place whilst the PPO is in control of the worksite.

This will ensure the CD team are aware of the intention and enable the CD team to identify and advise PPO's prior to CD commencement. This also supports the track machine planning.

4.5 Line

This field covers two items, both scope of work and support personnel.

4.5.1 Line for an Item of Scope

There are sections on the network that have the same kilometrage (km) but can be in completely different locations e.g. 360.000 km on the Ulan line is Kerrabee and 360.000 km on the Main Nth is Ardglan.

The line selection is an important field that enables the Job Owner to select which line (not specific track) the item of scope is on. This enables the CD team to separate work on different lines, and group together the scopes of work that are on the same line. This also supports the identification of combined worksites and in the future will support with the automation of track selection.

The lines are split at points on the network where the track separates and there are similar km's in different locations. Limits for the specific lines in the drop-down selection are displayed below:

Line	Description
PORT_WARATAH	All tracks in Port Waratah Yard and Islington Arrival and Departures. Limits - Clear of 115 & 117 Points Islington. Limit - Clear of 165.000km Up & Down Coal at Waratah.
KGANG_NTH_FK	Kooragang Up and Down North Fork. Limit - Clear of 181 & 183 Points Sandgate. Limit - Clear of 141 & 142 Points Kooragang East Junction.
KGANG_OTHER	All tracks in Kooragang including Up and Down Kooragang Branch and South Fork (excluding North Fork). Limit - Clear of 136 & 137 Points Warabrook.
ISLING_MAIT	All tracks from ARTC Boundary at Hamilton and Woodville through to Maitland (excluding the Up & Down Main Nth Coast and the Farley Triangle). Limit - Main Nth clear of 195.500 km.

	Limit - Mains / Main Nth Coast inclusive of 411 Points.
MAIT_TELARAH	Up & Down Main Nth Coast from Maitland to Telarah Including Farley Triangle and Telarah Yard. Limit - Inclusive of 411 Points at Maitland. Limit - Clear of 402 Points Farley. Limit - Clear of 195.726 km Telarah.
MAIT_MBROOK	All tracks from Maitland to Muswellbrook including Singleton Yard (excluding Mt Thorley Branch). Limit - Clear of 195.500 km Maitland. Limit - Clear of 287.000 km Muswellbrook.
MT_THORLEY	All tracks on the Mt Thorley Branch. Limit - Clear of 201 & 203 Points at Whittingham.
MBROOK	All tracks in Muswellbrook including Muswellbrook Yard. Limit - Clear of 287.000 km at Muswellbrook. Limit - Clear of 289.036 km Ulan Line at Muswellbrook. Limit - Clear of 289.053 km Main Nth Line at Muswellbrook.
MBROOK_ULAN	All tracks on the Ulan line from Muswellbrook to Ulan. Limit - Clear of 289.036 km at Muswellbrook. Limit - Clear of 436.362 km at Ulan.
MBROOK_WERRIS_CK	All tracks on the Main Nth line from Muswellbrook to Werris Creek. Limit - Clear of 289.053 km at Muswellbrook. Limit - Clear of 407.270 km at Werris Creek.
WERRIS_CK_YARD	All tracks in Werris Creek including Werris Creek Yard, Grain Siding, Main Nth, Main Nth West and Binnaway Line. Limit - Clear of 407.270 km at Werris Creek. Limit - Clear of 416.440 km at the Gap.
WERRIS_CK_TURRAW	All tracks on the Main Nth West line from Werris Creek to Turrawan including Gunnedah Yard. Limit - Clear of 416.440 km at Werris Creek. Limit - Clear of 548.694 km at Turrawan.

Note the scope of works may overlaps 2 options in the 'Lines' drop down, however you will only be able to select 1 'Line' option. In this instance use the Line which is closest to the city end of the scope of works.

4.5.2 Line for Support Personnel

The 'Line' drop down is also used for the entry of support personnel. This gives the ability for the CD team to ensure all POs for the support personnel have been briefed and provides a mechanism where they can be displayed in the Matrix. Like the scope of work section above this also enables grouping of these personnel together and separation from the other km-based scope of works in the Matrix.

4.5.2.1 Signal Electrician

This selection is for signal electricians supporting work that is currently in the Matrix but the worksite will not be established at the time the Signal Electrician is onsite. Example a Signal Electrician removing signalling equipment ahead of a track machine, a Signal Electrician restoring signalling infrastructure after the completion of undercutting.

In these instances, the Signal Electrician team need to establish a worksite on their own and need a Protection Officer who has been briefed into the CD. The selection of this field allows for a line in the Matrix where a Protection Officer can be assigned.

In these instances, there is no need to enter certification as it will already be listed against the scope of work that the Signal Electrician is supporting. **Note this item is not for signalling teams to complete scope unrelated to an existing CD job.** The Signalling Team should enter a separate job and select the specific 'Line' for the item of scope and fill out all the required information.

As this item is a support role and not an item of scope; the following fields are all that is required to be filled out:

- Start / Finish Days & Times and Shift Type
- Line
- General Scope – Enter 'Signal Electrician name(s)' associated with the PO
- Job Owner
- Protection Officer

Note the purpose of this field is to enable a record of a Protection Officer in the Matrix. The Matrix can then be used to check that all PO's have been briefed. Therefore only one entry per Protection Officer, even if there are more than one signal electrician in the team that the Protection Officer is protecting.

Note this item can be used for teams that are on standby at the end of the CD to fix track faults. This will ensure they have a PO that has been briefed into the CD.

4.5.2.2 *Wayside*

As above but for Wayside support for existing work in the Matrix. The associated PO needs to be briefed into the CD. Note this is only to support existing worksites and not to complete work independently. New scopes of work need to be entered for specific Wayside work.

As this item is a support role and not an item of scope; the following fields are all that is required to be filled out:

- Start / Finish Days & Times and Shift Type
- Line
- General Scope – Enter 'Wayside Electrician name(s)' associated with the PO
- Job Owner
- Protection Officer

4.5.2.3 *Handsignallers*

Hand signallers that are not going to be protected by a worksite or will at some stage stand-alone need to be selected in this section and their details entered. These Hand Signallers will need to attend a briefing.

All other hand signallers that will be covered by a worksite do not need to attend a PO brief and therefore do not need to be added to the Matrix, as the communication to the PPO relating to the level crossing will be carried out by the PO on the worksite who has been briefed. It is important for job owners to consider if the worksite will finish early, and if the Hand Signaller(s) will remain to flag the level crossing e.g. Shunt Tests where the level crossing needs to be booked out until the first train has passed. If Hand Signallers are to stay in place, they need to be identified in the planning stage, added to the Matrix and have attended a PO brief.

As this item is a support role and not an item of scope; the following fields are all that is required to be filled out:

- Start / Finish Days & Times and Shift Type
- Line
- General Scope – Enter ‘Hand Signaller name.’
- Job Owner
- Protection Officer – Enter ‘Hand Signaller name’.

4.5.2.4 Pilot

Pilots that will be transferring rail vehicles ‘**outside**’ of a worksite need to be briefed into the CD as they will be communicating and working under the direction of the PPO and need to understand the safeworking arrangements and protocols of the CD.

As this item is a support role and not an item of scope; the following fields are all that is required to be filled out:

- Start / Finish Days & Times and Shift Type
- Line
- General Scope – Enter ‘Pilot’ and the associated rail vehicle or worksite
- Job Owner
- Protection Officer

4.6 Track

Enter the tracks associated with the work in the free text field. Note the track title/name used should be the same title/name as what is used in the NIBs.

Important these are all tracks in the worksite ‘footprint’ not just the specific track for the item of scope.

Example: Re-Rail worksite scope of works may be to ‘Re-Rail the Up Main’. However, the worksite may have plant and people on the Down Main. In this instance tracks entered in this field should be ‘Up & Down Main’.

It is important that all affected tracks are listed in this section as it impacts track machine planning and the identification of combined worksites.

4.7 General Scope Description

This is a free text field to input the general scope.

First line should be a general description of the work.

Second line should be the actual track and km for the specific scope (not footprint).

Use additional lines as required.

Example: Rerailing
 Up Mn: 187.000 – 188.800

Hint – (Alt+Enter) will let you access a second line in the same cell.

If there are multiple items of scope for the one team, then a sequencing number needs to be inserted as the first item in the general scope field. This is important as this is used to sequence the item of scope in order in the Matrix. Note this number should have a leading '0' in case there are more than 10 items of scope.

Example:

- 01. Defect Removal
Up Mn: 186.000 km
- 02. Defect Removal
Dn Mn: 187.500 km
- 03. Defect Removal
Dn Mn: 191.800 km

4.8 Worksite Km from (not protection limit)

This is a numeric field that is formatted to 3 decimal places to input starting km of the worksite.

Important this is the actual 'footprint' of the worksite not just the specific item of scope.

Example: 100m track reconditioning scope of works is 206.100 – 206.200 km. However, they will access track on the city side at 206.000 km and the stockpile is at 206.900 km. In this instance the 'Km From' and the 'Km To' should be 206.000 – 206.900 km.

In relation to work off track, the 'Km From' and the 'Km To' should identify the 'footprint' of the work in the corridor. This will then ensure these jobs are picked up when identifying combined worksites.

Note if your work affects the track for a greater distance than your footprint i.e. affects signals but no personnel or plant are on track, then this information should be added to the comments field and leave the 'Km From' and 'Km To' to the physical footprint where people and plant are present.

Important: Do not add an extra 500m to the 'Km From' or the 'Km To' for worksite protection.

Yards: In Kooragang and Port Waratah Yards there are items of scope which have two different Km's (an arrival Km and a departure km). The following Km's should be used for each yard:

Port waratah:

- Whenever there is duplication of Km's of Port Waratah Arrival and the Islington Arrival Km's for the same item of infrastructure, use the Islington Arrival KM's. e.g. 92 Points.
- Whenever there is a duplication of Arrival and Departure Km's for the same item of infrastructure, use the Arrival Km's. e.g. 107W Points.

Kooragang:

- For infrastructure that is on both the South Fork / Kooragang Branch and the North Fork, use the South Fork Km's e.g. 142 Points.
- On the Kooragang Departure Road any part of the Departure Road on the dump station side of level crossing 179.104 km use the Departure Road Km. Any part of the Departure Road on the other side of this level crossing use the Arrival Rd Km's. e.g. 127 Points (use Arrival Road Km's).

4.9 Worksite Km to (not protection limit)

As for section above but for the country limit of the worksite.

4.10 Tamping Certification

Select the applicable Tamping Certification requirement from the drop-down list.

Example can be seen below:

TAMPING CERTIFICATION	
TBA	
TBA	
Track Machine	
Worksite	
NR	

Note request for tamping / resurfacing support is completed through a separate process that the Rail Grinding and Resurfacing team manage. This field is to identify who will certify the tamping / resurfacing work once complete.

Track Machine – This selection identifies that the track machine completing the work will provide the Tamping Certification (see 'Certification' section in this document for more detail). The CD team will follow up with the RGR team for confirmation on certification details when 'Track Machine' is selected.

Worksite – This selection identifies that the resurfacing / tamping works will be completed by the worksite and that the Civil Certification for this work includes the tamping / resurfacing component of the work. An example of this is excavator tamping for an undercutting scope of works.

4.11 Track Blocked >4hrs

Select the applicable Track Blocked impact from the drop-down list.

The RGR team filter the matrix for this information so they can plan their track machine movements around these constraints.

This field is just to flag that there will be a track block greater than 4 hours. Specific details of the track block should be provided in the comments field. The following information is required in the comments field:

- Duration of the track block.
- Specific track the track block applies to.
- Which day(s) the track block will be in place for.

Note all jobs with a track block of less than 4 hours will not be considered in the track machine planning and will have to work around the planned track machine movements without impacting the track machines.

4.12 Level Crossings

Select the applicable Level Crossing control from the drop-down list.

This information is important for the RGR team as they use it to plan their supporting resources for their track machines. The type of level crossing protection and whether the worksite has hand signallers onsite or not can impact the RGR's plan and ability to transfer.

4.13 Wheels Free

Select the applicable 'Wheels Free' requirement from the drop-down list.

Wheels free requirement is when the worksite does not want any worksites on track for a specific location and a specific time. The Wheels Free requirements can be substantially bigger than the physical worksite and may only be in place for a short time in comparison to the duration of the worksite. Trying to keep all of this information in the one item of scope can lead to the worksite km's being misrepresented or the actual details of the Wheels Free information becoming lost in the comments.

When a Wheels Free distance exceeds the normal worksites limits the Wheels Free field should be selected as 'YES' and this information should be added as a separate line of scope with the specific wheels free 'Day' and 'Shift Times' and 'Km's From' and 'Km's To'. Note if the Wheels Free is contained within the worksite limits then this field can be selected as 'NO' and a new line of scope is not required and the details can be left in the comments section.

The RGR team can also filter this field and plan around the specific wheels free scopes of work.

Important point:

- **Only select Wheels Free if the limits of the Wheels Free exceed the existing worksite limits.**

4.14 Notes and Comments

The notes and comments field is a free text field. Any information important to the job that is not covered by one of the other fields or needs expanding on, should be entered in the notes and comments. Some examples are:

- Loop needs to be clear of rail traffic.
- Point clip and lock for LPA protection will need to be removed.
- Safe Notice requirements.
- Hi Rail access points.
- Stockpile locations etc.

4.15 Personnel & Mobile Numbers

The name is a free text field and should be entered in capitals. The mobile number is a free text field and should be entered in a 4-3-3 digit format e.g. 0000 000 000. See further example below:

JOB OWNER NAME	JOB OWNER MOBILE
ADAM CROSS	0427 502 089

Below are additional details about some of the roles. This additional information has been added to distinguish between the roles to enable job owners to provide the most relevant name in the field.

Personnel	Description
Job Owner	Person responsible for the entry of the information in the Matrix and can provide feedback on questions the SWC may have in relation to the job. Person that can provide answers in relation to combined worksites and impacts or is able to source that information.
Supervisor	This is the name of the actual Supervisor onsite who oversees the works. The CD coordinator will contact this person during the CD if they want to get specific information from the worksite e.g. understand if a track machine can transfer through the site at that moment in time.
ARTC Site Rep	This is the person representing ARTC's interest on site. This is the person that the CD Coordinator will contact if they need to escalate something or find out additional information that the Supervisor cannot answer.

5 Certification

When certifying the nominated person is certifying the scope of works as listed on the Matrix as well as any other items of infrastructure that has been affected or damaged by the teams within that worksite.

5.1 Types of Certification

Civil - Track, track formation and drainage, and fixed structures beside over or under the track. This includes supports for signalling, electrical and telecommunications equipment. (Track Geometry is excluded from Civil Certification only if 'Tamping' certification has been nominated). Including the fulfillment of all Civil IBA's.

Signal – All signalling and telecommunication equipment. Including the fulfillment of all Signalling IBA's. Including the fulfilment of all Signalling IBA's.

Tamping – Track Geometry (only).

The certifications above align with the IBA and Glossary descriptions from the Network Rules. The Tamping Certification has been separated from the Civil Certification to enable the certification of the geometry by the resurfacing team as on occasions these activities may be completed in isolation of the worksite.

5.2 Job Owners Responsibility relating to Certification

It is the responsibility of the Job Owner to identify the required certifications for the work and ensure that a competent and qualified person has been nominated to certify the work.

The Job Owner is responsible for ensuring that the person providing the verbal certification for the work, has evidence of all the required components of the certification from the qualified people.

An example is for a Track Reconditioning the certification would include items like Geotech compaction, welds, track geometry etc. The CD team do not require the qualified workers for all of

these activities to ring in as it is covered by the person certifying the Civil Certification (see section above). The Job Owner needs to ensure all of these components have been completed and certified by the relevant parties as part of the Civil Certification to the CD Coordinator along with the confirmation that all IBA's associated with the work have been fulfilled.

6 Other Items

Other items of note:

- If a job is resurfacing work only and it is in the track machine notes then it does not require a job in the Matrix as it is already covered.
- Rail Vehicle (inc. Hi-rail) transfers outside of a worksite need to be provided to the RGR Team so they can input the details into the TM notes.
- If a job is outside the CD limits and is listed in the CD Matrix, it will be listed for information purposes only. Note the job does not need to wait for the CD to start before they can commence work and they do not need to follow the CD Protocols as they are outside of the CD. The Job Owner will need to ensure access to tracks outside of the CD has been applied for and approved through the appropriate channels e.g. Integration team.
- Break-in Work Request spreadsheet: The first column in this spreadsheet is for the SWC, do not enter information in this column. All other columns should be filled out as per the normal entry sheet. Note when entering break-in work, you are required to phone the SWC and inform them of the break-in work. This is to ensure break-in work is assessed as soon as is practical.

7 Entry Fields – Other Teams Information

7.1 Work Order Number

Enter the work order number for the item of scope in this free text field.

The Work Order number is used to provide a link between the CD Matrix and Ellipse, this link will allow reporting based on data in both the CD Matrix and Ellipse.

The Work Order number entered must be for the scope described in the CD Matrix e.g. the Work Order for the Undercutting and not the Work Order for the Tamping Request.

The Work Order number should be as displayed in Ellipse, with eight numerical characters formatted as Text e.g. 04123356

The Work Order number must not include any prefix or the task number.

The Defect number/s related to the scope should not be included. Where multiple Work Orders are related to the scope, they should be entered comma delimited e.g. 04123356, 04123357

7.2 Enviro Approval Type

Select the applicable Environment approval required for the item of scope from the drop-down box.

The following options are available:

- NR
- REF (Review of Environmental Factors)
- TBEIA (Task Based Environmental Impact Assessment)

The purpose of this field is to prompt job owners to ensure they have the correct approvals in place and send the necessary information through to the Environment & Community team. This is important as not having the correct approval in place for the work risks non-compliance with the EP&A Act.

Users should consult the following matrix to determine their environmental approval type and community notification requirements:

Scenario	TBEIA	NIAR	Community Notification Form
Exempt Development* and all works are within Standard Railway Maintenance Hours^	x	x	x
Exempt Development* and works outside Standard Railway Maintenance Hours^	x	✓	✓
Approved Maintenance Activity** and all works within Standard Railway Maintenance Hours^	✓	x	x
Approved Maintenance Activity** and works outside Standard Railway Maintenance Hours^	✓	✓	x
Activity assessed and approved via a Review of Environmental Factors.	x	x	✓

7.3 Community Notification Required

Select the applicable Community Notification required for the item of scope from the drop-down box.

The following options are available:

- NR
- Yes

Filling in this column allows the Community team to track community notification received from job owners. If a Job Owner has selected 'YES' from the dropdown list the Community team can expect to receive community notification information from the Job Owner. This is also done as a courtesy to our neighbours and to meet ARTC No Harm principle and is also a regulatory requirement of EPL 3142. The Community team sometimes get asked to provide evidence of notification by EPA.

Tracking of jobs that require notification reduces the risk of potential non-compliance with ARTC EPL and community complaints. If a complaint is received and it is identified that the project didn't have notification but should have, it is recorded as an incident and an investigation undertaken that could result in the EPA getting involved.