

Integrated Planning Process – External Parties and Contractors

Purpose and Scope

The purpose of this **instruction** is to provide detail to external parties and contractors around ARTC's requirement for accessing the Hunter Valley & Central North West Corridors.

This includes information on how to request all levels of access from entering the rail corridor to completing works in the danger zone that requires a TOA.

Overview & Background

ARTC have an uncompromised commitment to safety for anyone entering or working in the rail corridor. As part of this commitment ARTC want to know when any external parties or contractors are accessing ARTC's Hunter Valley and Central & North West Rail Corridors. Notifying ARTC of your intention to enter the corridor or do work on our Network is simple and follows our planning process below.

Process

External parties and contractors who have an ARTC contact or are doing work for an ARTC job owner, then this process should be submitted through the ARTC contact.

For those who don't have an ARTC contact or are doing work in private sidings, loops etc for Customers or Haulage Providers should contact HVIntegration@artc.com.au to get a copy of the Planning Spreadsheet.

All works including entering the rail corridor access must be included in the Planning Spreadsheet.

In the Template it is important to identify:

- the access required (Work in corridor/Lookout Working/CSB/TOA/Verbal TOA),
- work to be done (vegetation clearance/accessing balloon loop/site inspection etc),
- location (area/kilometres/signals)
- which day you wish to complete the works and
- whether there are any constraints (such as can't be done after 12pm).

The information should include all in corridor access and work for the upcoming fortnight and the completed template can be sent directly through to HVIntegration@artc.com.au by Tuesday morning at 9am.

Our Integrated Scheduling Coordinator will contact you to acknowledge receipt and confirm the works have been included in the ARTC Integrated Plan.

Below is a snapshot of the template and a table which outlines what information should be included.

TAB A –Integrated Plan Template explanation

CJN	WORK GROUP	BOARD	Priority	LINE	SECTION FROM	KM FROM	PROTECTING PTS OR SIGNAL	SECTION TO	KM TO	PROTECTING PTS OR SIGNAL	WORK ON TRACK AUTHORITY	HOW FLEXIBLE IS THIS WORK TIME?	START DATE	GENERAL SCOPE DESCRIPTION	Total Time Required (mins)	TIME BLOCKS REQUIRED (mins)	TIME CONSTRAINTS	Time Identified	COMMENTS	Supervisor Name & Contact	PO Name & Number	
	MAM	LH	EXAMPLE ONLY	Maitland Yard	Maitland Yard	191.90	400 ptr	Maitland Yard	192.28	400 ptr	VTOA		Plan 20-Sep-19	Maintenance repair to JMG machines 41245, 41135, 41244, 411001 and 412006	720	1x 720	?		0			TBA-TBA

Explanation by Column

Column Title	Explanation and Examples	Responsibility
Corridor Access Approval	This is the number which needs to be inputted into eTAP for WIC/LOC or quoted to the Network Controller when calling up to request a Track Occupancy Authority.	This is completed by Integrated Planning and Scheduling Team
Work Group	For external companies, including our Customers, without a direct ARTC contact for the work the reference would be EXT – External Party’s following ARTC External Party Process EXE, – External Party’s who don’t require to obtain consent from ARTC Property	Job Owner
Board	This will be completed by the Network Integration Team to show the Network Control Board where the work is to take place.	Integrated Planning and Scheduling Team
Priority	This refers to the priority of the job as determined by the Job Owner. The priority and criticality of the work is important when planning and integrating work for the upcoming week.	Job Owner
Line	It is important to capture which lines you are wanting to work on. For example, UP and/or DOWN Mains, UP and/or DOWN Coal, Relief Roads, Yards, Sidings, Arrivals and/or Departures. If you are working on the Up line, it is important to determine whether the Down line is required and put this information in as once you request to take the time to complete the work, if it is not clear NCCN may not be able to give you the additional line protection.	Job Owner
Section From	From the Network Information Books (NIBs) available on ARTC website, please indicate which section of the track does the work need to occur from.	Job Owner
KM From	From the NIBs which Kilometres will the work be starting from?	Job Owner
Protecting Pts or Signal	Which signals or points will you need blocked for safety in order to complete the work	Job Owner
Section to	From the Network Information Books (NIBs) which section of the track will the work finish at?	Job Owner
KM to	From the NIBs which Kilometres will the work be finishing at?	Job Owner
Work on Track Authority	Which level of track authority to do you need to complete the work. The level of Work on Track Authority you will need is provided in the Planning Work in the Rail Corridor Network Rules.	Job Owner

Column Title	Explanation and Examples	Responsibility
Flexibility of the Work	<p>How flexible is the date for work to be completed? Does it need to be on a specific day because of resourcing constraints? Can it be anytime on the day specified in the start date? Taking into consideration the travel time to get to jobs, does it need to be after a specific time? For example:</p> <ul style="list-style-type: none"> • <i>Anytime that day</i> • <i>Fixed time – this could be due to other jobs in the plan that need to be completed or other priorities e.g. training booked for the afternoon etc.</i> • <i>Specific time</i> • <i>After 8am – this could indicate that there is some travel time required.</i> 	Job Owner
Start Date	When did you want to start the job? Preferred date?	Job Owner
General Scope/ Description	<p>Explanation of the work needing to be completed. Provide enough information so the Integration Team and Job Owner can discuss priorities and integration of works within the week. An example could be:</p> <ul style="list-style-type: none"> • <i>Low Inspections. Checking Points of Interest from Track Patrol</i> • <i>51, 52, 53, 54 Points Maintenance</i> • <i>51 points Yarrawa test bolt hole crack</i> 	Job Owner
Total time required	Job Owners should enter in the total time they want or need to complete the entire job.	Job Owner
Time required	<p>In minutes how much time is required at a minimum? It needs to be clearly stated if the job cannot be split into shorter windows as per the examples above. If the job can be split into shorter windows (if necessary) then the minimum amount of time needs to be stated.</p> <p>Ensure that when entering the information in you are realistic with the times. This section enables our Integration Team to allocate a realistic time slot for you and your teams to complete whatever the job is that needs to be done.</p> <p><i>Network Integration will try to find the maximum amount of time to prevent the Job Owner from wasting time setting up and taking tools off numerous times.</i></p>	Job Owner
Time constraints	<p>What are the constraints for timing? Can it be done anytime including nights? Does it have to be done early in the morning due to weather conditions that the teams are aware of? Think of travel time to get to the job?</p> <p>Be as specific as you can to assist in Network Integration getting you the maximum time you need.</p>	Job Owner
Time identified	The Integrated Operations Process Lead works with LiveRun Network Control as part of the Daily Planning Process to find a time within the day of operations for the work to take place, using the constraints and times given by the Job Owner.	This is completed by Integrated Operations Team

Column Title	Explanation and Examples	Responsibility
Comments	Job Owners should fill in any information relevant to the job. Include in here if there are resourcing constraints, such as contractors unavailable on specific days or has to be done on this day.	Job Owner
Supervisor Name & Contact	Enter in the ARTC or Contractor Supervisor Details. This should be the person who is accountable for the job.	Job Owner
PO Name and Number	Enter in the Protection Officer's details and their contact number for the day.	Job Owner