

Route Access Condition Notices

OGP-30-01

Applicability

ARTC Network Wide

SMS

Publication Requirement

External Only

Primary Source

Document Status

Version #	Date Reviewed	Prepared by	Reviewed by	Endorsed	Approved
2.1	19 Jan 23	Operations Standards	Stakeholders	Operations Standards Manager	Head of Operations Standards 7/02/2023

Amendment Record

Amendment Version #	Date Reviewed	Clause	Description of Amendment
2.0	02 Mar 22	All	Procedure revised to reflect current practice.
2.1	19 Jan 23	1.3, 2.2 & 3.1	Updated procedure owner and replaced references to withdrawn OGP3001F-02 Route Access Condition Notice Template with reference to OPE-FM-045 Operational Notice.

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1 Introduction

1.1 Purpose

This procedure outlines the process for requesting, creating, authorising and issuing Route Access Condition Notices (RACNs).

1.2 Scope

This procedure applies to proposed temporary deviations from the ARTC Route Access Standard (RAS). All permanent amendments to the RAS are made in accordance with EGP-01-01 Engineering Document Control.

1.3 Procedure Owner

The Head of Operations Standards is the Procedure Owner. Queries should be sent to ras@artc.com.au in the first instance.

1.4 Responsibilities

Responsibilities for the preparation and approval of RACNs are outlined below:

The Operations Standards Team is responsible for:

- the preparation and issue of RACNs in response to requests for proposed temporary deviations from the access conditions outlined in the RAS.

The Operations Standards Officer is responsible for:

- maintaining the RACN Register and publication of approved RACNs
- reporting monthly to the ARTC Operational Safety & Environment Review Committee (OSERC) on RACNs issued during the previous month
- following up if extension of validity is required.

The Operations Standards Manager is responsible for:

- the management and implementation of this procedure
- the approval of RACNs.

1.5 Reference Documents

The following documents support this procedure:

- ARTC Route Access Standard
- OGP3001F-01 RAS Enquiry Form
- OPE-FM-045 Operational Notice

1.6 Definitions

The following terms and acronyms are used within this document:

Term or acronym	Description
Effective Period	The period over which the RACN is valid.
Issued To	The organisation the RACN has been issued to.
RACN Register	The master register for recording details of RACN numbers issued, title, contents and approval details.

2 Overview

2.1 Route Access Condition Notices

RACNs are issued and published on the ARTC website to advise of approved temporary deviations from the access conditions outlined in the RAS. An RACN is generally associated with:

- a specific short-term once-off movement,
- a series of movements that do not require a permanent amendment to the RAS (e.g. one-time permission to operate over permitted route capacity), or
- an alteration to a train service that is operating under specific conditions (e.g. an overlength train or heavier axle load at a reduced speed).

2.2 Format of Route Access Condition Notices

All RACNs are published on the approved template (OPE-FM-045 Operational Notice).

2.3 Numbering System

The following numbering system applies to RACNs:

- RACN (year) YY - (sequential number) NNN

E.g. RACN 22-001, 22-002, etc.

Note: All RACN numbers and associated details shall be recorded on the RACN Register.

2.4 Effective Period

The effective period is specified in the RACN and will become invalid at the end of the effective period. Operators seeking to extend this period should request an extension a minimum of 3 weeks prior to expiry via ras@artc.com.au.

3 Procedure

3.1 Requests for Route Access Condition Notices

The requestor submits the request for an RACN in writing to ras@artc.com.au, using one (or a combination) of the following:

- OGP3001F-01 RAS Enquiry Form
- OPE-FM-045 Operational Notice
- Direct email to ras@artc.com.au.

Sufficient time must be provided for the assessment and consultation with the relevant personnel and organisational areas before the issue of RACNs.

Note: Assessment of requests and consultation may take up to 6 weeks.

All requests must include all necessary details and supporting documentation relating to the request including:

- clear and concise summary of the proposed temporary deviation from the RAS
- reason for the change
- the timeframe over which the RACN shall apply
- references to the applicable section(s) and version of the RAS (at the time of the request).

3.2 Assessing Requests for Route Access Condition Notices

3.2.1 General

Upon receipt of the request for an RACN, the Operations Standards Team will:

- confirm all relevant documentation / information is supplied
- allocate a number from the RACN Register
- liaise with the relevant external personnel and organisations as necessary
- liaise with relevant ARTC personnel to assess various aspects of the request as listed in the following sub-clauses, as necessary.

3.2.1.1 Operational assessment

An operational assessment to determine how the deviation will impact day to day ARTC network management including:

- effect on other customers; in particular on contracted train paths and schedules including the ability to cross and pass other rail traffic
- effect on work on track
- effect on clearances with other rail traffic
- effect on Safeworking rules and procedures
- potential conflict with other current RACNs (or the RAS)

- effect on continuity of operations with adjoining or adjacent networks.

3.2.1.2 Infrastructure assessment (below rail)

An infrastructure assessment to determine how the deviation will impact ARTC infrastructure including:

- effect on track integrity including track speed limitations
- effect on bridges and other structures
- effect on route integrity including alternative routes
- effect on signalling integrity and any special working that may be required
- effect on the integrity of level crossings
- infrastructure maintenance cost implications
- seeking approval from the Corridor Manager (where required).

The proposer for the change shall assign the management responsibility for assessing the impact on track degradation and maintenance requirements under the influence of increased axle loads.

3.2.1.3 Interface assessment (below/above rail interfaces)

An interface assessment to determine how the deviation will impact on infrastructure / train integrity including:

- effect on train clearance with infrastructure
- effect on train wheel rail interface
- effect on train speeds
- requirements for special inspections or procedures
- suitability of the rolling stock
- undertaking a risk assessment (where required)
- where applicable, seeking approval from Operations (Service Delivery Manager, Planning or Programming).

3.3 Approval of Route Access Condition Notices

Approval process for an RACN:

- Reviewed by Operations Standards Team and Corridor Manager / Operations (where applicable)
- Approved by Operations Standards Manager.

3.4 Publication of Route Access Condition Notices

Approved RACNs are published on the ARTC website (www.artc.com.au). Following expiry of the effective period, the RACN will be removed from the website and a copy will be archived with the background records.

3.5 Notification

Notification of every new RACN is sent by email to relevant stakeholders on the relevant distribution list.

3.6 Records

All records relating to the RACN are saved in the Operations Standards Team SharePoint site, within the relevant RACN number folder.

4 Reporting

The Operations Standards Officer provides input into the Standards Monthly Report to OSERC to advise of RACNs issued in the previous month.