Requesting National Notices

OPE-WI-027

Applicability

ARTC Network Wide

Publication Requirements

External Only

Document Status

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Amendment Record

Amendment Version #	Date Reviewed	Clause	Description of Amendment
1.0	30 Nov 22		First issue of document
1.1	6 May 26		Document reviewed to incorporate the new National Notice, including revised notice categories, submission timeframes and exceptions. Document title and owner updated.

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1 Introduction

ARTC National Notices are a communication instrument to deliver Safety Critical Information across the network that informs employees, rail safety workers, contractors, external parties, and below and above rail operators of activities that can impact operations or planning of work.

1.1 Purpose

The purpose of this document is to provide external parties with instructions on how to request an ARTC National Notice to be issued on their behalf.

1.2 Scope

This work instruction covers National Notices and is applicable to external parties planning work on the ARTC Network.

Route Access Condition Notices (RACNs) are out of scope for this work instruction. These are covered in ERP-31-02 Route Access Condition Notices.

1.3 Document Owner

The General Manager Technical Services and Assurance is the document owner. Queries should be directed to standards@artc.com.au in the first instance.

1.4 Responsibilities

ARTC External Parties (Requestors) who request a National Notice, must have the experience to provide ARTC with accurate information and supporting information for informed decisions to be made.

Notice Reviewers are responsible for knowledgeably reviewing submitted National Notice requests and seeking clarification where required to make informed decisions.

Notice Approvers are responsible for documenting approval of reviewed National Notice requests and seeking clarification where required.

1.5 Reference Documents

The following documents support this work instruction:

Document Type	Document Number and Title
Parent	OPE-PR-001 Preparation and Distribution of National Notices (Internal)
Subordinate	OPE-FM-045 National Notice Form
Reference	NSFG 212 Network Information Publications
	NSFG 428 National Notices
	Route Access Standard (RAS) General Information, 3. Safeworking Operations
	Network Information Books (NIBs)
	OPE-WI-030 National Notice Assurance (Internal)

1.6 Definitions

The following terms and acronyms are used within this document:

Term or acronym	Description
Approval Authority	The Approval Authority is an agreed position authorised to approve an Urgent National Notice.
External Party	Any individual, organisation, or entity other than ARTC wishing to enter ARTC Land for access or to conduct works that do not form part of ARTC's core business or directly engaged by ARTC.
Mandatory Action	A Notice that contains information regarding changes to ARTC Safety Management System (SMS), such as Rules or competencies, must be complied with.
National Notice	An authorised notice distributed to give advice in addition to that provided in the published ARTC Network Rules, ARTC Network Procedures or Network Information Books (NIBs).
National Notice Classification	National Notices are categorised as High Risk or Low Risk in accordance with OPE-WI-030 National Notice Assurance (Internal).
Notice Approver	ARTC employee representative who approves the National Notice for publication.
Notice Creation Tool	A tool used for the request, review, approval and publication of National Notices for use by authorised ARTC representatives.
Notice Requestor	External Party representative initiating a Notice.
Notice Reviewer	ARTC employee representative reviewing a Notice request.
Safety Critical Information	Information that must be read, understood, and followed to safely operate or work on the Network.
Urgent National Notice	National Notice that is mandatory or safety critical and needs to be approved and published within 24 hours due to unforeseen circumstances.
Users	Persons or parties that receive approved Notices and the critical safety information included within, to plan and deliver operational and work activities.

2 Instruction

2.1 Step 1 – Determine Requirement for National Notice

The Requestor is to consult with relevant ARTC authorities to determine the appropriateness of a National Notice.

A National Notice is required to provide notice of:

- Changes or exceptions to ARTC Network information publications;
- Changes to infrastructure; and/or
- Circumstances as required by the Network Rules and Procedures (e.g. Pilot Staff Working, Absolute Occupation, Local Possession, or using un-commissioned Infrastructure).

The Requestor must identify the purpose and what information is required to properly inform the user, who will need this information when planning operations or work.

Understanding the purpose and required information will assist in identifying relevant reviewers who need to be consulted, confirming information accuracy and clarify any unknowns.

The Requestor must ensure any information and supporting documentation is accurate and current before referencing in a Notice.

National Notices are categorised in accordance with ARTC internal document OPE-WI-030 National Notice Assurance:

High Risk

- Signalling changes
- New or upgraded active level crossings
- Permanent speed changes >20 km/h
- Altered Safeworking arrangements
- Urgent safety-critical changes
- Commissioning activities requiring stakeholder training

Low Risk

- Speed changes ≤20 km/h
- Non-time-critical rules/procedure updates
- Level crossing changes (excluding upgrades to active)
- Infrastructure upgrades with no impact to train running

Table 2.1 below states the National Notice minimum lead times required from date of request. The minimum lead time from date of submission allows for:

- Alignment and compliance with ARTC National Notice Assurance processes;
- Sufficient time for discussion with stakeholders to validate information;
- Sufficient time for Rail Operators to distribute to their drivers;
- Sufficient time for stakeholders to be appropriately trained;
- Adequate time to complete detailed and iterative reviews; and
- Adequate time for endorsement, approval and publishing the National Notice.

Table 2.1 National Notice Minimum Lead Times

National Notice Type	Minimum Lead-Time	Effective Duration
National Notice – High Risk	40 Business Days	Stated on Notice
National Notice – Low Risk	10 Business Days	Stated on Notice

National Notice requests received less than 10 business days in advance may be refused, impacting projects.

2.2 Step 2 – Access Notice Template

The Requestor downloads OPE-FM-045 National Notice Form, available on the ARTC Webpage: Notices, Waivers and Alerts (Network Information Publications).

2.3 Step 3 – Draft Notice

The Requestor drafts the Notice, completing all relevant fields and collects any supporting material that will need to be submitted with the Notice request.

Requestors are encouraged to liaise with their ARTC representative to seek advice on how to complete any fields they are unsure of. The ARTC representative may be able to provide examples of current or previous Notices that are similar in nature to assist with consistent format and language.

2.4 Step 4 – Submit Draft Notice

The Requestor emails the draft National Notice to the relevant reviewer with any supporting material as attachments.

Where the contact is an ARTC Project Manager, the Requestor emails them directly.

For Notices related to External Party Projects managed through ARTC Third/External Party Works, the Requestor emails:

External Works Manager	Hunter Valley	HVPropertyServices@ARTC.com.au
Third Party Works Manager	Interstate	North Coast (incl Qld border to Acacia Ridge) TPWNorthCoast@ARTC.com.au South & West NSW TPWSouthWestNSW@ARTC.com.au SA, WA & Broken Hill TPWSAWA@ARTC.com.au Sydney Freight Network TPWSydneyFreight@ARTC.com.au Victoria TPWVictoria@ARTC.com.au

The Notice will be entered into the ARTC Notice Creation Tool by an authorised ARTC representative for review, approval and publication of the Notice.

2.5 Step 5 – Review Notice

The ARTC Reviewer assesses the request for completeness, validity, and compliance.

The Reviewer will assess the request using the below criteria:

- Meets the National Notice requirements;
- Justification is adequate and alternatives have been considered;
- Operational impacts are identified and assessed;
- Information is accurate and complete; and
- Complies with applicable Rules and Procedures.

Additionally, the Reviewer may as required:

- Engage relevant stakeholders based on impact;
- Validate technical and operational details; and
- Confirm training and communication requirements.

The Requestor will be notified if further information is required, or the request is not approved.

2.6 Step 6 – Approve Notice

The National Notice will be submitted for endorsement and approval by the delegated authority via the ARTC Notice Creation Tool.

Note: If a Notice is rejected, the Approver must provide sufficient explanation and reasons for the rejection. Resubmitting a rejected notice may restart the National Notice minimum lead time review and approval process.

The Requestor will be notified if their request is not approved.

2.7 Step 7 – Publication and Distribution of Approved Notice

After a Notice has been approved, it will be published on the ARTC Webpage: National Notices

National Notices are also distributed via email.

To be added to the list, email nationalnotices@artc.com.au.

3 Urgent Requests, Amendments and Extensions

3.1 Urgent Requests

An Urgent National Notice is for safety-critical or operationally urgent changes requiring communication within 24 hours.

Note: An urgent request may be rejected if it is the result from poor planning or late submission.

Requestors must contact their ARTC representative immediately upon becoming aware of the need for an urgent safety critical National Notice.

3.2 Amendments and Extensions

Amendments to a published Notice, prompted by new information or changed situation, can be requested by the Requestor.

The Requestor must resubmit changes, clearly identifying the Notice information that has changed, enabling users to easily identify changes.

When initiating the amendment, the Requestor must identify parties impacted by the amendment to a published Notice, enabling a review on appropriate methods to communicate changes to the impacted parties.

There may be a requirement to review conditions of risk assessments and existing controls are valid or also extended. i.e. additional track inspections.

Anything other than a change of date or Safeworker detail requires the Notice to be cancelled and reissued as a new Notice.