Request for Operational Notices

OPE-WI-027

Applicability

ARTC Network Wide

Publication Requirements

External Only

Primary Source

Document Status

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Table of Contents

Table of Contents **2**
1 Introduction **3**
1.1 Purpose 3
1.2 Scope 3
1.3 Work Instruction Owner 3
1.4 Responsibilities 3
1.5 Reference Documents 3
1.6 Definitions 3
2 Instruction **4**
2.1 Step 1 – Determine Operational Notice Requirements 4
2.2 Step 2 – Access Notice template 4
2.3 Step 3 – Draft Notice 5
2.4 Step 4 – Submit Draft Notice 9
2.5 Step 5 – Review Notice 9
2.6 Step 6 – Approve Notice 9
2.7 Step 7 – Publish Approved Notice 9

1 Introduction

1.1 Purpose

Instruction to request an ARTC operational notice, used to inform users about information for planning of safe operations and work activities.

1.2 Scope

This instruction is for all ARTC External Parties who are requesting an operational notice information on their behalf.

Operational notices currently include: SAFE, Daily and Standing Train, Route Access Condition Notices, and Train Operating Condition Waivers.

1.3 Work Instruction Owner

The Head of Operations Standards is the Work Instruction custodian.

1.4 Responsibilities

ARTC External Parties who request an Operational 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 Operational Notice requests and seeking clarification where required to make informed decisions.

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

Notice Publishers are responsible for making available approved Operational Notices on authorised platforms.

1.5 Reference Documents

The following references support this document:

- ANGE 212 - Network Information Publications
- ANTR 428 - SAFE Notices

1.6 Definitions

The following terms and acronyms are used within this document:

Term or acronym	Description
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.
Safety Critical Information	A Notice that contains information that must be read, understood, and followed to safely operate or work on the Network.

2 Instruction

2.1 Step 1 – Determine Operational Notice Requirements

The External Party requesting the Notice 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.

Notices are submitted and reviewed during business hours. Where a notice is submitted Friday, the review period will not start until Monday.

Resubmitting a rejected notice may restart the Notice review and approval process.

The standard Notice submission to publishing times below enables:

- Alignment with train and SAFE Notice process,
- Sufficient time for discussion with stakeholder to ensure information is correct,
- Sufficient time for train Operators to distribute to their drivers

The Notice request is to be submitted a minimum of ten (10) working days in advance of the effective date for sufficient review, approval, and publishing.

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

Depending on the complexity and risk, reviews may take longer.

2.2 Step 2 – Access Notice template

To download a copy of the Operational Notice form, go to ARTC Webpage: Notices, Waivers and Alerts.

2.3 Step 3 – Draft Notice

The following table identifies all available fields on the Notice template. What fields are to be filled in is dependent on the Notice purpose and information it is to communicate. Showing all available fields provides support to the Requestor prompting information that may need to be considered when preparing a Notice.

Collect any support material that you will need to be submitted with the Notice request.

***NOTE**: Fields that not required can be removed from the Template before publishing.*

Step	Field	Activity	Responsibility	Considerations
1.	Notice Type	Enter the type of notice.	Requestor	The type of Notice is dependent on the information (ie NIB), the State, or National Rules, or whether it is Operator information.
2.	Location	Enter the Location(s) impacted by notice information.	Requestor	If the Notice applies to specific location(s), then this field is mandatory.
3.	Subject Title	Enter a subject title identifying purpose.	Requestor	Subject title should clearly identify the Notice purpose.
4.	Operator	Enter relevant operator.	Requestor	This field is used when the notice is specific to an operator.
5.	Train Number	Enter the Train Number(s) notice is specific to.	Requestor	This field is used when the notice is specific to a Train(s).
6.	Corridor/Line	Enter in the Corridor(s)/Line(s) impacted by the notice information.	Requestor	This is the corridor or line transport is travelling or work is being conducted. If the Notice applies to specific Corridor(s)/Line(s), then this field is mandatory. If the notice impacts specific location(s), you will still need to identify the corridor/line. Corridor(s)/Line(s) must be identifiable from Ellipse.
7.	Direction	Enter transport direction	Requestor	This identifies the direction transport is heading and or approaching a work site.
8.	Control Board	Enter in the Control Board(s) impacted by notice.	Requestor	Identification of the Control Board(s) can help identify who to contact in Network Control.
9.	Kilometrage	Enter the “To” and “From” Kilometrage.	Requestor	Note: Kilometrage is not unique across the network and will need to be confirmed in relation to a specific location, corridor/line.

Step	Field	Activity	Responsibility	Considerations
				If the notice impacts a location or corridor, then these fields are mandatory.
10.	LX ID Number	Enter in the Level Crossing number.	Requestor	Where applicable, if the Notice applies to specific activity for Level Crossing, then enter the relevant reference.
11.	Signal/Points	Enter the relevant.	Requestor	Where applicable, if the Notice applies to specific activity for Signals/Points, then enter the relevant reference.
12.	Effective From	Enter the date for the start of the activity.	Requestor	This is the date the Notice takes effect from.
13.	Time1	Enter the time specific to the Effective From date.	Requestor	Time is mandatory if Effective From date is identified. Where an activity has a specific time to start, this time must be entered. Time is in 24-hour time
14.	Effective To	Enter the date for the end of the activity.	Requestor	Effective To is mandatory where Effective From date is identified. This is the date the Notice information is not to be referenced. All notices must have an effective to date irrespective of any standard practices. If the Effective To date changes, then a new request to extend is initiated by the Requestor.
15.	Time2	Enter the time specific to the Effective To date.	Requestor	Time is mandatory if Effective To date is identified. Where an activity has a specific time to end, this time must be entered. Time is in 24-hour time

Reference Documents

16.	Train Alteration Advice	Enter the relevant TAA Number(s).	Requestor	Requestor needs to organise a Train Alteration Advice before submitting the Notice for review.
17.	Notices	Identify any current or previous Notices to be referenced in General Details.	Requestor	Providing references to current or previous Notices enable the user to clearly read in conjunction with your notice that changes.

18.	Track Speed Restrictions	Enter the relevant TSR Number(s).	Requestor	Requestor needs to identify if a Track Speed Restriction is required or will be in place. Track Speed Restriction can be checked on WebRAMS.
19.	Network Rules	Identify the Rule(s) that apply to this Notice.	Requestor	Providing references to Rules users should work to, or how the changes affect the Rules. Note: There may also be existing Notices in place that already affect Rules.
20.	Route Access Standard	Identify the Route Access Standard(s) that apply to this Notice.	Requestor	Providing applicable section and version of the RAS references to Route Access Standard users should work to, or how the changes affect the Route Access Standard.
21.	Network Information Book	Identify the Network Information Book(s) that apply to this Notice.	Requestor	Providing references to Network Information Book for the location users are working in.
22.	Train Operating Conditions Manual	Identify the Train Operating Conditions Manual reference that apply to this Notice	Requestor	

General Details

23.	General Details	Enter a description of the information to be conveyed to intended user groups.	Requestor	General details are to be written in language an end user will understand. Using the information identified in the fields above, as well as additional details, clearly document and layout information. It is important to have consistency in how information is presented. This includes things like font size, **bolding**, underlining headings, and where possible using tables to clearly identify information or data rather than relying on bullets and tab spacing. **NOTE**: Currently WebRAMS does not allow for the publishing of tables for Train Notices in TA20 and CoP territory

Safeworking Arrangements

24.	Additional details	Enter any important safeworking requirements	Requestor	This section must call out any specific safeworking arrangements that particular attention is required and where there are changes to the rules.

Contact Details

25.	Contact	Enter the name of the person who can be contacted about notice information when published.	Requestor	Having a contact and contact number allows users to know who is supervising or has authority of a specific activity or to provide clarification of the information.
26.	Contact Number	Enter the Contact number	Requestor	

Approvals

27.	Approved by	The authorised approver must sign the notice.	Approver	
28.	Date	Enter the date the Notice is approved.	Approver	Publishing the Notice is the moment the Notice is an official document Note: Approval date may be different to the date the Notice is published.

2.4 Step 4 – Submit Draft Notice

Email the draft Operational Notice to the relevant reviewer with any supporting information as attachments.

Where your contact is a Project Manager email then directly.

For Notices related to External Party Projects managed through ARTC Third/External Party Works email to:

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

Other contacts to submit draft Notice:

Notice Types	Location	Contact
SAFE	HV	safenotices@artc.com.au
	IS	
	NSW	
	Sydney Metro	
	NSW Other	
Train	VIC/SA	webrams@artc.com.au
Route Access Condition	All	OpStandards@artc.com.au
TOC Waivers	NSW/QLD	OpStandards@artc.com.au

2.5 Step 5 – Review Notice

Reviewer(s) require all supporting information to make an informed decision.

What a reviewer is looking for is:

- Requirement for notice is applicable,
- Operational impact (if any),
- accuracy of details,
- associated rules are covered, etc.

You will be notified if further information is required, or your request is not approved.

2.6 Step 6 – Approve Notice

You will be notified if your request is not approved.

An approved Notice will be forwarded for publishing.

2.7 Step 7 – Publish Approved Notice

After a Notice has been approved, Notices are published in two locations.

1. WebRAMS (Daily and Standing Train Notices)
2. ARTC Webpage: Notices, Waivers and Alerts (All Notices)