



	<b>METROPOLITAN RAILWAY NETWORK – TRACK OCCUPATION PROTOCOL</b>	
L2-NPD-PRO-001	Version: 1	Effective from: 8 <sup>th</sup> October 2012

**Approval**

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**Amendment Record**

Approval Date	Version	Description
08/10/2012	1	Initial issue under MTM

## 1. Purpose

- 1.1. This procedure describes the processes by which all Track Occupations (other than Mandatory Occupations) are planned and implemented on the Access Provider's Network. This procedure describes the implementation of the Train Operating Protocol, Scheduling to the Track Access Agreement and the representation of the Track Occupation Protocol Committee.

## 2. Scope

- 2.1. The scope of this procedure highlights the objective of the Track Occupation process and associated procedures to maximise the essential work that can be carried out within a Track Occupation, while avoiding or minimising the delay to Services and hence to reduce the severity and number of Track Occupations required.

## 3. Abbreviations and Acronyms

**PTV:** Public Transport Victoria - a statutory department established under the Transport Act - formerly the Department of Transport (DoT).

**VLP:** V/Line Pty Ltd, Bourke Street, Melbourne. It is the regional public transport operator in the State of Victoria.

## 4. Definitions

**Access Agreement:** An agreement between an Operator and the Access Provider pursuant to which the Operator is given access to the Access Provider's Network.

**Access Provider:** Metro Trains Melbourne (MTM).

**Director:** The Director of Public Transport under the Transport Act.

**Lease Agreement:** The lease titled "Infrastructure Lease – Train" between the Director, VicTrack and the Access Provider dated 31 August 2009, as amended.

**Mandatory Occupation:** A Track Occupation by the lessor of the Access Provider's Network occurring pursuant to the Lease Agreement.

**Metropolitan Master Timetable:** In relation to the Access Provider's Network, the timetable showing all Scheduled Train Paths for Trains on the Network, as amended from time to time by the Access Provider.

**Network:** In relation to the Access Provider, the land and infrastructure leased by the Access Provider under its Lease Agreement from time to time, including all rail track and support infrastructure, electrical infrastructure for traction and other power including overhead lines and lighting systems, signalling systems for regulating and control of traffic, communication systems for operational and administrative purposes including passenger information, bridges, culverts, pedestrian overpasses and underpasses, equipment relating to car parks and control centres for the control of power, signalling and traffic operations, but excluding:

- Buildings (including stations, platforms, stops, advertising hoarding, sheds and shelters)
- Car parks
- Terminals, storage and receival facilities
- Workshops, locomotive depots and fuel points
- Private sidings that are not leased to the Access Provider, but includes any infrastructure leased to the Access Provider which passes through, or is immediately adjacent to, any of the infrastructure or facilities referred to above.

**Operator:** A person operating trains on the Access Provider's Network, other than the Access Provider.

**Rolling Stock:** Any vehicle that operates on/uses a railway track including a locomotive, light inspection vehicle, road/rail vehicle, trolley, carriage, diesel multiple unit and wagon (but does not include a vehicle designed to operate both on and off a railway track when the vehicle is not operating on a railway track).

**Scheduled Train Paths:** In relation to the Access Provider's Network, an Operator's or the Access Provider's Train Paths on the Network set out in the Metropolitan Master Working Timetable as those Scheduled Train Paths are permanently varied from time to time.

**Service:** A service for the carrying of freight or passengers by railway provided by the Access Provider or an Operator on the Access Provider's Network.

**Track Occupation:** Absolute Occupation of a defined section of the Access Provider's Network, in order to carry out inspections, repairs, maintenance, up-grade work, improvements, additions or any other works which could interfere with the Access Provider's or an Operator's Services on the Network.

**Train:** Rolling Stock coupled together to operate as a single unit.


**Train Path:** The particular time interval, including an entry time and day and an exit time and day, through which a train may travel over a segment of the Access Provider's Network from an origin to a destination and may include stopping points.

## 5. Roles and Responsibilities

The Manager, Network Planning and Development, Metro Trains Melbourne (MTM), and any party seeking access to the MTM Network are responsible to ensure all roles and responsibilities identified in this procedure are undertaken.

Copies of documents are available electronically within MTM's organisation and to third parties on request to the Manager, Network Planning and Development. All parties shall ensure their hard copy of this procedure is at the latest, correct, version.

Suspected errors and omissions or requests for change shall be reported to the Manager, Network Planning and Development.

	<b>METROPOLITAN RAILWAY NETWORK – TRACK OCCUPATION PROTOCOL</b>	
L2-NPD-PRO-001	Version: 1	Effective from: 8 <sup>th</sup> October 2012

## 6. Process

### 6.1. Occupation Protocol Committee

Metro must have an Occupation Protocol Committee comprising:

#### **Chairperson of the Committee**

- Program Planning Manager - Operations, Metro Trains; or delegates

#### **Members of the Committee:**

- One representative of each Operator
- Metro Trains Rail Safety representative


#### **Optional Committee Attendees (as requested by the Chair)**

- Representatives of Metro Infrastructure divisions
- MTM Project Managers for selected major projects.

### 6.2. Functions of Occupation Protocol Committee

The Occupation Protocol Committee is a forum to enable the Access Provider to liaise with Operators in relation to proposed Track Occupations. The Occupation Protocol Committee is not to be confused with the MTM Occupations Committee, or T-12+ Planning Forum, which provide an internal forum for the planning and management of the integrated Occupations Schedule. The function of the Occupation Protocol Committee is explained in section 6.2.1 – 6.2.3.

- 6.2.1. Enable Operators to communicate their interests in Track Occupation planning and implementation to the Access Provider.
- 6.2.2. Facilitate agreement being reached between the Access Provider and an Operator on any aspect of a planned Track Occupation where the Operator's Access Agreement provides that the Operator's agreement is required in relation to that aspect of the planned Track Occupation before it can be implemented.
- 6.2.3. Otherwise facilitate agreement between the Access Provider and all Operators on matters relating to Track Occupations including the following (recognising such matters are ultimately at the discretion of the Access Provider, subject to any Access Agreement):
  - The number of Track Occupations taken on any line section in any one year
  - The timing of Track Occupations and amendments made to the Operator's Scheduled Train Paths as a consequence of Track Occupations
  - The times for requesting Track Occupations and providing detailed works plans for Track Occupations.

	<b>METROPOLITAN RAILWAY NETWORK – TRACK OCCUPATION PROTOCOL</b>	
L2-NPD-PRO-001	Version: 1	Effective from: 8 <sup>th</sup> October 2012

### 6.3. Meetings of the Occupation Protocol Committee:

The Occupation Protocol Committee will meet on a frequency to be determined by the membership but at intervals not greater than monthly. The recommended frequency is fortnightly.

### 6.4. Notice of Track Occupations

Subject to section 6.2, If the Access Provider wishes to have a Track Occupation on the relevant Access Provider's Network, the Access Provider must notify each Operator with access pursuant to Scheduled Train Paths to any part of the Network which is the subject of the proposed Track Occupation a reasonable time prior to the Track Occupation being implemented (or if relevant lead times for all Track Occupations have been agreed by the Occupation Protocol Committee, in accordance with such agreed lead times).

### 6.5. Contents of Notice of Track Occupation

Any notice of a Track Occupation must specify:

- Area of the proposed Track Occupation (the boundaries of which are not necessarily limited to the work site and may extend to signalling boundaries or locations where trains can switch to another track or route)
- Timing of the proposed Track Occupation
- Conditions under which the relevant works will be carried out as listed below:

#### (i) Closedown Track Occupation

A Closedown Track Occupation is a major prolonged Track Occupation that impacts on Services conducted at the following times:


- Trains arriving/departing from Richmond Station or North Melbourne Station between 0701 hours and 0930 hours
- Trains arriving/departing Richmond Station or North Melbourne Station between 1501 hours and 1900 hours.

#### (ii) Total Track Occupation and All Lines Closed

A Total Track Occupation is a Track Occupation of all tracks, or the track on single lines, with no alternative route around the work site.

#### (iii) Diversion

A Diversion occurs when Track Occupations occur in multiple track areas, (i.e. two or more tracks) where alternative routing can be set up around the work site using unaffected adjacent tracks.

	<b>METROPOLITAN RAILWAY NETWORK – TRACK OCCUPATION PROTOCOL</b>	
L2-NPD-PRO-001	Version: 1	Effective from: 8 <sup>th</sup> October 2012

(iv) Re-routing

Re-routing occurs when it becomes necessary to operate trains via an alternative rail corridor to reach their normal destinations. This may arise from a Track Occupation closing all lines or where there is insufficient track capacity to divert all trains past the work site, hence requiring some trains to be re-routed.

**6.6. Consideration of Notice of Track Occupation**

Any notice of/change to a Track Occupation must be reviewed and discussed at a subsequent meeting of the Occupation Protocol Committee.

**7. Implementation of Track Occupation**

**7.1. Operator's Agreement**

The Access Provider may only implement a Track Occupation:

- If permitted, and on the conditions set, by any relevant Access Agreement
- On the conditions (if any) to which it and all Operators affected by the Track Occupation have agreed in the Occupation Protocol Committee in accordance with Function of Occupation Protocol Committee.

**7.2. Track Occupation Management**

With respect to Track Occupations, the Access Provider is responsible for the items outlined in sections 7.2.1 – 7.2.8.

- 7.2.1. To document and maintain current Track Occupation requests and approved Track Occupations.
- 7.2.2. To determine train movements to/from Track Occupation sites in conjunction with the affected Operators.
- 7.2.3. To arrange with Operators for works train and track machine movements associated with the Track Occupation.
- 7.2.4. To maintain a works order registration system.
- 7.2.5. To determine SafeWorking requirements of a Track Occupation and obtain all necessary approvals.
- 7.2.6. To undertake the necessary steps for any Variations to timetables required due to a Track Occupation
- 7.2.7. To prepare and issue the necessary train notices and circulars.
- 7.2.8. To record key performance indicators, (e.g. overruns, cancelled Track Occupations and Train delays).

## 8. Regulations and SafeWorking Arrangement

- 8.1. The safety of rail traffic and workers within work sites under altered Train Operations is essential and all works and Track Occupations must be conducted in accordance with any Law and any safety requirements as they arise.
- 8.2. The Access Provider is responsible for determining all SafeWorking requirements applying to each Track Occupation on the Access Provider's Network and will arrange for their publication and distribution to relevant parties.
- 8.3. Applicable regulations and special instructions relating to Train Operations affecting a Track Occupation on the Access Provider's Network, as well as site protection requirements for infrastructure workers, must be set out in the special circulars and issued to relevant parties by the Access Provider.
- 8.4. The Access Provider must determine all SafeWorking requirements applying to a Track Occupation and must issue to all relevant persons involved in a Track Occupation a special circular specifying all the applicable SafeWorking requirements (including any applicable regulations, special instructions and site protection requirements for infrastructure workers).

## 9. Cancellation of Approved Track Occupations

- 9.1. The Access Provider may cancel a Track Occupation of which notice has been given under this Protocol only if extreme circumstances require the cancellation and:
- The works manager has informed the respective MTM Occupations Management team and, if cancellation is to occur after the O circular has been issued, the works manager must also inform the Access Provider's Senior Network Controller (METROL, Current Operations)
  - Notice is given to each affected Operator
  - If VLP is an affected Operator and is not given notice of the cancellation at/earlier than midday on the day which is eight days before the day of the cancelled Track Occupation, the Access Provider agrees to reimburse VLP for any direct costs incurred by such parties in planning for alternative means of transport for their passengers for the period of the planned Track Occupation upon proof of such costs being incurred being provided.

If an occupation is to be cancelled at late notice, the works manager must inform the respective Projects or Infrastructure Occupations Management. If this occurs after the O circular has been issued, the works manager must also inform METROL and MTM operations.

- 9.2 Parties responsible for a Track Occupation or other parties undertaking supplementary works within a Track Occupation must ensure the appropriate resourcing of their activities is made, including the supply of locomotives and train crews to undertake the planned works.

If a Track Occupation is disrupted while it is in force due to the works not proceeding as planned or an Operator's request, due to an unrelated disruption, the Access Provider's Senior Network Controller (METROL) responsible for the site of the planned Track Occupation, is to be notified. A decision must then be made by **the Access Provider's Senior Network Controller (METROL)** in accordance with the Train Operating Protocol to cancel the balance of the Track Occupation or, with the agreement from affected Operators, continue to run the Track Occupation but with an extended Variation to the timetable for the affected trains.

## 10. Job Titles and Position Names

A reference to a position or title refers also to any replacement for that position or title or any person fulfilling substantially the same role.

## 11. Records and Enquiry

Nil.

## 12. Related Documents

To assist in the application of this Protocol, reference may be made to the following documents:

- Train Operating Protocol
- 1994 Book of Rules
- Addenda to the Metropolitan Master Working Timetable
- Metropolitan Master Working Timetable
- L1-PRJ-PRO-003: Occupations Management Procedure.

## 13. References and Legislation

Nil.