


	<b>INNER GROUP OPERATING PROCEDURES</b>	
L1-OPS-PRO-001	Version: 12	Effective from: 30 <sup>th</sup> May 2016

The 'Operating Procedures' contained in this document titled 'Inner Group Operating Procedures' refer to the area bounded by Elsternwick, the Up ends of Richmond, the Up side of Westgarth, Clifton Hill, Macaulay, North Melbourne, South Kensington, Footscray & sections of the West Tower (V/Line) controlled area.


### Approval

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### Amendment Record

Approval Date	Version	Description
04/08/2010	1	Initial Issue under MTM withdrawn cml-8.17-ims-01
14/02/2011	2	Changes to reflect MTM Organisational changes – Manager Rail Safety retitled Manager Safeworking & Signalling (13/12/2010)
26/10/2011	3	Document Number changed from L1-OPS-OPP-001 to conform with new DIN document types.
24/07/2012	4	Operating Procedure No. 14, 16 & 17 are replaced a/c West Tower Operating Procedures updated as advertised in V/Line circular No. SW.0129/2012.
15/08/2012	5	Operating Procedure No. 5 deleted account Maribyrnong River Goods Line Closed. Operating procedure No. 1 & 11 amended, by replacing the word dictated with transmit.
24/10/2012	6	General clean up of Procedures and Manager Safeworking & Signalling title change to Manager Rail Standards. Also Alterations to Procedure 23 - Underground Loop Operating Procedures), Paragraph 12 - Underground Loop Tunnels - Foot Patrols & General Maintenance) SWP 003/2012

Approval Date	Version	Description
26/08/2013	7	<p>Operating Procedure No. 14, 15, 16 &amp; 17 are replaced account RRL Inner Area Operating Procedures updated as advertised in V/Line circular No. SW.0174/2013 - The principle alteration was a name change from Signaller West Tower to RRL Train Controller.</p> <p>Procedure No.6 is deleted.</p> <p>Changes to reflect MTM Organisational changes – Manager Rail Standards retitled Head of Operational Rail Safety or Operations Safety Manager (01/04/2013), Procedure No. 1 titled Metrol Controlled Area Failure of Signals amended vide SWP.015/2013 (29/11/2013), Procedure No. 13 titled Gauntlet Track is deleted.</p> <p>Procedure No. 26 titled Footscray “Trial of Raiseable Signal Mast” is deleted vide SW.368/2013.</p>
12/07/2014	8	<p>Operating Procedure No. 12 is cancelled and replaced with the following instruction relating to Metrol – Spencer Street No. 1 Signal Box, Failure of Signals at the Cross Boundary Interface.</p>
29/09/2014	9	<p>The following signalling restrictions are included; Metrol – Operation across signal control panel borders (SW.219/2011).</p> <p>Operating Procedure No. 19 deleted as requirement captured in the December 2013 Working Timetable Addenda Page A65.</p>
18/12/2014	10	<p>New Operating Procedure No. 19 relating to Metrol – Spencer Street EMU Routing Restrictions No. 8, 8A &amp; 8 South tracks. SWP.011/2014</p> <p>Operating Procedure No. 4 amended by deleting clause (b) &amp; (c). SWP.013/2014</p>
04/06/2015	11	<p>New Operating Procedure No. 5 Metrol Controlled Area – Non Signalled Movements, advertised vide SW.164/2015</p>
30/05/2017	12	<p>Procedure No. 2 titled “Metrol – Setting Back of Trains is deleted vide SWP.006/2017 and has been included as an amendment to the Book of Rules and Operating Procedures 1994.</p>

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## 1. Metrol Controlled Area Failure of Home Signals

### (a) Train Detained

If a train has stopped at a home signal in the Metrol Controlled area and the illuminated letter "A" is not displayed, the Driver must contact the Signaller at Metrol.

The Driver must advise the Signaller Metrol of the train number, the originating station and destination of the train and the post number of the Home signal where the train is stopped.

The Signaller Metrol must ascertain whether the signal has failed at the 'stop' position, by monitoring the visual display unit.

The Signaller Metrol must update the information on the visual display unit by re-drawing the display on the relevant screens. The Signaller Metrol must then ascertain if the correct route line is set for the train to run.

If the signal has failed the Signaller Metrol must:

### (b) Track Route Line Displayed

- (1) complete and transmit a Signaller's Caution Order (Form 2377) to the Driver and
- (2) have the Driver repeat back train describer number, the signal post number and exchange names for record purposes.

### (c) Track Route Line Not Displayed (South Kensington Excepted)

If the track route line is not displayed or displayed incorrectly, the points must be considered unlocked.


The Signaller Metrol must:

- (1) instruct the Driver to inspect the points
- (2) if the points are in the correct position, instruct the Driver to apply the hand locking bar or bars to secure the points over which the train is to run.

After the Driver has advised the Signaller Metrol that the points are secured by means of the hand locking bar, the Signaller will then authorise the Driver to pass the Home signal at the stop position by transmitting a Signaller's Caution Order (See B1 & B2).

If the Driver finds that the points are not set for the required movement, arrangements must be made for a Signal Maintenance Technician to attend and place the points into the required position.

**NOTE:** When the hand locking bar or bars have been applied for a previous train, the Signaller Metrol must instruct the Drivers of following trains (which are required to pass the signal at stop), to ensure that the hand locking bars have

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been applied to secure the points before the Signaller's Caution Order is transmitted.

**(d) Track Route Line Not Displayed  
(South Kensington, Up & Down Main and Through Suburban lines only)**

If the track route line is not displayed or displayed incorrectly, the points must be considered unlocked.

The Signaller is to operate the respective points to the required position and apply blocking facilities. In addition the Signaller must request the Metrol Signal Technician to apply a point disable command to all the affected points in the route.

On confirmation that the Metrol Signal Technician has applied the point disable, the Signaller must complete and transmit a Signaller's Caution Order (Form 2377) to the Driver.

**Failure of Points**

In the event of a loss of point detection, a Signal Maintenance Technician must manually operate and secure the respective points to the required position after obtaining permission from the Metrol Signaller.

The Signaller must request the Metrol Signal Technician to apply a point disable command to other points in the affected route.

Once the Signal Maintenance Technician has confirmed the points have been placed and secured in the required position and the required blocking facilities have been applied, the Signaller must complete and transmit a Signaller's Caution Order (Form 2377) to the Driver.

**South Kensington – Cross Boundary Interface  
Failure of Signalling or Points**


In the event of a failure of Signalling or Points affecting the cross boundary interface (boundary crossing) at South Kensington between Metrol and the RRL Train Controller the following will apply:

The Signaller controlling the affected signal must communicate with the Signaller receiving the train regarding the failed state.

Both Signallers will be responsible for ensuring the respective route is set and secured prior to the Signaller receiving the train authorising the issue of the Caution Order. The Signaller controlling the affected signal may only issue a Caution Order after receiving authority from the receiving Signaller.

**Signal Failure – Complete Yellow Route Line Displayed. (Metrol only)**

If a complete yellow route line is displayed at Metrol and the signal fails to clear to a Proceed aspect, the route is considered to be locked and the receiving Signaller may authorise the issue of a Caution Order by the Signaller controlling the affected signal.

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**Signal Failure – Route Line NOT Displayed. (Metrol only)**

If a route line is not displayed at Metrol, the MTM Points in the route are considered to be unlocked and the following is to apply:

- RRL Signaller – operate points to required position and applies blocking facilities.
- MTM Signaller – operates points to the required position and applies blocking facilities. In addition the MTM Signaller must request that the Metrol Signal Technician to apply a point disable command to all MTM controlled points in the route.
- Both the MTM signaller and the RRL Signaller must then confirm that the correct route has been set and the necessary blocking facilities have been applied.
- The receiving Signaller may then authorise the issue of a Caution Order by the Signaller controlling the affected signal.

**Failure of Points**

In the event of a failure of Points, a Signal Maintenance Technician may manually operate and secure the respective Points to the required position after obtaining permission from both the RRL and MTM Signallers.

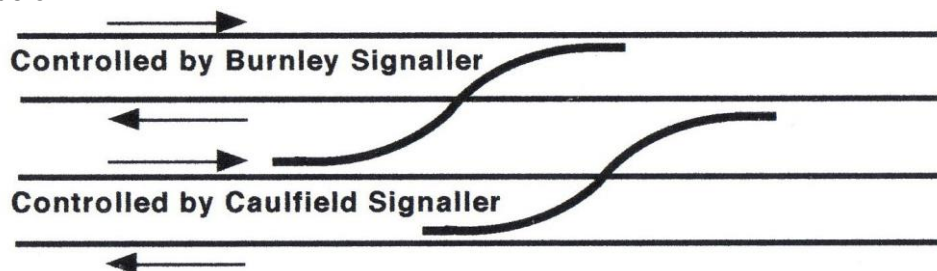
The MTM Signaller must request the Metrol Signal Technician to apply a point disable command to other MTM controlled Points in the route.


The RRL Signaller must apply blocking facilities to V/Line controlled Points in the route.

Once the Signal Maintenance Technician has confirmed the Points have been placed and secured in the required position and the required blocking facilities have been applied, the receiving Signaller may then authorise the issue of the Caution Order by the controlling Signaller

**(e) Metrol Controlled Area  
Point Sleeving of Double Ended Points**

- (i) In the Metrol controlled signalling area there are a number of double ended points leading from one area of control to another, as illustrated below.



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(ii) Sleeving of Points

When it is necessary for a set of double ended points to be sleeved when the points are controlled from two (2) separate Signal Control Panels, the Signaller requiring the points to be sleeved must:

- sleeve the points controlled from the signal control panel,
- request the Signaller controlling the opposite end of the points to sleeve the points in the required position. Both Signallers must endorse the Log Books with this information.
- By personal observation ensure the Signaller controlling the other end has applied the point sleeve command.


- (a) Should any Signaller be unable to apply a point sleeve command the points must be considered to be un-sleeved.

If a computer system fails, causing the loss of the point sleeve command, the Signaller controlling the opposite end must be informed. When the points are to be un-sleeved both Signallers must arrive at a clear understanding prior to removing any sleeves.

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**2. Spare**



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### 3. Metrol Controlled Area Infrastructure Operations

The area controlled by the Metrol signalling system is bounded by Richmond, East Richmond, Clifton Hill, Westgarth, Macaulay, North Melbourne, South Kensington.

Within the above defined area unless Absolute Occupation for the work has been issued, no mechanical equipment (i.e. Track Machines, Road/Rail Vehicles etc) are permitted on track for the purposes of performing work. In the case of an emergency, the permission of the Operations Safety Manager must be obtained before any work is commenced.

Road/Rail Vehicles may, for the purposes of on or off tracking at defined track crossing(s), cross onto the tracks to enter or exit an Absolute Occupation area after obtaining permission of the Signaller and providing protection as defined in the 1994 Book of Rules, Page 15 – 9, Clause ( c ).

Movement(s) by mechanical equipment (except Road/Rail Vehicles) over the track outside an area of Absolute Occupation must only be undertaken when an 'S' Circular has been issued by the Timetable Scheduling area.

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#### 4. North Melbourne – Loss of Remote Control from Metrol

##### (a) North Melbourne

In the event that remote control from Metrol to North Melbourne is lost, routes already set from Metrol will remain set until completed by the passage of the train for which the route is set.

After all routes have been completed and no train movements are taking place over the points, the following will take place:


1. The Senior Network Controller Metrol will arrange for a Signal Maintenance Technician and a Train Services Officer (Signaller Specialist) or suitably qualified person to attend North Melbourne.
2. When the Signaller Metrol and the Train Services Officer (Signaller Specialist) / suitably qualified employee at North Melbourne are satisfied that train movements are completed and that all points are clear of trains they must:
  - Communicate with the Senior Network Controller Metrol and obtain permission to set up for preferred routing as set out below in clauses (3), (4) and (5).
  - Arrange for the Signal Maintenance Technician to operate points for preferred routing and,
  - For the required fixed signals to be placed into the proceed position and then placed into automatic fleeting mode.
3. Trains to / from Sunshine will be routed via the Main Suburban and East Suburban Lines.
4. Trains to / from Newport will be routed via the Through Suburban and Main Suburban lines.
5. Trains to / from Kensington will be routed via the Broadmeadows Suburban and Through Suburban lines. North East line trains will be routed via Sunshine from Broadmeadows.
6. Trains to / from Upfield will terminate at Coburg.

Note: The indications at Metrol will not update during a remote control failure.


During the time that trains are being run under the above conditions, precedence and termination at out stations if required will be determined by the Senior Network Controller, Metrol and the Senior Train Controller, Centrol.

Trains to / from the North Melbourne, Macaulay and Arden Street Sidings will be cancelled.

When remote control is restored to Metrol, the Signaller Metrol must ensure that all point clips or hand locking bars which may have been applied have been removed, before normal routing is resumed.

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If qualified staff are unable to attend at North Melbourne, or for any reason the equipment is unable to be set up for the preferred routing, the Senior Network Controller must make the necessary arrangements for train running.

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## 5. Metrol Controlled Area – Non Signalled Movements

Whenever a non-signalled movement is to be performed over interlocked points within the Metrol Controlled Area, the following process must be applied:

1. The Signaller Metrol must ensure all points within the intended route are set in the correct position and a Points Sleeve Command applied.
2. The Signaller Metrol must then attempt to obtain a Yellow or Green Route Line over the entire intended route. This action may involve the assistance of the Metrol Technicians.
3. If the requirements detailed in Clause 2 above cannot be achieved, the Signaller Metrol must arrange for all interlocked points within the intended route to be manually secured via the application of the individual hand locking bars.
4. Where a hand locking bar is unable to be applied, the points must be secured in the correct position via the application of a point clip.

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## 7. Macaulay Stabling Sidings – Operation of Fleet Maintainers Panels

Operation of the Fleet Maintainer's Panel

### **DISABLING NO.2 SIDING**

When the Fleet Maintainer requires to prevent the entrance of a train to No. 2 Siding the Fleet Maintainer must communicate with the Signaller at Metrol advising of the requirements.

The Signaller must operate No.480 points to lay toward No.1 Siding and operate No. 011 release.

The Fleet Maintainer must check to ensure that No.480 points are laying toward No.1 Siding and observe the Fleet Maintainer's Panel to ensure the Release Light is illuminated.

After ensuring that the 'Release Light' is illuminated the Fleet Maintainer must operate the selection switch to the DISABLE (locked) position and observe the indication is illuminated. The Fleet Maintainer must then secure the selection switch in the DISABLE position by MLRC (Macaulay Light Repair Centre) padlock.

Additionally, the Fleet Maintainer must then padlock the locking flap in position to secure No.480 points towards No.1 Siding.

### **ENABLING No.2 SIDING**

After works have been completed No.2 Siding is to be returned to operations in the following manner.

The Fleet Maintainer must remove the locking flap from No.480 points.

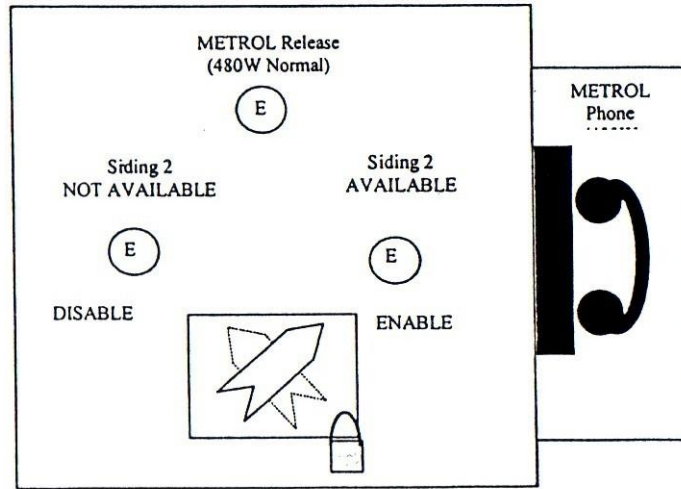
The Fleet Maintainer must then remove the MLRC padlock from the selection switch and operate the selection switch to the ENABLE position, lock it in that position with the MLRC padlock and advise the Signaller.


The Fleet Maintainer must ensure that the ENABLE light is illuminated and the Signaller must ensure the indication at Metrol shows No.480 points may be operated.

### **NOTE:**

If either No.480 points or No.491 points fail and require to be operated manually a Train Service Officer (Signaller Specialist) may operate the points manually via the dual operation function.

The Train Service Officer (Signaller Specialist) and Signaller Metrol must liaise to ensure the points are set for the correct train movement.



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## 8. Macaulay Stabling Siding Security Gates

Automated security gates are provided at the entrance to the Macaulay Stabling Sidings. The security gates are interlocked with the fixed signals leading to and from the sidings. The Signaller at Metrol operates the gates, in conjunction with the operation of the relevant signals. The position of the gates is indicated at Metrol, with the normal position being open to trains.

### Manual Operation of the Security Gates During Failure

Should the gates fail operate by remote control from Metrol when required, the gates may be manually operated via the controls situated at the gate cabinet.

The cabinet is situated inside the security compound at the gates. The Train Service Officer (Signaller Specialist) or the Signal Maintenance Technician must manually operate the gates.


To manually operate the security gates, the following procedures must be observed:

- A telephone is provided to communicate with the Signaller at Metrol when co-ordinating the manual operation of the security gates.
- The Remote / Local key switch in the control cabinet must be placed to the Local position. A key to the switch is kept at Metrol, the Train Service Officer's Office and with the Signal Maintenance Technicians.
- The push button labelled Open / Close must then be operated for the required movement.

When the fault has been repaired and the Local / Remote key switch has been restored to the Remote position, the security gates will automatically assume the position called from Metrol.

In the event of a signal power failure at Macaulay, arrangements must be made for the Signal Maintenance Technician to attend to manually operate the security gates under the direction of the Signaller Metrol.



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## 9. North Melbourne – Arden Street Sidings

### (a) Arden Street Sidings

The Arden Street Sidings consist of a Loop, with access to the Mechanical Plant, Cement and Grain Sidings leading off the Up leg of the Loop. The Down leg of the Loop Track (parallel to the Up Upfield Line) has 253 metres of clear standing room. Trains may arrive into either of the Loop Tracks.

A short dead-end siding is situated at the Down end of the Loop, with sufficient clearance for two (2) locomotives to effect a 'run around' movement. The dead-end siding is 55 metres in length.

A Notice Board is installed at the Up end of the Loop Tracks. The Notice Board is double-sided, with wording on the northern side reading 'Limit of Tractor Shunt'.

The Notice Board on the southern side is provided with a hinged cover and, when displayed, reads 'Rail Tractor in Operation'. Procedures for the use of the hinged Notice Board are indicated below.

The Notice Board has a yellow background with black lettering.

#### **Mechanical Plant Sidings**

The two (2) sets of hand points leading to the Mechanical Plant Sidings are each provided with a chain secured by a 4D padlock, the key to which is held by the Mechanical Plant Supervisor. The chain securing the lever must normally be locked on (points secured for the Loop Track), and must only be removed when it is necessary for a Track Machine or Road/Rail Vehicle to arrive into or depart the Siding.

Prior to a Track Machine or Road/Rail Vehicle departing the Mechanical Plant Siding, the Operator must ensure the Rail Tractor operations are not in progress.


When a Track Machine or Road/Rail Vehicle is to arrive or depart from the Mechanical Plant Siding via the Cement Sidings entrance, it will be necessary for a representative from the cement company to unlock the chain securing the hand points in the Loop Track.

#### **Grain Sidings**

The hand points governing access to the Grain Sidings are provided with a chain secured by a '4D' padlock, the key to which is held by the company representative. The chain securing the levers must normally be locked on, and must only be removed when it is necessary for a shunting movement into the Siding.

#### **Cement Sidings**

The hand points leading to the Cement Siding are provided with a chain secured by a '4D' padlock, the key to which is held by the company representative. The chain securing the lever must normally be locked on (points secured for the Loop Track).

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### **Rail Tractor Operations**

A Rail Tractor is provided for shunting wagons within the confines of the Arden Street Sidings. When not in use, the Rail Tractor must be locked and secured in the Cement Siding, clear of the hand points at the entrance to the siding.

Prior to Rail Tractor operations commencing, the operator must confer with the Signaller Metrol on the post telephone situated at Dwarf signal No. NME 506. The Operator must request permission for Rail Tractor shunting operations to commence.

If permission has not been given for a Train or Track Machine / Road/Rail Vehicle to enter or depart the siding, or a train examination to be conducted, the Signaller Metrol must apply a Point Sleeve Command to No.406 points (normal lie). Once the Point Sleeve Command has been applied, the Signaller may then grant permission to the Operator for the shunting to commence. The Signaller Metrol must ensure that the shunting operations will be completed ten (10) minutes prior to the arrival of a train or Track Machine / Road/Rail Vehicle at the Siding.

The permission granted must be entered into the Signaller's Log Book, together with the name of the Operator. Once permission has been granted by the Signaller, the Operator must then proceed to the entrance to the Arden Street Sidings and remove the hinged cover on the Notice Boards in order for the sign to be locked displaying 'Rail Tractor in Operation'. The shunting may then be carried out.

Only authorised personnel are permitted to operate the Rail Tractor within the Arden Street Sidings.

The Rail Tractor is not permitted to foul the line beyond the 'Limit of Tractor Shunt' notice board.


The Rail Tractor must not be operated if a train or track machine / Road/Rail Vehicle is arriving at, or working within the Sidings.

When the shunting has been completed, the Operator must lock and secure the Rail Tractor as indicated above. The Operator must then proceed to the Notice Board at the entrance to the Arden Street Sidings and replace the hinged cover. When this has been completed the Operator must inform the Signaller Metrol that shunting operations have been completed. This communication must be made via the post telephone situated at Dwarf signal No. NME 506.

The Signaller Metrol must endorse the Log Book accordingly, together with the name of the Operator concerned. The Point Sleeve Command may then be removed from No.406 points.


### **Train Examinations**

Train examinations may be carried out in either of the Loop Tracks. Prior to a train examination being conducted, the Train Examiner must confer with the Signaller Metrol via the post telephone at Dwarf signal No. NME 506 and ascertain that permission has not been granted for a Train or Track Machine / Road/Rail Vehicle to enter or depart the Arden Street Sidings, or for Rail Tractor shunting operations to be effected. If permission has not been granted as above,

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the Signaller Metrol must apply a Point Sleeve Command to No.406 points (normal lie).  
Once the Point Sleeve Command has been applied, the Signaller Metrol may then grant permission to the Train Examiner for the examination to be conducted. The Signaller Metrol must ensure that the train examination will be completed ten (10) minutes prior to the arrival of a Train or Track Machine / Road/Rail Vehicle at the siding.

The permission granted must be entered into the Signaller's Log Book, together with the name of the Train Examiner. Once permission has been granted by the Signaller, the Train Examiner may then commence the examination. When the examination has been completed, the Train Examiner must inform the Signaller Metrol accordingly. This communication must be made via the post telephone situated at Dwarf signal No. NME 506. The Signaller Metrol must endorse the Log Book accordingly, together with the name of the Train Examiner concerned. The Point Sleeve Command may then be removed from No.406 points.

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## 10. North Melbourne Stabling Sidings Security Gates

Security gates are provided on the North Melbourne Stabling Sidings, operated by the Signaller Metrol.

### Remote Operations

The train gates are motor operated and interlocked with the fixed signals leading from and to the Stabling Sidings.

The gates are operated by the Signaller at Metrol. When the gates are in the “normal” position the gates are closed to trains.

The position of the gates is indicated at Metrol.

### Manual Operation

Should the gates fail to operate by remote control from Metrol, they can be manually operated from the control box located in the telephone cabinet attached to the gate control box. The telephone cabinet is located inside the security compound at the rail gates.

#### To Manually Operate the Gates:

Place the Auto / Manual key switch on the control box to the MANUAL position.


Operate the push buttons for the gate locking mechanism Labelled LATCH / UNLATCH and the CLOSE / OPEN push buttons to the required position.

After the AUTO / MANUAL key switch has been operated to the MANUAL position, the gates can only be opened or closed from the Control box.

A telephone connected to Metrol is provided to co-ordinate manual operation of the gates.

**Note:** When the AUTO / MANUAL switch is returned to the AUTO position and the system has been restored to normal working condition, the gates will automatically assume the position called from Metrol.

In the event of a signal power failure at North Melbourne battery backup is provided on the gate control unit to allow for manual operation of the gates.

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## 11. Franklin Street Failure of Home Signals

If a train is stopped at Home signals protecting the crossover at Franklin Street, No.711, No.557, No.710 & No.554 the Driver must contact the Signaller Metrol and advise the following:

- Train number
- Originating station
- Destination station
- Signal Post Number

If the Home signal is defective the Signaller Metrol must:

### 1. Track Route Line Displayed


Complete and transmit a Signaller's Caution Order (2377) to the Train Driver. The Driver must repeat back train describer number, the signal post number and exchange names for record purposes.

### 2. Track Route Line Not Displayed

If the track route line is not displayed, the points must be considered unlocked.

The Signaller Metrol must arrange for a Signal Maintenance Technician to operate the dual control point machine.

After setting and securing the points for the intended route the Signal Maintenance Technician must contact the Signaller Metrol. The Signaller Metrol will complete and transmit a Signaller's Caution Order (2377) to the Driver. The Driver must repeat back the train describer number, the signal post number and exchange names for record purposes.

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**12. Metrol – Southern Cross No. 1 Signal Box Failure of Signals at the Cross Boundary Interface**

**(a) Failure of Signals – Cross boundary Interface (Boundary Crossing)**

In the event of a failure of Signalling or Points affecting the cross boundary interface (boundary crossing) at Spencer Street between Metrol and Southern Cross No. 1 Signal Box the following will apply:

The Signaller controlling the affected signal must communicate with the Signaller receiving the train regarding the failed state.

Both Signallers are responsible for ensuring the respective route is set and secured prior to the Signaller receiving the train authorising the issue of the Caution Order. The Signaller controlling the affected signal may only issue a Caution Order after obtaining authority from the receiving Signaller.

**(b) Signal Failure – Complete Yellow Route Line Displayed. (Metrol only)**

If a complete yellow route line is displayed at Metrol and the signal fails to clear to a proceed aspect, the route is considered to be locked. The receiving Signaller may authorise the issue a Caution Order as outlined in clause (a).

**(c) Signal Failure – Route Line NOT Displayed. (Metrol only)**

If a route line is not displayed at Metrol, the MTM Points in the route are considered to be unlocked and prior to a train movement being authorised the Points must be secured in the required position.

The Southern Cross No. 1 Signaller must operate the V/Line controlled Points to required position and apply blocking facilities.

The MTM Signaller must operate the MTM controlled Points in the route to the required position and apply blocking facilities. In addition the MTM Signaller must confirm with the competent employee that the Points have been secured in the field.


Both the MTM Signaller and the Southern Cross No. 1 Signaller must then confirm that the correct route has been set and the necessary blocking facilities have been applied.

The Signaller controlling the affected signal may issue a Caution Order after obtaining authority from the receiving Signaller.

**(d) Failure of Points**

In the event of a failure of Points, a Signal Maintenance Technician may manually operate and secure the respective Points to the required position after obtaining permission from both the Southern Cross No. 1 and MTM Signallers.

Once the Signal Maintenance Technician has confirmed the Points have been placed and secured in the required position and the applicable blocking facilities have been applied, the Signaller controlling the affected signal may issue a Caution Order after obtaining authority from the receiving Signaller.

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### 13. Metrol Operation Across Signal Control Panel Borders Failure of Signals


Commencing forthwith and until further notice, in the event of a signal failing to clear to a proceed aspect across a border between two signal control panels, the train concerned must be signalled toward another route.

Authority must not be issued for a failed signal that applies across a border between two signal control panels.

In the event no alternate route is available, the Rail Safety Manager will provide further direction.

The above procedure does not apply to the cross boundary interface at South Kensington or Southern Cross Passenger Terminal.

SW.219/2011

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## 14. RRL Inner Area Failure of Home Signals

### Failure of Signals Controlled by the RRL Inner Area Controller

In the event of a failure of a Home signal in the area controlled by RRL Inner Area Controller, the following instructions must be observed.

1. The Driver must immediately contact the RRL Train Controller via the signal post telephone (where provided), or the radio via Channel 9, or by telephoning 9619 1060 (internal 11060).
2. The Driver must advise the Train Controller of their name and Grade, the number of the Home signal displaying 'Stop', the Train Number and the originating station and destination of the train.
3. The Train Controller must ensure that the points are correctly set and locked for the train movement of the train by checking the indications on the Visual Display Unit. The Train Controller must also observe the Visual Display Unit indications to ensure that the computer based interlocking is operating correctly. The Train Controller must also apply appropriate blocking commands on the affected track circuits, signals or points.
4. If the indications are clear that the points are correctly set for the train movement, the Train Controller must instruct the Driver to examine the points.
5. The Driver must examine the points and advise the Train Controller accordingly.


If the points are in the correct position for the intended train movement, the Train Controller must complete a Signaller's Caution Order and transmit the contents to the Driver via radio or telephone. The Train Controller and Driver must exchange names and the Driver's name endorsed on the Caution Order. It will not be necessary for the Driver to take down details of the Caution Order.

In the case of a defective Dwarf Signal, the Train Controller must give the Driver verbal instructions to pass the signal at the 'Stop' position after the provisions of clauses 3, 4 & 5 have been complied with.

In the event of a point failure in the RRL Inner Area, the services of a Signal Maintenance Technician must be obtained to rectify the fault and/or operate the points for the train movement.

**Note:** Where standard Dual Control Point Machines are provided and a point failure occurs and it is necessary for the failed points to be placed in the 'Hand Operating' position, the Driver may hand operate the points under the direction of the RRL Train Controller.



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## 15. Suburban Stabling Siding (Security Gates)

Motorised security gates are provided on the Suburban Train Stabling sidings at Melbourne Yard. The gates are interlocked with the fixed signals leading to and from the sidings.

Lever No.155 is provided for the purpose of operating the gates, 'OPEN' and 'CLOSED' indicating lights are provided above the gate lever.

In the event of a power failure, a battery back-up supply is provided to allow manual operation of the security gates.


### Manual Operation

If the security gates fail to respond to the operation of the gate lever, manual operation of the gates is permissible from the control panel located in the cabinet attached to the gate control box inside the security compound at the train gates. A key utilised for manual operation is kept in the North Melbourne Maintenance Depot.

### Method of Manual Operation

1. Obtain the permission of the RRL Train Controller to operate the switch to the manual position. Place the auto/manual key switch on the control box to the manual position.
2. Operate the push button for the gate locking mechanism to latch/unlatch, as required.
3. Operate the open / closed push button to the required position.

When the Auto/Manual switch has been returned to 'manual', the RRL Train Controller will have no lever control of the gates. When the switch is returned to the 'Auto' position, the gates will operate to the corresponding position of lever No.155.

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## 16. Suburban Stabling Sidings (Wash Plant)

The Wash Plant Operator must advise when they commence and cease duty. Whilst the Wash Plant Operator is in attendance, the RRL Train Controller must obtain permission from the Wash Plant Operator prior to signalling any train into the Wash Plant facility.

The RRL Train Controller must endorse the Train Register Graph with the details of the Wash Plant Operator commencing or ceasing duty.


During the period that the Wash Plant Operator is not in attendance, the RRL Train Controller must not route any train to the Wash Plant facility unless the train has been authorised either by a circular or by the Fleet Controller.

The train must arrive into the inwards lead on the north side of the Wash Plant and be driven through points 'B' to the marker at the west end of the Wash Plant road, where the train must stop.

On changing ends, the Driver must ensure that the CCW points (points 'B') are correctly laying for the Wash Plant road.

The Wash Plant Operator will inform the RRL Train Controller on telephone no. 9619 1060 (internal 11060) when a train is ready to depart.

When Dwarf signal No. MYD 722 displays a proceed aspect, the Driver will depart the train from the Wash Plant and stable the train in the Suburban Train Stabling Sidings or run as otherwise advised.


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**17. RRL Inner Area – Shunting Movements to Suburban Trains Stabling Sidings, or Through Freight Siding**

Whenever a train movement is performed from Home signal Nos. MYD 541 or MYD 543 to the Suburban Train Stabling Sidings or Through Freight Siding, the train must complete a full route to a point in clear behind the signal governing the exit from the siding. The signal governing the exit from the siding must then be placed at the 'Proceed' position for the return train movement to commence.

A train is not permitted to reverse direction between the entering signal and the fixed signal at the exit from the Siding.

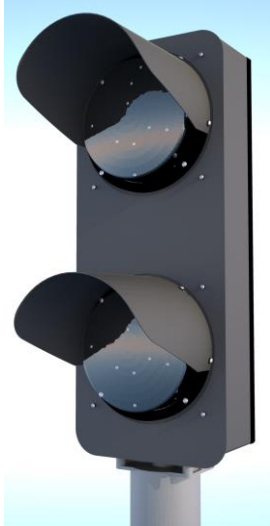
The object of this practice is to prevent an Up or Down train being signalled to or from another siding whilst an opposing train movement is taking place.

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**18. Flinders Street – Spencer Street Banner Indicators**

Banner indicators are provided on the City Circle Loop Viaduct, Burnley Loop Viaduct, Northern Loop Viaduct and the Caulfield Loop Viaduct Lines.

The Banner Indicators are ground mounted Style L Mk2-300, double case type, 400 millimetres wide and 1080 millimetres high (above rail height)



An explanation of the indications and symbols for Banner Indicators are as follows:

**Banner Indicator**

A Banner Indicator may be provided in the rear of a fixed signal to provide the Driver with an early indication of the signal indication shown on the signal ahead. The indicators are not fixed signals and are not to be considered as ‘the signal in advance’ when passing defective signals in accordance with rules contained in Section 3 of the 1994 Book of Rules.

The Banner Indicator may be provided with one or more indicators depending on the aspects displayed by the signal in advance.

The banner indicator is fitted with a reflectorised number plate to provide the number of the signal it indicates (such as 496 BI).

**Failure of Banner Indicator**

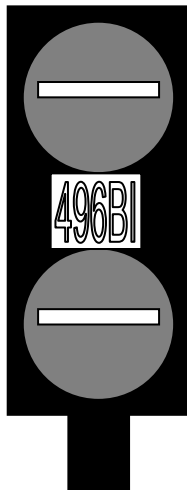
Should one or both Indicators fail to display an indication when required, the Banner Indicator must be considered defective.

The Driver must consider that the next fixed signal is displaying a ‘Stop’ indication and regulate the speed of the train accordingly.

The Driver must report the fault to the Train Controller, together with the number of the defective Banner Indicator.

## Normal/Medium Speed Banner Indicator

Banner Indicators provided for signals which display normal and medium speed aspects are fitted with two working indicators.

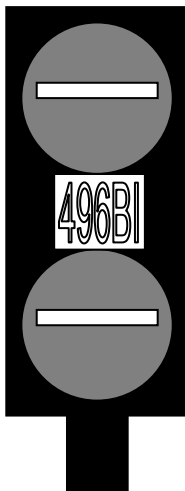


← Normal Speed Indicator Unit

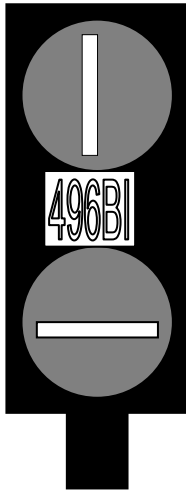
← Reflectorised number plate

← Medium speed Indicator Unit

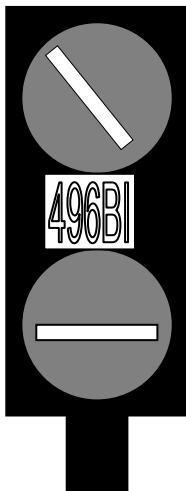
## Next Fixed Signal at the 'Stop Position'



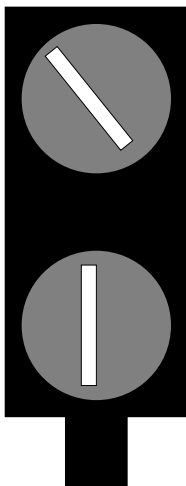
### Next Fixed Signal displaying 'Clear Normal Speed'

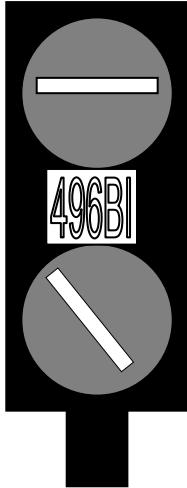
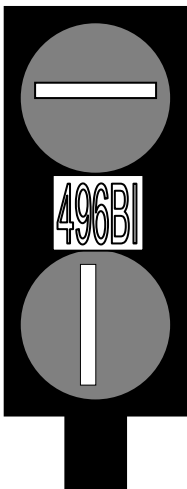



### Next Fixed Signal displaying 'Normal Speed Warning'



### Next Fixed Signal displaying 'Reduce to Medium Speed'



**Next Fixed Signal displaying 'Medium Speed Warning'****Next Fixed Signal displaying 'Clear Medium Speed'**

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**19. Spencer Street - Routing Restriction Suburban Electric Trains  
No. 8, No. 8A & No. 8 South Tracks**

Commencing Monday 8<sup>th</sup> December 2014, suburban electric passenger trains are permitted to be routed into No. 8 track at Spencer Street via No. 8 North or No.8A tracks from Signal Post No. 520 only.

Suburban electric trains (passenger or empty) are not permitted to be routed into No. 8 South track (from either direction) or towards No. 8 or 8a tracks from Signal No.123 (City Circle Viaduct), Signal No.303 (Burnley Viaduct) or Signal No.567 (Northern Viaduct).


The routing of suburban electric passenger trains towards No. 8 track from Signal No. 520 will only occur when advertised by special circular with the following prerequisites in place;

- Points No. 435 & 448 must be secured in the normal position by lockable point clip.
- The special platform coping infill must be fixed in place.

The Signaller Metrol, Northern Panel must record in the signal control panel log book the details regarding the installation or removal of the point securing devices (points 435 & 448) and the platform coping infill.

The installation or removal of the platform coping infill and the application / removal of point securing devices will be undertaken under cover of an Absolute Occupation.



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## 20. Flinders Street

### (a) No.1 Track

The locomotive from any train must not be uncoupled until authorised by the competent employee, who must first ensure the train is secured by air and hand brakes.

Vehicles are not to stand in No.1 track, unless attached to a locomotive or driving cab.


### (b) Nos.14 and 1A Tracks

A train is not permitted to stand in No.14 track or No.1A track, unless the locomotive or driving compartment is attended by a Driver.

### (c) All Other Tracks

No train or vehicle is permitted to stand in any other track not specified, unless properly secured by air and hand brakes before the locomotive is detached.

In the case of an electric train, the Driver and competent employee must fully apply the hand brakes at each end, in addition to the air brake.

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**21. Jolimont – West Richmond Tunnels Staff Warning System**

The Jolimont – West Richmond tunnel staff warning system has been modified to achieve the following:

Staff are now able to activate the system prior to entry to the tunnels from either end and are able to cancel the system from either end. The warning is audible throughout the tunnels.

The tunnel warning system provides sufficient advance warning of approaching trains to permit an orderly movement to a place of safety, but does not provide indication of the direction of train movement.

Groups of Infrastructure Maintenance staff are catered for separately to minimise the risk of the warning system being cancelled whilst staff are in the tunnel.

STAFF GROUP	GROUP ID	KEY TYPE
Signalling and Communications	S&C	7P
Track and Civil	T&C	K6
Overhead, Lighting and Power	OLP	LP1

At the tunnel portals at both the Jolimont and the West Richmond end, new stainless steel equipment boxes have been provided. Each box has a test switch and 3 key switches; each with associated Red and Green LED's mounted on the outside which are accessible to Infrastructure Maintenance staff wishing to enter the tunnels. Each keyswitch is labelled with the appropriate Group ID.

**WARNING**

**The tunnels staff warning system is supplementary to and does not replace Train Track Safety Awareness Requirements**

**There is a remote possibility that the system could fail whilst you are in the tunnels**

**LOOK AND LISTEN FOR TRAINS AT ALL TIMES**


**Procedures for Using the Tunnel Staff Warning System**

Ensure that you are in possession of an appropriate key for your Staff Group's use of the system. Keys are available from the appropriate Departmental Manager(s).

On arrival at the tunnel portal (Jolimont or West Richmond), check to see if the Green LED associated with your Staff Groups keyswitch is illuminated.

Note - The illumination of other Staff Groups LED's is not relevant to your protection.

**If your Green LED is already illuminated**, a member of your Staff Group is already in the tunnel and **you must not enter** until you have contacted that person and made arrangements for the system to be left activated until you exit. If you are unable to

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contact the person already in the tunnels, you are advised not to enter, as the system may be de-activated whilst you are inside.

If your Red LED is illuminated and the Green LED is not, operate your keyswitch to the opposite position and remove the key. This action should cause the Red LED to extinguish and the Green LED to illuminate. Once the Green LED is illuminated, operate the test switch to check that the warning alarms are operative. The Alarms should sound for the period that the test switch is operated.

<b>WARNING</b>
<p>If the Green LED does not illuminate or the Yodalarms fail to sound when the test switch is operated or if there are no LED's illuminated, you must assume that the system has failed and should not enter the tunnels</p>

**System faults should be reported to the Clifton Hill S&C Depot on 9610 8173**

If the Yodalarms commence to sound immediately, prior to the test switch being operated or continue to operate when the test switch is released, a train is approaching the tunnel (it could be from either direction) and you must not enter until the Yodalarms stop.

Once you are certain that the warning system is operating and there are no trains approaching, you may enter the tunnel.

<b>WARNING</b>
<p><b>If the tunnel warning system operates whilst you are in the tunnels, you must stand in a safe place, clear of both tracks, until the audible warning stops.</b></p> <p><b>It is not safe to assume when a train has passed, that there are no other trains approaching.</b></p>

When you have completed your activities in the tunnels you may exit from either end.


As you exit the tunnel, you must de-activate the warning system by operating your keyswitch to the opposite position and ensuring that the Green LED associated with your keyswitch is extinguished and the Red LED illuminates.

De-activation of the system on exit serves two (2) purposes:


It ensures that the next person requiring to enter the tunnels, from your Staff Group, knows that you have left the tunnels.

The audible warning Yodalarms are considered a noise nuisance by some of the residents living over and around the tunnels and they will have no hesitation in complaining if they are left activated. (It will be relatively easy to determine who left the system activated).

Compliance with the procedures detailed above will improve your safety and that of your colleagues

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**22. Spare**

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## 23. Underground Loop Operating Instructions

### 1. Underground Loop Operations

The city underground loops are operated under three (3) position signalling rules.

The single lines are signalled for two (2) – way running.

The entrances at each underground loop tunnel are controlled by a three (3) position Home signal. All intermediate signals are three (3) position Home signals and are worked by the passage of trains.

### 2. Underground Loop Signals & Points

#### (a) Entrance Home Signals

When a Home signal leading into the underground loop tunnel is at the 'Stop' position, the Driver must:

1. unless the section ahead is occupied, communicate with the Signaller Metrol,
2. advise the Driver's name,
3. advise the train and signal number,
4. advise the originating station, and
5. advise the destination of the train.

#### (b) Setting the Points (Where Situated Ahead of a Home Signal)

If the route line is displayed, the Signaller Metrol must instruct the Driver to examine the points. The Driver must ensure they are properly set for the movement.


If the route line is not displayed, the Signaller Metrol must instruct the Driver to:

1. examine the points
2. if they are set for the proper route, place and lock the hand locking bar to secure the points.

The Signaller Metrol must be advised of either situation.

If the points are not correct for the train's passage, the Signaller Metrol may authorise the Driver:

1. to place and lock the hand locking bar to secure the points, and
2. the train may proceed in the direction that the points are set, and
3. the Signaller Metrol must complete a Signaller's Caution Order and transmit it to the Driver.

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**(c) Intermediate Home Signals**

When an intermediate Home signal protects points the procedure above must be complied with.

If an intermediate Home signal (not protecting points) in the underground loop is defective and displaying 'Stop', the Driver must obtain verbal permission from the Signaller Metrol to pass the signal.

**3. Disabled Train**

**(a) Driver Response – Disabled Train**

When a train becomes disabled:

1. The Driver must immediately notify the Signaller Metrol.
2. The Signaller Metrol will arrange to hold following trains back.
3. The Driver must conduct the standard fault tests.

If the defect cannot be remedied immediately:

1. The train must be declared totally disabled.
2. The Driver must notify the Signaller Metrol and request assistance.
3. A Driver's Relief Authority must be dictated to the Signaller Metrol.

**Relief from Rear**

When relief is to be provided from the rear:


1. The Driver of the disabled train must secure the train.
2. The Driver must proceed to the first Home signal behind the disabled train and display a 'Red' hand signal.

On arrival of the relief train at the Home signal protecting the disabled train:

1. The relief Driver must advise the Signaller Metrol that the Driver of the disabled train is at the signal.
2. Collect the Driver's Relief Authority and cancel it endorsing the form with the time, date and Driver's signature.
3. Obtain verbal instructions from the Signaller Metrol to pass the Home signal displaying 'Stop'.
4. The Driver of the disabled train must pilot the relief train to the disabled train.

When the relief train arrives at the disabled train:

1. the trains must be coupled together, and
2. a continuity test must be performed by the relief Driver.

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When ready to depart, the Driver of the relief train must notify the Signaller Metrol.

**(b) Limit on Motors**

The following limits apply to the operation of a train assisting a disabled electric train:

1. A maximum of eight (8) motor carriages may be operated.
2. If more than five (5) motor carriages are operating, they must only be operated in series.

**Relief from Advance**

When relief is to be provided from the advance:

1. The Driver of the disabled train must dictate a Driver's Relief Authority to the Signaller Metrol.
2. The Driver must proceed to the first Home signal protecting the disabled train in the advance and display a 'Red' hand signal.

**4. Train Authority & Procedures**

**(a) Information on the Train Authority**

When completing the Train Authority, the Signaller Metrol must include on the document:


1. the exact location of the disabled train.
2. The number of the first Home signal in advance which is protecting the train.
3. The number of the Home signal at the entrance to the underground loop, and
4. The number of each intermediate Home signal.

**(b) Dictate the Train Authority**

When the relief train arrives at the Home signal leading to the underground loop occupied by the disabled train; the Signaller Metrol must dictate the Train Authority to the Driver.

**(c) Electric Train as Relief**

If an electric train is used to enter the section from the advance to assist the disabled train; the Driver must cut out the leading trip valve via the three (3) way valve. This will prevent excessive delays at intermediate Home signals.

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**(d) Intermediate Home Signals**

When proceeding to assist the disabled train:

1. the Driver of the relief train must stop at each intermediate Home signal, and
2. ensure the number of the signal is included on the Train Authority before passing the signal.

The speed of the train must not exceed 15 kph.

**(e) Arrival at Relief Train**

On arrival of the relief train at the Home signal protecting the disabled train, the relief Driver must:

1. advise the Signaller Metrol that the Driver of the disabled train is at the Signal, and
2. obtain verbal authority from the Signaller Metrol to pass the Home signal at the 'stop' position.

The Driver of the disabled train will pilot the relief train to the disabled train.

The Driver of the relief train will obtain the original Driver's Relief Authority from the Driver of the disabled train and cancel it.

**(f) Cancellation of the Train Authority**

After clearing the disabled train the Driver of the relief train must:

1. cancel the Train Authority by writing the word cancelled, and time and date and signature across the face of the document, and
2. forward both the Train Authority and Driver's Relief Authority to the Supervisor.

**5. Returning to Rear Procedures**


**(a) Returning to Rear**

When necessary for a train to return to the rear in any underground loop tunnel, the Signaller Metrol, before authorising the move, must prevent any train entering the underground loop tunnel towards the train authorised to return.

**(b) Track Block Command**

The Signaller Metrol must apply the Track Block Command before issuing and dictating a Train Authority to the Driver of the train returning to the rear.



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The Signaller Metrol must specify on the Train Authority the number of each intermediate Home signal between the train and the Home signal to which the train will return.

**(c) Stop at Intermediate Signals**

When returning the Driver must:

1. stop at every intermediate Home signal,
2. ensure the number of the intermediate Home signal is included on the Train Authority,
3. cut out the leading trip valve via the three (3) – way valve, and
4. ensure that the speed of the train does not exceed 15 kph.

**(d) Stop at Exit**

The Driver must:

1. stop the train at the Home signal controlling the exit from the tunnel,
2. advise the Signaller Metrol that the train has arrived complete,
3. cut in the leading trip valve before proceeding on the aspect of the signal.

**(e) More than One Train to Return**

If more than one train is to return to the rear, the same procedure is to be used for each train.

**6. LOCOMOTIVES**

**(a) Diesel Locomotives**

Diesel locomotives must not be routed though the underground loop tunnels.

The only exception is when the Driver is authorised to assist a disabled train or as otherwise instructed.


**(b) Locomotive to Assist**

If an electric train becomes disabled, it should be assisted by another electric train.

If another electric train is not readily available and it is necessary for a diesel locomotive to assist, the following classes of locomotive are not to be used; ‘A’, ‘C’, ‘G’, BL & ‘N’.

**(c) Locomotive Exhaust Test**

When a diesel locomotive is to be used as the relief locomotive it must be held outside the tunnel entrance until the disabled train is ready to be moved.

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Before entering the tunnel, the Driver of the relief locomotive must conduct an exhaust test.

**(d) Ventilation System**

Before a diesel locomotive enters the tunnel:

1. the tunnel ventilation system must be operated in high exhaust mode,
2. the doors and windows of the disabled train must be closed, and
3. the air-conditioning system on the disabled train must be shut down.

**(e) Coupling Locomotive**

The Driver of the disabled train must ensure:

1. the brake pipe and main reservoir hoses are coupled between the locomotive and the disabled train, and
2. the brake controller is isolated.

Both Drivers must ensure the brakes apply and release on the disabled train, before departure they must conduct a continuity test.

**(f) Low Revolutions**

The Driver of the relief locomotive must keep the throttle in low revs, whilst charging the air brake system on the disabled train.

**(g) Ventilation to be Kept On**

The Tunnel ventilation system must be kept operating for at least 30 minutes after the locomotive has left the tunnel.

**7. Use of Train Whistle**

Drivers must sound the whistle:


1. when entering the underground loop tunnels,
2. when leaving the underground loop tunnels, and
3. before departing from an underground loop station.

**8. Audible Track Warning Signals**

Audible Track Warning signals (ATWs) must only be used in the underground loop tunnels in cases of extreme emergency.

**9. Head – Tails Signals**

Head and tail signals must be displayed by all trains running in the underground loop tunnels.

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Drivers must have their hand signal lamps ready for immediate use.

## 10. Detraining Passengers

If instructed by the Signaller Metrol to detrain passengers, the Driver of the train must direct them to the place of safety nominated.

If a competent employee is available, their duties will be under the control of the Driver.

## 11. Competent Employees on the Train

When an electric suburban train is unmodified for Driver only operation, the competent employee on the train will act under instructions given by the Driver.

## 12. Underground Loop Tunnels – Foot Patrols & Infrastructure Repairs or Maintenance

### (a) Personnel entering an Underground Loop – During Train Running Times

Personnel may only enter an Underground Loop Tunnel during Train Running times for the purpose of Urgent Repair works.

Prior to entering the tunnel the Track Force Protection Co-ordinator in charge of the workgroup must clearly identify with the Signaller which tunnel is required to be entered and advise the Signaller at Metrol of:

- (1) the number of workers required to enter the tunnel,
- (2) the location and nature of the work to be conducted
- (3) the anticipated duration of the works


Upon receiving this advice, the Signaller Metrol must obtain the permission of the Train Controller to allow the workgroup to enter the Underground Loop Tunnel and endorse the Signaller's Log Book with the Name and Contact Number of the Track Force Protection Co-ordinator in charge of the workgroup.

Prior to allowing the workers to enter the tunnel, the Signaller Metrol must restore the controlled Home Signals on the approach side of the worksite to 'Stop'.

The Track Force Protection Co-ordinator in charge of the workgroup must arrange for a competent worker to be positioned on the station platform in the rear of the workgroup to advise each Driver of the location of the workgroup. Once the Driver has been advised the competent worker must advise the Signaller Metrol who may then place the signal to proceed for the train to depart.

Where no competent worker is available the Track Force Protection Co-ordinator in charge of the workgroup must advise the Signaller Metrol. The Signaller Metrol will then be responsible for advising each Driver of the location of the workgroup using the Train Radio or Signal Post Telephone.

If necessary the Signaller at Metrol may arrange for the Officer in Charge at the station in the rear to position a competent member of the station staff to instruct the Driver to contact the Signaller by either Train Radio or Signal Post telephone.

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The direction of traffic through the affected tunnel must not be altered unless the Track Force Protection Co-ordinator in charge of the workgroup has been advised and the competent worker has been relocated accordingly.

**Note: Urgent Repairs involves repairs to signalling equipment which will not obstruct the running line.**

**(b) Personnel entering an Underground Loop for General Inspection/Light Maintenance – After the last Scheduled Train**

Personnel requiring to enter an Underground Loop Tunnel for the purpose of General inspection or Light Maintenance after the last scheduled train, may do so in accordance with the following procedures:

The person requiring to enter the Underground Loop Tunnel must:

- (1) ensure that their watch is showing the correct time.
- (2) enquire from the Signaller at Metrol whether train running has ceased for the day and if any special trains are scheduled.
- (3) clearly identify with the Signaller which Underground Loop tunnel will be entered
- (4) advise the Signaller Metrol of the destination and the time required to complete the journey.


The permission of the Signaller Metrol must then be obtained to commence inspection. Prior to granting permission the Signaller at Metrol must:

- (1) obtain the permission of the Train Controller to allow the workgroup to enter the Underground Loop Tunnel
- (2) obtain information regarding and special train movements from the Train Controller
- (3) apply Track Block Commands to protect the entrances to the applicable Underground Loop Tunnel and endorse the Signaller's Log Book with the Name and contact number of the person requiring to enter the Underground Loop Tunnel.

Upon receiving permission the person requiring to enter the Underground Loop Tunnel must then enter the details of the permission in the Train Information and Permission Book, and repeat back the particulars to the Signaller Metrol. The name of the Signaller at Metrol must also be recorded in the Book. Where the person is not issued with a Train Information and Permission Book, the details of permission, together with the name of the Signaller at Metrol must be recorded in a note book.

The Track Block Commands must not be removed until the person concerned has advised the Signaller Metrol that the inspection or light maintenance has been completed, and they are clear of the tunnel, or arrangements have been made for the permission to be cancelled and the person has cleared the Tunnel.

**(c) Carrying out Planned Maintenance Works**

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Planned maintenance works involving an obstruction of the line in any Underground Loop Tunnel is not permitted unless Absolute Occupation of the Single Line has been granted by the Signaller Metrol.

**(d) Emergency access for Maintenance Works or Repairs**

Where it is necessary for emergency access to any underground Loop Tunnel to be given for urgent maintenance works or Repairs involving the use of Track Maintenance machines or Vehicles, and there is insufficient time available for the issue of an Absolute Occupation, the following procedures must be observed:


- (1) The Track Force Protection Co-ordinator must advise the Signaller Metrol of the requirement for the workgroup to enter the Underground Loop Tunnel due to an emergency, clearly identifying which tunnel is required to be entered, the reason, and the anticipated duration.
- (2) The Signaller Metrol in conjunction with the Train Controller must ensure the Underground Loop Tunnel is clear of all Trains and then apply Track Block Commands to protect the entrances to the applicable Underground Loop Tunnel.
- (3) The Signaller Metrol must advise the Track Force Protection Co-ordinator when this has been done.

Additionally, the Track Force Protection Co-ordinator must arrange for the entrances to the Tunnel to be protected with Hand signallers or by securing the points with lockable point securing devices in accordance with an agreed protection diagram.

When the maintenance has been completed, the Track Force Protection Co-ordinator must advise the Signaller Metrol accordingly. The Signaller Metrol must then remove the Track Block Commands. Where points were secured for the protection of the area, the Signaller at Metrol must test the points concerned.

If there is a train(s) in the Tunnel at the time of the requirement for maintenance is given to the Signaller, permission must not be given until:

- (1) The Train(s) have cleared the tunnel, or
- (2) The Train Controller has received conformation from the Driver(s) that the Train(s) will not be moved.

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## 24. Elsternwick

### a) Emergency Crossover

An emergency crossover is located at the Down end of Elsternwick station. The points are secured by an Annett lock, the key for which is kept in a duplicate lock opposite the points.

In order to use the crossover the competent employee (Signaller) must confer with the Signaller Metrol and obtain permission before removing the Annett key from the duplicate lock.

Withdrawal of the Annett Key will secure signal Nos. B313 and B330 at the stop position.

*When the emergency crossover is attended by a Signaller the defined station limits are:*

- *Up trains - is the portion of line extending between Home Signal No. B330 and Automatic Signal No. B306 (up end of Platform)*
- *Down trains - is the portion of line extending between Home Signal No. B313 and overhead structure No. 328 (down end of 'SPOT' path).*

### b) Failure of the Letter 'A' on B 313 & B 330 at Elsternwick

If a train has been stopped at the above signal and the illuminated letter 'A' is not displayed, the Driver must:


- Contact the Signaller at Metrol on the train radio, or
- Contact the Signaller Metrol by signal post telephone if the train radio is not available.

The Driver must advise the Signaller Metrol of the train number, the originating station and the destination of the train and the post number of the Home signal where the train is located.

If the Signaller Metrol has ascertained that the signal has failed at the 'Stop' position and that permission has not been granted for the key to be removed, the Signaller will then instruct the driver to pass the signal at the stop position and to proceed in accordance with Section 3, Rule1 of the 1994 Book of Rules.

Before passing over the Annett locked points the Driver must ensure that the points are correctly set.

The Signaller Metrol and the Driver must exchange names for record purposes.

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## 25. Footscray Emergency Crossover

An emergency crossover is located at the down end of Footscray station. The points are secured by an Annett lock, the key of which is kept in a duplicate lock opposite the points.

In order to use the crossover, the competent employee must confer with the Signaller Metrol and obtain permission before removing the Annett key from the duplicate lock.

Withdrawal of the Annett key at Footscray will secure Home signal Nos. W235 and W238 and also the Automatic signals in rear of Home signal Nos. W235 and W238 at the stop position.

### Failure of the Letter 'A' on Home signal Nos. W235 and W238;

If a train has been stopped at the above signals and the illuminated letter 'A' is not displayed, the Driver must:


- Contact the Signaller Metrol on the train radio, or
- Contact the Signaller Metrol by signal post telephone if the train radio is not available.

The Driver must advise the Signaller Metrol of the train number, the originating station and destination of the train and the post number of the Home signal where the train is located.

If the Signaller Metrol has ascertained that the signal has failed at the 'stop' position, and that permission has not been granted for the Annett key to be removed, the Signaller will then instruct the Driver to pass the signal at the stop position and top proceed in accordance with Section 3, Rule 1 of the 1994 Book of Rules.

Before passing over the Annett locked points the Driver must ensure that the points are correctly set.

The Signaller Metrol and the Driver must exchange names for the record purposes.

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**26. Spare**