




The 'Operating Procedures' contained in this document titled 'Clifton Hill Group Operating Procedures' refer to the area bounded by Clifton Hill, Westgarth, South Morang & Hurstbridge.

### Approval

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### Amendment Record

Approval Date	Version	Description
04/08/2010	1	Initial Issue under MTM withdrawn cml-8.17-ims-02
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-002 to conform with DIN document types.
06/12/2011	4	Epping procedures updated to reflect duplication and extension to South Morang
22/04/2012	5	New Operating Procedure No.10 Diamond Creek – Instructions for Crossing a Down Train with the First Up Train, advertised per SWP.009/2012 (22/04/2012)  Operating Procedure No.9 Hurstbridge – Driver in Charge of Safeworking amended to reflect Working Timetable Change, advertised per SWP.009/2012 (22/04/2012)
30/05/2012	6	New Operating Procedure No.11 Hurstbridge – Failure of Down Home Signal, advertised per SWP.016/2012 (30/05/2012)  Operating Procedure No. 1 Epping – Failure of Signals Bell to South Morang amended, advertised per SWP.012/2012 (28/05/2012).
24/10/2012	7	General clean up of Procedure and Manager Safeworking & Signalling title change to Manager Rail Standards.

## CLIFTON HILL GROUP OPERATING PROCEDURES

L1-OPS-PRO-002

Version: 12

Effective from: 29<sup>th</sup> September, 2014

Approval Date	Version	Description
19/11/2012	8	SW.384/2012, ,09/11/2011 (amended by SW.388/2012, 12/11/2011) 'Greensborough – Provision of Westtrace MK1 - Operating Procedure No.3 (Greensborough Modification to Section 2, Rule 17 of the 1994 Book of Rules, Use of Home and Distant Signals) is withdrawn.
04/02/2013	9	Clifton Hill Group Operating Procedure No.5 (Operation of Track Machines & Road / Rail Vehicles), Operating Procedure No.6 (Eltham – Shunting Operations), Operating Procedure No.9 (Diamond Creek – Instruction for Crossing a Down Train with the First Up Train) are cancelled. New Procedure No.4 titled 'Greensborough – Eltham – Diamond Creek Failure of Signals' advertised per SWP.002/2013 (25/01/2013) Operating Procedure No.7 amended – advertised per SWP.001/2013 (25/01/2013). Operating Procedure No.8 amended – advertised per SWP.003/2013 (25/01/2013).
25/03/2013	10	Procedure No.4 titled 'Greensborough – Hurstbridge Failure of Signals' advertised per SWP.006/2013 (08/03/2013) New Procedure No.5 titled 'Hurstbridge Docking & Shunting trains' advertised per SWP.007/2013 (08/03/2013)  Clifton Hill Group Operating Procedure No.7 (Diamond Creek – Failure of Signals), Operating Procedure No.8 (Hurstbridge – Driver in Charge of Safeworking), Operating Procedure No.10 (Hurstbridge – Failure of Down Home Signal) are cancelled.
12/11/2013	11	Procedure No.1 (Bell – Keon Park – Epping – South Morang) – clause (n) added and changes to reflect MTM Organisational changes – Manager Rail Standards retitled Head of Operational Rail Safety (01/04/2013).
29/09/2014	12	The following signalling restrictions are included; Bell – Operating Restriction (SW.102/2014).

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### 1. Bell – Keon Park – Epping – South Morang Failure of Signals

The PABX line 9610 5650 / 55650 at Epping is recorded.

The post telephones at KEON PARK, THOMASTOWN, LALOR, EPPING & SOUTH MORANG are recorded.

The post telephones at BELL are not recorded.

The Signals and Points at Bell, Keon Park and South Morang are remotely controlled from Epping Signal Box.

#### (a) Should a signal failure occur the following procedure must be complied with:

- The Driver must immediately contact the Signaller at Epping by calling PABX 9610 5650 or on a post telephone.

**NOTE: If the signal failure occurs at Bell the Driver must contact the Signaller at Epping on the PABX telephone. Caution Orders must not be transmitted via the post telephones at Bell.**

- The Driver must state name, grade, the number of the Home signal which is at 'Stop', the train number, originating station and destination.
- The Signaller must observe the 'Heartbeat' on the VDU to ensure that the computer based interlocking is operating correctly.
- The Signaller must observe the VDU screen to check that all points in the route are set, locked and detected by ensuring:
  - The points are not indicated "WHITE" and a flashing Red light is not displayed over the affected point lever to indicate they are out of correspondence.
  - All point levers in the affected route are to be operated to the required position and positive detection is displayed.
  - If positive detection of the point's position is displayed a "block" must be placed on the points in the required position.
- The Signaller must then complete a Caution Order and transmit the contents to the Driver. The Signaller 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, however must confirm;
  - The train describer number,
  - The number of the signal concerned.

**(b) Positive Detection Unavailable on Points**

The main line points at Bell, Keon Park, Epping and South Morang are either Dual Control Point Machines or Electro-Hydraulic point machines. The points in Epping Yard are Electro-Hydraulic point machines.

Section 27 of the 1994 Book of Rules describes the method of manual operation of Dual Control Point Machines and Electro-Hydraulic point machines during failure conditions.

**(c) Positive Detection Unavailable on Points worked by Dual Control Point Machines**

If positive detection is not available on the points ahead of the defective signal, the Signaller must place the dual control points into the 'Hand' operating position and then to the normal or reverse position as required.

In addition, if the points are in the correct position the hand throw lever must be fully operated to the opposite position and back to the position the points are required to be in. The operation of the hand throw lever away from the position of the points, and then back, should ensure that the locking within the point machine is engaged.

If the hand throw lever does not go fully onto the stops, the points must be secured as per the 1994 Book of Rules. If the Signaller is unable to attend the Signal Maintenance Technician or Train Services Officer (Signaller Specialist) may manually operate the points under direction from the Signaller.

All other points in the affected route must be locked in position by the operation of the point unit lever or drop down menu and a "point block" applied. The Signaller may then transmit or hand deliver a Caution Order to the Driver.

Note: A suitably qualified competent employee may be appointed to operate the Dual Control Point Machines at Bell, Epping or South Morang and hand deliver the Caution Order to Drivers under the direction of the Signaller Epping.

**(d) Positive Detection Unavailable on Points worked by Electro-Hydraulic point machines**

Should failure occur affecting the Electro Hydraulic points, the Signaller must arrange for a Competent Employee to place the points concerned to the manual position and then operate them to the required lie. A point clip must be applied prior to any train passing over the affected points.

All other points in the affected route must be locked in position by the operation of the point unit lever or drop down menu and a 'point block' applied. The Signaller may then transmit or hand deliver a Caution Order to the Driver.

The point clip may be removed after the passage of the train in order to alter the position of the points, however the 'Power-Manual' switch must not be returned to 'Power' position except by the Signal Maintenance Technician.

Note: A suitably qualified competent employee may be appointed to operate the Electro-Hydraulic point machines at Bell, Keon Park or Epping and hand deliver the Caution Order to Drivers under the direction of the Signaller Epping.

**(e) Auto-Normalising Points**

Points Nos. 022, 023, 033, 059, 061, 069, 071 & 074 have an 'Auto – Normalising' feature and will self restore to the Normal position, approximately ten (10) seconds after the train movement is clear of the track circuit.

In the event that the Signaller requires the points to be held in the reverse position, the points must be locked in the reverse position by the operation of the point unit lever or drop down menu. A point block must also be applied.

**(f) Bell “Switch Out” facility**

Home Signal Nos. BEL102, BEL108, BEL107 & BEL111 at Bell are provided with an illuminated Letter 'A' and the facility exists for the Signaller at Epping to 'Switch-out' the Bell signal controlled area.

In the event of a failure of a Home signal and the Illuminated Letter 'A' is not displayed, the Signaller Epping must 'Switch-in' the Bell signal control area and the failure dealt with according to 'Failure of Signals - Bell - Keon Park – Epping – South Morang'.

**(g) South Morang – Automatic Termination Facility**

A facility exists for the Signaller at Epping to place the South Morang signal controlled area to automatic termination mode.

In the event of a failure of Signals or when required to operate Track Machines or Road/Rail Vehicles on this section of track, the Signaller must ensure the signalling is returned to manual mode of operation (automatic mode of operation turned off).

**(h) Operation of Track Machines and Road/Rail Vehicles**

For the movement of all Track Machines and Road/Rail Vehicles the Signaller must ensure signalling is not place in any of the automatic function modes and the relevant point unit levers are placed in the 'N' or 'R' position and a point 'block' is placed on each set of points in the route prior to clearing the signal.

**(i) Failure of Signals at Bell during the Operation of the Local Signal Control Panel.**

Provision exists for the auxiliary signal control panel located at Bell to be switched to local control. The respective signal post telephones are connected to the signal control panel at Bell when the panel is in 'Local' operation. At other times the signal post telephones at Bell are not in use.

Should a signal failure occur at Bell whilst the signal control panel is switched to 'Local' operation the Signaller appointed at the respective location will be responsible for the issue of Caution Orders. The Caution Order must be hand delivered to the Driver. The post telephones must not be used for the transmission of Caution Orders.



**(j) Epping Wash Shed**

A signal control panel is provided on the Wash Operators control console to allow the Wash Operator to switch 'in' or 'out' by means of a closing switch which is released from the Epping Signal Box.

When switched 'in' the Wash Operator has control of Dwarf signal Nos. **EPP 164 & EPP 175** by means of 'clear' and 'cancel' buttons. The signals are automatically restored to the 'Stop' position by the passage of the train.

**Failure of Dwarf Signals EPP 164 & EPP 175**

In the event of a failure of Dwarf signal Nos. EPP 164 or EPP 175, it will be the Signaller's responsibility to give the Driver verbal authority to pass the Signal.

This applies irrespective of whether the Wash Shed Operator's panel is switched 'in' or 'out'.

If the Wash Shed Operator's local control panel is switched 'in' the Signaller must confer with the Wash Shed Operator prior to authorising the Driver to pass the Dwarf signal.

Should a failure occur whilst the Wash Shed Operator's control panel is switched 'in' the control panel is to remain switched 'in' until the failure has been rectified.

**(k) Track No. 3**

No 3 track is fully track circuited to ensure Points No.071 will be locked normal whenever a train is standing between Signal No. EPP 169 and the baulk at the end of No.3 siding. This arrangement allows a complete train set to use the shunting neck.

**(l) Track No. 4**

Train repair work will be carried out in No.4 track, No. 071 Points are fitted with a hand locking bar to lock out train movements to the road and provide protection while work is being carried out.

Points No.071 will automatically return to the normal position after a signalling movement which requires the points reverse has cleared the point fouling track. The Signal Control Panel will have train standing indicators on the panel to show when No.3 or 4 tracks are occupied.

**(m) Maintenance Shed (Tracks 5 to 10)****Maintenance Shed - General**

Train movements into or out of the Maintenance shed tracks Nos.5 to10 are jointly controlled by the Maintenance Shed Supervisor and the Signaller.

Indications are provided on the Signaller's VDU to indicate when a release has been given by the Maintenance Shed Supervisor to allow a train to enter or exit the Maintenance shed.

Maintenance Shed Supervisor panels are located at the exit of each maintenance shed track (Nos.5-10). Indications provided on the panel consist of;

- Remote Operation – Release Given to Signaller
- Local Operation – Doors free to Operate by Maintainer

- Emergency Operation – Door Release
- Door Emergency Stop Button – Red button located on top of panel

The Maintenance Shed Supervisor is able to open and close individual shed doors at any time without the co-operation of the Signaller, except when the Signaller has set a route or a train movement is in progress towards the shed door concerned.

A Red emergency stop button is provided at the top of the maintainer's panel to enable the maintainer to stop the operation of the shed doors in the event of an emergency.

The Maintenance Shed Supervisor has a 'Special Key' to activate the release for remote operation. The key must be placed to the 'Release' position to enable the Signaller to set a route for a train movement to commence.

### Maintenance Shed Supervisor's Panel



### Trains Movements Arriving into Maintenance Shed (Tracks 5 to 10)

For train movements arriving into the maintenance shed from track Nos.11 to 25, the Signaller must communicate with the Maintenance Shed Supervisor who will place the 'Special Key' into the key switch titled 'Remote Operation' and turn the key to the 'Release' position, when the release is given the Maintenance Shed Supervisor must advise the Signaller the track number the train is required to enter.

The Signaller will set the route for the train, activating the warning devices and initiating the opening of the shed doors.

When the doors are detected in the fully opened position the fixed signal will show a proceed indication. The door will be locked open and the warning devices continue operating until the train has arrived in clear of the shed door (by approximately five (5) metres), the door will then automatically close and the warning devices will cease operating.



**Train Movements Departing Maintenance Shed (Tracks 5 to10)**

When a train movement is ready to depart the maintenance shed, the Maintenance Shed Supervisor will place the 'Special Key' into the key switch titled 'Remote Operation' and turn the Key to the 'Release' position. When the release is given the Maintenance Shed Supervisor must advise the Signaller, the track for which the train movement will depart and the train's destination.

The Signaller will set the required route for the train, the maintenance shed warning devices will commence to operate, the shed doors will open and when detected fully open the signal will show a proceed indication. The shed door will remain locked open and the warning devices continue operating until the train movement has cleared the doorway.

**Failure of a Dwarf Signal Controlling the Entrance / Exit to the Maintenance Shed.**

Whenever any signal controlling the entrance or exit to the maintenance shed fails at the stop position, the Signaller must before authorising the Driver to pass the signal must have a clear understanding with the Maintenance Shed Supervisor of the movement to take place. The Signaller must also receive assurance from the Maintenance Shed Supervisor that the applicable shed door is fully open and the warning devices are operating.

**(n) Epping Sidings Train Stabling Compound Gates – Down End**

The train stabling compound gates at the down end are motor operated and interlocked with the fixed signals leading to and from the stabling sidings.

If the train gates fail to respond to the remote operation from the signal box, they can be manually operated by a competent employee. A 5P key switch is provided in a cabinet next to the gate control box near the train gates along with a telephone to the Signaller at Epping.

To manually operate the gates;

- 1) The Competent Employee, after consulting with the signaller at Epping must place a 5P key into the key-switch and turn to the "Release" position. If the "Brake Power Release " LED is illuminated, this function has disengaged the driver motors and magnetic lock
- 2) The train gates can now be manually pushed open and locked in position by the latch and padlocks provided.
- 3) The signaller must then ensure the gate control No. 719 on the signal control panel corresponds to the open position of the train gates.
- 4) The competent employee must then turn the key switch back to the "Normal" position. This function will then detect the gates in the open position and allow trains to be signalled to or from the siding.  
The train gates are to be left in the open position until the fault is rectified by the Signal Maintenance Technician.

**NOTE:** In the event of a power failure, battery back up is provided within the gate control mechanism to enable the key switch release to disengage the drive gears and magnetic lock. If the battery back up fails and the "Brake Power Release LED is not illuminated the gates are not available for manual operation. The services of a Signal Maintenance Technician is required.

**1A. Bell - Operating Restriction**

Commencing forthwith, due to a signalling issue at Bell the following operating restriction will apply until further notice:

When Bell is in remote control and 'switched in' the Signaller at Epping must not attempt to place any signal within the Bell interlocking to proceed while it is in the 'time release mode'. The Signaller must wait for the release to time out prior to attempting to place the signal to proceed.

SW.102/2014

## 2. Heidelberg – Rosanna Junction, Operating Procedures

A qualified Signaller must be in attendance at Heidelberg during normal train running times.

Home Signal Nos. HDB 142, HDB 148, HDB 153 and HDB 155 are fitted with an Illuminated Letter 'A' (Refer to the 1994 Book of Rules: Page 2-12).

When 'Switched-in', Home Signal No. HDB 144 is interlocked with the Lower Plenty Road Express/Stopper push button and must be selected for the Signal to clear.

Switching 'Out' can only be achieved when the Single Line section between Signal Nos. HDB 144 and HDB 159 is clear.

### Switched 'Out' Automatic Mode

The Points and Signals will operate automatically for Up and Down trains.

For Up trains this will occur when the train enters the Up platform at Rosanna,

For Down trains this will occur when the train enters Eaglemont platform.

If an Up and Down train approach simultaneously, the Up train will be signalled first.

If more than one (1) train is on the automatic approach section in either direction, the signalling will operate to allow alternate Up and Down trains to pass through the Single Line.

If two (2) Up trains are running close together and a Down train has not yet passed Signal No. HDB 142, both Up trains will be signalled through the Single Line first.

If two (2) Down trains are running close together and an Up train has not yet entered the platform at Rosanna both Down trains will be signalled through the Single Line first.

Once a train is signalled through the Single Line the route becomes locked and can only be cancelled by 'Switching-in'.

If a track circuit 'intermittently drops' in either approach section and sets the points and signals, the route will cancel after thirty (30) seconds, thus preventing a lockout of an opposing real movement.

### Switched 'Out' Manual Mode

In the Switched 'Out' Manual mode, the Signaller controls the preference of trains by pressing the 'Up Move' or 'Down Move' buttons as required. This allows the Signaller to select the order that trains pass through the single line.

A move in one direction may be selected, but may be changed by pressing the button for the other direction, provided that an approaching train is not already within the approach locking section. Once a train has entered the approach locking section, the route becomes locked and can only be cancelled by 'Switching-in'.

If a direction is selected and the 'Auto/Manual switch is operated to the 'Auto' position, the direction becomes locked until reset by a train movement. The system will then operate automatically.

### **Express/Stopper Selection**

When 'Switched-in', the Express/Stopper selection for Down trains is performed manually and is interlocked with Signal No. HDB 144. When 'Switched-out' the Selection operates automatically.

### **Speed Proving Train Stops**

Due to the short distance between Home Signal No. **HDB 144** and the Single Line section, two (2) Speed Proving Train stops have been provided in No.2 Track as added protection.

When Signal No. **HDB 144** is at the 'Stop' position and a Down train is approaching, the first train stop will lower eleven (11) seconds after the train enters the platform, the second train stop will lower fifteen (15) seconds after the train enters the platform.

When Home Signal No. **HDB 144** is at the 'Stop' position, 'Down' trains must not be exceeding thirty five (35) kilometres per hour entering the platform.

If Home Signal No. **HDB 144** is displaying a 'Proceed' indication, the Speed Proving Train Stops will lower.

### **Failure of Signals Heidelberg - Rosanna Junction**

**if the event of a failure of signalling equipment the signal control panel must be 'Switched-in'.**

**The Points at the Down end of Heidelberg and at Rosanna Junction are worked by Dual Control point machines (Refer to the 1994 Book of Rules: Page 27-36).**

### **Failure of Down Home Signal No. HDB 148:**

If a Down train arrives at Signal No. HDB 148 and the Signal is at the 'Stop' position and the illuminated Letter 'A' is not displayed, the Driver must communicate with the Signaller at Heidelberg.

If the Signal has failed, the Signal control panel must be 'Switched-in'.

Points 048 must be sleeved in the Normal Position.

If the points have failed, the Signaller must instruct the Driver to place the points to the 'Hand' operating position and operate them as required.

The Signaller must then fill in and dictate a Caution Order (form 2377) to the Driver as authority to pass the Signal at the 'Stop' position.

The Driver must take down the Caution Order in the book provided in the Telephone box at the Signal.

The Driver must then repeat back to the Signaller, the details of the Caution Order.

If a Competent Employee is in attendance, the competent employee will operate the points and hand deliver the Caution Order to Train Drivers acting under the instructions of the Signaller at Heidelberg.

**Failure of Up Home Signal No. HBE 159:**

The Driver must communicate with the Signaller at Heidelberg.

The Signal control panel must be 'Switched-in'.

The Signaller must sleeve the lever of Signal No. HDB 144 in the Normal position, Points 048 must be sleeved in the Reverse Position.

If the points have failed, the Signaller must instruct the Driver to place the points to the 'Hand' operating position and operate them as required.

The Signaller must then fill in and dictate a Caution Order (form 2377) to the Driver as authority to pass the Signal at the 'Stop' position.

The Driver must take down the Caution Order in the book provided in the Telephone box at the Signal.

The Driver must then repeat back to the Signaller, the details of the Caution Order.

If a Competent Employee is in attendance, the competent employee will operate the points and hand deliver the Caution Order to Train Drivers acting under the instructions of the Signaller at Heidelberg.

**Operation of Track Machines and Road/Rail Vehicles.**

When Track Machines or Road/Rail vehicles are to operate between Heidelberg – Rosanna the Signal Control Panel must be 'Switched-in' prior to the Track Machines/Road Rail vehicles leaving the Safeworking location in the rear.



**3. Heidelberg - Interim Operating Procedure**

Due to a software issue the following restriction will to apply;:

The Signal Control Panel at Heidelberg is to remain in automatic mode while it is 'Switched-out'. The manual mode of operation must not be used while the Signal Control Panel is 'Switched-out'.

Should the need arise for the precedence of trains to be altered the Signal Control Panel must first be 'Switched-in'.

**4. Greensborough – Hurstbridge Failure of Signals**

**The Points and Signals at Greensborough, Eltham, Diamond Creek and Hurstbridge are remotely controlled from Epping Signal box.**

**The post telephones and the PABX telephone line 9610 5660 (55660) at Epping (Hurstbridge Panel) are recorded.**

The provisions of Section 16, Rule No.6 of the 1994 Book of Rules must be complied with in so far as they apply.

Form No.2382 (Authority to issue ATC Caution Orders) will not apply to the Greensborough – Eltham – Diamond Creek - Hurstbridge section.

In all instances where a Home Departure Signal has failed the Signaller at Epping must apply blocking facilities to secure the opposing Home Departure Signals at the Stop position prior to the issue of a Caution Order.

**(a) Should a Signal failure occur the following procedure must be complied with:**

- The Train Driver must immediately contact the Signaller at Epping by calling PABX 9610 5660 or using the post telephone provided.
- The Train Driver must state name, grade, the number of the Home signal which is at the 'Stop' position, the train number, originating station and destination.
- The Signaller must observe the VDU indications to ensure that the computer based interlocking is operating correctly.
- The Signaller must observe the VDU screen to check that all points in the route are set, locked and detected by ensuring:
  1. The points are not indicated 'WHITE' and a Flashing Red light is not displayed over the affected point lever to indicate they are out of correspondence.
  2. All point levers in the affected route are to be operated to the required position and positive detection is displayed.
  3. If positive detection of the point's position is displayed a 'Block' must be placed on the points in the required position.
- The Signaller must then complete a Caution Order and transmit the contents to the Train Driver. The Signaller and Train Driver must exchange names and the Train Driver's name endorsed on the Caution Order. It will not be necessary for the Train Driver to take down details of the Caution Order, however must confirm:
  - The train describer number,
  - The number of the signal concerned,

**(b) Failure of Points - Positive Detection Unavailable on Points**

Point machines No.001 and 002 located at the Up End of Greensborough are electro-hydraulic point machines. In the event of a point failure these points can only be manually operated by a Signal Maintenance Technician or a Competent Employee. The pump handle is located in the Station Office at Greensborough.

All Main Line Points between the Down End of Greensborough and at Eltham, Diamond Creek and Hurstbridge are Dual Control Point Machines.

If positive detection is not available on the points ahead of the defective Signal the Signaller is to instruct the Train Driver to place the selector lever of the dual control point machine to the 'Hand' position and the hand throw lever to the required position. On confirmation from the Train Driver that the points have been correctly set, the Signaller may then transmit a Caution Order to the Train Driver.

The points are to be left in the 'Hand' operating position and each Train Driver is to operate the points to the required position as instructed by the Signaller, until a Competent Employee is appointed, or the failure has been rectified.

**Note:** A suitably qualified Competent Employee may be appointed to operate the point machines in the event of a point failure and hand deliver Caution Orders to Train Drivers under the direction of the Signaller at Epping.

If the Hand throw lever does not go fully onto the stops, the points must be secured as per the 1994 Book of Rules.

### (c) Auto-Normalising Points

At Eltham Point Nos.004, 020, 022, 024, 026 & 028 have an 'Auto' – Normalising' feature and will self restore to the Normal position, ten (10) seconds after the train movement is clear of the track circuits.

At Hurstbridge Point Nos.02, 023, 033, 043, 053 & 063 have an 'Auto' – Normalising' feature and will self restore to the Normal position, sixty (60) seconds after the train movement is clear of the track circuits.

In the event that the Signaller requires the points to be held in the Reverse position, the points must be locked in the reverse position by the operation of the point unit lever or drop down menu. A point block must also be applied.

### (d) Eltham – Train Stabling Gates

The train stabling compound gates at Eltham are motor operated and interlocked with the fixed signals leading to and from the stabling sidings.

If the train gates fail to respond to the remote operation from the signal box, they can be manually operated by a Competent Employee. A '5P' key switch is provided in a cabinet next to the gate control box near the train gates along with a telephone to the Signaller at Epping (Hurstbridge Panel).

#### To manually operate the gates;

- 1) The Competent Employee will after consulting with the Signaller, place a '5P' key into the key-switch and turn to the 'Release' position. If the 'Brake Power Release' LED is illuminated, this function has disengaged the driver motors and magnetic lock.
- 2) The train gates can now be manually pushed open and locked in position by the latch and padlocks provided.

- 3) The Signaller must then ensure the gate control No.031 the signal control panel corresponds to the Open position of the train gates.
- 4) The Competent Employee must then turn the key switch back to the 'Normal' position. This function will then detect the gates in the 'Open' position and allow trains to be signalled to or from the siding.  
The train gates are to be left in the 'Open' position until the fault is rectified by the Signal Maintenance Technician.

**NOTE:** In the event of a power failure, battery back up is provided within the gate control mechanism to enable the key switch release to disengage the drive gears and magnetic lock. If the battery back up fails and the 'Brake Power Release LED' is not illuminated the gates are not available for manual operation. The services of a Signal Maintenance Technician is required.

### (e) Operation of Track Maintenance and Road/Rail Vehicles

For the movement of all Track Maintenance and Road/Rail Vehicles the Signaller, must ensure either the relevant point unit levers are placed in the 'N' or 'R' position and a point 'Block' is placed on each set of points in the route prior to clearing the signal.

- (f) In the event of the failure of the following fixed signals, the Signaller will issue Caution Orders as indicated hereunder:

#### GREENSBOROUGH

Signal Post No.	Caution Order Required
GRN 102	2377
GRN 101	2377
GRN 111	2377
GRN 104	2367
GRN 114	2367
GRN 105	2377

#### ELTHAM

ELT 101	2367
ELT 102	2377
ELT 103	2367
ELT 104	2377
ELT 106	2377
ELT 105	2377
ELT 107	2377
ELT 108	2367

#### DIAMOND CREEK

DCK101	2367
DCK102	2377
DCK103	2367
DCK104	2367
DCK105	2377
DCK106	2367



## CLIFTON HILL GROUP OPERATING PROCEDURES

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### HURSTBRIDGE

HBE100

HBE101

HBE102

HBE103

Verbal Permission

2367

2377

Verbal Permission

In the case of Dwarf signals permission must be issued as per the 1994 Book of Rules.



## 5. Hurstbridge Shunting & Docking Trains

At Hurstbridge the Main Line Points and Signals including the Derail Devices within each Siding are controlled by the Signaller at Epping (Hurstbridge Panel).

The WSA Hand points and the train stabling compound gates are detected in the signalling system and will be operated by the Signaller Hurstbridge as required.

Hurstbridge will be staffed by a Signaller from the first train until the last train each day.

The train stabling sidings at Hurstbridge are not fully signalled for remote operation.

The Signaller at Hurstbridge will manage shunting train movements in conjunction with the Signaller at Epping.

An overview Westcad screen is provided at Hurstbridge for reference by the Signaller Hurstbridge.

The Signaller Hurstbridge is responsible for;

- Opening and closing the train stabling compound gates,
- Operating the Hand points within the siding for each movement, and
- Providing verbal permission (in person) to the Train Driver of the docking train.

### Shunting Trains

The Signaller Hurstbridge is to confirm the Siding number with the Signaller at Epping.

The Signaller Hurstbridge is to ensure;

- the Hand points are correctly set,
- the train stabling compound gates are secured open, and advise the Signaller at Epping.

The Signaller Epping will then call the route from either Signal Nos. HBE 102 or HBE 104 towards the respective Siding. If the Hand points and derails are detected in the correct lay a Low Speed aspect will be displayed on the respective fixed signal for the movement to proceed.

### Docking Trains

The Signaller Hurstbridge is to confirm the Siding number with the Signaller at Epping.

The Signaller Hurstbridge is to ensure;

- the Hand points are correctly set,
- the train stabling compound gates are secured open, and advise the Signaller at Epping.

The Signaller Epping will check on the VDU that the Hand points are in the correct position, then call the route from the respective Siding. If the Hand points and derails are detected in the correct lay, the Signaller at Epping will advise the Signaller at Hurstbridge to authorise the Train Driver to commence the movement.

In the event the train movement does not proceed the Signaller at Epping must confer with the Signaller Hurstbridge and ensure that the Signaller Hurstbridge and the Train Driver have a clear understanding of the changed situation before cancelling the route.

#### Shunting Movements – Failure of Signals / Points & Gate Detection

In the event of a failure of signalling affecting trains undertaking shunting or docking movements to / from the Sidings the Signaller at Epping must confer with the Signaller Hurstbridge and come to a clear understanding of the train movement to be undertaken.

It will be the Signaller Hurstbridge responsibility to manually set the points to the required lay and to ensure the train stabling compound gates are secured in the 'Open' position. All motorised points in the route are to be placed in the 'Hand/manual' position.

The Signaller Hurstbridge will then under the direction of the Signaller at Epping issue the appropriate authority to the Train Driver to pass Fixed Signal Nos. HBE 102 (hand deliver caution order) or HBE 104 (Verbal permission) at the Stop position. For docking trains the Signaller Hurstbridge will verbally authorise (in person) the Train Driver to commence the movement.