NETWORK SERVICES DEPARTMENT

TRACK ACCESS

OPERATING HANDBOOK

2009

Document No.: NOPR: 038 | Revision 08 | Issue Date: 5 August 2009.

Approved By: General Manager, Network Services

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1. INTRODUCTION

This operating handbook sets out the NSD capacity allocation principles and Network management protocols for Access Seekers / Train Operators to Access the NSD Network.

All documentation relative to Access conditions and obligations not included in the handbook have been listed and described accordingly so that Access Seekers / operators are aware of their existence and relevance.

2. DEFINITIONS

Access - either the access sought by an Access Seeker from NSD or the access provided by NSD to an Access Seeker pursuant to an Access Agreement, for the purpose of operating Trains on the Network.

Access Agreement - an agreement between NSD as Access Provider and:

a. an operator in relation to Access to the Network for freight Trains;

b. VLP for passenger and heritage Train operations.

Access Arrangement - the Standard terms and conditions for all future Access Agreements for the access of Freight Services to the NSD Network.

Access Provider - means Regional Network and Access Division (NSD)

Access Seeker - as the context requires, either a Train Operator seeking to enter into an access agreement with NSD or a Train Operator that has entered into an access agreement with NSD.

Ad Hoc Train Path - means a Passenger Train Path requested on a one off basis that is subject to the 'Principle Of Passenger Priority'.

Alteration - in respect of rail infrastructure, means any material addition to, extension to, modification of, replacement of, recovery of, repair of, maintenance of, removal from, deletion to, destruction of, damage to, loss of or inability to use that rail infrastructure.

ARTC - means Australian Rail Track Corporation.

Available Capacity - means with respect to a rail Line, the available Train Paths for that Line as determined by NSD.

Available Path - an operationally achievable Train Path including an Unscheduled Freight Train Path, other than a Train Path already committed by NSD to another Train Operator under an Access Agreement.

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Business Day - a day that is not a Saturday or Sunday or a day appointed as a public holiday.

CML - means Connex Melbourne Limited.

Daily Train Plan - the timetable produced and approved by NSD in accordance with this handbook that sets out all planned Train movements on the Network on a given day.

DMU – A Diesel Multiple Unit Train

ESC - means Essential Services Commission.

ESLO - means Emergency Services Liaison Officer, a role designated to a NSD Officer in the EMP whilst an incident is under the control of an external control agency.

EMP - means the NSD Emergency Management Plan that sets out the obligations for NSD in dealing with incidents in accordance with the Emergency Management Manual Victoria and rail safety accreditation.

Force Majeure - is as defined in Access Agreements.

Freight Services - means rail transport services that are not Passenger Services or rail transport services that are provided by means of a terminal.

Freight Train Path- means an entitlement of a Train Operator to use a Train Path on the Network of NSD to provide Freight Services and includes a Scheduled Train Path and an Unscheduled Freight Train Path.

Healthy - in respect of a Train Service or Train means a Train Service or a Train that has entered the Network or Line of NSD On Time or if it has entered the Network or Line late has made up time or if it has entered the Network or Line early has lost time, such that in the reasonable opinion of NSD it is running On Time and there are no indications that it will not exit the Network or Line On Time, or it has entered the Network or Line of an Access Provider On Time, has lost time en-route and is not On Time as a result of 'below rail' causes.

Good Industry Practice - means all those practices followed in the commercial railway industry when an activity is undertaken in accordance with all applicable Legislation and Standards and with due care and skill.

ICP's - mean Interface Coordination Plans.

Legislation - means Commonwealth, Victorian or local government Legislation including regulations, orders, by-laws, rules and other subordinate Legislation or other document enforceable under any such Legislation, regulations, orders, by-laws, rules or subordinate Legislation.

Line - in respect of the Network of NSD, means the rail path between two locations on the Network as determined in the Network operating requirements that may be the subject of a Train Path.

Line Segment – a segment of rail track of the Network designated as a Line Segment by NSD in its NSP or this handbook (or both) and which has specific operating requirements and RAMS input requirements.

Master Train Timetable - means the permanent timetable produced and approved by VOD.

Network - means the land and infrastructure leased to NSD under the Regional Infrastructure Lease from time to time and declared under either the freight Network declaration order 2005 or the passenger Network declaration order 2005. Including railway track, associated track structures and works (such as cuttings, tunnels, bridges, sidings, excavations, landfill, track support earthworks and drainage works) pedestrian crossings, over track structures, under track structures, service roads, signalling, notices and signs, but excluding:

a. buildings (including stations, platforms, sheds and shelters);

b. car parks;

c. terminals, storage and receiving facilities;

d. workshops, depots, yards and fuel points; and

e. private sidings that are not leased to NSD, but includes any infrastructure leased to NSD which passes through or is immediately adjacent to any of the infrastructure or facilities referred to in a) to e) above.

Network Map - the map of the NSD Network as shown in this handbook.

Normal Hours - the proposed operation of a Train on the Network on the basis that it is consistent with the normal signal box operating hours (block working hours) for the relevant corridor of the Network. The normal signal box operating hours are available from the NSP. The normal signal box operating hours are only changed when changes are made to Scheduled Train Paths for passenger and/or freight trains in the MTT, in accordance with the provisions of the Access Arrangement and this Operating Handbook.

NSD – the Network Services Department of VLP

NSP - the NSD Network Service Plan as amended from time to time by NSD in accordance with this handbook and Access Agreements. Setting out the details for Rolling Stock Access, Train operating limits, Network description, Network characteristics and the Master Train Timetable for scheduled passenger and scheduled and unscheduled freight Trains.

Occupation - means Access to the Network for the purpose of inspection, maintenance or construction during which time Trains cannot operate through the Occupation area.

Occupations Committee - representatives of NSD, PN, VLP, CML and other stakeholders from time to time that meet Weekly in relation to track Occupations and other related works enabling the Train Operators to communicate their interests in works planning and implementation with NSD and CML to enable arrangements to be finalised in accordance with Access Agreements.

On Time - in respect of a Line utilised by any Passenger Service means within five minutes of the scheduled Line entry or expected Line exit times; and for a Line utilised exclusively by Freight Services means within ten minutes of the scheduled Line entry or expected Line exit times.

Out Of Hours - all times outside Normal hours.

Out Of Hours Train Path - means an Unscheduled Freight Train Path that is Out Of Hours and may incur additional Access costs in accordance with the Access Arrangement.

Passenger Service - means railway services for the carriage of passengers by Train between locations on the Network of NSD.

Passenger Train Path - means either:

a. an entitlement of a Train Operator under an Access Agreement to use a Train Path on the Network of NSD to provide Passenger Services which has fixed Line entry and exit times and fixed intervals for passenger stops; or

b. a Passenger Train Path specified in the timetable approved by the Director of Public Transport, as amended from time to time, under section 10 of the *Transport Act 1983.*

Principle of Passenger Priority - means the giving of priority to the provision of Declared Rail Transport Services to Passenger Service Train Operators over the provision of Declared Rail Transport Services to Train Operators other than Passenger Service Train Operators.

Printed Schedule – referred to as an “S” circular issued by the Manager Network Access or authorised officer to the access seeker after due process of an unscheduled train path application for a freight train or for Infrastructure train movements. Issued to all Operators.

RAMS - means Rail Access Management System;

Real-Time Scheduling - means the process of Train Controllers coordinating arrival and departure times for Train Services at the beginning, intermediate and destination locations of a Train journey, where this process takes place on the day of the Train Service in question.

RFR - means Regional Fast Rail.

NSD - means V/Line Regional Network Services Department.

Rolling Stock - means locomotives, carriages, wagons, rail cars, rail motors, light rail vehicles, DMU's, light inspection vehicles, rail/road vehicles, trolleys and any other vehicle that operates on or uses the rail track.

Running Ahead - in respect of a Train Service or Train means a Train Service or Train that has entered the Network or Line of NSD before its scheduled entry time or is making up time en-route and in the reasonable opinion of NSD is expected to exit the Network or Line earlier than its scheduled exit time.

Scheduled Services - means the entitlement of a Train Operator to use a Train Path on the Network of NSD on a recurrent basis upon entry into or by amendment of its Access Agreement. Services which have a fixed Line entry and exit time.

Scheduled Train Path – a Train Path - that is allocated to a Train Operator and shown in the Master Train Timetable for freight Trains or the Daily Train Plan and Master Train Timetable for passenger Trains.

Standard - means any Standard or code of practice issued from time to time by Standards Australia (an incorporated body formerly known as the Standards Association of Australia), the Association of American Railroads, the International Union Railways, British Standards, Federal Railroad Administration, the Australasian Railway Association or such similar body to the extent that the Standard or code is applicable to the Victorian railway industry.

Test Trains – means Trains which Access the Network for the purpose of testing new or altered Rolling Stock or Infrastructure.

TPWS - means Train Protection Warning System.

Train - means a DMU or locomotive and with or without wagons or carriages used to operate Train Services.

Train Controller - means a person at a Train control centre of NSD who carries out one or more of the following activities;

a. performing Train Control Services;

b. managing and monitoring Train movements and all other operation of Rolling Stock on the Network of NSD and any activities affecting or potentially affecting such Train movements and Rolling Stock operation; and

c. managing incidents that occur or may occur on the Network of NSD.

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Train Control Services - means services involving the giving of directions or the granting of permission to operate Rolling Stock on the NSD Network consistent with the safe and efficient operation of that Rolling Stock and the Network.

Train Manifest - means a notice (written or electronic form) prepared by a Train Operator in relation to a Train Service or Train and containing:

a. the number and type of each item of Rolling Stock in the consist of the Train;

b. the type, identification number of each item of Rolling Stock and its first point of arrival or departure from the Train Path;

c. the gross mass of the Train;

d. the length of the Train;

e. the motive power including axle load employed by the Train;

f. the maximum wagon axle load;

g. the location, type and quantity of any dangerous goods on the Train; and

h. any other requirements notified by NSD that have a specific purpose for the running of certain Trains.

Train Operating Committee – means representatives of NSD, PN, CML, VLP and other stakeholders from time to time that meet monthly to plan and agree on the implementation dates for Master Train Timetable changes. The Committee also discusses and agrees on the necessary temporary service plan changes for Passenger Services that are impacted by Occupations and works determined by the Occupations Committee.

Train Operator - means a user who runs or a person who runs a Train Service or Train or operates Rolling Stock on the NSD Network.

Train Path - the particular time interval including an entry time and day and exit time and day through which an actual Train may travel over a segment of the Network from an origin to a destination and may include stopping points and intermediate times and locations that NSD considers necessary or appropriate to define the pathway.

Train Path Priorities - means the order of priorities for the scheduling and rescheduling of Train Paths or Train Services and for the provision of alternative Train Paths. In accordance with the Principle Of Passenger Priority.

Train Service - means a Train run by a Train Operator an Access Provider or a related body corporate of NSD by which that person provides railway Freight Services or Passenger Services.

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Unhealthy - in respect of a Train Service or Train means a Train Service or Train that has not entered the Network or Line of NSD On Time or has lost time en-route as a result of 'above rail' causes so that in either case it is not, in the reasonable opinion of NSD, expected to exit the Network or Line On Time.

Unscheduled Freight Train Path- is an Available Path that has been included in the Master Train Timetable to facilitate prompt allocation upon request.

Unscheduled Services - the provision by NSD of Access for which an operator gains an entitlement to use the applicable Train Paths(s) by means of the process of nomination and allocation both on a short term under its Access Agreement.

Utilisation - with respect to a Train Path means the frequency with which the Train Path is used. A Train Path is used when a Train Service or Train is:

a. presented at the scheduled Line entry point;

b. exists at the scheduled Line exit point;

c. the times of entry or exit are not so dissimilar to the scheduled Line entry and exist times so as to require the issue of a separate or new Train Path; and

d. the relevant Train Service or Train operates reasonably in accordance with the terms of the Access Agreement or existing arrangement or dispute resolution decision applicable to that Train or Train Service on that Train Path. For the avoidance of doubt, there is no failure to use a Train path as contemplated in paragraphs (a), (b), and (c) if the failure occurs;

    i. because NSD and a Train Operator agree to substitute an alternative Train Path; or

    ii. because NSD does not make the Network available to the Train Operator other than as a result of an act or omission of the user; or

    iii. because of a Force Majeure event.

VOD – is the V/Line Operations Department and responsible for the Master Timetable.

VLP - is V/Line Passenger Pty Ltd.

VRTC - is the Victorian Rail Track Corporation.

Weekly - means Sunday to Saturday inclusive.

WOLO - is a traditional Victorian Railways code word retained by NSD meaning temporary line speed or traffic suspension conditions applied by NSD during certain hot weather conditions as set out in the NSP.

3. NSD CAPACITY ALLOCATION AND NETWORK MANAGEMENT

NSD will carry out its capacity allocation and Network management activities in a manner that is consistent with the Principle of Passenger Priority and NSD will not unreasonably favour itself or another person over any other person.

NSD will use all reasonable endeavours to carry out its capacity allocation and Network management activities in a manner that is compatible with the operations of any interfacing rail networks.

NSD will also use all reasonable endeavours to allocate any Train Path requested by an Access Seeker and encourage maximum use of the Network by identifying all possible opportunities to create Train Paths that enable all Train Operators to operate their Trains to meet their business obligations.

On receipt of an Access application NSD will make an assessment as to whether there is Available Capacity in the form of an available Train Path or Available Paths. This assessment will review the proposed Train operations and how they interact with existing Scheduled Train Paths and whether modifications can be made to the timetable to accommodate the Access application.

If the NSD assessment determines that there is insufficient Available Capacity to satisfy the Access application NSD shall:

a. attempt to find an alternative Train Path that satisfies the requirements of the Access Seeker; and

b. make an assessment of whether part of the Access Seeker's request can be satisfied with Available Capacity; and

c. provide a written explanation to the Access Seeker within 24 hours of the receipt of the Access application as to why the Access Seeker's request could not be satisfied in full showing the Available Capacity of the Line and the existing Scheduled Train Paths on the Line which conflict with the Access application.

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If two or more Access Seekers request the same available Freight Train Path and if it is not possible to satisfy all requests by using alternative similar Train Paths, NSD will be obliged to allocate the available Train Path to the Access Seeker from which the greatest Utilisation of the Network is achieved by operating the freight service. NSD's judgment of greatest Utilisation will consider the following aspects that are listed in order of importance:

a. frequency of Train Path usage;

b. aggregate tonnage comparison;

c. duration of Train Path usage.

NSD will not require Access Seekers to identify consignees as part of the assessment process.

NSD will provide written advice to the Access Seekers outlining the judgment made based on the assessment of the Utilisation benefits. A copy of the advice will also be forwarded to the ESC.

4. NETWORK SERVICE PLAN

The Network Operating Requirements section of the NSP contains Train operating data relative to all Line sections of the NSD Network:

a. locomotive and Train operational limits;

b. maximum authorised vehicle loading outlines;

c. maximum loading profile for container traffic;

d. maximum authorised vehicle axle loading;

e. maximum authorised speed of Trains;

f. operation of Trains when WOLO conditions apply;

g. special speed restrictions;

h. special over crossing work;

i. pushing Trains on running lines;

j. maximum authorised length of Trains;

k. ruling grade loads and permissible overloading of Trains;

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l. general operational restrictions;

m. road transferable locomotive;

n. diesel Fords on rail tractors;

o. Train to base radio channels and telephone numbers;

p. sub standard clearances.

For each Line the following information is also provided:

a. class of locomotive and permitted speeds (km/h);

b. special speed restrictions;

c. ruling grade loads (tonnes);

d. safe working systems;

e. special notes;

f. distance in kilometres from Southern Cross and the clear length of crossing roads;

g. track class;

h. protected level crossings; and

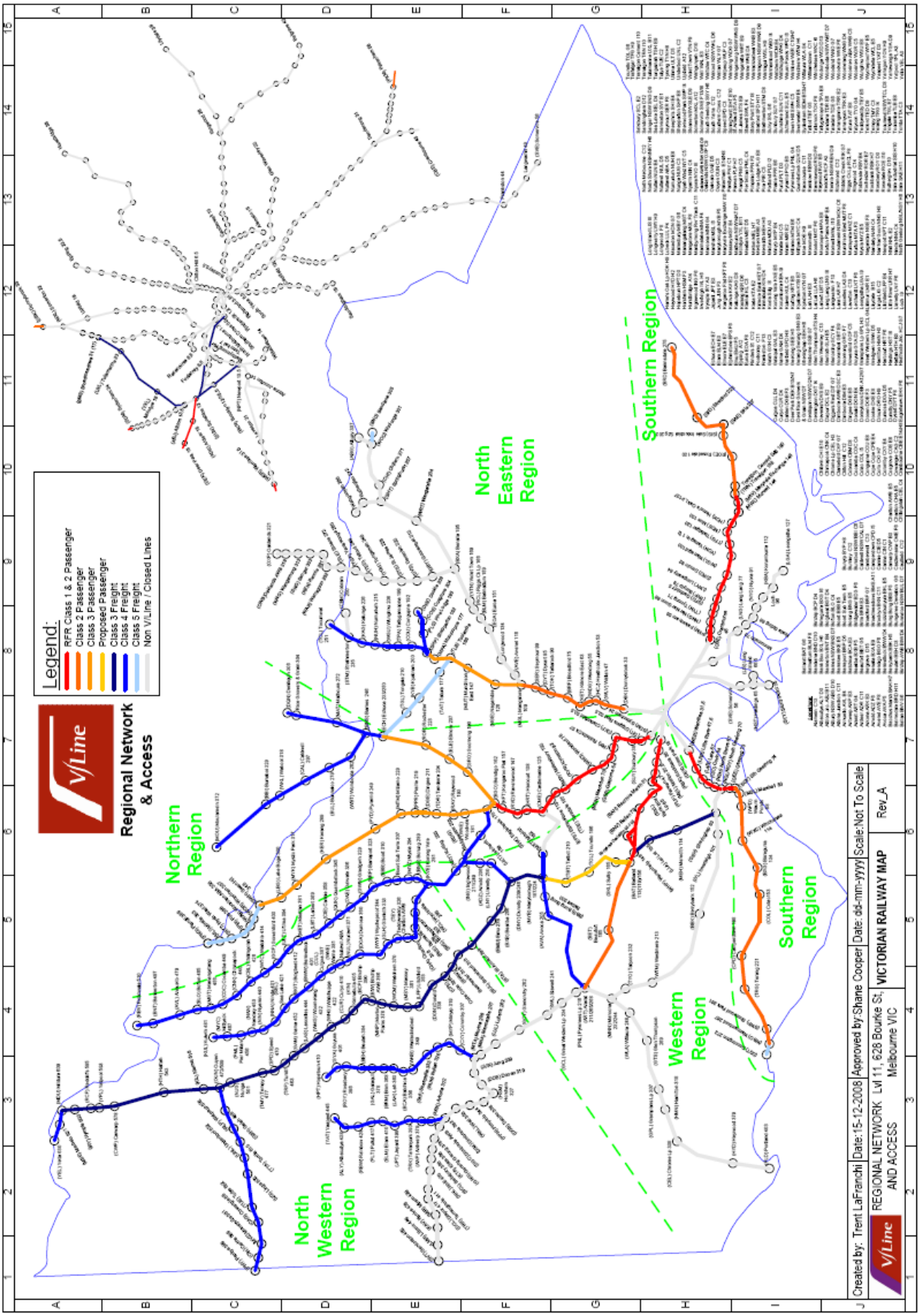
i. signal box operating hours (block working hours) for Scheduled Train Paths.

The Addenda To The NSP - contains information relative to the field application of the RAMS. As well as Train running documentation (including dangerous goods) and qualifying instructions and details of all locomotives and Rolling Stock authorised to operate on the NSD Network.

Master Train Timetable - In this section of the NSP all Passenger Train Paths and established Freight Train Paths are included. All VLP Passenger Services are included as Scheduled Train Paths. For Freight Services both scheduled and Unscheduled Freight Train Paths are included with the name of the Train Operator shown for Scheduled Train Paths.

5. NETWORK MAP

Note : Maryborough to Ararat; Barnes to Moulamein;; Moolort to Castlemaine; Shepparton to Dookie: Ouyen to Panitya; WestVic Siding to Dennington and Mittyack to Kulwin are not currently open for Train traffic.



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6. WEEKDAY TRAIN PATHS

Line	Line Segments as shown in RAMS.	Scheduled single direction Passenger Train Paths as will be shown in the next Master Train Timetable	Scheduled/Unscheduled single direction Freight Train Paths as will be shown in the next Master Train Timetable	Available for creation and allocation single direction Train Paths that will not be shown in the next Master Train Timetable	Total of all single direction Train Path types per line.
Traralgon	Warragul – Pakenham Traralgon – Morwell Warragul – Moe Morwell – Moe Morwell Maryvale	36	8	2	46
Bairnsdale	Traralgon – Sale Sale – Bairnsdale	6	2	0	8
Geelong	Werribee – Geelong	55	14	6	75
Dennington	Geelong – Waurn Ponds Dennington- WestVic Siding (LBO) WestVic Siding – Waurn Ponds	6	2	0	8
Ballarat via Geelong	Gheringhap – Ballarat		10	0	10
Ballarat via Ballan	Deer Park West – Ballarat Deer Park West – Sunshine	34	2	0	36
Ararat	Ballarat – Ararat	6	0	4	10
Yaapeet	Dimboola – Yaapeet		2	2	4
Hopetoun	Hopetoun – Murtoa		2	2	4
Panitya	Maryborough – Dunolly Dunolly – Ouyen Ouyen – Panitya (LBO)		2	2	4
Yelta	Ballarat – Maryborough Maryborough – Dunolly Dunolly – Ouyen Yelta – Ouyen		2	2	4
Robinvale	Dunolly – Maryborough Inglewood – Dunolly Inglewood – Eaglehawk Inglewood- Korong Vale Korong Vale – Robinvale		2	2	4
Kulwin	Inglewood – Korong Vale Inglewood – Dunolly Inglewood – Eaglehawk Kulwin – Mittyack (LBO) Mittyack- Korong Vale Dunolly – Maryborough		2	2	4
Bendigo	Kyneton – Castlemaine Kyneton – Sydenham Bendigo – Castlemaine	37	2	2	41
Swan Hill	Kerang – Eaglehawk Kerang – Raywood Eaglehawk – Raywood Eaglehawk - Bendigo	4	2	2	8

Piangil	Kerang – Piangil		2	2	4
Echuca via Bendigo	Goornong – Bendigo Goornong – Echuca (LBO)	4	0	2	6
Seymour	Kilmore East – Seymour Kilmore East – Donnybrook	40	12	4	56
Echuca via Seymour	Echuca – Toolamba (LBO)		6	2	8
Deniliquin	Deniliquin – Barnes Echuca – Barnes		4	0	4
Caldwell	Caldwell – Barnes		2	0	2
Shepparton	Toolamba – Seymour Toolamba – Shepparton	6	2	2	10
Dookie	Dookie – Shepparton (LBO)	0	0	2	2
Tocumwal	Strathmerton – Shepparton Strathmerton - Tocumwal		2	2	4
Newport - Sunshine	Tottenham – Sunshine Sunshine – Brooklyn Newport - Brooklyn	0	8	4	12

ASSUMPTIONS

NOTE: The paths listed in this table are the MINIMUM number of paths available on the network sectors. The paths listed are based on current Normal Hours of operations, existing infrastructure and operating standards, to meet operating requirements of users. Requests for additional capacity, if required, can be made to NSD.

i. Includes all known service plans.

ii. No other known Line closures occur in 2009.

iii. Inspection and maintenance on passenger corridors is predominantly overnight and has been considered in determining available Freight Train Paths.

iv. The capacity of the Network is also reduced because of only Normal Hours staffing being provided that does not enable all signalling locations to be staffed to enable more Train Paths to be shown.

v. No Network capacity improvements are planned that would enable more Train Paths to be included

7. PRODUCTION OF MASTER TRAIN TIMETABLE AND DAILY TRAIN PLAN.

VOD maintain an up to date Master Train Timetable incorporating all amendments including a Network Map identifying Available Paths. Please refer to Attachment 1 (Flow Chart) that sets out the NSD objectives for ongoing production of the Master Train Timetable VOD will provide copies of the Master Train Timetable and Network Map within 7 Business Days of the receipt of a reasonable request from an Access Seeker.

A Train Operator may submit requests for the granting of new Scheduled Train Paths or variation to its Scheduled Train Paths in writing to VOD, with a three month lead time prior to the next timetable change date as determined between all stakeholders at the Train Operating Committee meetings. A shorter lead-time can be sought on the basis that the variation is essential for ongoing business activities. In the case of a Freight Train Path request that does not require any amendment to any other Train Operator's services, the lead-time for creating the Scheduled Train Path will be one calendar month.

A Train Operator may submit a request to VOD to allocate an Unscheduled Freight Train Path to the Train Operator as a Scheduled Train Path. Subject to clause 3.6, VOD will make the Unscheduled Freight Train Path available to the Train Operator as a Scheduled Train Path within 10 Business Days of receipt of the Train Operator's request.

VOD may also initiate amendments to the Master Timetable when it is necessary to correct Network capacity issues, take advantage of new Network capacity or improve staffing and productivity arrangements in Line with Good Industry Practice including changes to Normal Hours. VOD will only make such changes after receiving the agreement of Train Operators that are the users of Scheduled Train Paths requiring amendment.

VOD will review the requests for new or varied Scheduled Train Paths for conflicts within the Master Train Timetable.

Where a conflict occurs between Train Operators' Train Paths, VOD will finalise all Train Paths by giving priority to requests for Train Paths for Passenger Services then requests for Train Paths for Freight Services. With amendment to existing Train Paths commencing with Unscheduled Freight Train Paths, scheduled Freight Train Paths and then Passenger Train Paths. The agreement of Train Operators will be necessary for any amendments to their Scheduled Train Paths except amendments required by the Director of Public Transport pursuant to section 10 of the Transport Act.

When agreement is reached, VOD will return the Train Operators request for new or varied Scheduled Train Paths for acceptance and acknowledgment.

VOD will incorporate into the draft Master Train Timetable any new or varied Scheduled Train Paths arising as a result of variations required by the Director of Public Transport pursuant to section 10 of the Transport Act relevant to Passenger Train Path Priorities and any resulting

variations to Freight Train Paths. VOD will give affected Train Operators as much notice as practicable of any variations of this type.

Train Operators of Passenger Train Paths are responsible for obtaining the approval of the Director of Public Transport for all varied or new Scheduled Train Paths in the draft Master Train Timetable.

Changes to the Master Train Timetable that require additional signaller and/or Train Controller resources will be subject to the authority of the General Manager Network Services in consultation with the Manager, Property and Access who will ensure that the Access Agreements between the Train Operator and VLP are complied with.

The Daily Train Plan consists of temporary variations to the Master Train Timetable for a given day, which are necessary to provide for approved variations and other operational disruptions including Occupations, known about before the day of operation. The Daily Train Plan will be updated on a weekly basis, or more frequently at the discretion of NSD, and will be accurate with respect to all information known at the time of its preparation.

The components for the production of the Daily Train Plan are:

a. the current version of the Master Train Timetable;

b. temporary variations to unscheduled / Scheduled Train Paths required by NSD because of track Occupations;

c. requests from Train Operators for temporary variations to their Scheduled Train Paths and requests for Unscheduled Freight Train Paths; and

d. the NSP.

e. 'S' circular

The roles of the various parties involved in the production of the Daily Train Plan are as follows:

7.1.1 Train Operators will:

a. ensure that their Trains are prepared and resourced to run in accordance with the Daily Train Plan produced by NSD; and

b. follow the process including Train Path Requisition procedure for the production of Daily Train Plan outlined in this handbook; and

c. attend the Committee meetings convened by NSD and CML for the purpose of managing Train operating and track Occupation related changes.

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7.1.2 NSD will:

a. provide Access for Train Operators to the RAMS;

b. ensure all relevant information is available to Train Operators;

c. comply with the process for the production of the Daily Train Plan outlined in this handbook;

d. obtain the agreement of all affected Train Operators for temporary changes required by NSD to enable Occupations and other maintenance related Access;

e. conduct the Train Operating and Occupations Committees in conjunction with CML ensuring that all Train Operators are made aware of all relevant Network activities;

f. ensure that all Train Path allocations and scheduling is approved by the affected Train Operators and then conducted in accordance with the following Train Path Priorities:

   i. Passenger Train Path requests or entitlements, then

   ii. scheduled freight; then

   iii. unscheduled freight and then

   iv. Out Of Hours unscheduled freight.

Out of Hours Unscheduled Freight Train Paths - Train Operators may request an Out Of Hours Unscheduled Freight Train Path. NSD will consider any request received from a Train Operator in accordance with the Train Path Priorities set out in 7.1.2 (f) above. Furthermore in considering an Out Of Hours unscheduled Train Path request NSD will investigate the possibility of the Train Operator being able to operate the Train during Normal hours before finalising the allocation of a requested Train Path. The Access costs for Out Of Hours unscheduled Train Paths will be as set out in the Access Arrangement.

Unscheduled / Scheduled Train Path Requirements - Unscheduled Freight Train Path requests must be received at least 48 hours prior (such period not including any day that is not a Business Day) to the requested entry time of the Train onto the Network, or it will become a 'best endeavours' approach when under 48 hours. If possible, NSD will allocate the requested pathway. If not possible, the Operator will be requested to resubmit for a different pathway that is acceptable. However NSD will endeavour to accommodate requests from Train Operators with RAMS remote access that submit their proposed daily Train Paths and Train Manifests via RAMS by no later than 1000 hours on the day prior to the relevant Business Day of operation.

Train Operators need to also consider that the operation of Trains on Lines that are not subject to

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regular scheduled Train traffic, may need special approval in accordance with TON 0400/08 for active level crossing management purposes. This may result in Unscheduled Freight Train Path requests not being approved in time to operate as intended unless the request is received at least 48 hours prior (such period not including any day that is not a Business Day) to the requested entry time of the Train onto the Network.

On Fridays the requirements will include the information which relates to the following Saturday, Sunday and Monday and where the Monday is a public holiday, the information which relates to the following Tuesday.

On the last Business Day prior to Christmas, Easter and other holiday periods, the requirements that relates to all days in that holiday period and the following Business Day.

The Manager Network Access will review the requirements for conflicts with the Master Train Timetable.

The Manager Network Access will liaise with the Train Operators who would be affected by the proposed requirements and detail any potential impact these variations may have on their services.

The Manager Network Access will where necessary consult and seek the consent of Train Operators to amend any requirements requested by them to enable implementation without conflict firstly by attempting to negotiate alternative Train Paths.

The Manager Network Access will finalise the Daily Train Plan at 1100 hours on the Business Day prior to the Daily Train Plan becoming the subject of Real Time Scheduling.

The Daily Train Plan can only be altered after finalisation with the authority of the Manager Network Control or the Senior Train Controller who will use every endeavour to make the amendments without impacting other Scheduled Services. If this is not possible services requiring amendment will be treated as follows;

a. An amendment to a Passenger Train Path will be made if a Scheduled Train Path for a Freight Service can be altered without impacting Train crew and locomotive allocation plans, subject to clause (c) below.

b. An amendment to a Scheduled Train Path for a Freight Service will be made if there is no impact on a Scheduled Train Path for a Passenger Service or a Passenger Train Path.

c. The responsibility for obtaining the agreement of other Train Operators affected by the changes to enable an amendment to the Daily Train Plan will rest with the Train Operator making the request who will be given the details of the impact on other Train Operators at the time of making the request to allow the requesting Train Operator to decide, in view of the impact on other Tran Operators, whether to

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proceed with the request. NSD will not amend the Daily Train Plan unless the affected Train Operators have provided NSD with their agreement to the amendment in writing.

The operation of heritage Trains on the NSD Network is currently undertaken by VLP and this handbook is used to make all arrangements. Rolling Stock details are also included in the NSP. Heritage Trains are operated on Ad Hoc Train Paths.

Test Trains for Rolling Stock and track infrastructure purposes are arranged using this handbook and for VLP they are operated on Ad Hoc Train Paths. For non passenger Train Operators they are operated as Unscheduled Freight Train Paths.

8. SCHEDULED TRAIN PATH ISSUE AND SURRENDER

Train Operators can request that an Unscheduled Freight Train Path be made a Scheduled Train Path for a Train Operator to utilise on a scheduled basis. Train Operators are encouraged to use Scheduled Train Paths so that the Master Train Timetable and resourcing plans (signal box operating hours etc) conform with Good Industry Practice and remain economical for all parties.

The following situations will result in VLP requiring a Train Operator to surrender a Scheduled Train Path:

a. material breach of Access Agreement conditions where provided for in the Access Agreement;

b. the loss of a rail based freight haulage contract with a customer that may require the Train Path to be granted to another Train Operator if the operator of that Train Path will no longer utilise that Train Path;

c. the failure to utilise the Scheduled Train Path on at least 50% of the days on which the Train was scheduled during a calendar month. The Utilisation measure of 50% does not include events that were as a result of NSD not being able to grant Access for the Scheduled Train Path.

d. the application of (c) above will only occur after consideration of the seasonal aspects associated with the Train Operators service delivery contractual arrangements that are directly related to the Utilisation of the Scheduled Train Path in question.

e. subject to the requirements of (d) being met the surrender of the Scheduled Train Path can then be sought provided that the Scheduled Train Path has been sought by another Train Operator or NSD no longer wishes to roster signalling or control staff for the tasks that have not been required.

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f. In seeking the surrender of a Scheduled Train Path, VOD will give the Train Operator a written notice requiring the Train Operator to demonstrate that the Scheduled Train Path should not be surrendered because of its intention and ability to Utilise the Scheduled Tran Path at a level equal to or greater than 50% of the scheduled days of operation as set out in (b) and (c) above.

g. The Train Operator will have 14 days to respond from the date of receipt of the notice issued in (f) above.

h. If the Train Operator does not respond to the notice by the required date demonstrating an intention and ability to Utilise the Scheduled Train Path at 50% or greater in each of the next three months VOD will give further written notice requiring the surrender of the Scheduled Train Path so that it can be granted to another Train Operator who has requested the Scheduled Train Path that was subject to the notice.

i. If the Train Operator does respond and demonstrates an intention and ability to Utilise the Scheduled Train Path at 50% or greater in each of the next three months the Train Operator's entitlement to that Scheduled Train Path will remain.

9. TRAIN CONTROL AND SIGNALLING RESOURCES

Train control (Centrol) at 11, 628 Bourke Street, Melbourne is staffed continuously for the delivery of the Daily Train Plan. The operation of freight Trains on Out Of Hours Freight Train Path may require additional staffing at Centrol to ensure the Train can be operated in accordance with the Rules and Operating Procedures. The freight Train Operator will be required to meet additional Access costs for any staffing needs in accordance with the Access Arrangement.

Regional signalling staff are rostered for Freight Train Paths excluding Unscheduled Freight Train Paths only. Unscheduled Freight Train Paths which operate Out of Hours may incur additional Access charges to cover costs for staffing. Any such charges will be payable by the freight Train Operator in accordance with the Access Arrangement. To avoid this situation, where possible, NSD will request all Unscheduled Freight Train Paths that fall within Normal hours to be allocated first, prior to any Out Of Hours Unscheduled Freight Train Paths being allocated.

10. REPORTING OF ACTUAL TRAIN PATH UTILISATION

NSD maintains records of actual mainline freight Train movements to meet its obligations as an Access Provider and to also assist with the decision process for Scheduled Train Path surrender as outlined in 5.2. The records contain the following information:

a. Scheduled Train Path Utilisation including the percentage of Utilisation per month;

b. Unscheduled Freight Train Path Utilisation including the percentage of Utilisation per month;

c. notices to Train Operators for the surrender of a Scheduled Train Path;

d. NSD initiated Train cancellations;

e. details of the unavailability of any part of the Network for a Scheduled Train Path to operate; and

f. Force Majeure events.

11. TRAIN CONTROL SERVICES

The NSD primary objective is to direct Trains to operate in accordance with the Daily Train Plan.

Train Operators will to the extent practicable present their Trains in accordance with the Daily Train Plan.

Train Operators will maintain a continuous communications link with NSD while their Trains are operating on the Network.

NSD will:

a. consult with the Train Operators but will be solely responsible for the issue of operational directions; and

b. have duly certified and authorised personnel to provide Train Control Services using communications systems that are voice recorded and in some cases have records of real time signalling system data to assist with incident investigations and complaints handling;

c. facilitate the running of Train Services in accordance with the Daily Train Plan subject to safety considerations, external incidents involving emergency services response and directions, and timely presentation by Trains at entry points; and

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d. provide continuous Train Control Services for Train Operators to contact at all times using the contact arrangements provided in the NSP.

Train Path Priorities - In exercising Train Control Services, NSD will apply the following Train Path Priorities for managing operational conflicts:

a. Firstly, NSD will endeavour to have every Train remain Healthy and arrive at its destination in accordance with the Daily Train Plan.

b. Secondly, if the first priority cannot be achieved due to Unhealthy Trains, NSD will endeavour to minimise overall delays to Passenger Services on the Network without causing serious and unreasonable interference with Freight Services on Scheduled Train Paths.

c. Thirdly, subject to the first and second priorities, NSD will endeavour to minimise overall delays to Healthy Freight Services on the Network.

d. Fourthly, subject to the first, second and third priorities, NSD will endeavour to minimise overall delays to Unhealthy Freight Services on the Network

e. During incidents and emergencies whilst the EMP is in use the above principles will remain whilst it is still possible to operate Trains.

The Manager Network Control is also available to conduct reviews of Daily Train Plan performance with each Train Operator at the request of a train operator. The results of the reviews will be used to improve scheduling and operational control processes. As well as for Train Operators to be able to become more conversant with the NSD Network characteristics.

To assist with this process, staff providing Train Control Services will do the following:

a. Train running which varies from the Daily Train Plan (including late and Running Ahead as well as incidents and occurrences) will be logged and Train performance entered into the RAMS;

b. on a day to day basis a Train Operator may discuss situations and actions with the NSD Manager Network Control;

c. Train performance will be measured by comparing the actual time of operation of a service against the time scheduled for that service in the Daily Train Plan.

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Train Manifest and Operating Requirements - At least 30 minutes prior to entry into the Network the Train Operator must provide the Train Controller with a Train Manifest.

Rolling Stock - The Train Operator must:

a. properly maintain all Rolling Stock used on the Network;

b. ensure that all Rolling Stock used on the Network is accredited;

c. ensure that all Rolling Stock used on the Network is equipped with fully operational safety and safe working equipment which is compatible with the safe working systems;

d. ensure that the axle load of the Rolling Stock (including load) does not exceed the published axle loading weight; and

e. ensure that no Rolling Stock or load exceeds the prescribed dimensional outline for safe operation.

Operating Requirements - The Train Operator must in accessing the Network strictly comply with the relevant sections of Network Operating Requirements as listed in 4.1 of this Operating Handbook.

Directions by NSD - If NSD believes on reasonable grounds that one or more individual vehicles in the Rolling Stock used by the Train Operator on the Network is in breach of the NSP, then NSD may do one or both of the following:

a. direct the Train Operator to cease to use the vehicle or vehicles concerned on the Network and provide a statement of the grounds for such direction as soon as practicable after the direction has been given; or

b. direct the Train Operator to ensure the vehicle or vehicles concerned comply with the Network operating requirements and the Rolling Stock Standards prior to continuing to use the vehicle or vehicles on the Network.

Train Control Services - In accordance with its accreditation requirements, NSD will:

a. exercise Train Control Services in accordance with the Book of Rules and Operating Procedures 1994 as amended from time to time; and

b. maintain Train Control Services over the Network in accordance with the EMP.

NSD may exercise Train Control Services by issuing operational directions to the Train Operators.

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NSD may in exercising Train Control Services delay, add, cancel, re-route or adjust Train movements.

The Train Operator must at all times promptly comply with all operational directions.

In the event of service disruptions or incidents NSD must:

a) Use Train Control Services in accordance with the Standard Access Agreement, in particular clauses 14.4, 14.5 and 14.6;

b) Consult with Train Operators regarding the management of any of the Train Operator's Trains;

c) Use Train Control Services to impose reasonable operating restrictions, including speed and load restrictions, on any failed Train in order to minimise overall delays to Trains on the Network; and

d) Use Train Control Services to issue reasonable directions, including directions to Train Operators to use additional or alternate Rolling Stock to assist failed Trains, in order to minimise overall delays to Trains on the Network.

Operational Communication - NSD will:

a. keep the Train Operators properly and promptly informed of any event, activity or incident becoming known to NSD that will, or is reasonably likely to, prevent or limit the operation of services by the Train Operators;

b. make available to the Train Operators in a timely manner on a website or other electronic means all published regulations, Standards, practices, instructions, directions and notifications from time to time applicable in Victoria relating to Train Control Services or the Network operating requirements to the extent that those regulations, Standards, practices, instructions, direction and notifications are relevant to the operation of the services.

Train Operators are required to:

a. notify NSD promptly after becoming aware of any actual or potential changes to the Train movements which are not or which might not be in accordance with the Daily Train Plan; and

b. ensure that all Trains are equipped with fully operational and compatible communications equipment to enable immediate communications between NSD and the Trains on the Network; and

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c. ensure that all cross jurisdictional arrangements are in place with CML, ARTC and VRTC so as to not cause delay on the NSD Network.

NSD has ICP's in place with CML, ARTC and VRTC to enable:

a. proper communication and co-ordination of Train movements across Network boundaries;

b. identification of Network maintenance and incident response boundaries.

Each Train Operator will have the appropriate ICP's as schedules in their Access Agreement with NSD.

12. OCCUPATIONS

When NSD needs to have an Occupation it will notify each Train Operator who has Access pursuant to Scheduled Train Paths the subject of the proposed Occupation. The notification will normally occur at the Weekly Occupations Committee meeting and NSD will minimise the impact of Occupations as much as possible and will use reasonable endeavours to provide each affected user with an alternative train path and will comply with the Train Path Priorities.

Contents of Notice of Occupation - Notice of an Occupation must specify:

a. the area of the proposed Occupation (the boundaries of which are not necessarily limited to the work site and may extend to signalling boundaries or locations where Trains can switch to another track or route);

b. the timing of the proposed Occupation;

c. the conditions under which Occupation works will be carried out;

d. any amendment or impact on the Train Operator's Scheduled Services necessary for the Occupation; and

e. the consequences of not undertaking the Occupation in terms of Network serviceability including speed restrictions and other limitations that will impact the operation of Scheduled Services.

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The Types of Occupations are below.

Under own protection (non-Occupation) - Work may be performed between Trains. It is common for work to be done in this manner without affecting Train running, however, at times some delays may arise from reducing speed through or around the work site for planned works NSD will issue a Train circular to describe the work location for drivers and other appropriate staff and to describe the protection required for the work location. In circumstances of unplanned minor works, work may be completed under an Infrastructure gang's own protection where it is unnecessary to issue Train circulars.

Closedown Occupation - Closedown Occupation is a major track Occupation that will disrupt any AM peak services or PM peak services or is of prolonged duration. At least three months notice of this type of Occupation must be given to Train Operators whose Scheduled Services are intended to be impacted by the Occupation.

Total Occupation and All Lines Closed - A total Occupation is an Occupation of all tracks or the track on single Lines with no alternative route around the work site. At least one month's notice of this type of Occupation must be given to Train Operators whose Scheduled Services are intended to be impacted by the Occupation. NOTE: At certain times following an emergency or incident it will be necessary during the response and recovery activities by NSD for total Occupations to be applied at short notice and without prior planning, consultation, and agreement from affected Train Operators.

Diversion - A diversion occurs when an Occupation occurs in multiple track areas, (i.e. 2 or more tracks) where alternative routing can be set up around the work site using unaffected adjacent tracks. Four weeks notice of this type of Occupation must be given to affected Train Operators whose Scheduled Services are to have altered routing due to the Occupation.

Re-Routing - Re-routing occurs when it becomes necessary to operate Trains via an alternative rail corridor to reach their normal destinations. This may arise from an Occupation closing all Lines or where there is insufficient track capacity to divert all Trains past the work site, hence requiring some Trains to be re-routed. Three months notice of this type of Occupation must be given to affected Train Operators whose Scheduled Services are intended to be routed via an alternative corridor.

Track Warrants - Track warrants are utilised on some Lines to enable works when no Trains are scheduled to operate so there is no impact on Train Operators services.

Service impact can vary for each type of Occupation and NSD will ensure that proper planning is in place to limit service impact to that which is essential for the Occupation activities to be completed.

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Implementation of Occupations - NSD may only implement an Occupation:

a. on the conditions set by any relevant Access Agreement; and

b. when all Train Operators affected by the Occupation because of required changes to Scheduled Services have been notified of the intended Occupation and have agreed that the Occupation takes place.

For Occupations to be implemented for 3rd Party or State Works, NSD require all affected freight Train Operators to make their own arrangements for service impact compensation with the principal party requiring the Occupation to conduct works.

The NSD safety management system does not allow for the operation of Trains through affected areas of Occupations and Train Operators are required to make alternative/substitute non rail based arrangements during Occupation periods where it is not possible to operate Trains on alternative tracks and routes.

NSD, Infrastructure and Safety/Risk officers are responsible for the management of occupations as follows:

a. to document and maintain current Occupation requests and approved track Occupations;

b. to determine Train movements to and from Occupations sites in conjunction with the affected Train Operators;

c. to make arrangements with Train Operators for works Train and track machine movements associated with the Occupation;

d. to maintain a works order registration system;

e. to determine safe working requirements of an Occupation and obtain all necessary agreements;

f. to approve documentation prepared in relation to required timetable changes;

g. to approve timetables for all works Trains in consultation with Train Operators;

h. to prepare and issue the necessary Train notices and circulars;

i. record the details of all Scheduled Train Paths impacted by the Occupations; and

j. record all instances of Occupation cancellations and overruns including notification times to Train Operators as a result of the unplanned events encountered.

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13. VLP EMERGENCY AND CRISIS MANAGEMENT PLAN

For rail based emergencies on the NSD Network such as derailments, where there are no serious injuries, NSD will act as the control agency responsible for the management of the emergency.

Any other authority at the scene will act as a support agency acting under the direction of the NSD site controller.

If there are serious injuries involved, or for other emergencies including a level crossing accident, a fire, or a dangerous goods spillage, NSD will act as a support agency and a NSD Officer will be appointed as ESLO whose duties will include protecting the scene and working under the control of an emergency service control agency (Police, Military or Fire Brigade.) NSD staff and Train Operator staff will be responsible for supplying resources as requested to control the emergency and the provision of technical and professional engineering advice.

It may also be necessary for NSD and/or Train Operators to provide Access or Rolling Stock to the Control Agency and as support agencies we are responsible for complying with such requirements.

NSD will use every endeavour to preserve the normal conditions of Access Agreements during incident response and recovery. Where this is not possible NSD will consult with Train Operators to explain why the incident requires changes to normal Access Agreement conditions and the likely duration of the situation.

NSD will also inform Train Operators of the types of Access to track that will be used to recover the situation and work towards normal Train operations with updates provided as frequently as reasonably practicable, and necessary and no more than eight hours apart.

If the incident involves recovery activities by Train Operators an on site meeting will be conducted by NSD to enable Train Operators to outline their Access needs so that recovery arrangements are put in place and NSD activities are suspended or altered.

The VLP Emergency Management Plan is included in all Access Agreements with VLP. The VLP Emergency Management Plan contains guidelines for:

a. employees of NSD;

b. employees of Train Operators operating on the NSD Network; and

c. contractors to NSD providing services.

From time to time emergency management exercises are arranged with all agencies and NSD along with Train Operators are required to participate to ensure that emergency situation scenarios are fully responded to. There may also be occasions when the Network is not available due to military or defence purposes.

14. COMMUNICATION AND CONSULTATION

There are two formally established Committees in place with CML, Train Operators, Rail Infrastructure Companies and DOT for:

a. Track Occupations Committee – A Weekly meeting is conducted and all aspects relating to Occupations, works and speed restrictions are discussed. The Occupations Committee also co-operates to ensure that Occupations are minimised by coordinating multiple works on rail corridors encompassing NSD and CML Networks.

b. Train Operating Committee – A monthly meeting is conducted to plan changes to the Master Train Timetable and temporary changes to Scheduled Train Paths due to Occupations and special events.

The NSD contact for Train Operators on the NSD Network relating to Train Path requests for inclusion in the Daily Train Plan is:

The Manager - Network Access
Network Services Department
Level 11
628 Bourke Street
MELBOURNE VIC 3000
Tel: 03 8414 8575 Fax: 03 8414 8738

The NSD contact for Train Operators for matters relating to the Real Time Scheduling of the Daily Train Plan is:

The Manager - Network Control
Level 11
628 Bourke Street
MELBOURNE VIC 3000
Tel: 03 8414 8591 Fax: 03 8414 8738

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The VLP contact for Train Operators seeking accreditation for Rolling Stock to operate on the NSD Network is:

The Manager Systems & Audit
Level 10
628 Bourke Street
MELBOURNE VIC 3000
Tel: 03 96195928 Fax: 03 96195945

The VOD located at Pod A , level 1 Southern Cross Station – GPO Box 848 Melbourne VIC 3001. Tele: 03 96192145, is the contact for Master Timetable matters.

The NSD contact for all Train Service matters is:

General Manager Network Services
Network Services Department
Level 11
628 Bourke Street
MELBOURNE VIC 3000
Tel: 03 8414 8578 Fax: 03 8414 8738

The General Manager Network Services is also responsible for the upkeep of this operating handbook in accordance with this operating handbook and ensuring stakeholder consultation occurs for any changes that have an impact on all Train Operator's activities in accordance with their Access Arrangement.

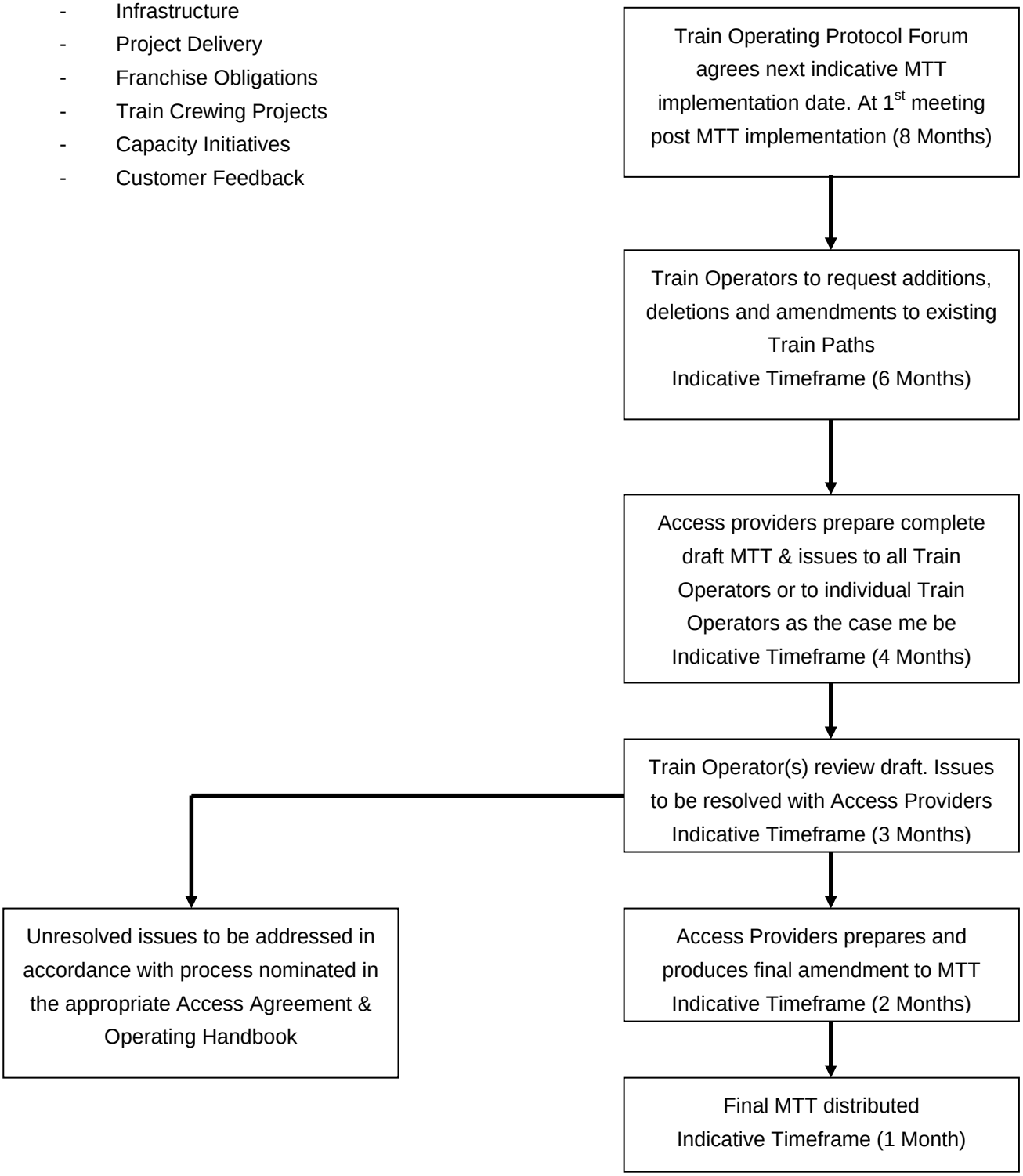
Complaints or questions about the application of rail Access Arrangements in accordance with the Network management rules should also be lodged with the General Manager Network Services who will deal with the matter as the VLP officer responsible for ensuring that each complaint is dealt with in good faith with the overall objective of promoting sound working relationships with Train Operators. As well as developing the knowledge and skills of NSD personnel to deal with multiple Train Operator Access to the Network. All complaints will also be reported to the ESC and include the details of resolution and confirmation that the Train Operator was given the option of settling the dispute in accordance with Access Agreement conditions or taking the matter directly to the ESC.

END

Vline Network Services Department – Operating Handbook – Attachment (1)

Master Timetable (MTT) Development Flow Chart

- Infrastructure
- Project Delivery
- Franchise Obligations
- Train Crewing Projects
- Capacity Initiatives
- Customer Feedback



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