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1. **PURPOSE**

The purpose of this rule is to provide instructions for *Fulfilling* the responsibilities of a *Train Controller* in the Public Transport Authority (PTA) *Network*.

2. **GENERAL**

*Train Controllers* safely manage the transit of *Rail Traffic* through the PTA *Network*. *Train Controllers* must plan, set priorities for, and manage:

- *Rail Traffic* services;
- *Work on Track Authorities* and methods;
- *Proceed Authorities*;
- Planned and Unplanned *De-Energisations*;
- liaison with the *Electric Control Officer, Operator’s Representatives, Maintenance Representatives* and Emergency Services during incident management; and
- the safe restoration of *Rail Traffic* services.

3. **RESPONSIBILITIES**

*Train Controllers* must:

- make sure that *Signalling* equipment is operated safely;
- respond to equipment failures and *Warning* alarms promptly;
  - this includes reporting all equipment failures and faults to the relevant *Infrastructure* representative.
- make sure accurate time is maintained and used;
- maintain accurate and timely information on the *Train Control Diagram* on actual and anticipated *Rail Traffic* movements, *Work on Track Authorities* and methods;
- not engage in any activity that distracts their attention from their *Safeworking* duties, or that may distract others in *Train Control*;
- *Authorise* and issue *Proceed Authorities* and *Work on Track Authorities*;
- as necessary, introduce methods of *Special Working*;
- as necessary, provide *Rail Traffic* details to affected *Train Controllers* and other *Workers*; and
- promptly report incidents and breaches of *PTA Safeworking Rules and Procedures* to their supervisor and affected *Operator’s Representatives*.

Where *Authorities* are being issued manually, the *Train Controller* must cross-check with the *Train Control Diagram* and other *Authorities* issued.
Train Controllers must complete the transmission, verification and recording of each Authority, Work on Track Authority and method before commencing any other activity.

3.1. AREA OF CONTROL

Control boundaries define the geographic areas of responsibility for each Train Controller.

Train Controllers may only Authorise or manage Authorities or activities within their area of control.

4. TRAIN CONTROLLER HANDOVER

A Train Controller must tell the relieving Train Controller about any conditions that could affect the operation of the PTA Network on Form 4030-409-003 Train Control Handover Sheet.

5. INTERFACE BETWEEN CONTROL BOUNDARIES

Train Controllers must share up-to-date information concerning:

- anticipated Rail Traffic arrival and departure times;
- the planning of Rail Traffic paths;
- Rail Traffic identification details; and
- crossing and passing requirements as appropriate.

Before Authorising the Rail Traffic to Proceed to a Location that is managed by another Train Controller, permission from that Train Controller must be obtained.

6. OVERDUE OCCUPATION

Where the agreed or expected reporting, clearance or Section running times are exceeded by an unreasonable amount, the Train Controller must:

- contact the Competent Worker in charge of the Work on Track activities; or
- contact the Rail Traffic Crew.

If this contact cannot be made, the Train Controller must advise the Track Workers’ or Rail Traffic Crew’s organisation, and alert them to the circumstances.

The requirements of Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN) must be observed if the Train Controller cannot communicate with the Rail Traffic Crew of an overdue Rail Traffic movement.

If the Track Workers or Rail Traffic Crew’s safety cannot be established, the Train Controller must initiate Emergency procedures.
7. OBSTRUCTION OF LINES OTHER THAN DISABLED RAIL TRAFFIC

If an obstruction other than Disabled Rail Traffic, such as a wash away, landslides etc., is reported, the Train Controller responsible for the affected Section of line must act in accordance with Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN), and:

- instruct Rail Traffic Crew in or approaching the affected Block to stop their Rail Traffic immediately; and
- apply Blocking Facilities in accordance with Rule 6003 Blocking Facilities to prevent entry of further Rail Traffic into affected or potentially affected Sections of Track.

8. KEEPING RECORDS

Train Controllers must keep a Permanent Record of relevant conditions and movements on the PTA Network.

9. REFERENCE

Form 4030-409-003 Train Control Handover Sheet
Rule 1001 Scope of the PTA Safeworking Rules and Procedures
Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN)
Rule 6003 Blocking Facilities

10. EFFECTIVE DATE

1 November 2015