

PUBLIC TRANSPORT AUTHORITY
SAFEWORKING RULES AND PROCEDURES

2029
RESPONSIBILITIES
OF TRAIN
CONTROLLERS

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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.
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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*.
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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

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