

# Network Rules and Procedures Amendments

Effective 29 September 2019

Briefing for  
Sydney Trains, NSW Trains,  
TfNSW Employees,  
Contractors and  
Private Operators  
[www.railsafe.org.au](http://www.railsafe.org.au)

This flyer summarises important changes to Sydney Trains' Network Rules and Network Procedures.

Amendments to the Network Rules and Network Procedures will come into effect at 00:01 hours on Sunday, 29 September 2019.

All users of the Network Rules and Network Procedures should familiarise themselves with these changes, and ensure their copies of the Network Rules and Network Procedures are amended accordingly.

For further information:  
email: [NRU@transport.nsw.gov.au](mailto:NRU@transport.nsw.gov.au)  
web: [www.railsafe.org.au](http://www.railsafe.org.au)

## NGE 204 Network communication

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Terminology updated from "check box" to "numbered box".

## NWT 300 Planning work in the Rail Corridor

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Terminology updated from "trained workers" to "Qualified Workers".

Added:

- instructions that the Protection Officer must be the only person to brief workers about worksite protection and safety measures before work begins and if protection and safety measures change and before additional workers join the worksite
- additional factors to consider when a Protection Officer makes a safety assessment relating to rail traffic risks on lines next to, near to or close to the work on track
- reference to:
  - NWT 320 Signal Key Switch (SKS) Blocking
  - NPR 753 Using Signal Key Switch Blocking
  - NPR 754 Using a signal key switch.

## NWT 302 Local Possession Authority

Incorporated instructions for:

- establishing and managing coordinated worksites.
- a Coordinating Protection Officer.

Added instructions:

- that the Protection Officer must be the only person to brief workers about worksite protection and safety measures before work begins and if protection and safety measures change and before additional workers join the worksite
- to place blocking facilities to prevent exit from an LPA
- relating to possession limit markers and worksite protection markers
- for extending an LPA
- protection at intermediate access points
- establishing a worksite within 500m of an LPA limit.

## NWT 306 Track Work Authority

Revised references used to nominate the worksite location aligned with the references used in ASB.

Added:

- instructions for using Automatic signals fitted with a signal key switch as TWA protection
- reference to NPR 754 Using a signal key switch.

## NWT 312 Infrastructure Booking Authority

Revised when it is required to compile NRF 003 Infrastructure Booking Authority (IBA) form.

## NWT 320 Signal key switch blocking

New Rule prescribing the rules for Signal Key Switch Blocking.

## NTR 400 Protecting rail traffic

Added instructions for placing track-circuit shorting clips on adjacent or obstructed lines if unable to contact Signaller.

Removed:

- reference to NPR 709 Using railway track signals
- instructions for placing railway track signals to protect rail traffic.

## NSY 512 Manual Block Working

Incorporated instructions for:

- affected signal used as the entry-end limit or exit-end limit not having trains stops suppressed or be included on the CAN form as signals that may be passed at STOP
- for placing clearance Handsignallers.

## NPR 700 Using a Local Possession Authority

Added:

- instructions for managing coordinated worksites
- Coordinating Protection Officer responsibilities
- instructions for protecting the LPA limits and intermediate access points
- instructions for using possession limit markers, worksite limit markers and worksite delineation markers
- perspective figures.

## NPR 702 Using a Track Work Authority

Revised references used to nominate the worksite location aligned with the references used in ASB.

Added:

- instructions for using Automatic signals fitted with a signal key switch as TWA protection
- reference to NPR 754 Using a signal key switch.

## NPR 712 Protecting work from rail traffic on adjacent lines

Added:

- definition of adjacent lines
- defined/reinforced the purpose of a dedicated worker
- use of SKS blocking to protect work from rail traffic on adjacent lines.

### **NPR 713 Placing temporary speed signs**

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Corrected typographical errors.

### **NPR 720 Protecting rail traffic**

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Revised text for protecting adjacent or obstructed lines.

Added instructions for:

- for placing track-circuit shorting clips on adjacent or obstructed lines if unable to contact Signaller
- for placing a Qualified Worker to towards the direction of approach of assisting rail traffic
- for Driver or Track Vehicle Operator of assisting rail traffic
- for protecting obstructions using railway track signals.

Removed instructions for:

- responding to delayed rail traffic
- placing railway track signals to protect rail traffic.

### **NPR 725 Using a large pilot staff**

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Revised instructions when to compile NRF 011 Worksite Warning form.

### **NPR 726 Using half pilot staffs**

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Revised instructions when to compile NRF 011 Worksite Warning form.

### **NPR 753 Using Signal Key Switch Blocking**

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New Procedure prescribing the process for using Signal Key Switch Blocking.

### **NPR 754 Using a signal key switch**

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New Procedure prescribing the process for operating a signal key switch.

### **NRF 000 General information about Network forms**

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Terminology updated from:

- "check box" to ""numbered box"
- "Train Controller" to ""Network Controller".

### **NRF 003 Infrastructure Booking Authority (IBA)**

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Revised text when it is required to compile NRF 003 Infrastructure Booking Authority (IBA) form.

Terminology updated from:

- "Number" to "IBA Number"
- "Location of equipment" to "Equipment"
- "check box" to "numbered box"
- "temporary or permanent removal" to "temporarily booked out of use or permanently removed".

Added:

- instructions for numbering forms
- instructions for using form to record details for using uncommissioned infrastructure
- updated specimen form.

Revised form items and structure.

Added form item Using uncommissioned infrastructure.

### **NRF 004 Condition Affecting the Network (CAN)**

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Plain English edits.

Terminology updated from:

- "check box" to numbered box"
- "Train Controller" to "Network Controller".

Added:

- instructions for numbering forms
- updated specimen form.

Revised form items and structure.

### **NRF 005 Special Proceed Authority (SPA)**

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Terminology updated from:

- "check box" to assurance box"
- "check box" to numbered box".

Added:

- instructions for numbering forms
- updated specimen form

### **NRF 007 Pilot Staff Ticket**

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Terminology updated from "Number to Ticket Number".

Added:

- instructions for numbering forms
- updated specimen form.

## NRF 008 Pilot Staff Notice (PSN)

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Revised form items order.

Terminology updated from:

- "Number" to "PSN Number"
- "Pilot staff working has been introduced" to "Pilot staff working is authorised"
- "Automatic road and pedestrian level crossings" to "Active control level crossings"
- "check box" to numbered box"
- "other conditions" to "special instructions".

Added:

- instructions for numbering forms
- updated specimen form.

Revised form items and structure.

## NRF 010 Pilot Staff Working Introduction

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Revised:

- form items ordered
- assurances to align with Rule.

Terminology updated from:

- "Number" to "Introduction Number"
- "check box" to assurance box"
- "check box" to numbered box".

Added:

- instructions for numbering forms
- form item "As a result of"
- form item "Issued to"
- updated specimen form.

Revised form items and structure.

## NRF 011 Worksite Warning

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Revised:

- form items order
- in line with changes to NRF 008 Pilot Staff Notice form.

Terminology updated from "check box" to numbered box".

Added updated specimen form.

Revised form structure.

## NRF 013 Temporary Rail Bond Approval

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Terminology updated from:

- "Reference No." to "Reference Number"
- "Reason for bonding" to "Reason for temporary rail bond"
- "Approved by" to "Approved by Signals Engineering Representative".

Added:

- instructions for numbering forms
- updated specimen form.

Revised form structure.

## NRF 014 Worksite Protection Pre-work Briefing

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Terminology updated from "Site Supervisor" to "Workplace Supervisor".

Added:

- instructions for:
  - the Workplace Supervisor must make sure that all WHS and rail safety hazards have controls
  - the Protection Officer and the Workplace Supervisor to make sure that all workers are briefed about worksite protection and the work to be performed before workers access the worksite
  - completing the Workplace Supervisor Acknowledgement on the Worksite Protection Pre-work briefing form.
- updated specimen form.

Revised form items.

## **NRF 015 Worksite Protection Plan**

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Revised text for providing or attaching a diagram/map.

Added:

- new Worksite Protection Plan NRF 015D for Track Work Authority/Signal Key Switch Protection
- instruction when to compile the different Worksite Protection Plans
- updated specimen forms.

## **NRF 015A Worksite Protection Plan**

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Terminology updated from "Site Supervisor" to "Workplace Supervisor".

added options for:

- work within a stabling yard
- work within a maintenance centre.

Removed:

- completely within field relating to worksite location
- options for TWA and work within a shunting yard.

## **NRF 015B Worksite Protection Plan**

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Terminology updated from "Site Supervisor" to "Workplace Supervisor".

Removed completely within field relating to worksite location.

## **NRF 015C Worksite Protection Plan**

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Terminology update from:

- "ASB Number" to "Protection Number"
- "clear of the line" to "clear of the Danger Zone".

Removed completely within field relating to worksite location.

## **NRF 015D Worksite Protection Plan**

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New Form to record the Worksite Protection Plan for a Track Work Authority or Signal Key Switch protection.

## **NRF 016 Protection Officers Log**

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Unit and Form withdrawn from publication with introduction of NRF 015D.

## **NRF 018 Absolute Signal Blocking (ASB)**

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Terminology update from "Rail traffic inspection/repair" to "Activities associated with in-service rail traffic".

Revised instructions for completing form Item 2 "Worksite Location".

Added updated specimen form.

Removed completely within field relating to worksite location.

## **Withdrawal of Permanent SAFE Notices**

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Some of the changes contained in this amendment pack are current, having already been implemented by Permanent SAFE Notices.

With the implementation of these amendments, the Permanent SAFE Notices listed in the table below will become obsolete and subsequently withdrawn at 00:01 hours on Sunday, 29 September 2019.

<i>Number</i>	<i>Topic</i>
008-2019	Trial of protection markers in a Local Possession Authority (LPA)
010-2019	NSY 512 Manual block working

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