

Rules and Procedures

Glossary

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A

absolute signal	A fixed signal that must not be passed at STOP without the authority of the Signaller.
Absolute Signal Blocking (ASB)	A method used by Qualified Workers to carry out work on track using controlled absolute signals set and kept at STOP .
access	A designated safe way into, along, across or out of a Rail Corridor.
Access Provider	An organisation that provides and manages a rail Network and safe method of entry to that Network for Access Users.
active control (level crossing equipment)	A road or pedestrian level crossing where warning equipment warns road users and pedestrians about approaching rail traffic by devices such as flashing lights or barriers.
adjacent	Next to, near to, close to.
adjoining	In contact with, connected to.
advertise	To give written or electronic notice, usually in advance, of planned activities.
affected signal	A signal not available for normal use.
airbrake	A braking system activated by change in air pressure.
aspect	The displayed pattern or position of lights or arms used to give a signal indication.
attended location	A signalling location or block location that is controlled by a Qualified Worker either on-site or at a remote location.
audible warning device	A device, such as a whistle, siren, horn or hooter, used to give warning.

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automatic signal	A signal that is normally controlled exclusively by the operation of track-circuits.
Automatic Train Protection (ATP)	A safety system fitted to trains and to the track that warns of or enforces speed limits and stopping at some limits of authority.
authorise	To give formal written, spoken or signalled authority for an action.
authority	A generic term for permission. Formal authority name.
axle counter	Equipment used to detect the passage of rail vehicles by counting the number of axles entering or leaving a location. They may be used to operate signalling or other infrastructure equipment.
Axle counter territory	The portions of line where axle counters are used for the Rail Vehicle Detection system of Safeworking.

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B

balloon loop	A portion of track that allows rail traffic to change direction of travel without change to the leading end.
bank locomotive	A locomotive provided at the rear of a train to assist it up a steep grade (bank).
basic block working	A form of manual block working which does not require the issue of a <i>Condition Affecting the Network (CAN) form</i> .
bidirectional	Allowing for signalled movements of rail traffic in either direction between yard limits.
block	A portion of track with defined limits between which only one rail traffic movement is permitted at any one time.
block location	A defined location that separates blocks.
block post	A temporary block location.

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block train	A train required to travel under manual block working in track-circuited territory.
block work	A method of managing rail traffic by manually maintaining blocks between movements.
blocking facility	A facility or device used by a Qualified Worker to prevent either the unintended issue of a Proceed Authority, or the operation of points or signalling equipment.

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C

CAN block working	Manual block working using a <i>Condition Affecting the Network (CAN) form</i> to warn Drivers and Track Vehicle Operators about the working.
cancel	To withdraw permission for, or to end previously authorised activities without completing them.
catch points	Single-bladed or double-bladed points used to derail rail traffic that might enter or foul an adjacent running line.
certify	To classify a worker as competent. To classify infrastructure or rolling stock as fit for purpose (able to be used for the function required).
clearance Handsignaller	A Handsignaller at a clearance location, who reports the clearance of rail traffic past that location.
clearance location	A location that, once clear of rail traffic, allows a following movement.
clearance post	A post, marker, light or disc identifying the location between converging lines beyond which rail traffic on one line would obstruct the other line.

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closely approaching	Going towards a location at a speed such that Drivers and Track Vehicle Operators could not be expected to react in sufficient time to stop before that location.
co-acting signal	A signal, placed near another signal that might be temporarily obscured from a Driver or Track Vehicle Operator's view, to provide information about the obscured signal's indication.
commissioned	To formally place into active service or use.
Condition Affecting the Network (CAN)	A situation or condition that affects or has the potential to affect the safety of the Network.
consist	A listed order of the vehicles arranged to make up a complete train.
consolidated yard	An area where interlockings controlled by one signalling location have intervening permissive signals. The area is defined exclusively by a YARD LIMIT (YL) sign and an END OF YARD LIMIT (EYL) sign.
controlled absolute signal	A signal that is controlled or operated by a Signaller or a Qualified Worker, and which must not be passed at STOP without authority.
controlled signal	A signal that is, or may be, controlled or operated by a Signalling System Operator or Qualified Worker.
converging	Lines meeting and joining to become one line.
convoy	A group of track vehicles not coupled but travelling closely together under a single authority.
Coordinating Protection Officer	The Qualified Worker responsible for protection of a coordinated worksite under a Local Possession Authority (LPA). See also Protection Officer.
crossover	A portion of track that is used to divert rail traffic from one running line to another.

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Danger Zone	Everywhere within 3m horizontally from the nearest rail, and any distance above or below this 3m, unless a safe place exists or has been created.
dangerous goods	Materials defined under the <i>Australian Dangerous Goods Code</i> .
dead end siding	A siding connected to a running line or other siding, with points at one end only.
defined clearance point	A specified limit defined by a controlled absolute signal, points, the end of a terminal line, a YARD LIMIT sign, an END YARD LIMIT sign.
delegate	A Qualified Worker authorised and designated to act in place of another.
demarcation fencing	Easily-seen, continuous worksite safety boundary markers.
derail device	A device intended to guide the wheels of rail traffic off rails.
direct	To give instructions.
disabled	Unable to travel due to a defect or a Condition Affecting the Network (CAN).
discrete-channel	A system in which only the intended participants in a radio or telephone conversation can take part in the conversation.
Driver	A Qualified Worker controlling the movement of rail traffic.

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E

effective communication	The ability to successfully send, receive and understand information. The communication does not need to be continuous.
Electric Vehicle Maintenance Centre (EVMC)	A designated location where maintenance work is carried out on electric traction vehicles.

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Electrical Representative	A person with the appropriate delegated authority and electrical engineering competence to make judgments about electrical safety.
electrical safety instructions	Instructions provided by Electrical Maintenance Representatives for work on or near electrical infrastructure.
Electrical System Operator	The person responsible for managing the Network electrical system and authorising the removal and restoration of overhead supply.
emergency	Incident requiring urgent action. The incident might involve death or serious injury, health or safety effects, significant damage to property or infrastructure, significant train service disruption, or environmental impact.
end-of-train marker	A device, including tail lights, fitted to the trailing end of the last vehicle of a rail traffic consist to indicate the end of the consist.
exclusive occupancy	Sole occupancy of track within defined limits.

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F

facing point	Points with the switch blades facing approaching rail traffic.
failsafe	Designed such that failure results in a safe outcome.
fixed signal	A signal that is located permanently near the line.
foul	In a position to obstruct rail traffic on adjacent lines.
four-foot	The area between the rails of a railway track.
fulfil	To complete the instructions on, and associated activities for an Occupancy Authority.

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G

groundframe	A small trackside interlocking device used for manual points or signal operation.
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half-staff	A metal staff located at the ends of a section, and interlocked with signals' circuits. Also known as a half-pilot-staff. Two half-staffs can be joined to provide a pilot staff for the section.
handbrake	A mechanical device used to secure a rail vehicle against movement. Includes spring parking brakes.
handsignal	A signal given by hand movements, with or without flags or lights. To give a signal by hand.
Handsignaller	A Qualified Worker who gives handsignals to Drivers and Track Vehicle Operators.
haul	To move rail traffic using a motive power source at the leading end.
headlights	White lights fitted at the front of rail traffic to provide visibility for Drivers and Track Vehicle Operators and to improve the visibility of rail traffic.

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I

in effect	Active, current, or in force.
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infrastructure	• civil infrastructure: – the track, track formation and drainage, and fixed structures beside, over or under the track, and – supports for overhead electric traction equipment, and – supports for signalling and telecommunications equipment. • electrical infrastructure: – equipment and systems for supplying and distributing electricity for traction purposes. • signalling and telecommunications infrastructure: – signalling equipment and telecommunications equipment.
instruction sign	A sign, near or fixed to a signal, bearing directions for Drivers and Track Vehicle Operators.
interlocking	Interaction of equipment controlling points and/or signals to prevent conflicting movements, and to make sure that routes are set correctly.
interlocking machine	Equipment used to operate or control interlocked points and signals.
intermediate	Between two others.
intermediate siding	A siding located within a section, generally used for purposes other than crossing or passing of rail traffic.
isolated 1500V overhead wiring section	A 1500V overhead wiring section disconnected from all possible sources of 1500V supply, and made incapable of accidentally being made live.
issue	To give or send copies of authorities, warnings, notices and Network publications to affected Qualified Workers by voice, hand delivery or electronic means.

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joint occupancy	Simultaneous occupancy of track within defined limits.
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L

level crossing	A location where the railway line and a road or pedestrian walkway cross paths on the same level.
light, battery powered tool or devices	An internally powered tool or device that can be easily carried by one person and be immediately removed from the track. The tool must not have potential to distract the operator, or impede the ability of the operator to respond to the warning of approaching rail traffic.
light locomotive	One or more locomotives not attached to another vehicle.
light, non-powered hand tools	A tool that can be carried and easily removed by one person and is not powered by compressed air, gas, electricity, hydraulics, explosive charge or an internal combustion engine.
light, powered hand tools	An internally powered tool that can be carried easily by one person, without mechanical assistance.
limit of authority	The location to which rail traffic may travel under a Proceed Authority or a limit of a work on track authority. A limit of authority may be defined by a sign, a signal capable of displaying a STOP indication, or a specific kilometrage point on a line.
loading outline	The maximum height and width to which rail vehicles can be loaded for a particular line, as prescribed in the <i>Train Operating Conditions (TOC)</i> manual.
local control panel	An interlocking facility that may be switched to and from local control.

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Local Possession Authority (LPA)	An authority that closes a defined portion of track for a specified period.
location	A place in the Network with a designated name, identification number, signalling reference or kilometrage.
locomotive	A self-propelled, railway vehicles used for hauling other rolling stock.
Lookout	A Qualified Worker responsible for keeping watch for approaching rail traffic, and for warning other workers to stand clear of the line before the rail traffic arrives.
Lookout Working	A safety measure used by Qualified Workers to carry out work on track without a formally issued work on track authority.
loop	A line with entry and exit ends connected to a running line, that is used to hold rail traffic to allow other rail traffic to cross or pass.
low visibility	Any condition that does not allow Qualified Workers to view the distance required to work safely. Visibility restricted by fog, mist, rain, dust, snow, low light or other similar cause.

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M

main line	The running line normally used for running rail traffic through and between locations.
Maintenance Representative	A Qualified Worker with the appropriate authority to maintain the infrastructure.
major incident	An incident assessed as having a potentially major impact on the Network, human life, property or the environment.

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manual block working	A method of special working, which ensures sole occupancy by manually maintaining the block between rail traffic movements.
marker lights	Lights which indicate the front or rear of a train.
marshal	To arrange the order of vehicles in a train's consist.
may	The word 'may' indicates permission.
motive power unit	A rail vehicle used to provide the power to move itself or other vehicles.
must	The word 'must' indicates that a statement is mandatory.

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N

net train weight	The weight of vehicles and their load in a train consist.
Network	A combination of track and other infrastructure controlled by an Access Provider.
Network access level crossing	Generally permanent level crossings provided at authorised locations for Network maintenance. Excludes public level crossings and private level crossings.
Network Control	The function responsible for managing rail traffic paths and issuing Occupancy Authorities.
Network Controller	Qualified Workers who on a day-to-day basis manage the safe and efficient operation of the Network, and may be: • the Train Service Delivery Manager (TSDM) • the Network Incident Manager (NIM).
Network Incident Management Plan	A manual issued by Sydney Trains that prescribes rules and procedures to be followed in the event of a major incident.

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Network Incident Notice (NIN)	A notice used to record and distribute information about incidents on the Network.
Network Local Appendices (NLAs)	Publications issued to prescribe special Safeworking arrangements for a location or area.
Network Forms	Forms issued for use as specified in the Network Rules and Network Procedures.
Network Procedures	Procedures issued for the safe conduct of work on the Network. To be read in conjunction with the Network Rules.
Network Rules	Rules issued to mandate the requirements for safe operation in the Network.
normal speed	Normal speed is a speed that does not exceed the speed limit currently in effect for the location and type of rail traffic.

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O

obstruct	To make a line unsafe for the passage of rail traffic.
occupancy	Presence of rail traffic or track workers on track.
open-channel	A system that allows all radio users to take part in all conversations.
Operator	An organisation that manages, operates or maintains rail traffic on the Network.
Operator's Representative	A person authorised by an Operator to act on their behalf.

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P

pantograph	An apparatus fixed to the roof of electric traction vehicles to draw current from the overhead supply.
pass	To overtake other rail traffic travelling in the same direction.
passive control (level crossing warning equipment)	Road and pedestrian level crossing warning equipment that relies on road users and pedestrians looking out for and giving way to rail traffic.
permanent form	A record made in writing or in a computer system, and kept for reference and audit.
permissive signal	A fixed signal that is normally controlled by the passage of rail traffic and its normal indication is a Proceed Authority. A signal that can be passed at STOP without the authority of a Signaller or Special Proceed Authority (SPA) if it is considered safe to do.
pilot	A Qualified Worker, who accompanies, directs and advises Drivers and Track Vehicle Operators. To direct or guide Drivers and Track Vehicle Operators and tell them about local conditions and operating restrictions on running lines and at worksites.
pilot staff	A metal staff that authorises travel through a pilot staff section.
Pilot Staff Notice (PSN)	A form used to give details of pilot staff working.
Pilot Staff Ticket	A written authority issued after a Driver or Track Vehicle Operator has seen the pilot staff or half-staff for a section.
pilot staff working	A method of working rail traffic, using a pilot staff or half-staff, when the normal system of Safeworking is not available.
Pilot Staff Working Introduction	A formal authority to introduce pilot staff working.
platform	A raised or level area, next to the line, that allows people to enter and leave trains.
points	A track component consisting of paired pieces of tapered rail that can be moved and set to allow tracks to diverge or converge.

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points indicators	An indicator showing the position of points.
possession	Closure of one or more lines to allow work to be carried out in the Danger Zone using a Local Possession Authority (LPA) or a Track Occupancy Authority (TOA).
Possession Protection Officer (PPO)	The Qualified Worker responsible for coordinating protection of worksites under a Local Possession Authority (LPA). See also Protection Officer.
prescribed train	A train laden in excess of a specified percentage of the maximum load that can be hauled by the motive power unit, for that portion of track.
Proceed Authority	An Authority that allows rail traffic to enter and occupy a portion of track and proceed in the forward direction.
propel	To push rail traffic away from the controlling locomotive or motive power unit. To manage airbrake operation of moving rail traffic from a cab that is not in the lead vehicle of a train.
protection	The means used to prevent rail traffic from entering a worksite or other portion of track, or to prevent road or pedestrian traffic from entering a level crossing.
Protection Officer (PO)	The Qualified Worker responsible for managing the rail safety component of worksite protection.
pulling list	The listed sequence in which point and signal controls must be operated to set routes.
pulsating	A regular variation in light intensity, used to distinguish the indication from a steady light of the same colour.

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Qualified Worker	A worker certified as competent to carry out the relevant task.
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R

rail bond	A cable fixed across a break or joint in one rail, or between two rails, to provide a path for traction return current or track-circuits.
rail-connect	To connect 1500V overhead wiring supply to the traction return rail to ensure the immediate discharge of electricity if the 1500V overhead wiring becomes live.
Rail Commander	A person qualified as Rail Commander that has been appointed by the Network Incident Manager (NIM) to liaise with Emergency Services and manage the rail industry response at an incident site.
Rail Corridor	The land on which a railway is built; comprising all property between property fences, or if no fences, everywhere within 15m from the outermost rails.
rail traffic	Trains and track vehicles travelling on the Network.
railway track signal	A device attached to a rail that explodes on impact, used to attract the attention of Drivers and Track Vehicle Operators.
Rail Vehicle Detection (RVD) territory	The portions of line where the system of Safeworking relies on track-circuiting or axle counters.
rake	Vehicles, usually not formed as a train, moved as a unit during shunting and marshalling.
release	A device that allows a Qualified Worker to take trackside control of points or signals.

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remotely controlled location	An attended location where signals and/or points are controlled by a Qualified Worker at another location.
repeater signal	A signal provided at some locations to give Drivers and Track Vehicle Operators better information about the indication of the next signal.
restrain	To prevent movement of rail traffic with signals, signalling equipment, blocking facilities, or issue of a Condition Affecting the Network (CAN) form as a warning.
restricted speed	A speed that allows rail traffic to stop short of an obstruction within the distance of clear line that is visible ahead.
right running-direction	The normal direction of travel on unidirectional lines.
roll-by inspection	A visual inspection of moving rail traffic to identify equipment, loading security or other defects or failures.
route	The path from one limit of authority to the next in the direction of travel.
running line	A line (other than a siding) that is used for through movement of rail traffic. See also main line and siding.
running signal	A fixed signal placed near a running line to authorise and control through-movements.
Running Supervisor	The Qualified Worker acting as a shift manager within an Electric Vehicle Maintenance Centre (EVMC).

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S

safe braking distance	A distance indicated to rail traffic that would allow rail traffic to stop with the application of normal service braking.
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safety assessment	An assessment process used to identify hazards for all work planned for the Rail Corridor and its potential to intrude on the Danger Zone.
SAFE Notice	An authorised notice distributed to give advice in addition to that provided in the Network Rules, Network Procedures or Network Local Appendices.
safe place	A place where workers and equipment cannot be struck by rail traffic.
section	The line between the departure-end yard limit of one location and the arrival-end yard limit of another location. A section consists of one or more blocks.
secure	To place and keep something in a known or prepared place or position to safeguard it against accidental or unauthorised access or movement.
set back	To move in the reverse direction to that provided in the current Proceed Authority.
shunt	To move rail traffic, rakes of vehicles, or vehicles on lines for purposes other than through-movement.
shunting signal	A fixed signal provided to authorise and control shunting movements.
siding	A portion of track where vehicles can be placed clear of the running lines. See also intermediate siding.
sighting distance	The distance that someone can clearly see along the track.
Signal Key Switch Blocking	A method used by Qualified Workers to carry out work on track using automatic signals fitted with a signal key switch to exclude trail traffic.
Signaller	A Qualified Worker who issues Occupancy Authorities, and works points, signals and other signalling equipment to manage routes for safe and efficient transit of rail traffic in the Network.

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Signals Engineer	A person with the appropriate delegated authority and signals engineering competence to make judgments about signalling safety.
Signals Maintenance Representative	A qualified and authorised signals maintenance worker.
Site Controller	The lead agency officer or multi agency response police officer appointed by and subject to the direction of an Emergency Operations Controller.
Special Proceed Authority (SPA)	A method of special working which may be used when the normal system of Safeworking is not available. A written authority that defines the conditions under which a rail traffic movement may be made.
Special Train Notice (STN)	A published notice providing details of train operations or events that might affect train operations.
special working	Working rail traffic using a Special Proceed Authority (SPA), pilot staff working or manual block working.
Speed Restriction Notice	An information sheet listing temporary speed restrictions for specific locations.
stable	To leave rail traffic unattended and secured, usually in a siding.
stabling yard	A system of track, not including running lines, used for stabling rail traffic.
staff	A metal rod which is, or can be used to issue, the token for a section.
substation	A place (including substations, traction substations, transformer rooms, switch rooms, sectioning huts, pole-mounted or pad-mounted transformers) containing high-voltage electrical equipment.
sufficient warning time	The minimum time needed for workers to react to a Lookout's warning and move themselves and equipment to a safe place; should include time for the Lookout's reaction and a margin for safety.

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system of Safeworking	An integrated system of operating procedures and engineered systems used in the Network, for safe operation of rail traffic, and protection of people and property.
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T

tail lights	Red lights used to designate the end of rail traffic. See also end-of-train markers.
terminal line	A dead-end line.
through-movement	Transit or travel in the Network.
tonnage signal	A signal before a steeply rising grade, with a sign that directs Drivers and Track Vehicle Operators of prescribed trains, the sign may be before or fitted to the signal.
track	The combination of rails, rail connectors, sleepers, ballast, points and crossings.
trackside monitoring equipment	Devices that monitor and respond to track, trackside and rail vehicle conditions.
track-circuit	An electric circuit in which current is carried through the rails and used to detect the presence of trains. Track-circuits are used in the operation and control of points and signalling equipment.
Track-circuited territory	Portions of line where the system of Safeworking relies on track-circuits to detect the presence of rail traffic.
track-circuit shorting clip	A cable that can be clamped to a line's rails to activate track-circuits.
track indicator diagram	A diagram that shows if tracks are occupied and other relevant information.

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Track Occupancy Authority (TOA)	An authority for Qualified Workers and their equipment to occupy a defined portion of track for an agreed period.
track speed	The allowed maximum speed for a portion of track.
track vehicle	A vehicle, usually self-propelled, used for inspecting and/or maintaining infrastructure.
track vehicle number (identification)	The unique number displayed on a track vehicle.
Track Vehicle Crew	The Qualified Workers responsible for the operation of a track vehicle.
Track Vehicle Operator	A Qualified Worker controlling the movement of a track vehicle.
track work	Construction, maintenance or repair work on or around infrastructure in the Rail Corridor.
Track Work Authority (TWA)	An authority for non-exclusive occupancy of track by track workers within specified limits.
traction return current	The electric current returning from the 1500V overhead power supply through the rails to sub-stations.
train	A locomotive or self-propelled vehicle, alone or coupled to one or more vehicles.
Train Crew	The Qualified Workers responsible for the operation of a train.
train number (identification)	A train or run number used to provide unique identification of a train.
Train Operating Conditions (TOC) manual	A manual that prescribes the minimum operating requirements for trains and track vehicles in the Network.
Train Operating Conditions (TOC) Waiver	A notice of changes or exceptions to the requirements specified in the <i>Train Operating Conditions (TOC) manual</i> .
Train Running Information	Information about rail traffic movement and frequency provided for a particular location.

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train stop	A device that can activate emergency brake applications on passing trains: • a mechanical train stop is a device located next to the line, at or between signals, which raises an arm to activate a train's trip gear • an ATP train stop electronically activates the emergency brake via the train's Automatic Train Protection (ATP) system.
transfer	Movement from location to location.
transit	Through-movement along a portion of track.
travel	Planned or purposeful movement from one location to another.

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U

unattended location	A signalling location or block location that is not a remote controlled location, and where a Signaller is not on duty.
unauthorised	Not given approval, or exceeding the limit of authority. See authorise.
unidirectional	Allowing for normal travel in one direction only according to the infrastructure and system of Safeworking in use.

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V

visibility lights	Lights, fitted below the headlights, to improve rolling stock's ability to be seen and to assist the crew in viewing of the immediate area in front of the vehicle.
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W

Weekly Notice	A publication that advertises changes to, and details of, Safeworking arrangements.
wheel scale	A build-up of metallic material on a wheel tread's surface.
whistle	A device such as a bell, whistle, siren, horn or hooter, fitted to rail traffic to give audible warning.
WOLO	Speed restrictions applied during hot weather.
worksite	A worksite with boundaries that are fixed and defined for the duration of the work.
work on track	The work performed in the Rail Corridor. To perform work in the Rail Corridor.
work on track authority	An authority to work on track. See Local Possession Authority (LPA); Track Occupancy Authority (TOA); Track Work Authority (TWA).
work on track method	A method to work on track. See Absolute Signal Blocking (ASB); Signal Key Switch Blocking; Lookout Working.
work train	A train used in maintenance or construction activities.
wrong running-direction	The direction opposite to the normal direction of travel on unidirectional lines.

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Y

yard	A system of tracks within yard limits.
yard limit	A defined operational limit on a running line. See also section.

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