KiwiRail

Train Running and Timetabling Manual

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1. Introduction

The objective of the Rail Operating Rules (the rules) is to control operational risk and achieve safe working through the best working standards and methods, by providing specific directions and instructions.

The rules are mandatory and are required to be followed to comply with rail safety legislation. Situations may occur where the rules do not provide for certain operational requirements or scenarios. When these other situations occur, the Officer Controlling Train Running must issue suitable instructions to cover the circumstances. This is an important part of the duties of Authorised Officers to arrange train running.

However, the essential requirement is that these Officers have a thorough knowledge of the rules and other operating instructions. They must continually refresh their memory by revision so that direction can be given when required.

As a general practice, they will not depart from the rules, but as previously mentioned, situations arise where circumstances call for special or unusual action. The Authorising Officers listed herein this manual have the authority to make suitable arrangements to meet operational problems. While they should generally act within the rules, they may find it necessary to take special action requiring modification of, or variation to, an existing rule. In such cases, they may do this by issuing a special bulletin to all concerned covering the intended arrangements, subject always to the needs of safety.

Such bulletins must quote the rule, code or instruction number, together with the clause (or clauses where appropriate), to be modified so that operating staff will know what is intended. Recipients are responsible for seeing that the instructions contained are carried out.

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2. Train Timetables

2.1 Train Scheduling and Work of Trains

Schedules, purpose, and work of trains (except suburban passenger services) are contained in operations management computer application (OMS). Train work orders contain a train schedule for the Operator.

2.2 Basic Running Time (BRT)

The BRT may be defined as the least amount of time a train with a specified weight could run through the particular section of track with the speed kept as close as possible to the authorised speeds at all times, up to the performance capacity of the locomotive.

A BRT applies to a specific:

- section of track
- motive power unit
- train type and weight.

BRTs are based on:

- normal operating conditions
- the normal condition of locomotives and rolling stock
- authorised speeds as defined in the Rail Operating Code and Local Network Instructions for the locomotive and train concerned, including permanent speed restrictions
- curve speeds as authorised by Track Engineering.

A BRT does not include any allowance for:

- starting and stopping at the beginning and end of the specified sections
- temporary speed restrictions
- deceleration and acceleration
- standing time at intermediate stops for crossings, crew changes, etc.
- abnormal weather
- the efficiency of the signalling system
- contingencies or make-up time.

It must be emphasised that the BRT is not necessarily the least time a train of a specified type and locomotive can run through the section without exceeding authorised speeds.

Where the BRT is mainly governed by locomotive performance as on long undulating grades, trains of less than the scheduled load can run through the section in less time than the BRT for scheduled load trains without exceeding the authorised speeds. An extreme example would be a light locomotive on a long undulating section.

The term ‘minimum running time' means the shortest time the minimum train could traverse the section concerned without exceeding the authorised speeds.

Another important factor is considered when BRT has obtained the ruling load for the section. Where the locomotive load schedule for a particular section is considerably higher than the potential load for the whole area, using the higher load for that section could produce slower BRT than are desirable for average freight train performance. For example, between Te Kuiti and Otorohanga, the freight load for a DX locomotive is 2000 tonnes. Still, in actual practice, most freight trains travelling over this section would be restricted to the potential load for the Taumarunui - Hamilton area (i.e., 1150 tonnes).

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It is reasonable to assume that a train of 1150 tonnes would make better time over this section than one conveying 2000 tonnes and such a situation is reflected in the basic running times produced.

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3. Train Schedules

3.1 Passenger and Freight Services

The Master Train Plan is controlled by Network Planning. It is located on the KiwiRail SharePoint site and contains the schedules for freight, Provincial passenger and Scenic services.

Metro Service Operators maintain the Metro Suburban Train Plans and these are provided to Network Planning for publishing online.

Variations to the Master Train Plans will be notified by:

- **Schedule Notice** – a document emailed by the Short Term Planner to relevant personnel for the following day's operations and contains:
  - additional services
  - cancelled services
  - work trains
  - temporary variations to train schedules.
- **Email Advice** – provided at short notice by the Operator's Service Manager (unless specific bulletin procedures apply). When there is insufficient time for email notification, verbal advice must be provided to the Train Controller or the Network Control Manager:
  - Relevant managers, terminal supervisors, and team leaders must inform personnel of schedules under their control
  - Train Controllers must amend the train control diagram and the Electronic Train Graph (where applicable)
  - Signallers must record the change in the train register.
- **Bulletin** – issued for:
  - work trains in multi-line areas
  - mobile track maintenance vehicles when scheduled as a train
  - variation to passenger trains.

Detailed freight, Provincial passenger and Scenic services timetables are printed on the respective train work orders.

3.2 Direction of Trains

Trains running towards Otiria in the North Island and towards Picton in the South Island are Up trains, and those running in the opposite direction are Down trains. Up trains have even numbers, and Down trains have odd numbers.

NOTE

Exceptions

- Trains running on a Branch Line retain the number allotted in accordance with the direction of travel on the Main Line.
- Trains running between Palmerston North and Masterton will retain the Palmerston North – Woodville number while running in the Woodville – Masterton area.

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3.3 Train Numbers

3.3.1 Freight and Scenic Trains

#	3 Digit Numbers
The first digit indicates the line	
1xx	North Auckland Line, Auckland – Te Rapa and Branches
2xx	North Island Main Trunk
3xx	East Coast Main Trunk, including Mt Maunganui and Murupara Branches
4xx	Kinleith and Rotorua Branches
5xx	Stratford – Okahukura Line, Marton – New Plymouth Line and Branches
6xx	Palmerston North - Gisborne Line, Wairarapa Line and Branches
7xx	Main North Line
8xx	Midland Line and Branches
9xx	Main South Line and Branches
The second digit indicates the train type	
x0x	Scenic Train
x1x	Priority Express Freight
x2x, x3x	General Express Freight
x4x, x5x	Unit Express Freight
x6x, x7x, x8x	General Freight
x9x	Unit Freight
A third digit is an individual number indicating the direction of travel	
Even numbers Up	
Odd numbers Down.	
Unit Train Services for Specific Customers – Alphanumeric Numbers - Some Unit freight trains for specific customers are identified with a one or two character alphabetical prefix, e.g., MP for Metroport trains operating between Tauranga and Southdown.	

3.3.2 Metro Suburban Passenger Trains, Diesel or Electric Multiple Units

4 Digit Numbers
The first digit or letter indicates the route
The second digit indicates the line or destination station.
The third and fourth digit form an individual number indicating the direction of travel (even numbers for up trains, odd numbers for down trains).

3.3.3 Passenger Shuttle Numbering Nationwide (excludes Metro)

PS1	North Auckland Line, Auckland - Te Rapa, including Rotowaro, and Mission Bush Branches
PS2	North Island Main Trunk
PS3	East Coast Main Trunk, including Mt Maunganui, and Murupara Branches
PS4	Kinleith and Rotorua Branches
PS5	Stratford - Okahukura Line, Marton - New Plymouth Line and Branches
PS6	Palmerston - Gisborne Line, Wairarapa Line and Branches
PS7	Main North Line
PS8	Midland Line and Branches
PS9	Main South Line and Branches

3.3.4 Metro Passenger Shuttle Numbering (excludes Nationwide)

PS20 - PS29	Eden Park Stadium, Kingsland

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PS30 - PS39	Go Media Stadium Mount Smart Penrose
PS40 - PS49	Other venues
PS60 - PS69	Sky Stadium, Wellington

3.4 Extra/Special Train Letters

Letters replace the first digit in the train number for extra and special/temporary freight and provincial passenger services.

Letter	Location
A	North Auckland Line and Auckland – Te Rapa
B	North Island Main Trunk south of Te Rapa
C	East Coast Main Trunk, including Mt Maunganui and Murupara Branches
D	Kinleith and Rotorua Branches
E	Marton New Plymouth Line and Stratford – Okahukura Lines
F	Wairarapa and Palmerston North – Gisborne Lines
G	Main North Line
X	West of Rolleston
J	Main South Line
K	Spare
DTxx	Diesel Training
ETxx	Electric Training (EMU or electric locomotive)
FTxx	Film Train
LLxx	Light Locomotive
PSxx	Passenger Shuttle
STxx	Steam Training
TDxx	Test Diesel
TExx	Test Electric
TSxx	Test Steam
VMxx	Vehicle Movement Rolling Stock Transfer
WTxx	Work Train

3.5 Train Times on Timetables

Type Style	Meaning
1234 (bold print)	The train starts or terminates here
1234 (normal print)	The train normally stops here; a train that conveys passengers must stop
1234 (small print)	Check time only unless explanatory note symbol a, b, c or * applies. Time is shown in brackets on bulletins.
1234 (italics)	Time for the assistance of personnel, which does not give any running authority.

3.6 Letters and Symbols on Timetables

Letter/ Symbol	Meaning
a	Stops for train purposes only. The train may leave after completing these purposes, subject to the **Rail Operating Rules**.
b	Stops, if required, to set down passengers only.

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c	Stops, if required, to pick up passengers only.
*	Stops, if required, to pick up or set down passengers **Note**: Passenger stops not provided for in train schedules – These stops may be arranged with the Train Manager or Train Attendant in Charge, who will advise the Operator and Train Controller.
EMU	Auckland and Wellington suburban electric multiple unit passenger trains.
Exp P	Passenger train with all vehicles authorised to run at 100 km/h and Exp Passenger Route Speed is provided in maximum speeds of **Local Network Instructions**.
MT	Empty passenger train.
MP	MetroPort Services
MH	MetroPort Services
MR	MetroPort Services
GC	Genesis Coal Services
P	Locomotive-hauled passenger train
RC	Railcar (Silver Fern)
Exp F	Express freight train of vehicles authorised to run at 80 km/h
F	Freight train
Unit	Unit train of wagons of specified classes for bulk commodities, e.g., coal, logs, fertiliser.
90 Max	Express Freight train, which can travel at 90 km/h.
FC	Freight Centre
PS	Private Siding
RR	Runs when required and as arranged by the Train Control Centre
p1(S1) ↓	The train schedule is continued from the page and section or column above the arrow.
↓ **p1(S1)**	The train schedule is continued on the page and section or column below the arrow.
-	Departs previous day
+	Arrives following day
9214	Train crosses train 9214 here. Indicated on the Johnsonville Line only.

NOTE

Amendments: where a paragraph is marked with a vertical line and the print is italic. This indicates either it is a new instruction or if it was a previous change, a further change has been made.

3.7 Days Trains Run

Unless otherwise specified, trains run daily (e.g., Tu - Fr indicates train runs on Tuesday, Wednesday, Thursday and Friday).

3.8 Trains Departing Ahead of Scheduled Time

Long-distance passenger services – may run ahead of scheduled time (up to 10 minutes ex stations if all passengers have been accounted for) when authorised by the Train Controller.

Metro suburban passenger services – must not be dispatched ahead of time from timed stations except when authorised by the Train Controller and confirmation is received from the relevant Metro operator.

Freight services – may only call the Train Controller for a signal to depart the originating terminal 15 minutes ahead of the scheduled MTP or SN Variation Notice departure time. The Linehaul Service Manager may authorise individual variations to the above.

Main line shunting services – may leave stations when ready to run to destination ahead of time when authorised by the Terminal Team Leader (or designated person) and the Train Controller.

3.9 Shunting Service Letters

Replaces the first digit in the train number.

Letter	Location
L	Auckland and Whangarei
M	Hamilton
N	Taumarunui
P	Palmerston North
Q	Wellington and Masterton
R	Mt Maunganui and Kawerau
S	New Plymouth and Stratford
T	Wanganui
U	Napier
V	Picton
W	Christchurch
X	Greymouth
Y	Dunedin
Z	Invercargill

3.10 Auckland Metro Suburban Area

3.10.1 Regular Services

#	Location
A0xx	Pukekohe - Grafton (am)
A1xx	Pukekohe - Grafton (pm)
A2xx	Pukekohe - Grafton (pm), or destination platform alteration from base timetable
B0xx	Grafton - Newmarket via CRL & Parnell (am)
B1xx	Grafton - Newmarket via CRL & Parnell (pm)
B2xx	Grafton - Newmarket via CRL & Parnell (pm), or destination platform alteration from base timetable
C0xx	Grafton - Auckland K2 siding (am)
C1xx	Grafton - Auckland K2 siding (pm)
G0xx	Onehunga - Maungawhau via Grafton (am)
G1xx	Onehunga - Maungawhau via Grafton (pm)
H0xx	Onehunga - Henderson via Grafton (am)
H1xx	Onehunga - Henderson via Grafton (pm)
W0xx	Manukau - Swanson (am)
W1xx	Manukau - Swanson (pm)
W2xx	Manukau - Swanson (pm), or destination platform alteration from base timetable
Y0xx	Sylvia Park - Kingsland (am)
Y1xx	Sylvia Park - Kingsland (pm)

3.10.2 Empty Train Movements - From Depot to Departure Location

Numbering convention: NRxx

- N = Numerical digit
- R = Alphabet character indicating the route (refer **3.10.1 Regular Services**)
- xx = variable number: Odd for down trains, even for up trains.

When a train movement operates to form a service, the convention tranposes the first 2 characters for the relay movement to become RNxx or RNx(x-1), as follows:

Scheduled service continues in the same direction as the empty train movement:

- NRxx (empty) to RNxx (service) e.g., 0W04 becomes W004, or 1Y45 becomes Y145

Scheduled service travels in the opposite direction to the empty train movement:

- NRx(-1) (empty) to RNx(x-1) (service) e.g., 0W06 forms W007

For Wiri and The Strand where two movements are required to access the departing platform the first move will be NRx(x-1)a for Wiri and NRx(x-1)b for The Strand followed by NRx(x-1) for travel to a platform for the departing service RNxx.

3.10.3 Empty Train Movements – From Terminating Location to Stabling Facility

Numbering Convention: ENxx

E = Train movement returning to stabling facility

N = Designated stabling facility number (refer below)

xx = service number: odd is for down trains, even for up trains

#	Stabling Facility
E0xx	Strand – Car Sidings
E1xx	Waitematā
E2xx	Henderson
E3xx	Reserved for future use
E4xx	Wiri
E5xx	Manukau
E6xx	Papakura
E7xx	Pukekohe

3.10.4 Stopping Short Numbering Convention

Principles

- If East-West trains are timetabled to stop short of Swanson or Manukau, the 2nd digit will reflect the location.
- If South-City trains are timetabled to stop short of Grafton or Pukekohe, the 2nd digit will reflect the location.
- If Onehunga-West trains are timetabled to stop short of Onehunga, Maungawhau or Henderson, the 2nd digit will reflect the location.

R = Route (refer **3.10.1 Regular Services**)

#	Station
R9xx	Henderson
R8xx	Kingsland
R7xx	Newmarket

#	Station
R6xx	Waitematā
R5xx	New Lynn (East-West services running through Morningside)
R9xx	Penrose
R4xx	Ōtāhuhu
R3xx	Maungawhau
R5xx	Puhinui (South-City or East-West services southbound)
R8xx	Homai
R9xx	Papakura

3.10.5 Altered Platform Berthing from Base Timetable

Numbering Convention: RNxx

R = Route (refer **3.10.1 Regular Services**)

N = 2

- Late evening trains running when required (Friday and Saturday nights), or
- Altered berthing platform but no indication of actual platform number.

xx = sequential number on that route: even numbers for up trains, odd numbers for down trains

3.10.6 Route Altered from Base Timetable

Numbering Convention: NRxx

N = Terminating location (refer **3.10.4 Stopping Short Numbering Convention**)

R = Service has been altered from base timetable (beyond a platform change at destination) e.g., starting location (refer **3.10.1 Regular Services**)

xx = sequential number on that route: even numbers for up trains, odd numbers for down trains

3.10.7 Special Event Train and MMP Numbering and Routes

NOTE
MMP = Metro Maintenance Programme

#	Route
D0xx	Manukau – Grafton via Penrose (am) – Special Event or BOL Diversion
D1xx	Manukau – Grafton via Penrose (pm) – Special Event or BOL Diversion
D2xx	Destination platform alteration from base timetable
F0xx	Manukau – Swanson via Penrose, Parnell & CRL stations (am)
F1xx	Manukau – Swanson via Penrose, Parnell & CRL stations (pm)
F2xx	Destination platform alteration from base timetable
N0xx	Kingsland – Grafton via CRL stations, Parnell, Direct Link (am) (Special Event Line)
N1xx	Kingsland – Grafton via CRL stations, Parnell, Direct Link. (pm) (Special Event Line)
S0xx	Morningside – Swanson (am) (Special Event, Split Line)
S1xx	Morningside – Swanson (pm) (Special Event, Split Line)
T0xx	Kingsland – Ōtāhuhu via Grafton, Newmarket, Penrose (am) (Special Event Line)

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#	Route
T1xx	Kingsland – Ōtāhuhu via Grafton, Newmarket, Penrose (pm) (Special Event Line)
U0xx	Pukekohe – Newmarket via Tāmaki & CRL Stations (am)
U1xx	Pukekohe – Newmarket via Tāmaki & CRL Stations (pm)
Z0xx	Auckland K2 Siding – Kingsland (am) (Special Event Line)
Z1xx	Auckland K2 Siding – Kingsland (pm) (Special Event Line)

3.11 Wellington Metro Suburban Area

3.11.1 Regular/Extra/Special Services

#	Location
24xx	Trentham – Wellington
26xx	Upper Hutt – Wellington (am services)
36xx	Upper Hutt – Wellington (pm services)
38xx	Upper Hutt – Wellington (weekend)
39xx	Upper Hutt – Wellington (extras)
46xx	Taita – Wellington
49xx	Taita – Wellington (extras)
56xx	Melling – Wellington
59xx	Melling – Wellington (extras)
62xx	Waikanae – Wellington (am services)
63xx	Waikanae – Wellington (pm services)
64xx	Waikanae – Wellington (weekend)
69xx	Waikanae – Wellington (extras)
72xx	Plimmerton – Wellington
79xx	Plimmerton – Wellington (extras)
82xx	Porirua – Wellington
89xx	Porirua – Wellington (extras)
92xx	Johnsonville – Wellington
93xx	Johnsonville – Wellington (weekend)
99xx	Johnsonville – Wellington (extras)

3.11.2 Extra/Special Train Letters

Letter	Location
JV	Johnsonville
ML	Melling
PK	Paekākāriki
PL	Plimmerton
PM	Paraparaumu
PR	Porirua Empties
PU	Porirua
PT	Petone
PX	Paekākāriki
TA	Taita
TN	Trentham
TW	Tawa
TX	Taita Empties
UH/UX	Upper Hutt
WA	Waterloo

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Letter	Location
WK/WX	Waikanae

3.12 Dunedin

#	Location
19xx	Port Chalmers – Dunedin – Wingatui – Taieri Branch
29xx	Dunedin – Waitati – Merton – Oamaru

3.13 Provincial Passenger Services

#	Location
12xx	Palmerston North – Wellington (Capital Connection)
13xx	Hamilton – Strand (Te Huia)
16xx	Masterton – Wellington (Wairarapa)
HTxx	Te Huia Hamilton repositioning empty
THxx	Te Huia Auckland repositioning empty

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4. Special Passenger Trains

Requests for the running of excursion trains are set out in the following process.

4.1 Steam Hauled Excursions

The operation of all such trains will be planned and coordinated by the respective Operator and approved by the Network Capacity team in accordance with the Common Access Terms.

Specific approval must also be obtained from Mechanical Engineering and/or Track and Structures Engineering for authorisation regarding conditions for specific locomotives to be used and running rights and restrictions as required by the Rail Operating Rules and Procedures or Heritage Operating Manual.

Network Access staff must ensure all requirements of the Common Access Terms and Access Agreements are complied with. Particular attention is to be paid to verify:

- Passenger safety plans include safety controls for stops away from platform
- Special instructions are issued for long tunnels
- Fire safety plans are provided and approved by Rural Fire Authorities.
- Safety instructions are issued for wooden carriages in double track
- Proposed vehicles are registered and have a current inspection certificate

4.2 Diesel Hauled Excursions

The operation of such trains with either private or KiwiRail carriage stock will be coordinated by the respective Service Support/Customer Services Manager Passenger.

Planning aspects for such trains will be carried out with the organisers by the respective KiwiRail Customer Services Manager Passenger in conjunction with the Network Capacity team.

4.3 Corporate Approval

No corporate involvement will be required unless the excursion is linked to a company event, in which case the Chief Executive's Office must be contacted.

4.4 Private Rolling Stock

Approval for the operation of private carriage rolling stock must be in accordance with the provisions of the Common Access Terms, Operator Access Agreement and the Heritage Operating Manual.

4.5 Costs

Costs for special passenger trains must be administered in accordance with Operator Access Agreements.

4.6 Uncoupling Locomotive from an Excursion Train in a Section

If a locomotive is to be uncoupled and moved from an excursion train for photographic purposes, this must be authorised by bulletin. The bulletin must include the necessary arrangements to hand signal the locomotive back onto the train.

4.7 Charter / Heritage Passenger Trains

Bulletins authorising running of Heritage trains must show any additional running authority and any restrictions as specified in the ***Passenger Vehicle Operations Manual.***

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4.7.1 Charter / Heritage Passenger Trains in Tunnels

The following tunnels are designated ‘Category 1’ Tunnels:

- Britomart (T20 NIMT)
- Kaimai (T1 ECMT)
- Tawa (T1 and T2 NIMT)
- Remutaka (T2 Wairarapa Line)
- Lyttelton (T1 MSL)
- Otira (T17 Midland Line)
- Mihiwaka (T5 MSL)

Heritage Operating Manual form B4 213 Category 1 Tunnels Risk Considerations must be received with the application when the train is planned to enter/travel through a Category 1 Tunnel.

NOTE

Charter / Heritage Passenger Trains are trains including rolling stock other than AK, AG, S and Multiple Units currently operating in the Auckland and Wellington Suburban areas.

A bulletin must be issued with instructions required:

- The Train Control booth monitoring the train must be attended at all times while the train is in the tunnel
- The Operator must confirm with the Train Controller at the last stop before the tunnel, of the known status of the tunnel radio system
- Trains must not depart the stop immediately preceding the tunnel if it is confirmed the tunnel radio is not working
- Note for Operator - When a train conveying passengers is showing signs of overheating/failure it must be stopped short of the tunnel.

4.7.2 Additional Hazard Control for Tawa T1 & T2 Tunnels

The following additional procedures must be issued by bulletin for steam hauled charters or heritage trains, or steam locomotives being towed in light steam:

- When the charter or heritage train is in either tunnel, no other train is permitted in that tunnel.

The bulletin must instruct the Train Controller to manage trains accordingly.

- The Operator must advise the passenger count to the Train Controller before entering tunnel, and the Train Controller must record this information on the Train Control diagram.
- The bulletin must specify that entry and exit calls are required by the train, and the Train Controller must initiate emergency procedures if a train is two minutes overdue without communication. Basic Running Time through both tunnels is four minutes.

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5. Bulletins

The information in a bulletin is supplementary to the instructions in the company operating documentation.

NOTE
Refer to **GR01 General Rules, 6. Bulletins** for further information.

Recipients of bulletins are responsible for ensuring that the instructions contained are carried out. A bulletin is mandatory to protect Rail Personnel and all others concerned.

Bulletins must:

- be structured correctly
- be easy to understand
- not contain duplicated rules or other instructions
- be uniform in setting out and phraseology.

NOTE
Information bulletins are not numbered.

5.1 Rail Personnel Authorised to Issue Bulletins

Rail Personnel listed in this section are authorised to issue bulletins as specified below.

5.1.1 Officers Authorised to Control Train Running:

The following personnel who hold the Officer Controlling Train Running qualification are authorised to issue special bulletins that temporarily modify rules and instructions contained in the Rail Operating Rules and Procedures framework:

J.J. Harrison	G.J. Hutchins
M.J. Manhire	R.L. Simpson
C.A. Taurua	J.O. Baker
J.I. Murphy	

IMPORTANT
Permanent variations to the ROR&P, ROC and FHC may only be authorised by G.J. Hutchins, R.L. Simpson, and J.O. Baker.

5.1.2 Network Access Planners Authorised to Issue Bulletins

The following personnel are authorised to issue and reissue information bulletins and special bulletins listed in **5.2 Scenarios Requiring the Issue of a Bulletin**:

J.J. Harrison	W.A. Jansen
J.I. Murphy	A.C. O'Connor
P.M. Strickland	C.A. Taurua

5.1.3 Personnel Authorised to Issue Specified Bulletins

The following personnel are authorised to:

- reissue information bulletins to make corrections, alterations, and cancellations to existing worksites and/or trains, and
- issue special bulletins that are listed in **Train Running and Timetabling Manual, 5.2.1 Frequently Issued Bulletins**:

R.Q. Burns	D.R. Cornick	G.D. Dix
G.J. Duncan	D.B. Edwards	M.W. Graham
M.J. Hudson	A.M. James	P.R. Kaiwai
T.J. Maberly	K.S. Macdonald	B.L. Paterson
B.R. Shaw	T.D. Waetford	B.Q. Wilson

5.2 Scenarios Requiring the Issue of a Bulletin

5.2.1 Frequently Issued Bulletins

The following circumstances that require bulletins have standardised templates with designated fields for editing:

- adverse weather
  - extreme rail temperatures
- missing, damaged, or blacked-out signal
- authorise defective rail vehicles to run

NOTE
Approval must been given by a Rolling Stock Representative, who will specify the provisions for safe operation. These must include identification of hazards, rail vehicle numbers involved, braking rules modified if necessary and how the rail vehicles are secured to the train if required (i.e., coupling links)

- unplanned overhead power outage superseding an EF25 Form

NOTE
Issued when required for notification purposes of prolonged power outages.

- notify missing curve warning boards
- authorise rail vehicles to be left unattended on crossing loops or main lines (provision for securing the vehicles must be made and specified)
- advice of boards missing, or not erected for temporary speed restrictions
- advise new or altered temporary speed restrictions and conditions when OMS is unavailable
- authorise to run wagons overweight

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NOTE
Approval must be given by the Infrastructure and Rolling Stock Managers.

For same day movements, this can be verbally authorised and endorsed on the information bulletin held by Train Controllers, Operators, and destination terminals.

- signalling equipment failure or outage
- points secured
- radio outage
- rusty rail conditions
- suspend signalling in Midland Line Automatic Signalling areas
- track warrants left in the cab.
- CRL – NIMT: Waitematā – Maungawhau:
  - Tunnel Ventilation System (TVS) Out of Use
  - Line Closure
  - Single Line Operations
  - Emergency Plunger Out of Use
  - Emergency Response Equipment Out of Use.

5.2.2 Other Bulletins

The following is a non-exhaustive list of additional circumstances that require the issue of a bulletin:

- planned overhead power outage
- station yard alterations affecting the main line and other interlocked areas
- restrictions following cessation of services
- running of special passenger trains and work trains
- operation of maintenance vehicles (see **TS11 Mobile Track Maintenance Vehicles**)
- track protection arrangements for planned work in interlocked areas
- train control disaster recovery

NOTE
Permission must first be obtained by the Network Access and Control Manager or delegate.

- suspension of Release Code Blocking

NOTE
Permission must first be obtained by the Network Access and Control Manager or delegate.

5.3 Setting Out of Information Bulletins

To obtain uniformity in the method of setting out information bulletins, the following sequence is to be adhered to:

- basic heading
- day(s) and date(s) of operation
- area of operation
- alterations to train services (primarily for work trains, excursion trains and maintenance vehicles running)

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- special instructions (including a lined portion for additional handwritten instructions)
- planned overhead power outages
- protected track work listed in geographical order (to aid reading by train crew)
- name and job title of the authorising officer

5.3.1 Alterations to Train Services

Additional trains that must be scheduled are shown in schedule columns in time sequence.

Train numbering must be unique to the day of operation and comply with train numbering in Instruction 3.3. Train numbers in Amicus can include an alphabetical letter at the end of the train number, this indicates the origin or destination terminals for a particular Amicus train profile. They will be shown on information bulletins for the guidance of staff.

5.3.2 Work Trains and Trains Running Under TS11 Mobile Track Maintenance Vehicles

The particulars of work trains and track equipment authorised to run in accordance with **TS11 Mobile Track Maintenance Vehicles** are advised by Information Bulletin.

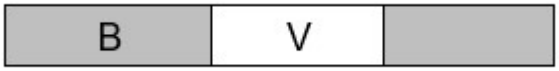
The bulletin will include the following:

- destination and origin stations
- departure and arrival times
- rule number (**TS11 Mobile Track Maintenance Vehicles** only)
- en route details.

MTMVs travelling will be shown on Information Bulletins as follows:

- First digit / character indicates the line the MTMV is operating on as per Instruction 3.4.

- Second character shows either V or R



V = Coupled MTMV – Activates track circuits and is protected by signalling except Track Stabilisers No.513 and 526 which may travel as a single unit (Only Track Stabilisers No.513 and 526 comply with the requirements to be able to run as a single unit under signalling)

IMPORTANT

Exception to protected by signals

When working in the block section – signal blocking required (Mis.71 / Mis.72 is also required only for section(s) being worked), and Single Line Automatic Signalling areas when signalling is suspended

R = for travelling as a single unit or separately (when MTMV cannot be relied upon to activate track circuits)

- Signal blocking or tagging will be required
- Mis.71 / Mis.72 is not required, except when working en route and only for the section(s) being worked.

Example of Information Bulletin:

Extra Trains:					
Train Id	**Depart**	**At**	**Arrive**	**At**	**Special Provisions**
BR1	Te Rapa	0700	Taumarunui	1600	TS11
BR3	Te Rapa	0700	Taumarunui	1600	TS11
AV2	Te Rapa	0700	Auckland	1100	TS11

Special Instructions:

BR1/BR3 - Tamper 242, Regulator 283 - W. Chase 027 241 2262 –

Tamper and Regulator travelling separately,

AV2 Tamper 255, Regulator 323 - Coupled - Rickerby, 027 241 2252

5.3.3 Work in accordance with TS04, TS06, TS08 and TS11

When the information bulletin advises work in accordance with:

- **TS04 Compulsory Stop Protection**
- **TS06 Blocking**
- **TS08Working Within Non-Interlocked Areas**
- **TS11 Mobile Track Maintenance Vehicles**

The bulletin may include the following:

- work site meterages
- station between
- signal numbers (only if CSP is next to a signal)
- person in charge/contact phone number
- hours of operation
- description of track(s) involved using signals and/or points between (only if partly or solely inside station limits)
- nature of work
- plant numbers (for **TS11 Mobile Track Maintenance Vehicles** only)
- any secondary protection requirements
- any exceptions to rules (e.g., no advance warning boards exiting yards)

Additional information to be shown on Information Bulletins for switch in local signal boxes:

(Insert Station name)

Before switching in the signal panel, the local Signaller must:

- Advise the Rail Protection Officer of the Protected Work Area (using CSP) that signalling at *(insert station name)* will now be under the control of the Signaller *(insert station name)*

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- Reach a clear understanding with the Rail Protection Officer on any signals that should be held at stop.

5.3.4 Changes to Information Bulletins

If a change is required to an information bulletin, the bulletin must be reissued, and the reissue time must be included in the title.

INFORMATION BULLETIN (2 pages)

MONDAY 7 AUGUST 2023, REISSUED 09:25 HOURS, LIMITED DISTRIBUTION

LYTTELTON – INVERCARGILL AND BRANCHES

Because reissues of the Information Bulletin are not notified through the Bulletin in Effect Summary, rail personnel may not check for further updated documentation.

Rule GR01 General Rules – 6.5 Bulletins Issued and Reissued contains instructions that Train Controllers must advise Rail Personnel on duty if bulletins affecting them are reissued.

IMPORTANT

Information Bulletins should not be reissued to rectify late work applications. Cut off times should be strictly enforced.

Information Bulletins with safety critical information must be reissued when:

- the addition or cancellation of Compulsory Stop Protection, or
- work affects Signalling and Interlocking, or
- safety conditions for passenger trains;

and

- the Train Controller confirms that advice to all affected rail personnel will be managed in accordance with **Rule GR01 General Rules – 6.5 Bulletins Issued and Reissued.**

NOTE

When taking the reissue Information Bulletin to the Train Controller, the Network Access Planner must:

- personally advise the Train Controller of the affected desk, and
- details of the alteration must be explained to and acknowledged by the Train Controller

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5.4 Special Bulletins

To obtain uniformity in the method of setting out special bulletins, the following sequence is to be adhered to:

- basic heading
- cancellations (when reissuing new instructions)
- preamble (conjunctions)
- day(s) and date(s) of operation
- reason description
- area of operation
- work trains
- alterations to train services
- track and time permits (Mis.60)
- speed
- signalling arrangements
- general information

Headings and subheadings are used only when significant information is contained within the document to clarify.

Changes to Special Bulletins:

When a special bulletin is used to notify planned work, it must be issued in advance, (with a minimum of 5 working days for Major Blocks of Line and 3 working days for moderate complex multiple worksites this includes any wrong line running over more than one section).

Any variation after these days can only be authorised by agreement between the manager responsible for Train Control or their delegate, and Network Access Planning Manager.

When a complex special bulletin is issued (such as for major work or wrong line running) and a change is required:

- minor corrections or changes are denoted on the Information Bulletin
- major changes will require the bulletin to be reissued.

The special bulletin must refer to and be read in conjunction with the Information Bulletin.

5.4.1 Basic Heading

Comprises the bulletin number, office and date of issue.

Bulletins commence a new series of numbers on 1 January each year. Network Access Planning keep a record of issues in a National Bulletin Register.

5.4.2 Cancellation and Reissue of Bulletins

Cancellations occur by updating the bulletins in effect summary. No separate bulletin advising a cancellation will be issued.

When it is necessary to amend the instructions in a special bulletin, this may be done by the issue of another bulletin referencing the original bulletin.

C A N C E L L A T I O N

Special Bulletin No.xxxx dated day/month/year re (subject matter) is CANCELLED at xxxx hours on day/date/month/year.

If two or more special bulletins are to be cancelled, they should be listed in the order in which they were issued (i.e., number sequence and date of issue).

5.4.3 Preamble

The preamble is the introduction to the subject matter contained in the bulletin and may consist of either of two sentences in the order as set out.

The following format is used when the subject matter of the issued bulletin is relevant to the information in a previous bulletin(s). This part of the preamble is known as a 'conjunction'. If more than one conjunction is required, the bulletins are listed in the order of issue, similar to cancellations.

1. 'To be read in conjunction with special bulletin number dated date/month/year re altered emergency working Rolleston'.
2. 'Commencing at 1200 hours on the day/date/month/year and continuing until further advised, the following instructions will operate'.

5.4.4 Operating Date

The day and date of operation are printed in bold letters. In cases where the information shown under the operating date is identical for several days, the operating dates may be shown as a multiple heading.

Special bulletins may have multiple operating dates, and the operating dates need not necessarily run consecutively.

5.4.5 Area Headings

The area of operations is printed in bold letters immediately under the operating date.

The area heading should conform with major depots / terminals, for example

WELLINGTON – PALMERSTON NORTH, or

PALMERSTON NORTH – TE RAPA, or

MARTON – NEW PLYMOUTH

The area heading can be adjusted to suit the contents contained in the bulletin.

Sometimes it is necessary to schedule trains for a portion of the journey on the main line and a portion on a branch line. In such cases, the area heading can combine the main and branch lines concerned, for example:

UPPER HUTT – WELLINGTON: MELLING BRANCH

5.4.6 Running of Additional and Cancellation of Trains

Procedures for running additional and cancellation of trains are detailed in Instruction 3.

West of Rolleston train alterations will be shown on information bulletins.

In bulletins covering the running of special trains in connection with excursions etc, the title of the event must be inserted in bold letters immediately above the operating date.

This permits an immediate understanding of the purpose of the special trains or the instructions contained in the bulletin. A similar practice can be applied to bulletins covering train arrangements for some major work to be undertaken.

5.4.7 Scheduled Trains

Special trains that must be scheduled are shown in schedule columns in time sequence.

5.4.8 Track and Time Permits (Mis.60)

When a Mis.60 is detailed on a special bulletin as part of major block of line works, the bulletin must include the following:

- limits of the Mis.60, including stations, meterages, and/or signals
- name of the Person in Charge
- RPO call sign ID
- type, and planned hours of work
- authorised rail vehicles
- secondary protection method, in accordance with **TS02 Protected Work Area, 12. Secondary Protection**

When Mis.60 work is listed on a bulletin for a Midland Line ASR area and signalling is suspended, the bulletin must specify the authority for a Work Train / MTMV to enter the Mis.60 area controlled by the addressee of the Mis.60

Protected Work Area	Rule	Work Details
	TS03 **Mis.60**	
Special Conditions: Work Train / MTMV must not pass the signals at the entrance into the block section until verbally authorised by the Train Controller (after obtaining permission from the addressee of the Mis.60).		

Example of bulletin for Mis.60 use in Midland Line ASR areas when signalling is suspended

5.5 Use of Ruled Lines to Separate Sections of Bulletins

A line across is, as the name implies, a solid or dotted line drawn right across the bulletin. It may be used to separate each day's operations when a special bulletin covers more than one day, and the instructions for each day are listed under separate date headings.

A 'line across' is also used to separate 'cancellations' from other matters. A line across is immediately above and below the "cancellations" instructions.

5.6 Planning and Pre-Issue Checks

Items to be watched when checking a bulletin before an issue include:

- the number of special bulletins
- date of issue
- reference to other bulletins, rail operating rules and procedures, and S&I diagrams
- cross-reference to the rule or instruction being modified
- speed restriction advice
- approval for rule to be modified documented and authorised by OCTR qualified officer
- page numbers and spelling
- title
- operating day and date
- area affected
- speeds
- alterations and additions are to be correctly plotted on relevant diagrams

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- running time / schedule
- authority to run passenger trains or trains conveying passengers on 'freight only' branches
- additional rolling stock restrictions
- letters and numbers of special trains (ensure recorded to avoid duplication)
- work train arrangements
- correct stations between for meterages
- communication plan requirements
- line impassable
- S&I diagram requirements
- secondary protection
- securing of interlocked points.

All applications for planned work must be on the current forms:

- signed by the primary process person
- signed by the person carrying out the cross check

IMPORTANT
Compulsory Stop Protection is not to be authorised from areas where remote controlled shunting operates (RCOs may not be certified for main line operations) unless arranged with the Terminal Manager / Team leader. Yard personnel may only have access to ASP (UHF) radio communication requiring special communication arrangements with RPOs.

5.7 Signing of Bulletins

The endorsing of the bulletin signifies that the endorsing Officer is responsible for and has ensured the following:

- rule modifications have been correctly authorised
- bulletin is included in the Bulletins in Effect Summary
- bulletin has been correctly uploaded to SharePoint

5.8 Speed Restrictions

An operational computer application is used to maintain a database of temporary speed restrictions.

Terminals automatically receive an updated line report when restriction information changes. When the speed restriction application is unavailable and a current line report is not held by a terminal, the person in charge may request the relevant most recent copies of speed restrictions held on the master file/back up computer from the Train Controller or Network Access Planner.

If required, special bulletins will be issued for any changes to the last published information. These special bulletins conform to the same standard as the speed restriction advise.

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6. Automatic Signalling

6.1 Suspension of Automatic Signalling

Referring to **Local Network Instructions L6.2 Midland Automatic Signalling Rules – 8. Suspension of Signalling,** the attached is the pro-forma for bulletins relating to the suspension of automatic signalling.

The bulletin is in table format, running from Rolleston (at top) to Stillwater (at bottom) of the table.

All planned and unplanned suspensions of automatic signalling will be shown on this bulletin.

All planned automatic signalling suspensions needing to be continuous (from one work period to the next i.e., extending overnight) must be authorised by the Southern Region STTE Asset Manager.

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KiwiRail

Network Operations
Wellington

MIDLAND LINE

SUSPENSION OF AUTOMATIC SIGNALING

Automatic Signalling is Suspended in accordance with Automatic Signalling Regulation No.24 as shown in the table below:-

Rolleston – Arthurs Pass							
Stations Between		Start Time	Day	Start Date	Finish Time	Finish Day	Finish Date

Otira – Stillwater							
Stations Between		Start Time	Day	Start Date	Finish Time	Finish Day	Finish Date

- Arrival / Home Signals at the end of suspended areas *may* be operative and Locomotive Engineers **MUST** act on the indications displayed by the signals.
- Mandatory Calling of Operating Instruction (Mis51) Limits and Crossing Instructions.
- 15km/h over all Mainline Points.
- Level Crossings in the Suspended Area(s) equipped with Automatic Alarms Must be approached with Caution at a Speed of 10km/h, as the Alarms may not operate correctly.
  Once on the level crossing a train can resume normal line speed.
- Locomotive Engineers must act on the all Signal aspects shown *at Springfield*
- *except 4LD and 8RD, Departure Signals, when these signal(s) are included within the Single Line Automatic Signalling Suspension area.*
- The provisions of SLAS Regulation 24 MUST be observed by Locomotive Engineers.

Train Controller

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6.2 Testing of Signals

The following information should be included on bulletins when signals staff request that testing of signals be carried out:

- Between (hours of work) the testing of signals may be tested between train movements once the Signals Person in Charge has obtained permission from the Train Controller
- The Train Controller is to advise the next approaching train of the testing
- Operators must not act on any proceed signal indications displayed
- The Signals Maintenance Representative in charge must give a certificate to the Train Controller, after being satisfied it is safe to do so, for a single train movement to act on certain signal aspects for testing purposes. The Train Controller must instruct the Operator. Such a certificate applies for a single movement only.

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7. Turnouts in Signalled Areas

When turnouts are to be installed or removed, the operating arrangements which apply during the period the turnout is not available for normal use must be covered by a bulletin.

When a new turnout is installed for a new siding off the main line, the siding is to be named, and a bulletin issued advising the meterage of the turnout. This bulletin will contain special instructions to operate the siding before commissioning. In Track Warrant territory, the bulletin will be issued while updating the TWACS database.

Responsibility for advising Network Control before any work commencing is as follows:

- where a turnout is to be installed temporarily without interlocking:

The manager responsible for track infrastructure will advise for the issue of the installation bulletin with the Signals and Telecommunications Manager advising security and operating arrangements together with cancellation after the interlocking has been tested and is working

- where interlocking is to be removed for a period before the turnout is completely removed:

The Signals and Telecommunications Manager and/or Signals Field Engineer will advise on the removal of the interlocking bulletin together with the security arrangements

The manager responsible for track infrastructure will advise for the cancellation of the bulletin on the complete removal of the turnout.

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8. Track Warrant

8.1 Use of Lever Locked Main Line Points

Rule SO08 Track Warrant Control – 3. General and 10.3. Hand Points requires that Track Warrant Lever locked points must only be opened when a Track Warrant is held for the location. The impounding of Track Warrant keys when points are in reverse, and the restricted issue of Track Warrant keys is a fundamental security measure to prevent points being left reverse.

If for any reason it is necessary to secure main line Track Warrant lever locked points in reverse, a hazard will exist for a train issued with a 'through Track Warrant' travelling at line speed and derailing. Before authorising any main line Track Warrant lever locked points to be secured in reverse, the Officer issuing the bulletin must put the following controls in place:

- The position of the points must be notified on bulletin for all operating personnel
- The bulletin must instruct that either:
  - TWACS blocking is applied to the main line, or
  - a Track Warrant is issued for the main line to prevent through Track Warrants from being issued, or
  - a speed restriction of no higher than 25 km/h must be applied (with speed boards) over the relevant points.
- The bulletin must instruct the position of the points is stated in Clause 12 of every Track Warrant issued to trains passing that station.

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9. Re-laying and Re-railing Track

Safe operation of signalling and automatic warning devices must be maintained when re-laying or re-railing is being carried out.

Because new rails have a coating of rust or mill scale which can cause unreliable operation of track circuits, the following general procedure must be followed to ensure safe train operation when track work involving rail replacement is being undertaken:

The Signals and Telecommunications Manager must advise the Network Access Planner of the necessary details at least five working days before the work so that arrangements can be made to issue the necessary bulletin. This must be done in writing.

The following procedures will apply for the control of trains:

- A bulletin will be issued advising that re-laying or re-railing operations are being carried out over a certain area.
- Signalling applicable to the section in which the work is being carried out will be left in operation. Protection for the rusty rail must be applied in accordance with SO05 Faulty Track Circuit Operations, 4.3 Rusty Rail, with the use of signal blocking to prevent following and opposing movements from entering the section until the previous movement reports clear.
- In multi-line sections, an Intermediate Signal (absolute or permissive) applicable to rusty rail area within that intermediate section, may be fixed at stop in lieu of holding trains at the controlled signal / station in rear. The bulletin must include the following:
  - Operators are not required to obtain permission from the Train Controller before entering a rusty rail affected area, and
  - Train Controllers are not required to confirm that the train running ahead is clear and complete of the block section, or the next controlled intermediate signal before authorising a following train to enter the affected block section.
  - SO05 Faulty Track Circuit Operations, 4.3 Rusty Rail is modified accordingly.

IMPORTANT
The relevant regulations for passing signals at stop will apply should any signal fail.

- Where level crossings fitted with automatic warning devices are involved, a 10 km/h speed restriction will be imposed over the crossing from the commencement of the work and will remain in force until Signals staff have certified that the warning devices are operating correctly. Speed boards will be erected.
- The bulletin must include an instruction that no train may enter the affected section without the authority of the Train Controller whether or not signals have cleared.

The bulletin must remain in force until a Signals Maintenance Representative has certified that the signalling system can be relied upon to operate correctly. This condition will generally be reached for signalling after the equivalent of about a 5000 gross tonne train has passed over the section, but for level crossing alarms further de-rusting may be required. In either case, certification should be given immediately after completing all work to minimise train delays.

The set out of a typical bulletin that would be issued is as follows:

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RUSTY RAIL CONDITIONS

POREWA – HUNTERVILLE

Commencing at 1600 on Sunday and continuing until a certificate is received from the Signals member in charge, Rusty Rail conditions will apply between POREWA and HUNTERVILLE.

SO05 Faulty Track Circuit Operations, 4.3 Rusty Rail applies.

Speed restriction information is contained in Amicus and OMS.

The safe working procedures for trains running under rusty rail conditions are contained in SO05 Faulty Track Circuit Operations.

In so far as the wording of the specimen bulletin is concerned, it should be realised that the wording on some bulletins will differ depending on the area where the work is being carried out (i.e., under the level crossing heading if the warning devices are half arm barriers with manual controls which are in operation it will be necessary to state on the bulletin the hours the warning devices will be manually operated).

The rail replacement instructions may be appropriately varied by agreement with the Signals and Telecommunications Manager where special arrangements may be necessary, such as a de-rusting train as is usual in electric traction areas. In such cases, the correct operation of track circuits must still be established by signals staff and the clearance they gave for normal operations to resume.

However, when signals staff cannot give a certificate for completing the work, the signalling may be considered operative after about 5000 tonnes have passed over the affected area.

In such instances, the bulletin must be appropriately worded for signalling to be operative after the passage of about 5000 tonnes over the affected area.

NOTE
A train can be specified, provided the 5000 tonnes over the affected area has been complied with.

9.1 Extensive Cessation of Services

Following the resumption of services, certain precautionary safety measures are necessary when a line has been closed for 72 hours or more. The Signals Maintenance Representative will advise over which lines these instructions are necessary. Although the circumstances at the time dictate such measures, the following general principles have been established:

- the first two trains over all sections must:
  - be freight trains unless otherwise authorised
  - reduce speed to 10 km/h over all level crossings equipped with automatic warning devices unless crossing-keepers are provided. Bulletins issued to train crews in this connection are to list crossings at which crossing-keepers are provided. If the first two trains do not aggregate 500 tonnes, including locomotives, this restriction applies to the first three trains.
- where possible, the first train to run over a section with steep grades should be one running uphill. If the first train is one running downhill, Locomotive Engineers must not exceed 30 km/h down the grade and must be advised by bulletin

for the first 24 hours from the resumption of running, any train making an unscheduled stop between stations in automatic signalling areas must be fully protected

- rust on rails at turnouts could cause a loss of indication of track occupancy. Until the clearance is received from signals staff, Signal Box staff must satisfy themselves that train movements have cleared motor points before the points are operated.

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10. Work Trains

10.1 Scheduling Work Trains

Work trains are arranged on advice from Short Term Planning and the following information is required:

- date of operation and hours required
- points work train will run between
- work to be done

The Network Capacity team coordinates with Short Term Planning to provide rolling stock, locomotive and crew requirements.

Work trains will be shown in the information bulletin, including, if necessary, any associated requirements.

10.1.1 Work Trains Setting Back

Local Network Instructions L6.2 Midland Line Automatic Signalling Rules – 1. Train not to Set Back states that trains must not set back except under certain circumstances, and

Rule SO02 Automatic Signalling Rules – 5. Setting Back in Block Section Authority specifies the authorisation required for trains to set back.

- if a work train is required to work in either direction, the Train Controller has the authority under the relevant regulations to authorise a train to set back after the necessary safeguards have been taken, and
- in addition, where a work train is to work in either direction in an ASR section inside the limits of a Mis.60 as required by the person in charge of work, this must be included in the Mis.60.

10.2 One Loose Train in a Section at One Time

Where the operation of work trains is necessary for the same areas as a ballast tamper (or similar machine), safe working procedures must always receive prime consideration. Such other loose services must be scheduled to the maximum extent possible on all occasions to enable **Rule TS11 Mobile Track Maintenance Vehicles** to be observed.

In cases where for good reasons, it is considered impracticable to schedule through the area of joint operation, one bulletin is to cover the operation of both loose movements. Specific provisions must be made to ensure adequate precautions are taken to guard against the possibility of collision.

This can be done by placing the responsibility for protection on a specified person and providing that a loose service (i.e., work, or shunting trains) operating between the same two stations as a ballast tamper (or similar machine) must not enter the section without the authority of the person in charge.

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11. Mobile Track Maintenance Vehicles

11.1 Berthing for Spot Re-sleeper Group

To allow track maintenance machines to stable/berth at stations in either Track Warrant or Midland Line ASR areas, an additional clause for the stabling/berthing arrangements at unattended stations must be included in bulletins. These must be issued authorising the work of the relevant machine/group.

Bulletin information for [Track Warrant Control Area]

Berthing Arrangements

When it is necessary for a Spot Re-sleeper Group to enter the loop or sidings at a Warrant Station for the purpose of crossing trains, or to stable, the Ganger MUST personally certify to the Train Controller that the Spot Re-sleeper Group is berthed on the loop or sidings (as the case may be) and that the Track Warrant key is in their possession.

Bulletin information for Midland Line ASR Area

Berthing Arrangements

When entering station limits to cross trains or stable the Spot Re-sleeper Group may berth on any road except the main line.

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12. Privately Owned Rail Vehicles

12.1 Running Private Locomotives

The Officer Controlling Train Running may arrange for the running of private locomotives on the main line provided that:

- the locomotive is certified by the Depot Manager as fit and ready to run, and the maximum speed is specified
- the locomotive does not exceed the axle loading and clearance restrictions allowed to be run on the part of the line to be traversed
- if running under its power, the locomotive is manned by KiwiRail staff (except when specified in the locomotive owner's safety case)
- suitable arrangements are made for transport where locomotives are not piped or equipped with Westinghouse brakes
- any special restrictions applying to the run are advised to the staff concerned.

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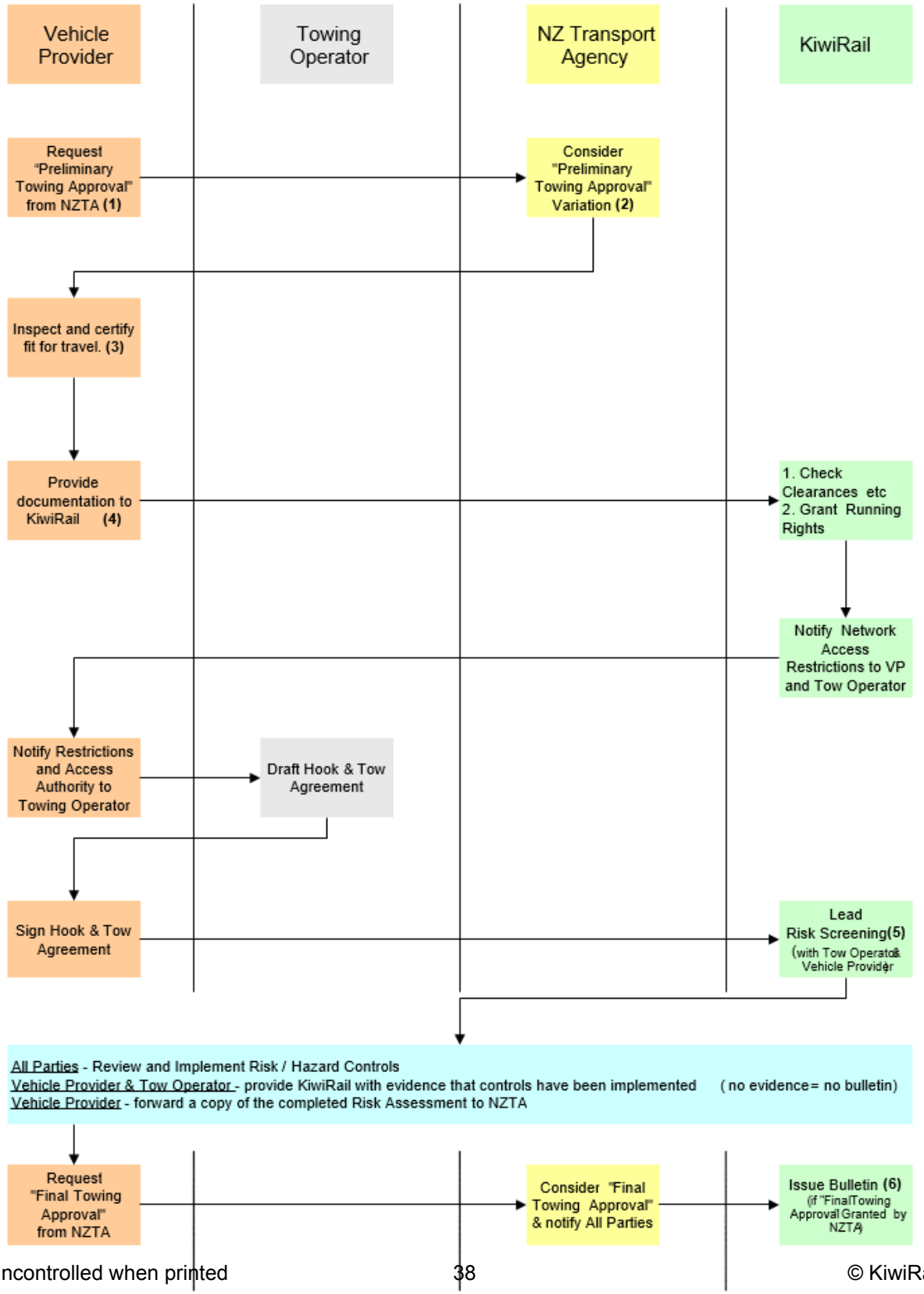
12.2 Towing Unregistered Vehicles

Towing of an Unregistered Rail Vehicle on the National Rail System

The time to complete the process will vary dependant of requirements
For guidance allow at least five (5) working weeks



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Approval process for towing unregistered rail vehicles

1. **Vehicle Provider** – advise NZTA the mechanical standard that will be applied:
   a. FRONZ, or
   b. KiwiRail
2. **NZTA** – consider if the requestor is competent to assess mechanical fitness? If yes, grant conditional approval subject to:
   - KiwiRail running rights
   - Risk screening and implemented hazard/risk controls
   - Hook and Tow agreement
   - Compliant with NRSS 6 and 7
3. **Vehicle Provider** – Gain Fit for Travel Certificate from an Approved Assessor for the mechanical standard being applied.
   a. FRONZ assessor
   b. KiwiRail assessor
4. **Vehicle Provider** – Provide documentation to KiwiRail:
   a. Rail vehicle specifications
   b. Operating and mechanical restrictions
   c. Preliminary risk assessment
5. **Vehicle Provider, Tow Operator, KiwiRail** – Risk screening must consider:
   - running restrictions
   - hazards
   - movement plan
   - insurance
   - copy of running rights
   - interoperability
6. **KiwiRail** - bulletin to include:
   - hazard warnings and applicable controls from the risk assessment
   - operating instructions

2.3 Classification for Privately Owned Non Passenger Rail Vehicles

Privately owned rail vehicles seeking authorisation to run on the National Rail System (NRS) may be classified for identification and reporting purposes in accordance with the following convention.

Rail vehicles which are currently registered and authorised to run on the NRS may maintain their existing class.

Rail vehicle classification must comprise of three letters using the tables below, and up to four numerical digits.

Table 1: Convention

First Digit	Second Digit	Third Digit
The letter "X"	Letter from Table 2 (Owner Reference)	Letter from Table 3 (Rail Vehicle Type)

Table 2: Second Digit

Letter	Owner Reference
G	Glenbrook Vintage Railway
L	Link Alliance
M	Martinus

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Table 3: Third Digit

Letter	Rail Vehicle Type
B	Ballast Wagon
C	Container Wagon
G	Rail Grinder
H	Hi-Rail Vehicle (HRV)
L	Low Loader
M	Motive Power Unit

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13. Weed Spraying Operations

13.1 Loss of Adhesion

Moisture or chemicals on the rail head lowers adhesion, and wheels may skid. Very greasy rail conditions can be caused when additives are used. This can result in delays to trains on grades or if normal braking power is reduced, creating a potential danger. Greasy rail conditions may last up to 24 hours.

Weed spray operations on main lines and loops must be notified on the information bulletin for the day of application, and the following day.

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14. Call Signs

14.1 Compulsory Stop Protection

TS04 Compulsory Stop Protection, 3.2 Radio Protocol requires compulsory stop protection sites to be allocated with a radio call sign. This section sets out the requirements and responsibilities for the nationwide issue of call signs, and the expectations for overlapping (sharing of letters). The objective is to manage and allocate call signs to work groups that need them, to minimise the overlaps, and to ensure that no bulletins are issued with unacceptable overlaps.

14.1.1 Call Sign Issue and Management

- Allocation of call signs will consider all local gang, travelling gang and contractor call signs within the appropriate geographic area and ensure they are sufficiently different to meet the requirements of this document. To avoid conflicts any call sign changes must be arranged by the Protection Planner or their delegate for the area, who will compare against all other call signs in the area.
- Call signs are obtained through the Protection Planners.
- A national call sign register is maintained by the Regional Protection Managers in conjunction with the Protection Planners.

14.1.2 Call Sign Specifications

- Call signs must be 3 different letters of the alphabet.
- Call signs have been allocated to work groups to minimise overlaps (i.e., similar letter combinations being used within a conflict area of approximately 100 km radius), and
- Call signs must not share any letters, but for practical reasons it is acceptable for 3-letter call signs to overlap by 1 letter if this cannot practically be avoided.

NOTE
Any letter in identical location of the 3-letter sequence is not allowed within the call sign conflict area.

14.1.3 Use of Call Signs

- Regional and Area Planners must consider call signs and avoid unacceptable overlaps.
- Contractors shall include their proposed call sign on any entry permit requests where they will be providing their own protection.
- Bulletins must be checked prior to issue to determine if there are any unacceptable overlaps, and if so, arrangements must be made for a change.

14.2 RPO Call Sign ID

RPO call sign IDs are primarily used for:

- TS03 Mis.60,
- SO08 Track Warrant Control,
- TS05 Lockout Zones, and
- TS06 Blocking

that are planned to extend beyond a single work period.

This allows the worksite to be handed over to another RPO without reissuing the authority.

NOTE
RPO call sign IDs are also used for Lockout Zones to clearly identify a worksite that does not necessarily extend beyond a single work period.

14.2.1 Call Sign Issue and Management

RPO call sign IDs:

- are assigned by the Network Access Planner, and
- must be included on the bulletin with contact details for all additional RPOs.

IMPORTANT
Bulletins must be checked prior to issue to determine if there are any unacceptable overlaps, and if so, arrangements must be made for a change.

14.2.2 Specifications

RPO call sign IDs must:

- be 2 different letters of the alphabet
- minimise overlaps (i.e., similar letter combinations being used within a conflict area of approximately 100 km radius).

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15. Disconnection of Level Crossing Alarms

When there are no trains or MTMVs operating in the vicinity of a planned disconnection of level crossing warning devices, neither a 10km/h speed restriction nor speed boards will be required.

The bulletin must include the following:

- A 10km/h speed restriction and speed boards will not be required
- **GR04 Level Crossings, 6.3 Disconnection of Alarms** is modified accordingly.

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16. Variation to Compulsory Stop Protection Board Distances

The bulletin authorising CSP must specify whenever there is a modification to **TS13 Danger Stop Signals and Boards** and **RP04 Using Compulsory Stop Protection, 2. Before Work Starts** for the following:

- variations to board distances,
- absence of boards, or
- reduction of safety buffer zone

NOTE
The spacing between any sequence of Compulsory Stop Protection boards may be increased beyond the standard, provided it is notified by bulletin.

16.1 Reduction of Board Spacing

The spacing between any sequence of the boards on any main line must not be reduced from the standard unless:

- the maximum line speed is 50 km/h or lower for all trains, and
- the Advance Warning board is placed at a distance exceeding minimum 50 km/h braking distance for a train applicable to the gradient. (This is shown in the minimum signal spacing table in Signal Code Supplement CSS/SG002.)

16.2 Absence of Advance and Inner Warning Boards

Advance Warning Boards and Inner Warning Boards on any loop or siding giving access to the main line may be omitted when:

- the maximum speed approaching the Compulsory Stop Board is 25 km/h.

16.3 Reduction of Safety Buffer Zone

The safety buffer zone distance must not be reduced below 500m, unless the following circumstances apply:

- If the Compulsory Stop Board is placed at a controlled signal on a main line that will be held at stop, the safety buffer zone can be reduced as low as the standard signal overlap of 150m.
- If the Compulsory Stop Board is placed at a controlled signal on a 25 km/h loop or yard that will be held at stop, the safety buffer zone can be reduced as low as the standard signal overlap of 50m.

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