

LACHLAN VALLEY RAILWAY

OPERATIONS PLAN AND TOUR BRIEF

{INSERT EVENT NAME}

{Insert Train Name}

{Insert Tour Start and Finish Dates}

Lachlan Valley Railway Society Co-operative Limited

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# Tour Scope

## Overview

**Date (Revenue Service)** {Insert Date}

**Departure Time** {Insert Departure Time}

**Event** {Insert Event Type}

**Event Opens** N/A

**Event Closes** N/A

**Crowd Estimates** N/A

**Location** {Insert Destination Location}

**Organisation** {Insert Organisation Requesting Service, or LVR}

**Passenger Numbers** {Insert Passenger Numbers}

**Ticketing** {Insert How Tickets Were Sold}

**Tickets purchased on the day?** No

**On Board Catering** Yes, LVR Internal

## Passenger Train Operations

**Revenue Service** XXXX – XXXX

XXXX – XXXX

## Empty car movement/s

**Non-Revenue Service** XXXX – XXXX

XXXX – XXXX

XXXX – XXXX

XXXX – XXXX

# Background

## Tour Description

{Brief description of tour, enough information to allow customer facing staff to understand intention and history of the tour}

## Customer Information

**Charterers**  {Charterer Name – If applicable}

**Email**  {Charterer Email – If applicable}

**Phone** {Charterer Phone – If applicable}

## Further Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organisation** | **Contact** | **Role** |
|  |  |  |  |
|  |  |  |  |

## Event Rules

{Insert any special Instructions in this area}

# Traction

Lachlan Valley Railway Society Co-operative Limited will operate;

{Highlight what is necessary below – delete this sentence)

**Option 1** Diesel Locomotive/s and Carriages

**Option 2** Steam Locomotive/s and Carriages

**Option 3** CPH Railmotor/s

# Consists

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| Locomotives |  |  |  |  |  |  |  |  |  |
| Carriages |  |  |  |  |  |  |  |  |  |
| Railmotors | CPH | CPH | CPH |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Consist** | **Vehicles** | **Tonnes Trailing** | **Total Tonnes** | **Total Length** | **Max Speed** |
| Consist 1 |  |  |  |  |  |
| Consist 2 |  |  |  |  |  |

\*Crew must observe all speeds either lineside, CAN notified or defined in the TOC/RAS manual

# Network Manager/s Documentation

**ARTC TAA No.** XXXX-20XX

**UGLRL CTN No.** XXXX-20XX

**RailCorp/Sydney Trains STN No.** XXXX-20XX

Train Crew will be advised of any ADHOC paths.

# Additional/Altered Train Arrangements

**ARTC TAA No**. 0000-2019

**UGLRL CTN No.**  0000-2019

**RailCorp/Sydney Trains STN No.** 0000-2019

# LVR Safeworking Crew

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organisation** | **Contact** | **Role** |
|  |  |  |  |
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|  |  |  |  |

Please refer to the LVR Roster for shift times, instructions and other information

# Train crew sleeping arrangements

|  |  |  |
| --- | --- | --- |
| **Name** | **Carriage No.** | **Room No.** |
| TBA |  |  |
|  |  |  |
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# PLATFORM STOPS

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Platform Length** | **Ensure the following is on the Platform** | |
|  |  |  | |
|  |  |  |  |
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|  |  |  | |
|  |  |  | |

# Guard Duties ON VRJ Tours (Remove if Not Needed)

When 30 mins before a scheduled stop the Guard must transmit the following message on the Guest Attendants Radio;

*"Guard to Guest Attendants, we are half an hour till arrival at <destination> Guard to Guest Attendants, we are half an hour till arrival at <destination>"*

# WarningThe Guard must also advise the Guest Attendants the cars that will be used for alighting and boarding at that Platform (Refer table in previous section).

***Guest Attendants will not respond to this message.***

## When Train Arrives at a Platform

Once Stationary, the Guard will transmit the following message;

*"Guard to Guest Attendant unlock doors"*

Guest Attendants - If they can see a platform, they will **unlock** but NOT open doors.

The Guard will inspect the platform for safety and when satisfied will transmit the following message;

*"Guard to Guest Attendant open doors"*

Guest Attendants - Open and facilitate Guests onto platform (being mindful of the gap).

## If a planned carriage is not on the platform

*"Guest Attendant to Guard, door <state carriage letter> is not on platform."*

Guest Attendants – Lock the door and move guests to the next available carriage with platform access.

## When all Guests are off the Train

# WarningIMPORTANT

* If you have no reason to alight during this period, stay on the train.
* Never get off the train unless on a platform (or if the Guard has assessed the risk)
* If in the Rail Corridor do not approach other railway lines and stay well clear.
* Never open an external door while the train is moving (even when moving slightly)

## When Guests Arrive back at Train

Guard – Sound Whistle as warning of an impending departure time

Guest Attendants - welcome Guests back onto train (being mindful of the gap).

Guest Attendants - visually check the Platform for guests.

Guest Attendants - Signal Guard (as shown in Page 8 Procedure) when clear.

Guest Attendants - Locks Door

**Guest Attendant to contact Guard only if there is an issue.**

# Train crewing arrangements

Services will be crewed by LVR members/volunteers and rostered in compliance with the Rail Safety National Law and LVR Rostering procedures.

**If any train crew are suffering from the effects of fatigue, drugs or alcohol it is an offence to sign on.**

# Passenger attendant arrangements

Services will be crewed by LVR members/volunteers and rostered in compliance with the Rail Safety National Law and LVR Rostering procedures by the On-Board Services Manager.

**If any passenger attendants are suffering from the effects of fatigue, drugs or alcohol it is an offence to sign on.**

# First Aid Qualified Crew on Tour

At a minimum LVR Tours shall have one First Aid Qualified person on a train, record the name and contact of the person/s below

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Contact** | **Role** |
|  |  |  |  |
|  |  |  |  |

\*Ensure the people listed above are identified on the crew roster as holding First Aid

# Location of First Aid Equipment

{Insert the location of First Aid Equipment on train}

# Special Instructions

{Insert any Special Instructions Required on the Tour Here}

# Non-Retention Toilets

Non retention toilets must be locked off or otherwise inaccessible to Passengers and Crew. Non retention toilets must never be used.

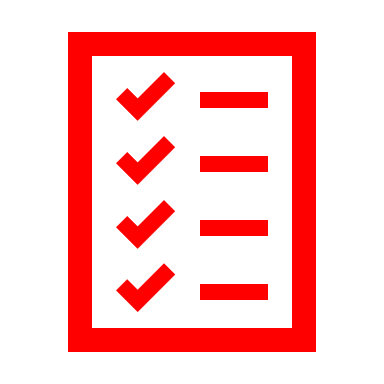
# NON Interlocked Points

The Following Non-Interlocked Points must be secured before LVR Service enters a yard provided with Non-Interlocked Points.

|  |  |
| --- | --- |
| **Location** | **Arrangements** |
| Orange | All Facing points |
| XXXX | XXXX |

If any Crew Member are unfamiliar with a Yard or Siding that must be accessed, they must STOP the movement and not resume until the area is assessed and all required points are secure. **TRAILING POINTS IS PROHIBITED.**

# Examination, maintenance, preparation, provisioning, servicing and stabling

Whenever examination and servicing is to take place on/or near adjacent to running lines, Train Crew and maintenance staff must contact the relevant Network Controller and implement Absolute Signal Blocking.

Maintenance staff must ensure all documentation related to the operation of an LVR service is successfully completed prior to the tour.

|  |  |
| --- | --- |
| **Location** | **Arrangements** |
| Large Erecting Shop | Pre Trip Inspection |
| XXXX | XXXX |
| XXXX | XXXX |

Record any maintenance that must be undertaken.

# FUELING OF LOCOMOTIVES AND POWER VANS

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Date** | **Arrangements** | **Contact Details** |
| Orange |  | Fuel in LVR Depot | XXXX XXX XXX |
| XXXX |  |  | XXXX |
| XXXX |  |  | XXXX |

# Watering & tanking of rolling-stock

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Date** | **Arrangements** | **Contact Details** |
| LES |  | Hose Taps | XXXX XXX XXX |
| XXXX |  |  | XXXX |
| XXXX |  |  | XXXX |

Watering must not take place unless required protection is in place and train will not move.

# REMOVAL OF Effluent from rolling-stock

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Date** | **Arrangements** | **Contact Details** |
| LES | 21/5/2021 | 21:30hrs Gary’s De-Pooing | 0400 000 000 |
| XXXX |  |  | XXXX |
| XXXX |  |  | XXXX |

REMOVAL OF WASTE/RUBBISH FROM ROLLINGSTOCK

|  |  |
| --- | --- |
| **Location** | **Arrangements** |
| Orange | Use of Station Bins |
| XXXX | XXXX |
| XXXX | XXXX |

# Carriage Doors

Carriage Doors must be locked if a train is not standing at a platform unless attended by a Passenger Attendant. If the Passenger Attendant must leave the door it shall be locked.

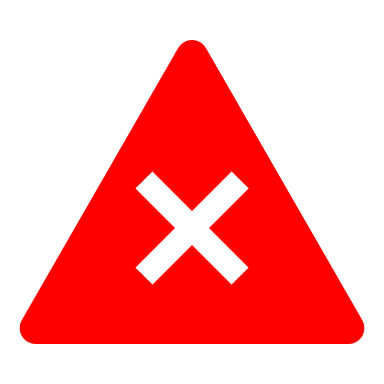
# WarningOn Board Emergency Procedures

**The first point of contact in an emergency should be the Network Controller**

If passengers or crew are sleeping onboard Passenger Attendants are responsible for ensuring all passengers or crew are briefed in the Emergency Evacuation Plan.

For emergency procedures on sleeping trains refer to [LVR F 106](https://tsms.nationalrailservices.com.au/api/sas/public/document/010404ec-0f6e-45d9-8d92-2351af75b9e8) for further information

# TRAIN Evacuation

Plans to evacuate a train to the rail corridor must be reported to Network Control before any evacuation order is given (unless passenger safety is in doubt).

**Never evacuate to a live track or anywhere that puts passenger safety in doubt.**

The Operations Supervisor (if provided) or Guard will come to an arrangement with the Driver on the location and side of the train to undertake the evacuation.

**Sleeping trains must have at least two points of evacuation at opposite ends of the consist identified to Passengers and Crew**

# Emergency Evacuation Plan

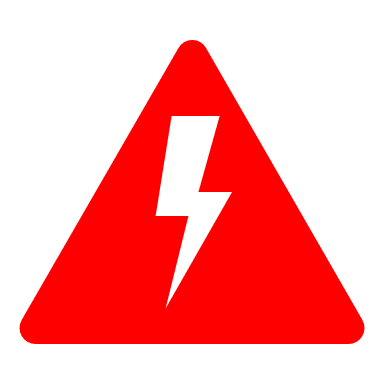
If an Emergency Evacuation Plan is to be used it must be provided in Sleeper cabins (for Passengers) or in common areas and kept as part of the briefing if only crew are staying onboard. Each location a train stables overnight must be assessed for risk to safety of crews.

Diagrams are to use text as large as possible to ensure clarity to the reader.

Local Emergency Services will be contacted and advised on the location of the train while stabled in case a need arises to respond to a situation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Emergency Service** |  | **Contact** | **Location (if more than one)** |
| Police |  | XX XXX XXX |  |
| Fire |  | XX XXX XXX |  |
| Ambulance |  | XX XXX XXX |  |

# Risk Managent Plan

See documents contained within the LVR Master Document Register or Risks and identified controls in the LVR Risk Register.

**If anyone identifies a hazard or a risk during the tour must report it to the manager and via the following link;**

[Link to LVR Hazard Report](https://tsms.nationalrailservices.com.au/Public/Forms/75a38e50-2a1f-491a-b025-98730419a220)

# incident management plan

## Incident on the Network

Incidents will be managed in accordance with relevant Network Manager’s Network Rules and Procedures.

## SlipperyOther incident involving LVR workers or Assets

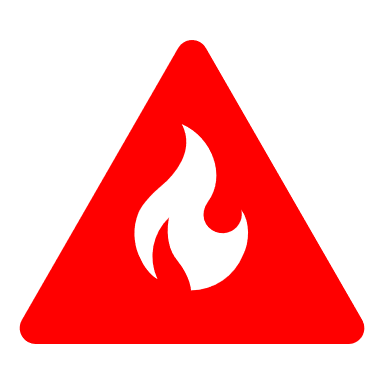
**If anyone identifies an incident or injury during the tour must report it to the manager and via the following link;**

[Link to LVR Occurrence Report](https://tsms.nationalrailservices.com.au/Public/Forms/75a38e50-2a1f-491a-b025-98730419a220)

Incidents will be managed in accordance with LVRS Operator Specific Procedures, (‘LVOP’s’) and SMS Emergency Response, (Incident/Environmental Management) Plan.

## Fire

In the event of an LVRS service fire.

**All fires in the rail corridor must be immediately reported to Network Control**

**If a fire is detected it must be immediately reported to the Guard**

Fires to be reported to the relevant Network Manager’s Network Control Officer/s and managed in accordance with LVOP 604 and LVOP 614.

**Safeworking Crews must remain vigilant of the risk of tall dry grass on sidings especially when operating Rail Motors or any other rollingstock that has low hanging machinery.**

# SECURITY MANAGEMENT

Any anti-social behaviour, criminal or potential terrorist related activity must be reported to the Guard, Operations Manager or LVR Director ASAP.

Activity causing immediate threat to LVR, passengers or the public must be reported to 000.

All security issues must be reported using the [LVR Occurrence Report](https://tsms.nationalrailservices.com.au/Public/Forms/75a38e50-2a1f-491a-b025-98730419a220)

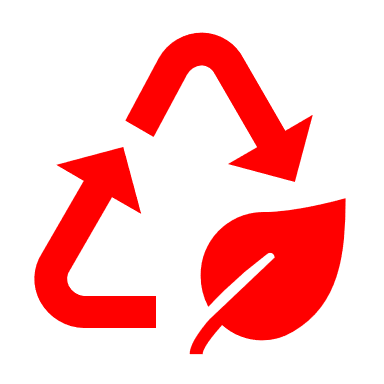
Other responses should be consistent to [LVR G 001 Occurrence Response Guide](https://tsms.nationalrailservices.com.au/api/sas/public/document/bdc2fcba-753b-4578-a85b-e1fa75950db4)

All LVR workers must ensure no unauthorised access to LVR stable locations or rollingstock by members of the public. Competent workers must also ensure rolling stock that will be left unattended is secured against unauthorised access/use.

LVR monitors the National Terrorism Threat Level and it is currently at;

|  |
| --- |
| **PROBABLE** |

# Operator environmental management plan

All waste/s from LVRs train operations are retained in appropriate containers/retention tanks fitted to rolling stock. LVRS responsibly disposes of all waste/s generated by operations.

Do not dump and/or leave rubbish, ash or any other waste from LVR Trains.

# Passenger Attendants

Ensure all non-retention toilets on the train remain locked (CPH 25)

When the Guard has blown his whistle for departure do not leave the train

Safety kits and cleaning kits on board train

# Construction workerPersonal protective equipment

PPE including high visibility vests and appropriate safety footwear required

High visibility vests to be worn at all times when not on train and not on a platform

# Radio communications

Driver and Guard to use discrete LVRS radio channel when possible

**Do not** pass sensitive information across the WB train Radio Channel

# ClockTimetabled Stops

Trains will operate in accordance with attached Train Schedule Reports.

# Contingency planning

## StopwatchLate running services

All LVR workers must ensure that services run as close to the timetable as possible (unless influenced by safety related matters)

LVRS qualified worker Train Crew will notify relevant Network Manager’s Network Control Officer/s as soon as possible to minimise disruption to the network.

## Failure

In the event of an LVRS service failure.

Sufficient motive power is available to ensure that any service can be worked to a crossing loop or destination.

In the case of this tour spare traction will be located at Lithgow.

## Failure single unit operation

Alternate arrangements will be as determined by relevant Network Manager’s Network Control Officer/s, qualified worker Train Crew and the Operations Manager.

## Recovery from Total Failure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location** | **Bus Operator** | **Contact** | **Mechanical Recovery** | **Contact** |
| XXXX | Jones Bros Bus | (02) 6352 3888 | LRW | 0429 140 654 |

# Communications

## ARTC NCCS Junee Network Control

|  |  |
| --- | --- |
| **Manager** | **Contact number** |
| Train Transit Manager | 02 6924 9809 |

|  |  |  |
| --- | --- | --- |
| **Board** | **Area of control** | **Contact Number** |
| Sydney 1 | Botany Yard (inclusive) to Enfield South (exclusive) | 02 6924 9806  02 6924 9866 emergency |
| Sydney 2 | Enfield (inclusive) including Enfield Yard to Flemington Jct (exclusive) Chullora Jct Enfield West (inclusive) to Leightonfield (inclusive) / Sefton Park Jct (exclusive) | 02 6924 9804  02 6924 9864 emergency |
| Sydney 3 | Leightonfield (exclusive) to Glenlee (inclusive) Glenlee (inclusive) to Berrima Junction (exclusive) Mittagong Junction to Braemar | 02 6924 9803  02 6924 9863 emergency |
| Main South A | Berrima Junction (inclusive) to Harden (exclusive) / Moss Vale (inclusive) to Unanderra (exclusive) | 02 6924 9807  02 6924 9867 emergency |
| Main South B | Harden (inclusive) to Albury (exclusive) / Cootamundra West (inclusive) to Stockinbingal (inclusive) | 6924 9808  02 6924 9868 emergency |
| Main South C | Albury (inclusive) to Somerton Vic (inclusive) / Benalla (inclusive) to Oaklands (inclusive) | 026924 9802  02 6924 9862 emergency |
| Main South D | Medway Junction exclusive to Harden (exclusive)  0700-1500 Monday to Friday only | 02 6924 9805  02 6924 9865 emergency |
| TOCO | Broken Hill to Stockinbingal (exclusive) and Bogan Gate to Bogan Gate North | 02 6924 9801  02 6924 9861 emergency |
| Coast A | Telarah (exclusive) to Kempsey (exclusive) | 02 6924 9811  02 6924 9871 emergency |
| Coast B | Kempsey (inclusive) to Acacia Ridge (exclusive) / Number 1 Down Home Signal | 02 6924 9812  02 6924 9872 emergency |

## ARTC NCCN Broadmeadow Network Control

|  |  |
| --- | --- |
| **Manager** | **Contact number** |
| Train Transit Manager | 02 4902 9410 |

|  |  |  |
| --- | --- | --- |
| **Board** | **Area of control** | **Contact Number** |
| Terminal Coordinator | Port Waratah and Kooragang Island | 0408 616 692 |
| Port Waratah | Islington & Port Waratah (inclusive) to Sandgate (exclusive) | 02 4902 7907  02 4902 7967 emergency |
| Kooragang | Sandgate (exclusive) Kooragang Island (inclusive) | 02 4902 7906  02 4902 7966 emergency |
| Lower Hunter | Sandgate (inclusive) to Allandale (exclusive) Telarah & Bloomfield Branch line (inclusive) | 02 4902 7909  02 4902 7969 emergency |
| Middle Hunter | Allandale (Inclusive) to Singleton (inclusive) Mt Thorley – Bulga – Wambo Branch lines (inclusive) | 02 4902 7908  02 4902 7968 emergency |
| Upper Hunter 1 | Singleton (exclusive) to Mangoola (exclusive) and Aberdeen (exclusive) | 02 4902 7910  02 4902 7970 emergency |
| Upper Hunter 2 | Aberdeen (inclusive) to Werris Creek (exclusive) | 02 4902 7911  02 4902 7971 emergency |
| Upper Hunter 3 | Mangoola (inclusive) to Gulgong (exclusive) | 02 4902 7905  02 4902 7965 emergency |
| North | Werris Creek (inclusive) to Turrawan (inclusive) | 02 4902 7902  02 4902 7962 emergency |
| TOCO | Goobang Junction (exclusive) to Gulgong (inclusive) via Dubbo & Merrygoen Merrygoen (exclusive) to Werris Creek / Gap (exclusive) | 02 4902 7916  02 4902 7976 emergency |
| TOCO | Turrawan (exclusive) to Moree Moree to North Star Camurra to Camurra West (inclusive)  0700-1500 Monday to Friday only | 02 4902 7903  02 4902 7963 emergency |

## CRN Network Control

|  |  |  |
| --- | --- | --- |
| **Board** | **Area of control** | **Contact Number** |
| South West | Stockinbingal (exclusive) to Lake Cargelligo  Ungarie to Naradhan  Temora to Hillston  Junee (exclusive) to Griffith  The Rock (exclusive) to Boree Creek  Joppa Junction (exclusive) to Canberra  Bogan Gate North to Tottenham  Narromine (exclusive) to Cobar (Also CSA & Elura)  Nevertire to Warren | 02 4028 9502  02 4028 9542 emergency |
| North West | Orange East Fork (exclusive) to Parkes (exclusive)  Orange (exclusive) to Dubbo exclusive  Narrabri West Yard (inclusive) to Walgett  Burren Junction to Merrywinebone  Camurra West to Weemelah  Baal Bone Junction (exclusive) to Kandos  Werris Creek (exclusive) to Armidale | 02 4028 9501  02 4028 9541 emergency |
| West | Wallerawang (inclusive) to Orange inclusive  Wallerawang (inclusive) to Baal Bone Junction (inclusive)  Parkes Yard | 02 4028 9504  02 4028 9544 emergency |

## Sydney Trains/NSW Trains Network Control

|  |  |
| --- | --- |
| **Rail Management Centre Sydney** | **Contact number** |
| RMC Shift Manager | 0418 161 287  02 9379 1743 |
| RMC Operations Control Supervisor | 0418 270 073  02 9379 4664 |

|  |  |  |
| --- | --- | --- |
| **Board** | **Area of control** | **Contact Number** |
| Goods 1 | Flemington Markets Clyde Up Yard Meeks Road Jcn | 02 9379 4733 |
| South Coast | Sutherland (exclusive) to Bomaderry (Nowra) | 02 9379 4559 |
| North Outer | Cowan (exclusive) to Islington Junction (exclusive) | 02 9379 4519 |
| West Outer | Emu Plains exclusive to Lithgow (inclusive) | 02 9379 4224 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Signal Box** | **Position** | **Workstation Panel** | **Contact** |
| STHI | Sydney Yard | Yard Controller | Sydney Yard Office | 02 9379 1009 |
| STHI | Sydney Yard | Ass. Yard Controller | Sydney Yard Office | 02 9379 1938 |
| STHI | Sydney Yard | Sydney Yard Shunter | Sydney Yard Terminal | 02 9379 1938 |
| STHI | Macdonaldtown | Signaller | Macdonaldtown QE | 02 9379 1741 |
| STHI | Macdonaldtown | Signaller | Macdonaldtown QE | 0439 649 660 |
| NTH | Homebush | Area Controller | Sydney Yard | 02 9701 1558 |
| NTH | Homebush | Area Controller | City Underground | 02 9701 1501 |
| NTH | Homebush | Area Controller | Sydney Illawarra | 02 9701 1562 |
| NTH | Homebush | Area Controller | Sydney East Down | 02 9701 1588 |
| NTH | Homebush | Area Controller | Sydney East Up | 02 9701 1581 |

The new Sydney assist Table telephone numbers provided at Homebush Control Centre are 94036 (internal) 02 9379 4036 (external) and 71531 (internal) 02 9701 1531 (external).

The new Sydney Yard Signaller fax number will be 25544 (internal) 02 9752 8544 (external) provided for the Sydney Yard signaller at Homebush Control Centre.

WN 28-09 July 2018.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Signal Box** | **Position** | **Workstation Panel** | **Contact** |
| NTH | Homebush | Asst Signal Box Mgr. | Homebush Office | 02 9752 6007 |
| NTH | Homebush | Shift Supervisor |  | 02 9701 1516 |
| NTH | Homebush | Area Controller | North Desk | 02 9701 1584 |
| NTH | Homebush | Area Controller | West Desk | 02 9701 1577 |
| NTH | Homebush | Area Controller | Epping | 02 9701 1580 |
| NTH | Homebush | Area Controller | Nth Shore/Nth Sydney | 02 9701 1528 |
| NTH | Homebush | LICS Operator | North LICS | 02 9701 1545 |
| NTH | Homebush | LICS Operator | Inner West LICS | 02 9701 1560 |
| NTH | Homebush | Area Controller | Hornsby Main | 02 9701 1510 |
| NTH | Homebush | Area Controller | Hornsby North | 02 9701 1513 |
| NTH | Homebush | Area Controller | Auburn | 02 9701 1587 |
| NTH | Homebush | Area Controller | Flemington | 02 9701 1551 |
| NTH | Homebush | Area Controller | Lidcombe | 02 9701 1550 |
| NTH | Homebush | Area Controller | Strathfield | 02 9701 1552 |

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| --- | --- | --- | --- | --- |
| **Area** | **Signal Box** | **Position** | **Workstation Panel** | **Contact** |
| STHI | Sydenham | Asst Signal Box Mgr. | Sydenham Office | 02 9563 7139 |
| STHI | Sydenham | Shift Supervisor |  | 02 8568 3415 |
| STHI | Sydenham | Area Controller | ESR | 02 8568 3491 |
| STHI | Sydenham | Area Controller | Sydenham | 02 9563 7137 |
| STHI | Sydenham | Area Controller | Wolli Creek | 02 9563 7596 |
| STHI | Sydenham | Area Controller | Hurstville | 02 9563 7454 |
| STHI | Sydenham | Area Controller | Sutherland | 02 9563 7453 |
| STHI | Sydenham | Area Controller | Sefton | 02 9563 7973 |
| STHI | Sydenham | Area Controller | Revesby | 02 8568 3467 |
| STHI | Sydenham | Area Controller | Glenfield | 02 8568 3442 |
| STHI | Sydenham | Area Controller | Liverpool | 02 9563 7875 |
|  |  |  |  |  |
| Meeks Road XPT Centre | | Shift Manager |  | 02 9563 7741 |

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| --- | --- | --- | --- | --- |
| **Area** | **Signal Box** | **Position** | **Workstation Panel** | **Contact** |
| STHI | Waterfall | Signaller | Waterfall | 02 9522 1218 |
| STHI | Wollongong | Area Controller | Wollongong North | 02 4223 5446 |
| STHI | Wollongong | Area Controller | Wollongong | 02 4223 5538 |
| STHI | Wollongong | Area Controller | Wollongong South | 02 4223 5599 |
| STHI | Wollongong | Area Controller | Wollongong Coast | 02 422 35766 |
| STHI | Berry | C/A -Q | Berry | 02 4223 5644 |
| STHI | Bomaderry | Nowra C/A -Q | Bomaderry Nowra | 02 4423 0141 |

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| --- | --- | --- | --- | --- | --- | --- |
| **Area** | **Signal Box** | **Position** | | **Workstation Panel** | | **Contact** |
| STHI | Fairfield | C/A -Q | Fairfield | | 02 9765 1642 | |
| STHI | Campbelltown | Signaller | Campbelltown | | 02 4629 0883 | |

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| --- | --- | --- | --- | --- |
| **Area** | **Signal Box** | **Position** | **Workstation Panel** | **Contact** |
| NTH | Berowra | C/A -Q | Berowra Station | 02 9847 8531 |
| NTH | Gosford | Area Controller | Gosford | 02 4349 9263 |
| NTH | Gosford | Signaller | Gosford | 02 4349 9120 |
| NTH | Wyong | Signaller | Wyong | 02 4923 0921 |
| NTH | Morisset | C/A -Q | Morisset | 02 4349 9320 |
| NTH | Fassifern | C/A -Q | Fassifern Station | 02 4954 1201 |
| STNTH | Broadmeadow | Area Controller | Broadmeadow Panel | 02 4923 0901 |
|  | Broadmeadow | Grade 1 Signaller | Broadmeadow Panel | 02 4923 0904 |
| STNTH | Broadmeadow | Area Controller | Newcastle Panel | 02 4923 0990 |

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| --- | --- | --- | --- | --- |
| **Area** | **Signal Box** | **Position** | **Workstation Panel** | **Contact** |
| WST | Clyde | Signaller | Clyde | 02 9848 9211 |
| WST | Parramatta Rd | Signaller | Parramatta Rd | 02 9848 9261 |
| WST | Granville | Signaller | Granville | 02 9848 9242 |
| WST | Granville | Signaller | Westmead | 02 9848 9666 |
| WST | Blacktown | Area Controller | Blacktown | 02 9851 7207 |
| WST | Blacktown | Area Controller | Richmond | 02 9851 7323 |
| WST | Blacktown | Signaller | Katoomba | 02 9851 7401 |
| WST | St Marys | Signaller | St Marys | 02 9851 7209 |
| WST | Penrith | Signaller | Penrith | 02 4780 3824 |
| WST | Mt Victoria | Signaller | Mt Victoria | 02 6354 9837 |
| WST | Lithgow CS | Signaller | Lithgow Coal Stage | 02 6352 0540 |
| WST | Lithgow Yard | Signaller | Lithgow Yard | 02 6352 0855 |

# LVR Internal Communications

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organisation** | **Contact** | **Role** |
| Ross Jackson | LVR | 0477 753 820 | Chairman/Director, Rail Safety |
| John Healey | LVR | 0414 448 870 | Director, Secretary/Treasurer |
| Cass Mendham | LVR | 0411 790 021 | Director, Facilities |
| Ben Semple | LVR | 0437 021 275 | Director, On Board Services |
| Benn Eagle | LVR | 0408 416 964 | Director, Maintenance |
| Jack Holmes | LVR | 0448 262 926 | Director, Operations |
| Thomas Barnes | LVR | 0432 786 775 | Director, Volunteers |

# LVOP’s and Procedures

|  |  |  |
| --- | --- | --- |
| **Number** | **Name** | **Link to Document** |
| LVOP 100 | Table of contents | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/9c630d80-d221-489b-b3d3-2f9f2a38a133) |
| LVOP 102 | Introduction | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/3d2bffeb-a2de-47e0-bd8e-2f2797ae4f96) |

## LVOP’s Depot and general

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Name** | | **Link to Document** |
| LVOP 200 | First aid kits | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/de61b9e8-ed9a-45c4-a237-f277f295634b) | |
| LVOP 202 | Operation of Turntable | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/29b6ee5d-db47-4624-a072-c17104704f91) | |
| LVOP 204 | Work on track within depot | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/4b4345cd-ee5c-4fc2-bb57-a5875c674518) | |
| LVOP 208 | Trip diary | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/9b26a779-f7a8-4580-bd0b-9708c3eb9d98) | |
| LVOP 210 | Security management | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/90bd4fa5-3d02-4b9f-b4d2-654cf764c1c7) | |
| LVOP 212 | Safety briefings prior to operations | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/6fc90678-23d4-49cf-a664-90739fa84edc) | |
| LVOP 214 | Procedure for the filing of train running details | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/9c15ce92-9870-4d5a-8a0e-62d2fa52437e) | |

## LVOP’s Preparation of trains

|  |  |  |
| --- | --- | --- |
| **Number** | **Name** | **Link to Document** |
| LVOP 300 | Preparation of LVRS trains | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/d61d3c15-a810-4425-aa11-14bcf6fa22df) |
| LVOP 302 | Preparation of Steam Locomotives | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/99980884-74b2-47eb-a32f-0f1b7968821a) |
| LVOP 304 | Operation and management of braking systems | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/be8de33c-f228-443c-9f52-b59992a0b891) |

## LVOP’s Shunting

|  |  |  |
| --- | --- | --- |
| **Number** | **Name** | **Link to Document** |
| LVOP 400 | Procedure for shunting | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/bcd9a0a9-ce9a-4b6c-a35e-339e5bddefb9) |
| LVOP 402 | Screw couplings & transition links | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/74c49a6f-665e-484d-a508-1fdbfe8a4da5) |
| LVOP 404 | Emergency coupler procedure 620 / 900 class | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/2295ac40-ae2a-4fe4-9dfe-bd5f38c7d94d) |
| LVOP 406 | Riding on external vehicle steps prohibited | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/c2c71790-e733-4942-bf7c-a9ca79786774) |
| LVOP 408 | Shunting movements with passengers on board | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/bc361666-0b5e-4dcf-be26-92db3a89d362) |
| LVOP 410 | Propelling movements | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/01b6b92a-57ef-4d4c-b821-93f5e093fb33) |
| LVOP 412 | Setting back at platforms | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/1fd3f678-3832-49a1-8c80-80eef0f0a6f8) |
| LVOP 414 | Stabling trains with passengers on board | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/60b93d9b-ded5-4731-aa71-44d926bf5b08) |
| LVOP 416 | Stabling of Locomotives and Carriages | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/42a0f4a4-b20d-4c68-a690-cc0fcb77bb60) |

## LVOP’s Operation of trains

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Name** | **Link to Document** | |
| LVOP 500 | Train crew vigilance | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/ebca5d74-9b03-4706-84cd-a179609a341c) |
| LVOP 502 | Crowd control at Outstations | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/4784b47c-4f8e-4fec-b6a1-7954f5270921) |
| LVOP 504 | Limit of people in Locomotive cabs | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/7cdae114-27f9-4f32-888d-9e9b22cdd026) |
| LVOP 505 | Limiting distractions in cabs | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/51a44d30-498b-4374-9bdd-cc6f4fea0263) |
| LVOP 506 | Bell Signals | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/7169e034-63ae-4530-9ded-2fbe06238d4a) |
| LVOP 508 | Metropolitan train running | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/45088b7b-de3a-4b54-aade-68e5e419f430) |
| LVOP 510 | Train crew right away procedure | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/eead0bed-6a7d-4817-9189-2e491a06dc43) |
| LVOP 512 | Cross calling of signals, signs and indicators | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/c1925f51-3fdc-402e-a907-3e9ac193a021) |
| LVOP 514 | Non acceptance of verbal assurances | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/40da7042-ab00-444e-b47e-f6fe52507907) |
| LVOP 516 | Level crossings | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/1622e4dc-30ae-4450-861c-16d8a69b4eb3) |
| LVOP 518 | Operation of CPH Railmotors in traffic | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/6098cf13-a100-4781-8522-0e3f2ab8825a) |
| LVOP 520 | Operation and management of Steam Locomotives | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/16f202a0-7e9e-4961-a6c7-0a93648ee529) |
| LVOP 522 | Protection of staff conducting maintenance | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/56fc70e8-ca55-4445-8b2c-b2eeede07644) |

## LVOP’s Emergency working

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Name** | **Link to Document** | |
| LVOP 600 | Passing signals at stop | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/c5ca5182-5e31-4b97-9c5e-87680921237e) |
| LVOP 602 | Train exceeding limit of authority | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/16e509f1-7081-46ae-a69a-ab02c3b87af1) |
| LVOP 604 | Fire on or about trains in the rail corridor | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/764dd1fa-b309-44aa-b651-87642563b4d0) |
| LVOP 606 | Passenger alarms and evacuation to track | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/72f77823-359c-4234-bd66-f4af63b37196) |
| LVOP 608 | Injury and incapacitation of passengers | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/9fb7c33e-4ec0-4aad-9754-2c5f76b7de2f) |
| LVOP 610 | Injury and incapacitation of train crew | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/8546d467-417e-4af9-afac-1d770e78ba6f) |
| LVOP 612 | Response to fatalities and trauma | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/e25ccff9-d33e-4e45-84a2-837fd4dfc4ea) |
| LVOP 614 | Response to incidents and reporting | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/da474b0f-86d1-488d-8e1b-a0f4ebbe597a) |
| LVOP 616 | Dealing with disabled trains | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/85d9f18d-9862-4dc3-84a5-070d0aa115be) |

## LVOP’s LVR Controlled Sidings

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Name** | **Link to Document** | |
| LVOP 800 | Procedures for Rothbury Siding | | [Link](https://tsms.nationalrailservices.com.au/api/sas/public/document/417004c1-64bc-4846-aa8a-e3047c90c695) |

# Diagrams

# Full Train Diagram (Sleeping Trains Only)

# Tour Specific Risks

|  |  |  |
| --- | --- | --- |
| **Hazards, issue or topic**  *(e.g. Site specific hazards identified, changes to procedures, documents, plant or equipment)* | **Controls**  *(to be implemented to eliminate or reduce the risk to the lowest practicable level, or action required by workers)* | **Responsible for Control** |
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# Signoff by Crew (Online Form May Be Used)

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| --- | --- | --- | --- | --- | --- |
| **All incidents and injuries must be reported to the Rail Safety Manager or Director** | | | | | |
| All persons listed below acknowledge that they:  *(Briefer to delete and initial any items that are not applicable)* | | | |  | |
| 1) that I am in possession of a safety vest  2) that I am wearing suitable footwear  3) that I am carrying my Identity card  4) that I possess the relevant qualifications for the position I am rostered for  5) that I have read a copy of the safety critical documentation, if applicable  6) that I have read and understood LVOPs applicable to the position I am rostered for  7) that I will obey all instructions given by the Operations Safety Officer of the Day  8) that I am aware of the conditions set out in the Rail Safety Law with respect to Fatigue Management  9) that I have read and understood LVR Fatigue Policy and am fit for duty as per that policy  10) that I have read and understood LVR Drug & Alcohol Policy and am fit for duty as per that policy  11) that I understand if I identify a hazard on the tour I must report it immediately to my supervisor | | | | |  |
| **Name** | **Signature** | **Position** | **Date** | | |
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