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DISTRIBUTION LIST

Copy number	Name and/or title of document holder	Location of document
Master 1		

VERSION CONTROL

Revision number	Description changes / reason for change	Issue date
1.0		

1 PURPOSE

- 1.1 In accordance with the requirements of the National Rail Safety Law, the purpose of this document is to establish an Interface Agreement that clearly delineates the responsibilities of each party or functional area involved, and is agreed to by those parties or functional areas.
- 1.2 The safety objective for the Interface Agreement is to minimise the risk of harm to people and damage to property.
- 1.3 This Interface Agreement has been prepared by QUBE Logistics (Rail) Pty Ltd (QLRS) and [INSERT] to define their responsibilities, boundaries and practices for railway operations at the Moorebank - Moorebank Logistics Park, NSW.

2 SCOPE

- 2.1 This Interface Agreement for rail operations, has been developed between QLRS acting as the RIM and [INSERT].
- 2.2 The Agreement has been developed based on site risk assessments, risk mitigation action plans and a review of rail incidents at the site.
- 2.3 The Agreement describes the functional areas in which each organisation is to be involved, the subject matter considered and the interfaces across which co-ordination has been established.
- 2.4 The Agreement provides determination as to which party agrees to accept responsibility for each identified item, procedures for the exchange of safety information, and procedures for assessing and monitoring the compatibility of engineering and operational parameters.
- 2.5 The Agreement also provides procedures for the review of the Interface Agreement.

3 EFFECTIVE DATE

- 3.1 This agreement shall be effective from the date of signing.

4 DEFINITIONS

- 4.1 Standard terminology as used in Rail Legislation, QUBE, ARTC standards, and ISO 31000 is used throughout the Interface Agreement.
- 4.2 Train crew means the train driver and the train driver's assistant.
- 4.3 ONRSR means the Office of the National Rail Safety Regulator.
- 4.4 [XX] means [INSERT THIRD PARTY OPERATOR NAME].
- 4.5 QLRS means QUBE Logistics (Rail) Services Pty Ltd.
- 4.6 RSO means rollingstock operator.
- 4.7 RIM means Rail Infrastructure Manager.

5 DESCRIPTION OF OPERATION

- 5.1 QLRS is the Rail Infrastructure Manager (RIM) for the site nominated site.

- 5.2 QLRS is an accredited rolling stock owner and operator in Western Australia, South Australia, Queensland, Victoria and NSW.
- 5.3 QLRS is responsible for the provision of operational revenue rail services.
- 5.4 QLRS is responsible for infrastructure maintenance and repairs to the railway infrastructure at the site nominated at 1.3 from the neighbouring RIM interface boundary.
- 5.5 [INSERT] requires access to the site nominated at 1.3 for the following activities:
- [INSERT]
 - [INSERT]
 - [INSERT]

6 METHOD OF DISTRIBUTION

- 6.1 Distribution is as per the distribution list contained within this Interface Agreement.
- 6.2 The Interface Agreement has been distributed either electronically or in hard copy to each involved organisation or person.

7 AGREEMENT REVISIONS AND CONTROL

- 7.1 This agreement does not expire.
- 7.2 This Agreement is to be reviewed every three years unless the risk profile of the operation changes, requiring a review of the risk mitigation action plan and actions required to eliminate, mitigate or manage the risk.
- 7.3 Amendments may be made by agreement in writing between the parties.
- 7.4 Disputes are to be resolved as outlined in the contractual agreement between the parties.
- 7.5 The representative nominated in this Agreement (or their delegate) is to attend meetings to conduct risk assessments, conduct infrastructure assessments, to develop risk mitigation action plans or to develop procedures to eliminate, mitigate or manage risk and to discuss the content or proposed changes to this agreement.
- 7.6 This SIA can be cancelled by either party by providing written advice a minimum of three months' notice of cancellation.

8 REFERENCED DOCUMENTS

- 8.1 Rail Safety National Law 2012.
- 8.2 Rail Safety National Law National Regulations 2012.
- 8.3 National Standard for Health Assessment of Rail Safety Workers 2017.
- 8.4 QLRS Safety Management System.
- 8.5 Neighbouring Track Access Provider Safeworking/Network Rules and Procedures.
- 8.6 Track access agreements held between QLRS and Track Access Providers.

- 8.7 Contractual Agreement between the Parties.
- 8.8 QUBE Logistics site induction and site rules.

9 COMMUNICATIONS

- 9.1 All parties acknowledge the importance of sharing safety information.
- 9.2 Systems of work are to be established between the parties to ensure regular and timely communication regarding contractual arrangements, risk assessments, operational aspects including infrastructure inspections, maintenance and repairs.
- 9.3 Each party is to provide their rail safety workers (or those involved in safety related duties pertaining to this agreement) with fit for purpose communications equipment (eg; hand held radios and/or mobile phones).
- 9.4 Communication regarding amendments to this Interface Agreement will be managed by the following primary contacts:

QUBE Logistics Rail Services Pty Ltd	National Rail Safety Manager	Warren Sundblom	0418 657 380
[INSERT]	[INSERT]	[INSERT]	[INSERT]

10 GENERAL OPERATIONS

- 10.1 Rail access/departure and train movements are to be managed in accordance with the requirements of QLRS.
- 10.2 Rail movements within the sites are to be completed in accordance with the relevant site work instruction.
- 10.3 QLRS will share information for site operations with RSOs that access the site/s.
- 10.4 Moorebank are multi-user rail operating sites.

11 SITE ACCESS - MOTOR VEHICLES AND FOOT TRAFFIC

- 11.1 All access to the site by road, rail or by foot is managed and controlled by the site manager or delegate.
- 11.2 All visitors are required to communicate with the site manager (or delegate) and follow site access rules for the site.

12 SITE ACCESS - RAIL

- 12.1 All employees and contractors are to liaise with the RIM representative prior to the arrival or departure of any train service and prior to the movement of any rollingstock on the site.
- 12.2 The Rail Supervisor is to coordinate and communicate with the RSOs train crew regarding all rail operations for the site.
- 12.3 The locomotives and wagons are to be shunted and discharged in accordance with QLRS policies and procedures.

13 TRAIN HANDOVER

- 13.1 When a train is on location for unloading/loading/discharge, the site procedures must be followed. RSO employees are to shunt the wagons and locomotives as directed by the site supervisor
- 13.2 Upon completion of unloading/loading/discharge etc, permission for the movement of rollingstock is to be obtained from the site manager or delegate prior to any rail tasks commencing.

14 THE DANGER ZONE

- 14.1 The site nominated in 1.3 has a designated rail danger zone.
- 14.2 QLRS recognizes the danger zone as the area:
- 14.2.1. The area defined by line markings;
 - 14.2.2. Where there are no line markings within three meters of the nearest rail line.
- 14.3 Only competent and accredited employees and contractors are to remain in the Danger Zone during rail operations and only for the purposes of purpose of performing rail operations
- 14.4 Only authorised train crew and authorised QLRS and [INSERT] staff are permitted to enter the Danger Zone and only:
- When performing authorised duties;
 - If they have been assessed competent in Track Safety Awareness or equivalent.
- 14.5 The train crew are to obtain permission from the site manager or delegate, to conduct planned wagon movements within the confines of the terminal/ siding.
- 14.6 The competent workers responsible for shunting are then to control and carry out the planned wagon movements.

15 TRACK INSPECTION AND MAINTENANCE

- 15.1 So far as is reasonably practicable, QLRS is responsible for ensuring that any rail track and related infrastructure inspections are performed and maintenance activities are undertaken at the site nominated in 1.3.
- 15.2 The rail maintenance provider is to ensure all relevant parties are advised of the works and the extent and impact of the works prior to any works being undertaken.
- 15.3 The rail maintenance provider is to ensure their worksites are protected in accordance with the site rules and procedures.
- 15.4 When all required works have been completed and the infrastructure has been restored to a safe operating condition, QLRS is to ensure that all relevant parties are advised before normal operations are resumed.
- 15.5 QLRS and [INSERT] are to report all identified hazards or defects concerning the infrastructure and or track maintenance requirements to the other party.
- 15.6 If necessary, QLRS is to advise regulatory authorities in relation to impacts on rail safety, infrastructure and rail operations.

16 ROLLING STOCK AND EQUIPMENT

- 16.1 All rollingstock operated by QLRS and accessing the site nominated in 1.3 is to be accredited for operation on the ARTC and Sydney Trains networks.
- 16.2 QLRS is responsible for the maintenance and train inspection of their rollingstock.

17 RISK MANAGEMENT

- 17.1 QLRS and [INSERT] have conducted a risk assessment of the interface between the parties for the management and for the operation of railway movements at the locations nominated in 1.3.
- 17.2 All parties have reviewed the risk assessment to determine the risks created by the operations of rail services and the shunting and movement of rollingstock.
- 17.3 All parties have reviewed historical risks at the railway sidings. In the event that additional risks are identified, a new risk assessment is to be conducted and risk mitigation strategies developed, reviewed and, if required, implemented.
- 17.4 All risks are to be managed as far as is reasonably practicable, as appropriate and consistent with relevant legislation and best practice.

18 WORKER COMPETENCE

- 18.1 All parties are to engage employees who are trained, qualified and competency assessed for the operations defined in this Interface Agreement.
- 18.2 QLRS and third party RSOs employees and contractors are to complete the required site inductions and site familiarisation

19 EMERGENCY PROCEDURES

- 19.1 All parties have emergency management procedures in place as part of their Safety Management Systems.
- 19.2 QLRS is to be responsible for the overall management and coordination of rail incidents and emergencies occurring at the sites nominated in 1.3.
- 19.3 All RSOs at the site are to take all reasonable measures to assist QLRS in the management of emergencies , within their capability
- 19.4 QLRS, in conjunction with the neighboring track access provider, is responsible for the management of train movements into and out of the site beyond the interface point.
- 19.5 QLRS and third party RSOs are to ensure that all rail related safety incidents are immediately reported to the QLRS Customer Service Centre.

20 INCIDENT REPORTING

- 20.1 QLRS and third party RSOs are responsible for the reporting of rail safety incidents within the locations nominated in 1.3 to the Office of National Rail Safety Regulator as required in Rail Safety National Law National Regulations 2012, regulation 57.
- 20.2 If other regulatory agencies must be notified following an incident, all parties are to ensure that their respective reporting obligations or legislative requirements are met.

21 INCIDENT INVESTIGATION

- 21.1 All rail safety incidents are to be investigated in accordance with the procedures of the parties in accordance with the relevant legislative and statutory requirements.
- 21.2 The RSO is responsible for the re-certification of the rolling stock following any derailment or collision involving any of the rolling stock employed in the operations covered in this agreement.
- 21.3 QLRS is responsible for the re-certification of infrastructure within the terminal/siding following any rail infrastructure incident.
- 21.4 Where the damage extends beyond the interface point, the RIM for the rail infrastructure is responsible for the re-certification of their infrastructure.

22 MEDICAL STANDARDS

- 22.1 All RSOs are required to comply with the requirements of the National Standard for Health Assessment of Rail Safety Workers 2017 in relation to their rail safety workers
- 22.2 All parties have a fatigue policy and fatigue management procedures, to ensure that hazards associated with fatigue are managed effectively.

23 ALCOHOL AND OTHER DRUGS

- 23.1 All QUBE and QLRS sites are a drug and alcohol free zone. This includes permanent; temporary and mobile (eg; locomotive and truck cabins) work locations.
- 23.2 Both parties have developed Drug and Alcohol Management policies and procedures, consistent with regulatory requirements.
- 23.3 QLRS undertake random drug and alcohol testing of their employees, contractors, site visitors and site users and will report to ONRSR any refusals to undertake testing.
- 23.4 All relevant positive test results, above the legislative thresholds, are to be reported to the ONRSR and other required legislative bodies.

24 ALCOHOL AND PROHIBITED DRUG TESTING

- 24.1 The parties agree that following any safety related incident the responsible party's employees and/or contractors must undergo a drug and alcohol assessment in accordance with relevant legislation.
- 24.2 The responsible parties agree to employees and/or contractors participating in random testing for drug and alcohol assessment in accordance with relevant legislation.

25 ENVIRONMENT

- 25.1 All parties are to ensure that the aspects of their operations covered by this agreement conform to all applicable state and federal environmental legislation.
- 25.2 All operations outlined in this agreement are to be undertaken as per the parties' policies, procedures and work instructions and in an environmentally approved manner.

26 COMPLIANCE AND AUDITING

- 26.1 All parties agree that on a mutually convenient time and date, they will undertake an inspection of the operational aspects of the services as outlined in this agreement.
- 26.2 All audits are to be undertaken by persons who hold relevant nationally recognised auditing qualifications.
- 26.3 Auditing of this agreement includes a requirement to audit the risk assessment and the associated risk mitigation action plans, policies, procedures and work instructions.
- 26.4 Regular scheduled auditing of this agreement is to form part of both parties' management systems.

APPENDIX 1 - COMMUNICATION MATRIX

Position and location	Name	Phone	Email
Terminal Manager Moorebank	Damian Wilson	0402 781 056	Damian.Wilson@qube.com.au
Rail Clerk Moorebank	Various	TBA	TBA
[INSERT]	[INSERT]	[INSERT]	[INSERT]

APPENDIX 2 - SIGN OFF

This Interface Agreement is agreed to and signed on behalf of all parties named:

[INSERT]

SIGNED

Name:

Time:

Date:

WITNESSED

Name:

Title:

Date:

SIGNED

Name:

Title:

Date:

WITNESSED

Name:

Title:

Date: