



RIW BULLETIN

Changes to Signalling, Control Systems and Communications Roles Matrix V8 Oct 2024

Purpose

The purpose of this bulletin is to advise MTM Employees and Third Parties of the requirement to comply with changes to the Signalling, Control Systems & Communications matrix.

What are the changes?

As of 25 Nov 2024, MTM is adopting the Australasian Rail Association – National Signalling Assessment Framework (NSAF) (released in Sep 2023), and this impacts RIW Cardholder's with a Signalling Design and/or Tester role wishing to work for MTM.

The new National harmonised roles mean generic and portable competence is assessed at the national level, leaving domain/network specific competence in the Network role of the same name. This allows greater portability of rail safety worker competence across the different jurisdictions.

Along with the NSAF, comes with a suite of courses to support working for both MTM (and/or V/Line). Some National roles have gap courses to work in Victoria, whilst others simply have eLearning modules, rather than duplicating multiple Network assessments of generic competence. In addition, full courses will be introduced to support the upskilling of signalling designers and/or testers.

What do RIW Administrators/Cardholders need to do?

1. After November 25 and before a current role expires, RIW administrators need to add the new National – Signalling Design and/or Tester role that aligns to the work they perform to the RIW Cardholder's profile and upload all relevant documentation before submitting the role to a new National – Signalling Assessor.
2. Once the assessment has been completed and the National role is valid, RIW administrators then need to add the new MTM – Signalling Design and/or Tester role to the RIW Cardholder's profile, and the RIW Cardholder's completes the relevant course (and relevant assessment activities) to validate that role.
3. When both the National and MTM network role are valid the RIW Cardholder may work in that capacity for MTM.

Where can I find more information?

To gain access to the [National Signalling Assessment Framework](#) and supporting [documentation](#).

Related Documents: [Metro Trains External Document Portal](#)

A1205 Signalling Rail Safety Worker Competence Manual (Due for release in October 2024)

A12113 Interim Signalling Designer and Tester Competence Manual (Due for release in October 2024)

Signalling Designer & Testing Courseware – Frequently Asked Questions

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The Responsible Manager is to determine the following:

Which areas in MTM are to be notified of this alert?

Check	Code	Division/Department
<input type="checkbox"/>	MTM	Entire MTM Network
<input checked="" type="checkbox"/>	CHE	Engineering / Chief Engineer
<input type="checkbox"/>	HMR	People & Performance
<input type="checkbox"/>	INF	Infrastructure Delivery
<input type="checkbox"/>	ELN	Electrical Networks
<input type="checkbox"/>	OCS	Operational Control Systems
<input type="checkbox"/>	SIG	Signals & OCS
<input type="checkbox"/>	STF	Structures & Facilities
<input type="checkbox"/>	TRK	Track Delivery
<input type="checkbox"/>	OPS	Operations
<input type="checkbox"/>	TSD	Train Service Delivery
<input type="checkbox"/>	SWS	Safeworking / Signalling
<input type="checkbox"/>	NOS	Network Operations
<input type="checkbox"/>	SER	Metrol
<input type="checkbox"/>		Customer Experience
<input type="checkbox"/>	STO	Stations Customer Experience
<input type="checkbox"/>	AOS	Authorised Officers
<input type="checkbox"/>	PRJ	Projects & Planning
<input type="checkbox"/>	ROS	Rolling Stock
<input type="checkbox"/>	SQE	Safety, Environment & Risk
<input type="checkbox"/>		Other (e.g. Other Divisions/Departments or people not listed):

Which contractors should be notified of this alert?

Note: This is undertaken by MetroSafe through the Avetta portal. All contractors/third parties have previously been tagged into their relevant MTM areas.

Check	Division/Department
<input type="checkbox"/>	All MTM Contractors and Third Parties
<input type="checkbox"/>	Corporate
<input checked="" type="checkbox"/>	Infrastructure
<input checked="" type="checkbox"/>	Projects
<input type="checkbox"/>	Rolling Stock
<input type="checkbox"/>	Operations

How should this alert be distributed and/or acknowledged?

Note: This section may be amended by the Division dependent on best method of distribution

Check	Division/Department
<input checked="" type="checkbox"/>	Issued via email
<input type="checkbox"/>	Placed on Noticeboards
<input type="checkbox"/>	Placed in staff pigeon holes / letterboxes
<input type="checkbox"/>	Delivered during toolbox discussions
<input type="checkbox"/>	Employees to acknowledge receipt
<input type="checkbox"/>	L4-SQE-FOR-070 Alert Register
<input type="checkbox"/>	Toolbox Attendance Records
<input type="checkbox"/>	Weekly Operational Notice (WON)
<input type="checkbox"/>	Other (specify):