

Hunter Valley Closedown Briefing Document

To be read in conjunction with [TAA0044-2024 A1](#), ANWT 302, ANPR 700, HPP-01-02

Note HPP-01-02 and the CD Meeting Calendar can be found at the following website:

Possessions Web page - <https://www.artc.com.au/work/hunter-valley-possession-management/>

Nibs - <https://www.artc.com.au/customers/operations/nib/hunter-valley/>

Safe Notice - <https://www.artc.com.au/customers/operations/notices/safe/>

The purpose of this briefing document is to outline the plan for the [June Mains](#) closedown, and includes possession details, scope of works, contact details, track vehicle and work train movements and schematic track diagrams.

CLOSEDOWN TIMELINE

The timeline for Closedown start-up from start time on the TAA is as follows:

- 0 to 1 hours** Placement of protection at LPA limits.
- 1 to onwards** Protection Officers seeking permission to start shall contact the PPO when ready.

The timeline for Closedown hand back from finish time on the TAA is as follows:

- 1.5 hours** Certification of all work and worksite protection removed.
- 1.5 to -0.5 hours** Removal of LPA protection.
- 0.5 to 0 hours** Hand back of LPA stages to Network Control.

CLOSEDOWN CONTACTS

PPO: (02) 4979 7020

CD COORDINATOR: (02) 4979 7021

PPO Track Machine: (02) 4979 7033

(All of the above phone lines are recorded)

PHONE PROTOCOL

The following phone Protocol will be observed:

1. Identify your Job Number and description.
2. Identify yourself by name.
3. Identify your current location, track and protection kilometrage.

Communication must be clear, brief, unambiguous, relevant to the task, and agreed as to its meaning before being acted upon.

CLOSEDOWN PROTOCOL

1. Incidents / Emergencies.

In the event of an incident or near miss the following steps should be followed:

1. Make sure the worksite is safe and immediately arrange for treatment of any injuries.
2. Contact Network Control only if it is an emergency, i.e. you need to stop trains on a running line, or emergency services need to access the site.
3. Inform your ARTC Job Owner or Representative.
4. Inform the Closedown Co-ordinator.

2. Access Gates.

All access gates are to be closed and locked at all times unless attended during the time access is required.

3. Infrastructure Booking Advices (IBA)

- The IBA is a form used between the Network Controller and the Job site. Infrastructure equipment must not be booked out on more than one IBA.
- The IBA needs to be fulfilled as per the Network Rules, however the Closedown Coordinator still needs a verbal signal certification.
- Any IBAs taken out during the Closedown that will not be fulfilled prior to hand back are to be notified to the Closedown Co-ordinator by the IBA holder.
- Signal Electricians are requested to place their Job Number within the IBA number and their phone number on the form.
- Signal Electricians **MUST** ensure the PPO is advised prior to booking out Level Crossing Warning Equipment or Points and of use and the conditions/restrictions on the use of the equipment.

Where practical IBAs are to be emailed to the NCCNIBA@artc.com.au the day prior to the Closedown, the IBA must contain the Network Control Board for the IBA in the Subject field.

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4. Level Crossings.

There are 3 ways to protect active level crossings in Hunter Valley Closedowns:

1. Using ANPR 715
2. Using ANPR 717
3. Full road and pedestrian closure with specific Safe Notice for the removal of Hand Signallers

Before booking out level crossing warning equipment the Competent Worker must check with the PPO to ensure no rail traffic is approaching the level crossing and advise the PPO of the name and contact number of the Handsignaller at the level crossing. Note: the IBA for booked out level crossings cannot be fulfilled with any alarms associated with the Level Crossing activated.

5. Rail Traffic within LPA limits.

Traffic Officers, Track Vehicle Operators, Track Machine Operators and Pilots are advised that the following **MUST** be observed;

- **Traffic Officers (TO), Track Vehicle Operators (TVO), Track Machine Operators (TMO) or Pilots (henceforth known as Competent Worker) of Rail Traffic MUST ensure authority for the movement has been received from the PPO before travelling.**
- **After the Competent Worker has asked for permission to move the track machine, the Possession Protection Officer must give authorisation, via an authorisation statement i.e. – I authorise the movement of track machine xx to move from location x to location y and, if appropriate, authorised to pass any Controlled Absolute Signals at stop, wind or have points set for the movement, in consultation with the relevant Network Controller or Signaller.**
- Rail Traffic, such as Work Trains, Track Vehicles, all Hi-rails & rail bound Track Machines **MUST** travel at restricted speed (up to a maximum of 40km/hour). Restricted speed is a speed that allows rail traffic to stop short of an obstruction within the distance of clear line that is visible ahead.
- Authority **MUST** be received from the Network Controller to pass all Controlled Absolute Signals at STOP. Automatic Signals may be passed at Stop on the direction of the Pilot.
- Prior to traversing any points, the Competent Worker **MUST** alight from the Track Vehicle and visually inspect the points to ensure they are set in the correct position for the movement. When it cannot be verified that points are electrically or mechanically locked, they **MUST** be clipped and SL locked prior to the movement.
- When points are not set in the correct position and need to be manually operated, the Competent Worker **MUST** ensure all Points & Swing Nose Crossings have been set correctly and secured for the movement.
- Rail Traffic **MUST** stop at level crossings and not proceed until safe to do so, unless the level crossing is being protected by a Handsignaller, and the Handsignaller displays a proceed indication.
- Protection Officers at worksites **MUST** be contacted before entering the worksite. Do not enter a worksite on anyone else's authority. If the Competent Worker cannot contact the Protection Officer for a site, they must contact the PPO.
- Worksite Protection Officers and Rail Traffic Competent Workers **MUST** agree to the arrangement for lifting and replacing of worksite protection before the Rail Traffic enters the worksite.

6. Certification.

It is the responsibility of the Job Owner to ensure that a competent and qualified person has been nominated to certify the Job. On completion of the work the nominated person(s) must contact the Closedown Coordinator and certify that the infrastructure is fit for purpose. A verbal certification is sufficient. When contacting the Closedown Coordinator, the certifier shall identify their job number, name, confirm the scope and certify that the infrastructure is fit for purpose.

The project manager needs to ensure that each section of the certification has been addressed. The 3 sections of certification are as follows:

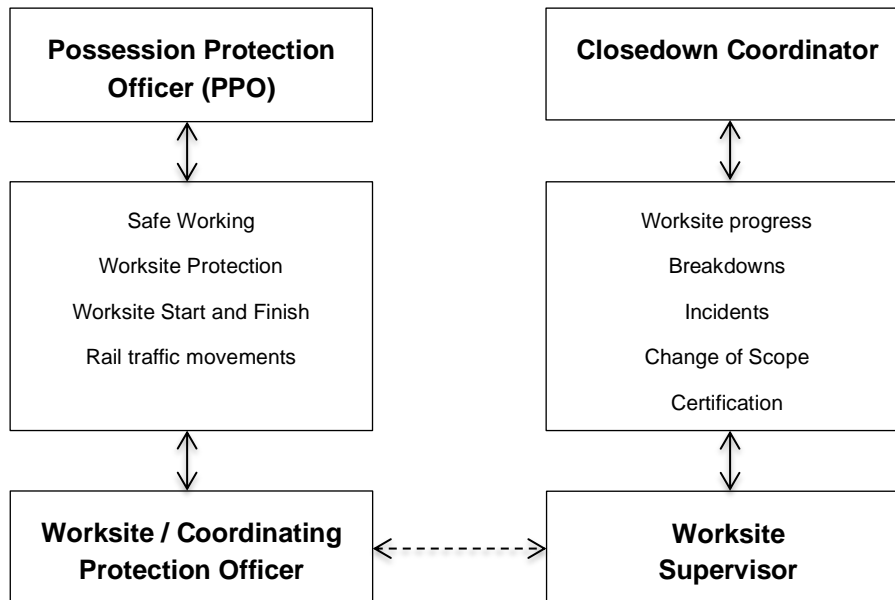
Civil: Track, track formation and drainage, and fixed structures beside over or under the track. This includes supports for signalling, electrical and telecommunications equipment. (Track Geometry is excluded from civil certification **only** if Tamping certification has been nominated).

Signal: All signalling and telecommunication equipment.

Tamping: Track Geometry (only).

When certifying works any Temporary Speed Restrictions (TSR) placed on the track due to work in the Closedown need to be identified to the Closedown Coordinator.

Communication Flow Chart



WORKSITE SUPERVISORS

The Closedown Coordinator and the relevant supervisors shall liaise to ensure the efficient delivery of the planned scopes of work. Supervisors or site representatives are required to report any breakdowns, damage to plant/infrastructure or changes to scope/sequencing to the Closedown Coordinator as soon as possible.

PROTECTION OFFICERS

Protection Officers should be aware of adjacent worksites, and of rail traffic movements. Any impact on work or worksite protection should be discussed between Protection Officers before commencing work to ensure safe and efficient arrangements are made.

PROTECTING WORKSITES

All worksites within the Hunter Valley Closedown must be protected in accordance with the relevant ARTC Network Rules and Procedures.

When fixed worksites are to be established less than 500 meters apart the following procedure applies:

The Possession Protection Officer (PPO) is to ensure Protection Officers (POs) are aware if Coordinated Worksites exist and ensure affected POs confer and nominate a single PO to be responsible to coordinate as one worksite.

The nominated PO will be referred to as the *Coordinating Protection Officer* and the other Protection Officers within the Coordinated Worksite area will be referred to as *Worksite Protection Officers*.

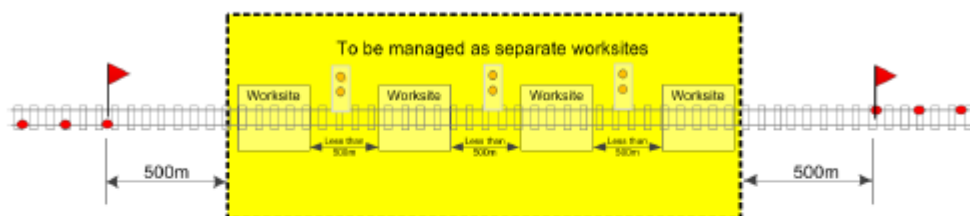
Note: The Coordinating Protection Officer may also be responsible for a worksite in the Coordinated Worksite area.

Prior to the commencement of work, all Protection Officers must confer and agree with the worksite protection arrangements for the Coordinated Worksite.

Once agreement is reached on the worksite protection arrangements, the Coordinating Protection Officer must contact the PPO and advise of the Coordinated Worksite, including Work Groups and protection arrangements.

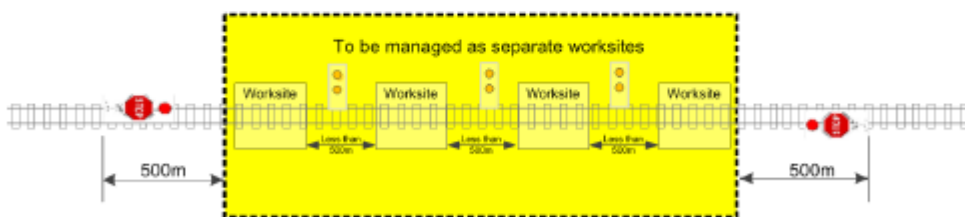
If the agreed arrangements change, including the starting or finishing of a worksite, or a change of worksite PO, the Worksite Protection Officer must inform the Coordinating Protection Officer. The Coordinating Protection Officer must advise the PPO of the changes in protection and PO details.

Figure ANPR 700-5



Example of protection arrangements for multiple worksites within 500m of each other

Figure ANPR 700-5A



Example of protection arrangements for multiple worksites within 500m of each other using STOP signs/red lights

Responsibilities where using delineation markers

The *Coordinating Protection Officer* will be responsible for:

- briefing all Worksite Protection Officers entering the Coordinated Worksite of the Coordinated Worksite protection arrangements, and;
- managing all rail traffic movements entering, working in and exiting the Coordinated Worksite limits;
- notifying the Worksite Protection Officers within the Coordinated Worksite that will be affected by any rail traffic movement of the intended rail traffic movements before allowing any movements;
- notifying the Pilots or Track Vehicle Operators of the rail traffic of the location of each work group working within the Coordinated Worksite, including the location of delineation markers to define worksite limits;
- notifying the Possession Protection Officer of all work groups who have arrived and departed the Coordinated Worksite;
- notifying the Possession Protection Officer of changes of the Coordinated Worksite protection arrangements.

The *Worksite Protection Officer* will be responsible for:

- briefing the workers of the Coordinated Worksite protection arrangements, and
- coordinating all rail traffic movements within their worksite limits, and
- for the protection of workers from rail traffic within their individual worksite limits.
- for the protection of workers from rail traffic on adjacent live lines

Note: The Coordinating Protection Officer must be the single point of contact with the Possession Protection Officer.

To be Coordinated as one worksite the following procedure applies.

The nominated PO will be referred to as the *Coordinating Protection Officer*.

The coordinating protection officer will be responsible for all safeworking within the worksite limits, including all associated worksites.

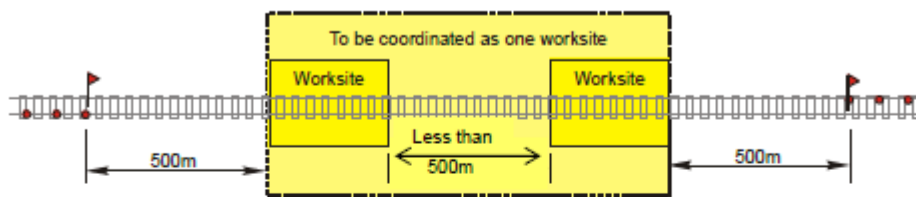
Note: The Coordinating Protection Officer may also be responsible for a worksite within the Coordinated Worksite limits.

Prior to the commencement of work, all Protection Officers must confer and agree with the worksite protection arrangements for the Coordinated Worksite and agree on the type of delineation to be used midway between each individual worksites. These agreed protection arrangements are to be incorporated into the worksite pre-work briefs and worksite protection plans.

Once agreement is reached on the worksite protection arrangements, the Coordinating Protection Officer must contact the PPO and advise the agreed arrangements of the Coordinated Worksite.

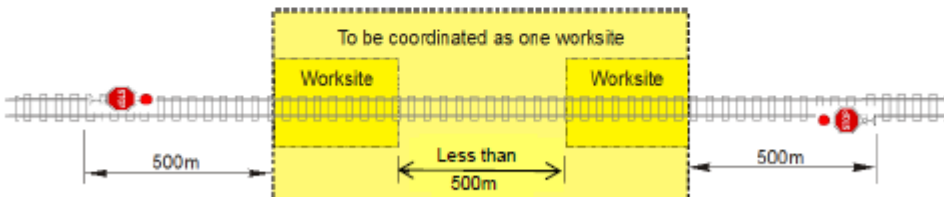
If the agreed arrangements change, including the starting or finishing of a worksite, or a change of worksite PO, the Worksite Protection Officer must inform the Coordinating Protection Officer. The Coordinating Protection Officer must advise the PPO of the changes in protection and PO details.

Figure ANPR 700-4



Example of protection arrangements for combined multiple worksites

Figure ANPR 700-4A



Example of protection arrangements for combined multiple worksites using STOP signs/red lights

Responsibilities with no delineation markers

The *Coordinating Protection Officer* will be responsible for:

- managing all safeworking within the worksite;
- briefing the Worksite Protection Officers of the Coordinated Worksite protection arrangements, and;
- notifying the Possession Protection Officer of all worksites arriving and departed the worksite;
- notifying the Possession Protection Officer of Work site protection changes.

Note: The Coordinating Protection Officer must be the single point of contact with the Possession Protection Officer.

Fulfilling a worksite

Once a worksite has been established it remains a worksite until all of the following have been completed:

- All workers and plant are clear of the worksite.
- All protection has been removed
- The track has been certified fit for service

If any one of these items has not been completed it is still deemed a worksite and as such must be protected as a worksite per ANPR700.

Note: track machines stabled within the LPA must be protected as worksites.

If worksite protection is to be left on track the protection officer must hand the worksite over to another protection officer before removing their tags and leaving the worksite.

Handing over Worksite Protection.

At the completion of shift, where worksites or Obstruction/Track Vehicles remain within the limits of the combine multiple worksite the Coordinating PO MUST:

- Contact all remaining worksites and inform of the intention of leaving site,
- If there is no relieving Coordinating PO to take over the Coordinated Worksite, the remaining worksites protection Officers must confer and nominate a single PO responsible for managing the Coordinated Worksite.
- Once a new Coordinating PO has been selected and if the worksite protection arrangements change, the PPO must be notified of the new arrangements.
- The new Coordinating PO must ensure Worksite Protection Name Tags are attached to the Coordinated Worksite protection equipment.

Lookout Working within an LPA

Lookout Working must be used in compliance with **ANWT-310** and **ANPR-711**

- Lookout Working Must be taken through Network Control and the PPO.
- The gazetted track speed must be used to calculate the Lookout Warning times as per **ANPR-711**

Where Lookout Working is to be used within the limits of a Local Possession Authority (LPA) the Protection Officer (PO) must also contact the Possession Protection Officer about:

- commencing Lookout Working, and
- ending Lookout Working.

The Possession Protection Officer must:

- advise the Lookout Working PO of the worksites within the Lookout Working limits, and
- any rail traffic movements within the lookout Working limits.

The Protection Officer must:

- advise the PPO of the worksite limits and tracks for Lookout Working, and
- contact the Protection Officer of fixed worksites before entering the worksite / protection limits as identified below '*Entering an existing worksite*'.

New Worksites Entering the LPA:

Where a new workgroup is to establish a worksite in a section where Lookout Working is in place

- The PPO must advise the PO of the workgroup of the Lookout Working workgroup contact details and the Lookout Working limits,
- The new workgroup PO must contact the PO for the Lookout Working workgroup and make agreed arrangements for the works to be completed,
- If the Lookout Working workgroup is within the limits of the new worksite, the worksite PO must advise the PPO that the Lookout Working workgroup is located within the worksite limits.

Entering an existing worksite:

Prior to entering an existing worksite in the corridor, the PO for the Lookout Working Workgroup must:

- Contact the PO for the worksite and,
- Gain authority from the PO to enter the pre-existing worksite and,
- Get briefed into the worksite by the PO, and
- Inform the PPO that the Lookout Working Workgroup has entered an existing worksite location

Exiting an existing worksite:

When exiting an existing worksite location, the PO for the Lookout Working must:

- Gain Authority from the PPO to exit the worksite and commence / continue Lookout Working in the LPA limits, and
- Inform the Worksite PO that the Lookout Working Workgroup has left the limits of the worksite

WORKSITE PROTECTION IDENTIFICATION INSTRUCTION

This instruction is applicable to all worksites within Hunter Valley Closedowns.

- **When worksite protection is placed, the Protection Officer responsible for the worksite protection must ensure that an identification tag displaying their name and phone number is securely attached to:**
 - each red flag or red light.
 - each point clip or associated SL lock.
- In cases where a worksite or other hazard is to be left unattended with protection in place, the PO responsible for the protection must ensure the PPO is advised of the circumstances before removing their name tag.
- When a worksite PO is being relieved, the incoming PO must check that identification tags are secured to the red flag, red light or point clip and that the correct details are displayed on each tag.
- If worksite protection is found with identification tags missing, or shows the incorrect information, the PPO is to be advised immediately.
- In cases where worksites are protected at the midpoint between worksites, both worksite POs must attach their own identification tags to the associated red light or red flag.
- Worksite Protection Tags are required on LPA Protection or Delineation.
- LPA protection will have the PPO's contact details on them attached.



Figure One: Sample Tag

Trains Stabled in Loops

Note trains may be stabled at the following locations:

- **NIL**

Safe Notices

SAFE NOTICES FOR THIS CLOSEDOWN:

- **[2-5567 Islington Junction \(UGL Siding\)](#)**

Other Safe Notices may have been issued since this document was printed. Job owners must ensure any relevant Safe Notices are available on site.