

ANWT 304

Track Occupancy Authority

Applicability

NSW

SMS

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Purpose

To prescribe the rules for *authorising, issuing* and using a *Track Occupancy Authority* (TOA).

General

A TOA authorises occupation of *track*, within specified limits, for an agreed period.

A TOA is issued to the *Protection Officer* for the agreed period of the *occupancy*.

A TOA gives *exclusive occupancy* except for:

- *joint occupancy* by mutual agreement with the holder of another TOA for the same limits or overlapping limits, or
- joint occupancy following a *train* movement; or
- joint occupancy by mutual agreement with the holder of a *Track Work Authority* (TWA), or
- joint occupancy with a *disabled* train.

A TOA may involve one or more *track vehicles* and machines working within the specified limits.

A TOA may be issued for track vehicles to *travel* singly or in *convoy*.

A TOA must be issued using:

- the *Electronic application*, or
- a Track Occupancy Authority form:
 - ANRF 002 for track within TMACS *Train Order* Territory, or
 - ANRF 002B for track within *Rail Vehicle Detection* (RVD) and Token Territories.

TOA Limits

The limits of a TOA *must* be stated as being between:

- one *yard limit* and another yard limit, or
- defined clearance points wholly within one *yard's* limits, or
- one yard limit to a defined clearance point within another yard, or
- a defined clearance point within one yard's limits to a defined clearance point within another yard's limits, or
- defined clearance points wholly within an *intermediate siding*.

A TOA may include more than one *section*, provided it does not extend:

- beyond an unattended junction location, or
- beyond an *unattended location* where a train is *shunting* in the section ahead.

Authorisation

Only *Network Controllers* may authorise a TOA for track under their control.

If the proposed limits of a TOA affect more than one Network Controller:

- the Network Controllers must agree about the Network Control area most affected, and
- the Network Controller responsible for the area most affected must authorise the TOA.

Before authorising a TOA, the Network Controller must make sure that:

- the track is unoccupied, and will remain unoccupied, except as specified in the TOA, and
- the Protection Officer knows about any existing obstructions, and
- the Protection Officer understands and agrees to the limits of the TOA, and
- *blocking facilities* have been applied to prevent the entry of unauthorised *rail traffic* into the TOA limits, and
- the location has been verified using, for example a:
 - kilometre sign and section, or
 - points number, or
 - signal number.

Before authorising the occupancy, the Network Controller must record, in *permanent form*, the details of the TOA.

Staffs and Half Pilot Staffs

If practicable during *token* working, or in areas where *half pilot staffs* are provided, the Protection Officer must arrange to take and safeguard for the period of the Authority:

- the ordinary staff for the section, or
- the half pilot staffs at the limits of the Authority.

The *Network Control Officer* and/or Network Controller must record in permanent form that the staffs have been secured for *work on track* or taken for a track vehicle to travel on the Network.

Controlled locations

If the limits of the proposed TOA are wholly within the yard limits of a controlled location, the Protection Officer must ask the Network Control Officer to issue the TOA. Where a Network Control Officer is not provided, the Protection Officer must ask the Network Controller to issue the TOA.

The Network Control Officer must get the Network Controllers authority to issue the TOA.

Authorising Additional TOA's

The Network Controller may authorise additional TOA's for the same limits, or for overlapping limits, only after the Protection Officer requesting the additional TOA has:

- consulted with the Protection Officer's holding the existing TOA's, and
- made agreed arrangements with the Protection Officer's holding the existing TOA's, and
- obtained the *supplementary security codes* from the Protection Officer's holding the existing Authorities, and
- provided the supplementary security codes to the Network Controller.

Each TOA must be recorded in permanent form separately, and where possible have its own blocking facility applied.

Occupancy following a train movement

Before issuing the Authority, the Network Controller must make sure that the preceding rail traffic is authorised for a unidirectional movement only, and has passed clear and complete beyond:

- the limits of the proposed TOA, or
- the limits of the proposed worksite, or
- the starting point from which the track vehicle included in the Authority will travel.

Joint occupancy with a Track Work Authority (TWA)

The Network Controller may authorise a TOA for a portion of track where there is a current TWA, only:

- after the Protection Officers have consulted with each other, and
- with the agreement of the TWA Protection Officer.

The Network Controller must record, in permanent form, the details of the TOA.

In *unidirectional* portions of track where the TOA is for a track vehicle journey that will travel through the worksite in the *wrong running-direction*, the TWA Protection Officer must place:

- the standard protection against rail traffic approaching in the *right running-direction*, and
- three railway track signals or a STOP sign/red light at least 500m and not more than 1000m from the worksite in the wrong running-direction.

Occupancy with disabled rail traffic

To allow restoration work, the Network Controller may authorise a TOA for a portion of track occupied by disabled rail traffic, in accordance with Rule *ANGE 206 Reporting and responding to a Condition Affecting the Network*.

Joint Occupancy with a Work Train Order (WTO)

The Network Controller may authorise a Work Train Order where there is a current TOA within TMACS Train Order Territory:

- after the Protection Officer and Rail Traffic Crew have made agreed arrangements, and
- obtained the supplementary security code from the Rail Traffic Crew.

The Protection Officer must arrange for the work train to be piloted into and within the TOA.

Issue of Authority

Network Control Officers may issue a TOA only on the authority of the Network Controller.

Where the limits of a TOA extend into the yard limits controlled by another Network Control Officer:

- the Network Control Officers must confer and agree about the Network Control Officers area most affected, and
- the Network Control Officer responsible for the area most affected must issue the TOA.

The Network Controller and Network Control Officers must record, in permanent form, the issue of a TOA.

Protection Officer

At all times there must be a nominated Protection Officer for a TOA.

A Protection Officer is responsible for managing the rail safety component of worksite protection. A Protection Officer's primary duty and responsibility is to keep the worksite and workers safe.

The Protection Officer must:

- get the TOA, and
- protect workers from rail traffic associated with the TOA, and
- make sure that the limits of the Authority are protected against *unauthorised* entry or exit by rail traffic.

The Protection Officer must tell workers about the kinds and limits of protection in place:

- before work begins, and
- if the protection arrangements change.

Keeping records

Network Control Officers must make a permanent record of the TOA details.

The Protection Officer must keep written records about:

- the Authority, and
- protection arrangements for *worksites*, and
- arrangements for rail traffic management, and
- communications with the Network Control Officer about:
 - worksite protection arrangements, and
 - changes to the worksite protection arrangements.

Other duties

A Protection Officer must be satisfied that other work will not interfere with protection duties.

Protecting the limits of the Authority

The Network Control Officer must apply blocking facilities to prevent unauthorised rail traffic entry into the TOA limits.

If rail traffic can approach from more than one direction, all points of entry into the TOA limits must be protected.

The *Danger Zone* must not be occupied before the TOA is issued, and protection is applied.



Where the limits of the TOA extend into the yard limits controlled by another Network Control Officer, both Network Control Officers must confer to ensure all points of entry are protected.

Terminal tracks

If the Network Control Officer tells the Protection Officer that there is no rail traffic between worksites and the end of a *terminal track*, protection from that direction is not necessary.

Protecting worksites

Worksites must be protected by:

- three *railway track signals* and a red flag/red light, at least 500m on each side of the worksite, or at the limits of the Authority, or
- STOP signs/red lights, at least 500m on each side of the worksite, or at the limits of the Authority.

If there is only one worksite within the limits of the TOA, railway track signal protection or STOP sign/red light protection is not required if the points are secured to prevent unauthorised rail traffic entry to the TOA limits.

If rail traffic can approach from more than one direction, the Protection Officer must make sure that there is protection at all points of entry into the portion of track within the TOA limits.

Worksites within 500m of TOA limits

Unless a set of *points* can be secured to prevent *access* to the portion of track within the TOA limits, the distance between the signal or the yard limit sign in Train Order territory protecting the limits of the Authority and the worksite must not be less than 500m.

Multiple worksites

If there is more than one worksite within the limits of the TOA, or an additional Authority is issued within the limits, worksites must have three railway track signals and a red flag/red light or STOP signs/red lights:

- at least 500m on each side of the worksite, or
- at the limits of each Authority.

If worksites are more than 500m but less than 1000m apart, three railway track signals and a red flag/red light or STOP signs/red lights must be placed midway between the worksites.

If worksites are less than 500m apart the worksites must be co-ordinated as one worksite.

Intermediate sidings

If the limits of a TOA are wholly within an intermediate siding, the points allowing entry to the siding must be secured for the duration of the TOA. Railway track signal or STOP sign/red light protection is not required.

If the release for the points can be given from a remote location, the Network Control Officer must apply blocking facilities to the release controls.

Track vehicle journey

When a TOA has been authorised by the Network Controller, railway track signal protection or STOP sign/red light protection is not required:

- for a track vehicle journey, or
- for a track vehicle that has stopped to carry out work using:
 - light, non-powered hand tools
 - light, battery powered tools or devices
 - light, powered hand tools.

If a track vehicle journey is stopped to carry out work that breaks the track or alters track geometry or structure, that work must be protected as a worksite.

Rail Traffic

Only rail traffic authorised and associated with the TOA may enter the TOA limits.

The Protection Officer must make sure that rail traffic associated with the TOA does not exceed the limits of the TOA.

Adjacent tracks

If the safety assessment indicates that workers need to be protected from rail traffic on adjacent tracks, the Protection Officer must arrange for adjacent tracks to be protected as per ANPR 712 Protecting work from rail traffic on adjacent tracks.

The Protection Officer may arrange for the speed of rail traffic on adjacent tracks to be restricted.

Slip sites

If a signal at STOP protects a slip site, *Drivers* and *track vehicle operators* must follow the directions on the *instruction sign* on the signal.

Piloting

The Protection Officer or *delegate* must act as the *Pilot*.

Entering Authority limits

Rail traffic must be piloted into the TOA:

- from the *controlled signals* protecting the limits, or
- if there are no controlled signals;
 - from the entry to the section, or
 - the points allowing entry to the intermediated siding.

Within Authority limits

Work train movements must be piloted within the limits of a TOA.

The Protection Officer may require track vehicles to be piloted within the limits of a TOA.

Departure of rail traffic

Rail traffic may depart from the limits of a TOA only on the authority of the Network Control Officer.

Liaison

Network Control

The Protection Officer must be the only point of contact between *Network Control* and work parties for matters of worksite protection.

The Protection Officer must:

- tell the Network Control Officer about protection applied to tracks adjacent to the occupancy, and
- tell the Network Control Officer about work progress; and
- if necessary, seek an extension of time, and
- arrange for the movement of rail traffic associated within the TOA.

Change of Protection Officer

An outgoing Protection Officer must tell an incoming Protection Officer about the worksite protection arrangements.

The incoming PO must:

- tell affected Network Control Officers about the changed contact arrangements, and
- sign the Track Occupancy Authority form to acknowledge handover of the Authority, or
- confirm the Track Occupancy Authority has been transferred using the Electronic application.

Fulfilling the Authority and returning the track to service

A TOA may be *fulfilled* only when the Protection Officer:

- arranges for work to continue under another *Work on Track Authority*, *Work on Track Method*, or
- confirms the fulfillment details using the Electronic application, or
- tells the Network Control Officer that:
 - worksites have been cleared, and
 - protection has been removed, and
 - staffs, or half pilot staffs, have been returned, and
 - if required, the portion of track included in the Authority has been *certified* as available for use.

The Protection Officer must tell the Network Control Officer about operating restrictions that have been placed or removed.

Where arrangements have been made to continue work under another *Work on Track Authority* or *Work on Track Method*, the Protection Officer must ensure that the protection for the TOA is not removed until the new *Work on Track Authority* is issued or *Work on Track Method* authorised, and the required protection is in place.

Related ARTC Network Procedures

ANPR 701	Using a Track Occupancy Authority
ANPR 702	Using a Track Work Authority
ANPR 707	Clipping points
ANPR 709	Using Railway Track Signals
ANPR 710	Piloting trains and track vehicles
ANPR 712	Protecting work from rail traffic on adjacent tracks

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