

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.

For track within specified limits, a maximum of two TOAs *may* be in force at any one time.

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*.

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.

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

- into the yard limits controlled by another *Signaller*; or
- 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 Train 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 *rail traffic* into the portion of track within the TOA limits.

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

The Signaller 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.

Attended locations

If the limits of the proposed TOA are wholly within the yard limits of an attended location, the Protection Officer must ask the Signaller to issue the TOA.

A TOA form is not needed.

Authorising a second TOA

The Network Controller may authorise a second TOA for the same limits, or for overlapping limits, only:

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

Before authorising the second TOA, the Network Controller must record its details in permanent form.

Occupancy following a train movement

Before issuing the Authority, the Network Controller must make sure that the preceding train has passed:

- 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 line where a TWA is current.

Before the *Network Control Officer* issues the TOA:

- the Protection Officers must consult with each other and agree about arrangements, and
- the Protection Officer holding the TWA must agree to the issue of the second Authority.

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

In *unidirectional* portions of line 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 detonators 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 line occupied by disabled rail traffic, in accordance with Rule *ANGE 206 Reporting and responding to a Condition Affecting the Network*.

Issue of Authority

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

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

If a written Authority is issued, it must be issued on a Track Occupancy Authority form:

- ANRF 002 for track within TMACS Train Order Territory, or
- ANRF 002B for track within Rail Vehicle Detection (RVD), Token and Phoenix Electronic Train Order Territories.

Rail Traffic

Only rail traffic associated with the TOA may enter the portion of track within the TOA limits.

Protection Officer

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

The Protection Officer must:

- get the Authority, and
- be responsible for the *protection* of workers from rail traffic, 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

The Protection Officer must keep written records about:

- the Authority, and
- protection arrangements for *fixed worksites*, and
- communications with the Network Control Officer about changes in the protection arrangements.

Other duties

A Protection Officer's primary duty is to keep the worksite and workers safe.

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 the entry of rail traffic into the portion of track within the TOA limits.

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

Protecting fixed worksites

Fixed worksites must have the extra protection of three *detonators* and a red flag/red light, at least 500m on each side of the worksite, or at the limits of the Authority.

If there is only one fixed worksite within the limits of the TOA, detonator protection is not required:

- in Train Order territory, or
- if a staff or half pilot staff can be secured for the duration of the TOA.

If there is more than one worksite within the limits of the TOA, or a second Authority is issued within the limits, fixed worksites must have three detonators and a red flag/red light:

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

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 protecting the limits of the Authority and the fixed worksite must not be less than 500m.

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.



If a track vehicle journey is stopped to carry out work, the work must be protected as a fixed worksite.

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.

Terminal lines

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

Adjacent lines

If rail traffic can travel on *adjacent* lines, the Protection Officer must arrange for safety measures to be taken to reduce the risk from rail traffic on the adjacent lines.

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

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.

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 lines 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 associated rail traffic.

Change of Protection Officer

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

The incoming PO must:

- tell the Network Control Officer about the changed contact arrangements, and
- sign the Authority form to acknowledge handover of the Authority.

Fulfilling the Authority and returning the track to service

A TOA is *fulfilled* only when the Protection Officer 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
- 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.

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 detonators |
| ANPR 710 | Piloting trains and track vehicles |
| ANPR 712 | Protecting work from rail traffic on adjacent lines |

Effective Date

11 October 2015