

Corridor Access Management Procedure

COR-PR-028

Applicability

ARTC Network Wide

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Internal and External

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Safe Work Improvement Programme

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2.1	17/03/2022	Various	Update from collective noun of PO/TFPC/TW to the full reference Protection Officers / Track Force Protection Coordinators / Track Workers (PO/TFPC/TW)
2.2	31/08/2023	1.3; 2.11	Update document owner; Update the access requirement

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1 Introduction

1.1 Purpose

The purpose of this procedure is to clearly define the process of identifying and authorising access to the ARTC Network.

This procedure aims to:

- Improve safe and effective track access
- Improve the efficiency of work and minimise impact on train running by effective planning of work, minimising mobilisations and maximising the use of track time
- Provide details on how we plan on undertaking the work in a safe environment
- Provide the ability to view all work in the Rail Corridor and address unauthorised access to keep all our staff, contractors and third-parties safe
- Provide an integrated work plan, providing visibility of what work is occurring, where and when, removing the need for phone calls to provide this information

1.2 Scope

This procedure covers the weekly process for developing and communicating the Weekly Integrated Plan for the ARTC Network.

1.3 Procedure Owner

The General Manager Safety Systems, Risk and Assurance is the Procedure Owner.

1.4 Accountabilities and Responsibilities

General Managers are responsible for implementation and ensuring compliance of this procedure within their respective Business Units.

The Integrated Planning and Scheduling Manager / Works Planning Manager is accountable for the development and distribution of the Weekly Integrated Plan under this procedure.

The Integrated Scheduling Coordinator / Area Planner is responsible for the integration of asset and customer requirements consolidated into the Weekly Integrated Plan.

Users who input information or carry out tasks/activities in Day of Operations to achieve the Weekly Integrated Plan are responsible for being familiar with the process outlined in this procedure and associated Work Instructions.

1.5 Subordinate Documents

The following documents are subordinate to this procedure:

- OPE-WI-022 Weekly Integrated Planning Work Instruction
- AMT-WI-001 Interstate Corridor Access Management Work Instruction

1.6 Reference Documents

The following documents support this procedure:

- Not applicable

1.7 Definitions

The following terms and acronyms are used within this document:

Term or acronym	Description
Contractor	A business that is engaged by ARTC to provide services including an individual employed by the business or a subcontracted business
Corridor Access Approval	A record that details the location, time and protection required for work planned in the rail corridor
Corridor Access Request	A Corridor Access application record that has been submitted and is subject to review, scheduling, and approval. When endorsed the request becomes a Corridor Access Approval
Approver	The individual or team responsible for approving a Corridor Access Request
HVCCC	Hunter Valley Coal Chain Co-ordinator
Protection Officer/Track Force Protection Coordinator/Track Worker (PO/TFPC/TW)	Worker responsible for the safe working access planning; communication with Network Control on the day of access and the safe working of the activity while inside the Corridor. In each state the following classifications apply: <ul style="list-style-type: none"> • New South Wales - Protection Officers Levels 1-4 • Victoria - Track Force Protection Co-ordinators Levels 1-3 • South Australia and Western Australia – Track Worker Levels 1-4
Requester	The individual responsible for submitting a request for work in the rail corridor
Reviewer	The individual responsible for reviewing a Corridor Access request to meet the objectives of this procedure
Third Party Work	Work that is not initiated by ARTC and has been approved to proceed through the Third-Party Works process and the requirements of this procedure
Weekly Integrated Plan	Shows all the authorised work for the coming week, all work activities are optimised and the plan is issued in advanced to key stakeholders

2 Procedure

2.1 Introduction

The Corridor Access Management Process sets out to identify and approve access to the ARTC Rail Corridor, ensuring anyone requiring access to the Rail Corridor has adequately considered and planned the work and how it will be conducted safely in advance of the time of the required access.

An approved Corridor Access Approval is required to enter the Rail Corridor. Requests to access the ARTC Rail Corridor are assessed and either approved or rejected. An approved Corridor Access Approval is not approval of work or the required safe working arrangements and is only an approval for entry to the Rail Corridor to conduct approved work and establish the required safe working arrangements to undertake the work.

Access requests are incorporated into a Weekly Integrated Plan with the aim of integrating activities in a whole of network plan to assure safe access to the ARTC Rail Corridor and increase effectiveness of time on track. This procedure details the information required in order to effectively develop the Weekly Integrated Plan and manage approved access to the Rail Corridor.

The development of the Weekly Integrated Plan is coordinated through the HV Network Integration team / Interstate Works Planning Teams and relies on input of work requirements where track access is required from Engineering, Provisioning Centres, the Corridor Works team, Maintenance Services, Major Projects, Third Party Works and Network Control.

The Corridor Access Management Procedure does not replace the need to comply with Safe Working rules. An approved Corridor Access Approval does not alter the safe working arrangements to conduct the work which remain the responsibility of the entity completing the work.

2.2 Scope of this document

This procedure is focused on the process for the requirements, timing of inputs and communication of the Weekly Integrated Plan not the actual weekly planning process itself.

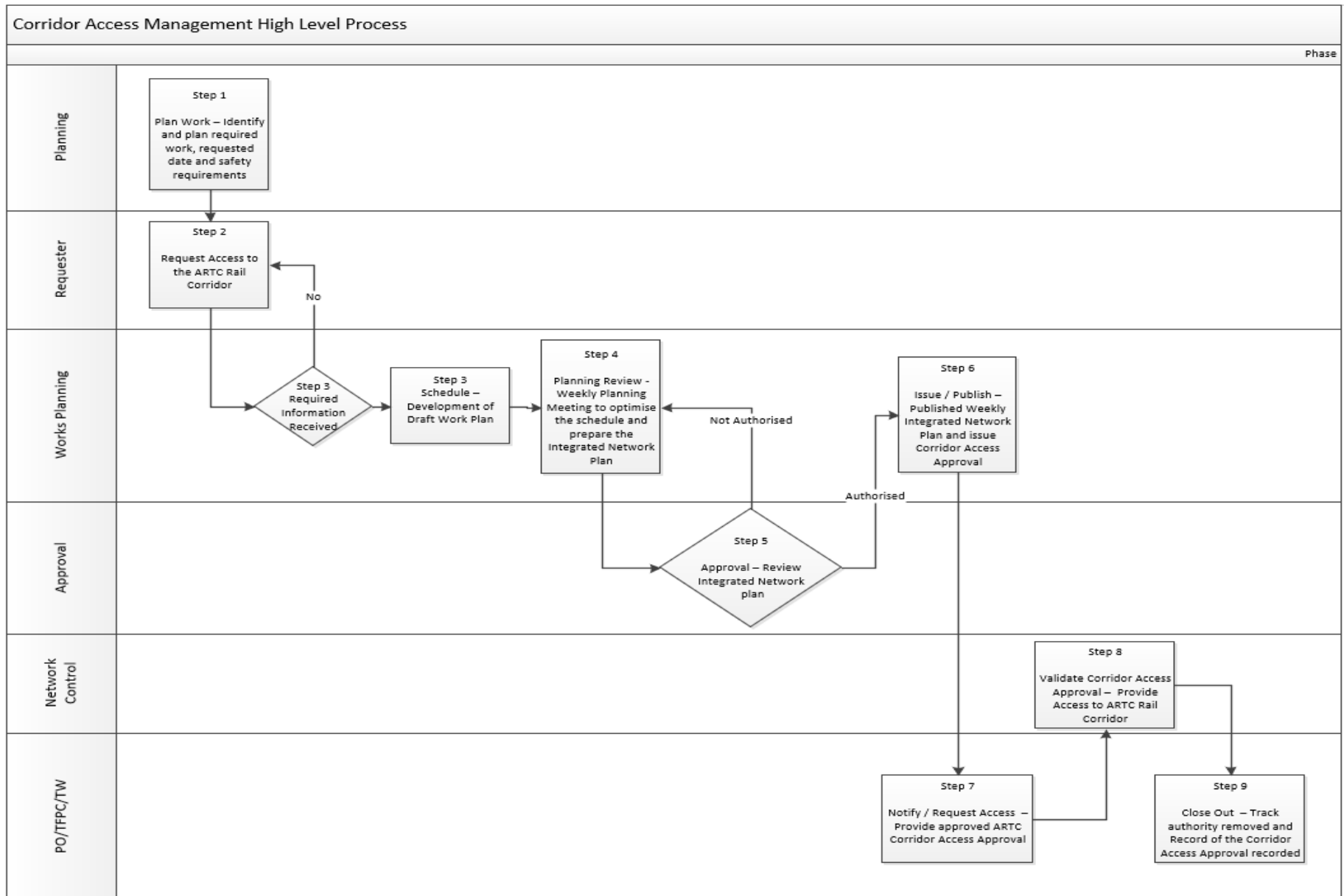
2.3 Out of scope

There are a number of elements that are out of scope of this procedure including but not limited to:

- Planning of the execution of work
- Longer term Planning Processes in Provisioning Centres and other Asset Related Areas
- Business Unit advance notice and endorsement process for Worksite Protection Plans
- Coal Train Planning and Scheduling Processes at HVCCC
- Unplanned Track Possessions on the Day of Operations which are possessions that require the exclusion of rail traffic and are:
 - not currently planned in the Annual Possession Plan, and/or
 - not included in the “live” Weekly Integrated Plan.
- Emergency Possessions - possessions that require immediate cessation of the movement of trains and track access to resolve safety critical defects identified in the Live Run environment
- Emergency Works - Work originated by Network Control, and or an incident requiring urgent action.

2.4 Corridor Access Management Process

Each high-level step in the Corridor Access Management process is depicted in the flow chart below. Each step in the process is described in more detail in the sections that follow.



2.5 Step 1 - Plan Work

Relevant template or documentation: Ellipse EAM & Associated Planning Tools

Responsible Role: Anyone responsible for planning work in the ARTC Rail Corridor

Output: Planned Work requiring access to the ARTC Rail Corridor

The Corridor Access Management Procedure covers:

- ARTC workers (employees and contract labour under ARTC direct supervision and control)
- Contractors, doing work for ARTC under a contract arrangement
- Third Parties, who enter the ARTC Network to deliver work not at the direction of ARTC

Prior to Requesting Access to the ARTC Network all work planning must be completed, including:

- Planning relating on how to execute the work safely, and
- Initial planning of how to keep the worksite safe including the method of protection to be used

Note: For Contractors and Third Parties a completed Worksite Protection Plan must be submitted along with the Corridor Access Request in line with the Business unit's advance notice and approval process.

2.6 Step 2 – Request Access

Relevant template or documentation: Corridor Access Request (online)

Responsible Role: Requester

Output: Submitted Corridor Access Request

Once the work is planned and how the work will be conducted safely has been determined the step in the process includes:

- The completion of a Corridor Access Request to provide Access Requirements for consideration for inclusion in the weekly Plan, requests must be submitted in accordance with the relevant Business Units Work Instruction.

Note: All requests must specify the planned method of protection required to undertake the work. On the day the work is executed this would be the minimum level of protection that could be requested and accepted by Network Control.

2.7 Step 3 – Schedule

Relevant template or documentation: Integrated Weekly Plan Template, Corridor Access Report

Responsible Role: Works Planning

Output: Draft Weekly Integrated Network Plan

This step involves:

- Reviewing the Corridor Access Requests to ensure all required information has been provided. Incomplete requests will result in the Corridor Access Request being rejected and returned to the Requestor
- Understanding the work that requires undertaking
- Identifying maintenance activities and aligning any that can run concurrently and the optimum timeframe for activities on the network. This may be identified as a specific time or as a range of time within the week that the task may be completed (the specific time to be identified in the relevant daily plan)
- Obtaining the capacity outlook for the following week prior to the Weekly Integration Meeting
- Identify any planned possessions from ARTC's Annual Possession Plan (APP) and incorporate these in the first instance into to the Weekly Plan as planned activities
- Identifying all the works and preparing the Draft Weekly Plan for the following week that require access to the Rail Corridor.

2.8 Step 4 – Planning Review

Relevant template or documentation: Integrated Weekly Plan Template, Corridor Access Report

Responsible Role: Works Planning

Output: Updated Weekly Integrated Plan

This step involves the Weekly Integration Meeting.

The meeting agenda includes:

- Confirm work priorities
- Identify and discuss critical works and constraints, including priority works and deadlines for works to be completed
- Identifying opportunities for integration and alignment of activities
- Allocate a Corridor Access Approval for each job in the Weekly Plan

Following on from the meeting:

- Update the Weekly Plan based on input from the Weekly Integration Meeting
- Distribute the updated Weekly Plan for feedback and approval to the relevant stakeholders

2.9 Step 5 – Approval

Relevant template or documentation: Integrated Weekly Plan Template, Corridor Access Report
Responsible Role: Approver
Output: Authorised Weekly Integrated Plan

This step involves the review of the work plan to:

- Understand who is working where and when
- Ensure the protection specified is appropriate for the work being undertaken
- No conflicts in the Work Plan
- Authorise the Work Plan
- Authorise the Issuing of Corridor Access Approvals as per plan

2.10 Step 6 – Issue / Publish Weekly Plan

Relevant template or documentation: Integrated Weekly Plan Template, Corridor Access Report
Responsible Role: Works Planning
Output: Published Weekly Network Integrated Plan & Corridor Access Approvals

This step requires:

- Preparing and publishing the Weekly Network Integrated Plan for the following week to relevant stakeholders
- Issuing the Corridor Access Approvals to PO/TFPC/TW

2.11 Step 7 – Notify / Request Access

Relevant template or documentation: Integrated Weekly Plan Template
Responsible Role: PO/TFPC/TW
Output: Access to ARTC Rail Corridor

This step requires:

- Contacting Network Control via eTAP or phone to notify / request access and provide the valid Corridor Access Approval

2.12 Step 8 – Validate Corridor Access Information

Relevant template or documentation: 4ABS Planner Board

Responsible Role: Network Controller

Output: Access to ARTC Rail Corridor

This step requires:

- Verifying the Corridor Access Approval information
- Establishing with the PO/TFPC/TW the required protection as required by safe working rules

2.13 Step 9 – Close out Corridor Access Approval

Relevant template or documentation: 4ABS Planner Board

Responsible Role: PO/TFPC/TW

Output: Track authority removed and Record of the Corridor Access

This step requires:

- Contacting Network Control and advising that the job has been completed and hand back of the track authority
- Closing Corridor Access Approval and capture data on completion of Planned Work and Corridor Access

2.14 Alterations to the Endorsed Work Plan

Relevant template or documentation: 4ABS Planner Board

Responsible Role: Area Planner / Integrated Operations Process Leads

Output: Updated Corridor Access Request

If a change to an approved Corridor Access Approval is required, then it should be referred to the Area Planner / Integrated Operations Process Leads and managed in accordance with the Business units Work Instruction.

Note: A lower method of protection cannot be selected on an approved Corridor Access Approval. If a lower method of protection is required, it will need to be re-authorised.

3 Guiding Principles

HV Network Integration / IS Works Planning is committed to the delivery of clear, consistent and coordinated planning and scheduling of all activities requiring access to track while ensuring ARTC meets the contracted and commercial obligations to our customers.

For this Procedure to be effective, the following guiding principles for planning should form part of decision making and apply to the Weekly Integrated Planning Process.

Guiding Principles:

1. Aim to integrate activities in an optimised schedule to improve opportunity to access track and increase effective time on track
2. All known activities requiring access to track are to be planned, communicated and scheduled within the correct timeframe to ensure visibility and enable efficient integration
3. Where possible, all identified work is to be integrated within an existing planned possession
4. Maintenance tasks will primarily be scheduled individually where they have no impact on network flow or are considered to be emergency works
5. Scheduled (locked-in) possession windows take priority. Exemptions include emergency works, mandatory trains e.g. priority cargos, late running passenger trains, etc; and
6. Network Integration / Works Planning has accountability to reschedule track maintenance windows as determined by business priorities notwithstanding the safety requirements of requested work

4 Responsibilities

Due to differing organisation structures within Business Units, responsibilities are documented within the Business Unit Work Instructions.