

Track Possession Guidelines

HPG-01-01

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1 Introduction

1.1 Purpose

The purpose of this guideline is to describe the Procedures used by ARTC Possessions Management in the Hunter Valley to manage track access requests in the Hunter Valley Network.

1.2 Scope

This guideline identifies the types of Track Possessions that are available, the Processes & Procedures that are required to be undertaken before approval is granted.

1.3 Procedure Owner

The Hunter Valley Possessions Manager is the document owner and is the initial point of contact for all queries relating to this document.

1.4 Responsibilities

The Possessions Manager is responsible for the development & updating of this document.

1.5 Reference Documents

The following documents and procedures support this document:

- Safety Management System (SMS)
- ARTC Network Rules & Procedures
- Interface Agreements
- Applying for a Work Train Procedure HPP-01-01
- Applying to Work Within a Closedown Procedure HPP-01-02
- Reporting Requirements for Closedowns Procedure HPP-01-05
- Applying for Track Machine Paths Procedure HPP-01-03
- Applying for Track Possessions Outside of Closedowns Procedure HPP-01-04
- ARTC Hunter Valley Possession Programme

1.6 Definitions

The following terms and acronyms are used within this document:

Term or acronym	Description
Adjacent Live Line	Track on which trains are running next to closed track
AMP	Aligned Maintenance Possession
ARTC	Australian Rail Track Corporation Ltd.
Hunter Valley Network	Area bounded by Islington, Telarah, Werris Creek, Narrabri, North Star, Dubbo & Goobang Jct
HVAU	Hunter Valley Access Undertaking
HVCCC	Hunter Valley Coal Chain Coordinator

Term or acronym	Description
LPA	Local Possession Authority
NCCN	Network Control Centre North
NCIG	Newcastle Coal Infrastructure Group
PLC	Possessions Logistics Coordinator
PWCS	Port Waratah Coal Services
Q1, 2, 3 and 4	Q1 – 1 st January to 31 st March Q2 – 1 st April to 30 th June Q3 – 1 st July to 30 th September Q4 – 1 st October to 31 st December
SMS	Safety Management System
SNP	Short Notice Possession
TMP	Terminal Maintenance Possession
TOA	Track Occupancy Authority
TWA	Track Work Authority

2 Overview

2.1 Introduction

The Hunter Valley Possessions Manager is responsible for the production of the ARTC Hunter Valley Possession Programme that identifies all known Track Possession requirements that would impact on the Hunter Valley Network.

The ARTC Hunter Valley Possession Programme is produced to fulfil ARTC obligations to the HVCCC & the HVAU to determine losses attributed to ARTC, which allows HVCCC to set the Declared Inbound Throughput for the next calendar year.

The purpose of the ARTC Hunter Valley Possession Programme is to provide a framework that enables ARTC to plan, schedule & deliver maintenance, Capital & Third Party works whilst limiting the impact to Network Operations & the Coal Chain. The current strategy involves delivering the bulk of the works in Closedowns, supplemented by Aligned Maintenance Possessions to deliver scope that cannot be scheduled in Closedowns.

The ARTC Hunter Valley Possession Programme is updated & distributed to stakeholders as required to meet the need for any changes to delivery or timing.

Generally some Railgrinding & Resurfacing is carried out in AMP's due to resourcing & logistical issues. Ballast & Railset trains are also delivered in this method (AMP).

ARTC have a strategy to deliver Routine Maintenance works on the Coal Roads between Maitland & Sandgate in overnight Coal Road track possessions. These track possessions have little impact on Coal throughput as Coal Trains can traverse the Main lines due to less frequent Passenger services overnight.

2.2 Scope of this Document

The Asset Management Track Possession Guidelines describe the Processes & Procedures used by ARTC in the Hunter Valley to approve Track access in the Hunter Valley & Inland Networks. This applies to all works that would necessitate the need for a planned Track Possession.

A Track Possession in its various forms needs to be taken in accordance with the relevant ARTC Network Rules & Procedures.

This document identifies the types of Track Possessions that are available, the Processes & Procedures that are required to be undertaken before approval is granted.

This document does not negate any of the requirements or responsibilities as identified in the ARTC Network Rules & Procedures, Safe Notices, Policies, Procedures or Work Instructions.

Any person seeking a Track Possession as covered in this document must follow the relevant Processes & Procedures in this document as well as the ARTC Network Rules & Procedures, Safe Notices, Policies, Procedures, Guidelines or Work Instructions.

3 ARTC Hunter Valley Possession Programme Process

The ARTC Hunter Valley Possession Programme is developed by the Possessions Manager, P6 Planner and Hunter Valley Asset Management.

Draft Possession Programmes are developed with respect to scope identified in the Asset Management Plan, Major Works Plan & Third Party Work requirements.

Draft Possession scenarios are developed taking into account the quantum of work, resource availability & consultation with stakeholders.

Draft Possession Programmes are submitted to HVCCC for modelling to identify the tonnage impacts to the Industry. There may be several iterations of these programmes during the detailed scheduling & planning process.

Consideration is given to the following with respect to development:

- Asset Management Plan
- Major Works Plan
- Infrastructure Plan
- Third Party works
- Special Events
- Alignment with NSW Trains Possessions
- Resource availability
- Alignment with PWCS & NCIG outages
- Minimising impact to Operations
- Ultrasonic Testing Program
- Work Train delivery
- Rail grinding Program
- Routine Maintenance works.

Timeframes for Possession Programme development & Sign off:

- First draft to HVCCC of next year's Possession Programme by 30th May
- Final draft to HVCCC of Yearly Possession Programme – 2nd Week in August
- Final AMP by Planning Team by 2nd week in August
- First draft of scheduled AMP by last week in October
- Q1 - Q4 Review to HVCCC – Last Thursday in November
- Q2 - Q4 Review to HVCCC – Last Thursday in February
- Q3 - Q4 Review to HVCCC – Last Thursday in May
- Q4 Review to HVCCC – Last Thursday in August.

3.1 Closedown types

The Hunter Valley Closedowns are identified in the Yearly Track Possession Programme. These Closedowns come in 3 distinct categories.

3.1.1 Major Closedowns

Major Closedowns are generally undertaken midweek & encompass the area from Kooragang to Ulan & Turravan excluding Werris Creek and Gunnedah Yards. The duration of these Closedowns are determined by the requirements of Major Capital or MPM Works but are generally around 62 hours in duration. These Closedowns usually commence at 0600 hours on a Tuesday but may be altered to suit specific requirements.

The Major Closedowns also generally have an overnight track possession component of the Up & Down Main Lines from Islington to Maitland from 2000 to 0400 as required.

3.1.2 North Closedowns

North Closedowns are generally undertaken midweek & encompass the area from Muswellbrook to Ulan & Turravan excluding Werris Creek and Gunnedah Yards. The duration of these Closedowns are determined by the requirements of Major Capital or MPM Works but are generally around 62 hours in duration.

These Closedowns are undertaken midweek & generally commence at 0600 hours on a Tuesday to 1800 Thursday but may be altered to suit specific requirements.

3.1.3 Main Line Closedowns

Main Line Closedowns cover the Up & Down Main/North Coast Lines from Islington to Maitland & also the Up & Down Coal Roads from Port Waratah to Sandgate.

These Closedowns are normally aligned with NSW Trains Configuration 9 Possessions & are held of a weekend. Generally these Closedowns commence at 0300 Saturday to 0200 Monday except if scheduled to coincide with the June Long weekend where the Closedown will extend to 2300 Monday.

3.2 Other Track Possession types

Aligned Maintenance Possessions (AMP)

The alignment referred to is with the HVCCC and means that, as far as possible, the possessions are aligned with maintenance activities across the entire Coal Chain (load points, operators, PWCS and NCIG)

These Track Possessions are Track Occupancy Authority Possessions (TOA) that have been agreed to by the HVCCC.

Short Notice Possessions (SNP)

SNP's, as the name suggests, are for Track Possession requests that have not been previously arranged & fall outside of the notification period per ARTC internal processes. SNP's are generally for urgent works.

These Track Possessions are Track Occupancy Authority Possessions (TOA) that has been agreed to by HVCCC.

Terminal Maintenance Possession (TMP)

TMP's are used for Track Possession requests within the Port Waratah & Kooragang Terminals.

These Track Possessions are Track Occupancy Authority Possessions (TOA) that has been agreed to by HVCCC & the ARTC Bulk Terminal Coordinators.

4 Application Procedures

The Hunter Valley Possessions Manager publishes the ARTC Hunter Valley Possession Programme that identifies planned track possessions. As well as Closedowns, the ARTC Hunter Valley Possession Programme also nominates AMP's.

4.1 Applying to work in a Closedown

ARTC Hunter Valley Asset Management has a documented Procedure that must be adhered to when an application is made to carry out work within a Hunter Valley Closedown.

This procedure covers the meeting/briefing requirements, timeline, responsibilities and application process for work within ARTC Closedowns. The ARTC Closedowns are identified in the ARTC Hunter Valley Possession Programme. This procedure excludes any other form of possession (e.g. AMP, SNP etc.) other than an ARTC Closedown.

Procedure

HPP-01-02 Applying to Work Within a Closedown

4.2 Applying for Track Possessions outside of Closedowns

ARTC Hunter Valley Asset Management has a documented Procedure that must be adhered to when an application is made to carry out work outside of a Closedown.

This Procedure outlines the requirements to apply for an AMP & any other unscheduled/unplanned events that would require a Track Possession.

Track possessions are required to complete both planned and unplanned work in the rail corridor. These possessions are granted after a coordination process between ARTC and the HVCCC. In order to undertake this coordination, specific information must be provided regarding the location and nature of the work and the safe working requirements. To ensure this information is communicated correctly, a possession application must be filled out and sent to the PLC.

Procedure

HPP-01-04 Applying for Track Possessions Outside of Closedowns

5 Adjacent Live Line Constraints

During Hunter Valley Closures there is sometimes a requirement to introduce Adjacent Line Protection (TWA).

This may be required where a speed restriction on the adjacent track is required to ensure the safety of workers or, there exists within the planned works, the potential to foul or impact the adjacent live line requiring protection.

Any impact on the Adjacent Live Line between Islington & Maitland needs to be advised to NSW Trains & ARTC Broadmeadow Programmers. The Possessions Manager will advise NSW Trains and ARTC Broadmeadow Programmers at least 6 months in advance of any requirement that would necessitate additional running time being planned into NSW Train services.

ARTC Broadmeadow Programme will publish a TAA identifying the altered timetable after discussion with NSW Trains.

6 Publication of Track Possession Documentation

Depending on the type of Track Possession requested there are different documents that are required to be produced by the relevant PLC in the following timeframes.

For Closedowns an LPA will be the method of track possession and a TAA will be produced. Publication of a TAA must be at least 7 days in advance of the track possession.

The publication of AMP's varies depending on the notification given but generally these documents are published at least 7 days in advance of the track possession.

SNP documentation is generally published between 1 to 7 days in advance of the track possession.

7 Emergency Track Possessions

Emergency Track Possession works (required within 24 hours), due to their nature are not covered in this document.

Requests for Emergency Possessions must be made directly with Broadmeadow NCCN.

8 Track Possession Alterations

8.1 Changing an approved Track Possession (excluding Closedowns)

A change to an approved Track Possession needs to be submitted to the relevant PLC via the **Applying for Track Possessions outside of Closedowns Procedure**. Each request to change an approved Track Possession will be on a case by case basis with due consideration given to financial & Operational impacts to both ARTC & the requestor. The final approval will be by the Possessions Manager.

Requests to change Track Possessions will need to be supported with written, sound reasoning behind the request.

8.2 Cancelling an approved Track Possession (excluding Closedowns)

A request to cancel an approved Track Possession needs to be submitted to the relevant PLC via the **Applying for Track Possessions outside of Closedowns Procedure**. ARTC require at least 3 days' notice to cancel an approved Track Possession to allow sufficient time for HVCCC and ARTC Broadmeadow Programmers to programme trains previously unable to run.

8.3 Changing approved Closedowns

Requests for changes to scheduled Closedowns need to be submitted to the Possessions Manager before the timeframes identified in Section 3.

Requests are to be accompanied by a sound business case as to why the change is required.

Changes outside of these timeframes will be subject to a stringent review process.

Approval for change will only be granted if refusal would adversely impact on Project delivery.

9 Additional Information

9.1 Notice of Intention to Work (NOITW)

A Notice of Intention to Work is a document that the PLC sends to the Network Control Centre North (NCCN) to inform them of work that is planned to take place As Traffic Permits (ATP). The document will not guarantee time on track but it does give the Network Controller an awareness of who will be asking to access the track during their shift. This awareness can result in increased track time due to the Network Controller being able to plan trains and worksites in conjunction with each other.

9.2 Work Trains

Work Trains operate within both planned possessions and Closedowns to unload & load rail as well as deliver Ballast or Sleepers within the Hunter Valley and Inland Network in order to meet the needs of individual projects.

Due to the limited wagon resources available all Work Trains need to be scheduled into the Rolling Stock Plan overseen by the Plant Co-ordinator Hunter Valley. From time to time ARTC are required to hire wagon resources from Sydney Trains to supplement the ARTC fleet.

Generally, all work train path request will be sent to the ARTC Adelaide Programmers, with the exception of requested paths to run within 14 days or amendments to existing paths within 14 days. In this case path requests or amendments are sent to Broadmeadow Programmers. Any paths that include movements through NSW/Sydney Trains or John Holland territory must be applied for at least 28 days in advance.

ARTC engages the services of suitable operators for “hook and pull” services to operate Work Trains. When the Work Train requirements and scope are established the PLC will create a quote request and distribute/invite the operators to quote for the work train package. Depending on the total amount, a Tender Evaluation and Recommendation to Award may be required prior to decision to engage. The entire scope including possessions and the proposed paths must be known prior to the invite to Tender.

The Work Train Request procedure outlines requirements that need to be adhered to by Project Managers to ensure that resources are made available as requested or alternative options can be advised.

All Work Train requests will be required to follow the relevant Procedures:

HPP-01-02 Applying to Work Within a Closedown

HPP-01-04 Applying for Track Possessions Outside of Closedowns

HPP-01-01 Applying for a Work Train

9.3 Ultrasonic Testing

Ultrasonic Rail Testing (via an on track recording car) is carried out in the Hunter in designated “Runs”. These Runs are on a schedule based on the Technical Maintenance Plan & vary in frequency depending on the tonnage conveyed over the lines.

The Ultrasonic Testing runs are included in the Calendar Year Possession Programme as they need to be included in the tonnage impact for the HVCCC Declared Inbound Throughput calculations.

Ultrasonic Testing runs are advertised on a TAA by ARTC Broadmeadow Programme.

Standard

ETE-00-03 Civil Technical Maintenance Plan

9.4 Staging/Stabling Coal trains during Hunter Valley Closedowns

The Hunter Valley Coal Chain has a requirement for train operators to transit coal from the coal mine (including rail load points) site to the port of Newcastle and to the domestic unload points on the network. ARTC have a number of major network Closedowns each year requiring the train fleet to be parked for a number of days.

Train Operators do not have sufficient locations within the Hunter Valley Network to stable or stage coal trains during Closedowns, as such a procedure has been developed by ARTC Hunter Valley Operations which outlines the procedures that must be adhered to which will allow Operators to stable or stage coal trains on ARTC tracks within the Hunter Valley.

The requirement to stage/stow trains is coordinated through the HVCCC but it is the responsibility of the Rail Operator to administer the conditions identified in the Procedure.

Procedure

OWP-01-09 Staging/Stabling Coal Trains within the ARTC Hunter Valley Network during Close Down Possessions (Local Possession Authority)

9.5 Mine and Other Blasting

In the Hunter Valley there are a number of Coal Mines that are adjacent to the ARTC Corridor. Each Coal Mine is required to have a Blasting Deed if they intend to carry out any Blasting within 500m of the Corridor.

Additionally any blasting associated with works being undertaken within or adjacent to the Corridor, Rail Infrastructure, Operations or Property that may have the potential to impact on the safety, integrity and operation of the Railway must include a Blasting Deed.

Blasting deeds are organised through the Manager, ARTC Property under the provisions of Third Party Access.

Possession requirements are to be submitted via the Applying for Track Possession outside of Closedowns Procedure or the Applying to work in a Closedown Procedure.

Procedure

PP-153 Third Party Access to ARTC Property

9.6 Interfaces with other entities

ARTC has a number of Interfaces with various Companies. To satisfy Regulatory requirements, Safety Interface Agreements are produced.

With respect to the Hunter Valley Closedowns, ARTC predominately has Safety Interface Agreements at any point where a Balloon Loop or Siding connects with the Main line. This is also the case where ARTC adjoin areas controlled by another Authority or Company e.g. Sydney Trains at Hamilton & Woodville as well as John Holland at Werris Creek, Parkes, Narrabri etc.

The Safety Interface Agreements are to be referenced whenever a track possession may impact the Interface Boundary.

During the Main Line Closedowns between Islington & Maitland, Sydney Trains generally have an adjoining track possession so it is imperative that consultation takes place with Sydney Trains in the weeks prior to the Closedown.

Safety Interface Agreements can be accessed via the link below:

http://intranet.artc.com.au/dynamic/InterfaceAgreements/safety_interface.aspx

10 Third Party Access and Application Costs

Individuals and Organisations other than ARTC often have a need to access ARTC Property for their own purposes. In all such cases the Third Party is required to notify ARTC of the need to access ARTC property. Access is primarily controlled by the Manager, ARTC Property.

ARTC Property is the single point of contact for all Applicants and will facilitate the assessment and acceptability of the proposal.

There are three (3) potential outcomes from ARTC assessing a proposal:

- the proposal may be accepted
- the proposal may be accepted, subject to conditions or amendments
- the proposal may be rejected.

The application will be assessed and if approval is granted for the proposal, the commencement of any access or works is dependent upon the successful execution of a legal document and the payment of the application fee.

A minimum allowance of **20 working days** is necessary for the processing of the application.

All parties wishing to access the Hunter Valley Corridor need to adhere to Procedure PP-153, Third Party Access to ARTC Property.

Procedures

PP-153 Third Party Access to ARTC Property

PP-154 Implementation of Private Sidings

ARTC incur costs to co-ordinate, administer and manage Third Party Works applications for all proposed works that are undertaken within or adjacent to the Corridor, Rail Infrastructure, Operations or ARTC Property that may have the potential to impact on the safety, integrity and operation of the Railway. The cost associated with such access to the corridor is varied and is administered by ARTC Property in accordance with the fee schedule available through ARTC Property.

11 Appendix

11.1 Example of ARTC Hunter Valley Possession Programme

