

PUBLIC TRANSPORT AUTHORITY
SAFEWORKING RULES AND PROCEDURES

3001
LOCAL
POSSESSION
AUTHORITY

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1. PURPOSE

The purpose of this rule is to provide details on the protocols for issuing and using *Local Possession Authorities (LPAs)* in the Public Transport Authority (PTA) *Network*. These *Authorities* are used to close a defined portion of *Track* for a specified period. In addition, this rule details how *Protection* is carried out when multiple *Worksites* occupy separate portions of the *LPA*.

2. GENERAL

Only *Train Controllers* may *Authorise* an *LPA* for *Track* under their control.

An *LPA* gives *Exclusive Occupancy* for the defined portion of *Track*.

At all times, there must be a nominated *Possession Protection Officer (PPO)* for the *LPA*.

An *LPA* is *Issued* exclusively to the *PPO*.

A number of separate *Work Groups* and their associated *Rail Traffic* and equipment may occupy the portion of *Track* defined by an *LPA*. Each *Worksite* must have a *Protection Officer (PO)*.

A *PPO* is responsible for coordinating the rail safety component of *Worksite Protection*.

PO must comply with the *PPO*'s instructions.

Work within the portion of *Track* included in the *LPA* limits must only be done with the agreement of the *PPO*.

Unless *Authorised* for an *Emergency*, the intention to take an *LPA* must be *Advertised*.



NOTE

Additional *Work Group/s* are permitted in a single *Worksite* and are managed by the *Protection Officer* responsible for the *Worksite*. See **Procedure 9018 Additional Work Groups Accessing Worksite** for details.

3. AUTHORISATION

Before *Authorising* the *LPA*, the *Train Controller* must make sure that:

- another *Work on Track Authority* is not in use within the proposed limits;
- approaching *Rail Traffic* can be *Restrained* at both ends of the *Section* that includes the proposed limits;
- *Rail Traffic* that is *Stabled* and not associated with the *LPA*, but still being within the limits of the *LPA*, must not be *Authorised* to move;
- *Rail Traffic* associated with the *LPA*, within the limits has been identified and is being managed as agreed by the *PPO* and the *Train Controller*;
- the *PPO* knows about any existing obstructions;
- *Blocking Facilities* have been applied to prevent the *Unauthorised* entry of *Rail Traffic* into the proposed limits; and
- in single line territory, the *Half Pilot Keys* have been removed from both ends of the affected *Section*.

The *Train Controller* must confirm with the *PPO* the following:

- name and contact details of the *PPO*;
- type of work;
- intended start and finish times; and
- location, using one or more of the following identifiers:
 - a kilometre sign and *Section*;
 - station name;
 - *Overhead Line Equipment (OLE)* structure number;
 - a *Points* number;
 - a *Signal* number;
 - an observance of *Points* or *Signal Aspect* change;
 - permanent structures, such as a bridge, roadway or overpass, used only in conjunction with one of the above identifiers; or
 - another identifier.

Where an existing *Work On Track* is in place, the *Train Controller* may *Issue* the *LPA* only if the existing *Work On Track* is *Fulfilled* or ended.

4. POSSESSION PROTECTION OFFICER AND PROTECTION OFFICER

4.1. POSSESSION PROTECTION OFFICER

The *PPO* must:

- be responsible for the *Protection of Workers from Rail Traffic*;
- make sure that the limits of the *LPA* are protected against the entry and exit of *Unauthorised Rail Traffic*;
- in single line territory, arrange for the *Half Pilot Keys* to be removed from both ends of the affected *Section*;
- make sure that each *Worksite* under the *LPA* has a *PO* while work is being performed;
- establish *Effective Communication* with *POs*;
- make sure *POs* keep the *Tracks* between *Worksites* and protecting *Locations Clear* of obstructions;
- coordinate the *Protection* of all *Worksites* within the limits of the *LPA*; and
- make sure that work in the *Danger Zone* does not begin before the required safety measures are in place.

4.2. CHANGE OF POSSESSION PROTECTION OFFICER

An outgoing *PPO* must advise an incoming *PPO* about the *Worksite Protection* arrangements.

The incoming *PPO* must:

- tell affected *Train Controllers* about the changed contact arrangements; and
- make a *Permanent Record* of the handover of the *LPA* on the *Worksite Permit Master*.

4.3. PROTECTION OFFICER

There must be a *PO* present at the *Worksite* for the period of the work.

A *PO* must be satisfied that other work will not interfere with *Protection* duties.

A *PO* must:

- make sure that work in the *Danger Zone* does not begin before the required safety measures are in place;
- be responsible for the *Protection* of *Workers* from *Rail Traffic*;
- make sure the *Tracks* between *Worksites* and protecting *Locations* are kept clear of obstructions;
- make sure that *Worksites* are protected against the *Unauthorised* entry and exit of *Rail Traffic*;
- must effectively communicate with the *PPO*;
- tell *Workers* about the *Locations* of *Safe Places* before work begins; and
- tell *Workers* if the *Protection* arrangements change.

4.4. CHANGING PROTECTION OFFICER

The outgoing *PO* must tell the incoming *PO* about the current *Worksite Protection* arrangements.

Before taking charge of the *Worksite*, the incoming *PO* must:

- confirm the current *Worksite Protection* arrangements;
- make a *Permanent Record* of the time of the *Worksite* handover; and
- confirm that the *PPO* has noted the changed contact arrangements.

The *PPO* must record the incoming *POs* name and contact details on the *Worksite Permit Master*.

5. OBTAINING A LOCAL POSSESSION AUTHORITY

The *Train Controller* and the *PPO* must confirm and record on the *Work on Track Authority*:

- the *Works Program Number*, advertising the *Authority*;
- the *LPA* limits;
- that *Blocking Facilities* have been applied or, where approved by the *Train Controller*, the *Crank Handle* has been removed to prevent entry of *Rail Traffic* into the portion of *Track* within the proposed limits;
- the *Points* have been *Secured*;
- the duration of the *LPA*;
- the *PPO*'s name and contact details;
- the issuing *Train Controller*'s name;
- the time of *Issue*; and
- the date of *Issue*.

Where a *Departure Signal* on a single line is the protecting *Signal*, the *PPO* must arrange for the removal and securing of the *Half Pilot Key* for that *Signal*.

When the *LPA* is *Issued* the *PPO* must put the required *Protection* in place and commence work.

The *Train Controller* must make sure that other affected *Train Controllers* are aware of the *Protection*.

6. PROTECTION



WARNING

Work must not start in the *Danger Zone* until the required *Protection* is in place.

The *PPO* must arrange for:

- *Controlled Absolute Signals* to be set at Stop with *Blocking Facilities* applied;
- where the *Signal* has more than one *Route* available apply *Blocking Facilities* to prevent *Unauthorised* entry of *Rail Traffic* from entering the *LPA* limits; and/or
- the *Crank Handle* is to be removed to set *Controlled Absolute Signals* at Stop; and
- *Points* secured to prevent *Unauthorised* entry of *Rail Traffic* from entering the portion of track within the *LPA* limits.

The *Train Controller* must apply *Blocking Facilities* to prevent *Unauthorised* entry of *Rail Traffic* in to the *LPA*. Where required, the *PPO* must place *In-Field Protection* at all points of entry to the *LPA*.

6.1. IN-FIELD PROTECTION

In-Field Protection is a *Rail Clamped Stop Sign* and *Rail Clamped Worksite Limit Sign*:

- *In-Field Protection* is not required between the *Worksites* and the end of a *Terminal Line* if the *Train Controller* tells the *PPO* that there are no planned *Rail Traffic* movements from that direction; and
- where *Rail Traffic* that is *Stabled* and not associated with the *LPA* is within the limits of the *LPA*, the *PPO* must place *In-Field Protection* at all points of entry relevant to the *LPA*.

Where the *In-field protection* is a *Rail Clamped Stop Sign* the *Protection* can be placed at:

- that *Protecting Signal*;
- 200m from the outermost *Worksites*; or
- the *Station Limits* sign.

Where a *Departure Signal* is the *Protecting Signal*, the *PPO* must also take possession of the *Half Pilot Key*.

6.2. CENTRALISED TRAFFIC CONTROL

Protecting Signals must be placed to Stop with *Blocking Facilities* applied and *In-Field Protection* placed.

The distance between the *Protecting Signal* or signs designating the limits of the *LPA*, and a *Fixed Worksite*, must not be less than 200m unless *Points* can be *Secured* to prevent access to the portion of *Track* within the *LPA* limits.

6.3. PROTECTION FOR RAIL TRAFFIC CROSSING THE LOCAL POSSESSION AUTHORITY

The *PPO* must make sure that *In-Field Protection* is placed on the:

- closed line 200m *Clear* of the crossover or turnout; and
- converging line that allows entry to the *LPA* area, at the *Signal* protecting entry into the closed line.

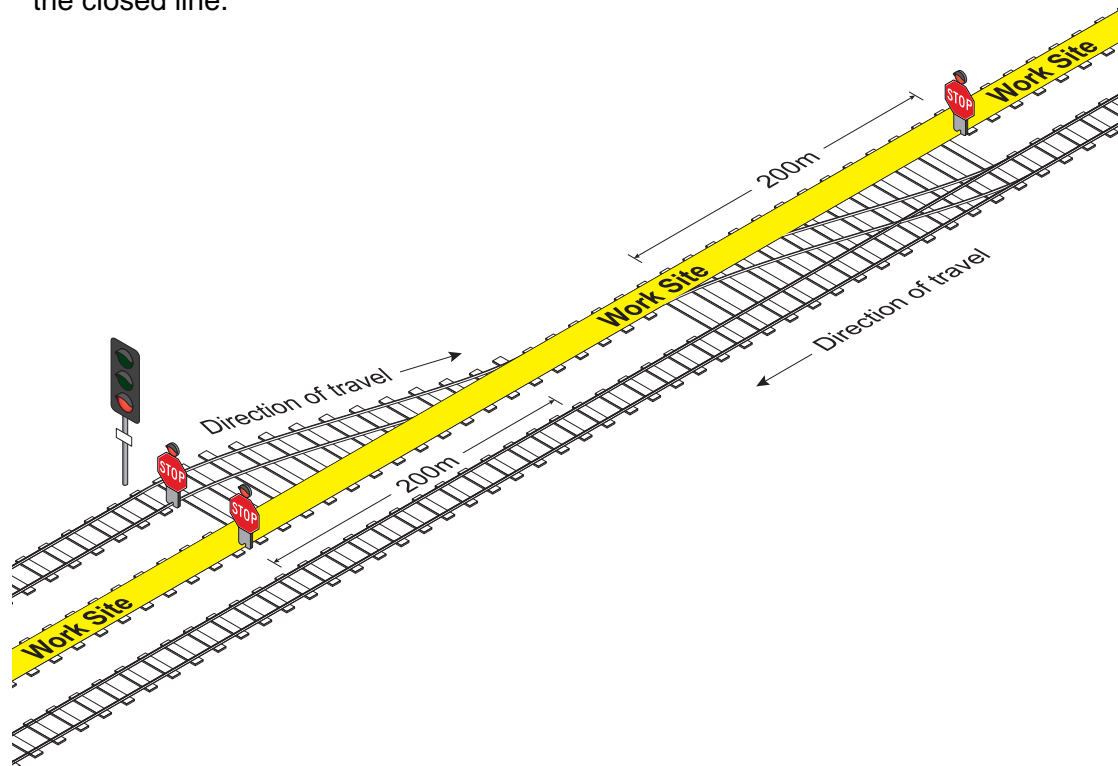


FIGURE 6.1: Example of *In-Field Protection* arrangements if *Rail Traffic* is *Authorised* to cross the *LPA* area.

If *Rail Traffic* crossing is *Authorised*, the *Train Controller* must get the *PPO*'s permission for the move.

Where the *PPO* *Authorises* the movement of *Rail Traffic* across the *LPA*, the *PPO* must:

- arrange the removal of *Protection* at the entry point of the *Route*; and
- when *Rail Traffic* has *Cleared* the entry point make sure *Protection* is replaced.

6.4. ADJACENT LINE

If the *Safety Assessment* indicates that *Workers* need to be protected from *Rail Traffic* on *Adjacent* lines, the *PO* must arrange for *Adjacent* lines to be protected in accordance with **Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines**.

6.5. PROTECTING MULTIPLE WORKSITES

The *PPO* must:

- make sure the *PO* protects their *Worksites* correctly; and
- tell the *POs* if changes are required to *Worksite Protection* and make sure the changes are carried out.

In-Field Protection for the *Protection* of *Worksites* within the *LPA* is a Rail Clamped Worksite Limit Sign.

The *PO* must:

- make sure that *In-Field Protection* is placed on each side of all *Worksites*, as shown in the following examples:

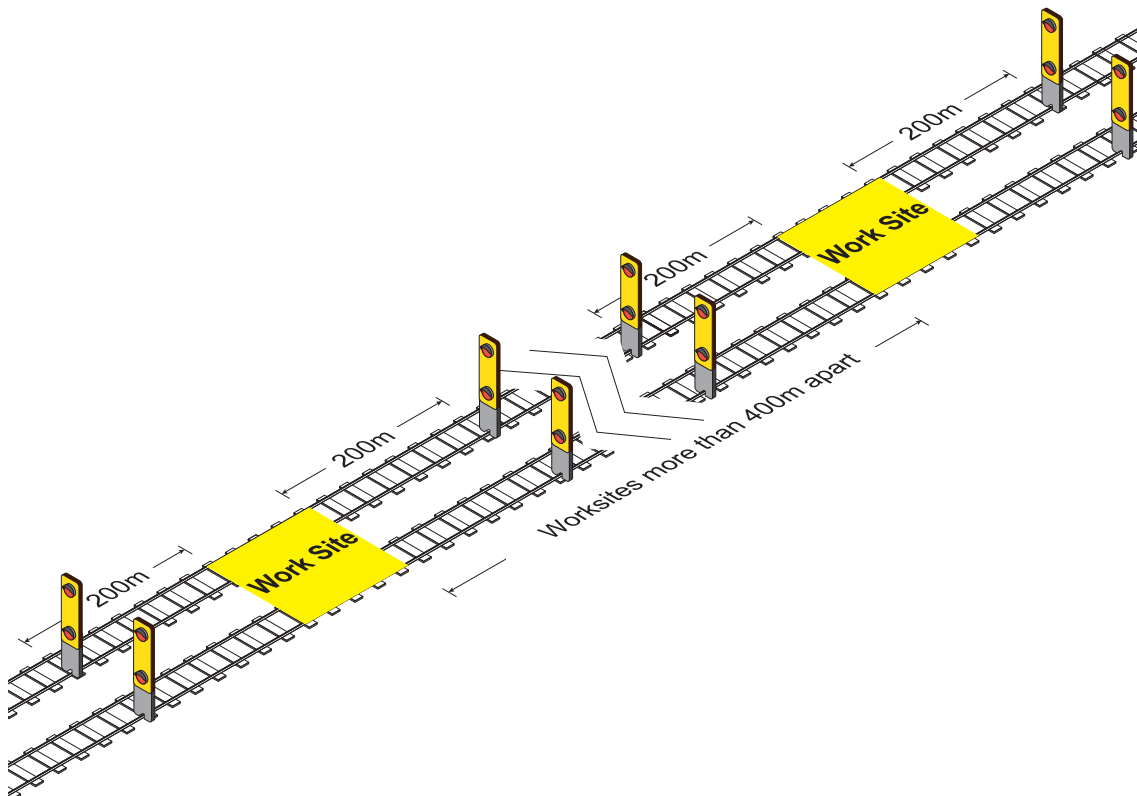


FIGURE 6.2: Example of Protection arrangements for individual Worksites more than 400m apart.

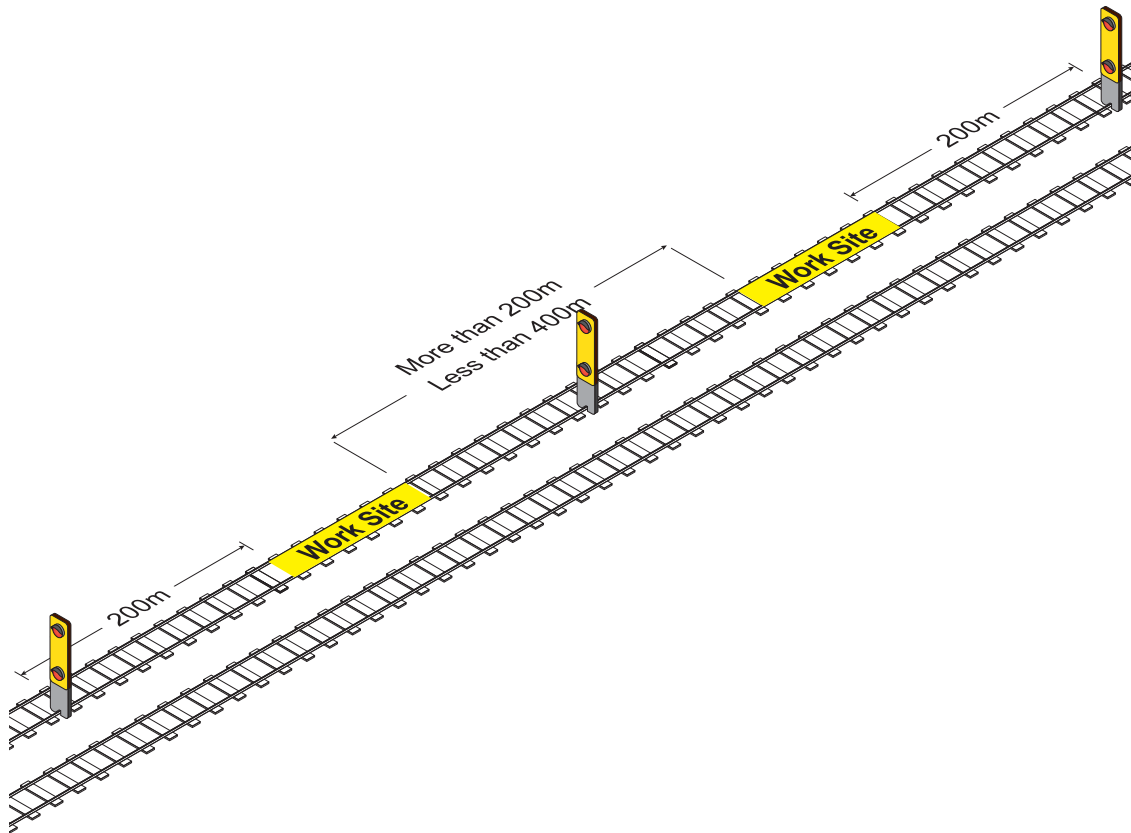


FIGURE 6.3: Example of Protection arrangements for multiple Worksites more than 200m but less than 400m apart. Where both mains are affected by the works, they must be protected appropriately.

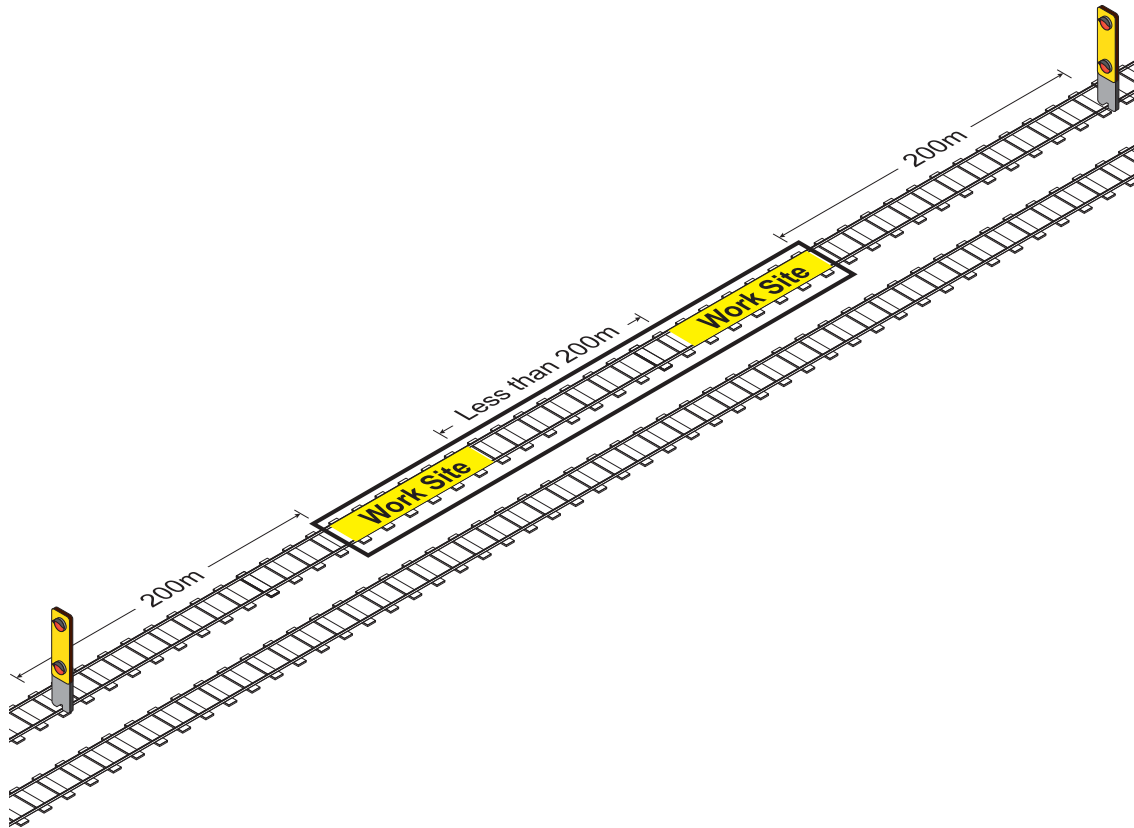


FIGURE 6.4: Example of protection arrangements for combined multiple Worksites less than 200m apart. Where both mains are affected by the works, they must be protected appropriately.

6.5.1. Compiling and Issuing a Worksite Permit

Before work starts on the second and subsequent *Worksites*, those *POs* must have a *Worksite Permit* for the work they will supervise.

The *PPO* must:

- fill out a *Worksite Permit*;
- record the details of the *Worksite* including:
 - the *Worksite* limits;
 - the intended start and finish times for the work;
 - if *Rail Traffic* movements are associated with the *Worksite*;
 - the type and Location of *Protection*; and
 - the *PO's* name and contact details;
- make sure the *PO* has signed the *Worksite Permit*; and
- record the *Worksite Permit* details in the *Worksite Permit Master*.

6.5.2. Maintaining the Worksite Permit Master

If the *LPA* involves more than one *Worksite*, the *PPO* uses the *Worksite Permit Master* to:

- maintain a record of *Worksite Permits Issued*; and
- record *Worksite* handovers between *POs*.

The *PPO* must fill out a *Worksite Permit Master* that includes details about the:

- works program *Advertising the Authority*;
- intended start and finish times of the *LPA*;
- *LPA* limits; and
- number of *Worksites* included in the *LPA*.

For each *Worksite*, the *PPO* must record:

- the *PO's* name and contact details;
- if *Rail Traffic* movements are associated with the *Worksite*;
- the intended start and finish times for the work; and
- the time and date when the *Worksite Permit* is *Issued*.

If the *PO* changes, the *PPO* must record the:

- time of handover; and
- incoming *PO's* name and contact details.

6.5.3. Extending the Worksite Permit Time

If the work will not be completed within the specified time the *PO* must get approval from the *PPO* for an extension of time.

If the *PPO* agrees to an extension, the *PPO* must record the:

- new *Worksite* end time; and
- time the extension was agreed.

6.5.4. Fulfilling a Worksite Permit

When the work has been completed the *PO* must make sure:

- that *Rail Traffic* and equipment is *Clear* of the *Danger Zone*;
- that the *Work Group* has *Cleared* the *Worksite*;
- that *In-Field Protection* and *Point Clips* have been removed;
- the *PPO* is advised about operating restrictions that have been placed or removed; and
- the *Worksite Permit* is *Fulfilled*.

The *PPO* must:

- use the *Worksite Permit Master* to record that the *Worksite Permit* has been *Fulfilled*; and
 - ensure all *Worksite Permits* are *Fulfilled* before *Fulfilling* the *LPA*.
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7. RAIL TRAFFIC

Only *Rail Traffic* associated with the *LPA* may enter the limits of the *LPA*.

Other *Rail Traffic* may cross the *LPA* to enter or exit a *Running Line*, *Siding* or *Level Crossing*, but only with the *PPO*'s agreement.

Before entering the *LPA*, *Rail Traffic Crew* must verify with the *PPO* or delegate that the *LPA* is *In Effect*.

7.1. RAIL TRAFFIC ENTERING OR TRAVELLING WITHIN THE LOCAL POSSESSION AUTHORITY LIMITS

The *PPO* or delegate must manage all *Rail Traffic* movement within the *LPA*.

The *PPO* must make sure that *Rail Traffic* associated with the *LPA* does not exceed the limits of the *LPA*.

Rail Traffic that is associated with the *LPA*, entering and travelling within the *LPA* limits must:

- be *Piloted*; or
- receive written or verbal instructions from the *PPO*.

Where a *Pilot* is used, the *PPO* or a delegate must act as the *Pilot*.

7.2. FIXED SIGNALS

Fixed Signals within the limits of the *LPA* must, where possible, be placed to *Proceed* for *Rail Traffic* movement.

Where *Fixed Signals* cannot be placed to *Proceed* for *Rail Traffic* movement, they must be passed under the direction of the *Pilot* or *PPO*.

7.3. RAIL TRAFFIC DEPARTING THE LOCAL POSSESSION AUTHORITY

Rail Traffic may depart from the limits of an *LPA* only on the *Authority* of the *Train Controller*.

8. COMMUNICATIONS WITH TRAIN CONTROL

The *PPO* must be the only point of contact between *Train Control* and *Work Groups* for matters of *Worksite Protection*.

The *PPO* must tell affected *Train Controllers*:

- the *Protection* arrangements on *Adjacent* lines; and
- about work progress.

The *PPO* must if necessary, seek an extension of time.

9. FULFILLING THE LOCAL POSSESSION AUTHORITY

Before *Fulfilling* the *LPA* the *PPO* must make sure and tell the *Train Controller* that:

- associated *Rail Traffic*, *Workers* and all equipment are *Clear* of the *Danger Zone*;
- all *Work Groups* have cleared the *Worksites*;
- *In-Field Protection* has been removed;
- if necessary, *Signals* have been restored to normal use; and
- the portion of *Track* included in the *LPA* is available for use.

The *PPO* and the *Train Controller* must *Fulfil* the *LPA*.

The *Train Controller* must confirm with the *PPO* that:

- *Blocking Facilities* can be removed; and
- in single line territory, the *Half Pilot Keys* have been replaced.



NOTE

The *Train Controller* must test the *Departure Signals* after *Half Pilot Keys* have been replaced before the *PPO* leaves the site.

The *Train Controller* must advise other affected *Train Controllers* of the *LPA* being *Fulfilled*.

The *PPO* must tell the *Train Controller* about any operating restrictions that have been placed or removed.

9.1. WORK TO CONTINUE UNDER ANOTHER WORK ON TRACK AUTHORITY

Where arrangements have been made to continue work under another *Work on Track Authority*, the *PO* must ensure that the *Protection* applied for the *LPA* is not removed until the new *Work on Track Authority* is *Issued* and the required *Protection* for that new *Authority* is in place.

The *Train Controller* must ensure that the *Track* within the limits of the proposed *Work on Track Authority*:

- is *Clear of Rail Traffic*; or
- is only occupied by associated *Rail Traffic* permitted under that *Authority*.

10. KEEPING RECORDS

Train Controllers and the *PPO* must keep *Permanent Records* about the details of the *LPA*, including *Protection* arrangements and changes to the *Worksite Protection*.

11. REFERENCE

Rule 6003 Blocking Facilities

Procedure 9000 Clipping Points

Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines

Procedure 9018 Additional Work Groups Accessing Worksite

12. EFFECTIVE DATE

1 November 2018