

AUSTRALIAN NETWORK RULES AND PROCEDURES

 **USING A TRACK
OCCUPANCY AUTHORITY**

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ANRP 3006

Document Control

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Authorisation

KB Taylor
CEO RISSB
10 June 2014

Distribution and Change

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1 Introduction

Track Occupancy Authorities (TOAs) are used to occupy a defined portion of *track* within specified limits for an agreed period.

TOAs may:

- allow the track to be broken or obstructed,
- allow rail traffic associated with the TOA to work within the specified limits,
- be granted for *track vehicles* to *travel* singly or in *convoy*.

2 Obtaining a Track Occupancy Authority

The *Protection Officer* obtains a TOA from the *Network Control Officer* responsible for the portion of track.

Protection Officer

1. Tell the *Network Control Officer*:

- your name and contact details, and
- the identification of the signal or signals to be used to protect the limits of the TOA, where provided, and
- the *location* of the work or *light track vehicle* travel, including track name and at least one of the following identifiers:
 - kilometre sign and section location,
 - points number,
 - signal number,
 - station name,
 - if there are multiple tracks, the names of the tracks,
 - if within yard limits or at an intermediate siding, clearance points and give signals, points or crossover numbers,
 - permanent structures, such as bridges, roadways or overpasses. These must be used only in conjunction with one of the above identifiers,
- the type of work to be done,
- the limits of the TOA,
- the *protection* arrangements for the TOA,
- the track clearance method for rail traffic associated with the TOA e.g. take off rail, goods siding, refuge,
- the intended start and finish times.

Network Control Officer

2. Confirm the details about the location and proposed limits of the TOA,
3. Get authorisation from the *Train Controller* to issue the TOA,
4. Confirm that the TOA will affect only one *Train Controller's* area,

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5. If the proposed limits of a TOA affect more than one Train Control area, the affected Train Controllers must confer and nominate a Coordinating Train Controller,
6. Make sure that approaching rail traffic can be *restrained* at the ends of the section that includes the TOA limits,
7. Make sure that:
 - there is no rail traffic within the proposed limits of the TOA, or
 - a *unidirectional* rail traffic movement within the limits has passed *clear and complete* beyond the proposed worksite or the starting point of the light track vehicle movement, by confirming:
 - the rail traffic identification number of the lead vehicle of a train or the last vehicle of a track vehicle movement with the Protection Officer, or
 - the location of the rail traffic with the rail traffic crew, or
 - the section is clear.
8. If the TOA is associated with disabled rail traffic, make sure that the rail traffic will not be moved before authority is obtained from the Protection Officer,
9. Apply *blocking facilities* to prevent *unauthorised* rail traffic entry into the affected section,
10. Authorise and issue the TOA,
11. When authorised, issue the TOA,
12. Tell the Train Controller the TOA has been issued,
13. Have the Protection Officer repeat back information about the TOA,
14. Make a *permanent record* of all information about the authorisation and issue of the TOA.

Protection Officer

15. If the TOA is authorised to start after a unidirectional rail traffic movement:
 - watch the rail traffic pass complete beyond the worksite location or the starting point of track vehicle movement,
 - tell the Network Control Officer the rail traffic identification number of the leading vehicle of a train or the last vehicle of a track vehicle movement.
16. If the Protection Officer cannot confirm the rail traffic identification number of the leading vehicle of a train or the last vehicle of a track vehicle movement, the Protection Officer must confirm with the Network Control Officer that:
 - the rail traffic has passed complete beyond the worksite location or the starting point of track vehicle movement, or
 - the section is clear.
 - Where practicable and if authorised by the Network Control Officer, take and safeguard the staff or half-staffs from the limits of the TOA, and make a permanent record that they have been taken,
17. If you cannot secure the staffs or half-staffs fill out a TOA form,
18. Repeat the details of the TOA back to the Network Control Officer,
19. Confirm with the Network Control Officer that blocking facilities have been applied to prevent unauthorised entry of rail traffic into the portion of track within the TOA limits,
20. When authorised, put the required protection in place and commence work or travel.

3 Joint occupancy with a Track Work Authority (TWA)

A TOA may be granted on a portion of line where a *Track Work Authority* (TWA) is current.

Network Control Officer

1. Tell the Protection Officer seeking the TOA to consult with the Protection Officer holding the TWA.
2. Confirm that:
 - The Protection Officers have consulted with each other, and
 - the Protection Officer holding the TWA agrees with the arrangements.

TOA Protection Officer

3. If the TOA is for a worksite, confirm the protection that will be placed for the TOA,
4. If the TOA is for a track vehicle movement, confirm with the TWA Protection Officer:
 - the direction of travel, and
 - that the protection arrangements are agreed.

Network Control Officer

5. Apply blocking facilities,
6. When authorised, issue the TOA,
7. Tell the Train Controller that the TOA has been issued.

4 Getting additional TOA's when a TOA is current

Additional TOA's may be granted for a portion of line where a TOA is current.

Network Control Officer

1. Tell the Protection Officer requesting additional TOA's to consult with the Protection Officers holding existing TOA's,
2. Confirm that the Protection Officers have consulted with each other and agree with the arrangements,
3. If the additional TOA is for a track vehicle movement, confirm that the protection has been placed in the direction that the track vehicle is to approach,
4. Record the details of the additional TOA,
5. Where possible, apply additional blocking facilities,
6. Each TOA must be shown separately on the Train Control diagram,
7. When authorised, issue the additional TOA,
8. Tell the Train Controller that the additional TOA has been issued.

5 Joining with or travelling through an existing TOA


Network Control Officer

1. Contact the Protection Officer holding the existing TOA to:
 - get their agreement to join their TOA, and
 - make sure the existing worksite is protected against the proposed movement,
 - Issue the TOA or other appropriate Occupancy Authority to proceed to the limits of the existing TOA.

Protection Officer with additional TOA

2. Proceed to the limits of the existing TOA,
3. Obtain permission from the Protection Officer holding the existing TOA to enter and if required to travel through the existing TOA,
4. Fulfil the TOA or other Occupancy Authority once inside the existing TOA limits,
5. If travelling through, obtain another TOA or appropriate Occupancy Authority before exiting the limits of the existing TOA.

6 Protecting Fixed worksites

	<p>NOTE</p> <p>When using Railway Track Signals, make sure that red flags, red lights or a STOP sign are placed in the middle of the <i>gauge</i>, adjacent to the Railway Track Signal closest to the worksite.</p>
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Establish if in-field protection is required.

If Required:

1. Make sure that in-field protection is placed on all points of entry to the worksite. Place in-field protection at least 500m from the worksite.

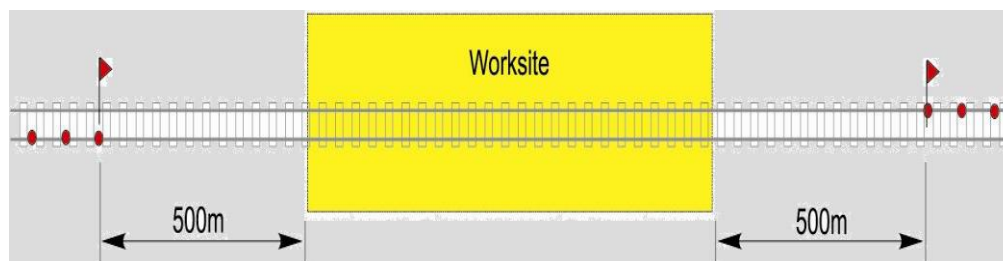


FIGURE 1: Example of protection arrangements for an individual worksite

- If a *controlled absolute signal* less than 500m from the worksite is used to prevent access to the portion of track within the TOA limits, and a set of points is available for a different route, then secure the points for the different route.

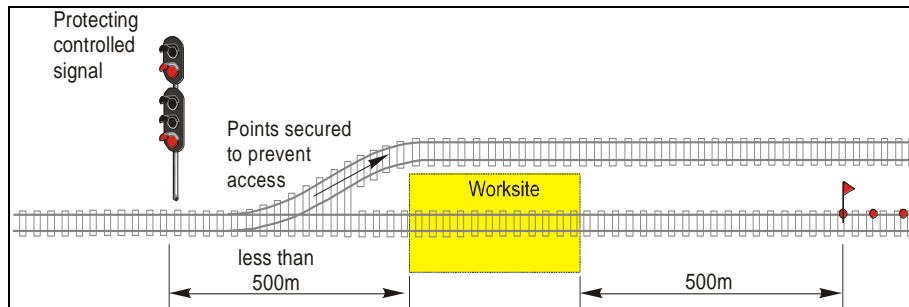


FIGURE 2: Example of protecting signal less than 500m from worksite, points secured for a different route

- If points cannot be secured for a different route, use a controlled signal at least 500m from the worksite.

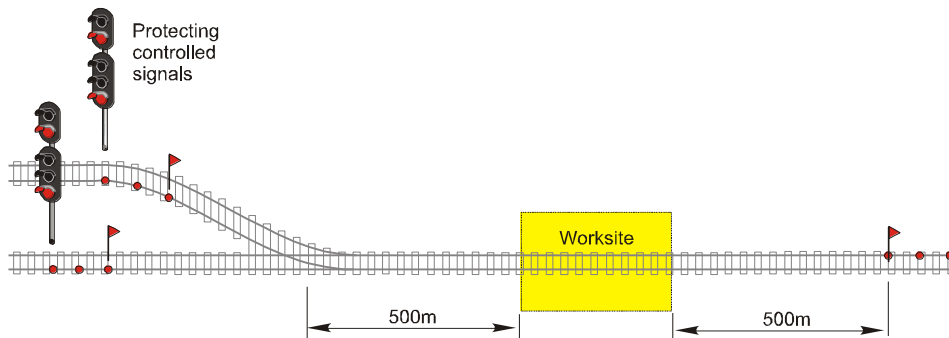


FIGURE 3: Example of protecting a worksite with signals more than 500m from worksite

- Where multiple worksites are located within TOA limits or additional Work on Track Authorities have been authorised, **in-field protection** must be placed at least 500m from the entry limits of each worksite.

If worksites are more than 500m but less than 1000m apart, **in-field protection** must be placed midway between the worksites.

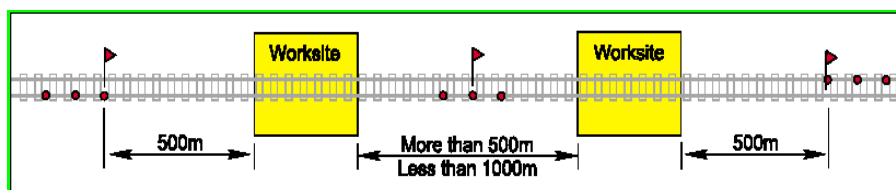


FIGURE 4: Example of protection arrangements for multiple worksites more than 500m but less than 1000m apart

- Where multiple worksites are less than 500m apart, treat as one worksite.

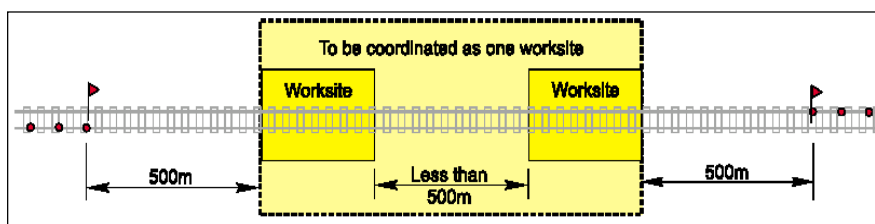


FIGURE 5: Example of protection arrangements for combined multiple worksites

7 Obtaining an extension of time

Protection Officer

- If necessary, ask the Network Control Officer for an extension of time for the TOA,
- When an extension is granted, record the new expiry time and the authorising Train Controller's name on the TOA form, or make a permanent record about the time extension details.

Network Control Officer

- Tell other affected Network Control Officers about the new TOA expiry time.

8 Suspending a TOA

Protection Officer

- Make sure that track vehicles and equipment have cleared the track,
- Make sure that all work groups have cleared the worksites,
- Make sure that *point securing devices* have been removed,
- Make sure that in-field protection has been removed,
- If necessary, when advised that the track is certified as fit for service, tell the Network Control Officer,
- Tell affected Network Control Officers about any restrictions on track use,
- If necessary, replace the staffs or half-staffs, as required by the Network Control Officer,
- Suspend the TOA.

Network Control Officer

- Remove blocking facilities.

9 Reinstating the TOA

Protection Officer

1. Watch the rail traffic pass complete beyond worksite location,
2. Ask the **Network Control Officer** for the TOA to be reinstated,
3. Tell the **Network Control Officer**:
 - the unique identifying TOA number, and
 - the rail traffic identification number of the leading vehicle of a train or the last vehicle of a track vehicle movement.

Network Control Officer

4. Make sure that:
 - there is no rail traffic within the proposed limits of the TOA, or
 - a *unidirectional* rail traffic movement within the limits has passed *clear and complete* beyond the worksite by confirming:
 - the rail traffic identification number of the lead vehicle of a train or the last vehicle of a track vehicle movement with the Protection Officer, or
 - the location of the rail traffic with the rail traffic crew, or
 - the section is clear.
5. Apply blocking facilities to prevent unauthorised rail traffic entry into the affected section,
6. Reinststate the TOA,
7. Tell the Protection Officer that the TOA has been reinstated.

Protection Officer

8. Repeat the details of the reinstatement back to the Network Control Officer,
9. Confirm with the Network Control Officer that blocking facilities have been applied to prevent unauthorised entry of rail traffic into the portion of track within the TOA limits,
10. Put the required protection in place.

10 Returning the track to service

Protection Officer

1. Make sure that track vehicles and equipment have cleared the track,
2. Make sure that all work groups have cleared the worksites,
3. Make sure that:
 - points securing devices have been removed, and
 - in-field protection has been removed, and

- if necessary, signals have been restored to normal use, and
 - the track is safe for use
4. If necessary, when advised that the track is *certified* as fit for service, tell the [Network Control Officer](#),
 5. Tell affected [Network Control Officers](#) about any restrictions on track use,
 6. If necessary, replace the staffs or half-staffs, as required by the [Network Control Officer](#),
 7. Fulfil the TOA.

Network Control Officer

8. Confirm:
 - the name, contact number and location of the Protection Officer, and
 - the TOA number
9. Remove blocking facilities,
10. Test signals affected by half-staffs.

11 Keeping records

[Network Control Officers](#) and the Protection Officer must keep permanent records about the TOA details, including protection arrangements.

12 ANRP reference

ANRP 3016	Using infrastructure booking authorities
ANRP 6003	Blocking Facilities
ANRP 9000	Clipping Points
ANRP 9004	Using Railway Track Signals
ANRP 9006	Piloting rail traffic
ANRP 9010	Protecting work from rail traffic on adjacent lines

13 Effective date

10 June 2014