

Network Safeworking Rules and Procedures

Local Possession Authority

Rule Number: 3001

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Document History

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1. Purpose

This rule details the protocols for *Issuing*, using *Local Possession Authorities (LPAs)* and how an individual worksite is *Protected* when multiple worksites are within the *LPA*. These *Authorities* are used to close a defined portion of *Track* for a specified period.

2. General

Only *Network Controllers* may authorise an *LPA* for *Track* under their control.

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

Unless *Authorised* for an *Emergency*, the approval for the *LPA* must be *Advertised*. At all times, there must be a nominated *Possession Protection Officer* for the *LPA*.

To apply this rule, a minimum accreditation level of *PPO (Possession Protection Officer)* must be held in accordance with Rule 1004 *Track Access Accreditation*.

An *LPA* is *Issued* exclusively to the *Possession Protection Officer*.

A *Possession Protection Officer* is responsible for coordinating the rail safety component of worksite *Protection*.

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

A number of separate work groups and their *Associated Rail Traffic* and equipment may occupy the portion of *Track* defined by an *LPA*.

3. Authorisation

Before authorising the *LPA*, the *Network Controller* must make sure that:

- another *Track Occupancy* is not in use within the proposed limits;
- approaching *Rail Traffic* can be *Restrained* at the ends of the *Section* that include the proposed limits;
- *Stabled Rail Traffic* not associated with the *LPA*, but is within the limits of the *LPA*, must not be authorised to move;
- *Stabled Rail Traffic* that is attended by *Rail Traffic Crew* must be issued with a *Restraint Authority*;
- *Rail Traffic* associated with the *LPA*, within the limits, has been identified and is being managed as agreed by the *Possession Protection Officer* and the *Network Controller*;
- the *Possession Protection Officer* knows about any existing *Obstructions*; and
- *Blocking Facilities* have been applied, in accordance with Rule 6003 Blocking Facilities, to prevent *Unauthorised Rail Traffic* entry into the proposed limits.

Where manually *Issued* the *Network Controller* must confirm with the *Possession Protection Officer* the:

- type of work;
- intended start and finish times; and
- *Location*, using two or more of the following identifiers:
 - a kilometre sign and *Section*;
 - *Station* name;
 - 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 the *LPA* is manually *Issued* the *Network Controller* must confirm the name, *Track Access* number and contact details of the *Possession Protection Officer*.

Where an existing *Track Occupancy* is in place, the *Network Controller* may *Issue* the *LPA* only if the existing *Track Occupancy* is *Fulfilled*.

4. Possession Protection Officer and Protection Officer

4.1 Possession Protection Officer

The *Possession Protection Officer* must:

- maintain a *LPA Worksite Permit (Master)*;
- 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*;
- make sure that each worksite within the *LPA* has a *Protection Officer* while work is being performed;
- establish *Effective Communication* with *Protection Officers*;
- make sure *Protection Officers* 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 *Possession Protection Officer* must tell an incoming *Possession Protection Officer* about the worksite *Protection* arrangements.

The incoming *Possession Protection Officer* must:

- tell affected *Network Controllers* about the changed contact arrangements; and
- make a *Permanent Record* of the handover of the *LPA*.

4.3 Protection Officer

There must be a *Protection Officer* present at the worksite for the period of the work.

A *Protection Officer* must:

- *Effectively Communicate* with the *Possession Protection Officer*;
- comply with the *Possession Protection Officers* instruction;
- 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*;
- be satisfied that other work will not interfere with *Protection* duties;
- 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*;
- tell workers about the *Locations of Safe Places* before work begins; and
- tell workers if the *Protection* arrangements change.

4.4 Change of Protection Officer

The outgoing *Protection Officer* must tell the incoming *Protection Officer* about the current worksite *Protection* arrangements.

Before taking charge of the worksite, the incoming *Protection Officer* must:

- confirm the current worksite *Protection* arrangements with the outgoing *Protection Officer* and the *Possession Protection Officer*;
- make a *Permanent Record* of the time of the worksite handover; and
- confirm that the *Possession Protection Officer* has noted the changed contact arrangements.

The *Possession Protection Officer* must confirm the handover and record the incoming *Protection Officer's* name and contact details in the *LPA Worksite Permit (Master)*.

5. Obtaining an LPA

The *Network Controller* and the *Possession Protection Officer* must confirm:

- the *Issuing Network Control* desk;
- the *LPA* limits;
- the *Points* to be clipped, in accordance with Procedure 9000 Securing and Clipping Points, if required; and
- the duration of the *LPA*.

5.1 Where the LPA issued electronically

The *Network Controller* and the *Possession Protection Officer* must confirm:

- *Authority* ID;
- *Sections* blocked; and
- Status.

5.2 Where the LPA is issued manually

The *Network Controller* and the *Possession Protection Officer* must confirm:

- the *Possession Protection Officer's* name and contact details;
- a unique identifying number;
- that *Blocking Facilities* have been applied to prevent entry of *Rail Traffic* into the portion of *Track* within the proposed limits;
- the time of *Issue*; and
- the date of *Issue*.

The *Possession Protection Officer* must repeat the details back to the *Network Controller*.

5.3 Where other Network Controllers are affected by the LPA

The *Network Controller* must make sure that other affected *Network Controllers* are aware of the *LPA*.

6. Protection



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

The *Network Controller* must apply *Blocking Facilities*, where available, to prevent *Unauthorised Rail Traffic* from entering the *LPA*. Where required, the *Possession Protection Officer* must place *In-Field Protection* at all points of entry to the *LPA*.

In-Field Protection can be one of the following:

- *RTS* and *STOP* sign;
- *Track Closed Warning Device*;
- *RTS* and *Rail Clamp STOP* sign; or
- *Points Secured* to prevent *Rail Traffic* entry.



NOTE: *RTS* must be used in accordance with Procedure [9004 Using Railway Track Signals](#).

In-Field Protection is not required between the worksites and the end of a *Terminal Line* if the *Network Controller* tells the *Possession Protection Officer* that there are no planned *Rail Traffic* movements from that direction.

Where there is *Stabled Rail Traffic* not associated with the *LPA*, within the limits of the *LPA*, the *Possession Protection Officer* must place *In-Field Protection* to prevent entry in to the *LPA*.

The distance between the *Protecting Signal*, or signs designating, the limits of the *LPA* and a *Fixed Worksite* must not be less than 500 metres unless:

- *Points* can be *Secured* to prevent *Access* to the portion of *Track* within the *LPA* limits; or
- a *Work on Track Authority Adjoining* the entry-end limit of that *LPA* has also been authorised for the period of the work.

6.1 Protection for Rail Traffic Crossing the LPA

Other *Rail Traffic* may cross the *LPA* to enter or exit a *Running Line*, *Siding* or *At Grade Rail Crossing*, but only with the *Possession Protection Officer's Authority*.

If *Rail Traffic* crossing is authorised the *Network Controller* must get the *Possession Protection Officer's* permission for the move.

Where the *Possession Protection Officer* authorises *Rail Traffic* movements across the *LPA* the *Possession Protection Officer* must:

- arrange with the *Protection Officer* of any worksite within 500 metres of the crossover to be suspended;
- 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 and reinstate any affected worksite.

6.2 Adjacent Line

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

The *Protection Officer* may arrange for the speed of *Rail Traffic* on *Adjacent* lines to be restricted.

6.3 Protecting Multiple Worksites

The *Possession Protection Officer* must:

- make sure the *Protection Officers* protect their worksites correctly; and
- tell the *Protection Officers* if changes are required to worksite *Protection* and make sure the changes are carried out.

In-Field Protection can be one of the following:

- *RTS* and *STOP* sign;
- *RTS* and rail clamped *STOP* sign; or
- *Track Closed Warning Device*.

Protection Officers must make sure that *In-Field Protection* is placed on all Rail Traffic approaches to the worksite.

Figure 3001-2 Example of *Protection* arrangements for individual worksites more than a 1000 metres apart.

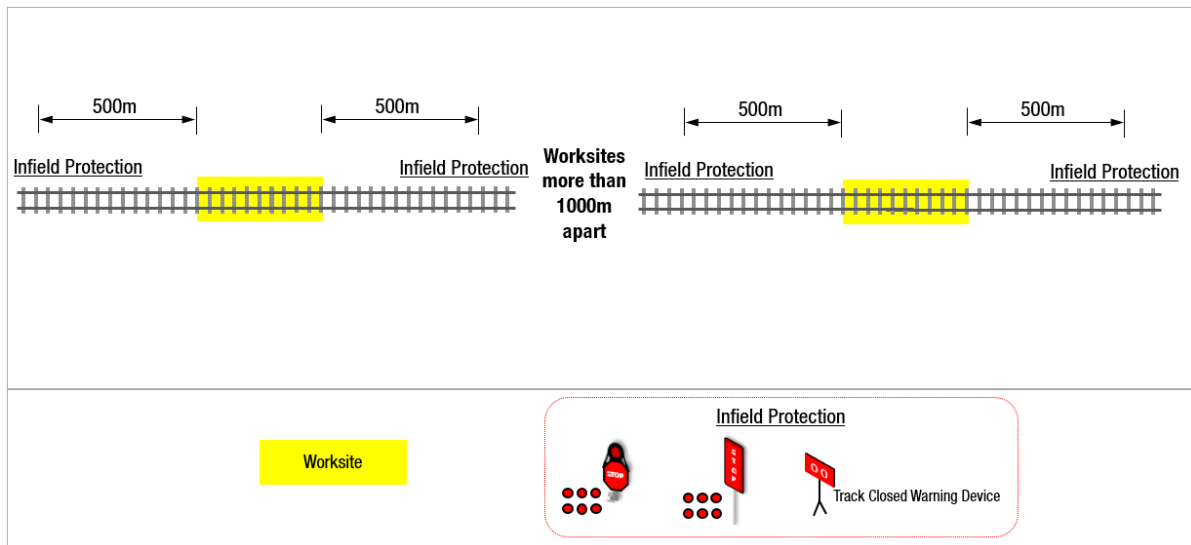


Figure 3001-3 Example of *Protection* arrangements for multiple worksites more than 500 metres but less than 1000 metres apart.

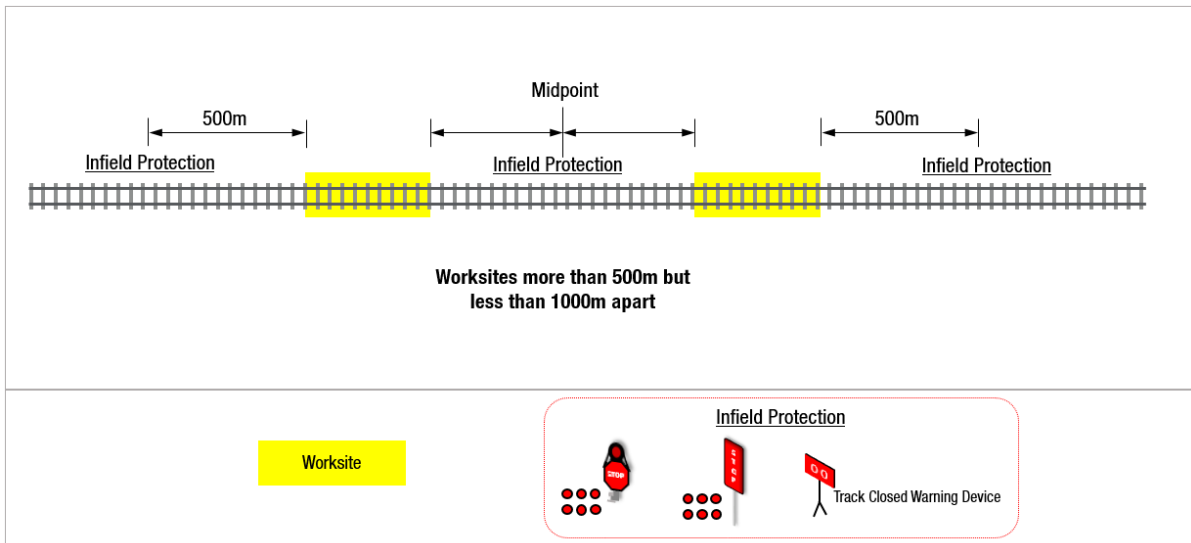
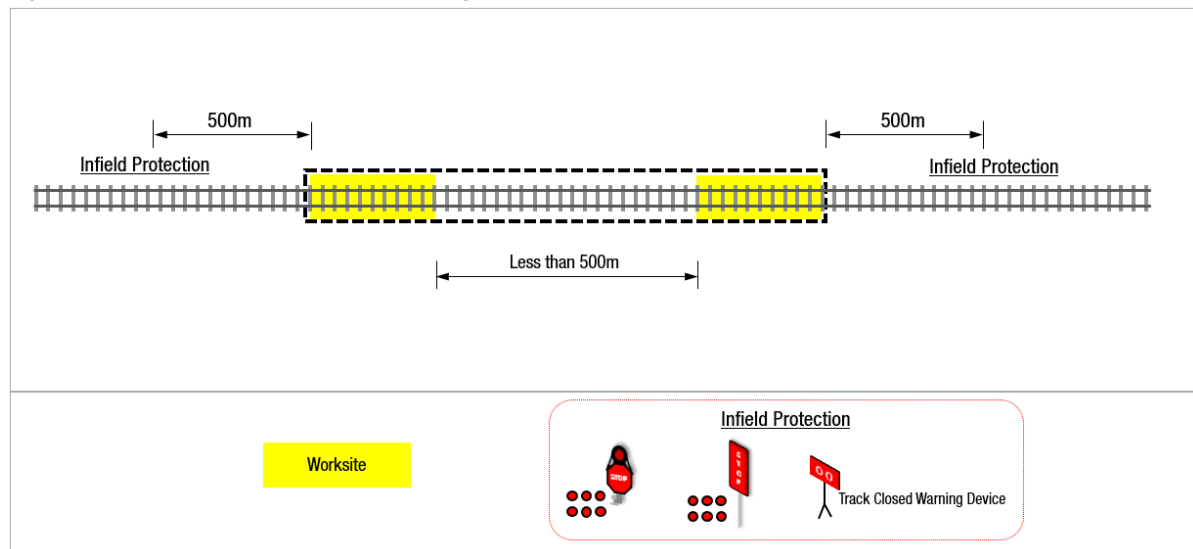


Figure 3001-4 Example of *Protection* arrangements for combined multiple worksites.



6.3.1 Compiling and Issuing LPA Worksite Permits

If an *LPA* involves one worksite only, an *LPA Worksite Permit* is not required.

Before work starts on the second and subsequent worksites, those *Protection Officers* must have an *LPA Worksite Permit* for the work they will supervise.

The *Possession Protection Officer* must:

- fill out an *LPA 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 *Protection Officer's* name and contact details.
- make sure the *Protection Officer* has signed the *LPA Worksite Permit*; and
- record the *LPA Worksite Permit* details in the *LPA Worksite Permit (Master)*.

6.3.2 Maintaining the LPA Worksite Permit (Master)

If the *LPA* involves more than one worksite, the *Possession Protection Officer* uses the *LPA Worksite Permit (Master)* to:

- maintain a record of *LPA Worksite Permits Issued*; and
- record worksite handovers between *Protection Officers*.

Possession Protection Officers must:

- fill out an *LPA Worksite Permit (Master)* that includes details about the;
 - reference details of the *LPA Advertisement*;
 - intended start and finish times of the *LPA*;
 - *LPA* limits; and
 - number of worksites included in the *LPA*.
- for each worksite, record;
 - the worksite limits;
 - the *Protection Officer'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 *LPA Worksite Permit* is Issued.
- if the *Protection Officer* changes, confirm and record the;
 - time of handover; and
 - incoming *Protection Officer's* name and contact details.

6.3.3 Extending the LPA Worksite Permit Time

If the work will not be completed within the specified time, the *Protection Officer* must get approval from the *Possession Protection Officer* for an extension of time.

If the *Possession Protection Officer* agrees to an extension, the *Possession Protection Officer* must record the:

- new worksite end time; and
- time the extension was agreed.

6.3.4 Fulfilling a LPA Worksite Permit

When the work has been completed the *Protection Officer* must make sure:

- that *Rail Traffic* and equipment is *Clear* of the line;
- that the workgroup has cleared the worksite;
- that *In-Field Protection* and *Points* clips have been removed;
- the portion of *Track* included in the worksite permit has been *Certified* as available for use;
- the *Possession Protection Officer* is advised about operating restrictions that have been placed or removed; and
- the *LPA Worksite Permit* is Fulfilled.

The *Possession Protection Officer* must:

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

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 *At Grade Rail Crossing*, but only with the *Possession Protection Officer's* agreement.

Before entering the *LPA*, *Rail Traffic Crews* must verify with the *Possession Protection Officer* or *Delegate* that the *LPA* is *In-Effect*.

7.1 Rail Traffic Entering or Travelling Within the LPA Limits

The *Possession Protection Officer* or *Delegate* must manage all *Rail Traffic* movement within the *LPA*.

Where a *Pilot* is used, the *Possession Protection Officer* or a *Delegated Protection Officer* must act as the *Pilot*.

The *Possession Protection Officer* 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 *Possession Protection Officer*.

7.2 Fixed Signals

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

Where *Fixed Signals* cannot be placed to **PROCEED** for *Rail Traffic* movement, they must be passed in accordance with Rule **6013 Passing Fixed Signals at Stop**.



NOTE: Inside an *LPA*, the *Possession Protection Officer* must authorise all *Rail Traffic* movements past *Fixed Signals* and would request the *Network Controller* to place *Fixed Signals* at **PROCEED**, the *Network Controller* can only place *Fixed Signals* at **PROCEED** on the request of the *Possession Protection Officer*.

7.3 Rail Traffic Departing the LPA

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

8. Communications with Network Control

The *Possession Protection Officer* must be the only point of contact between the *Network Controller* and work groups for matters of worksite *Protection*.

The *Possession Protection Officer* must tell affected *Network Controllers* about:

- the *Protection* arrangements;
- *Protection* arrangements on *Adjacent* lines; and
- work progress at agreed times.

The *Possession Protection Officer* must, if necessary, seek an extension of time.

When the agreed time limit has been exceeded by 15 minutes and the *Possession Protection Officer* has not requested an extension of time, the *Network Controller* must act in accordance with Rule 4017 Overdue Occupancies.

9. Fulfilling the LPA

Before *Fulfilling* the *LPA* the *Possession Protection Officer* must make sure and tell the *Network Controller* that:

- *Associated Rail Traffic* and all equipment has cleared the *Track*;
- all work groups have cleared the worksites;
- *In-Field Protection* has been removed;
- signals that were affected have been restored for normal use; and
- the portion of *Track* included in the *LPA* is *Certified* as available for use.

The *Possession Protection Officer* and the *Network Controller* must *Fulfil* the *LPA*.

The *Network Controller* must confirm with the *Possession Protection Officer* that *Blocking Facilities* can be removed.

The *Network Controller* must advise other affected *Network Controllers* that the *LPA* has been *Fulfilled*.

The *Possession Protection Officer* must tell the *Network Controller* about operating restrictions that have been placed or removed.

9.1 Work to Continue Under Another Track Occupancy

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

The *Network Controller* must ensure that the *Track* within the limits of the proposed *Track Occupancy*:

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

10. Keeping Records

Network Controllers and the *Possession Protection Officer* must keep *Permanent Records* about the details of the *LPA*, including *Protection* arrangements and changes to the worksite *Protection*.

11. References

1004 Track Access Accreditation

4017 Overdue Occupancies

6003 Blocking Facilities

6005 Fixed Signals

6013 Passing Fixed Signals at Stop

9000 Securing and Clipping Points

9004 Using Railway Track Signals.

9010 Protecting Work from Rail Traffic on Adjacent Lines.

12. Effective Date

3 February 2020