## CONTENTS

1. Purpose ................................................................................................................. 3
2. General .................................................................................................................. 3
3. Authorisation ......................................................................................................... 4
4. Possession Protection Officer and Protection Officer ............................................ 5
   4.1. Possession Protection Officer ...................................................................... 5
   4.2. Change of Possession Protection Officer .................................................... 5
   4.3. Protection Officer ......................................................................................... 6
   4.4. Changing Protection Officer ......................................................................... 6
5. Obtaining a Local Possession Authority ................................................................ 7
6. Protection .............................................................................................................. 8
   6.1. In-Field Protection ........................................................................................ 8
   6.2. Centralised Traffic Control .......................................................................... 9
   6.3. Protection for Rail Traffic crossing the Local Possession Authority .......... 9
   6.4. Adjacent Line ............................................................................................. 10
   6.5. Protecting Multiple Worksites ..................................................................... 10
       6.5.1. Compiling and Issuing a Worksite Permit ..................................... 13
       6.5.2. Maintaining the Worksite Permit Master ....................................... 13
       6.5.3. Extending the Worksite Permit Time ............................................ 14
       6.5.4. Fulfilling a Worksite Permit ........................................................... 14
7. Rail Traffic ........................................................................................................... 14
   7.1. Rail Traffic Entering or Travelling Within the Local Possession Authority Limits ................................................................................................................. 14
   7.2. Fixed Signals .............................................................................................. 15
   7.3. Rail Traffic Departing the Local Possession Authority ............................... 15
8. Communications with Train Control .................................................................... 15
9. Fulfiling the Local Possession Authority ............................................................. 15
   9.1. Work to Continue Under Another Work on Track Authority ..................... 16
10. Keeping Records .................................................................................................. 16
11. Reference ............................................................................................................ 16
12. Effective Date ...................................................................................................... 16
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* into 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.

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.
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