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1. PURPOSE

The purpose of this rule is to outline the application of Track Occupancy Authorities (TOAs) in the Public Transport Authority (PTA) Network that are used to close a defined portion of Track for a specified period.

2. GENERAL

Only Train Controllers may Authorise a TOA for Track under their control. A TOA is Issued to the Protection Officer (PO) and gives Exclusive Occupancy.

A single Worksite, including equipment, and associated Rail Traffic, may occupy the portion of Track defined by the TOA.

The Track may be broken or Obstructed.

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 for details.

3. AUTHORIZATION

Before Authorising the TOA, 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 the ends of the Section that includes the proposed limits;
- any Rail Traffic holding a Authority for Unidirectional movement has Cleared the limits of the proposed Worksite by confirming with the PO;
  - the Rail Traffic Identification Number of the lead Vehicle of a Train or the last Vehicle of a Track Vehicle movement;
  - the location of the Rail Traffic with the Rail Traffic Crew; or
  - the Section is Clear.
- Rail Traffic that is Stabled and not associated with the TOA and is within the limits of the TOA, must not be Authorised to move;
- Rail Traffic associated with the TOA within the limits has been identified and is being managed as agreed by the PO and the Train Controller;
- the PO knows about any existing obstructions; and
- Blocking Facilities have been applied to prevent Unauthorised entry into the proposed limits by Rail Traffic.
The *Train Controller* must confirm with the *PO* the:
- name and contact details of the *PO*;
- 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;
  - a kilometre marker;
  - permanent structures, such as bridge, roadway or overpass used only in conjunction with one of the above identifiers; or
  - another identifier.

### 4. PROTECTION OFFICER

#### 4.1. PROTECTION OFFICER

There must be a *PO* present at the *Worksite* for the period of the work. A *PO* must:
- get the *TOA*;
- 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* remain clear of obstructions;
- make sure that *Worksites* are protected against the *Unauthorised* entry or exit of *Rail Traffic*; and
- tell *Workers* about the *Locations* of *Safe Places*.

#### 4.2. CHANGE OF PROTECTION OFFICER

An outgoing *PO* must tell an incoming *PO* about the *Worksite Protection* arrangements. The incoming *PO* must:
- tell affected *Train Controllers* about the changed contact arrangements; and
- make a *Permanent Record* of the handover of the *TOA*. 
5. OBTAINING A TRACK OCCUPANCY AUTHORITY

The Train Controller and the PO must confirm and record on the TOA:

- the works program number Advertising the TOA;
- the TOA 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 TOA limits;
- in single line territory, that the Half Pilot Keys have been removed from both ends of the affected Section;
- identification of Points Secured;
- the anticipated duration of the TOA;
- name of the PO and contact details;
- name of the issuing Train Controller;
- time of Issue; and
- date of Issue.

6. PROTECTION

WARNING

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

The PO 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 TOA limits; and/or
- Crank Handles 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 TOA limits.

The Train Controller must apply Blocking Facilities to prevent Unauthorised entry of Rail Traffic from entering the TOA.
6.1. IN-FIELD PROTECTION

In-Field Protection is a Rail Clamped Stop Sign.

In-Field Protection is not required between the Worksite and the end of a Terminal Line if the Train Controller tells the PO that there is no planned Rail Traffic movements from that direction.

6.2. CENTRALISED TRAFFIC CONTROL

Blocking Facilities must be applied to prevent Unauthorised entry of Rail Traffic and In-Field Protection placed:

- at that Protecting Signal; or
- at least 200m from the Worksite in such a position that any Rail Traffic entering the TOA limits must pass over it.

Where a departure Signal is the Protecting Signal, the PO must also take possession of the Half Pilot Key.

FIGURE 6.1: Example of Protection arrangements for an individual Worksite on single line.
FIGURE 6.2: Example of Protection arrangements for an individual Worksite on Double Line.
6.3. WORKSITE WITHIN 200M OF TOA LIMITS AND PROTECTING SIGNAL

When a Protecting Signal more than 200m from the Worksite is not available and a set of Points is available to divert Rail Traffic the PO must arrange for:

- Points Secured for a different Route;
- place In-Field Protection in a Location that is clear of the Points and will not present a risk to Workers from Rail Traffic on the Adjacent line; and
- will not interfere with Rail Traffic Travelling on the other Route.

WARNING
PO must ensure that Workers and equipment do not have the potential to encroach within the Danger Zone of the Adjacent line.

FIGURE 6.3: Example of Protecting Signal and In-Field Protection less than 200m from the Worksite and Points are Secured for a different Route.

If Points cannot be Secured for a different Route, use a controlled signal at least 200m from the Worksite.
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 as per Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines.

7. RAIL TRAFFIC

Only Rail Traffic associated with the TOA may enter the limits of the TOA.

Other Rail Traffic may cross the TOA to enter or exit a Running Line, Siding or Level Crossing, but only with the POs agreement.

Before entering the TOA, Rail Traffic Crew must verify with the PO that the TOA is In Effect.

7.1. RAIL TRAFFIC ENTERING OR TRAVELLING WITHIN THE TRACK OCCUPANCY AUTHORITY LIMITS

The PO must manage all Rail Traffic movement within the TOA.

The PO must make sure that Rail Traffic associated with the TOA does not exceed the limits of the TOA.

Rail Traffic that is associated with the TOA and is entering and travelling within the TOA limits must:

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

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

7.2. FIXED SIGNALS

Fixed Signals within the limits of the TOA 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 direction of the Pilot or the PO.

7.3. RAIL TRAFFIC DEPARTING THE TRACK OCCUPANCY AUTHORITY

Rail Traffic may depart from the limits of the TOA only on the Authority of the Train Controller.
7.4. COMMUNICATIONS WITH TRAIN CONTROL

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

The PO must tell affected Train Controllers:

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

The PO must if necessary, seek an extension of time.

8. FULFILLING THE TRACK OCCUPANCY AUTHORITY

Before Filling the Authority the PO must make sure and tell the Train Controller that:

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

The PO and the Train Controller must Fulfil the Authority.

The Train Controller must confirm with the PO 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 PO leaves the site.

Testing of Signals must be carried out in accordance with Rule 6005 Fixed Signals.

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

9. KEEPING RECORDS

Train Controllers and the PO must keep Permanent Records about the details, including Protection arrangements and changes to the Worksite Protection arrangements.
10. **REFERENCE**

Rule 6003 Blocking Facilities  
Rule 6005 Fixed Signals  
Procedure 9000 Clipping Points  
Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines

11. **EFFECTIVE DATE**

1 November 2018