



Network Rules > Work on Track

# WT03 Track Occupancy Authority (TOA)

## WT03 - 1.0 Purpose

To prescribe the rules for authorising and issuing a Track Occupancy Authority.

## WT03 - 2.0 General

### ***All Concerned***

You must plan work in the rail network in accordance with the rule *[WT01 - Planning Work in the Rail Network]*.

A Track Occupancy Authority:

- authorises exclusive occupancy of track within specified limits
- allows only one Track Occupancy Authority for each signal section
- allows work that breaks or obstruct the track
- is issued to the Track Protection Officer for an agreed period
- may involve one or more track vehicles working within the specified limits.

During the Track Occupancy Authority, the track may be made unsafe for rail traffic movements including but not limited to cutting or weakening and/or obstructing the track.

A TOA will not be required where workers have to access local control panels / points motors whilst engaged in their normal duties, or when utilised for training purposes under the direction of the Rail Controller.

## WT03 - 3.0 Track Protection Officer

### ***All Concerned***

At all times, there must be a nominated Track Protection Officer for a Track Occupancy Authority.



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**Track Protection Officer**

You must be the only point of contact with the Rail Controller and the workgroups for worksite protection.

In accordance with the procedure *[NP03 - Using a Track Occupancy Authority]*, you must:

- request the Track Occupancy Authority, and
- protect workers from rail traffic, and
- make sure that worksites are protected against the unauthorised entry of rail traffic, and
- inform workers about the:
  - locations of safe places, and
  - safety measures in place, and
  - the extent of the area protected, and
  - changes to protection arrangements.
- make sure that the protection is in place before work starts, and
- be at the Track Occupancy Authority worksite when work is being undertaken, and
- coordinate all activities within the Track Occupancy Authority when:
  - multiple workgroups are authorised, or
  - track vehicle movements are being undertaken.

**WT03 - 4.0 TOA Limits****Rail Controller**

You must issue a *[TA2]* Form to the Track Protection Officer.



If safety critical information is required to be changed, the *[TA2]* Form needs to be cancelled and reissued.



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### ***Track Protection Officer***

When requesting a Track Occupancy Authority, you must

- identify the limits of the Track Occupancy Authority, and
- verify the worksite location with the Rail Controller in accordance with the procedure *[NP09 - Identification and Verification of Location]*.

The Track Occupancy Authority limits must be defined as being between a combination of the following:

- fixed signals, or
- clearance points/nominated location, or
- defined locations within a yard or siding limits, or
- a signal to another signal able to be controlled by the Rail Controller.

## WT03 - 5.0 Authorising a TOA

### ***Rail Controller***

You may only authorise a Track Occupancy Authority for the track under your control.

Before authorising a Track Occupancy Authority, you must make sure:

- the track is unoccupied and will remain unoccupied, except for associated track vehicles specified in the Track Occupancy Authority
- the Track Protection Officer knows about existing obstructions
- the Track Protection Officer understands and agrees on the Track Occupancy Authority limits
- Blocking Facilities have been applied to prevent unauthorised rail traffic entry into the Track Occupancy Authority limits.



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## WT03 - 6.0 Protecting the TOA Limits

### ***Rail Controller***

You must:

- apply Blocking Facilities, and
- where possible, set, and secure points in accordance with the procedure *[NP08 - Securing Points]* to prevent unauthorised rail traffic entry into the Track Occupancy Authority limits.

### ***Track Protection Officer***

You must make sure all entry points into the Track Occupancy Authority limits are protected against unauthorised rail traffic movements.

You must make sure that workers do not enter the danger zone until it is confirmed with the Rail Controller that

- the Track Occupancy Authority is issued, and
- Blocking Facilities are applied.

## WT03 - 7.0 Track Shorting Devices

### ***Track Protection Officer***

You must arrange for track shorting devices to be placed within the limits of the Track Occupancy Authority unless the location is prohibited in the *[Rail Traffic Operations]* Manual.

### WT03 - 7.1 Applying Track Shorting Devices

In a single track section, you must place two track shorting devices 10 metres apart within the limits of the Track Occupancy Authority.

Where a Track Occupancy Authority covers two or more adjoining track sections, you must make sure two track shorting devices 10 metres apart are placed at each of the outer track sections of the limits of Track Occupancy Authority.



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## WT03 - 7.2 Removing Track Shorting Devices

You must only remove track shorting devices for the passage of Hi-Rail Vehicles or when a Track Occupancy Authority is suspended or cancelled.

You must inform the Rail Controller when track shorting devices are removed.



Track shorting devices that are removed for the passage of Hi-Rail Vehicles must be reapplied immediately after the Hi-Rail Vehicle has passed.

## WT03 - 8.0 Protecting Worksites

### **Track Protection Officer**

You must place worksite protection between the signal protecting or signs designating the limits of the Track Occupancy Authority in accordance with the procedure;

*[NP03 - Using a Track Occupancy Authority].*

### WT03 - 8.1 Multiple Worksites

#### **Track Protection Officer**

You must manage multiple worksites in accordance with the procedure *[NP03 - Using a Track Occupancy Authority]*.

## WT03 - 9.0 Suspending and Reinstating a TOA

### **Track Protection Officer**

You must inform the Rail Controller to suspend a Track Occupancy Authority.



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### ***Rail Controller***

Except for track vehicles planned to work within the specified limits of a Track Occupancy Authority, you must only allow rail traffic to proceed into the track section when the Track Protection Officer reports the suspension of a Track Occupancy Authority.

You must confirm with the Track Protection Officer that the Track Occupancy Authority is suspended and the track is safe before allowing rail traffic to proceed.

You must inform the Rail Traffic Crew about any speed restriction imposed.

## WT03 - 9.1 Reinstating a TOA

### ***Rail Controller***

You must only reinstate the Track Occupancy Authority when the rail traffic has cleared the track section.

## WT03 - 10.0 Associated Track Vehicles

### ***Rail Controller***

You must only authorise track vehicles to the limits of an active Track Occupancy Authority if it is associated with the Track Occupancy Authority and are required for rectification works in accordance with the rule [WT08 - Track Vehicles].

### ***Track Protection Officer***

You must only authorise track vehicles associated with the Track Occupancy Authority to enter the Track Occupancy Authority limits.

You must make sure:

- the track is safe for the track vehicle movement, and
- there is safe separation between the workgroup and track vehicles movement, and
- the track vehicle does not exceed the Track Occupancy Authority limits.





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A Track Occupancy Authority may be issued if the Train Running Information [TR/3]\_Form has been issued to a Hi-Rail Vehicle provided, the Track Protection Officer receives all information regarding the Hi-Rail Vehicle movement through the Track Occupancy Authority.

### WT03 - 10.1 Entering and Travelling within the TOA Limits

#### **Track Protection Officer**

Track vehicles associated with the Track Occupancy Authority entering and travelling within the Track Occupancy Authority limits must:

- be piloted, or
- receive written or verbal instructions from the Track Protection Officer.

### WT03 - 10.2 Piloting

#### **Track Protection Officer**

When a Pilot is used to direct the track vehicle, the Track Protection Officer or Delegate must act as the Pilot in accordance with the procedure [NP11 - Piloting Rail Traffic].

### WT03 - 10.3 Departing the TOA

#### **Rail Traffic Crew**

You must have authority from the Rail Controller to depart the Track Occupancy Authority.

### WT03 - 10.4 Passing Signals at Stop Within a TOA

#### **Track Protection Officer**

You must only authorise Rail Traffic Crew to pass signals at stop within a Track Occupancy Authority after obtaining verbal permission from the Rail Controller. Points must be confirmed set and secured.



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Points within a Track Occupancy Authority are not to be moved unless specifically requested by the Track Protection Officer.

## WT03 - 11.0 Change of Track Protection Officer

### ***Track Protection Officer***

When you are being relieved by another Track Protection Officer, you must:

- detail the name and contact details of the relieving Track Protection Officer in the [TA2] Form, and
- inform the relieving Track Protection Officer about the details of the Track Occupancy Authority and all worksite protection arrangements, and
- advise the Rail Controller of the name and contact details of the relieving Track Protection Officer.

### ***Relief Track Protection Officer***

Confirm with the Rail Controller your details are correct.

### ***Rail Controller***

You must detail the name and contact details of the relieving Track Protection Officer on the [TA2] Form.





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## WT03 - 12.0 Fulfilling a Track Occupancy Authority

### ***Track Protection Officer***

You must only fulfil a Track Occupancy Authority when:

- work is continuing under another Work on Track Authority or Method, or
- the Rail Controller has been told:
  - the workers and equipment are in a safe place, and
  - all protection has been removed, and
  - the track section is certified for operations.

You must inform the Rail Controller about any operating restrictions that are to be placed or removed.

### ***Rail Controller***

You must make a record of any operating restrictions that are in place and inform any rail traffic of these restrictions.

### ***All Concerned***

When work is to continue under another Work on Track Authority or Method, you must make sure the protection for the Track Occupancy Authority is not removed until the new Work on Track Authority or Method is issued.

## WT03 - 13.0 Keeping Records

### ***All Concerned***

You must keep records of the Track Occupancy Authority for six months.



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## WT03 - 14.0 Related Documents

Rule *[WT01 – Planning Work in the Rail Network]*

Rule *[WT08 – Track Vehicles]*

Procedure *[NP03 – Using a Track Occupancy Authority]*

Procedure *[NP08 – Securing Points]*

Procedure *[NP09 – Using Identification and Verification of Location]*

Procedure *[NP11 – Piloting Rail Traffic]*

Form *[TA2 – Track Access Certificate]*

Form *[TRI3 – Train Running Information]*

Form *[WP4 – Worksite Protection Permit]*

Manual *[Rail Traffic Operations]*

## WT03 - 15.0 Effective Date

15 August 2022