



NP02 Using a Local Possession Authority (LPA)

NP02 - 1.0 Introduction

A Local Possession Authority is used to close a defined track section for a specified period.

NP02 - 1.1 Advertising a Local Possession Authority

Advertising the Local Possession Authority will be done by operating notice a minimum of 48 hours in advance and will include details of:

- day, date, start and finish times of the Local Possession Authority
- name of the Possession Officer and Track Protection Officers
- the rail control board for the Local Possession Authority
- description of the work to be undertaken
- the defined limits of the closed track section or sections
- a schematic detailing the placement of permanent way protection
- Blocking Facilities, where required
- any points that will be set and secured to restrict the entry of rail traffic into the Local Possession Authority
- any points that are located within the defined limits of the Local Possession Authority that are not to be operated by the Rail Controller unless authorised by the Possession Officer
- any level crossing that will be disabled
- all rail traffic planned to operate on the closed track section.

NP02 - 2.0 Obtaining an LPA

The Possession Officer must obtain the Local Possession Authority from the Rail Controller responsible for the track section(s) and records the information on the *[LPA1] Form*.



When an error is made while completing the "Location of LPA" section of the *[LPA1] Form*, then the *[LPA1] Form* can be cancelled by drawing two lines together with the word "CANCELLED" in block letters across the face.



Network Procedures

Possession Officer

- 1 Before the Local Possession Authority is due to begin, you must contact the Rail Controller responsible for the track section.
- 2 Make sure that you and the Rail Controller have a copy of the valid operating notice with any amendments and documentation advertising the Local Possession Authority.

Possession Officer and Rail Controller

- 3 Confirm and record the details of the Local Possession Authority on the *[LPA1]* Form, including:
 - the Local Possession Authority limits
 - the duration of the Local Possession Authority
 - the Possession Officer and contact details
 - the issuing Rail Controller
 - the time of issue
 - the date of issue
 - the number of the document advertising the Local Possession Authority.
- 4 Identify the track and the worksite location or rail access point in accordance with the procedure;
[NP09 - Identification and Verification of Location].

Rail Controller

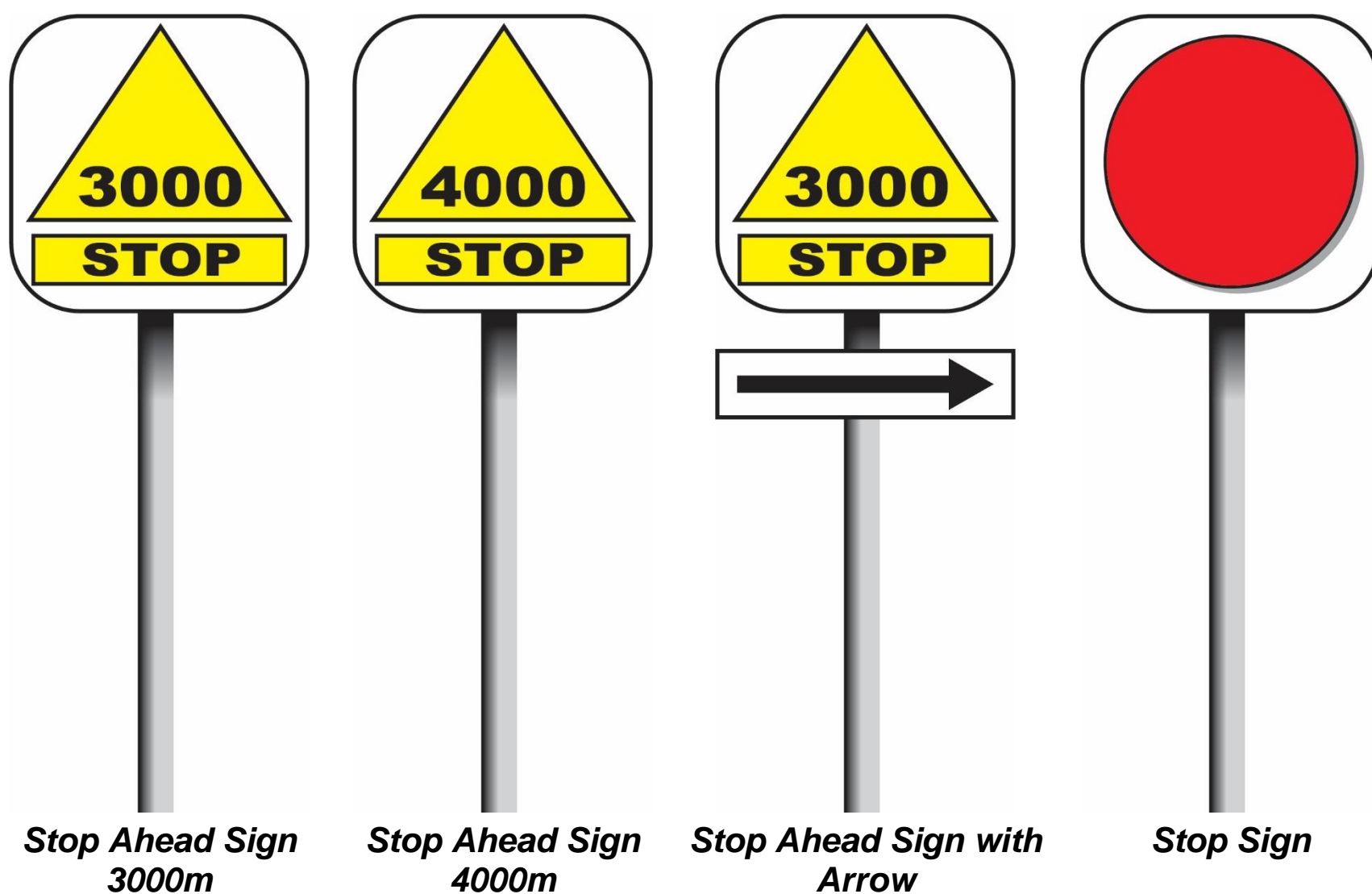
- 5 Confirm the Local Possession Authority protection location to be used in accordance with the procedure;
[NP09 - Identification and Verification of Location].
- 6 Confirm that previous issued authorities for the signal sections have been fulfilled or cancelled.
- 7 Make sure that Blocking Facilities have been applied to prevent all rail traffic entry into the track section within the Local Possession Authority.

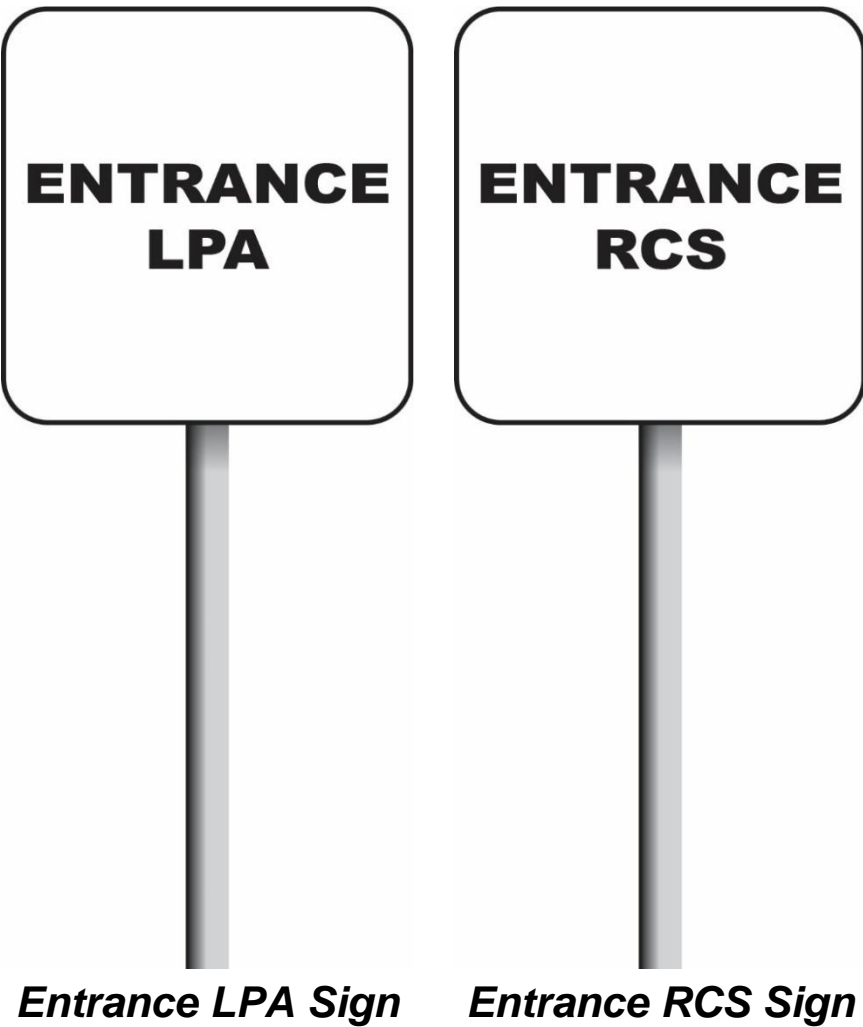


Network Procedures

- 8 Make sure that any:
 - rail traffic not associated with the Local Possession Authority that is within the limits of the Local Possession Authority is stabled and not authorised to move, and
 - rail traffic associated with the Local Possession Authority within the limits has been identified and managed as agreed between the Possession Officer.
- 9 Endorse the rail control diagram.
- 10 Complete and issue the relevant sections of the *[LPA1]* Form to the Possession Officer.
- 11 Issue the Local Possession Authority to the Possession Officer and record the time of issue.

NP02 - 2.1 LPA Signage





NP02 - 3.0 Protecting the Limits of an LPA

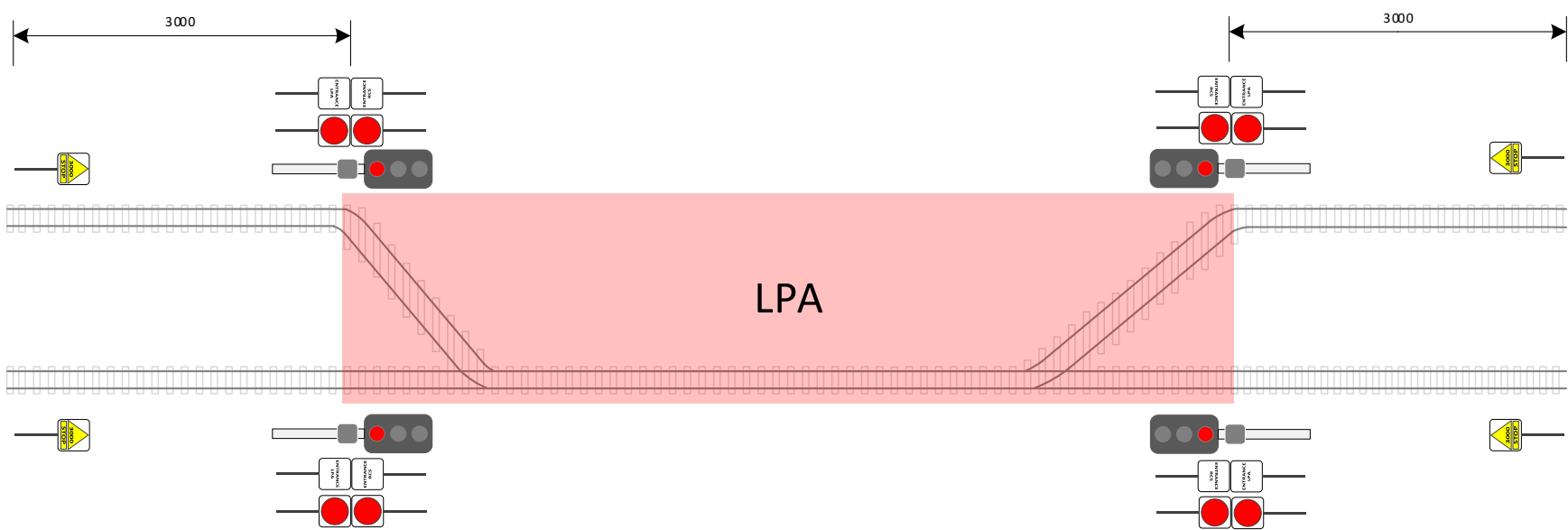
Possession Officer

- 1 Protect the Local Possession Authority with Possession Limit Stop Signs placed at the protecting signals of the section(s) of track included in the Local Possession Authority.
- 2 Place a Stop Ahead Sign on the approach side 3000 metres from the Possession Limit Stop Signs.
- 3 At the following locations, place a Stop Ahead Sign on the approach side 4000 metres from the Possession Limit Stop Sign:
 - between M321.0km and M317.0km MAC mainline in the "UP" (loaded) direction.
 - between M297.0km and M281.0km MAC mainline in the "UP" (loaded) direction.
 - between 215.0km and 204.0km Newman mainline in the "UP" (loaded) direction.
- 4 Make sure a directional arrow is placed on the Stop Ahead Sign where required to indicate the adjacent track beyond the next crossover is the location of the Local Possession Authority.

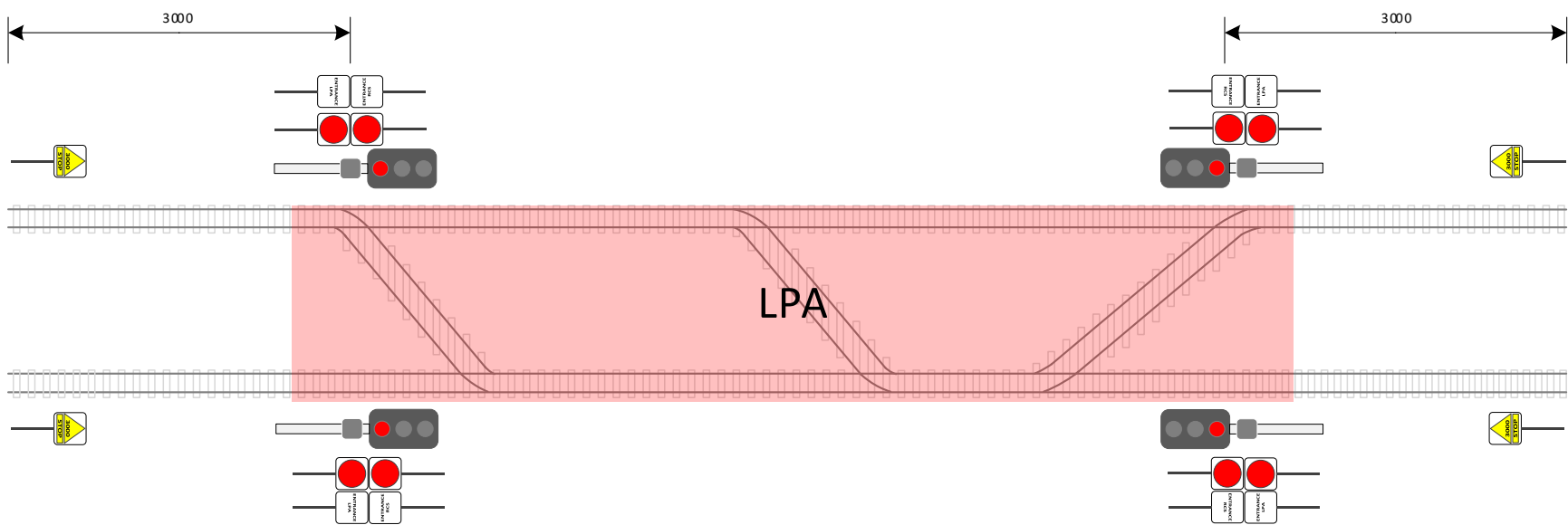


Network Procedures

- 5 Place an Entrance Local Possession Authority Sign adjacent to the Stop Signs to indicate the entry of the Local Possession Authority.
- 6 Place an Entrance to Remote Controlled Signalling Area Sign adjacent to the Stop Signs to indicate the exit point of the Local Possession Authority.
- 7 If necessary, protect the worksite from rail traffic on adjacent tracks.



Protection Arrangements for a Local Possession Authority on a Single Track



Protection Arrangements for a Local Possession Authority on Duplicated Track

- 8 Make sure points are set and secured away from any entry points to the Local Possession Authority in accordance with the procedure [NP08 - Securing Points].



Network Procedures

When points have been secured away from the entrance of the Local Possession Authority limits, then Possession Limit Stop Signs are not required on that track.

NP02 - 3.1 Blocking Facilities

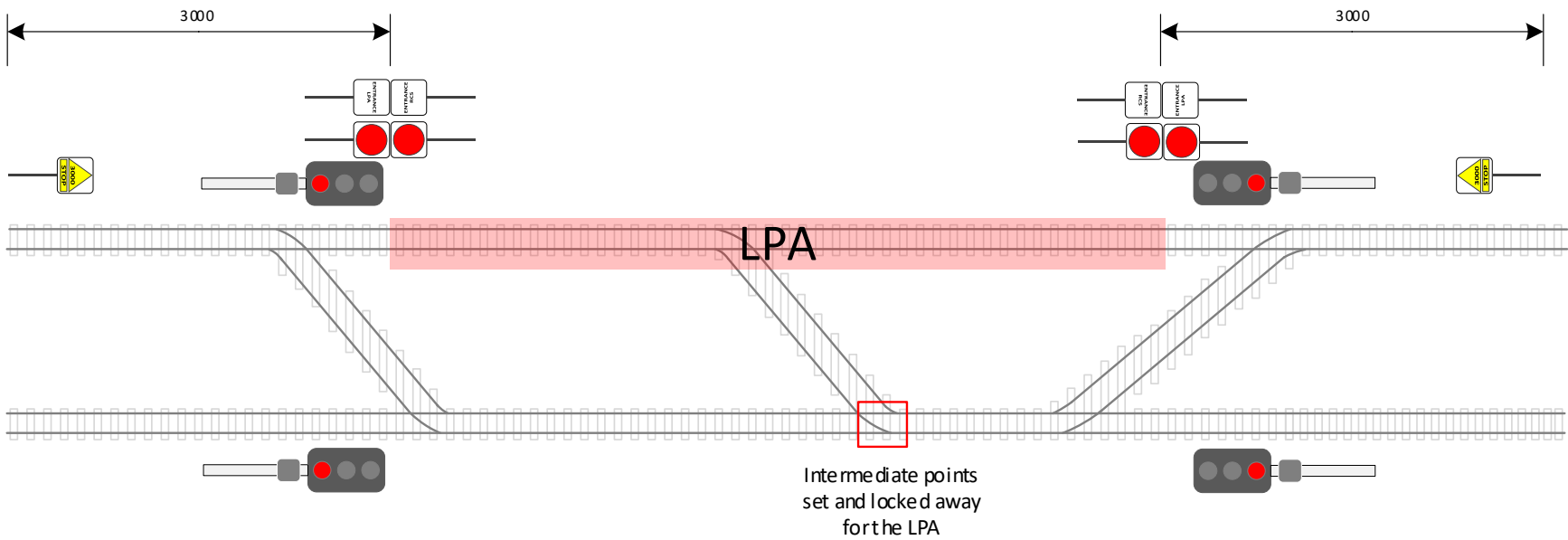
Rail Controller

- 1 In addition to the infield track protection, Blocking Facilities must be applied to protect the track and points associated with the Local Possession Authority.

NP02 - 4.0 Crossovers and Points Outside the LPA

Rail Controller

- 1 Confirm with the Possession Officer that Stop Signs do not obstruct any crossovers outside the limits of the Local Possession Authority that are used to route rail traffic to an adjacent track.



Crossover Outside a Local Possession Authority

NP02 - 5.0 Protecting Multiple Worksites

Track Protection Officer

- 1 Make sure that the worksite protection is in place.
- 2 You must complete a safety assessment to identify the distance between the signal protecting or signs designating the limits of the Local Possession Authority and a worksite.



Network Procedures

- 3 If a separate workgroup is working in the Local Possession Authority, make sure there is a minimum of a 100 metres separation between the rail traffic not associated with the workgroup.
- 4 Place a Red Flag or Stop Sign in the track centre to identify the 100-metre separation.

Possession Officer

- 5 Make sure the Track Protection Officers has placed the correct worksite protection.
- 6 Inform the Track Protection Officers if changes are required to worksite protection and make sure the changes are carried out.

NP02 - 6.0 Rail Traffic Entering an LPA

Rail Controller

- 1 Inform the Possession Officer of the expected arrival times of rail traffic at the limits of the Local Possession Authority.
- 2 Issue a proceed authority to allow the rail traffic to move to the limit of the Local Possession Authority.

Possession Officer

- 3 Contact the Rail Controller for all rail traffic movements which require the route to be set to enter the Local Possession Authority.
- 4 Arrange for the rail traffic to be piloted in accordance with the procedure *[NP11 - Piloting Rail Traffic]* or receive movement instructions.
- 5 Arrange for the protection to be removed for rail traffic to enter the Local Possession Authority.
- 6 Where required, arrange for level crossings to be protected.
- 7 After the rail traffic has entered, the Local Possession Authority arrange to replace the protection.



Network Procedures

Rail Traffic Crew

- 8 Act in accordance with the instructions provided by the Possession Officer.

NP02 - 7.0 Rail Traffic Movements within an LPA**Rail Traffic Crew**

- 1 Confirm with the Possession Officer the location where the movement is required to stop.

Possession Officer

- 2 Check the Local Possession Authority for any worksites between the current location and the location where the rail traffic must stop.
- 3 Inform any affected Track Protection Officers about the movement.

Track Protection Officer

- 4 Make sure the track is unobstructed and available for rail traffic by:
 - removing workers and equipment to a safe place, and
 - removing the worksite protection.
- 5 Inform the Possession Officer when the worksite has been made safe for the rail traffic movement.

Possession Officer

- 6 Cancel or suspend the *[WP4 – Worksite Protection Permit]* Form for the affected worksite.
- 7 Arrange for the rail traffic to be piloted or receive movement instruction that includes:
 - the km points where the rail traffic is to stop
 - speed of the movement
 - any following rail traffic
 - locations where the Rail Traffic Crew must report to the



Network Procedures

Possession Officer

- name and contact details of the Track Protection Officer at the affected worksites.

- 8 Check with the Rail Traffic Crew and the Pilot that the details of the rail traffic movement are understood.
- 9 Allow the movement of the rail traffic.
- 10 Update the Local Possession Authority Plan.

Rail Traffic Crew

- 11 Report to the Possession Officer upon arrival at the nominated location.

Possession Officer

- 12 If required, as rail traffic clears the affected worksite, reinstate the *[WP4 – Worksite Protection Permit]* Form.

NP02 - 8.0 Rail Traffic Joining a Worksite

Track Protection Officer

- 1 Arrange to meet rail traffic at the worksite protection.
- 2 Inform the Possession Officer that arrangements are in place.
- 3 Give instructions to Rail Traffic Crew on any movements and work requirements in the worksite.
- 4 Remove the worksite protection.
- 5 Allow the rail traffic to enter the worksite.
- 6 Replace the worksite protection.
- 7 Inform the Possession Officer that the rail traffic is clear and complete within the worksite.



NP02 - 9.0 Rail Traffic Leaving a Worksite

Track Protection Officer

- 1 On completion of work, inform the Possession Officer that the rail traffic is ready to leave the worksite.
- 2 Instruct the Rail Traffic Crew to a stop at the Local Possession Authority limits.
- 3 Remove the worksite protection.
- 4 Allow the rail traffic to leave the worksite.
- 5 Replace the worksite protection.
- 6 Inform the Possession Officer that the rail traffic has left the worksite.

NP02 - 10.0 Rail Traffic Leaving the LPA Limits

Rail Traffic Crew

- 1 Stop at the Local Possession Authority limits.
- 2 Inform the Possession Officer that you have arrived at the Local Possession Authority limits

Possession Officer

- 3 Inform the Rail Controller that the rail traffic is at the Local Possession Authority limits.
- 4 Arrange for removal of protection at the Local Possession Authority limits.

Rail Controller

- 5 Allow the rail traffic to depart from the Local Possession Authority by setting the signal to proceed or issuing a proceed authority.



Network Procedures

Possession Officer

- 6 Arrange to replace the protection for the Local Possession Authority.
- 7 Inform the Rail Controller when the rail traffic has cleared the limits of the Local Possession Authority.

NP02 - 11.0 Changing the Possession Officer or Track Protection Officer

Possession Officer or Track Protection Officer

- 1 Inform the relief Possession Officer about the location of the current worksites and rail traffic.
- 2 Provide all Local Possession Authority documentation.
- 3 Complete the relevant section of the [LPA1] Form.

Relief Possession Officer or Track Protection Officer

- 4 Make sure that the changeover information is understood.
- 5 Record the time of the handover.
- 6 Complete the relevant section of the [LPA1] Form.
- 7 Inform the Rail Controller.

Rail Controller

- 8 Endorse the rail control diagram and the [LPA1] Form with the updated details of the relief Possession Officer.

NP02 - 12.0 Returning the Track to Normal Operations

Possession Officer

- 1 Arrange with the Track Protection Officer for the track to be cleared of rail traffic, workers, and equipment.



Network Procedures

Track Protection Officer

- 2 Confirm with the Possession Officer that workers and equipment are clear of the worksite and in a safe place.

Possession Officer

- 3 Confirm that the infrastructure is safe and operational.
- 4 Remove Local Possession Authority limit and worksite protection and any secured points released.
- 5 When confirmed that the track is safe for operations, inform the Rail Controller.
- 6 Inform the Rail Controller of any operating restrictions.
- 7 If work is to continue under another Work on Track Authority, inform the Rail Controller and make sure the worksite is protected before fulfilling the Local Possession Authority.
- 8 Complete the *Restoration of Normal Working* section of [LPA1] Form and inform the Rail Controller.
- 9 Complete the other necessary sections of the [LPA1] Form.
- 10 Fulfil the Local Possession Authority:
 - for the entire track sections defined for the Local Possession Authority, or
 - progressively for one or more track sections included in the Local Possession Authority.
- 11 Draw two lines together with the word "*Fulfilled*" in block letters across the face of the [LPA1] Form.

Track Protection Officer

- 12 Confirm with the Possession Officer that workers and equipment are clear of the worksite.



Network Procedures

Rail Controller

- 13 Complete the relevant sections of the [LPA1] Form.
- 14 Draw two lines together with the word "Fulfilled" in block letters across the face of the [LPA1] Form.
- 15 Remove Blocking Facilities and test all equipment.

NP02 - 13.0 Work to Continue Under a Different Work on Track Authority

Possession Officer

- 1 Inform the Rail Controller that the track has restrictions and work needs to continue under a different Work on Track Authority.
- 2 Determine and apply the level of Work on Track Authority required for the work to continue.

Rail Controller

- 3 Apply Blocking Facilities until the new Work on Track Authority is in place.
- 4 Issue the new Work on Track Authority.

NP02 - 14.0 Work Overrun

Possession Officer

- 1 Inform the Rail Controller of the delay and the reason.
- 2 Agree on the new estimated time of completion for the work with the Rail Controller.

Rail Controller

- 3 Agree on a new time for the completion of the work.
- 4 Endorse the rail control diagram.



NP02 - 15.0 Issuing an Emergency LPA

An emergency Local Possession Authority does not need to be advertised.

Rail Control Supervisor

- 1 Consult with affected workers to determine the requirement for an emergency Local Possession Authority.
- 2 Arrange for a Possession Officer and Track Protection Officers.
- 3 In consultation with the Rail Controller and Possession Officer, determine the appropriate location for the Local Possession Authority protection.
- 4 Authorise the implementation of an emergency Local Possession Authority.

Rail Controller

- 5 Authorise a Local Possession Authority in accordance with the rule [WT02 - Using a Local Possession Authority].

NP02 - 16.0 Accident or Emergency

If an accident or emergency occurs when working during a Local Possession Authority and continued work or travel would result in increased risk or injury:

Possession Officer

- 1 Broadcast an emergency radio message.
- 2 Inform all Rail Traffic Crew, workers, and Track Protection Officers within the defined limits of the Local Possession Authority to stop work.
- 3 Inform the Rail Controller of the details of the accident or emergency.



Network Procedures

- 4 Maintain communication between the accident or emergency site and the Track Protection Officer and Rail Controller.
- 5 When the accident or emergency has been managed and authority is given, re-establish communication with workgroups and Rail Traffic Crew in the Local Possession Authority to recommence work.

Rail Controller

- 6 Assist the Possession Officer with the emergency site and coordinate emergency services (if required).
- 7 Endorse the rail control diagram with relevant information.

NP02 - 17.0 Keeping Records

The Rail Controller and the Possession Officer must retain the *[LPA1]* Form for six months.

NP02 - 18.0 Related Documents

Rule *[WT02 – Local Possession Authority (LPA)]*

Procedure *[NP08 – Securing Points]*

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

Procedure *[NP10 – Protecting Work from Rail Traffic on Adjacent Track]*

Procedure *[NP11 – Piloting Rail Traffic]*

Form *[LPA1 – Local Possession Certificate]*

Form *[WP4 – Worksite Protection Permit]*

Manual *[Rail Traffic Operations]*

NP02 - 19.0 Effective Date

15 August 2022