

WT04 Track Work Authority (TWA)

WT04 - 1.0 Purpose

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

WT04 - 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].

Where no advice of the Track Work Authority has been given by an operating notice, the Rail Controller must inform all affected rail traffic of the Track Work Authority.

A Track Work Authority:

- authorises occupancy of a defined section of track between rail traffic movements
- does not give exclusive occupancy of the defined section of the track
- is requested by the Track Protection Officer
- is issued by the Rail Controller
- may include multiple workgroups
- allows work that breaks or obstructs the track or alters the track geometry or structure.

Rail traffic associated with the Track Work Authority may be provided entry into the track section to the Track Work Authority protection stop sign.

Rail traffic not associated with the Track Work Authority may proceed through the track section once the track is safe and the work is suspended.

Only the Rail Controller can authorise a Track Work Authority for track under their control.



There are no restrictions on the number of Track Work Authorities issued on a track section, provided the limits do not overlap.

WT04 - 3.0 Track Protection Officer

Track Protection Officer

In accordance with the procedure [NP04 - Using a Track Work Authority], you must:

- request the Track Work Authority, and
- be the only person to speak with the Rail Controller about protection arrangements, 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
- be at the Track Work Authority worksite when work is being undertaken
- make sure that Track Work Authority limits do not overlap with any other authorised Work on Track Authority.

WT04 - 4.0 Requesting a TWA

Track Protection Officer

When requesting a Track Work Authority in accordance with the procedure [NP04 - Using a Track Work Authority], you must

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



You must coordinate all activities within the Track Work Authority when:

- multiple worksites are authorised, or
- rail traffic movements are being undertaken.

WT04 - 5.0 Authorising a TWA

Rail Controller

When authorising a Work on Track Authority, you must:

- verify the worksite location with the Track Protection Officer in accordance with [NP09 - Identification and Verification of Location]
- not provide authorisation if there is a current occupation of the track within the limits of a proposed Track Work Authority, and
- issue a [TA2] Form to the Track Protection Officer for the Track Work Authority, and
- make sure the protection is in place and that there are no obstructions other than rail traffic associated with the Track Work Authority.

WT04 - 6.0 Protecting Worksite

Track Protection Officer

To make sure the worksite is protected, you must:

- make sure no work commences before the Track Work Authority has been issued, and protection is in place
- place worksite protection between the signal protecting or signs designating the limits of the Track Work Authority in accordance with the procedure [NP04 - Using a Track Work Authority]
- make sure that all points of entry into the Track Work Authority limits are protected against unauthorised rail traffic movements
- maintain communication with the Rail Controller.



WT04 - 6.1 Protecting Worksites by Setting Signals at Stop

All Concerned

If signals are to be used to protect the worksite, they must be set at stop in accordance with the procedure [NP04 - Using a Track Work Authority].

Rail Controller

At controlled signals, you must:

- apply Blocking Facilities, and
- only clear the protecting signals when it is confirmed by the Track Protection Officer to be safe to allow rail traffic to pass through the worksite.

At intermediate semi-automatic signals, you must:

- take the signal out of auto mode
- apply Blocking Facilities to hold them at stop
- only clear the protecting signal when it is confirmed by the Track Protection Officer to be safe to allow rail traffic to pass through the worksite.

Track Protection Officer

Dependent on the distance to the protecting signal, you must set up your worksite protection in accordance with the procedure;

[NP04 - Using a Track Work Authority].

WT04 - 6.2 Separation of Workgroups and Rail Traffic

All Concerned

A Track Work Authority allows for:

- multiple workgroups, and
- rail traffic associated with the Track Work Authority.



Track Protection Officer

Where a workgroup is working independently to rail traffic, you must make sure a separation distance of 100 metres is maintained between the workgroup and the rail traffic.

WT04 - 7.0 Rail Traffic

Details of intended rail traffic movements into and/or through a Track Work Authority must be provided to the Track Protection Officer on the [TA2] Form issued by the Rail Controller. No other rail traffic movements onto the track section may occur until updated notification has taken place.

Rail traffic movements are not restricted onto a track section where a Track Work Authority is in effect.

The Track Protection Officer must coordinate all rail traffic movements within the Track Work Authority.

Track Protection Officer

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

WT04 - 7.1 Rail Traffic Associated with the Worksite

Rail Controller

You must gain authority from the Track Protection Officer before providing a proceed authority for rail traffic to enter the track section towards a Track Work Authority.

Track Protection Officer

Before authorising rail traffic associated with the work to enter the Track Work Authority and approach worksites, you must make sure that:

- workers are in a safe place, and
- the track is not obstructed, and



- the track is safe for the passage of rail traffic, and
- protection is temporarily removed to allow the rail traffic entry.

Rail Controller

When the Track Protection Officer provides authority, you must inform the Rail Traffic Crew of the location of the Track Work Authority before providing a proceed authority.

Track Protection Officer

When the rail traffic associated with the Track Work Authority approaches, you must:

- stop the rail traffic at the worksite protection, and
- provide clear instructions regarding the rail traffic movement.

After the passage of the rail traffic through the worksite, and before allowing workers to recommence work, you must make sure the protection is replaced.

WT04 - 7.2 Rail Traffic Not Associated with the Worksite

Rail Controller

You must inform the Track Protection Officer of the rail traffic movement before providing an authority for rail traffic to enter the track section.

Track Protection Officer

To allow the movement of rail traffic not associated with the Track Work Authority to proceed, you must suspend the Track Work Authority and make sure that:

- workers are in a safe place, and
- the track is not obstructed, and
- the track is safe for the passage of rail traffic, and
- the worksite protection is removed to allow the rail traffic to proceed, and
- the Rail Controller is told of any restrictions.



Rail Controller

You must inform the Rail Traffic Crew of the location of the Track Work Authority before providing a proceed authority.

Rail Traffic Crew

You must follow instructions given by the Rail Controller.

WT04 - 7.3 Passing Signals at Stop within a Worksite

Track Protection Officer

You must only authorise Rail Traffic Crew to pass signals at stop within a Track Work Authority:

- on the authority of the Rail Controller, and
- when it has been confirmed that points are set and secured for the movement.

WT04 - 8.0 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 Work Authority and all worksite protection arrangements, and
- advise the Rail Controller of the name and contact details of the relieving Track Protection Officer.

Rail Controller

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



WT04 - 9.0 Fulfilling a TWA

Track Protection Officer

You must only fulfil a Track Work 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
 - protection has been removed, and
- the track section is confirmed safe 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 Work Authority is not removed until the new Work on Track Authority or Method is issued.

WT04 - 10.0 Keeping Records

All Concerned

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



WT04 - 11.0 Related Documents

Rule [WT01 – Planning Work in the Rail Network]

Procedure [NP03 – Using a Track Occupancy Authority]

Procedure [NP04 – Using a Track Work Authority]

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 [TA2 – Track Access Certificate]

Form [WP4 – Worksite Protection Permit]

Manual [Rail Traffic Operations]

WT04 - 12.0 Effective Date

15 August 2022