OTSY 506

Staff and Ticket System

Applicability

NSW
SMS

Publication Requirement

Internal Only

Document Status

Issue/Revision #	Effective from
1.0	1 January 2019

Purpose

To prescribe the rules for using the Staff and Ticket *system of Safeworking* in the *Oberon Tarana Heritage Railway (OTHR)* Network

System Principle

The Staff and Ticket system:

- prevents *rail traffic* entries into occupied *sections*, and

- is a *bidirectional* system used only on single lines outside *Rail Vehicle Detection* territory.

Adjoining sections have different *staff* types. The correct staff, or a *staff ticket* received after sighting the staff, is the *token* for *sole occupancy* of a section.

NOTE

- **A Staff consists of a metal rod onto which details of the section to which it applies are engraved, and may incorporate a key to permit access to a Staff Ticket box, or other equipment.**

Staff tickets are usually *issued* if the *Train Controller* expects at least one following movement.

In some sections, where staff tickets are not provided, the staff is the only token for the section.

The staff for a section is:

- marked with the name of the section, and

- has one of four combinations of inscribed colour name and aperture shape.

Train Controllers *must* not *authorise* conflicting *occupancies* or *routes*.

If the Staff and Ticket system of Safeworking fails, a method of *special working,* other than *manual block working, may* be used.

System Description

Staffs are kept at nominated *locations*. In sections where tickets are used, staffs are held in brackets on staff boxes. Staff boxes:

- show the name of the section, and

- show a plaque in the shape of the staff aperture, and

- match the colour name inscribed on the staff.

The staff must be:

- given to a *Driver* or *track vehicle operato*r, and carried on the *train* or *track vehicle*, or

- used to unlock the staff box for issue of a staff ticket to the Driver or track vehicle operator.

Staff tickets are the colour of the staff box.

> **NOTE** → **A train may *travel* on the authority of a staff ticket only after the Driver has seen the corresponding staff.**

Proceed Authority

The authority to enter and occupy a section in the Staff and Ticket system is:

- possession of the correct staff, or a staff ticket, for the section as *authorised* by the *Train Controller*, and

- where provided, clearing of relevant signals, or

- where provided, the display of a U indicator or

Drivers or track vehicle operators must:

- check that the staff is correct for the section, and

- pass signals at STOP only in accordance with Rule OT*SG 608 Passing signals at STOP*

- Pass indicators at STOP only in accordance with Rule *OTSG 610 Passing indicators at STOP*, and

- at *unattended locations*, leave the points and signals as directed by the Train Controller, and

- at unattended locations, report departure to the Train Controller.

Departure details must be recorded in the *Train Register Book*.

Issuing a Proceed Authority

If permission is given by the Train Controller:

- at unattended locations, *Qualified Workers* must operate signalling equipment to enter a section

- at *attended locations*, *Signallers* must control the signals that allow entry to a section.

The Train Controller may authorise a Driver or track vehicle operator holding the staff to:

- travel through the section, or

- terminate at an *intermediate* location clear of the *main line*, or

- travel to a nominated location within the section and return to the entry-end of the section.

WARNING **A staff ticket cannot be used to authorise travel to a nominated location within a section and return to the entry-end.**
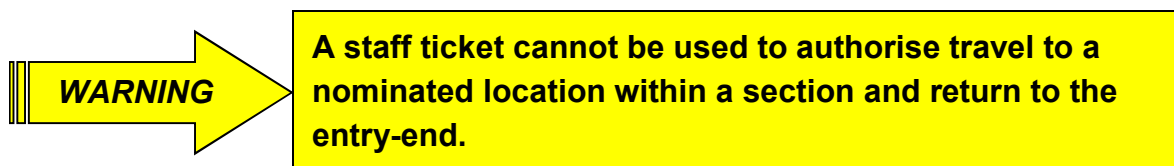
The Driver or track vehicle operator must:

- before starting to return, have the Train Controller's authority for the movement, and

- during the return, act in accordance with the requirements for *wrong running-direction* movements as stated in Rule OT*GE 218 Type F level crossing management*.

Crossing and passing trains

Crossing and *passing* movements may be authorised at crossing locations.

The Train Controller must:

- determine the order of movements for a crossing, and

- arrange for Drivers to be told which routes to use.

One train in the movement must be able to stand wholly between *clearance points* at the location.

The Driver of the first train to arrive within *yard limits* must:

- come to a stand, and

- report arrival to the Train Controller.

The Train Controller must not authorise the second train to enter yard limits before the first train is stationary:

- wholly between clearance points at a crossing location, or

- at a departure-end clearance point, or

- clear of the main line in a *siding.*

Token lost, damaged or unavailable

Qualified Workers must tell the Train Controller as soon as possible if:

- a staff is damaged, or

- a staff or a staff ticket is or becomes unavailable.

If the token is lost before departure, rail traffic must not depart from the entry-end location before a new authority is issued.

If the token is lost after departure from an entry-end location, rail traffic may complete the authorised movement.

Staff lost, damaged or unavailable

If a staff cannot be found, the Train Controller must:

- tell the Network Operations Manager and

- arrange to have blue *emergency covers* placed over the relevant staff boxes, and

- as required, introduce a method of special working.

If the Train Controller declares the staff as lost, the Train Controller must also arrange to *advertise* the loss:

- at the affected locations, and

- in a *Train Control Report (TCR)*.

If the lost staff is found after the TCR is issued:

- the staff must be *secured* out of use, and

- the Train Controller must be told.

The Train Controller must tell the Network Operations Manager that the staff has been found and secured.

Fulfilling a Proceed Authority

To *fulfil* a *Proceed Authority*:

- the staff must be returned to the designated place, or

- the staff ticket must be fulfilled.

Rail traffic must clear the arrival-end yard limit of the exit-end location before reporting clearance of a section to the Train Controller.

At unattended locations, if rail traffic cannot clear a section and stand wholly within the yard limits of the exit-end location:

- a Train Controller must not authorise a following entry into the section before departure from the exit-end location is reported, and

- departure must be reported only after the rail traffic has cleared the departure-end yard limit of the location.

Arrival details must be recorded in the Train Register Book:

- at attended locations, by Signallers

- at unattended locations, by *Train Crews* or *track vehicle crews*.

Related OTHR Network Procedures

OTPR 719	Operating groundframes
OTPR 721	Spoken and written communication
OTPR 731	Using train staffs
OTPR 739	Operating mechanical interlocking machines

Effective Date

1 January 2019