



OTWT 302

# Local Possession Authority

## Applicability

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NSW

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SMS

## Publication Requirement

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Internal Only

## Document Status

Issue/Revision #	Effective from
1.0	1 January 2019



## Purpose

To prescribe the rules for *authorising, issuing* and using a *Local Possession Authority* (LPA).

## General

An LPA closes a defined portion of *track* for a specified period.

An LPA is issued exclusively to the *Possession Protection Officer* for the specified period of the *possession*.

Work within the portion of track included in the LPA limits *must* only be done with the agreement of the Possession Protection Officer.

No other *work on track authority* can be issued for the defined portion of track for the period of the LPA.

A number of separate work groups and their *work trains* and equipment *may* occupy the portion of track defined by an LPA.

## Authorisation

Only the *Train Controller* may authorise an LPA for track under their control.

The Network Operations Manager must make sure that *Train Controller* responsible for the affected area, and the Possession Protection Officer, are aware of *protection* arrangements.

The Network Operations Manager and the Train Controller must record, in *permanent form*, the details of an LPA before authorising the possession.

## Issue of Authority

Only the Operations Manager may issue an LPA.

Network Operations Manager and Train Controller must record, in permanent form, the issue of an LPA.

If a written Authority is issued, it must be issued on Form W.

## Rail Traffic

Only work trains or *track vehicles* associated with the LPA are allowed to enter a possession.

Other *trains* may cross the possession to enter or exit a *siding* with the agreement of the Possession Protection Officer.



## Possession Protection Officer

At all times there must be a nominated Possession Protection Officer for the LPA.

The Possession Protection Officer must:

- get the Authority, and
- be responsible for the protection of workers from *rail traffic*, and
- make sure that the limits of the Authority are protected against *unauthorised* entry or exit by rail traffic, and
- make sure that each worksite under the LPA has a *Protection Officer*, and
- make sure Protection Officers keep the tracks between worksites and protecting *locations* clear of obstructions, and
- coordinate the protection of all worksites within the limits of the LPA.

## Keeping records

The Possession Protection Officer must keep written records about:

- the Authority, and
- possession protection arrangements, and
- communications with the *Network Operations Manager* and the *Train Controller* about changes in the possession protection arrangements.

## Other duties

A Possession Protection Officer's primary duty is to keep the worksite and workers safe. A Possession Protection Officer must be satisfied that other work will not interfere with protection duties.



## Protection Officer

A Protection Officer must be on duty at each worksite when work is being done.

Protection Officers:

- are responsible for the protection of workers from rail traffic, and
- must make sure that tracks between worksites and protecting locations are not obstructed.

Protection Officers must tell members of work parties about the kinds and limits of protection in place:

- before work begins, and
- if the protection arrangements change.

## Other duties

A Protection Officer's primary duty is to keep the worksite and workers safe. A Protection Officer must be satisfied that other work will not interfere with protection duties.

## Protecting worksites

The Possession Protection Officer and Protection Officers must make a safety assessment as described in *OTWT 300 Planning work in the Rail Corridor*.

Unauthorised rail traffic must be prevented from entering the possession by:

- setting protecting signals at STOP and applying available *blocking facilities*, or
- taking and safeguarding the *staff* for the section; and also
- clipping and locking *points*, or
- placing *detonators* and red flags/red lights.

Detonators and red flags/red lights must be placed at both ends of the possession or 2500m from the worksite if this is more practicable.

Work in the *Danger Zone* must not begin before the required safety measures are in place.

The Possession Protection Officer must make sure that all points of entry into the portions of track within the LPA limits are protected against unauthorised rail traffic movement.



The distance between the signal protecting the limits of the Authority and a *fixed worksite* must not be less than 500m unless:

- points can be secured to prevent access to the portion of track within the LPA limits, or
- a *Track Work Authority* adjoining the entry end limit has been authorised for the period of the work.

### Staffs

In *staff* areas, the Possession Protection Officer must arrange to take and safeguard, for the period of the Authority:

- the ordinary staff

The Train Controller and/or Network Operations Manager must record, in permanent form, that the staffs have been secured.

### Terminal lines

If the Network Control Officer tells the Possession Protection Officer that there is no rail traffic between worksites and the end of a *terminal line*, protection from that direction is not necessary.

### Adjacent lines

If rail traffic can travel on *adjacent* lines, the Possession Protection Officer must arrange for safety measures to be taken to reduce the risk from rail traffic on the adjacent lines.

The Possession Protection Officer may arrange for the speed of rail traffic on adjacent lines to be restricted.

### Multiple worksites

If the LPA includes more than one worksite, each worksite must have a Protection Officer. Protection Officers are responsible to the Possession Protection Officer.

Fixed worksites must be protected by red flags/red lights and three detonators placed at least 500m from the worksite on both sides.

If fixed worksites are less than 500m apart, they must be treated as one worksite.

If fixed worksites are more than 500m but less than 1000m apart:

- three detonators must be placed midway between the worksites, and
- a red flag/red light must be placed next to the middle detonator.



## Piloting

The Possession Protection Officer or a *delegate* must act as the *Pilot*.

## Entering Authority limits

Work trains and track vehicles must be piloted into the LPA from the *controlled signals* protecting the limits.

If there are no controlled signals, work trains and track vehicles must be piloted into the LPA from the entry to the section.

## Within Authority limits

Work train movements must be piloted within the limits of an LPA.

The Possession Protection Officer may require track vehicles to be piloted within the limits of an LPA.

## Departure of work trains and track vehicles

Work trains and track vehicles may depart from the limits of an LPA only on the authority of the Train Controller.

## Liaison

### Train Controller

The Possession Protection Officer must be the only point of contact between *Train Controller* and work parties for matters of worksite protection.

The Possession Protection Officer must:

- tell the Network Operations Manager about work progress, and
- if necessary, seek an extension of time, and
- arrange for the movement of associated work trains and track vehicles.

## Change of Possession Protection Officer

An outgoing Possession Protection Officer must tell an incoming Possession Protection Officer about the worksite protection arrangements.

The incoming Possession Protection Officer must:

- tell the Network Operations Manager and the Train Controller about the changed contact arrangements, and
- record in permanent form, the handover of the Authority, and



- where a form is used, sign the Authority form to acknowledge handover of the Authority.

### Fulfilling the Authority and returning the track to service

An LPA may be:

- *fulfilled* for the entire portion of track defined for the possession, or
- fulfilled progressively for one or more portions of track included in the agreed possession.

The LPA may be fulfilled only when the Possession Protection Officer:

- arranges for work to continue under another work on track authority, or
- tells the Network Operations Manager and Train Controller that:
  - worksites have been cleared, and
  - protection has been removed, and
  - staffs have been returned, and
  - the portion of track included in the Authority has been *certified* as available for use.

The Possession Protection Officer must tell the Network Operations Manager about operating restrictions that have been placed or removed.

### Related OTHR Network Procedures

<b>OTPR 700</b>	Using a Local Possession Authority
<b>OTPR 702</b>	Using a Track Work Authority
<b>OTPR 707</b>	Clipping points
<b>OTPR 709</b>	Using detonators
<b>OTPR 710</b>	Piloting trains and track vehicles
<b>OTPR 712</b>	Protecting work from rail traffic on adjacent lines

### Effective Date

1 January 2019