



AUSTRALIAN RAIL TRACK CORPORATION LTD

# **Third Party Access to ARTC Property**

**Issue 1  
Revision 2**

**Engineering Process Procedure**

**(PP-153)**



## DOCUMENT CONTROL

### 1 Document Status Record

Status	Date	Prepared	Reviewed	Endorsed	Approved
Issue 1 Revision 0	25 Feb 04	Engineering Services	Asset Managers	GM E&I	Executive Committee

### 2 Document Distribution List

Copy No.	Position	Organisation
1	Chief Executive Officer	ARTC
2	General Manager Engineering & Infrastructure	ARTC
3	General Manager Operations and Customer Services	ARTC
4	General Manager Finance and Administration	ARTC
5	General Manager Risk and Safety	ARTC
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## PROCESS PROCEDURE PP-153

### THIRD PARTY ACCESS TO ARTC PROPERTY

#### 1. Purpose

The purpose of this procedure is to ensure all risks and liabilities are mitigated when a third party wishes to enter ARTC property.

#### 2. Scope

The scope of this procedure is limited to a description of the process for legally granting access to ARTC property for third parties for their own purposes

This procedure supersedes FP-18 Third Party Access to ARTC Property.

#### 3. Reference Documents

SA Rail Safety Act 1997

AS4292 Railway Safety Management

#### 4. Responsibility

The ARTC Property Manager is responsible for the control of access to ARTC property:

The ARTC Asset Manager is responsible for providing the Property Manager with any Engineering constraints to the granting of access

#### 5. Granting of Access to Third Parties

Individuals and organisations other than ARTC often have a need to access ARTC property for their own purposes. In all such cases, the third party is required to notify ARTC of the need to access ARTC property. Access is granted and controlled by the ARTC Property Manager.

##### 5.1. Authority & Indemnity Agreement

All third parties must apply to the ARTC Property Manager for access to ARTC Property. The information included in the application must contain details associated with where access is required, the purpose and requested time frame during which the Authority & Indemnity agreement is valid.

The Agreement can be tailored by ARTC according to the unique requirements of the third party. In all cases, the Agreement is raised, registered and administered by the ARTC Property Manager.

Depending on the unique requirements of the third party, ARTC may impose conditions on granting of access. The ARTC Property Manager shall include these conditions in The Agreement.

The third party must sign the Agreement before access to ARTC property is permitted.

The third party must be in possession of the executed Authority & Indemnity agreement whilst on ARTC property.



If the nature of the work will result in the third party being within three metres of the rail line, a qualified Railway Safety Worker must be engaged in advance by the third party – with that cost being met by the third party.

The Authority & Indemnity agreement does not give any permission to the third party to interfere with or make any alterations to ARTC infrastructure.

## 6. Procedure

The process for granting third party access to ARTC property is illustrated in the attached flow chart. The key steps are:

1. A third party notifies ARTC that access to ARTC property is required.
2. Property Management advises the Asset Manager of the requested third party access seeking advice on agreement or not and any conditions which shall be applied.
3. Property Management raises a Authority & Indemnity Agreement, registers the Agreement and forwards the Agreement to the third party. The Authority & Indemnity Agreement shall contain the basic requirement for the third party to advise Operations (Train Control) of the dates and times when the third party will be accessing ARTC property.
4. The third party signs the Agreement and returns it to ARTC.
5. Property Management formally advises the third party that access to ARTC property is granted.
6. Property Management advises Operations and E&I of the agreement.
7. The third party carries the Agreement at all times when on ARTC property.

## 7. Flow Chart

Refer overleaf.

## 8. Attachments

Authority & Indemnity Agreement (titled 'Authority & Indemnity to Enter ARTC Land'), generic version, undated.

