

# Applying to Work Within a Closedown

HPP-01-02

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## **1 Introduction**

### **1.1 Purpose**

The purpose of this document is to outline the procedure for applying to work within an ARTC Hunter Valley Closedown (excluding Central and North West Network).

### **1.2 Scope**

This procedure includes the timelines, submission of a Individual Project Matrix, meeting/briefing requirements and responsibilities of the Job Owner to work within an ARTC Hunter Valley Closedown (excluding Inland Network). The Closedowns are identified in the ARTC Hunter Valley Possession Programme; see Appendix for an example. This procedure excludes applying to work in any other form of track possession.

The people affected by this procedure are the Closedown Manager, Closedown Administrator and Closedown Job Owner(s).

### **1.3 Procedure Owner**

The Closedown Manager is the Procedure Owner and is the initial point of contact for any enquiries relating to this procedure.

### **1.4 Responsibilities**

The Possessions Manager is responsible for the implementation of this procedure.

The Closedown Manager is responsible for managing the process.

### **1.5 Reference Documents**

The following documents support this procedure:

- ARTC Hunter Valley Possession Programme
- Closedown – Work Matrix
- Closedown – Late Bid Request Form HPP0102F-02
- Closedown – Individual project matrix
- Procedure – Reporting requirements for Closedowns HPP-01-05
- Guideline – Track Possession Guidelines HPG-01-01

## 1.6 Definitions

The following terms and acronyms are used within this document:

Term or acronym	Description
AMP	Asset Management Plan
ARTC	Australian Rail Track Corporation Ltd.
CD	Closedown, a planned track closure to carry out a large scope of works
Chainage	A measurement of track length. Measurement in Kilometres recorded to the nearest metre. All measurements start from Sydney with Sydney Central Station recorded as 0.000 km.
HV	Hunter Valley
Individual project matrix	Excel document that is used by ARTC teams to record requests to work within a specified CD
Job Owner	Sole point of contact for CD Manager and person responsible for ensuring this procedure is followed for their particular job
Late bid	Any bid submitted after the prescribed timeline as described in Section 2.2
Late Bid Request Form	Word document to be completed by the Job Owner and submitted to <a href="mailto:hvcdmanager@artc.com.au">hvcdmanager@artc.com.au</a> as described in Section 2.2
LPA	Local Possession Authority
NR	Not Required
PO	Protection Officer
PPO	Possession Protection Officer
Safe Working Coordinator	ARTC personnel responsible for reviewing all safe working arrangements relating to the CD
Significant Projects	Job that has been identified by the CD Manager as a potential risk to on time fulfilment of the LPA. These may include but shall not be limited to maintenance activities such as Rail Grinding, Reconditioning, Rerailing, Turnout renewals, Ballast Cleaning & Major works.
TBA	To be advised
TWA	Track Work Authority
Work Matrix	Excel document that is a compilation of all requests to work within a specified CD, listed in ascending Kilometre order.

## 2 Applying to Work in a Closedown

### 2.1 Introduction

A CD is a planned event where a specific section of track is closed from rail traffic for a defined period of time to enable work affecting the rail corridor to be completed. All work within a CD is pre planned to enable efficient delivery of maintenance and capital project work. This procedure outlines the necessary requirements for applying to work within a CD.

### 2.2 Planning – Key Milestone Dates

The following timelines identify all of the Key Milestones for applications to work within a Hunter Valley CD:

- 6 months Prior to CD – cut-off date for identifying TWA requirements for work ##
- 7 weeks Prior to CD - cut-off date for new Individual Project Matrix completion to work in that CD
- 6 weeks Prior to CD - attendance at the Coordination Meeting
- 3 weeks Prior to CD - finalisation of all information on the Individual Project Matrix
- 2 weeks Prior to CD - attendance at the Finalisation Meeting
- 2-3 days Prior to CD - attendance at the Protection Officers Briefing

These timelines are subject to change at the discretion of the CD Manager.

## Subject to issue date of Annual Maintenance Plan and scheduling

### 2.3 TWA requirements for work within a Closedown

If the planned work has the potential to impact on live running rail traffic on lines adjacent to the CD (outside of the CD boundaries) between Islington and Maitland, and requires TWA of the adjacent line as a form of protection, then the need for a TWA has to be identified to the CD Manager a minimum of 6 months prior to start of the CD for which the TWA is required.

Following this, a TWA protection plan will need to be submitted to the Safe Working Coordinator for review & approval at a minimum of 6 weeks prior to start of the CD for which the TWA is required.

Approved times for implementation of TWA between Islington and Maitland are from 0900/1540 & 1800/0600.

### 2.4 Submission to work within a Closedown (ARTC staff and their contractors)

All requests to work within a CD need to be formally submitted. To submit a request for work within a CD the Job Owner needs to complete an Individual Project Matrix which will be uploaded in to the Closedown Matrix at set intervals per the Key Milestone Dates.

The Individual Project Matrix must have the Job Owner (sole point of contact) name, contact number and email address; completed on the form before it is submitted.

The Individual Project Matrix must have all known information (at the time of submission) entered on the form. Anything that is not applicable/required should be filled out as NR, anything that is not identified or the Job Owner has not confirmed should be entered as TBA.

### 2.4.1 Individual Project Matrix Fields

The Individual Project Matrix has a “Guide” tab that contains all instructions relevant to completing the information required.

## 2.5 Meetings & Briefings

Each CD requires a suite of meetings/briefings to be held to ensure communication between all Job Owners and CD Management personnel. These are: Coordination Meeting, Finalisation Meeting, Protection Officers Briefing and CD Debriefings. These meetings are advertised in a meeting calendar on the ARTC website.

### 2.5.1 Coordination Meeting

The purpose of the Coordination Meeting is to assemble all of the Job Owners and discuss their work planned to be completed in the CD. This Meeting enables discussions between Job Owners that have works adjacent or which may overlap with other worksite. Note that not all of the Individual Project Matrix information needs to be completed for this meeting. The key elements are the scope of work, location, date and time.

The Coordination Meeting is held nominally 6 weeks prior to each CD. All jobs within a CD must be added to the Individual Project Matrix 1 week prior to the nominated Coordination Meeting. Any jobs added after this date will be treated as a Late Bid (detailed in section 2.7).

The Job Owner needs to attend the Coordination Meeting. If the Job Owner cannot attend, a representative can attend on his/her behalf. The representative must be fully briefed and be conversant with all elements of the work that they are representing. Any Job not represented at the Coordination Meeting may be subject to deferment or cancellation following due consideration by the CD Manager.

### 2.5.2 Finalisation Meeting

The purpose of the Finalisation Meeting is to finalise all information related to the CD. Job Owners and or their representatives / project supervisors are to:

- Ensure that information provided on the closedown matrix is correct;
- Ensure they have sufficient understanding of all elements of the CD in order to be able to communicate all necessary information accurately to all personnel on their worksite; and
- Confirm agreement and or worksite safe working arrangements made at the Finalisation Meeting where required

The Finalisation Meeting is held nominally 2 weeks prior to the CD with attendance being mandatory. All fields in the Individual Project Matrix, or additional information requested by the CD Manager, must be finalised and submitted 1 week prior to the Finalisation Meeting. Any jobs that do not have all of their information finalised and submitted by this date may be subject to deferment or cancellation following due consideration by the CD Manager.

The Job Owner and/or the project supervisor and or their nominated representative must attend the Finalisation Meeting. The representative must be fully briefed and understand all elements of the work that they are representing. Any job not represented at the Finalisation Meeting may be subject to deferment or cancellation after due consideration by the CD Manager.

### 2.5.3 Protection Officers Briefing

The purpose of the Protection Officers Briefing is to ensure that all of the Protection Officers nominated to work in the CD are briefed on the safe working arrangements pertinent to the CD.

The Protection Officers Briefings are nominally scheduled between 2-3 working days prior to the CD. Attendance at a Protection Officers Briefing is mandatory by the worksite Protection Officer(s) as well as any Pilot(s) who is piloting trains/machines outside worksite limits. In the event of an unavoidable circumstance preventing the PO from attending a briefing the following applies:

- A reasonable explanation must be provided to explain circumstances preventing PO attendance at a briefing; and
- PO must attend an ad hoc briefing as directed by the CD Manager or PPO. This briefing may not take place until after the CD has commenced. The worksite will not start until the briefing has been completed

### 2.5.4 Closedown Debrief

The purpose of the Closedown Debrief is to identify any major concerns or incidents associated with each CD, so lessons can be learnt and actions initiated to resolve issues and foster continuous improvement in CD management.

The Closedown Debrief is nominally scheduled between 2-5 working days after the CD. The CD Manager shall invite specific project personnel and Job Owners to attend the Closedown Debrief if there are any particular questions or issues associated with the Job Owner's worksite during the previous CD.

## 2.6 Job Owners Responsibilities

It is the Job Owners responsibility to ensure:

- the milestones in section 2.2 are complied with;
- all work to be carried out in relation to the Job is entered into the Individual Project Matrix and that all the information in the Individual Project Matrix is accurate;
- that all personnel nominated on the Individual Project Matrix are competent and qualified to carry out the work as identified in the Individual Project Matrix;
- all personnel onsite have been briefed into the CD and are aware of worksites adjacent to their own and track machine movements in and around their worksite; and
- all relevant personnel are aware of, have reviewed and adhere to, the 'Reporting requirements for work within the ARTC Hunter Valley Closedowns' Procedure.

The Job Owner is the sole point of contact with the CD Manager prior to commencement of the closedown.

## 2.7 Late Individual Project Matrix submissions

Individual Project Matrices received after the key milestone dates nominated in Clause 2.2 for new jobs will be evaluated by the CD Manager for acceptance into the CD.

In addition, the Job Owner associated with an Individual Project Matrix received less than 3 weeks prior to the CD will need to complete the Late Bid Request Form which must be submitted to the CD Manager [hvcdmanager@artc.com.au](mailto:hvcdmanager@artc.com.au) for the CD Manager's review and acceptance.

## Appendix

### Example of ARTC Hunter Valley Possession Programme

