

Applying for Track Possessions Outside of Closedowns

HPP-01-04

Applicability

Hunter Valley

Publication Requirement

Internal / External

Primary Source

HPP-01-04 Version 1.0

Document Status

Version #	Date Reviewed	Prepared by	Reviewed by	Endorsed	Approved
1.0	16 Jun 14	Possessions Logistics Coordinator HV	Stakeholders	Manage Delivery and Maintenance	Hunter Valley Operations Steering Committee 28/07/2014

Amendment Record

Amendment Version #	Date Reviewed	Clause	Description of Amendment
2.0	26 Mar 15		Updated in line with Brand guidelines
3.0	14 Aug 17	2.3	Time frames updated for Central and North West Network Additional clause 2.6 added

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Table of Contents

Table of Contents	2
1 Introduction.....	3
1.1 Purpose	3
1.2 Scope	3
1.3 Procedure Owner	3
1.4 Responsibilities	3
1.5 Reference Documents	3
1.6 Definitions.....	3
2 Using the Possession Application form to apply for a track possession outside a Closedown...4	
2.1 Introduction.....	4
2.2 When to use a Possession Application.....	4
2.3 Time frames for applying for track possessions.....	4
2.3.1 <i>Hunter Valley Possessions</i>	4
2.3.2 <i>Central and North West Possessions</i>	5
2.4 Amendment or Cancellation of a planned track possession.....	5
2.5 How to fill out a Possession Application	5
2.6 Track Possession alignment	

1 Introduction

1.1 Purpose

The purpose of this procedure is to provide a clear instruction on applying for track possessions (outside of Closedowns) in the Hunter Valley and Central and North West corridors.

1.2 Scope

This procedure covers the documentation and time frames required to apply for a track possession outside a Closedown by both internal and external parties.

1.3 Procedure Owner

The Possessions Manager is the Procedure Owner and is the initial point of contact for all queries relating to this procedure.

1.4 Responsibilities

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

The Possession Logistics Coordinator is responsible for managing the process.

1.5 Reference Documents

The following documents support this procedure:

- Possession Application Form HPP0104F-01
- Applying for a Work Train Procedure HPP-01-01

1.6 Definitions

The following terms and acronyms are used within this document:

Term or acronym	Description
AMP	Aligned Maintenance Possession
ARTC	Australian Rail Track Corporation Ltd.
Emergency Possessions	Possessions requested with less than 24 hours notice
HVCCC	Hunter Valley Coal Chain Coordinator
PLC	Possessions Logistics Coordinator Hunter Valley

Using the Possession Application form to apply for a track possession outside a Closedown

2 Using the Possession Application form to apply for a track possession outside a Closedown

2.1 Introduction

The Hunter Valley Possessions Manager publishes a yearly Track Possession Programme that identifies planned track possessions.

As well as Closedowns the Track Possessions Programme also nominates Aligned Maintenance Possessions (AMP). This Procedure outlines the requirements to apply for an AMP & any other unscheduled/unplanned events (excluding emergency possessions) that would necessitate a Track Possession.

Track possessions are required to complete both planned and unplanned work in the rail corridor. These possessions are granted after a coordination process between ARTC and the HVCCC. In order to undertake this coordination, specific information must be provided regarding the location and nature of the work and the safe working requirements. To ensure this information is communicated correctly, a possession application must be filled out and sent to the PLC.

2.2 When to use a Possession Application

Possession applications should be used to apply for:

- Planned and unplanned works
- Short and advance notice works
- Internal and external requests
- Amend an existing request.

The Possessions Logistics Coordinator will include a blank copy of the possession application when sending emails asking Project Owners to nominate what work they need to do in an Aligned Maintenance Possession and will request that it is used to apply to do work.

A possession application will be requested during the organisation of work trains (ballast, rail or sleepers) to clarify the unloading locations. See Applying for a Work Train Procedure.

When using a possession application to request track access to do work outside a planned track possession, the Project Owner must provide supporting information to explain why the work needs to be done outside a planned track possession or Closedown.

2.3 Time frames for applying for track possessions

2.3.1 Hunter Valley Possessions

Possession applications for work outside planned track possessions or Closedowns should be submitted a **minimum of 6 weeks** prior to the work commencing. Any applications submitted after this date will be treated as short notice and will be subject to a stricter approval process.

Possession applications for work trains (ballast, long welded rail and sleepers) must be submitted a **minimum of 8 weeks** prior to the required loading date for the train. This is to allow confirmation of wagon resources, quoting for hook and pull requirements and the usual possession approval process.

Possession applications for short notice or urgent works must be submitted as soon as possible after the requirement is identified.

All possession applications must be sent to hvpossessions@artc.com.au

Using the Possession Application form to apply for a track possession outside a Closedown

2.3.2 Central and North West Possessions

Possession applications for work preventing ad hoc trains from running must be submitted a **minimum of 6 weeks** prior to the work commencing. Any applications submitted after this date will be approved but will be required to provide windows for ad hoc trains. Operators will submit requests to the PLC to run ad hoc trains a **minimum of 3 business days'** prior to the train running through the possession.

Possession applications for work preventing mandatory trains from running must be submitted a **minimum of 12 weeks** prior to the work commencing.

Possession applications for work trains (ballast, long welded rail and sleepers) must be submitted a **minimum of 8 weeks** prior to the required loading date for the train. This is to allow confirmation of wagon resources, quoting for hook and pull requirements and the usual possession approval process.

Possession applications for short notice or urgent works must be submitted as soon as possible after the requirement is identified.

All possession applications must be sent to hypossessions@artc.com.au

2.4 Amendment or Cancellation of a planned track possession

Notification of an amendment to an existing possession must be provided by emailing the original possession application with the changes shown as **blue text** and a clear explanation of the reason for the amendment. If the amendment requirement is identified less than 3 days prior to the possession, it is not guaranteed that the change will be able to be made.

If the amendment affects a works train, notification must be received a minimum of 7 days prior to the date of delivery.

Emails are to be sent to hypossessions@artc.com.au.

Cancellations identified more than 24 hours prior to the possession must be advised immediately by phone to the PLC who organised the possession. Cancellations identified less than 24 hours prior to the possession must be advised immediately by phone to the Network Controller responsible for that area. The PLC should then be notified during business hours.

2.5 How to fill out a Possession Application

Application Date - The date the application is sent to the PLC

Project Manager – The person who the PLC will contact to discuss any issues with the application. All contact detail fields should be completed.

Department/Alliance – The department, Alliance or Company that the Project Manager works for

Section – The location names and clearance points at both City and Country ends of the work site

Track/s – The description of the track required e.g. Up Main, Down Coal, Single Main, Loop etc.

Date Required – The Date, or range of dates, that have been nominated to do the work in. If it is possible to do the work non-consecutively or on consecutive days in a larger date range, this needs to be indicated. Some examples are:

- Monday 6th – Friday 24th May - any 3 consecutive days
- Tuesday 7th May

Using the Possession Application form to apply for a track possession outside a Closedown

- Monday 6th and Tuesday 7th May

Length of Time required – A realistic indication of the amount of time required to do the work each day.

Adjacent Line Protection – Indicate whether adjacent line protection is required and, if it is, what method of safe working will be used to implement it. If adjacent line protection is not required, this must also be noted.

Description of Work – A simple description of the scope and location of the work.

Additional information – Information that will support your request and allow the best chance of the work being accepted. This should include, but not be limited to:

- The reason for the work not being able to be done in a planned possession or Closedown
- What time frame each day the work can be completed in e.g. 0600-1800
- Whether the work must be done continuously or if it can be broken up in to blocks of times. E.g. 5 hours required, can be done in 2.5 hours blocks

Person in Charge of Work – The site contact during the work. This can be a Protection Officer, Site Supervisor etc. but should be the person who can be contacted by Network Control or the PLC to discuss any issues with the track possession on the day. Their mobile phone number must be provided. Their email address should be provided in order for them to receive a copy of the approved possession document but this can be distributed to them by the Project Owner if required.

2.6 Track Possession alignment

The relevant Possessions Logistics Coordinator is to review each application for alignment, where possible, with other known possessions to simply protection arrangements and coordination of works.