



TRACK POSSESSION MANUAL VERSION 1.2

Author: Brett Callingham
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1. INTRODUCTION

1.1. PURPOSE

The purpose of this manual is to describe the procedures used by John Holland Rail (JHR) Country Regional Network (CRN) to manage track access requests.

This manual does not include the requirements for the management of environmental, legal and other obligations in the planning and delivery of construction works at worksites. CRN requirements for the management of environmental, legal and other obligations are documented in the CRN Integrated Management System.

1.2. OVERVIEW

This manual identifies the types of track possessions that are available and the processes & procedures that must be adhered to prior to receiving a possession approval.

The CRN approach to Routine Maintenance (RM), Major Periodic Maintenance (MPM), Capital and External Party Works is to deliver all maintenance work wherever possible via planned Track Possessions.

The possession program aims to provide the following benefits;

- Minimise interruptions to train services,
- Maximise possession time,
- provide suitable notice to Rail Operators and other stakeholders of possessions,
- Improve maintenance planning and production,
- Recurrence of possession timetables (CTN's) prepared for each possession during the life of a standard working timetable,
- Maximise coordination of CRN possessions with closedowns on adjacent networks,
- Coordination of CRN possessions with maintenance closedowns at loading points, and
- Provide a process for rail operators to contest proposed possessions.

1.3. SCOPE

A possession provides safe access for work performed on, over or in close proximity to the danger zone.

This document:

- Details the types of possessions available.
- Provides advice on the process necessary to gain an approval for a possession to access the CRN network for maintenance and/or construction activities.
- Describes how to meet the CRN's obligations to Operators in respect to advice and consultation and is within the scope of the CRN Operations Protocol.

This document does not alter any of the requirements and/or responsibilities associated with a network possession as detailed in:

- CRN Network Rules and Procedures
- CRN Safe Notices
- CRN Network Local Appendices

Any person seeking a possession must follow the relevant process in this manual and the above Safe Working documents.

1.4. PROCEDURE OWNER

The CRN Service Delivery Manager (SDM) is the document owner and is the initial point of contact for all queries relating to this document.

1.5. RESPONSIBILITIES

Infrastructure Managers or their delegate are responsible for raising possession requests commensurate with the type of work required to be performed.

The Team Leader Planning is responsible for the allocation of possessions and associated Country Train Notices for work on the CRN along with the planning process that aims to minimise effect on Rail Operators.

1.6. REFERENCE DOCUMENTS

The following documents and procedures support this document:

- Safety Management System (SMS)
- JHR CRN Network Rules & Procedures
- Interface Agreements
- Operational Impact Assessment (Possession Bid) [See Appendix A]
- The Rail Operator's Access Agreement and the Operations Protocol
- JHR CRN Possession Programme

1.7. DEFINITIONS

The following terms and acronyms are used within this document:

Term or acronym	Description
Adjacent Live Line	Track on which trains are running next to closed track
ATP	As Traffic Permits
CRN	Country Regional Network
CTN	Country Train Notice
Danger Zone	Everywhere within 3m horizontally from the nearest rail, and any distance above or below this 3m, unless a safe place exists or has been created.
JHR	John Holland Rail
LPA	Local Possession Authority
MPM	Major Periodical Maintenance
NCO	Network Control Officer
NP	Network Programmer
SDM	Service Delivery Manager
SMS	Safety Management System
SN	Safe Notice
STP	Short Term Possession
SWTT	Standard Working Timetable
TfNSW	Transport for New South Wales
TLP	Team Leader Planning (Network Operations)
TOA	Track Occupancy Authority
TWA	Track Work Authority
TSR	Temporary Speed Restriction

2. JHR CRN POSSESSION PROGRAMME OVERVIEW

The JHR CRN Possession Program is developed by the Team Leader Planning (TLP).

Possession programmes are developed with respect to scope identified in the JHR Annual Works Program (AWP), Routine Maintenance Requests & third party work requirements.

Consideration is given to the following with respect to development:

- Minimising effect to operations
- Annual Works Plan
- Alignment with Sydney Trains Possessions
- Alignment with ARTC Possessions
- Special Events
- Third Party works
- Resource availability
- Ultrasonic Testing Program
- Work train delivery
- Rail grinding program
- Routine Maintenance works

2.1. POSSESSION TYPES AND LEAD TIMES

A range of possession types have been developed, each designed to:

- Maximize the lead time necessary for notifying rail operators commensurate to the impact to their business, and
- Provide for the preparation and publication of the Country Train Notice (CTN).

The type of possession required is driven by the form and extent of the works to be performed and hence the nature of the access required.

The overall impact can be minimized by aligning with Sydney Trains and or ARTC possessions. Typically, the greater the impact to any train paths, particularly passenger train paths, the longer the required planning and notification lead-time.

2.2. TABLE 1 – MAJOR POSSESSION

Table 1 details the lead times CRN Infrastructure must advise the TLP of any Passenger, SWTT Freight and Grain Line possession/s. The table also details the agreed lead times that the TLP will advise the rail operators of track possessions. These lead times also include works that require train services that may be operated under block working conditions.

Possession Type	Minimum Notice Period	Passenger	SWTT Freight	Grain Branch Lines
Major	Minimum lead time Infrastructure is required to advise the TLP.	28 weeks	16 weeks	6 weeks
	Minimum lead time notice required to advise RTO's	26 weeks	14 weeks	4 weeks

The 26 weeks lead-time for possessions that affect passenger services reflects the fact that:

- A rewrite of the Standard Working Timetable may be required; and
- Cancellation or alteration of NSW TrainLink, Great Southern Railway and Heritage passenger train services may affect the passenger-booking horizon of 6-Months

Recognised Passenger Lines are as follows;

- Bowenfels to Orange
- Orange to Dubbo
- Orange to Parkes ARTC Interfaces
- Joppa Junction to Canberra
- Junee to Griffith
- Werris Creek to Armidale

Recognised SWTT Freight Lines are as follows;

- All passenger lines
- Wallerawang to Airly Loop Junction
- Narromine to Nevertire
- Nevertire to Cobar
- Narrabri Junction to Wee Waa

Recognised Grain Branch lines are as follows;

- Camurra West to Weemeloh
- Wee Waa to Walgett
- Burren Jct to Merrywinebone
- Bogan Gate North to Tottenham
- Stockinbingal to Griffith
- Temora to Lake Cargelligo
- Ungarie to Naradhan
- Griffith to Hillston
- The Rock to Boree Creek
- Troy Jct to Coonamble
- Nevertire to Warren

2.3. TABLE 2 – ALL OTHER POSSESSION TYPES

Table 2 details the types of possessions (other than Major possessions), their agreed lead times for Country Train Notice production and their typical application. These lead times also include works to accommodate train services operated under block working conditions.

Possession Type	Minimum Notice period to Network Operations	Minimum Notice period to RTO's	Application
Engineering Rolling Stock Movements	6 weeks	4 weeks	Requests for the planned movement of Maintenance trains, SPENO cars, track machines etc. is required to be submitted to Train Planning section at least 4 weeks out from day of operation. Any requests under this lead-time will be considered on a case by case basis.
Daily – Total Possessions	6 weeks	4 weeks	A Daily Total Possession is a request for a possession that is required for a single day or multiple single days and has no effect on SWTT or Heritage operated trains and the possession can be approved for the requested block start and end times daily. Any requests under this lead-time will be considered on a case by case basis and will be considered a Short Notice Possession.
Daily – Windows Possessions	6 weeks	4 weeks	A Daily Windows Possession is a possession that is required for a single day or multiple days and has no impact on SWTT or Heritage operated trains and the possession can only be approved for times between train movements within the requested start and end times on a daily basis in multiple blocks. Any requests under this lead time will be considered on a case by case basis and will be considered a Short Notice Possession.
Short Notice Possession	As soon as possible	1 day to 6 weeks. Approved on a case by case basis by Manager Network Operations or delegate.	A possession required to address any infrastructure issue/s considered to have the potential to deteriorate below infrastructure standards within the normally agreed target timeframes for CTN development.
Emergency Possession	Not applicable	Not applicable- direct liaison between field personnel and Train Control	A Possession required to address a situation considered to have a potential to close a section of track or addressing a situation considered to have the potential to escalate to a serious safety or OH&S issue both of which are required to be taken immediately.

2.4. MAJOR CLOSEDOWNS

The CRN Closedowns are identified in the Yearly Track Possession Program. These Closedowns come in three distinct categories.

Note: Closedowns on other portions of the network may be arranged through the Team Leader Planning as required.

2.4.1. NORTHERN BRANCH

Major Closedowns are generally undertaken midweek & encompass the area from Werris Creek to Armidale. The duration of these Closedowns is determined by the requirements of Major Periodical Maintenance (MPM) Works but are generally around 60 hours in duration. These Closedowns usually commence at 0600 hours on a Tuesday but may be altered to suit specific requirements. These possessions are normally aligned with ARTC Hunter Valley Closedowns

These Closedowns may be expanded to other corridors where a shared effect to Rolling Stock Operators is identified.

2.4.2. MAIN WEST LINE CLOSEDOWNS

Main West Closedowns cover the Main Lines from Lithgow to Dubbo, Manildra and Airly.

These Closedowns are normally aligned with Sydney Trains Configuration 7 Possessions and are held on a weekend. Generally, these Closedowns commence at 0700 Saturday to 1900 Sunday but may be altered to suit specific requirements.

2.4.3. CANBERRA OR GRIFFITH LINE CLOSEDOWNS

Canberra / Griffith line closedowns cover the lines from Joppa Junction Interface to Canberra and can, if required, include from Junee Interface to Griffith. Generally, these Closedowns commence at 0700 Saturday to 1900 Sunday but may be altered to suit specific requirements.

These Closedowns are normally aligned with Sydney Trains Configuration 14 and/or ARTC Main South Closedown Possessions and are held on a weekend.

3. OBTAINING A POSSESSION

The CRN Team Leader Planning publishes the JHR CRN Possession Program that identifies planned track possessions.

This section provides the sequence of actions and decision points, from possession concept through to production and the issue of a Country Train Notice (CTN) and associated documents to enable a possession to proceed.

3.1. POSSESSION PROGRAM PROCESS

The Team Leader Planning in consultation with Infrastructure Management develops the Possessions Program before the financial year to which it applies, in consideration of:

- Rescheduling requirements of passenger and other services
- The Strategic Asset Management Plan (SAMP)
- The Annual Works Plan (AWP)
- Equity of track access for both train service Operators and Engineering Operators
- Operator Access Agreements and Operations Protocol
- Known special events
- Resource availability
- Long lead time materials
- Procurement tenders
- Any other known requirements

The Flowchart in Figure 1 highlights the process adopted.

Figure 1 - Application Flowchart

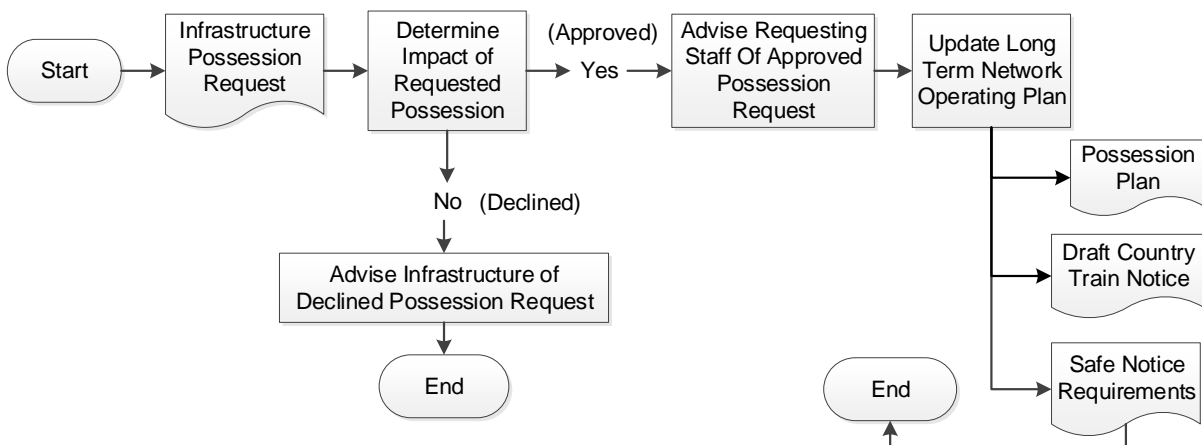
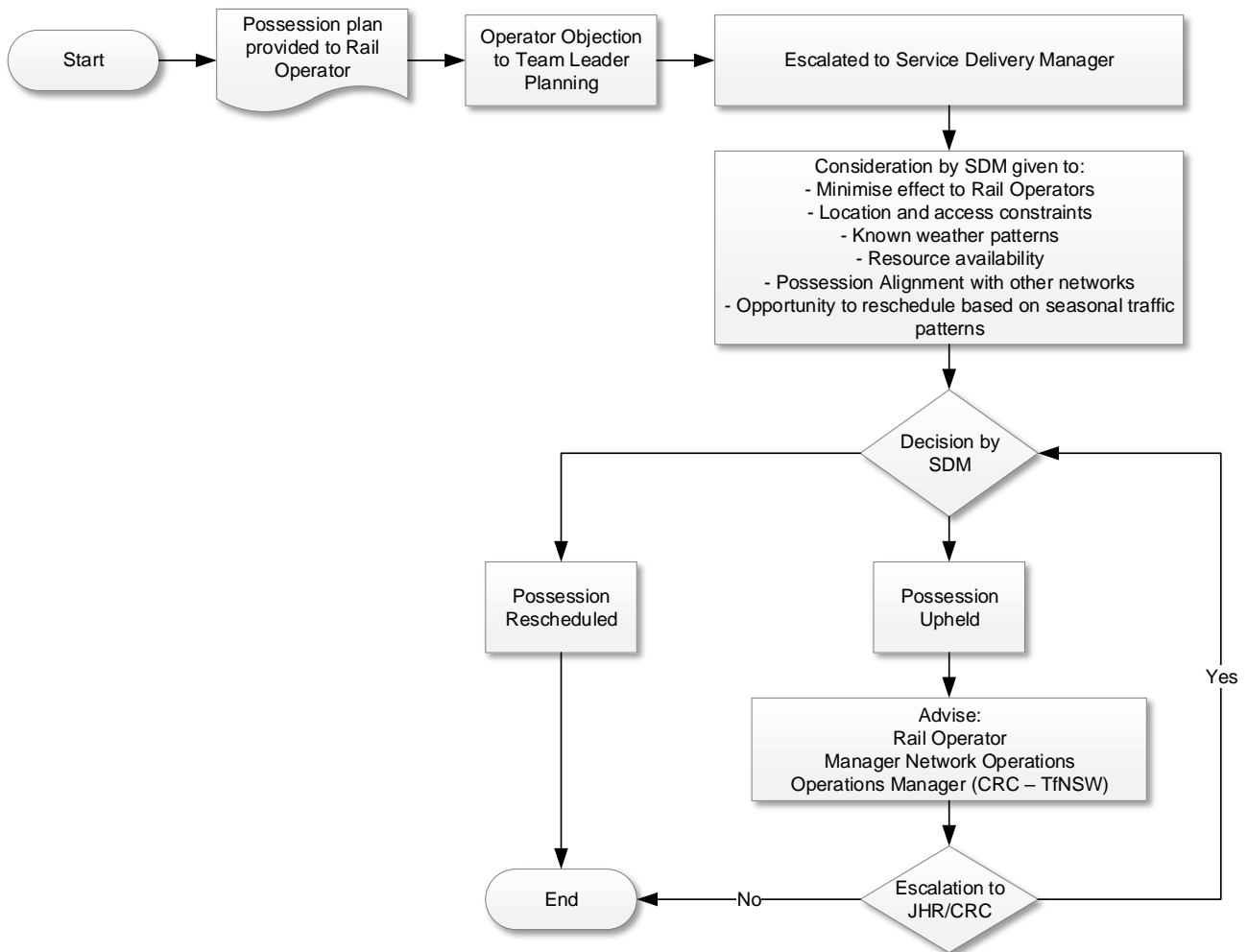


Figure 2 – Rail Operator Objection Flowchart



3.2. CHOOSING THE APPROPRIATE POSSESSION

The Team Leader Planning assists with determining if and what type of possessions best suits the task considering the following factors;

- Effect on Rail Operators;
- the location and any access constraints;
- the scope of the works;
- the preferred time to carry out the work;
- the duration required;
- whether the work can be carried out outside the danger zone (if so possession is not required);
- Resource availability, including Work Train / Track Machine involvement;
- A safe environment for all workers;
- The need for sidings to be cleared of vehicles;

To decide whether a possession is required, the proposed project's needs must be detailed. These needs include:

3.2.1. PROPOSED INFRASTRUCTURE ALTERATIONS

It is important to detail the changes, if any, proposed for a location to accurately and efficiently prepare altered Safeworking documentation, such as SAFE Notices or Country Network Local Appendices.

3.2.2. LOCATION OF WORKS

The possession and worksites in the possession area must be protected in accordance with the Network Rules & Procedures. SAFE Notices may be arranged if necessary to allow for altered protection arrangements.

3.2.3. OPERATOR IMPACT

CRN has put in place a process (Fig.1.) to limit the impact of possessions on passenger journeys and Rail Operators. This may be achieved by prohibiting possessions on certain lines when a possession is on another line. Persons or organisations seeking a possession on a particular date can check the possession program themselves to assess whether the location and date is in conflict before applying.

3.2.4. PREFERRED WORK DATES

It is important to determine if the work can be done within an existing possession. Otherwise, it is necessary to determine the preferred dates for the work or select a possible range of dates

Although it will be necessary to request a specific date for the possession, providing a range of suitable dates increases the likelihood of finding a time range that does not clash with an existing possession, including those on other networks.

3.2.5. DURATION

To determine the period of time it will take to do the work, including sufficient time to:

- Mobilize the workforce and plant on site
- Bring in materials if not done so before hand
- Prepare the site
- Complete all the works
- Clean up and restore infrastructure
- Hand back safe infrastructure
- Allow for a contingency period.

Failure to allow enough time for a possession increases the risk of overruns which may impact on scheduled services. Allowing too much time reduces the availability of long possessions and may delay the completion of safety critical works. Each Possession will be reviewed by the Service Delivery Team completion as part of a continuous improvement process.

3.2.6. LIVE LINE CONSTRAINTS

Live line constraints are constraints, such as speed restrictions adjacent to worksites, which may affect a train service operating on a line adjacent to the closed line.

Parties requesting possessions must provide live line constraints to the TLP, who enters the live line constraints into the Possession Program document.

This includes any Temporary Speed Restrictions placed, prior to, during and after work being completed.

The lead times required to submit live line constraints are identical to the type of track possession to which they apply.

3.2.7. WORK TRAIN / TRACK MACHINE INVOLVEMENT

It is critical to identify to the TLP at an early stage the requirements for the use of work trains or track vehicles to meet lead times for pathing across other networks, and to ensure that sidings can be cleared as necessary for operational efficiency.

4. APPLYING TO WORK WITHIN A CLOSEDOWN

This manual covers the meeting/briefing requirements, timeline, responsibilities and application process for work within JHR CRN Closedowns – See Table 3. The JHR CRN Closedowns are identified in the JHR CRN Possession Program. This procedure excludes any other form of possession (e.g. TOA, STP etc.) other than a JHR CRN Closedown.

4.1. TABLE 3 - APPLICATION TIMETABLE

>12 Months	12-6 Months	8 Weeks	4 - 6 Weeks	2 - 4 Days
<ul style="list-style-type: none"> Coordinate Possession Dates with Stakeholders 	<ul style="list-style-type: none"> Major Projects identified 	<ul style="list-style-type: none"> Bids Close 	<ul style="list-style-type: none"> Outstanding Actions Completed 	<ul style="list-style-type: none"> PO Briefing
<ul style="list-style-type: none"> Sydney Trains 	<ul style="list-style-type: none"> Confirm Possession Length 	<ul style="list-style-type: none"> Possession Times Finalised 	<ul style="list-style-type: none"> Approval "Go/No go" Possession Bids 	
<ul style="list-style-type: none"> ARTC 	<ul style="list-style-type: none"> Ensure No Conflicts 	<ul style="list-style-type: none"> Pre-possession Meeting 	<ul style="list-style-type: none"> Final CTN Published 	
		<ul style="list-style-type: none"> Draft CTN 		

Late requests are to be accompanied by a sound business case as to why the work is required. Requests made outside of these timeframes will be subject to a stringent review process. Approval will only be granted if refusal would adversely influence project delivery and/or where track access permit including the effect on requests already approved.

5. PUBLICATION OF TRACK POSSESSION DOCUMENTATION

5.1. PUBLICATION OF THE POSSESSION PROGRAM

The JHR SDM is accountable to produce the JHR CRN Possession Programme that identifies all known Track Possession requirements that would impact on the CRN.

The JHR CRN Possession Program is produced to fulfil JHR obligations to the construction and maintenance of the CRN on behalf of Transport for New South Wales (TfNSW) and advise Operators on the Network of potential disruptions to service.

The purpose of the JHR CRN Possession Program is to provide a framework that enables JHR CRN to plan, schedule & deliver maintenance, Capital & Third Party works whilst limiting the impact to Network Operations. The current strategy involves delivering the bulk of the works in Closedowns, supplemented by Maintenance Possessions to deliver scope that cannot be scheduled in Closedowns.

The JHR CRN Possession Program is updated & distributed to JHR CRN staff, operators and others regularly to meet the need for any changes to delivery or timing. This document is published on or approximately on the 20th of each month via email and uTLPaded to the www.jhrcrn.com.au website.

Depending on the type of Track Possession requested there are different documents produced by the relevant divisions requiring access to the track. These documents are time sensitive and must be submitted in the following timeframes.

For Closedowns, an LPA will be the method of track possession and a Country Train Notice (CTN) will be produced. Publication of a CTN must be at least 7 days in advance of the track possession.

CTN documentation is generally published between 7 to 42 days in advance of the track possession.

5.2. RAIL OPERATOR CONSULTATION

The CRN SDM or delegate consults with all Rail Operators/Stakeholders and obtains feedback about the impact of the proposed possessions on their operations. The CRN SDM or delegate then liaises with the TLP and the nominated Infrastructure Officer to negotiate changes that will achieve mutually beneficial outcomes.

The goals of the CRN SDM are to:

- Ensure that the provisions of the Access Agreements and Operations Protocol are adhered to,
- Minimize the impact on Rail Operator services and Stakeholders, and
- Maximise the track availability and time to complete Infrastructure works.

5.3. AUSTRALIAN RAIL TRACK CORPORATION AND SYDNEY TRAINS

The TLP liaises with the Australian Rail Track Corporation and Sydney Trains monthly to enable the coordination of all groups' track possession programs. The purpose of this liaison is to limit the overall impact of possessions on Rail Operators.

5.4. EMERGENCY TRACK POSSESSIONS

Emergency Track Possession works (required within 24 hours), due to their nature are not covered in this document.

Requests for Emergency Possessions must be made directly with the Mayfield Network Control Officer (NCO) or the Team Leader Network Control.

Network Control Board	BAU Call	Priority Call	Emergency	Back-up Number	Public Free Call
North West	02 4028 9501	02 4028 9521	02 4028 9541	02 4028 9671	1800 643 373
South West	02 4028 9502	02 4028 9522	02 4028 9542	02 4028 9672	1800 021 914
West	02 4028 9504	02 4028 9524	02 4028 9544	02 4028 9674	1800 427 198

6. TRACK POSSESSION ALTERATIONS

6.1. CHANGING AN APPROVED TRACK POSSESSION (EXCLUDING CLOSEDOWNS)

A change to an approved Track Possession needs to be submitted to the TLP. Each request to change an approved Track Possession will be on a case by case basis with due consideration given to Financial & Operational impacts to both the CRN & the requestor. The final approval will be made by the SDM.

Requests to change Track Possessions will need to be supported with written, sound reasoning behind the request and will be approved/declined by the SDM/Network Operations Manager.

6.2. CANCELLING AN APPROVED TRACK POSSESSION (EXCLUDING CLOSEDOWNS)

A request to cancel an approved Track Possession needs to be submitted to the TLP. JHR CRN require at least 3 working days' notice to cancel an approved Track Possession to allow sufficient time for Train Planning to Program trains previously unable to run.

6.3. CHANGING APPROVED CLOSEDOWNS

Requests for changes to scheduled Closedowns need to be submitted to the TLP no less than 4 weeks before the Closedown is due to commence.

Requests are to be accompanied by a sound business case as to why the change is required. Changes outside of these timeframes will be subject to a stringent review process. Approval for change will only be granted if refusal would adversely influence project delivery.

7. ADDITIONAL INFORMATION

7.1. WORK TRAINS

Work Trains operate within both Planned Possessions and Closedowns to unload & load rail as well as deliver Ballast or Sleepers within the CRN Network to meet the needs of individual projects.

Generally, all work train path requests will be sent to the TLP, except for requested paths to run within 14 days or amendments to existing paths within 14 days.

In this case, path requests or amendments are sent to the Network Programmer. Any paths that include movements through Sydney Trains or ARTC territory must be applied for at least 28 days in advance.

JHR CRN engages the services of suitable operators for “hook and pull” services to operate Work Trains. When the Work Train requirements and scope are established, the TLP will create a Train and Possession Plan for the Project Manager.

These requests once approved will be published in the form of CTNs.

7.2. ULTRASONIC TESTING

Ultrasonic Rail Testing (via an on-track recording car) is carried out in the CRN in designated “Runs”. These runs are on a schedule based on the Technical Maintenance Plan & vary in frequency depending on the tonnage conveyed over the lines.

The Ultrasonic Testing runs are included in the Calendar Year Possession Program and are advertised on a CTN by the TLP.

7.3. INTERFACES WITH OTHER ENTITIES

JHR CRN has many Interfaces with various companies. To satisfy regulatory requirements, Safety Interface Agreements are produced.

With respect to the CRN Closedowns, JHR CRN predominately has Safety Interface Agreements at any point where a balloon loop or siding connects with the main line. This is also the case where JHR CRN adjoin areas controlled by another authority or company e.g. Sydney Trains and ARTC.

The Safety Interface Agreements are to be referenced whenever a track possession may affect the Interface Boundary.