

## ACCESSING THE ADELAIDE METROPOLITAN PASSENGER RAIL NETWORK

### 1. Purpose

This document outlines the process for facilitating safe, efficient and productive access to the Adelaide Metropolitan Passenger Rail Network (AMPRN).

### 2. Scope

It applies to anyone wanting to access the AMPRN including accessing any signaling and communications infrastructure equipment that may affect the AMPRN. (I.e. working on cabling in or near the Operations Control Centre)

It does not apply to workers within the following DPTI sections:

- Rail Operations
- Rail Infrastructure Maintenance
- Rail Engineering and Rolling stock

It does not apply to emergency service access. Emergency services access is to be in accordance with [PR-SR-IC-531 Emergency Services Incident Management](#).

### 3. Roles and responsibilities

#### 3.1. Applicant

Is responsible for:

- Arranging any required network access, in accordance with the processes outlined below, prior to work being undertaken
- Providing sufficient detail about the work for a comprehensive assessment to be conducted.
- Providing accurate information on the Network Access Application. The applicant will be responsible for any restrictions to access due to inaccurate information provided.
- Ensuring all rolling stock is certified for use on the network
- Providing evidence of certification for rolling stock
- Providing ground penetration details and drawings (refer to [TC1-DOC-000954](#)).
- Providing suitable safety management plan and work health and safety management plan where applicable.
- Determining and obtaining the [appropriate rail safety induction](#) required for the proposed works (i.e. RIW Card or Online Rail Commissioner Safety Induction).  
**NOTE:** If advised during the review process that RIW cards are required, approval may be delayed until RIW cards with necessary competencies are obtained.

#### 3.2. DPTI Network Access Coordinators

Are responsible for:

- Reviewing and processing all network access applications
- Approving or declining network access applications.
- Ensuring allocated contract Protection Officers have valid required competencies.
- Ensuring allocated contract Protection Officers are have valid Safety Critical Worker Health Assessment Category 1.
- Ensuring appropriate rail safety induction is nominated for the proposed works (i.e. RIW Card or Online Rail Commissioner Safety Induction)

#### 3.3. Protection Officers

Are responsible for:

- Submitting the Intent to Work on Track Advice

- Managing the rail safety component of protection of the location of the work including:
  - Performing a pre work safety assessment
  - Ensuring all personnel entering the corridor have the appropriate rail safety induction as per the approved Network Access Application
  - Briefing workers about safe working and protection arrangements for the location of the work
  - Keeping records about the safe working and protection arrangements
- Reporting issues, incidents and safe working breaches.

**3.4. DPTI Operations Controllers**

Are responsible for:

- Facilitating approved network access.
- Recording issues and incidents into Transit Performance System (TPS)

**4. Types of Access**

There are two types of network access

<b>Network Access requiring a network access application</b>	<p>Network access to conduct work such as routine or preventative maintenance that is pre planned to occur at some time in the future. : Examples as follows:</p> <ul style="list-style-type: none"> <li>• Work that requires access into the rail corridor.</li> <li>• Work on signalling and communications infrastructure equipment that will or has the potential to impact on the operating railway.</li> <li>• Work in or on any building that is associated with the operating railway.</li> <li>• Work requiring the electrical overhead wire supply to be removed as a safety precaution i.e.: to clean station platform areas using a water hose or to perform maintenance that may come within three (3) metres of the electrical overhead wire.</li> <li>• Work involving the operation of a road/rail vehicle or work train.</li> <li>• Work involving equipment that has the potential to come within three (3) metres of the running line or electrical overhead wire. i.e., ladders, fork lifts, scissor lifts or self-propelled equipment.</li> <li>• Night work requiring artificial lighting</li> </ul>
<b>Network Access not requiring a network access application</b>	<p>There is some pre-approved, contracted or permitted work activities that occur within the public accessible areas of the network, behind the white line on station platforms and in maze ways that does not require a network access application. For example: accessing commercial equipment or conducting minor maintenance work on station platforms.</p> <p>This type of access must be done under the following conditions:</p> <ul style="list-style-type: none"> <li>• It must be pre-approved through DPTI contract management or strategic sourcing.</li> <li>• All workers must remain within the boundaries of the public defined area at all times.</li> <li>• Access and egress must be restricted to the public defined paths, pedestrian crossings, or maze ways</li> <li>• At no time should any of the activities, restrict access or cause a member of the public to extend beyond the public defined area</li> <li>• Activities must be conducted with diligence and due care to DPTI employees and the general public</li> <li>• Equipment must only comprise of hand tools or items that can be moved by one person without power assistance</li> <li>• Work undertaken must not result in any action or use any equipment that may obstruct or interfere with the passage of rail movements</li> </ul>

	<ul style="list-style-type: none"> <li>• Safety signage must be erected if there is a possible hazard to members of the public</li> <li>• Delivery or maintenance vehicle/s must not obstruct any access or egress areas</li> </ul>
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**Note:** Accessing the rail corridor or interfering with rail assets including gates and fences without permission or an approved network access application is classed as trespassing or vandalism and is an offence under the *Passenger Transport Act 1994*.

## 5. Network Access Application’s Submission Times

The following submission times must be adhered to for all network access applications:

TYPE OF WORK	REQUIRED ACCESS APPLICATION SUBMISSION TIME	APPROVAL LEVEL REQUIRED
Closure of a line(s) requiring the cancellation of revenue services on a business day.	Typically 6 months (26 weeks)	Minister for Transport and Infrastructure
Closure of a line requiring the cancellation of revenue services on a weekend or public holiday.	3 months (13 weeks)	Minister for Transport and Infrastructure
An extended ALBF requiring the cancellation of the first and/or last service(s).	14 days	Deputy Rail Commissioner
An extended ALBF requiring the cancellation of Fall Ins/Fall Outs.	14 days	Unit Manager Train Operations
Work requiring amendment of Platform Occupation Diagrams.	14 days	Unit Manager Train Operations
Work requiring revenue services to operate around the worksite either by bi-directional working or using alternative track.	8 weeks	Unit Manager Train Operations
All other works.	14 days	Team Leader Network Access
<b>*Major events will be taken into consideration when reviewing all network access applications*</b>		

### 5.1. Exceptions to Submission Times

The above requirements must be complied with at all times unless otherwise authorised by the Deputy Rail Commissioner.

## 6. Applying for network access

- Network access applicants must ensure that work is reasonably and properly planned.
- In accordance with the required submission time requirements (see Section 5), applicants must submit either:
  - An online network access application; or
  - Upon consultation with Network Access, submit a manual network access application form ([FO-RC-NA-288 AMPRN Access Application](#))
- All applications are subject to a formal review process to ensure they comply with all technical requirements and safety protocols. The review process may take between one to four weeks from the date a complete and compliant application is submitted, however this may take longer depending on the complexity of the application and quality of information provided.
- If an applicant wishes to discuss the application or requirements or wants to arrange a site visit, then contact the Team Leader Network Access on 0408 312 340 or email [network.access@sa.gov.au](mailto:network.access@sa.gov.au).

### 6.1. Online Network Access Application

- Applicants wishing to submit an online network access application must first access the [Rail Network Access webpage](#) and follow the steps outlined.

### 6.2. Manual Network Access Application

- Applicants must submit a network access application on [FO-RC-NA-288 AMPRN Access Application](#) via email to [network.access@sa.gov.au](mailto:network.access@sa.gov.au). The submitted form must be in Microsoft Word format.
- The applicant is required to fill in sections one and two of [FO-RC-NA-288 AMPRN Access Application](#) considering any access restrictions/requirements.
- Appendix A provides guidance on completing [FO-RC-NA-288 AMPRN Access Application](#).

### 6.3. Documentation required

Specific documentation and information is required when filling out the application form. Without these, the form cannot be submitted and the application cannot be processed.

The following documents are mandatory:

- Public Liability Insurance certificate of currency.
- Plan or aerial view map of work location.
- Safe Work Method Statement(s) (SWMS).

The following documents may be required if applicable to the access conditions provided in the application form:

- Rolling stock or vehicle certification.
- Traffic management plan (with or without contra-flow outlined).
- Public obstruction management plan.

## 7. Receipt and processing of network access applications

Upon receiving the application the Network Access Coordinators will:

- Check there will be no conflicts with other work or operational conflicts.
- Seek further information from the applicant if required.
- Obtain endorsement from the DPTI electrical control officers if the work will be undertaken in the electrified section of the network.
- Obtain all engineering endorsement for all works covered under this procedure.
- Rail Operations endorsement will be required for the following:
  - Any work requiring the cancellation of a revenue service.
  - Any work requiring changes to operational plans i.e. platform diagrams, stabling plans.
  - Any work that has the potential to “stop” or delay a service during “peak” times.
  - Any work requiring a worksite greater than 200 metres that has the potential to “stop” or delay a service inter “peak” times.
  - Any work requiring the substitution of an electric train with a diesel train (overhead isolated during revenue services).
- Determine the appropriate level of network protection required.
- Assign a competent protection officer/s to manage the rail safety component of worksite protection or review that the applicant nominated Protection Officer is competent to manage the rail safety component of worksite protection.
- Complete either the :
  - Online network access application providing detailed instructions or comments in the Team Leader Network Access Instruction field, or;
  - Section 5 of the [FO-RC-NA-288 AMPRN Access Application](#) providing detailed instructions or comments.
- Return the completed application to the applicant indicating whether the network access is approved or declined.

## 8. Cancellation of approved AMPRN Access Applications

Approved network access authorities may be cancelled by either the department or applicant.

The department reserves the right to cancel works at its absolute discretion for reasons which may include (but not limited to):

- If there is a conflict between urgent/emergency work and planned work. The urgent/emergency work takes precedence in order to maintain a safe and efficient rail service.
- At the discretion of DPTI Rail Operations at any time, due to unplanned events that may affect or require additional rail services.

The access applicant has the discretion to cancel the application at any time prior to the scheduled commencement of work. If the cancellation is not received and confirmed by the DPTI Team Leader Network Access at least one business day before the approved access, a charge will still be made to the access applicant for any arranged protection officer.

Applicants can request to cancel an application by the following means:

### 8.1. Online Network Access Application

The applicant must request to cancel an application via the [online network access webpage](#).

### 8.2. Manual Network Access Application

The applicant must request to cancel an application by sending an email to [network.access@sa.gov.au](mailto:network.access@sa.gov.au)

## 9. Alterations to approved AMPRN Access Applications

Requests to shorten approved worksite limits and/or approved access times may be dealt with by the protection officer and network control, without referral to the team leader network Access.

### 9.1. Online Network Access Application

All other alterations to approved network access will be submitted via the [online network access webpage](#) and will reviewed by the team leader network Access in consultation with the protection officer and network control if required.

### 9.2. Manual Network Access Application

Update the original network access application and resubmit via email to [network.access@sa.gov.au](mailto:network.access@sa.gov.au).

A new network access application form is required if the applicant seeks to extend either of the following:

- The approved worksite limits
- Access times
- Type of equipment used or,
- The method of protection.

If the request to alter the approved network access is rejected, work is to proceed as per original application or cancelled and a new application submitted.

## 10. Access Restrictions for Peak and Special Events

To ensure minimum impact to rail services during periods of peak demand, the following restrictions apply to access applications for planned work.

- Planned work that has the potential to impact rail services is not permitted in the morning and afternoon peak services between the hours of 06:00 to 09:00 and 15:00 to 18:00 on business days.
- Work is not generally permitted on special event days such as the Christmas Pageant. Urgent/emergency infrastructure work may be approved. Other work will be assessed accordingly based on the impact. The list of special events can be found on the Adelaide Metro website [<http://www.adelaidemetro.com.au/Announcements/Events>].
- When AFL football is played at Adelaide Oval no work is permitted three hours before or three hours after but may be undertaken while the game is being played.

Restrictions also apply if Adelaide Oval hosts large concert events and any special event is subject to operational endorsement.

## 11. Night Windows For Track Occupancies

The below times should be available for track occupancies:

- Once the last train has passed the worksite as provided in accordance with AMPRN Rules & Procedures.
- Isolation to occur once the last EMU has left the section or been stabled in the section. e.g. A de-energisation could occur between Adelaide and Ascot Park at 0020. Ascot Park to Lonsdale 0040. Lonsdale to Seaford 0100.
- Power must be restored 40 min before first movement to allow EMUs to be prepared (*Adelaide and Seaford*). Time to restore power must be taken into account based on advice by electrical switching crew.
- Track occupancy be available until 15 min before a scheduled movement is due to arrive at the worksite. This is subject to the power being restored 40 mins before.
- Planning for optimised occupation needs to occur in consultation with rail operations.

Protection Officers will take reasonable steps to ensure that the track will be cleared on time and advise if there is likely to be any over run.

Late hand backs will be recorded by the Operations/Tram Controllers in the Transit Performance System (TPS).

## 12. Working in Shared Tram Corridor

In Shared Tram Corridor there are locations where the Danger Zone interfaces with publically accessible spaces e.g. dedicated driving lane and car parking on Jetty Road. Any work or activity which meets the following conditions will require authorisation from Network Access.

- Any **work** where any part of the site, any tools or material, any machine or suspended load could come within the Danger Zone.
- Any **work** which will force pedestrians to divert into the Danger Zone
- Piling, use of a crane, excavation, or erecting or dismantling scaffolding, within 6 Meters of the edge of the Danger Zone;
- Any excavation within 3 Meters of any pole supporting overhead wires even if the site itself is outside the Danger Zone (you need authorisation if vehicles fitted with cranes, tipping bodies or skip loaders will come within the Danger Zone).
- Any **work** above overhead tram wires
- **Works** breaking ground around within 1 Meter of a support pole base (3 Meter when digging to depth greater than 0.600mts)
- **Works** within 3 Meters of a support pole with a stainless steel wire
- **Works** within 3 Meters of a support pole with switches
- **Works** within 1 Meter of a support pole with a Parafil nonconductive stay wire

**13. Access Terms and Requirements**

**13.1. Minimum Competency & Induction Requirements**

The minimum competency and induction requirements for persons accessing the AMPRN Rail Corridor are determined based on the nature of a person’s access, location of work; and if their planned activities meet the definition of [Rail Safety Work](#) under Rail Safety National Law.

During the Network Access Application process the Team Leader Network Access or delegate will have the final authority on determining if work being conducted meets the criteria for [Rail Safety Work](#) or not, and will advise on the induction or competency required. Each application will be assessed on a case by case basis and previous determinations should not be used as an indicator of the required induction.

Any person intending to access the rail corridor must hold, carry and present evidence of their required competency and induction. Failure to comply with the minimum competency and induction requirements may result in workers refused access or removed from the network.

**13.1.1. Workers Conducting Rail Safety Work**

As a minimum entry requirement; persons undertaking [Rail Safety Work](#) within the AMPRN Rail Corridor will require a Rail Industry Worker (RIW) Card with the relevant ‘DPTI Operator Role’ which includes the following competencies and induction:

DPTI Operator – Employee	DPTI Operator – Contractor
<ul style="list-style-type: none"> <li>• TLIF2080 Safely Access The Rail Corridor (SARC)– DPTI Registered Training Organisation or external Registered Training Organisation*</li> <li>• Evidence of current DPTI employee – 3 yearly</li> </ul>	<ul style="list-style-type: none"> <li>• TLIF2080 Safely Access The Rail Corridor (SARC) – external Registered Training Organisation</li> <li>• DPTI Rail Safety Induction Contractor – 3 yearly</li> </ul>
<p>*When SARC is not completed at the DPTI Registered Training Organisation persons must undertake the DPTI Rail Safety Induction Contractor</p>	

Instructions on how to obtain an RIW Card can be found [here](#).

**13.1.2. Workers Not Conducting Rail Safety Work**

Persons required to enter the Rail Corridor but not conducting [Rail Safety Work](#) will be required to complete the online Rail Commissioner’s Rail Safety Induction as a minimum entry requirement.

Instructions on how to complete the online Rail Commissioner’s Rail Safety Induction can be found [here](#).

**13.1.3. Specific Conditions Not Requiring Rail Industry Worker (RIW) Card**

Work that does not require an RIW Card but does require Rail Commissioner’s Safety Induction are as follows:

- Work that is not considered [Rail Safety Work](#) and is undertaken in public accessible areas of the heavy rail corridor or closed tram corridor (platforms, station buildings, maze ways, adjacent land etc).
- Work in the shared tram corridor that is not considered [Rail Safety Work](#) but requires authorization from Network Access (see [Section 11 – Working in Shared Tram Corridor](#)).

- Emergency, one-off or [short term entry](#) where it is not reasonably practical to expect the contractor to obtain RIW - Must be accompanied by a PO at all times.
- Work within depots, where depot induction has been undertaken and local depot arrangements can exclude rolling stock movement or provide necessary protection (This excludes work being undertaken on OHW within depots).
- External Third parties (i.e. Utilities) not contracted by DPTI/Rail Commissioner working within the rail corridor – Must be accompanied by a PO at all times.

#### 13.1.4. Exclusions from Completing Any Form of Rail Safety Induction

The following are not required to undertake any form of network induction, however depot or site induction may be required:

- Emergency Services – Access granted by Operations Control Centre (OCC) Shift Manager after appropriate protections are put in place.
- Drivers of vehicles delivering materials to the Rail Corridor. Delivery Drivers entering the AMPRN Rail Corridor are required to:
  - be under the constant supervision of an AMPRN Inducted person, **AND**
  - Be briefed by and follow all directions of the nominated Protection Officer.

Protection Officers must ensure that the appropriate Safeworking methods are in place for the activities being undertaken.

- Contractors or employees not undertaking [Rail Safety Work](#) on buildings or structures within depots that are outside of the Rail Corridor, or within the controlled maintenance facility.
- In certain circumstances, persons not in possession of a valid induction or competency may gain supervised access to the AMPRN by gaining approval from the Team Leader, Network Access.

#### 13.1.5. Refresher Training

Refresher training is required to be completed every 3 years for the following forms of Induction.

- DPTI Operator – Contractor Role online module “DPTI Rail Safety Induction Contractor”
- Online Rail Commissioner’s Safety Induction

Refresher training may be mandated earlier following an incident, a breach of AMPRN Rules and Procedures or at the discretion of the Team Leader Network Access if deemed applicable.

### 13.2. Fitness for Work

Any person accessing or undertaking work on the AMPRN is required to be fit for work and their specific duties. Fitness for work includes compliance with the following requirements.

#### 13.2.1. Drug and Alcohol

All persons accessing or undertaking work on the AMPRN must not be affected by drugs or alcohol in accordance with *PO-WHS-DA-001 Drug and Alcohol Policy*

#### 13.2.2. Health Assessments

Persons undertaking [Rail Safety Work](#) are required to be assessed as ‘Fit for Duty and up to date and with any scheduled or triggered health assessment



requirement based on their category of Safety Critical Worker in accordance with *PR-SR-GE-160 Health Assessments*. Contractors and External Third Parties can refer to [Specification: Part G40 Safety Provisions for Rail](#) for Health and Fitness Management Program Requirements.

### 13.2.3. Fatigue Management

Persons accessing and undertaking work on the AMPRN must ensure they have sufficient sleep and rest prior to presenting for work. Rail Commissioner and DPTI Rail Safety Workers accessing the Rail Corridor are required to comply with *PG-SR-FM-035 Fatigue Risk Management Program*.

Contractors and Sub Contractors and External Third Parties undertaking [Rail Safety Work](#) shall ensure provisions are in place to manage fatigue in accordance with [Specification: Part G40 Safety Provisions for Rail](#).

## 13.3. Use of Rolling Stock

Network access that includes movement of any rolling stock must be in accordance with the AMPRN Rules and Procedures.

All rolling stock must be certified by a DPTI accredited certifier in accordance with the applicable standard, including:

- [PTS-MS-10-RS-GUD-00000095 Requirements for Road-Rail Vehicles Accessing and Operating on the Adelaide Rail and Tram Network](#)
- [TC4-DOC-000362 Requirements for Trolleys and Trailers Accessing and Operating on the AMPRN](#)
- [RS4-DOC-000885 Requirements for Track Machines Accessing and Operating on the AMPRN](#)

A copy of the compliance certificate/s is to be provided as part of the network access application.

Network access applications involving rolling stock are also required to include a plan of travel as follows:

- list of all movements
- Start and end locations
- On and off locations for hi rails
- stabling locations if required
- all operating conditions and restrictions applicable to the rolling stock

## 13.4. Ground Penetration Activities

If the work involves any ground penetration such as track boring, digging, trenching or installation of third party services then the application must provide details and drawings and must be in accordance with [TC1-DOC-000954](#).

**Note:** all ground penetration greater than 300mm in depth must be in accordance with [TC1-DOC-000954](#).

## 13.5. Electrical Network Safety

For access to, and work within, the electrified parts of the AMPRN the following requirements are required to be adhered with:

- No plant, equipment or personnel are permitted to work within three (3) metres of the live infrastructure or overhead contact wire (See *Appendix B* for more detail).
- Work that has the potential for plant, equipment or personnel to come within three (3) metres of the live infrastructure or overhead contact wire will require the overhead to be isolated. The applicant will incur a cost for isolations.

- A person responsible for electrical safety (PRES) is required for any work in the electrified environment that requires the overhead wire to be de-energised or isolated.
- Where there is potential for the work to encroach the three (3) metre zone, the applicant must supply a SWMS or JSA.
- If the height of the overhead wire is required to be known to manage the safety of the work or infrastructure then advice should be sought from the Network Access Coordinator.

### 13.6. Adjacent Rail Network

At various locations there is a shared corridor with other rail operators (i.e. ARTC and GWA). Where the work has the potential to impact another rail operator's infrastructure within the shared corridor the applicant must ensure they comply with the other operator's network access requirements.

**Note:** This is the not the responsibility of DPTI Network Access.

Protection Officers must hold track protection and rail safety competencies in accordance with the other rail operator's requirements as well as hold a Rail Industry Worker (RIW) Card with either the DPTI Operator – Employee or DPTI Operator – Contractor Role.

### 13.7. Conditions of Access

- Any incidents, hazards or safety breaches occurring in the rail corridor that may affect rail movements, infrastructure or the general public must be immediately reported to DPTI network control on 8218 2232.
- Work site safety is the responsibility of the contractor/third party carrying out the work. This includes ensuring that all persons who access a construction site are holders of a white card and have completed a site induction.
- All workers and visitors accessing the rail corridor must be accompanied and protected by a DPTI protection officer or an external contractor/sub-contractor that is certified and competent for track protection duties on the AMPRN.
- If the work has the potential to impact the public, advanced signage may need to be erected or posted to DPTI requirements at the external applicant's expense.
- All persons accessing the rail corridor must wear personal protective equipment (PPE) as follows:
  - A hi-vis orange safety vest or hi-vis long sleeve orange clothing that complies with Australian Safety Standards. The use of red or yellow safety vests and clothing are prohibited in the rail corridor.
  - Safety footwear that complies with Australian standards.
  - PPE required for the work to be carried out as per the contractors or applicants requirements.

## 14. Supporting Information

### 14.1. Related documents


DOCUMENT NAME	DOCUMENT NUMBER
AMPRN Access Application Form	<a href="#">FO-RC-NA-288</a>
Emergency Services Incident Management	<a href="#">PR-SR-IC-531</a>
Excavation and Ground Penetration Engineering Instruction	<a href="#">TC1-DOC-000954</a>
Network Access Planned Work Schedule	KNet #8808807
Requirements for Road-Rail Vehicles Accessing and Operating on the Adelaide Rail and Tram Network	<a href="#">PTS-MS-10-RS-GUD-00000095</a>
Requirements for Track Machines Accessing and Operating on the AMPRN	<a href="#">RS4-DOC-000885</a>
Requirements for Trolleys and Trailers Accessing and Operating on the AMPRN	<a href="#">TC4-DOC-000362</a>

### 14.2. References

- *Rail Commissioner Act 2009*
- *Passenger Transport Act 1994*
- *Passenger Transport Regulations 2009*
- *Rail Safety National Law (South Australia) 2012*
- *Rail Safety National Law National Regulations 2012*

### 14.3. Definitions

TERM	DEFINITION
Access	A designated safe way into, along, across or out of a rail corridor.
Access User	An external business owner that has a contract with DPTI for machines to be on platform stations in the public defined areas.
AMPRN	Adelaide Metropolitan Passenger Rail Network.
Commercial Equipment	Can comprise of food & drink vending machines, poster display cabinets, ticket vending machines, automated transaction machines, litter containers, telecommunication devices and security surveillance equipment.
Danger Zone	Everywhere within 3m horizontally from the nearest rail and any distance above or below this, unless a safe place exists or has been created.
DPTI	The South Australian Department of Planning Transport and Infrastructure
Emergency	An incident requiring urgent action. The incident might involve death or serious injury, health or safety effects, significant damage to property or infrastructure, or environmental impact.
Emergency work	Work requiring urgent action to avoid having a major impact on services or the network, human life, property or the environment.
Engineering Endorsement	The requirement to have signals, traction power/overhead wiring or track and civil engineer to check the network access application and give approval for the work to be undertaken.
External Applicant	An organisation that is requesting access to the AMPRN rail corridor.
Infrastructure	The track, track formation and drainage, and fixed structures beside, over or under the track, electrical equipment, overhead wire, overhead electric traction equipment and signalling and telecommunications equipment, Also includes level and pedestrian crossings.
Intent to Work on Track	A form used to advertise approved work to rail workers.
JSA	Job safety analysis
Location	A place in the network with a designated name, identification number, or kilometre reference.
Minor Maintenance Work	<ul style="list-style-type: none"> <li>• The restocking and maintenance of commercial equipment in the public defined areas.</li> <li>• The Installation and/or the removal of commercial equipment.</li> <li>• Regular programmed removal of litter and debris from within the public</li> </ul>

	defined area...
PRES	Person responsible for electrical safety
Protection	The means used to prevent rail traffic from entering the worksite or other portion of track or to protect road or pedestrian traffic entering a level crossing or fouling the danger zone.
Protection Officer	The competent worker responsible for managing the rail safety component of worksite protection.
Public Defined Area on Station Platforms	<p>An area clearly marked for members of the public to safely enter a platform/station or stop. It is a place for the general public is to use. On the DPTI network a yellow or white safety line that runs parallel with the platform/station or stop distinguishes the boundaries where members of the public are not permitted to cross over or extend beyond these safety lines unless boarding or alighting from a stationary rail vehicle.</p> 
Rail Corridor	The land on which a railway is built; comprising all property between property fences, or from the nearest rail, 15 metres in each direction.
Rail Safety Work	<p>Rail Safety National Law (s.8(1)) defines rail safety work as work which includes:</p> <ul style="list-style-type: none"> <li>a) driving or despatching rolling stock or any other activity which is capable of controlling or affecting the movement of rolling stock;</li> <li>b) signalling (and signalling operations), receiving or relaying communications or any other activity which is capable of controlling or affecting the movement of rolling stock;</li> <li>c) coupling or uncoupling rolling stock;</li> <li>d) maintaining, repairing, modifying, monitoring, inspecting or testing – <ul style="list-style-type: none"> <li>i. rolling stock, including checking that the rolling stock is working properly before being used; or</li> <li>ii. rail infrastructure;</li> </ul> </li> <li>e) installation of components in relation to rolling stock;</li> <li>f) work on or about rail infrastructure relating to the design, construction, repair, modification, maintenance, monitoring, upgrading, inspection or testing of the rail infrastructure or associated works or equipment, including checking that the rail infrastructure is working properly before being used;</li> <li>g) installation or maintenance of - <ul style="list-style-type: none"> <li>i. a telecommunications system relating to rail infrastructure or used in connection with rail infrastructure; or</li> <li>ii. the means of supplying electricity directly to rail infrastructure, any rolling stock using rail infrastructure or a telecommunications system;</li> </ul> </li> <li>h) work involving certification as to the safety of rail infrastructure or rolling stock or any part or component of rail infrastructure or rolling stock;</li> <li>i) work involving the decommissioning of rail infrastructure or rolling stock or any part or component of rail infrastructure or rolling stock;</li> </ul>

	<p>j) work involving the development, management or monitoring of safe working systems for railways;</p> <p>k) work involving the management or monitoring of passenger safety on, in or at any railway.</p>
Rolling Stock	Includes trains, trams, hi rail and road rail vehicles such as work trains, track vehicles and/or inspection cars.
Short Term Entry	Work no longer than one working shift in duration.
Signalling and Communications infrastructure	Signalling equipment and telecommunications equipment used as part of the safe working and operating systems of the network.
SWMS	Safe work method statement

#### 14.4. Document Amendment Record

REV	CHANGE DESCRIPTION	DATE	COMMENTS
1	Original Issue	18/10/13	
2		11/12/13	
3	Updated to reflect changes in process for applying for AMPRN access including change of scope to exclude processes for DPTI rail related business areas.	21/10/16	<p>Previous document number and name was <i>MN-OS-NA-267 AMPRN Access Manual</i></p> <p>Also moved from manual to a procedure</p>
4	Updated to reflect acceptance of Rail Industry Card workers	31/10/2017	
5	Updated to reflect correct reference to ARTC Competency in section 11.2	15/01/2018	All references to “ARTC National Contractor Induction Training” where replaced with “ARTC – Operator Role”.
6	<p>Updated to reflect:</p> <ul style="list-style-type: none"> <li>• New Induction and Competency Requirements</li> <li>• Shared Tram Corridor Access Requirements</li> <li>• Fitness for Work Requirements</li> <li>• Definition of Rail Safety Work</li> </ul>	05/12/2018	
7	<p>Updated to reflect</p> <ul style="list-style-type: none"> <li>• Changes to network access application process and update of references to system documentation.</li> <li>• Removed requirement for Delivery drivers to complete any AMPRN induction.</li> <li>• Applicants, Network Access Coordinators and Protection Officers requirements to check appropriate induction clarified.</li> </ul>	27/05/2019	
<b>Document Review Schedule:</b>		3 yearly	

**APPENDIX A – GUIDANCE ON COMPLETING FO-RC-NA-288 AMPRN NETWORK ACCESS FORM**

SECTION/PART	GUIDANCE
<b>Section 1 – Applicant Details</b>	Provide all details of the company or individual requiring the network access. Contact details must be supplied for a contact at all times and the site contact person on the day of access
<b>Section 2 – Description of Work to Be Conducted</b>	
<b>Part A – Description of Work</b>	<p>Project Title or Work Summary: provide the name of the project or a summary of the work to be conducted</p> <p>Detailed description of work to be conducted: provide a detailed description of the work to be undertaken including as much information as possible, in order to assess the type of track protection required and the potential impact of the proposed work</p>
<b>Part B – Location of Work</b>	<ul style="list-style-type: none"> <li>• Tick the work location</li> <li>• Tick the type of infrastructure that will be worked on</li> <li>• Enter the station / depot name if applicable</li> <li>• Tick if the work will be conducted on up track, down track, up and down track or single line</li> <li>• Enter the kms for train line and poles for tram line that the work will be conducted between</li> <li>• Enter the meeting point</li> </ul>
<b>Part C – Requested Day(s)/Dates(s) and Time(s) of Access</b>	Enter the required access day/s, date/s and time/s
<b>Part D – Plant &amp; Equipment</b>	Tick the type of equipment that will be used to conduct the work and any other details as required.
<b>Part E – Additional Application Details</b>	<ul style="list-style-type: none"> <li>• Answer yes or no to the list of questions</li> <li>• If yes has been ticked there may be some additional requirements to provide other documents such as a traffic management plan</li> <li>• Provide the number of people entering the rail corridor</li> <li>• Tick the yes or no box for if persons entering the corridor possess a valid rail safety awareness card (see <i>Section 12</i>)</li> <li>• Provide contact details for the PRES that will be used</li> </ul>

APPENDIX B – ELECTRIFIED NETWORK CONSIDERATIONS

# Stay Safe Around Electrical Hazards

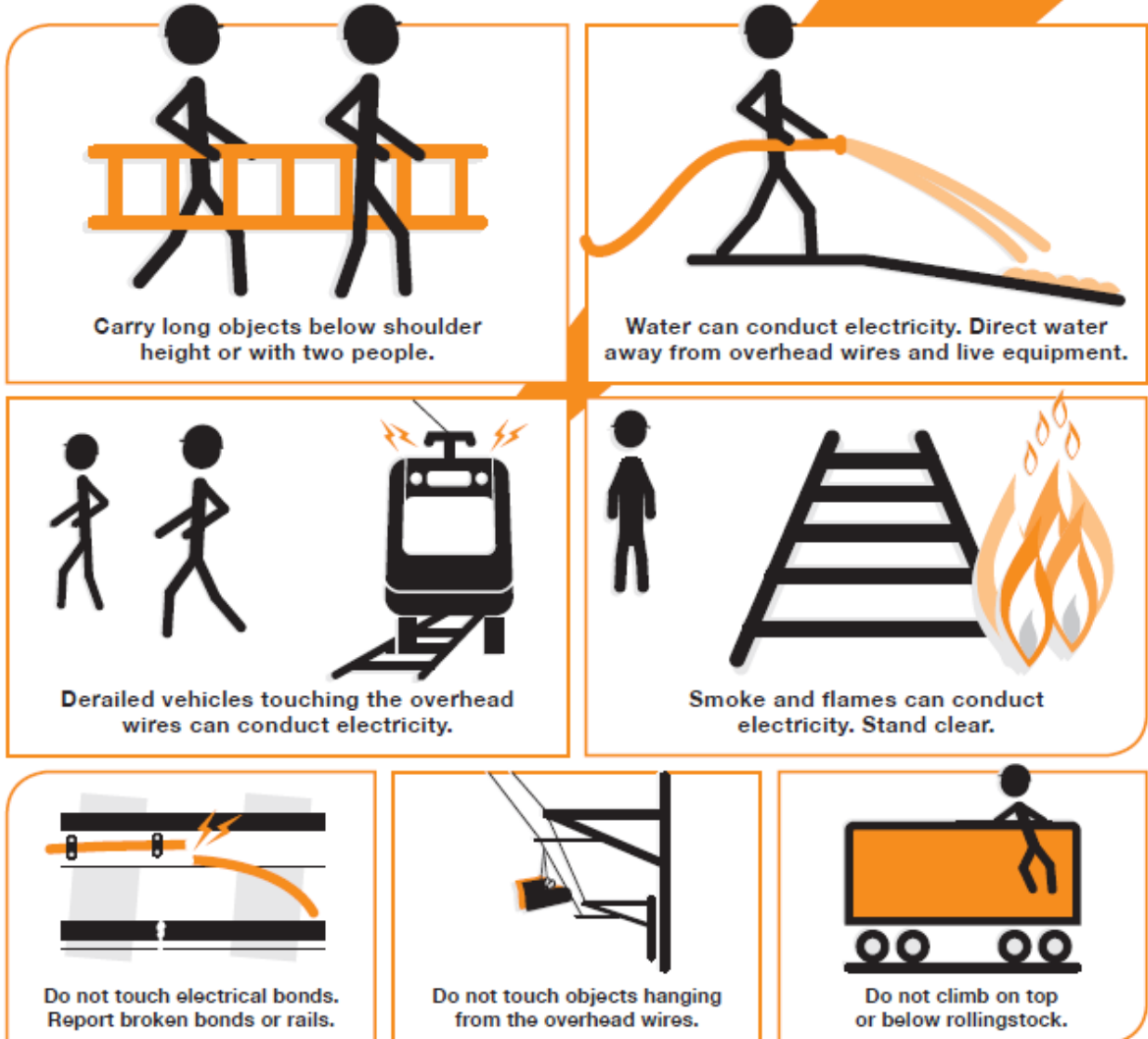


Figure 1 – Electrical Hazards

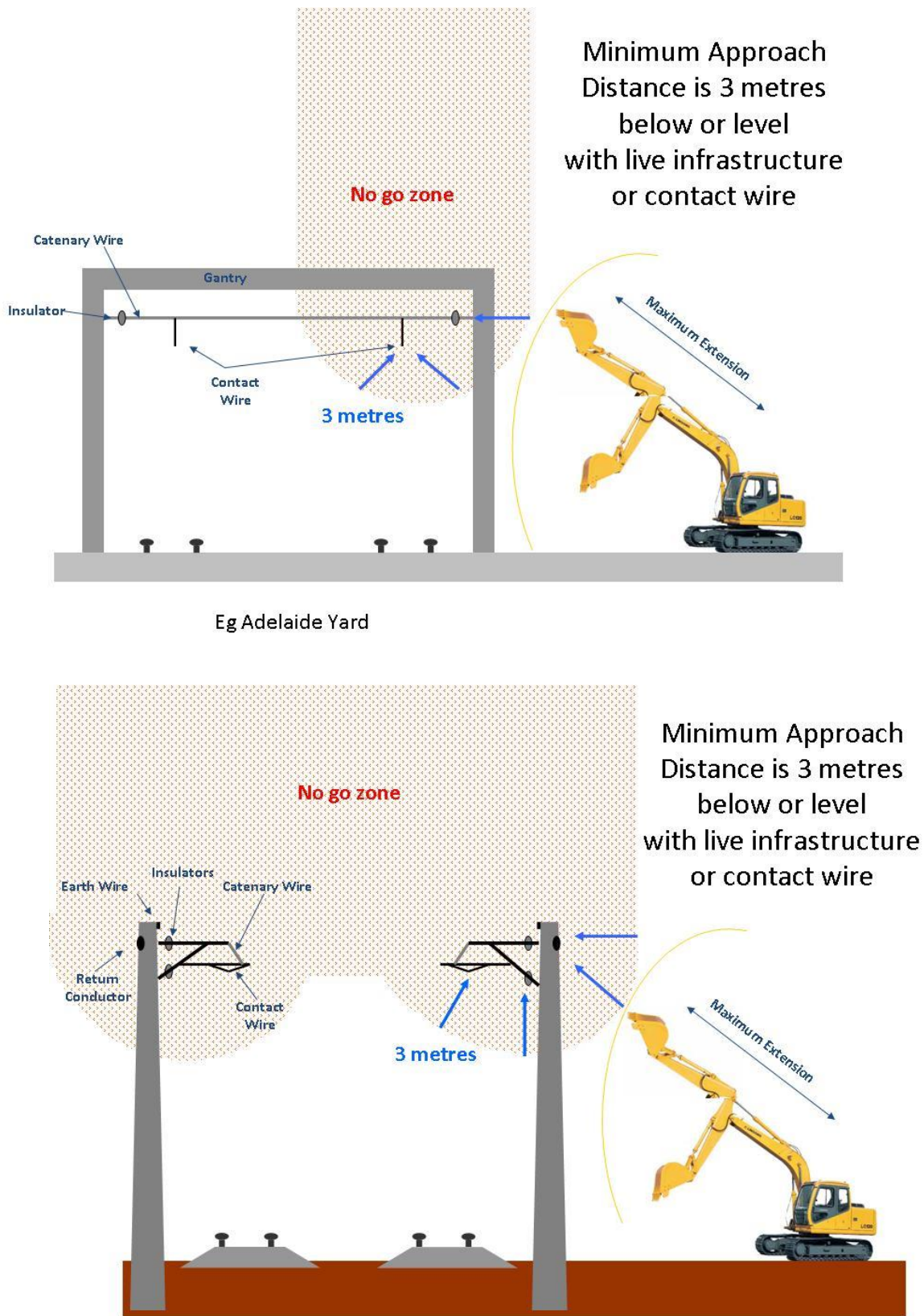


Figure 2 – Showing three (3) metre minimum approach distance to the overhead wire in the electrical environment.