

## **HOW THIS GUIDE WORKS**

Before you make your application for access to land controlled by V/Line we require that you carefully read the attached guide and provide all required information as requested.

**No interference with Scheduled Train Services**

Any works that disrupt scheduled train service (passenger or freight) requires a minimum of 90 days advance notice. The applicant shall submit details of the proposed service disruption via completing a Works Notification Form. Submission of the Works Notification Form is NOT an approval of your proposed service disruption. V/line may reject your proposed service disruption request, change the proposed dates of your service disruption to align with operational requirements or advise alternatives as directed by the Executive General Manager Asset Management

**Notifying V/Line when you want to get access**

For all works that do NOT require a disruption to scheduled train services, V/Line requires a minimum of 28 business days' notice prior to your proposed date of access. Once your permit is issued you will be notified who you should contact at V/Line when you want to arrange for your access to take place.

**Entry to property controlled by V/Line is prohibited without a Site Access Permit.**

**All access must be in accordance with the terms and conditions of a Site Access Permit issued after you have submitted an application and had it approved by V/Line**

### **This guide contains 3 parts**

**Part A** Tells you what you need to know about ***how our application procedure works for you to obtain access*** to property controlled by us

**Part B** Gives you important information to ***assist you in completing your application***

**Part C** The ***Application Form***

**Note: Pre-work inspections e.g. (surveys, cable searches, geotechnical investigations etc) all require an application to be made and approved before entering V/Line controlled property.**

\* When an access application is reviewed there may be insufficient information provided which will extend the period before V/Line will grant access

## **PART A – HOW OUR PROCEDURE WORKS FOR YOU TO OBTAIN ACCESS**

### **1. How do you get permission to access V/Line controlled land?**

Before a Site Access Permit can be issued, we must receive:

- a. Completed Application Form:  
Applications for access to the V/Line Network for Third Party or works can be submitted online via:  
  

[tpa.vline.com.au](http://tpa.vline.com.au)
- b. Certificate of Currency of Insurance providing a minimum cover of \$20M for public liability (upon receipt of the detail of your application you will be advised if any other insurance is required;
- c. In some instances we may also require that you enter an Access Agreement. (Upon receipt of your application you will be advised if this is required).
- d. In some instances we are not able to grant you Access without there also being agreement provided by VicTrack or Public Transport Victoria. We will advise you on receipt of your application if this is required and will provide assistance with this process.



*A checklist to assist preparation of your access application is contained in Appendix 3 – ACCESS CHECKLIST*

## 2. What do you have to do after you have been issued your Site Access Permit?

<b>Daily Notification</b>	You must notify ALL V/Line staff detailed in the Site Access Permit (SAP) <b>each day</b> at the start and completion of your access quoting the Site Access Permit number. The Track Force Protection Coordinators must also advise V/Line Control of their contact details.
<b>Protection of V/Line Property &amp; Reporting Requirements</b>	<p>While accessing V/Line property you must ensure that all reasonable measures are taken to protect any property. You must make proper investigations as to the location of all above and below ground services, structures and any other rail infrastructure.</p> <p>Any damage to property or services must be reported to the V/Line contact as soon as practicable after the damage has occurred.</p> <p>Any damage to V/Line property identified by you whilst accessing the site that has been caused as a result of acts of vandalism or other act of criminal behaviour to V/Line property or infrastructure must be immediately reported to Control on the numbers noted on the SAP.</p>
<b>Reporting of Incidents</b>	<p>You must report any incident (including environmental) or near miss relating to railway safety or safe-working procedures to the Train Controller nominated on the Site Access Permit (SAP) and the V/Line contact nominated on the Site Access Permit (SAP) as soon as practicable after the incident.</p> <p>You must provide any written reports required by V/Line in relation to such incidents, and quote the relevant site access permit (SAP) number and must facilitate and assist any incident investigation carried out by V/Line or other investigating authority.</p>
<b>Emergency Response &amp; Control in the event of an incident</b>	<p>All incidents must be immediately reported to the V/Line Senior Train Controller (Control) on 1800 023 668. In the event of any incident, V/Line may exercise control over any V/Line property by giving directions for the management, continuity, safe working and security of the site and all operational matters related to that control.</p> <p>You must immediately comply with V/Line's directions, including directions concerning operational restrictions, security procedures, safe working standards, safe working practices, emergency response, maintenance of the V/Line site, evacuation and any further measures required to comply with all laws including the Terrorism (Community Protection) Act 2003.</p> <p>V/Line has obligations as a declared essential service, under Part 6 of the Terrorism (Community Protection) Act 2003 and other Accreditation Acts. By being granted access you are acknowledging that V/Line must comply with its legal obligations in the management of emergency and incident response procedures and you will do all things necessary to assist V/Line in meeting its obligations.</p>
<b>Safety of Site</b>	You must determine requirements for, and must provide, appropriate signage, temporary fencing and/or lighting, to ensure that there is no danger to V/Line staff, customers or other parties needing to work on or around, or pass through the access location.
<b>Signage and Lighting</b>	No signage or lighting is to be coloured red or green, or configured in a manner or located where it could obscure or be mistaken for a railway signal or operational sign.

## Personal Protective Equipment

All persons must wear high visibility clothing (vest, shirt, overalls or rainwear) while on V/Line property. Clothing must be “special purpose orange”, as defined in “AS/NZS 1906.4 – *Retroreflective Materials and Devices for Road Traffic Control Purposes – High Visibility Materials for Safety Garments.*”

At night, the high visibility clothing must incorporate reflective strips as defined in “AS/NZS 4602 – *High Visibility Safety Garments.*”

All persons within the Danger Zone (see Appendix 1) must wear safety footwear (steel capped shoes) and, if required, eye protection (safety glasses). All of your activities must be in accordance with statutory OH&S regulations.

## Inspection and Audit

Audits must be carried out by you to ensure only suitably qualified persons are allowed on site. You must ensure that you retain records on site to show that you are complying with our requirements for access including copies of: rail safe working qualifications, Site Access Permit, this Guide and any other documents which provide evidence of any necessary qualifications or permits that may be required for your access. V/Line reserves the right to carry out audits of the site to ensure compliance with this requirement. If a failure to comply is discovered your site access permit may be revoked. You must assist in facilitating V/Line or its representative’s inspection of your activities and records at any time.

## Clean up, re-instatement and completion

Before you have finished your access you must :

- Remove any rubbish and waste.
- Remove any temporary fencing or delineation barriers.
- Restore any access roadways affected.
- Generally reinstate the site to a condition equivalent to that which existed prior to the works or activities commencing.
- Provide any other rail certificates as required by V/Line

### 3. What happens after you have completed your access?

#### 1 Notification to V/Line

Once you have finished your access you must notify V/Line by contacting the number/s detailed on the Site Access Permit.

#### 2 Providing any information requested by V/Line

Where requested you must provide to us copies and details of works as completed. Details required may include but not be limited to:

- “As built” drawings;
- Any relevant reports or survey results;
- Cable locations;
- Maintenance schedules
- Completion Certificates, (Certificates of train running, Certificates of signalling)
- ALL V/Line required QA documents

#### 3 Certificate of Completion

*You are required to complete and return a Certificate of Completion (see Appendix 2) confirming that you have complied with:*

- All relevant legislation and codes,
- The details submitted in your application, and
- This Guide.

#### 4 Inspection by us

We may also request that you attend the location of the intended access to undertake an inspection. This inspection will be with a V/Line representative for the purpose of assessing that the nature and impact of any works as completed are satisfactory to us.

You must facilitate any inspection, carry out any work required by V/Line and we may require that safe-working protection is not removed until directed by us.

Where there is a requirement by V/Line for Certificates of Train Running and/or Certificates of Signalling you must arrange for V/Line attendance at the earliest opportunity upon completion of works.

## **PART B – IMPORTANT INFORMATION TO ASSIST IN COMPLETING YOUR APPLICATION**

Note: where you want access to one of our passenger platforms, passenger buildings or car-parks and you believe that:

- (a) there is no likelihood of you entering the danger zone; and
- (b) you are not doing any works or erecting any temporary structure;

You need not provide us with a Rail Site Safe-working Plan and a site safety plan.

This plan must show how you will protect V/Line staff and customers.

### **1. RAIL SAFEWORKING**

We require that you provide a **Rail Site Safe-working Plan** with your application. This Plan must comprise:

- a. a site sketch, and
- b. a written explanation (*including references to your site sketch*) that details how you will implement your Rail Site Safe-working Plan. *This may be contained in your own work documents e.g. a JSEA or other safe working documents. Your application should, however direct us clearly to the relevant parts of your documents that cover the matters raised in the various sections of our application form.*



**YOU MUST DEMONSTRATE TO US THAT YOU WILL BE ABLE TO WORK SAFELY IN A RAIL ENVIRONMENT.**

Issues to address in your Rail Site Safe-Working Plan	Matters to be considered	Have you dealt with these issues in your plan?
Know the “ <b>Danger Zone</b> ”	<ul style="list-style-type: none"> <li> <b>Non Platform Access</b>            The Danger Zone is everywhere within 3 metres horizontally from the nearest rail, and any distance above or below this 3 metres. <b>(see Appendix 1, Figure 1)</b>            (This danger zone distance may be greater if your equipment proposed has the potential to foul the rail line)         </li> <li> <b>For Platform Access</b>            The Danger Zone is everywhere within 900 mm horizontally from track side platform edge and any distance above or below this 900mm. <b>(see Appendix 1, Figure 2)</b> </li> </ul>	<input type="checkbox"/>
<b>Safe-working Qualifications</b>	<p>All Safe-working qualifications must be recognised in Victorian rules and regulations.</p> <p>Safe-working certificates must be issued by a Victorian registered training organisation.</p> <p>Regional Fast Rail lines – For work on the Regional Fast rail lines to/from Bendigo, Ballarat, Geelong and Traralgon, the Track Force Protection Coordinator must be qualified in the Regional Fast Rail rules as indicated in Section 36 of the Book of Rules and Operating Procedures.</p>	<input type="checkbox"/>
<b>Type of Access &amp; Safe-working qualifications required.</b>	<p>Where entry into the Danger Zone is required, the necessary safe-working qualifications of individuals will depend on whether the entry is only for walking and/or inspection, or is to carry out any activity requiring plant or equipment within the Danger Zone.</p> <p><b>Review Appendix 1 to determine what safe-working qualifications will be required on site.</b></p>	<input type="checkbox"/>

Issues to address in your Rail Site Safe-Working Plan	Matters to be considered	Have you dealt with these issues in your plan?
<b>Record of Safe-working Qualifications</b>	You must maintain a register of the railway safe-working qualifications of all employees, contractors and visitors who may be on the site, including a certificate number and expiry date. Alternatively you may submit your work methodology or policy for ensuring your level 1 accreditation is kept current.	<input type="checkbox"/>
<b>Track Force Protection Co-ordinator</b>	Your intended Track Force Protection Coordinator for acceptance by V/Line, based on: <ul style="list-style-type: none"> <li>• Confirmation of currency of certification as a Level 3 Track Force Protection Coordinator;</li> <li>• Demonstration of satisfactory performance in carrying out safe-working duties;</li> <li>• Competence in the specific Safe-working Rules and Operating Procedures applicable to the way in which safe-working is to be carried out; and</li> </ul> Local knowledge of the site area, as necessary for the application of Safe-working Rules and Operating Procedures.	<input type="checkbox"/>
<b>Additional Persons to Implement Safe-working Procedures</b>	Consideration must be given by you as to whether additional qualified persons may be needed to implement the Safe-working Rules and Operating Procedures, as specified by the Track Force Protection Coordinator or by V/Line, or as detailed in the Site Safe-working Plan.	<input type="checkbox"/>
<b>Rail Safety Risk Assessment and Environmental Risk Assessment</b>	In undertaking a risk assessment for any works to be undertaken you should as part of your risk assessment <ul style="list-style-type: none"> <li>• Consider all local rail safety issues;</li> <li>• Detail relevant actions for rail safety</li> <li>• Detail mitigation strategies for rail safety</li> <li>• Detail assessment of the works impact on all native Flora &amp; Fauna as well as Cultural and Heritage implications.</li> <li>• Consider all means of access to and from the reserve</li> <li>• Detail strategy for obtaining all relevant permits and approvals</li> </ul>	<input type="checkbox"/>



Issues to address in your Rail Site Safe-Working Plan	Matters to be considered	Have you dealt with these issues in your plan?
<p><b>Your site sketch – things that you should detail</b></p>	<p>When preparing your site sketch detailing the following will be relevant:</p> <ul style="list-style-type: none"> <li>• Location of all railway infrastructure;</li> <li>• Where you will be undertaking your works or access in relations to Rail Infrastructure;</li> <li>• Where there is plant or equipment;               <ul style="list-style-type: none"> <li>○ Where will it be in relation to Rail Infrastructure ;</li> <li>○ What will be the access path you use to get the equipment to where it will be set up in rail infrastructure;</li> </ul> </li> <li>• Location of any necessary delineation barriers within the rail reserve;</li> <li>• Requirement to protect any public or private vehicle roads nearby;(i.e. Traffic Management Plan)</li> </ul>	<input type="checkbox"/>
<p><b>Delineation of work area from Danger Zone</b></p>	<p>The following are the requirements for delineation of work area:</p> <ul style="list-style-type: none"> <li>• Unless Access is being sought for the purpose of inspection or survey you must erect delineation barriers between the work area and the danger zone. This is to minimise the risk of entering into the Danger Zone.</li> <li>• Delineation barriers must be located outside the Danger Zone, or as otherwise specified by V/Line.</li> <li>• Anyone working between the track or platform edge and the delineation barrier require rail safe-working qualifications</li> </ul> <p>Delineation barriers for non-platform access shall comprise of immovable uprights at 3 – 4 metre centres, with web mesh or 3 rows of bunting stretched between, those upright or such forms of barrier providing equivalent delineation as approved by V/Line. (E.g. Jersey Barriers)</p>	<input type="checkbox"/>
<p><b>Access Across Rail Tracks for vehicles, plant and self-propelled equipment.</b></p>	<p>Unless otherwise authorised by V/Line, vehicles, plant and self-propelled equipment operated by you may only cross rail tracks at public road level crossings.</p> <p>This intention must be clearly stated in your work plan.</p>	<input type="checkbox"/>

Issues to address in your Rail Site Safe-Working Plan	Matters to be considered	Have you dealt with these issues in your plan?
<b>Stopping of Rail Traffic – Controlled Environment (Impact type 5)</b>	A controlled environment is an area where there are no possible rail movements and is defined by the confines of an area under an absolute occupation or booked out track where there are positive delineation barriers such as a fence etc	<input type="checkbox"/>
<b>Environmental Management</b>	The environmental management checklist must be completed. Where you indicate “yes” to any item then you must submit supporting policies/procedures.	<input type="checkbox"/>

## 2. WHAT WORKS OR TYPE OF ACCESS DO YOU WANT TO UNDERTAKE?



**Remember in your application you need to show us:**

- **WHAT it is that you will be doing.**
- **WHERE you will be doing it.**
- **HOW you will be doing it, and**
- **HOW you are going to access the work site.**

*This information may be in your own work documents. Your application should, however direct us clearly to the relevant parts of your documents that cover the matters required to be addressed in our application form.*

**If you are carrying out works your application should address the matters detailed in the following table.**

	Issue to address	Matters to be considered	Have you detailed these issues in your application documents?
1	<b>Compliance with Standards</b>	You must show us how you are complying with all relevant standards and codes including: <ul style="list-style-type: none"> <li>• VRIOGS – Victorian Rail Industry Operators Group Standards (where works directly affect Railway Infrastructure)</li> <li>• Vegetation management Guidelines for Rail Corridor</li> <li>• All Statutory Legislative and relevant codes</li> <li>• All Australian and V/Line standards</li> </ul>	<input type="checkbox"/>
2	<b>Plant &amp; Equipment accessing land</b>	Detail how you and any plant and equipment will access V/Line property, where plant will be placed and methods to prevent plant/booms etc coming into the danger zone, etc.	<input type="checkbox"/>
3	<b>Continued V/Line access during works</b>	Detail how you will ensure that V/Line can continue to access rail infrastructure while you are on site. Include drawings/sketches showing location of fencing/barricades in relation to rail infrastructure, access roads etc	<input type="checkbox"/>
4	<b>Rail Infrastructure Impact</b>	Detail what impact, if any, your activities will have on the rail infrastructure.	<input type="checkbox"/>

	Issue to address	Matters to be considered	Have you detailed these issues in your application documents?
5	<b>Sequence of Works</b>	<ul style="list-style-type: none"> <li>Detail the sequence of works (i.e. what you will do and when you will do it, what/when plant will be used etc)</li> <li>Provide a detailed breakdown of significant activities including a supporting works program.</li> <li>For activities that impact on train operations, a detailed program of the train impacts must be submitted.</li> </ul>	<input type="checkbox"/>
6	<b>Boring &amp; Pit Locations</b>	<p>If installing underground services, detail:</p> <ul style="list-style-type: none"> <li>the location of boring pits in relation to toe or top of embankments (whichever is the further from the outer rail) - note the distance must comply with the AS4799 – 2000 i.e. minimum of 5 metres is required).</li> <li>the type of boring method e.g. pipe jacking or boring.</li> <li>the size of pilot hole and bore holes.</li> <li>if it is intended to bore during train operations, the method of casing for fully supporting the bore hole(s) and the length of sleeve (typically from boring pit to boring pit).</li> <li>the method of verification/control of drilling accuracy and direction.</li> </ul>	<input type="checkbox"/>
7	<b>Ground Water Bores</b>	License from local water authorities for any bores exceeding 3m in depth is required.	<input type="checkbox"/>
8	<b>Wires / Poles / above ground structures</b>	<p>If installing poles or other above ground structures detail:</p> <ul style="list-style-type: none"> <li>the location and height of the pole/structure in relation to the rail infrastructure.</li> <li>the methodology to prevent fouling the danger zone during installation and post installation.</li> <li>backfilling, noting that for test bores/ jacking points etc. it must result in compaction back to the original condition.</li> <li>any further specific technical detail that you may believe necessary.</li> </ul>	<input type="checkbox"/>
9	<b>Filming / Photography</b>	<p>If Filming / Photographing detail:</p> <ul style="list-style-type: none"> <li>A script of the proposed film</li> <li>A clear description on the purpose of the film / photography</li> <li>A synopsis / layout of the film / photography</li> </ul> <p>All applications involving filming and photography will be initially reviewed by the Corporate Affairs and Sustainability Manager and the relevant Area Services Manager.</p>	<input type="checkbox"/>

## Appendix 1: Summary of Activities, Impact Types and Safe-working Qualifications

Figure 1

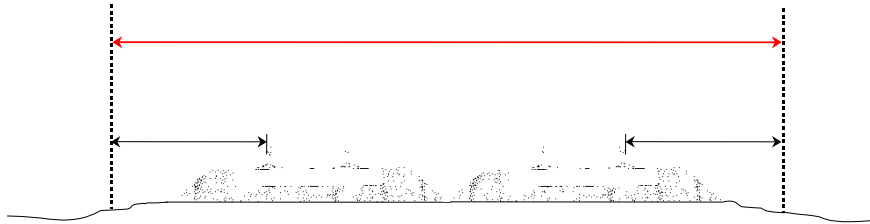
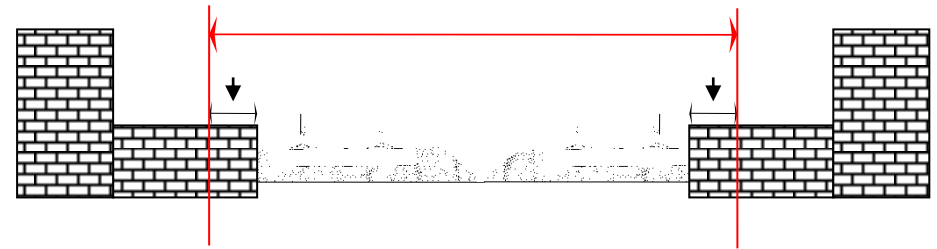


Figure 2



Location	Nature of Activity	Impact Type	Form of Safe-working Protection Required	REQUIRED RAIL SAFEWORKING QUALIFICATIONS	
				Track Force Protection Co-ordinator	Other Persons in Danger Zone & Other Relevant Requirements
Outside Danger Zone – <b>On Platform Station Building or in Carparks</b>	Any activity where there is a <b>NO</b> risk of entry into the danger zone. .	1	Nil	Not required	<ul style="list-style-type: none"> <li>• Rail Safe-working not applicable</li> <li>• Traffic Management and Pedestrian Management may apply</li> </ul>
Outside Danger Zone – <b>Other than on Platform, Station Building or in Car Park</b>	Any activity where there is a minimal risk of entry by people plant or equipment into the Danger Zone	1	Level 1  Or  Nil - where Positive Delineation barriers <b>have already been</b> erected and approved by V/Line (see page 10)	Not required	<ul style="list-style-type: none"> <li>• All parties are to be Level 1, qualified</li> <li>• Not applicable</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">                     If during the activity of erecting a Positive Delineation Barrier it is necessary to enter the danger zone then:                     <ol style="list-style-type: none"> <li>a) where only hand tools are required to erect the barrier the works can be undertaken by Level 1 qualified person(s); however,</li> <li>(b) where machinery is required to be used to assist in placement of the barrier a Level 3 qualified person must be in attendance with appropriate rail safeworking protection in place.</li> </ol> </div>

Within Danger Zone	<ul style="list-style-type: none"> <li>Walking; and</li> <li>no work being performed so that person/s is/are at all times able to maintain continual vigilance</li> </ul>	1	Level 1  Level 3	Not required  (Level 3 – accompanying up to 3 unqualified visitor	<ul style="list-style-type: none"> <li>All parties are to be Level 1 qualified and responsible for their own safety</li> <li>For every three unqualified person(s) within the Danger Zone there must be at least one person qualified in Safe-working Level 3 or above</li> </ul>
Within Danger Zone	<ul style="list-style-type: none"> <li>Crossing of railway tracks at public crossing</li> </ul>	1	Nil	Nil	<ul style="list-style-type: none"> <li>obey road rules</li> </ul>
Within Danger Zone	<ul style="list-style-type: none"> <li>Activity within the Danger Zone involving light battery operated or non-powered hand tools and equipment; and</li> <li>There is good visibility, so that the Danger Zone can readily be cleared when a train approaches</li> </ul>	2	Level 3	Level 3	<ul style="list-style-type: none"> <li>All parties are to be Level 1 qualified with Level 3 also in attendance</li> </ul>
Within Danger Zone	<ul style="list-style-type: none"> <li>Activity within the Danger Zone involving light battery operated or non-powered hand tools and equipment; and</li> <li>There is poor visibility, so that the Danger Zone cannot be readily cleared when a train approaches</li> </ul>	2A	Full Track Protection	Level 3	<ul style="list-style-type: none"> <li>All parties are to be Level 1 qualified with Level 3 directing full track protection</li> </ul>
Outside 3 metres but using machinery	<ul style="list-style-type: none"> <li>Activity where the use of machinery is outside 3 metres zone</li> </ul>	2B	Level 1 & level 3	Level 3	<ul style="list-style-type: none"> <li>All parties are to be Level 1 qualified and be under the supervision of a level 3 TFPC</li> </ul>

Outside Danger Zone	<ul style="list-style-type: none"> <li>Work where there is a potential risk of <i>entry into the Danger Zone</i>, particularly by machinery</li> </ul>	3	Full Track Protection	Level 3	<ul style="list-style-type: none"> <li>All parties on site are to be Level 1 with Level 3 also in attendance.</li> <li>A certificate of train running or signalling may be required, as determined by V/Line</li> </ul>
	<ul style="list-style-type: none"> <li>Does involve heavy machinery and/or there is considered by V/Line or by the Track Force Protection Co-ordinator to be a risk of inadvertent encroachment into the Danger Zone</li> </ul>	3	Positive Delineation barriers are required	Level 3	<ul style="list-style-type: none"> <li>Delineation barrier erection as per Impact type 1</li> <li>Work method standards to address passage of Trains</li> <li>A certificate of train running or signalling may be required, as determined by V/Line</li> <li>Certificate of train running or signalling may be required</li> </ul>
Within Danger Zone	<ul style="list-style-type: none"> <li>Work involving powered tools or machinery, or presenting an obstruction to rail traffic</li> <li>Can be carried out between trains and is not expected to disrupt train operations</li> </ul>	4	Full Track Protection	Level 3	<ul style="list-style-type: none"> <li>All parties are to be Level 1</li> <li>A certificate of train running or signalling may be required, as determined by V/Line</li> <li>Level 3 in attendance at all times</li> </ul>
Within Danger Zone	<ul style="list-style-type: none"> <li>Work presenting an obstruction to rail traffic, where rail traffic is to be rescheduled and or re-routed around the worksite</li> </ul>	5	Absolute Occupation	Level 3	<ul style="list-style-type: none"> <li>All parties are to be Level 1, qualified and looking after themselves, unless otherwise approved by V/Line.</li> <li>A certificate of train running or signalling may be required, as determined by V/Line</li> <li>Work Notification Form required</li> <li>Notifications of works are to be provided a minimum of 10 days prior to allow for appropriate Safeworking documentation to be issued</li> </ul>

### ***Responsibilities of the Track Force Protection Co-ordinator***

- Preparation and implementation of the Rail Site Safe-working Plan (Note: The person preparing the Rail Site Safe-working Plan may not necessarily be the person implementing the Safe-working Plan).
- Determining and correctly implementing the applicable Safe-working Rules and Operating Procedures for the duration of the access, taking into account the guidelines detailed in this Site Access Guide.
- Holding the authorised Site Access Permit.
- Keeping safe-working records (e.g. Track Protection Record Book).
- Confirming as necessary that persons within the Danger Zone have the required safe-working qualifications.
- Notifying Train Control each day upon commencement and completion of site access and ensuring the Train Controller is advised of the Site Access Permit number before commencing any work.**

**Appendix 2: Certificate of Completion**

TPA

V/Line Site access Permit Number	
Applicant Name	
Company Name	

The applicant certifies that

- Any works or activities for which the Site Access Permit was issued by V/Line have been completed in accordance with any plans, information and documentation as provided to V/Line in the application for access.
- Access was completed on \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_



Completed Certificates must be signed and emailed to

[access@vline.com.au](mailto:access@vline.com.au)

(For RRL Works – [rrlaccess@vline.com.au](mailto:rrlaccess@vline.com.au))

**OR**

a complete hard copy via mail to:

The Access Administrator  
 V/Line Pty. Ltd.  
 GPO Box 5343  
 Melbourne Vic 3001



## Appendix 3: ACCESS CHECKLIST

### ACCESS CHECKLIST

**Access to the V/Line rail lease will require the submission of an access application which includes the following information. Applicants should adhere to the review times required for applications.**

**No works are to commence without a valid Site Access Permit**

#### 1. Location of Access ([Part C, Section 1](#))

- a) Provide full details of your geographic location
- b) Provide a map or sketch along with a VicRoads or Melways reference and/or a railway kilometre marker location
- c) Details of exact location or boundaries (show signal sections or site plans, refer to RailMap or pictorial maps)

#### 2. Purpose of Access ([Part C, Section 2](#))

Provide a description of what you want to do on V/Line land

- Include details of any track works
- Include details of any signal works
- Include details of any civil works
- Include details of all works at stations, car parks or surrounding land

#### 3. Description of your Works ([Part C, Section 5](#))

A site specific detailed description of the access or works activities is required including:

- a) Details of all equipment to be used
- b) Detail how you will physically enter and exit V/Line Property :
  - Details of access to the site, Public Crossing, Access Track; New Pad
- c) Detail how the work will be undertaken :
  - A set of site specific work method statements, all relevant Safe Work Method Statements; Activity Method Statements (AMS), etc.
  - Include site specific supporting risk assessments
- d) Attach the proposed work program
- e) Provide details of any stage works
- f) Detail the condition the worksite will be given back to V/Line
- g) Provide a stakeholder communication plan

#### **ADDITIONAL INFORMATION REQUIRED FOR ROAD / RAIL PROJECTS ONLY**

- h) Signalling Testing & Commissioning Plan
- i) Attach an Interface Plan for works adjacent to or in other work packages. Must contain the designated signature's from both Work Packages
- j) What VLP Operational changes will be required?

#### 4. **Rail Safety** ([Part C, Section 7](#))

Supply a Rail Safe-working Plan of the area including:

- a) Site Specific guidelines for the required safe-working protection procedures
- b) Site sketch of safe-working area indicating position of Safe-working Protection Personnel where they are required
- c) Sign off of the Rail Site Safe-working Plan by a Level 3 Track Force Protection Coordinator (where your impact type is Level 2, 3, 4 or 5)
- d) Detail which areas are linked to which impact type for safeworking (You may split the works area into different impact types)
- e) List of all site contacts and Emergency Plans

#### **ADDITIONAL INFORMATION REQUIRED FOR ROAD / RAIL PROJECTS ONLY**

- f) What Safeworking notifications do you require to be issued – Safe Working Circular/Safe Working Occupation Circular?

#### 5. **Rail Design Documentation** ([Part C, Section 10](#))

- a) Include details of changes to station assets and surrounding areas.
- b) Detail how your works will comply with the, V/line standards; Australian Standards & VRIOGS
- c) Provide detailed approved drawings of any works – (signed off by a suitably qualified engineer)
- d) List of drawings for the works, Issued For Construction drawings; List of Signalling Reds and Yellows, include third party proof checks

#### **ADDITIONAL INFORMATION REQUIRED FOR ROAD / RAIL PROJECTS ONLY**

- e) Attach the Maximo update form – (We will send you a form to complete)
- f) You will need to complete and have approved a V/Line Management of Change document.
- g) Approvals by the Work Package Manager for the proposed works (Track, Civil, Signalling) and any special conditions that will apply (RRL Specific)
- h) Explain the installation/work and how it interfaces with the rail infrastructure – where relevant provide full detail of any track and signal specifications and design or operational interfaces.

**6. Disruption to V/line infrastructure & Operations. ([Part C Section 12](#))**

When your proposed works on the V/line lease involve the setting of Full Track Protection or the issue of an Absolute Occupation; the following requirements will apply:

**6.1 Single location - Single Contractor one or more work groups,**

- a) List the Documents V/Line will receive at the hand back of the Absolute Occupation or the removal of Full Track Protection. Including but not limited to the following: Certificate of Train Running; Certificate of Signalling; All V/Line required forms, weld forms, etc.; CTC forms; track geometry and inspection forms; Defects list; Bonding plans, etc.
- b) List any Temporary Speed Restriction's that may apply, length and duration
- c) State the Operational Impacts to V/Line
- d) List all machines to be used and/or trains required
- e) Detail your procedure for asset handover/hand-back
- f) Procedure for verifying all assets to be returned are fit for traffic
- g) Include plans for service disruptions
- h) A list of the Permit to Foul Holders to include their contact details that will be used during the Absolute Occupation
- i) How or if the Permit to Foul work site / sites will be defined / protected within the area of Absolute Occupation
- j) A statement as to how Plant Trains, Track Machines and High Rail movements will be managed within the area of the Absolute Occupation
- k) A work schedule containing the critical time lines and counter actions developed by the Holder of the Absolute Occupation to ensure on time hand back
- l) List your Contingency Plan in the event of a late hand-back

**6.2 Single location - Multiple Contractors one or more work groups,**

**All requirements in 6.1 above apply plus the following;**

**ADDITIONAL INFORMATION REQUIRED FOR ROAD / RAIL PROJECTS ONLY**

- a) An Interface Management Plan between the relevant Work Packages. The plan is to contain the following information:
- b) How the Hand Back of the Absolute Occupation will be managed.
- c) How the return of the Permit to Foul will be managed.
- d) Provide details of the Work Package who will be the Holder of the Absolute Occupation
- e) Convene a PRE-OCCUPATION meeting between the work packages

## 7. Quality Assurance ([Part C Section 18](#))

Please detail the documents V/Line will receive at the end of the works and/or on the return of the asset. Details required include but not restricted to the following:

- a) Certificate of completion;
- b) Certificate of Train Running;
- c) Certificate of Signalling;
- d) V/Line required forms, weld forms, etc.; CTC forms; track geometry and inspection forms; Defects list; Bonding plans, etc.

**For Vicroads Projects the following details are required :**

- Testing & Commissioning plans
- Location Details
- As-Built Documentation
- Operating Procedures & Systems Manuals
- Training program material
- Warranties
- Approvals from designers, proof checkers, Vicroads
- Spares
- Certificates of Compliance from Engineers
- Utility Connections
- Defects lists
- On-going maintenance plans

### **ADDITIONAL INFORMATION REQUIRED FOR ROAD / RAIL PROJECTS ONLY**

- e) Attach the Briefing Note for the works (RRL Specific, contact V/Line for details)
- f) Has the Lithograph been updated and approved with a new Signalling Diagram Number?

## 8. Communication Plan ([Part C Section 19](#))

Provide a stakeholder Communication plan for the works. The plan should detail at least the following:

- a) Your method of communication with V/line
- b) Details of your communication with affected third parties
- c) Emergency communication arrangements
- d) Train control communications
- e) Other Rail operators
- f) Other Projects in the vicinity

## Appendix 4: Application Types and Fees

**Note:** This schedule of fees is subject to review of the nature of your application upon receipt by V/Line.

Application Type		Application Fees (GST Excl)
1	<b>Access for <i>non</i> commercial purposes with no likely entry to danger zone</b> e.g. Handing out flyers for community purposes, sale of raffle tickets for charity etc.	\$0
2	<b>Access for commercial purposes with no likely entry into danger zone and not requiring the use of any equipment or temporary structures.</b> e.g. Flyer distribution to promote commercial businesses, access to V/Line buildings or structures.	\$350.00
3	<b>Access for commercial purposes with no likely entry into danger zone but will require the use of equipment or temporary structures</b> e.g.(a) Setting up of retail booth etc (b) Filming on platforms and at stations	(a) \$500.00 (b) POA
4	<b>Access for commercial purposes where there is a possible entry into danger zone but does not involve any works being undertaken to V/Line Property</b> e.g. Inspections of the rail corridor, surveys (incl. Geotech surveys)	\$650.00
5	<b>Single residential development - service crossings associated with</b> e.g. non-commercial activities e.g. works related to the demolition and/or construction of single dwellings on a single plot of land including beautification projects.	\$1500.00
6	<b>Service Pipes crossing of the Rail Corridor (not related to development project)</b> Over and under crossings and short parallel installations e.g. Commercial / utility / domestic facility, including crossings on existing bridges, Water, Gas, conduits.  (a) Less than 100mm (b) 100 mm – 199 mm (c) 200mm – 499mm (d) 500mm or larger (but excluding major civil works)	(a)\$1,500 (b)\$2,500 (c)\$3,500 (d)\$5,000
7	<b>Service Crossing of the Rail Corridor by overhead lines (not related to development project)</b> Overhead crossings and short parallel installations e.g. Commercial / utility / domestic, Electrical & Communications.  (a) New installation (b) Cable (conductor) renewal (c) Pole renewal (d) Cross arm replacement (e) Strain installation	(a)\$3,000 (b)\$1,500 (c)\$1,500 (d)\$650 (e)\$650

Application Type		Application Fees (GST Excl)
8	<b>Stormwater Facility or discharge onto Rail Corridor (not related to development project)</b> (Connection from new or existing property that is not a single dwelling.)	\$2,200
9	<b>Small Development and Small Civil Projects</b> e.g. Minor works to existing bridges, Structures, Dual occupancy, Underpass / Paths, etc.	\$3,000
10	<b>Small Development – (crossings and works relating to)</b> (meets ALL of) <ul style="list-style-type: none"> <li>▪ land area of less than 1,000 sq metres</li> <li>▪ building is less than 12 metres high</li> <li>▪ development is less than 6 dwellings OR 500 sq metres</li> </ul>	\$5,500
11	<b>Medium Development - (crossings and works relating to)</b> (meets ALL of) <ul style="list-style-type: none"> <li>▪ land area of less than 2,000 sq metres</li> <li>▪ building is less than 15 metres high</li> <li>▪ development is less than 20 dwellings</li> </ul>	\$6,600
12	<b>Large Development (crossings and works relating to)</b> - service crossings related to: <ul style="list-style-type: none"> <li>▪ plot exceeding 2,000 sq metres, or</li> <li>▪ over 15 metres high, or</li> <li>▪ development is more than 20 dwellings</li> </ul>	\$7,700
13	<b>Major Civil Construction Project</b> e.g. Bridges, underpass / paths, major excavations, proximity to tunnels, rock anchors, mining.	Fees notified on application
14	<b>Ground Water Bore (Cost is per bore)</b> <ul style="list-style-type: none"> <li>(a) Installation</li> <li>(b) Ongoing Inspection</li> <li>(c) Decommissioning</li> </ul>	(a)\$660 (b)\$175 (c)\$660
15	<b>Rail or Road Projects</b>	Fees notified on application
16	<b>State works</b>	Fees notified on application
17	<b>Environmental Works</b> Works undertaken on the V/Line network providing benefits to the community and environment. e.g. weed control, vegetation management, fire reduction, reserve maintenance and biological surveys	(subject to approval by V/Line Environmental Manager)