



**Site Access Guide**

**Define a Third Party to V/Line**

**Contractors are classified as a Third Party only under the following scenarios:**

1. When a project is nominated by the Victorian State Government/Agency (such as but not limited to RPV, LXRP, DoT) or Federal Government/Agency, the relevant government becomes the second party. A contractor nominated by the relevant government to deliver that project is the “Third Party”
2. When Victrack wishes to undertake a project, V/Line is notified as the second party to the project. The Contractor Victrack nominates to deliver that project is a “Third Party”
3. When a Contractor proposes to work in the rail reserve on an asset that is not for rail operations they are defined as a “Third Party”
4. When V/Line is delivering the Annual Works Plan (AWP) or doing any other maintenance/survey works outside AWP, the Contractors that V/line select to deliver the works are the second party and not subject to Third Party procedures.

**IF YOU ARE A THIRD PARTY TO V/LINE PLEASE FOLLOW THIS GUIDE**

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### Activities that V/Line can allow you access to the rail network include;

- (a) Community use purposes; festivals, fundraising events, V/Line supported community activities
- (b) Photography and other media purposes; exhibitions, craft shows, RPA (Drone) flights etc
- (c) Survey works; including feature surveys, non-destructing digging, geo-technical works
- (d) Feasibility studies;
- (e) Flora and fauna surveys;
- (f) Sampling activities; ground water bores, soil sampling, water sampling
- (g) Educational purposes;
- (h) Promotional activities Non-political related
- (i) Use of the land for short term non-rail related use
- (j) Access for non-intrusive maintenance activities of Victrack licenced assets

### HOW THIS GUIDE WORKS

**No interference with Scheduled Train Services**

Any works that disrupt scheduled train service (passenger or freight) requires a minimum of **100 days** advance notice. The applicant shall submit details of the proposed service disruption via completing a Works Notification Form (NOFO 10.1). 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

*Obligatory approvals to be obtained from VicTrack being the landowner before applying for access to V/Line leased land.*

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

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**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***
- b. In some instances, we may also require that you enter an Access Deed. (Upon receipt of your application you will be advised if this is required).
- c. In some instances, we are not able to grant you Access without there being agreement provided by VicTrack or DOT. We will advise you on receipt of your application if this is required and will provide assistance with this process.
- d. Access Fees will need to be paid. Please see web site for details.
- e. Submit the Environmental Checklist at Appendix 4.



*A checklist to assist preparation of your access application is contained in Appendix 1 – ACCESS CHECKLIST*

**AFTER A SITE ACCESS PERMIT IS ISSUED YOU MAY UNDERTAKE YOUR WORKS**

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

*The Site Access Permit will detail your requirements and the contact details you must adhere to daily*

**Works that involve the direct contact of any V/Line asset such as:**

Track & Civil Items;  
Signalling Items;  
Buildings, platforms etc.

A V/Line representative must be present on site to certify the completion of the works.

There will be a fee for V/Line attendance which is in addition to any access fee applicable.

**Works that DO NOT involve the direct contact of any V/Line asset such as:**

Track & Civil Items;  
Signalling Items;  
Buildings, platforms etc.

Works such as under track bores, overhead rail crossings, works at station etc.; a Certificate of Completion (Appendix 2) will be required as well as one or more of the following:

- Certificate of Infrastructure Monitoring (Appendix 3, signed by a Competent Contractor employee and/or
- Certificate of Signalling;

V/Line will advise the requirements in these cases

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

- You will be required to submit a Certificate of Completion to indicate to V/Line that the works site is safe. (Appendix 2)
- You may also be required to submit Certificate of Infrastructure Monitoring (Appendix 3). V/Line will advise if this is the case.
- We may also request that you attend the location of the intended access to undertake an inspection prior to works commencing.
- This inspection will be with a V/Line representative for the purpose of confirming the nature and impact of any works against documentation provided.
- 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.
- A V/Line representative must be present on site to certify the completion of the works when you will have a direct impact on V/Line infrastructure.
- *There will be a fee for V/Line attendance which is in addition to any access fee applicable.*

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

**1. ITEMS TO CONSIDER**

Issues to address in your Application	Matters to be considered
<p><b>Rail Safety Risk Assessment and Environmental Risk Assessment</b></p>	<p>In undertaking a risk assessment for any works to be undertaken you should as part of your risk assessment;</p> <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> </ul>
<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>• Estimate the distance to the closest rail</li> <li>• Where you will be undertaking your works or access in relations to Rail Infrastructure</li> <li>• Detail your access points</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 or pedestrian paths nearby;(i.e. Traffic Management Plan/ Pedestrian Management Plan)</li> </ul>
<p><b>Environmental Management</b></p>	<ul style="list-style-type: none"> <li>• The environmental management checklist (Appendix 4) must be completed</li> <li>• Where you indicate “yes” to any item then you must submit supporting policies/procedures and risk assessments</li> </ul>
<p><b>Monitoring of rail</b></p>	<p>For works under the rail, a rail monitoring plan must be submitted, and Certificate of Infrastructure Monitoring must be submitted (See Appendix 3). The following must be explained:</p> <ul style="list-style-type: none"> <li>• How you plan on monitoring the rail</li> <li>• Who will be monitoring the rail</li> <li>• How you will comply with V/Line’s track geometry standard NIST – 2706 (Can be supplied by the access co-ordinator on request)</li> <li>• What you will do if any tolerance levels are exceeded</li> </ul>
<p><b>Use of RPA’s (Drone) in the rail corridor</b></p>	<p>V/Line has a set of guidelines that you should follow when requesting access for Remote Piloted Aircraft in the rail corridor. <b>Please ask your V/Line contact for current details</b></p>
<p><b>Access to our Central Control Room</b></p>	<p>The V/Line Central Control Room (Control) is a highly restricted area. You should allow extra time for access applications requiring access to Control and allow for a very detailed analysis of your application. Only qualified persons will be granted access and only with V/Line personnel in attendance</p> <p style="text-align: right; color: red;">Extra fees shall apply</p>

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Issues to address in your Application	Matters to be considered
<b>Access to our High Voltage (HV) Assets</b>	Access to V/Line HV assets is highly restricted. You should allow extra time for access to these assets. Only qualified persons will be granted access and only with V/Line personnel in attendance Extra fees shall apply

## 2. RAIL SAFEWORKING

### *Explaining the rail corridor:*

- The rail corridor is from fence line to fence line. Where there are no fences, the rail corridor is 15 metres from the nearest outside rail.
- The rail corridor includes a station platform where the task to be performed is potentially able to enter the danger zone.
- The danger zone being within 3 metres of the nearest rail in any direction.

Issues to address in your Application	Matters to be considered
<b>Safe-working Qualifications</b>	<ul style="list-style-type: none"> <li>• All Safe-working qualifications must be recognised in Victorian rules and regulations.</li> <li>• Safe-working certificates must be issued by a Victorian registered training organisation.</li> <li>• Depending on the works you are undertaking you may need a Rail Industry Workers Card.  <a href="https://corporate.vline.com.au/Contractors-tenders/Contractors">https://corporate.vline.com.au/Contractors-tenders/Contractors</a></li> <li>• You will need to complete the V/Line third party contractor induction  <a href="https://corporate.vline.com.au/Contractors-tenders/Contractors">https://corporate.vline.com.au/Contractors-tenders/Contractors</a></li> </ul>

## Site Access Guide

### 3. IMPACT & SAFETY MATRIX

#### A GUIDE TO MANAGING INFRASTRUCTURE WORKSITES IN THE DEFINED RAIL CORRIDOR

##### Planning for Infrastructure Work (Rail Safety Worksite Hazard Assessment – SW. 0149/2019))

All infrastructure work planned for the Rail Corridor must first be assessed by a Track Force Protection Co-ordinator to:

1. Determine the potential for the work to intrude on the Danger Zone, and
2. To assign mitigation in the form of an appropriate level of worksite protection.

This assessment must include all activities planned to be conducted behind temporary delineation fencing. Please see *V/Line Standard -Use of Delineation Fencing on the Vline Network - SAST3281*

##### Definitions

**Danger Zone** - is all space within 3 metres horizontally from the nearest rail and any distance above or below this zone including being on the line, unless a Position of Safety exists or can be created.

**Rail Corridor** – is from fence line to fence line, or where there are no fences, 15 metres from the nearest rail. This includes a station platform, where the task to be performed maintains the potential to or will intrude into the Danger Zone.

**Track Force Protection Co-ordinator (TFPC)** - is the person appointed to assess and implement worksite protection arrangements on site.

**Position of Safety** - is a place where people or equipment cannot be struck by rail traffic.

**Potential to Foul** – an activity that would have the ability to enter the Danger Zone.

**Walking** – is walking in the Danger Zone or Rail Corridor and performing no work, other than visual inspections.

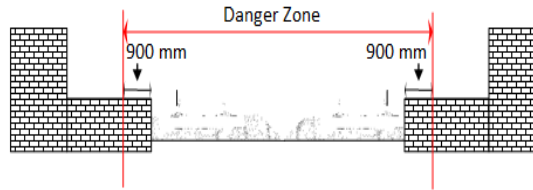
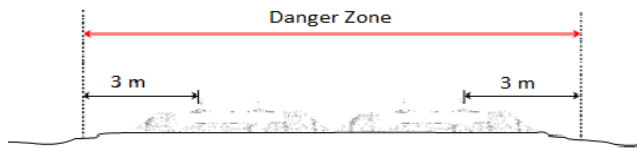
**Major Task** – is a task involving the use of any heavy equipment that does not meet the definition of a “Minor Task”.

**Minor Task** (With no Potential to Foul) – is a light maintenance task that can be performed through the use of light powered/non-powered hand tools that can be removed easily and immediately from the track by one person without mechanical assistance.

##### **Work must not commence unless:**

- The required work site protection measures are in place
- There is a POS that can be easily reached
- All rail safety workers involved are trained to at least Personal Track Safety - Level 1
- All rail safety workers have attended a Rail Safety Pre-Work Briefing delivered by the TFPC, and
- All rail safety workers have acknowledged understanding of the Briefing by signing the relevant Pre-Work Briefing Form
- Where the work is assessed as rail safety work – RIW cards are current
- Completed the V/Line induction

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The table below provides a **guide only** to determining the impact type, along with the minimum method of worksite protection that may be required.

Location	Activity	Impact Type	Minimum Worksite Protection Method/s Required	Supervision on site	Minimum Competencies On Site
<b>Working Outside the Rail Corridor</b>	Minor Task Major Task	N/A	N/A	No	N/A
<b>Walking in the Danger Zone</b>	Walking	1	Lookout Protection	Yes TFPC3.2	TFPC3.2 Level 1 TTSA for all workers Or For every 3 Visitors, there must be one TFPC3.2
<b>Work Inside the Rail Corridor with <u>No Impact to the Danger Zone</u></b> <i>(Including on a station platform)</i>	Minor Task Major Task	To be advised	The Rail Safety Worksite Hazard Assessment will determine if a method of worksite protection requires to be implemented		Details of the works are to be submitted to V/Line safety for review and advice
<b>Work Impacting on the Danger Zone or Inside the Danger Zone</b> <i>(Including on a station platform)</i>	Minor Task	2	Lookout Protection	Yes TFPC3.2	TFPC3.2 Level 1 TTSA for all workers
	Major Task	4/5	Track Force Protection Or Absolute Occupation	Yes TFPC3.2	TFPC3.2 Level 1 TTSA for all workers



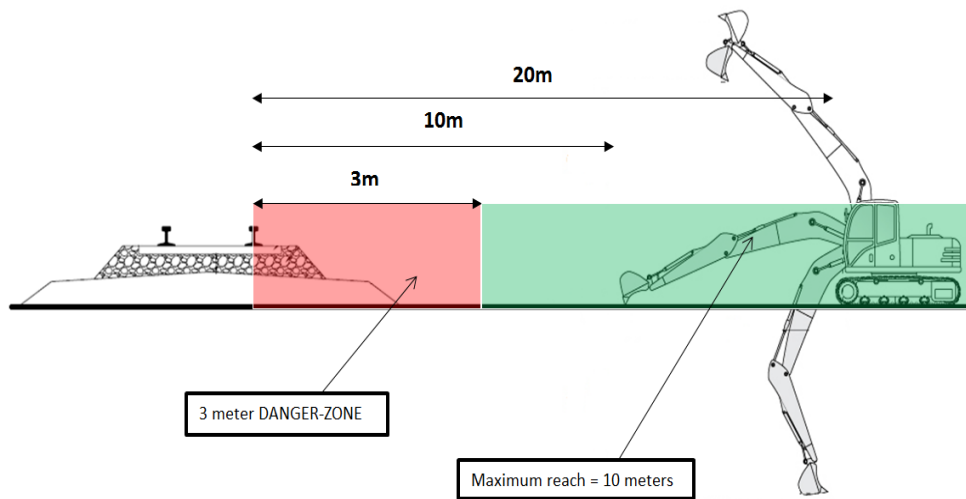


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Location	Activity	Impact Type	Minimum Worksite Protection Method/s Required	Supervision on site	Minimum Competencies On Site
<b>Work Impacting on the Danger Zone or Inside the Danger Zone</b>  <b>Guaranteed Work Window Required</b>	Minor Task	2	<b>Absolute Occupation</b>  <ul style="list-style-type: none"> <li>A minimum of 100 days' notice is required prior to the intended start date.</li> <li>Access to a scheduled Vline Occupation will require a minimum of 12 weeks' notice.</li> <li>A Certificate of Infrastructure Monitoring or Signaling may also be required, as determined by Vline.</li> </ul>	Yes TFPC3.3	TFPC3.3 (Vline Accredited for management of multiple work groups) Level 1 TTSA for all workers
	Major Task	4/5		Yes TFPC3.3	TFPC3.3 (Vline Accredited for management of multiple work groups) Level 1 TTSA for all workers
<b>Working Behind Delineation Fencing or an Approved Fixed Barrier</b>	Minor Task	To be advised	The Rail Safety Worksite Hazard Assessment will determine if a method of worksite protection requires to be additionally implemented <i>(Refer also to Vline Standard SAST 3281 for work involving the use of vehicle restrictors)</i>		Details of the works are to be submitted to V/Line safety for review and advice
	Major Task				

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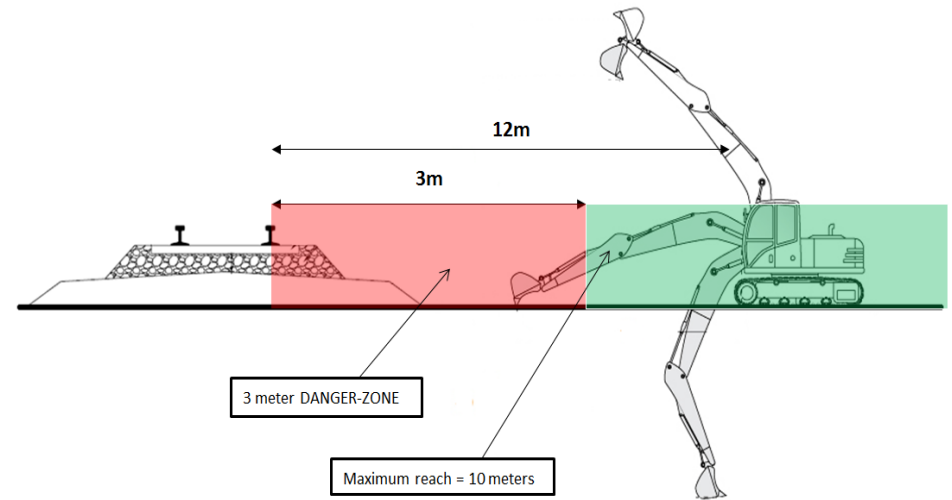
### Potential To Foul



**Figure 3:**

**No potential to enter the Danger Zone**

Machinery is located 20 meters away from the rail and the maximum reach of the excavator is 10 meters, therefore there is no potential to foul the 3 meter danger-zone.



**Figure 4:**

**Potential to enter the Danger Zone**

Machinery is located 12 meters away from the rail and the maximum reach of the excavator is 10 meters, therefore it has the potential to foul the 3 meter danger-zone.

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### Appendix 1: ACCESS CHECKLIST

#### ACCESS CHECKLIST

**Access to the V/Line rail lease will require the submission of an access application**  
(<https://corporate.vline.com.au/Network-Access/Network-Access>)

**which includes the following information. Applicants should be aware that the quality and accuracy of their submitted documents will impact on the review times required for applications.**

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

##### 1. Location of Access

- a) Provide full details of your geographic location
- b) Provide a map or sketch along with a railway kilometre marker location if possible

##### 2. Purpose of Access

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

- Include details of all works at stations, car parks or surrounding land

##### 3. Description of your Works

A **site specific** detailed description of the access or works activities is required in your application 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; etc
- c) Detail how the work will be undertaken :
  - A set of site specific work method statements, SWMS etc.
  - site specific supporting risk assessments
- d) Attach the proposed works program
- e) Provide details of any staged works
- f) Detail the condition the worksite will be given back to V/Line
- g) Provide a stakeholder communication plan
- h) Provide all independent design approvals for new and/or temporary rail infrastructure
- i) Provide enough details for new and/or temporary rail infrastructure to obtain V/Line design approval

##### 4. Rail Safety – Refer to Section B 3.

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

The rail safety worksite hazard assessment

- a) Site Specific guidelines for the required safe-working protection procedures



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- b) Site sketch of safe-working area indicating position of Safe-working Protection Personnel where they are required, Point of Safety – POS.
- c) Detail which areas are linked to which impact type for safe working (You may split the works area into different impact types)
- d) List of all site contacts and Emergency Plans   
(As your application progresses you may be required to submit specific risk assessment. We shall advise you when you are required to do so)

### 5. Disruption to V/line infrastructure & Operations.

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

See web site <https://corporate.vline.com.au/Network-Access/Network-Access> for details

### 6. Is an RIW Card required?

yes/no

<https://corporate.vline.com.au/Contractors-tenders/Contractors>

### 7. V/line Induction completed

yes/no

<https://corporate.vline.com.au/Contractors-tenders/Contractors>



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#### 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

Supporting documents are attached

- \*\* Any works or activities for which the Site Access Permit was issued by V/Line have been partially completed in accordance with any plans, information and documentation as provided to V/Line in the application for access. The site has been left safe, secure and fit for V/Line staff, passengers and other third parties.
- Access was completed on \_\_\_\_/\_\_\_\_/\_\_\_\_

\*/\*\* strike out not applicable

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

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

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



Completed Certificates must be signed and emailed to

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

**OR**

a complete hard copy via mail to:

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



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#### Appendix 3: Certificate of Infrastructure Monitoring.

<b>ASSET MANAGEMENT</b>	
<b>Certificate of Infrastructure Monitoring</b>	
<b>Section 1: DETAILS</b>	
Corridor	Track – Up / Down / Centre / Other
Work Starting Point: (km)	Work Finishing Point: (km)
Location (km)	
<b>Section 2: TRACK MONITORING</b>	
The area above has been independently monitored by _____ covering the following components;	
Signage: Satisfactory	
Track Geometry: <input type="checkbox"/> Twist	Un-Satisfactory/Satisfactory
<input type="checkbox"/> Top	Un-Satisfactory/Satisfactory
<input type="checkbox"/> Line	Un-Satisfactory/Satisfactory
<input type="checkbox"/> Gauge	Un-Satisfactory/Satisfactory
<input type="checkbox"/> Cant	Un-Satisfactory/Satisfactory
<b>ANY UN-SATISFACTORY MEASUREMENTS MUST BE REPORTED IMMEDIATELY TO THE TRACK SUPERVISOR NOMINATED IN THE SITE ACCESS PERMIT</b>	
<b>Section 3: CLEARANCES</b>	
All structures are outside the applicable Clearance Diagram as per V/Line standards.	Yes / No
Clearance Gauge was used to confirm clearances up to at least platform level (If Applicable)	Yes / No
<b>Section 4: V/LINE NOTIFICATIONS</b>	
Detail all V/Line Contacts notified	
<b>Section 5: EXCEPTIONS</b>	
The following works are outstanding and are required to be completed:	
<b>Section 6: CONTRACTOR'S DECLARATION</b>	
Work on and around this section of V/Line Infrastructure has been completed in accordance with the V/Line Specifications, Standards and Structure Clearances. All material and equipment have been cleared from the structural gauge envelope.	
Name of Company/Contractor:	
Person Signing:	Title:
Signature:	Date

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**Appendix 4: Environmental Management Checklist**



**(TO BE COMPLETED AND RETURNED WITH APPLICATION)**

Ensure copies of ALL approvals / permits are attached to this checklist

Consider whether works have potential to impact on:	Y/N	If yes, provide confirmation of:	Details & statutory requirements
<b>Native vegetation or wildlife habitat</b>		<b>Native Vegetation disturbance / removal</b>  Reason for disturbance:  Description / species:  Proposed treatment:  Quantity / area: <i>(attach site map clearly identifying vegetation for removal)</i>	<b>Planning permit for native vegetation removal or exemption</b>  Permit no. Expiry:  <b>Flora &amp; Fauna Guarantee (FFG) Permit</b>  Permit no. Expiry:  <b>Security of native vegetation offsets (if required):</b>  <b>Remediation proposal (include details of revegetation / plantings):</b>
<b>Waterways / Surface Water</b>		Details of waterway (name, description, etc):  Proposed measures to protect bed, banks and waterway:	<b>Working on waterways permit / relevant authority consent</b>  Permit no: Expiry:  Other:

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<p><b>Cultural Heritage</b> (<i>are works within an area of Cultural Heritage Sensitivity or within 200m of a waterway?</i>)</p>	<p><b>Details of Cultural Heritage Due Diligence</b></p> <p><b>Contingencies in the event that works uncover cultural heritage material:</b></p>	<p><b>CHMP or Permit ref:</b></p> <p><b>Other:</b></p>
<p><b>European Heritage or archaeological significance</b></p>	<p><b>Details of heritage listing (State / Local)</b></p>	<p><b>Planning Permit / Exemption</b></p> <p><b>Permit no:</b></p> <p><b>Expiry:</b></p> <p><b>Consent to disturb:</b></p> <p><b>Expiry:</b></p> <p><b>Other:</b></p>
<p><b>Noxious weeds &amp; soil borne pathogens</b></p>	<p><b>Details of weeds on site.</b></p> <p><b>Measures to avoid weed spread &amp; soil borne pathogens:</b></p>	<p><b>Weed Treatments</b></p> <p><b>Product used:</b></p> <p><b>Rate:</b></p> <p><b>Date of application:</b></p> <p><b>(attach herbicide record)</b></p> <p><b>Ensure compliance with SAPR-80</b></p>
<p><b>Contaminated spoil management</b></p>	<p><b>Details of spoil generation, quantity and proposed treatment.</b></p>	<p><b>Contamination Report:</b></p> <p><b>Approved Spoil Reuse Proposal:</b></p>
<p><b>Waste Management &amp; sustainability</b></p>	<p><b>Describe methods for sustainable management of waste materials:</b></p>	
<p><b>Community – noise / vibration / light / visual amenity/ air quality</b></p>	<p><b>Describe works which have potential to create disturbance to community (noise, vibration, smoke, dust)</b></p> <p><b>Describe measures to mitigation community disturbance:</b></p>	<p><b>Details of stakeholder communications:</b></p> <p><b>EPA approvals:</b></p> <p><b>OHSE management plan:</b></p>





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<p><b>Chemical and hazardous substances (incl. asbestos)</b></p>	<p><b>Describe measures for the identification, storage and management of chemicals and hazardous substances.</b></p>	<p><b>Hazardous substances register (to be attached):</b></p>
<p><b>Landholders property other than V/Line</b></p>	<p><b>Details of property, property owner and evidence of approvals</b></p>	<p><b>Dilapidation report:</b></p>
<p><b>Do works involve hot works or have the potential to ignite a fire?</b></p>	<p><b>Details of hot works.</b></p> <p><b>Measures to be implemented to reduce fire risk:</b></p> <p><b>#During FDP Hot works shall require V/line approval daily</b></p>	<p><b>Date of report:</b></p> <p><b>Are works to occur within the declared Fired Danger Period (FDP?)</b></p> <p><b>Schedule 14 Permit Permit no:</b></p> <p><b>STRICTLY NO HOT WORKS ON CODE RED DAYS OR DAYS OF TOTAL FIRE BAN</b></p>
<p><b>On site refuelling</b></p>	<p><b>NOT permitted on the V/line lease.</b> Your management plan for spillage / contamination prevention / and waterways protection.</p>	
<p><b>All access applications for environmental surveys must have a site specific environmental risk assessment</b></p>	<p><b>Provide risk assessments covering the unexpected discovery of flora, fauna or heritage/archaeological artefacts at the site and methods of containing the risk and advice to V/Line</b></p>	