ONRSR Fact Sheet
Monthly Returns

July 2019

This document provides guidance on the submission of monthly returns to the Office of the National Rail Safety Regulator (ONRSR).

Background

Accredited rail transport operators are required to submit monthly returns on:

> length of track over which the infrastructure manager has effective management and control (that is, track kilometres)

> number of kilometres travelled by trains, including passenger, freight, and self-propelled infrastructure maintenance vehicles (that is, train kilometres)

> number of journeys made by passengers on trains (urban and non-urban)

> number and type of drug and alcohol tests conducted and the class of rail safety workers tested

> the number of employees engaged to undertake rail safety work, as on the last working day of the month.

What is monthly data used for?

This information is used by ONRSR for a variety of purposes. The data is important to monitor trends and safety implications, as an indication of the size of industry and the volume of rail activity, and as a tool for normalising safety statistics. It is also a key input into the calculation of annual accreditation fees.

Why do I need to submit monthly returns?

The submission of monthly returns is a legal requirement of accreditation, under section120 (3) of the *Rail Safety National Law* (RSNL), with significant penalties for non-compliance. Regulation 56 of the *Rail Safety National Law National Regulations 2012*, details the information to be supplied.

Which data do I report?

Provide only data for accredited operations under the effective management and control of your organisation. In general, ONRSR considers that assets or infrastructure detailed in your notice of accreditation are under your effective management and control. In a contract arrangement between two accredited operators, you are required to report the activities that were undertaken under your accreditation.

What are track kilometres?

Track kilometres are the total length of track under your effective management and control. This includes all track whether it is in use or not.

It is also measured in line kilometres as opposed to route kilometres, so dual track in a corridor should be counted as two lines.

Should I include my private siding/s?

This depends on your accreditation. **Rolling stock operators** that hold separate registration as a manager or owner of one or more private siding(s) should not include any track data for these sidings. Rolling stock operators should not include any track data at all, unless they are also accredited as a rail infrastructure manager.

Accredited rail infrastructure managers will generally have their sidings (including those previously treated as private sidings) included under their accreditation. This data should be reported as part of the total track kilometres under their effective management and control.

What are train kilometres?

Train kilometres are the number of kilometres travelled by trains over which your organisation has effective management and control.

The type of train kilometres can be passenger, freight, or self-propelled maintenance vehicles, depending on the type of operation of the train.

Train kilometres include any coupled rolling stock (these are not counted separately). For example, a locomotive that has eight wagons and a second locomotive coupled to it should be treated as one train, where the total length is under your effective management and control.

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What if my passenger/ freight trains run without passengers/ freight?

You should still include kilometres travelled by your empty passenger/ freight trains as passenger/ freight train kilometres. This may include:

> driver training
> movements to or from stabling
> use of your rolling stock to transport equipment and materials
> movements of banker trains to / from service (to be reported as freight kilometres).

Do I report yard operations?

Train kilometres undertaken *within* a yard, typically associated with shunting vehicles or movements by other vehicles (sometimes referred to as shunting) should not be reported.

This excludes passenger, freight or self-propelled maintenance vehicles stabling at the end of a journey (or departing), which would be reported as rolling stock kilometres.

Where freight or passenger trains travel *through* temporary yards on a mainline (e.g. established for track maintenance) this should still be reported as freight or passenger train kilometres.

What are track maintenance kilometres?

Track maintenance kilometres are the number of kilometres travelled by **self-propelled infrastructure maintenance vehicles** over which your organisation has effective management and control. This includes road rail vehicles (only whilst on rail) and track recording cars, and trains undertaking track maintenance within a track possession or temporary yard.

Rolling stock operators should report 'free running' kilometres (that is, movements on the open network) and 'working' kilometres (that is, movements in possession-type situations).

Track maintenance does not include travel to and from worksites, which should be reported as freight kilometres. It also does not include kilometres travelled by road rail vehicles on road.

How do I measure rolling stock and/ or track maintenance kilometres?

Data loggers and locomotive odometers are ideal for measuring kilometres. Otherwise, work plans, typical operational activity or surveys can also be used to estimate the kilometres travelled by these vehicles.

As not all rolling stock and/or track maintenance vehicles are set up with measuring equipment, a robust estimate of total kilometres is accepted.

What data is required on passenger journeys?

The number of journeys made by passengers should be reported as the number of passengers who journeyed on the trains, not the number of rolling-stock journeys.

For example, if 10 people journeyed on a train, 20 people on a second train and 30 people on a third train, this totals 60 passenger journeys.

What drug and alcohol testing information do I need to provide?

You are required to report the number and type of drug and alcohol tests conducted. Testing relates to all rail safety workers you test, including contractors and workers directly employed by you.

The table below provides a summary to assist you with which tests to include in your monthly return.

An **X** in the table indicates that the test does not have to be reported to ONRSR.

Condition of test	Include in Monthly Return
Pre-employment	**X**
Pre-sign on	✓
Random	✓
For cause/on suspicion	✓
Post-incident	✓
Rehabilitation/return to work	**X**
Tests conducted as part of Health Assessments under the National Standard for the Health Assessment of rail safety Workers	**X**

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From 1 July 2019, there is no longer a requirement to report positive results or refusals by a rail safety worker to undertake testing (except for operators in Western Australia), however these remain reportable as a category B notifiable occurrence. This is about tests undertaken under your drug and alcohol management program, and any positives that suggest a worker was in breach of that program.

Notifiable occurrences are listed in regulation 57 of the National Regulations and also in the Notifiable Occurrence form.

What data on rail safety workers is required?

This refers to *employees* who undertake rail safety work on the railway operations under your accreditation. This includes volunteers, but excludes contractors doing work for you (where employed by another company).

The number provided should be as on the last *working* day for the month, which could be on a weekend or the middle of the month for operators that do not run every day. It is not the sum of the month, just the number of workers on that day.

If an operator does not conduct any operations for a month in a state/ territory, then the number of rail safety workers should be reported as zero for that state/ territory.

How and when do I submit the form?

It is a legal requirement that the monthly return is submitted for each month of accreditation, **no later than the 21st of the following month**.

This information is to be provided regardless of whether any relevant rail-related activity has taken place within the reporting period.

Monthly returns should be submitted online via the ONRSR Portal. The ONRSR Portal is accessed via the ONRSR Portal link on the ONRSR homepage or from here:
https://portal.onrsr.com.au

Operators that are accredited to operate in more than one state / territory will see a separate Monthly Return tab that is required to be completed for each state /territory.

Who can I contact for assistance?

Contact a Rail Information Officer via email at periodic.returns@onrsr.com.au

Further information and links
> ONRSR Portal Link
> Monthly returns webpage
> The ONRSR Way
> Rail Safety National Law and Regulations
> Annual accreditation fees webpage

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