

# Monthly Return Form

## Instructions

- > Use this form to provide data on accredited railway operations undertaken in a month
- > Activities under **registration as a rail infrastructure manager of a private siding/s** should not be included
- > A **separate** return should be lodged for **each state/territory** of accreditation
- > Forms are due as soon as practicable after the end of each month and **no later than the 21<sup>st</sup> day of the following month**
- > Forms must be submitted whether any activity has occurred or not (enter '0' for zero activity)
- > Forms are to be submitted via email to **periodic.returns@onrsr.com.au**
- > By submitting this form to ONRSR the submitter warrants that the information contained is a true record as required by Section 120(3) of the Rail Safety National Law and Regulation 56 of the Rail Safety National Law National Regulations.

## Part A - Information about the rail transport operator

Rail Transport Operator Name:

Type of accreditation:  
(as per your Notice of Accreditation)

rail infrastructure manager only  
(Complete Parts A to D, F and G)

rolling stock operator only  
(Complete Parts A to C, then E to G)

both  
(Complete all Parts)

Name of reporting Person:

Phone:

Reporting person's email:

Date submitted: (dd/mm/yyyy)

## Part B - Reporting period

Month:

Year:

Reporting State / Territory:

## Part C - Employees engaged in rail safety work

- > Refer to section 8 of the Rail Safety National Law for the definition of rail safety work
- > Include, as on the last working day of the month, the number of employees (including volunteers) engaged to undertake rail safety work in respect of a railway under your effective management and control
- > Do not include employees, contractors and volunteers of other rail transport operators who provide services to your organisation

Number of employees engaged in rail safety work (in the state/territory being reported):

## Part D - Rail infrastructure managers (Accredited RIMs only)

- > Provide the sum of track managed under your accreditation, in line kilometres (not route kilometres)
- > Includes private sidings that you are accredited to manage. Do not report if you hold a Notice of Registration
- > All track should be included, whether it is in use or not

Total length of track managed: (km)

## Part E - Rolling stock operators

- > Freight includes ballast, spoil trains etc. operated as part of maintenance activities to and from worksites
- > Maintenance vehicles include hi-rails and track recording cars (excludes ballast trains)

### i) Own Operations

- > Provide the number of kilometres travelled by your own train/s for your operations, conducted under your accreditation (effective management and control)
- > Exclude train kilometres conducted by a contracted party that were undertaken under that party's accreditation

a) Passenger trains	(km)
b) Freight trains	(km)
c) Self-propelled infrastructure maintenance vehicles	(km)
Total (A+B+C)	(km)

### ii) Under Contract to other rail transport operator/s

- > Provide the number of kilometres travelled by your organisation's own train/s under its accreditation, under contract to another organisation. For example, a 'hook and pull' service where the train remains under the effective management and control of your organisation. Guidance on contract arrangements is in the ONRSR Guideline on Effective Control and Management.

a) Passenger trains	(km)
b) Freight trains	(km)
c) Self-propelled infrastructure maintenance vehicles	(km)
Total (A+B+C)	(km)

### iii) Passenger Journeys over which your organisation has effective management and control

- > Urban journeys are those made in metropolitan areas, such as commuter trains. A single journey is from origin to destination and may include a number of vehicles and modes (excluding long distance passenger trains)
- > Non-Urban journeys are those made outside of metropolitan areas, such as regional trains. Each change of vehicle along the route is a new journey

Provide the number of journeys made by passengers in:

a) Urban areas on passenger trains
b) Non-urban areas on passenger trains
Total (A+B+C)

## Part F - Clarifying information (optional)

- > Include additional information to explain any significant changes from the usual level of reported activity (including any changes to track kms)

## Part G - Drug and alcohol tests

- > Complete the table with details of testing conducted under your organisation's drug and alcohol management program (as per section 115 of the Rail Safety National Law).
- > The number of tests taken should include those undertaken at pre-sign on, randomly, due to cause/ suspicion (irrespective of whether the result is positive or negative).
- > Positive results should include the details of the results of those tests taken where the result suggests that a rail safety worker was in breach of a relevant safety requirement concerning the use of drugs or alcohol at a relevant time.
- > Refusals should include the number of rail safety workers who refused to submit to any drug or alcohol test and therefore a test was not undertaken.
- > Do not include pre-employment tests, or tests undertaken as part of rehabilitation/ return to work or under the National *Health Assessment of Rail Safety Workers*.
- > Alcohol tests - count breath tests, breath analysis and/or blood tests on the same worker on the same day as a single test. Do not count sobriety assessments or other impairment tests.
- > Drug tests - do not count sobriety assessments or other impairment tests.
- > Train drivers - train drivers and second persons only.
- > Guards - train guards and other on-board crew only (e.g. passenger service attendants). Security and transit officers should be included as "Other".
- > Controllers/ signallers - controllers and signallers only.
- > Station staff - station managers and station attendants.
- > Rolling stock maintenance - engineers, tradespersons, trades assistants undertaking the monitoring, inspecting, testing, manufacture, repair and maintenance of rolling stock.
- > Railway infrastructure maintenance - engineers, tradespersons, trades assistants and any other "around the track personnel" undertaking design, construction, repair, modification, maintenance, monitoring, upgrading, inspection or testing of rail infrastructure.
- > Shunters - workers involved in shunting activities.
- > Others - any workers not included in the above categories such as cleaners, support staff and administration staff who have undertaken rail safety work as defined in Section 8 of the Rail Safety National Law.

Test type	Method	Test results	Train drivers	Guards	Controllers / signallers	Station staff	Rollingstock maintenance	Railway infrastructure maintenance	Shunters	Other	Total
Alcohol	Breath or Blood	No. tests undertaken									
		Positive									
Drug	Urine	No. tests undertaken									
		Positive									
	Oral fluid	No. tests undertaken									
		Positive									
	Blood	No. tests undertaken									
		Positive									
	Other	No. tests undertaken									
Positive											
<b>Total drug tests undertaken</b>											
Refusals	Drug only										
	Alcohol only										
	Drug and Alcohol										
	<b>Total Refusals</b>										

Further assistance – contact the ONRSR Email: [periodic.returns@onrsr.com.au](mailto:periodic.returns@onrsr.com.au)  
 See also: [www.onrsr.com.au/operations/reporting/periodic-information](http://www.onrsr.com.au/operations/reporting/periodic-information)