

Annual Activity Statement

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Instructions

- This form is for use by Rail Infrastructure Managers
- Completed forms can be submitted to ONRSR either by **email:** operations@onrsr.com.au or **post to:** PO Box 3461, Rundle Mall, Adelaide SA 5000. For assistance with this form contact ONRSR by **telephone:** 08 8406 1500
- This form should be submitted by the date set in your Notice of Registration, **or** where no date is designated, submit within 7 days at end of the financial year (i.e. 1st - 7th July).

Part A - Details of the rail infrastructure manager of the private siding/s

Organisation name:	<input type="text"/>		
ACN (preferred):	<input type="text"/>		
ABN:	<input type="text"/>		
Organisation's address:	<input type="text"/>		
	state	postcode	
Reporting period:	from <input type="text"/>	to <input type="text"/>	(dd/mm/yyyy)
	<input type="checkbox"/> above indicated dates are within the timeframes designated in the Notice of Registration		

Part B - Name and location of private siding/s provide private siding name and location details in the fields provided below

Number of private sidings submitted in this statement:

- Private siding 1
- Private siding 2
- Private siding 3
- Private siding 4
- Private siding 5
- Private siding 6
- Private siding 7
- Private siding 8
- Private siding 9
- Private siding 10
- Private siding 11
- Private siding 12
- Private siding 13
- Private siding 14
- Private siding 15
- Private siding 16
- Private siding 17
- Private siding 18
- Private siding 19
- Private siding 20

Part 1 - Description of railway operations

1.1 Indicate the volume of rolling stock movements on the private siding/s (*i.e., the number of rolling stock movements*) and whether there have been any changes to persons moving or operating rolling stock.

1.2 Maintenance carried out at the private siding/s in the last 12 months (include the number of inspections identified, faults and completed corrective actions).

Part 2 - Description of changes

2.1 Any significant railway operations, infrastructure and/or rolling stock changes carried out on the private siding/s in the preceding 12 months?

2.2 Any organisational structure, ownership, or key contact changes proposed for the next 12 months?

2.3 Any railway operations, infrastructure and/or rolling stock changes proposed for the next 12 months?

Part 3 - Description of risk management processes

3.1 List all safety incidents that have or could have caused significant property damage, serious injury, or death in the last 12 months in relation to the private sidings

3.2 Any changes to interface agreements and any reviews (*including current rolling stock operators and maintainers*), updates, and/or renewals in the last 12 months?

3.3 Details of any reviews, if conducted, or other significant changes to the risk register in the last 12 months.

Part C - Key contact person details

Please nominate a key contact person and provide their details below. ONRSR may contact this person if additional information is required. *Note, this contact will be retained and recorded in our information system/s.*

Full name:

Position title:

Contact number/s: Direct: Mobile:
include area code

Submit date:

☐ please select box, if attachment/s are provided with this form number of attachment/s:

Personal information is handled in accordance with the *Privacy Act 1988* and the Australian Privacy Principles. For more information, download our Privacy Notice or Privacy Policy at www.onrsr.com.au

By submitting this form you agree that the information provided is true to the best of your knowledge. You also understand that it is an offence under the Rail Safety National Law (RSNL 2012) to provide false or misleading information.

Instructions

The Annual Activity Statement is used to inform ONRSR of the activities undertaken in private sidings. It is designed to identify any change in the risk profile of the private siding or identify activities that indicate that registration may no longer be appropriate, or the requirements of registration are not being achieved. It is used in conjunction with other compliance and enforcement activities to enable ONRSR to maintain oversight of the safety of railway operations and compliance with the *Rail Safety National Law (RSNL)*.

The following guidance is provided to complete the Annual Activity Statement Form. The information provided in the Annual Activity Statement must address all of the sidings under the Rail Infrastructure Manager's (RIM) registration.

Part 1 - Description of railway operations

The description should cover any railway operations undertaken since the last Activity Statement. In particular, the description should include:

- > Activities involving the operation of rolling stock – an indication of the volume of rolling stock movements on the private siding(s) (e.g. the number of rolling stock movements) and whether there have been any changes to persons moving or operating rolling stock. For example, there were approximately 100 movements of rolling stock within the private siding by ABC Rail, which has not previously operated rolling stock on the private siding.
- > Maintenance carried out – including what was done, the date it was undertaken and by whom. The section should include the number of inspections, identified faults and completed corrective actions. For example, a track inspection was undertaken by ABC Rail on 20 July 2019, which found two faults; both of which have been corrected.

Part 2 – Description of changes

This section is used to assess whether the railway operations conducted on the private siding still fall within the criteria for registration and definition of a private siding. It is also an opportunity for a registered person to inform ONRSR of any planned changes for the next 12 months, enabling an early discussion of any regulatory requirements that may need to be factored into the change, particularly where they are likely to change the scale and complexity of the private siding(s).

This section should include information on changes that have occurred in the past 12 months and those expected in the next 12 months that involve:

- > Infrastructure or rolling stock changes – such as the introduction of rolling stock activities or the construction of track or implementation of new equipment (such as track signalling).
- > Organisational structure, ownership or key contact changes – changes in the control or management of the private siding/s, which may affect who holds the registration (e.g. merger or a new owner).

Part 3 – Description of risk management processes

This section is used to report on the performance of the risk management processes that are applied to the management and operation of the private siding(s); to provide ONRSR with a view of how risks are being managed in accordance with the requirements of the *RSNL*.

It is a condition of registration (set out in *Regulation 13 of the Rail Safety National Law National Regulations 2012*) that a registered Rail Infrastructure Manager (RIM) of a private siding establishes:

- > A scheme for the management of risks to safety associated with the railway operations to be carried out in the private siding that provides for:
 - Processes for the identification of risks to the safety of rail operations for the purposes of developing a safety interface agreement;
 - Processes for the identification and assessment of incidents and hazards;
 - A description of control measures adopted;
 - Processes to ensure so far as is reasonably practicable that rail safety work is prioritised so that those hazards representing the greatest risk are given priority; and
 - Details about how rail infrastructure within the private siding is to be maintained.

- > A risk register that includes:
 - A comprehensive listing of hazards;
 - Risks associated with each hazard;
 - The control measures applicable to each hazard;
 - Nomination of the person responsible for each control measure; and
 - Key engineering, operational and maintenance standards applicable to each control measure.

The scheme for the management of risks and the risk register may be examined (e.g. through audit or inspection) by ONRSR at any time.

This section of the Annual Activity Statement is also to provide details of:

- > Safety incidents which have occurred – accidents or incidents (relating to railway operations) that have or could have caused significant property damage, serious injury, or death. These types of incidents are specified in *Regulation 57 of the Rail Safety National Law National Regulations 2012*.
- > Any changes to interfaces – noting that registered rail infrastructure managers must comply with the requirements of s83 of the RSNL to enter into interface agreements with managers of rail or road that connects with or has access to the private siding. Any changes to interfaces should be reflected in a revised agreement.
- > Maintenance of the risk register – any reviews or other significant changes to the risk register. For example, details of any risks that were affected by new operations or infrastructure should be explained, providing details on what risks were assessed, what risk controls (processes or infrastructure) were amended and how this change was incorporated into the risk register.

How is this information used?

ONRSR does not approve or reject Annual Activity Statements but may follow-up on missing or unclear information if necessary. Noting that there are penalties applicable to the late submission of an Annual Activity Statement.

The information provided may be used to inform ONRSR audit and inspection activities associated with the registered Rail Infrastructure Manager's railway operations.