ONRSR Guideline

Annual Return Submission

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Copyright information

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1 Purpose

Rail Infrastructure Managers (RIM) and Rolling Stock Operators (RSO) operating passenger services must review their ontology information in the ONRSR Portal by 21 January each year for the previous calendar year.

The purpose of this guideline is to assist the rail transport operators (RTO) in submitting their annual returns to ONRSR.

2 Background

The Annual Return is required under s120(3) of the *Rail Safety National Law 2012* and Regulation 56A of the Rail Safety National Law National Regulations 2012. The required information is described in detail in the ONRSR Guideline, Network and Railway Operations Data Submission Requirements.

3 Relevant legislation and references

> Section 120(3) of the *Rail Safety National Law 2012* requires that rail transport operators provide information to the Regulator in a manner and form approved by the Regulator.

> Regulation 56A of the Rail Safety National Law National Regulations 2012 specifies the information required to be included in the Annual Return.

> ONRSR Network and Railway Operations Data Submission Requirements Guideline explains the information that must be provided to the Regulator.

4 Annual Returns Submission

All accredited RIMs and RSOs operating passenger services are required to provide the Regulator with an annual return each year, which includes information about the railway network and operational environment for which they are accredited (also known as ontology information).

Based on annual returns previously submitted, the ONRSR Portal has been prepopulated with each RTO's ontology information.

RTOs must review their ontology information in the ONRSR Portal by 21 January each year for the previous calendar year.

For each data item or data set, RTOs are able update the information if it is no longer correct.
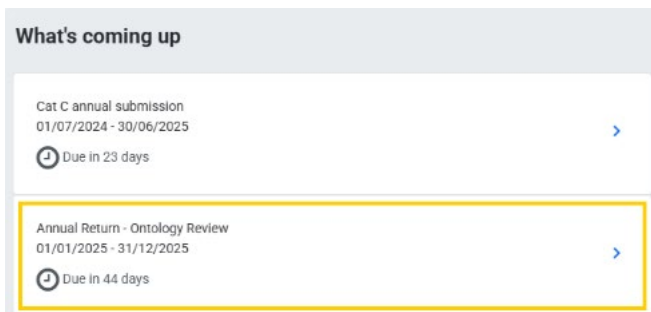
RTOs are then required to indicate that:

> the data is correct, or

> the data has been updated and is now correct, or

> the data is incorrect, and assistance is needed to update the data.

Where an RTO has indicated that it needs assistance, ONRSR will contact the RTO to assist with making the change.

5 Using the ONRSR Portal

The Annual Return for an RTO will appear on the ONRSR Portal dashboard in the *What's coming up* panel or the *Your overdue items* panel if the Annual Return is not submitted by 21 January each year.
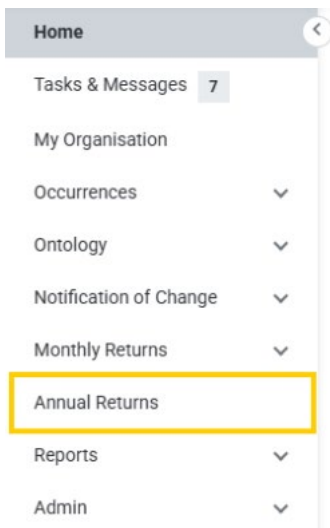
The Annual Return can also be accessed from the ONRSR Portal side menu.

6 Who can review the Annual Return?

An Annual Return can be completed by an ONRSR Portal user that has the role of Organisation Administrator or Ontology.

ONRSR Portal roles can be assigned from the Admin/Manage Users menu within the ONRSR Portal.

7 Can Rail Transport Operators update information at other times?

Yes, RTOs can update ontology information via the ONRSR Portal, or by contacting the ONRSR Portal Help Desk, at any time:

> by **phone:** 1300 459 941 or

> via **email:** portalsupport@onrsr.com.au.

Regularly reviewing ontology information may reduce the changes required when reviewing the Annual Return.

8 Further information

Further information on the Annual Return requirement and ontology data content is available on ONRSR's website at www.onrsr.com.au.

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