ONRSR Guideline

Monthly Activity Reporting

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1　Overview

This guideline is designed to help accredited rail transport operators provide ONRSR with the data required for the monthly reporting under Section 120(3) of the *Rail Safety National Law* and Regulation 56 of the *Rail Safety National Law National Regulations.*

ONRSR uses a secure online portal to collect the monthly data from operators. The portal is designed to guide a user through the submission of the data.

Monthly reporting is required for:

> Rail safety worker numbers

> Drug and alcohol testing activity

> Rolling stock operator activity

> Rail infrastructure manager activity

This document sets out the data fields that need to be reported in relation to the rail transport operator's railway operations (for which they are accredited).

Reporting timeframes

Rail transport operators should submit the data as soon as practicable after the end of each month and must submit by no later than the 21st day of the following month.

2　Rail Transport Operator

2.1　Rail infrastructure manager / Rolling stock operator

Data Item ID	Data Item	Format	Description
MR1	Rail Transport Operator	*Auto populated*	Reporting operator.

3.1   Number of rail safety workers

Required for each state or territory where the rail transport operator is accredited.

OPTION A

Data Item ID	Data Item	Format	Description
MR3	RSW Total Number	Number	Count of full-time equivalent rail safety workers engaged by the operator over the month. Includes all employees, contractors or volunteers undertaking rail safety work.

OPTION B

Data Item ID	Data Item	Format	Description
MR4	RSW Total Hours	Number	Count of the total hours worked by rail safety workers engaged by the operator over the month.

3.2 Drug and alcohol testing activity

Number of tests undertaken on rail safety workers of a type and subsequent results per test type and state or territory.

This table needs to be completed for each rail safety worker type within each state/territory that the operator is accredited in.

For testing conducted in NSW, non-negative results that are not considered a breach of an Operator's DAMP are to be included as a negative result.

Drug and alcohol testing conducted as part of routine medical examinations are not to be included in the operator's counts.

Rail Safety Worker Types:

1. Train Driver
2. Guard
3. Shunter
4. Rolling stock maintainer
5. Train Controller/Signaller
6. Station staff
7. Railway Infrastructure Worker
8. Other

Test Type	Pre/Post Sign On	Positive		Negative		Refused		Tampered / Interfered	
		Employee	Contractor	Employee	Contractor	Employee	Contractor	Employee	Contractor
Alcohol Breath Test	Pre sign on								
	Post sign on								
Alcohol Breath Analysis	Pre sign on								
	Post sign on								
Alcohol Blood Test	Pre sign on								
	Post sign on								
Drug Oral Fluid	Pre sign on								
	Post sign on								
Drug Blood Test	Pre sign on								
	Post sign on								
Drug Urine Test	Pre sign on								
	Post sign on								
Drug Test - Other	Pre sign on								
	Post sign on								

4.1   Train operations on network

Required for each state and territory for whole of railway network.

Data Item ID	Data Item	Format	Description
MR2	State or Territory	Single selection: 1. ACT 2. NSW 3. NT 4. QLD 5. SA 6. TAS 7. VIC 8. WA	Only the states/territories the operator is accredited in will be available.
MR5	Passenger train kilometres	Number	Total kilometres travelled by passenger trains on the network over the month.
MR6	Freight train kilometres	Number	Total kilometres travelled by freight trains on the network over the month. Includes ballast and spoil trains operated for construction or maintenance purposes.

4.2   Rolling stock operator interfaces

Required for whole of railway network.

Data Item ID	Data Item	Format	Description
MR7	Rolling stock operators	Multiple selection from a list of accredited rolling stock operators.	The rolling stock operators operating trains on the network over the month. Excludes own operation.

5.1   Train operations

Required for each state or territory trains were operated in within the month.

Data Item ID	Data Item	Format	Description
MR2	State or Territory	Single selection: 1. ACT 2. NSW 3. NT 4. QLD 5. SA 6. TAS 7. VIC 8. WA	Only the states/territories the operator is accredited in will be available.
MR8	Passenger train kilometres	(numerical, integer)	Total number of kilometres travelled by passenger trains, including not-in-service passenger train movements.
MR9	Freight train kilometres	(numerical, integer)	Total number of kilometres travelled by freight trains, including ballast and spoil trains operated for construction or maintenance purposes.
MR10	Maintenance train kilometres	(numerical, integer)	Total number of kilometres travelled by maintenance vehicles, RRVs, track recording cars, etc.

5.2   Network Interfaces

Data Item ID	Data Item	Format	Description
MR11	Rail Networks	Multiple selection from list of accredited rail infrastructure managers.	The railway networks managed by different accredited rail infrastructure managers that have been operated on during the month. Does not include own railway network.

5.3 Passenger Journeys

Required for each state or territory where trains were operated in within the month.

5.3.1 Passenger kilometres

Required from rolling stock operators operating passenger rail services for each state or territory where trains were operated in the month.

Optional for light rail passenger services.

Data Item ID	Data Item	Format	Description
MR2	State or Territory	Single selection: 1. ACT 2. NSW 3. NT 4. QLD 5. SA 6. TAS 7. VIC 8. WA	Only the states/territories the operator is accredited in will be available.
MR12	Passenger kilometres	(numerical, integer)	Total number of passenger kilometres (pkm). A passenger kilometre being the transport of one passenger over one kilometre.

5.3.2 Passenger journeys

Required from rolling stock operators operating passenger rail services for each state or territory where trains were operated in the month.

Mandatory for light rail passenger services.

Data Item ID	Data Item	Format	Description
MR2	State or Territory	Single selection: 1. ACT 2. NSW 3. NT 4. QLD 5. SA 6. TAS 7. VIC 8. WA	Only the states/territories the operator is accredited in will be available. Select the State or Territory the journeys are originating from.

Data Item ID	Data Item	Format	Description
MR13	Passenger journeys	(numerical, integer)	Total number of passenger journeys undertaken.