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## 1. Accredited operators of railways in NSW

The following list details the names of the 71 accredited rail operators in NSW as at 30 June 2008.

3801 Limited	NSW Rail Transport Museum
AW Edwards Pty Limited	New England Railway Inc
Australia Western Railroad Pty Ltd	Oberon Tarana Heritage Railway Inc
Australian Rail Track Corporation	OneSteel Manufacturing
Australian Railway Historical Society (ACT Div)	Pacific National Pty Ltd
Blue Circle Southern Cement	Patrick Portlink Pty Ltd
Blue Scope Steel (AIS) Pty Ltd	Perisher Blue Pty Ltd
Bradken Rail	Queensland Rail
Campbelltown Steam Museum	Rail Technical Support Group Pty Ltd
Chicago Freight Car Leasing Australia Pty Ltd	Rail Industry Service Providers Holdings Pty Ltd
Coleman Rail	Rail Infrastructure Corporation
Cooma-Monaro Railway Inc	RailCorp
Downer EDI Rail Pty Ltd	Richmond Vale Preservation Co-op Society Ltd
Downer EDI Works	SCT Logistics – Twentieth Super Pace Nominees Pty Ltd
El Zorro Transport Pty Ltd	Scott Corporation Ltd
Fluor Australia Pty Ltd	South Maitland Railways Pty Ltd
Freightliner Australia Pty Ltd	South Spur Rail Services Pty Ltd
Genesee & Wyoming Australia Pty Ltd	Southern & Silverton Railway Pty Ltd
Goulburn Crookwell Heritage Railway Inc	Southern Shorthaul Railroad
GrainCorp Operations	Speno Rail Maintenance Australia Pty Ltd
Great Southern Rail	Steam Tram & Rail Preservation (Co-op) Society Ltd
Guyra & District Historical Society Machinery Group	Sydney Tramway Museum
Historic Electric Traction	Taylor Rail Track Pty Ltd
Illawarra Light Railway Museum Society Ltd	The Rail Motor Society Inc
Independent Railways of Australia Pty Limited	Thiess Hochtief Joint Venture
Interail Australia Pty Ltd	Timbertown Heritage Steam Railway Pty Ltd
John Holland Rail Pty Ltd	Transfield Services Australia
Junee Railway Workshop Pty Ltd	Transport Infrastructure Development Corporation
Lachlan Valley Railway Society Co-op Ltd	United Group Infrastructure Pty Ltd
Laing O'Rourke (BMC) Pty Ltd	United Group Rail Fleet Services
Laing O'Rourke Australia Construction Pty Ltd	United Group Rail Goulburn Railway Workshops
Manildra Group	United Group Rail Services Limited
Melaleuca Station	V/Line Passenger Pty Ltd
Millennium Park Railways	Veolia Transport – Light Rail
Museum of Applied Arts and Sciences	Veolia Transport – Monorail
	Zig Zag Railway Co-op Ltd

## 2. Charter and aims

Under the *Transport Administration Act 1988*, the principal objective of ITSRR is to 'facilitate the safe operation of transport services in the State'.

ITSRR also has the following statutory objectives:

- > to exhibit independence, rigour and excellence in carrying out its regulatory and investigative functions
- > to promote safety and reliability as fundamental objectives in the delivery of transport services.

## 3. Principal officers (Executive Management Team)

ITSRR's principal officers during 2007-08, comprising its Executive Management Team, and their background details are outlined on page 4.

## 4. Performance & number of Senior Executive Service officers

The following table outlines the number of Senior Executive Service (SES) positions in ITSRR in 2007-08.

Number of SES Officers						
SES Level	No. of SES positions (total) 2006-07	No. of SES positions (total) 2007-08	No. of SES officers (total) 2006-07	No. of SES officers (total) 2007-08	No. of female SES officers 2006-07	No. of female SES officers 2007-08
1	0	0	0	0	0	0
2	1	1	1	1	1	1
3	2	2	1	2	1	1
4	2	2	1	1	0	0
5	1	1	1	1	0	0
6	1	1	1	1	1	1
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>3</b>

### Statement of performance and pay for SES officers Level 5 and above

In 2007-08 ITSRR had 2 SES officers graded at Level 5 and above – Carolyn Walsh appointed as Chief Executive and Michael Quinn appointed as Executive Director Rail Safety Regulation. Mr Quinn resigned on 20 November 2007 and Colin Holmes then acted in the role until June 2008.

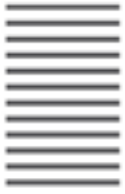
In June 2008 Len Neist was appointed to ITSRR as Executive Director

Rail Safety Regulation. Mr Neist's achievements will be outlined in next year's report.

**Name:** Carolyn Walsh  
**Title:** Chief Executive  
**Remuneration:** \$253,094 pa  
**Level:** SES Level 6  
**Performance pay:** Not applicable

### Performance achievements:

Ms Walsh provided leadership for the successful management of each of the statutory functions of the Independent Transport Safety and Reliability Regulator. These include the safety regulation of NSW rail passenger and freight services, strategic coordination of safety regulation across the transport modes of rail, bus and ferry services, and the provision of advice to Government on the reliability of publicly funded transport services.



Major achievements during the year included:

- > Implemented ITSRR's Corporate Priorities for 2007-08 and developed the 2008-09 Priorities.
- > Worked with the National Transport Commission on rail safety regulation reform, chairing the tripartite National Rail Safety Package Steering Committee.
- > Publicly reported on progress with implementation of recommendations arising out of external investigations into rail, bus and ferry accidents. In particular, expanding the process to include Australian Transport Safety Bureau and Coronial inquiry reports.
- > Developed a process for assisting heritage sector operators to improve risk management practices and operational safety.
- > Provided advice to the Minister of Transport on international best practice in commuter rail procurement, service quality in public transport and reliability governance.
- > Reviewed, with the assistance of ITSRR's Advisory Board, the existing processes used by the Level Crossing Strategy Council in the allocation of resources to mitigate level crossing risks under the Level Crossing Safety Improvement Program.
- > Further consolidated ITSRR's strategic coordination of safety role in an environment of ongoing reform and change across the three transport modes.
- > Undertook a strategic review of human resource management resulting in introduction of mentoring for trainees and revisions to performance management processes.

**Name:** Michael Quinn  
(1 July to 19 November 2007)  
Colin Holmes  
(19 November 2007 to 9 June 2008)  
**Title:** Executive Director Rail Safety Regulation  
**Remuneration:** \$247,300 pa  
(Michael Quinn)  
\$219,701 pa  
(Colin Holmes)  
**Level:** SES Level 5  
**Performance Pay:** Not applicable

#### Performance achievements:

Mr Quinn and Mr Holmes provided leadership for the Rail Safety Regulation Division.

#### Significant achievements during the year were:

- > Conducted compliance inspections that specifically targeted worksite protection procedures, compliance with infrastructure standards and level crossing risks.
- > Continued the development of risk profiling tools to improve ITSRR's understanding of key contributors to rail safety risks and the risks faced by particular stakeholders.
- > Chaired the Steering Committee for Rail Resource Management Project which included the development of associated Guidelines and training materials.
- > Provided significant contribution and leadership in the revision of the rail safety data notification scheme ON-S1, culminating in the release of a revised notification standard ON-S1 and a new classification guideline OC-G1 by the Rail Safety Regulators Panel.
- > Undertook research to identify better practice in Signals Passed At Danger (SPAD) management and to promote these practices for use in the Australian industry.
- > Completed 41 statutory audits (25 audits of passenger operators and 16 freight operators).

## 5. About ITSRR's Advisory Board

### Role and function

The principal functions of the Independent Transport Safety and Reliability Advisory Board are set out in the *Transport Administration Act 1988* and include:

- > advising ITSRR and/or making recommendations to ITSRR on safety and reliability
- > advising ITSRR on reports prepared by ITSRR and any other matter ITSRR may refer to the Advisory Board
- > advising the Minister and or making recommendations on the safe operation of transport services (including safety regulation by transport authorities) and the reliability of publicly funded transport services.

### Method and terms of appointment of Advisory Board members

The Board consists of five members:

- > a Chairperson appointed by the Governor, on the Minister's recommendation
- > three members appointed by the Minister (the appointed members)
- > the Chief Executive, ITSRR.

The appointed members must have experience in one or more of the following:

- > rail safety management systems
- > safety science
- > customer service
- > accident investigation
- > public administration.

The Chairperson must have experience in transport safety management systems (including rail safety management systems) and is usually appointed for a period of five years.

The Minister is to consult with the Chairperson before appointing Board members who can hold office for periods of up to five years. The three

appointed members are selected after carefully considering the skills, expertise, international reputation and pre-eminence of a range of nominees, potential conflicts of interest and the extent of any potential conflict.

### Meetings

The Board meets monthly, unless additional or extraordinary meetings are considered necessary. During 2007-08 it held 13 meetings. Rob Schwarzer and Professor Jean Cross attended all meetings, Carolyn Walsh and Dr Rob Lee attended 12 and Len Neist, who resigned from the Advisory Board on accepting appointment as ITSRR's Executive Director Rail Safety Regulation, attended all of the 12 meetings he was eligible to attend as a Board member.

### Members of the Advisory Board

Members of the Board as at June 2008 were:

**Rob Schwarzer BE(Civil), FIEAust, Churchill Fellow – Chairperson**

Rob Schwarzer is GHD's Rail Business Development Manager providing liaison to the Railway Industry. A civil engineer, he has extensive experience in the transport industry covering freight and passenger services.

Mr Schwarzer has worked with government-owned rail, bus and ferry services and headed the private sector Sydney Light Rail Company. He has extensive experience in construction, operation, and strategic planning for transport systems in both public and private ownership.

**Professor Jean Cross BSc, PhD, FIEAust, MAIP**

Jean Cross is former Head of the UNSW's School of Safety Science and is involved in teaching and research in the area of risk management. Professor Cross has a degree and PhD in Physics gained in the UK. She is a Fellow of the Institute of Engineers Australia and a member of the Risk Management Institute of Australasia.

Professor Cross was Chair of the Australian Standards Committee which prepared the Australian/New Zealand Standard No. 4360 Risk Management and is a member of the International Standards Committee revising the IEC standard on risk analysis of technological systems. She has participated in the preparation of Australian Standards handbooks on environmental risk management and risk management in outsourcing.

**Dr Robert Lee BA(Hons), PhD, FRAeS, FCILT**

Rob Lee has extensive experience in air safety investigation and is regarded as one of the foremost authorities on human factors in safety management. Dr Lee was appointed to the Bureau of Air Safety Investigation as its first human factors specialist and, in 1989, was appointed Director.

Since 2000 Dr Lee has been an international consultant in human factors and systems safety in aviation, rail and other high technology industries. He has been an analyst on three major overseas civil air accident investigations, as well as providing evidence to the military Board of Inquiry into the RAN Sea King accident, 2005. His aviation clients have included Cathay Pacific, Finnair, Emirates, Qantas and CASA.

Dr Lee also worked with State Rail in introducing human factors and systems safety concepts to rail operations and training. He was a member of the Expert Panel on Safety Management Systems that provided advice to the Special Commission of Inquiry into the Waterfall Rail Accident.

Dr Lee is a member of the Nuclear Safety Committee of the Australian Radiation Protection and Nuclear Safety Agency and a consultant on aviation psychology, human factors, systems safety and air safety investigation to the Australian Defence Force.

**Carolyn Walsh BEc**

Carolyn Walsh, Chief Executive of ITSRR is also a member of the Board. Her background details are outlined on page 4.

## 6. Significant committees

ITSRR has a number of internal and external committees it provides input and leadership to.

ITSRR's internal committees, including details of their functions and activities during 2007-08, are outlined on page 56.

ITSRR provided leadership for the Transport Regulators' Executive Committee (TREC). TREC comprises the chief executives of the three agencies responsible for regulating the safety of public passenger transport; ITSRR, the Ministry of Transport (for buses) and NSW Maritime (for ferries). It is chaired by the Chief Executive of ITSRR.

TREC's role is to act as a mechanism to share information, with the objective of identifying and where applicable, resolving issues that are relevant for all three transport modes. This ensures that each agency understands the commonalities and differences between their approaches to safety regulation.

ITSRR also led the Rail Safety Strategic Forum (RSSF), a committee which aims to enhance consultation and communication between ITSRR and industry. The RSSF was chaired by Natalie Pelham, Executive Director Transport Regulation Strategy (ITSRR). Industry representatives cover track owners, freight and heritage operators as well as union representation and senior executives from ITSRR.

ITSRR has provided significant input to national reform in rail through its participation in a number of committees. ITSRR representatives were as follows:

**Rail Level Crossing Behavioural Coordination Group**

- > Natalie Pelham, Executive Director Transport Regulation Strategy

**Rail Safety Consultative Forum**

- > Natalie Pelham, Executive Director Transport Regulation Strategy
- > Colin Holmes A/Executive Director Rail Safety Regulation



### **Rail Safety Regulators Panel (RSRP)**

- > Natalie Pelham, Executive Director Transport Regulation Strategy
- > Colin Holmes, A/Executive Director Rail Safety Regulation

### **Standing Committee of Transport (SCOT) (including the Transport Authorities Chief Executives Committee)**

- > Carolyn Walsh, Chief Executive

### **SCOT Rail Group – Rail Safety Package Steering Committee**

- > Carolyn Walsh, Chief Executive
- > Natalie Pelham, Executive Director Transport Regulation Strategy

### **SCOT Rail Group**

- > Carolyn Walsh, Chief Executive

### **Data Reference Group**

- > Simon Meiers, Director Safety Intelligence and Development

ITSRR representation on NSW-based committees includes:

### **NSW Level Crossing Strategy Council**

- > Carolyn Walsh, Chief Executive

### **Transport Chief Executive Officers Security Committee**

- > Carolyn Walsh, Chief Executive

### **Transport CEOs Cluster Group**

- > Carolyn Walsh, Chief Executive

### **Sydney Ferries Working Group**

- > Liz Reedy, Senior Research Officer (Community), Service Reliability

## **7. Grants to non-government organisations**

ITSRR did not make any grants to non-government organisations during 2007-08.

## **8. Principal legislation administered by ITSRR**

ITSRR is established under the *Transport Administration Act 1988*.

ITSRR exercises its service and reliability advisory functions under the *Transport Administration Act 1988*. ITSRR's rail safety functions are predominately performed under the *Rail Safety Act 2002* and the following regulations made under that Act:

- > *Rail Safety (General) Regulation 2003*
- > *Rail Safety (Drug and Alcohol) Testing Regulation 2003*.

ITSRR also has responsibility for guidelines made under the *Rail Safety Act 2002* including the following:

- > Guideline for Certification of Competency (24 December 2003)
- > Rail Safety (Network Rules) Guideline 2007
- > Rail Safety (Safety Management Systems) Guideline 2006
- > Guideline Relating to Drug and Alcohol Programs 2003
- > Guideline Relating to Fatigue Management 2005.

## **9. Significant judicial decisions**

During 2007-08 there were no significant judicial decisions.

## **10. Legal changes**

During 2007-08 new legislation to replace the NSW *Rail Safety Act 2002* with a nationally consistent rail safety law was intended to be introduced. The new Bill is awaiting introduction into Parliament in late 2008.

## **11. Major works in progress**

ITSRR had no major works in progress during 2007-08.

## **12. Electronic service delivery**

ITSRR provides a public website which includes a range of information, including relevant legislation, policies and publications (including reports, newsletters and media releases).

### 13. Research and development

ITSRR's major research activities during 2007-08 are outlined as follows:

Activity	Type	Status	Description
International Review of Railway Safety Practices	Research	Completed	To determine international practices in regard to ITSRR's priority areas of SPADs, level crossings, worksite protection, compliance with infrastructure standards and contractor management.
Review of Australian Level Crossing Assessment Model (ALCAM)	Research	Completed	Performed a process review of ALCAM and compared output against historical collision risk data. Study supported a more detailed review of level crossing upgrade prioritisation in NSW and a formal review of the model and its use.
Research in Absent and Failed Defences	Research	Completed	Review of some 1,090 occurrence investigations to determine what elements of an operator's safety management system, relevant to the occurrence, either failed or were absent.
Research into Multi SPAD Signals for the NSW Defined Interstate Rail Network (DIRN)	Research	Completed	Review of occurrence data to determine current which signals are considered Multi-SPAD signals for the DIRN.
Development of a level crossing human factors checklist	Development	In draft	Goal is to develop a checklist to assist capture of human factor issues in regards to level crossings under review or investigation following incidents.
Research into fatigue relationships with SPADs	Research	Completed	Compilation of shift history data applicable to SPAD incidents to identify fatigue relationships.
Research into the applicability of fatigue shift rostering models	Research	In progress	Goal is to test the applicability of models used to assess the fatigue implications of shift rosters. This is primarily to determine the circumstances when it is valid to use particular models.
Stage 2 of procurement and performance monitoring research	Research	Completed	Survey of selected European and Australian commuter rail systems to assess effectiveness of procurement arrangements.
Development of a new Rail Performance Agreement	Development	In progress	Advice on implementation of best practice procurement principles in Sydney – this activity draws on the findings from the procurement and performance monitoring research.
CityRail Customer Survey 2007	Research	Completed	Annual survey.
CityRail Customer Survey 2008	Research	In progress	Annual survey.
Risk modelling	Development	Continuing	Ongoing development of a precursor risk model for identification of potential rail safety problems.
Modelling passenger loads and the impact of changes to the CityRail timetable	Development	Continuing	Facility to enable ITSRR to provide independent advice on the likely impact of a new timetable on passenger loads and standing times.
Geographic Information System (GIS)	Development	Continuing	Use of GIS to enhance the assessment of rail safety risk by both visual display and analysis of spatial information.
External stakeholder interviews	Research	Progressing	To gather feedback from stakeholders to inform the development of a plan to enhance ITSRR's stakeholder communications and regulatory effectiveness.



## 14. Equal Employment Opportunity (EEO)

ITSRR's EEO strategies and results are outlined in more detail on page 65. The following tables reflect ITSRR staff data on EEO.

Staff data by salary range and EEO classification

Level	Total staff 2007-08	Total staff 2006-07	Respondents	Men	Women	Aboriginal people & Torres Strait Islanders	People from racial, ethnic, ethno-religious minority groups	People whose language first spoken as a child was not English	People with a disability	People with a disability requiring work-related adjustment
< \$35,266	0	0	0	0	0	0	0	0	0	0
\$35,266 – \$46,319	1	0	1	1	0	0	1	1	0	0
\$46,320 – \$51,783	0	0	0	0	0	0	0	0	0	0
\$51,784 – \$65,526	4	4	4	1	3	0	1	1	1	0
\$65,527 – \$84,737	17	13	16	4	13	0	3	5	1	0
\$84,738 – \$105,923	12	18	11	56	6	0	2	1	0	0
> \$105,923 (non SES)	41	41	40	28	13	0	7	6	3	0
> \$105,923 (SES)	6	5	6	3	3	0	1	1	1	1
<b>TOTAL</b>	<b>81</b>	<b>81</b>	<b>78</b>	<b>43</b>	<b>38</b>	<b>0</b>	<b>15</b>	<b>15</b>	<b>6</b>	<b>1</b>

## A. Trends in the representation of EEO groups

## % of total staff

EEO Group	Benchmark or target	2003-04	2004-05	2005-06	2006-07	2007-08
Women	50%	34%	38%	42%	44%	48%
Aboriginal people and Torres Strait Islanders	2%	n/a	n/a	n/a	n/a	n/a
People whose first language was not English	20%	15%	22%	28%	31%	19%
People with a disability	12%	15%	11%	6%	6%	8%
People with a disability requiring work-related adjustment	7%	6%	4%	1%	1%	1.3%

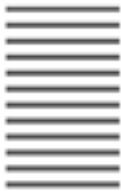
## B. Trends in the distribution of EEO groups

## Distribution index

EEO Group	Benchmark or target	2003-04	2004-05	2005-06	2006-07	2007-08
Women	100	91	91	91	91	91
Aboriginal people and Torres Strait Islanders	100	n/a	n/a	n/a	n/a	n/a
People whose first language was not English	100	n/a	n/a	99	96	n/a* see Note 4
People with a disability	100	n/a	n/a	n/a	n/a	n/a
People with a disability requiring work-related adjustment	100	n/a	n/a	n/a	n/a	n/a

**Notes:**

1. Staff numbers are as at 30 June 2008.
2. Excludes casual staff.
3. A Distribution Index of 100 indicates that the centre of the distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO group tends to be more concentrated at lower salary levels than is the case for other staff. The more pronounced this tendency is, the lower the index will be. In some cases the index may be more than 100, indicating that the EEO group is less concentrated at lower salary levels. The Distribution Index is automatically calculated by the software provided by ODEOPE.
4. The Distribution Index is not calculated where EEO group or non-EEO group numbers are less than 20.



## 15. Consultants

ITSRR did not employ any consultants during 2007-08.

## 16. Action Plan for Women

ITSRR is not required to prepare or report on an action plan for women.

## 17. Disability Plan

ITSRR is not required to develop or report on a disability plan.

## 18. Land disposal

ITSRR does not have any land to dispose of.

## 19. List of major assets

ITSRR has no major assets to report against.

## 20. Economic or other factors impacting on performance

ITSRR's operating context comprised a range of factors such as industry changes, the labour market and new State-Federal transport policy frameworks that impact on performance. These were considered during the risk and opportunity assessment and corporate planning cycle for 2008-09 (see page 56).

## 21. Promotion – publications

During 2007-08 ITSRR published the following documents which can be accessed via ITSRR's website:

### Fact sheets

A new fact sheet was published on driver-only operation regulation and existing fact sheets on several other topics were updated.

## Reports

- > Implementation of the NSW Government's Response to the Final Report of the Special Commission of Inquiry into the Waterfall Accident – ITSRR Quarterly Report 13 (January – March 2008)
- > Implementation of the NSW Government's Response to the Final Report of the Special Commission of Inquiry into the Waterfall Accident – ITSRR Quarterly Report 12 (October – December 2007)
- > Implementation of the NSW Government's Response to the Final Report of the Special Commission of Inquiry into the Waterfall Accident – ITSRR Quarterly Report 11 (July – September 2007)
- > Implementation of the NSW Government's Response to the Final Report of the Special Commission of Inquiry into the Waterfall Accident – ITSRR Quarterly Report 10 (April – June 2007)
- > Annual Report 2006-07
- > Annual Transport Industry Safety and Reliability Reports 2006-07
- > Survey of CityRail Customers 2007

## Newsletters

- > 4 editions of The Regulator
- > 50 editions of Transport Advisory Weekly

## Information Alerts

- > Safety Regulation of Heritage Railway Operators – Outcomes of Discussion Paper – 26 May 2008
- > ITSRR Appoints new Executive Director, Rail Safety Regulation – 1 May 2008
- > Drug and Alcohol Testing Officer Training Workshop (13 June 2008) – 22 April 2008
- > Revision of the Australian/New Zealand Standard for Urine Drug Testing – 18 April 2008
- > Feedback from NSW Rail Safety Regulations 2007 Consultation – 2 April 2008

- > ITSRR Selects Membership for Rail Safety Strategic Forum (RSSF) – 31 March 2008
- > Industry Information Session – Safety Regulation of Heritage Railway Operators (28 March 2008) – 17 March 2008
- > Drug and Alcohol Testing Officer Training Workshop (25 March 2008) – 25 February 2008
- > ITSRR Seeks Nominations for Rail Safety Strategic Forum (RSSF) – 12 February 2008
- > New National Standards for Breath Analysis – 12 February 2008
- > Update on Proposed Changes to NSW Rail Safety Legislation – 19 December 2007
- > Discussion Paper – Safety Regulation of Heritage Railway Operators – Deadline for Comment Extended – 18 December 2007
- > Discussion Paper – Safety Regulation of Heritage Railway Operators – 26 November 2007
- > Comment Invited on NSW Regulations 2007 – 13 September 2007
- > NSW Rail Safety Bill Consultation Feedback – 8 August 2007
- > Drug and Alcohol Testing Officer Training Workshop (3 September 2007) – 1 August 2007
- > Industry Reminded of Obligations in Relation to Drugs & Alcohol – 26 July 2007
- > Contact point for enquiries about the National Standard for Health Assessment of Rail Safety Workers – 5 July 2007
- > ITSRR Guidance Material: Train Data Loggers – 2 July 2007

## Rail Industry Safety Notices

- > RISN 22 – Securing Redundant Air Brake Hoses on Locomotives – 5 May 2008
- > RISN 21 – Retainer Pin Assembly – CHQY, CHSY, FQPY & FQCY Wagon Couplers – 1 May 2008

- > RISN 20 – Prohibitions Regarding Riding on Rolling Stock – 31 August 2007
- > RISN 19 – Protection of Railway Employees Carrying out work within the Rail Corridor – 17 August 2007

**Guidelines**

- > ITSRR Guidance for Train Data Loggers
- > Guidelines for Rail Resource Management and RRM Toolkit

**Other**

- > ITSRR Submission to IPART – Review of the Interface between the land transport industries and the stevedores at Port Botany
- > ITSRR Submission to IPART Hearings for Determination of CityRail Fares for 2007
- > Corporate Plan Priorities 2007-08
- > Discussion Paper – Safety Regulation of Heritage Railway Operators

**22. Overseas visits**

During 2007-08 there were no overseas trips undertaken by ITSRR staff.

**23. Payment of accounts**

Aged analysis at the end of each quarter

Quarter	Current (within due date)	Less than 30 days overdue	Between 30 and 60 days overdue	Between 60 Days and 90 days overdue	More than 90 days overdue
	\$'000	\$'000	\$'000	\$'000	\$'000
September	–	–	–	–	–
December	2	–	–	–	–
March	70	–	–	–	–
June	75	–	–	–	–

**24. Time for payment of accounts**

Accounts paid on time within each quarter

	Total accounts paid on time		Total amount paid	
	Target %	Actual %	\$'000	\$'000
September	100	91.1	3,587	3,936
December	100	96.2	4,459	4,637
March	100	94.8	3,271	3,452
June	100	96.2	4,078	4,240
				<b>\$16,265</b>

For 2007-08, there were no significant events which affected the payment performance.

During the reporting period there were no instances where ITSRR paid interest due to late payments.

Increased use of electronic processing of accounts is expected to improve accounts processing performance.



## 25. Risk management and insurance activities

ITSRR undertook an extensive corporate risk management process during the year as part of its corporate planning cycle. For more information, see page 56.

ITSRR has maintained accounts with the Treasury Management Fund for all insurance.

## 26. Disclosure of controlled entities

ITSRR does not have any controlled entities to report against.

## 27. Annual Report external costs

ITSRR used an external design studio to produce the report, given that this was assessed as the best use of resources.

The cost of preparing the report (300 hard copies) was approximately \$26,339.50 (including GST).

## 28. Freedom of Information

The following tables are in accordance with the requirements of the Department of Premier and Cabinet.

'Personal' refers to matters of private concern to an individual.

'Other' refers to all other types of requests.

### Freedom of Information (FOI) requests

FOI Requests	Personal		Other		Total	
	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08
New	0	0	1	1	1	1
Brought forward	0	0	0	0	0	0
Total to be processed	0	0	0	0	0	0
Completed	0	0	1	1	1	1
Transferred out	0	0	0	0	0	0
Withdrawn	0	0	0	0	0	0
Total processed	0	0	1	1	1	1
Unfinished	0	0	0	0	0	0
Result of FOI requests	Personal		Other		Total	
	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08
Granted in full	0	0	0	1	0	1
Granted in part	0	0	1	0	1	0
Refused	0	0	0	0	0	0
Deferred	0	0	0	0	0	0
Completed	0	0	1	1	1	1

### Ministerial Certificates

There were no Ministerial Certificates issued in 2007-08.

### Formal consultations

There was one request requiring formal consultation in 2007-08.

### Amendment to personal records

There were no requests to amend personal records in 2007-08.

### Notation of personal records

There were no requests for notation of personal records in 2007-08.

## **29. Credit card certification**

The Chief Executive has certified that the use of credit cards was in accordance with Premier's Memorandum and Treasurer's Directions.

## **30. Response to significant issues raised by the Auditor-General**

No issues for ITSRR action were raised by the Auditor-General during 2007-08.



## Glossary

The following glossary includes reference to ITSRR-specific terms, national bodies and rail-related terms used in this Annual Report.

### ITSRR-specific terms

**CMS** is the Corporate Management System, ITSRR's business and quality management system.

**EMT** refers to the Executive Management Team of ITSRR comprising the Chief Executive and four divisional directors.

**OTSI** is the Office of Transport Safety Investigations. It conducts independent investigations of transport accidents in NSW.

**SMS** refers to a safety management system, the central framework rail operators use to manage safety risks.

A safety management system is a structured way of administering the control measures (e.g. engineering and technical standards and procedures) necessary to manage or control the risks arising from an operator's rail operations. Criteria for these systems are outlined in the Safety Management Systems Guideline issued under the *Rail Safety Act 2002*.

**TREC** is the Transport Regulators Executive Committee comprising the Chief Executives or nominees of ITSRR, the Ministry of Transport and NSW Maritime.

**Waterfall Inquiry** refers to the Special Commission of Inquiry into the Waterfall Rail Accident.

### National rail-related organisations and/or committees

**Australasian Railway Association (ARA)** is a member-based association representing the interests of the rail sector in Australia and New Zealand.

**Australian Transport Council (ATC)** comprises the Transport Ministers of each State, Territory and the Commonwealth and is responsible for coordinating the development of national transport reforms.

**Australian Transport Safety Bureau (ATSB)** is an operationally independent body within the Australian Government Department of Transport and Regional Services and is Australia's prime agency for transport safety investigations.

**Council of Australian Government (COAG)** comprises the Prime Minister, State Premiers, Territory Chief Ministers and the President of the Australian Local Government Association. Its role is to initiate, develop and monitor the implementation of policy reforms of national significance.

**National Transport Commission (NTC)** comprises five members and a CEO. It provides advice and recommendations on transport reforms to Ministers at the Australian Transport Council (ATC). Transport Ministers are required to vote on NTC reforms and if approved by a majority, all Governments are required to implement the reforms.

**Rail Safety Regulators Panel (RSRP)** comprises rail regulators from each jurisdiction. It discusses rail regulatory issues of national significance and coordinates a consistent national approach to the administration of rail safety regulation.

**Standing Committee of Transport Chief Executives (SCOT)** comprises Chief Executives of transport agencies from each State, Territory and the Commonwealth. It facilitates the deliberations of the Australian Transport Council and assists to coordinate and develop national transport reforms.

### Rail-related terms

A **running line** refers to all railway tracks (other than sidings) that are used for the through movement of trains inclusive of mainlines, isolated lines, crossing loops and shunting yards.

The **mainline** is the line normally used for running trains.

The term **heavy rail** is typically used for regular railway operations on the mainline, while **light rail** uses less massive equipment and infrastructure than heavy rail, with vehicles which run on rails on a highway, road or easement specifically designated for that use.

**Passenger operations** carry passengers on commercial or heritage services, while **freight operations** carry goods (including dangerous goods).

**Sidings** are portions of railway track connected to a running line or another siding on which rolling stock can be placed clear of the running line and stabled. A **private siding** is owned and maintained by a person who does not own, control or manage the running line with which the siding connects or to which it has access.

**Rolling stock** means any vehicle that operates on or uses a railway track, excluding road/rail vehicles, which are designed for both uses. A train means one unit of rolling stock or two or more units coupled together, at least one of which is a locomotive or other self-propelled unit.

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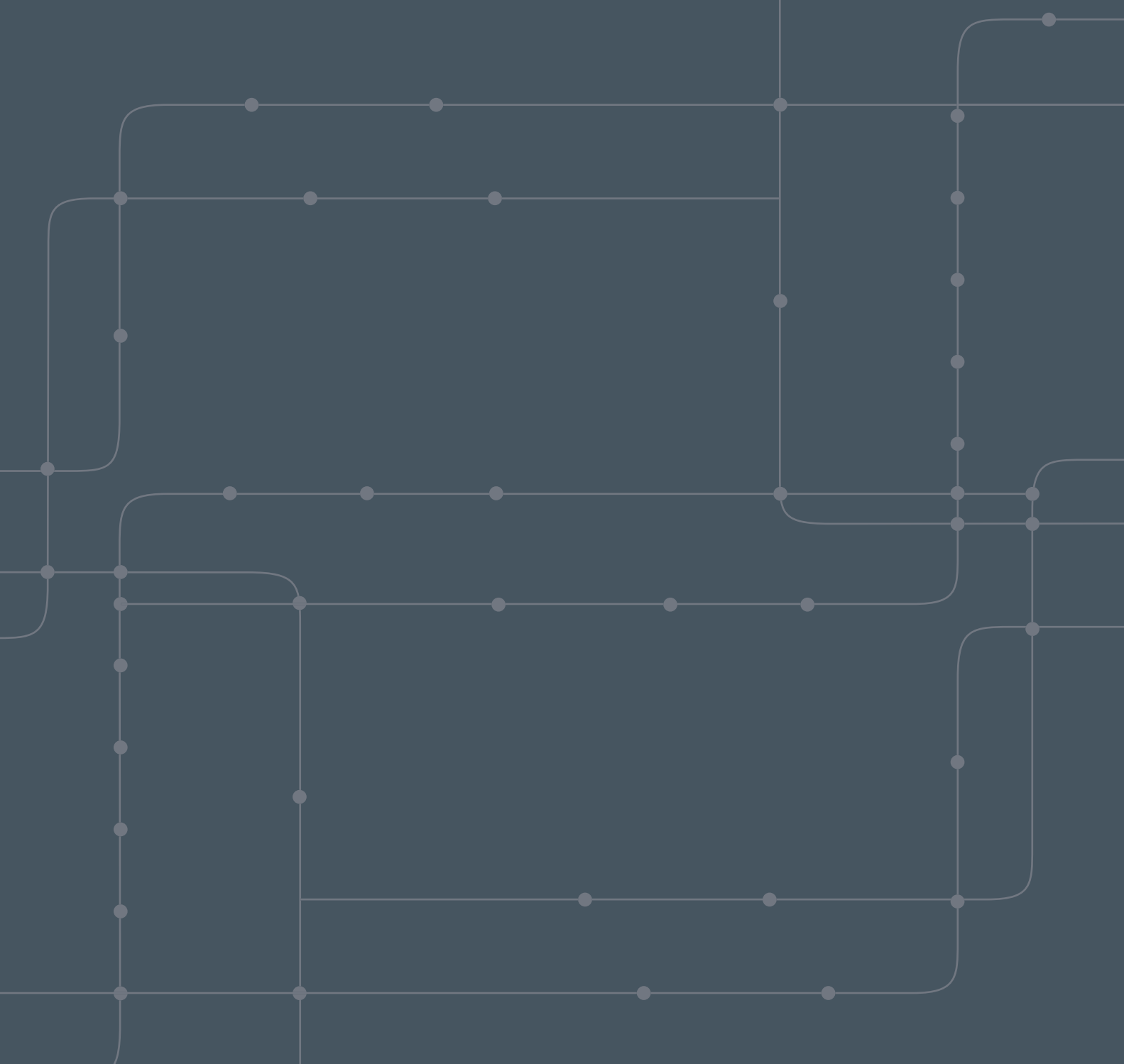
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### **Business and service hours**

ITSRR's hours of business are from 8.30am to 5pm,  
Monday to Friday (except public holidays).  
Reception is open from 9am to 5pm.



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