



NOTIFICATION OF A CHANGE TO RAILWAY OPERATIONS* - FORM 8

* in Accordance with Clause 22(2) of the *Rail Safety (General) Regulation 2008*

NOTE: A notification under Clause 22(2) is a Condition of Accreditation. Accredited Persons are bound by the *Rail Safety Act 2008* to comply with Conditions of their Accreditation

Accredited person's name:

Notification item type 22(2) (please check box): 1 2 3 4 5 6 7 8 9 10

Provide a short description of decision, event or change:

Proposed commencement date: / /

Details of the consultation undertaken in relation to the decision, event or change:

Information supporting this notification can be attached electronically or provided in hard copy.

CONTACT PERSON'S DETAILS (AS PER CLAUSE 22(1)(c) OF THE RAIL SAFETY (GENERAL) REGULATION 2008)

Name:

Signature:

Date: / /

Notes for Accredited Persons

1. Please refer to the Instructions provided when completing this form.
2. Completed forms and any accompanying supporting information must be forwarded to ITSRR within the designated timeframes set down in column 3 of the table to clause 22(2) of the *Rail Safety (General) Regulation 2008* (the Regulation) for the applicable decision, event or change.
3. Your attention is drawn to clause 22(4) of the Regulation, which refers to your requirements under section 55 of the *Rail Safety Act 2008* in relation to applying for a variation of your accreditation in certain circumstances.

INSTRUCTIONS FOR SUBMITTING A “NOTIFICATION OF A CHANGE TO RAILWAY OPERATIONS” TO THE INDEPENDENT TRANSPORT SAFETY AND RELIABILITY REGULATOR

Step One Access the Notification of a Change to Railway Operations - Form 8 on ITSRR’s website.

Step Two Complete the Accredited Person’s name.

Please refer to the extract of Clause 22 of the Regulation on page 3 of this form for Steps Three – Six and Eight

Step Three Identify the Notification Type. The Notification type is a reference to the decision, event or change listed in Column 2 of the table to clause 22(2) of the Regulation. For example an ‘Item 1’ notification refers to a notification of a decision to design or construct, or to commission the design or construction of, rolling stock or new railway tracks.

Step Four Provide a short description of the decision, event or change e.g. “Decision to construct a new railway track at XX location”.

Step Five Provide the proposed commencement date of the decision, event or change.

Step Six Provide details of the consultation undertaken in relation to the decision, event or change.
Please note clause 22(3) of the Regulation requires details of:

- (1) the persons consulted;
- (2) when and how they were consulted; and
- (3) the results of the consultation.

Step Seven Contact person under clause 22(1)(c) of the Regulation signs the Notification Form.

Step Eight Submit the notification within the required timeframes set down in column 3 of the table to clause 22(2) of the Regulation for the applicable decision, event or change identified in column 2 of the table. If it is not possible to comply within the required timeframe because of an emergency, you must provide the required information as soon as reasonably practicable after the decision is made or the event or change occurs, as the case requires.

Email: notifications@transportregulator.nsw.gov.au

Mail: PO Box A2633, Sydney South, NSW 1235

In person: Level 22, 201 Elizabeth Street, Sydney, NSW

Facsimile: 02 8263 7200

Refer to ITSRR’s website for further information: www.transportregulator.nsw.gov.au

**EXTRACT OF CLAUSE 22 OF THE RAIL SAFETY (GENERAL) REGULATION 2008
22 CONDITIONS OF, OR RESTRICTIONS ON, ACCREDITATION**

2) For the purposes of section 43 of the Act, any accreditation granted to a rail transport operator is subject to the condition that the operator notify the ITSRR in writing of any decisions, events or proposed changes listed in column 2 of the Table to this clause, and details of consultation about such decisions, events or changes, within the period specified in column 3 of the Table.

Item	Decision, event or change	When notification must be given
1	A decision to design or construct, or to commission the design or construction of, rolling stock or new railway tracks.	As soon as reasonably practicable after the decision is made.
2	The introduction into service of rolling stock of a type not previously operated by the operator, or the re-introduction into service of rolling stock not currently operated by the operator.	At least 28 days before the date the operator intends to introduce or re-introduce the rolling stock into service.
3	A change to a safety critical element of any existing rolling stock.	At least 28 days before the date the operator intends to bring the change into operation.
4	A change to one or more of the classes of rail infrastructure used in the operator's accredited operations.	At least 28 days before the date the operator intends to introduce the new class of rail infrastructure into service.
5	A change to a safety standard for the design of rail infrastructure or rolling stock.	At least 28 days before the date the operator intends to adopt the change.
6	The decision to adopt a new safety standard for the design of rail infrastructure or rolling stock.	At least 28 days before the date the operator intends to adopt the new standard.
7	A change to the frequency of or procedures for the inspection or maintenance of rail infrastructure or rolling stock.	At least 28 days before the date the operator intends to bring the change into effect.
8	A change to any safeworking system rule or procedure relating to the conduct of the operator's railway operations.	At least 28 days before the date the operator intends to bring the change into effect.
9	A decision to introduce a new safeworking system rule or procedure relating to the conduct of the operator's railway operations.	As soon as is reasonably practicable after the decision is made.
10	The replacement of the person nominated in the safety management system as the contact person for dealing with queries in relation to the safety management system of the operator.	As soon as is reasonably practicable after it is known that the replacement will occur.

3) For the purposes of subclause (2), details of consultation are to include details of the persons consulted and when and how those persons were consulted and the results of consultation.

4) Nothing in subclause (1) or (2):

- (a) is intended to require an accredited person to notify the ITSRR of any matter that is the subject of an application for the variation of the accreditation or that has been notified under the *Rail Safety (General) Regulation 2003*; or
- (b) permits an accredited person to make a variation for which approval is required under the Act.

This information is collected in accordance with the *Privacy & Personal Information Protection Act 1998 (NSW)* and the *Health Records and Information Privacy Act 2002 (NSW)*. The information will be treated confidentially.