



ACT
Government

Incident Reporting Guide

Regulatory strategy –
light rail stage 2

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1. Overview and purpose

A light rail utility in the Territory is required¹ to report a notifiable incident to the Technical Regulator in relation to the operation of, or infrastructure used in, its regulated utility network.

The purpose of this Incident Reporting Guideline document (**Guide**) is to assist a light rail utility to identify and report on notifiable incidents in accordance with a light rail utility's reporting obligations under the [Utilities \(Technical Regulation\) Act 2014](#) (**UTR Act**).

This Guide is not intended to be a comprehensive list of all the requirements in relation to notifiable incidents within the UTR Act, relevant Technical Codes, and any other applicable legislation. A light rail utility is responsible for meeting its relevant legislative obligations.

This Guide sits under the Technical Regulator's Regulatory Strategy for Light Rail Stage 2.

2. Objectives

This Guide is intended to:

- provide a light rail utility with guidance regarding definitions and scope of key words used in the UTR Act in relation to a notifiable incident, and
- assist a light rail utility with determining which notifiable incidents require reporting to the Technical Regulator.

3. Key terms in this guide

Term	Description
Dangerous Incident	An incident that exposes, or potentially exposes, a person to a serious risk to the person's health or safety emanating from an immediate or imminent exposure to incidents defined in Section 28 of the <i>Utilities (Technical Regulation) Act 2014</i> (UTR Act).
Notifiable Incident	An incident defined in section 28 of the UTR Act.
Regulated Utility	A person who provides a service that is a regulated utility service (s 8, UTR Act).
Regulated utility service	The supply of electricity from a light rail network is a regulated utility service.
Technical Regulator	The statutory office holder appointed under section 77 of the UTR Act responsible for the administration of the UTR Act and aspects of the <i>Utilities Act 2000</i> .

¹ Section 29 of the *Utilities (Technical Regulation) Act 2014*

4. Notifiable Incident – definition and scope

A notifiable incident² is an incident that relates to the operation of a regulated utility network, or involves the infrastructure used in a regulated utility network.

A light rail utility has the responsibility³ to report a notifiable incident to the Technical Regulator if an incident occurs within the utility's operating area or involves the utility's electrical network, or infrastructure used, and has caused, or has the potential to cause:

- a) the death of a person
- b) a dangerous incident⁴
- c) serious damage to public or private property
- d) serious damage to the environment, and
- e) the compromised safety of a person, including members of the public, and people undertaking works on or near the light rail network.

Subsequent sections at 4.1 and 4.2 of this Guide provide further guidance in relation to the electrical network infrastructure used in, and the operation of, a regulated light rail utility network.

4.1 Light rail electrical network and infrastructure

A light rail utility has the responsibility to report a notifiable incident to the Technical Regulator if an incident involves the utility's electrical network or infrastructure and causes the potential implications outlined in Section 4.

Electrical network infrastructure

For the purpose of this Guide, a light rail network consists of the following infrastructure:

- a network to supply electricity to rolling stock and associated infrastructure, including rail tracks
- substations and facilities to supply and regulate power to the network, including switchgear, plant, machinery and equipment
- any electrical zone related to the effect of stray current or the management of the effect of electrical current, and
- any other thing ancillary to any other part of the infrastructure (for example, SCADA system and equipment and materials stored for maintenance purposes).

Note: rolling stock does not constitute part of the light rail network.

Network boundary

The boundary⁵ between a light rail network and an electricity distribution network is the load side terminals of the switch in the electricity distribution network ring main unit, or other switchgear, which supplies electricity to the light rail network. The cable between this point and the light rail network incoming switchgear is part of the light rail network.

² Section 28 of the *Utilities (Technical Regulation) Act 2014*

³ Section 29 of the *Utilities (Technical Regulation) Act 2014*

⁴ Section 28 of the *Utilities (Technical Regulation) Act 2014*

⁵ Section 4 of the Light Rail Regulated Utility (Electrical) Network Boundary Code as set out in the *Utilities (Technical Regulation) (Light Rail Regulated Utility (Electrical) Network Boundary Code) Approval 2021* (DI 2021-211)

The wiring system at the light rail passenger stops, supplied separately from the electricity distributor's low voltage (LV) supply system, is part of the light rail utility network. The boundary between a passenger stop's wiring system and the electricity distributor's LV network is the boundary agreed between the light rail utility and the electricity distributor. Any load at the stop, such as ticketing machines, surveillance systems, and lightening hoardings, connected to and supplied by the stop's wiring systems, is not part of the light rail utility network.

Note: Even though the electrical wiring system of the light rail utility's depot building is part of the light rail network, this wiring system is excluded from the scope of the light rail electrical network. This determination was made in consideration of the office buildings primary use, being that of administration purposes, and in agreement with the light rail utility.

4.2 Operation of a light rail utility network

A light rail utility has the responsibility to report a notifiable incident to the Technical Regulator if an incident occurs within the utility's operating area and causes the potential implications outlined in Section 4.

Operation of network

For the purpose of this Guide, the operation of a light rail network consists of:

- construction and commissioning of the light rail network
- operation, management, maintenance, repair, modification, installation and decommissioning of the light rail network
- electrical work carried out on, or in the proximity of, a light rail network by light rail utility personnel, or any personnel authorised by the light rail utility, and
- any other works carried out in the proximity of a light rail network and pose a safety risk due to network's proximity.

Electrical work consists of works such as the construction, installation, replacement, augmentation, maintenance, repair and alteration of all or part of the light rail network and its infrastructure.

Electrical installation consists of the electrical wiring or cables used in carrying or controlling electricity, including:

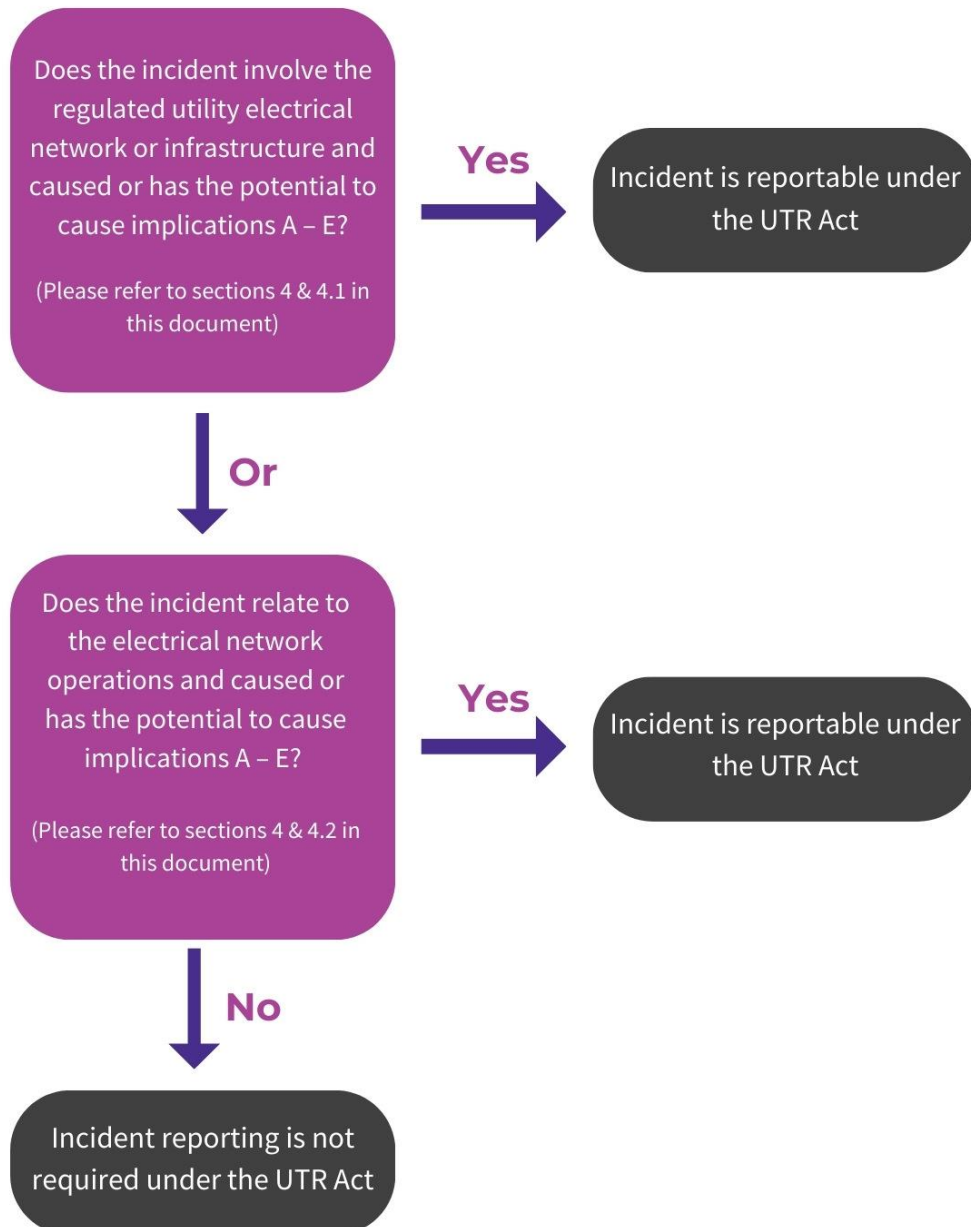
- cables and their supporting systems, that are used, or for use in the conversion, storage, distribution, or use of electrical energy and connected to wiring, cables or to a power supplying terminal
- a wiring system, switchgear, control gear, generator, transformers, electrical accessory or fitting, and other devices associated with wiring, a switchboard, or an appliance, and
- any other thing ancillary to any electrical installation that supports the wiring systems and cables.

5. Notifiable Incident – reporting requirements

5.1 Flowchart for determining a notifiable incident

The Incident Notification Flowchart is to be used by a light rail utility, in conjunction with Section 4 of this Guide, to determine whether an incident is reportable to the Technical Regulator.

Incident Notification Flowchart



5.2 Notifiable incident – offence

A regulated utility commits an offence⁶ if a notifiable incident occurs and the regulated utility fails to notify the Technical Regulator about the notifiable incident, by telephone or email, within 24 hours after the regulated utility becomes aware of the notifiable incident.

A light rail utility could be issued up to 200 penalty units for committing an offence relating to delay or failure in reporting of a notifiable incident.

Utilities Technical Regulation (**UTR**) supports the Technical Regulator in management and enforcement of the UTR Act for regulating licensed and unlicensed utilities in the Territory. It is recommended that a light rail utility report a notifiable incident to the relevant UTR personnel within 24 hours after the utility becomes aware of the notifiable incident.

⁶ Section 29 of the *Utilities (Technical Regulation) Act 2014*



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