

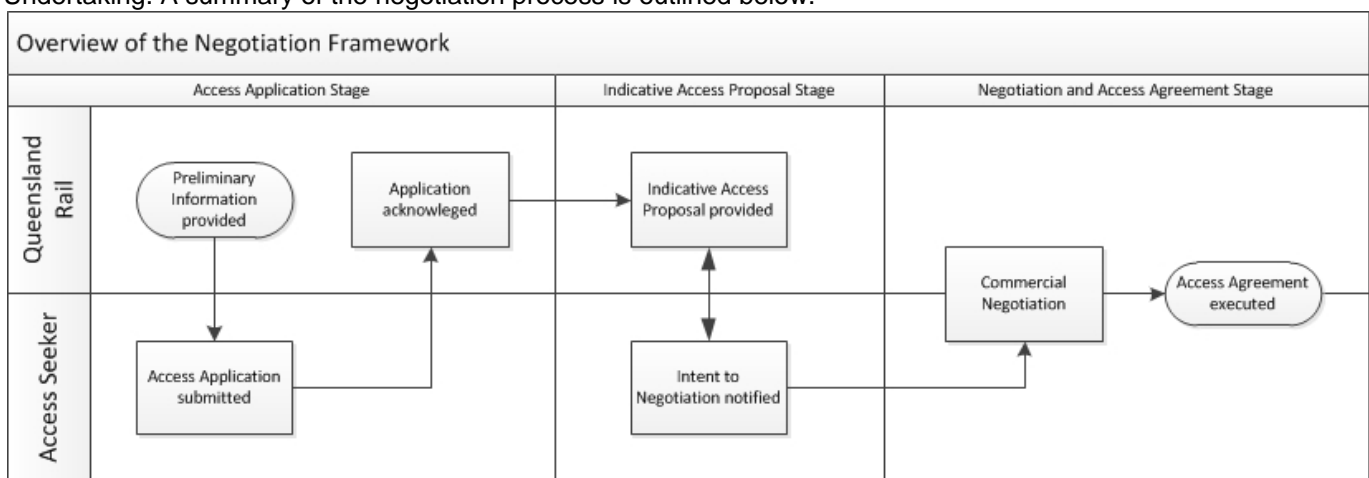
How to make an access application

Queensland Rail manages an open access, multi-user rail network, providing customers with access to over 7000 kms of rail track throughout Queensland.

Any access seeker – train operator or end customer (e.g. miners, primary producers, sugar millers) – may submit an access application. Prospective train operators must apply for and be granted accreditation before commencing railway operations. A prospective train operator intending to seek accreditation is encouraged to first contact Office of the National Rail Safety Regulator (ONSR) to their discuss requirements.

Summary of the application process

Queensland Rail manages all access applications in line with the negotiation framework set out in its Access Undertaking. A summary of the negotiation process is outlined below.¹



STEP 1: Contact Queensland Rail's Access Team

Access seekers are encouraged to review the information contained on our website and then contact Queensland Rail to discuss their rail transport requirements prior to submitting an access application form.

We can provide you with preliminary information or help you with a preliminary enquiry before you start a formal access application. We can also assist you to provide a completed access application and streamline timeframes when the application is provided.

STEP 2: Complete an Access Application

Access seekers are required to submit an access application for Queensland Rail to assess. The access application form can be found at www.queenslandrail.com.au

The access application will need to contain details about:

- the access seeker making the application
- a general train service description
- timetable requirements
- any known infrastructure requirements

An end customer access seeker is not required to submit rollingstock or train configuration details, but they are encouraged to discuss their requirements with a train operator.

Send your completed form to: aarf.freight@qr.com.au

STEP 3: Acknowledgement of Access Application

Queensland Rail will provide written acknowledgement of receipt of your access application within five business days and advise you of any additional information that is required to complete the access application within that same timeframe.

Contact us

We can help you.

For information on gaining access to the Queensland Rail network, please contact:

Access Team

Email: aarf.freight@qr.com.au

¹ For the complete process see Part 2 of Queensland Rail's Access Undertaking 2 (AU2)

STEP 4: Queensland Rail issues an Indicative Access Proposal (IAP)

Queensland Rail will provide you with an Indicative Access Proposal (IAP) within 20 business days of acknowledgement of a completed access application. We need sufficient information before an IAP can be developed. We will assist you to understand what information is required. An IAP sets out:

- 1) Rollingstock, train configuration, operating characteristics (unless provided, we will assume these characteristics for end customers)
- 2) An Indicative Capacity Analysis– we will advise whether there is the capacity to operate the proposed train service and, if not, whether an extension would be required
- 3) Whether a queue for capacity allocation has been formed
- 4) Indicative access charges which may be either:-
 - o Where there is a Reference Tariff in place the initial estimate of access charges (inclusive of methodology relevant to pricing limits and principles); or
 - o In cases where there is not a Reference Tariff - the cost of providing access including capital, operation maintenance costs, and asset valuation methodology.

STEP 5: Notification of intent to negotiate

Access seekers must notify us as soon as reasonably practicable within the receipt of the IAP of their intention to process the access application through to the negotiation process.

If an access seeker fails to give notice within 20 business days we may choose to review the IAP and restart the process. If an access seeker fails to give us notice within three months, the access seeker is taken to have withdrawn their access application. An access seeker can ask us to extend these timeframes which we will consider.

STEP 6: Commence negotiation process

The negotiation process begins as soon as reasonably practicable after the access seeker notifies us that it intends to proceed. As part of the negotiation process there are a range of requirements for running trains on our track that needs to be completed. These requirements are set out below.

Requirement	Responsibility		Access Undertaking (Clause)
	Queensland Rail	Access Seeker	
Operating plan	No	Yes	2.7.2(a)(iii)(A) & Schedule K
Interface risk assessment	Yes	Yes	2.7.2(a)(iv) 2.7.2(a)(v)
Environmental investigation and risk management report	No	Yes	2.7.2(a)(v)
Access charge determined	Yes	No	2.7.2(a)(vi), Part 3
Capacity analysis	Yes	No	2.7.2(a)(vii)
Train service entitlement	Yes	No	2.7.2(a)(viii)
Rollingstock authorisation	No	Yes	2.7.2(a)(ix)
Other terms and conditions	Yes	Yes	2.7.2(a)(x)

If we assess that there is insufficient capacity to meet the access application, we will provide the access seeker with the Capacity Analysis applicable to the application and additional information to assist the access seeker to determine whether they wish to proceed with the application and a funding agreement. Queensland Rail will also indicate whether it is willing to fund the capacity extension.

STEP 7: Finalisation of the negotiation process

The negotiation process concludes when:

- 1) An access agreement is executed by the parties in relation to the access application;² or
- 2) The access seeker notifies us that it no longer wishes to proceed with their access application. An end customer may do this on behalf of a train operator under some circumstances; or
- 3) Nine months after the negotiation process started, unless both parties agree to extend the process; or
- 4) Queensland Rail provides a Negotiation Cessation Notice under the requirements of Clause 2.8 of AU2.

² End Customers will be required to nominate a Train Operator to enter into agreement with before an access agreement can be executed.