

# Minutes of Meeting



**Subject** Rail Commissioner Steering Committee Meeting

**Chair** Michael Deegan

**Date** 24 April 2015

**Start** 3.00 pm

**Location** RMH Level 6 Meeting Room 6.2

**Finish** 4.00 pm

We pay our respects to the Kaurna people - Traditional Owners of the land on which we meet. We acknowledge their ancestors and their sharing of their ancestral lands. (We also acknowledge all other traditional owners and their ancestors, who have joined us today)

<b>1. Meeting Opening</b>	
	<b>Welcome and Apologies</b> Michael Deegan welcomed everyone to the Rail Commissioner Steering Committee meeting and noted apologies.
<b>2. Confirmation of Previous Minutes</b>	
	<b>Confirmation of previous minutes</b> Minutes from meeting held on 20 March 2015 to be published subject to minor corrections.
<b>3. Actions Arising from Previous Minutes</b>	
	<b>Actions arising from previous meeting</b> Noted.
<b>4. Rail Safety Governance</b>	
4.1	<b>Rail Commissioner Safety Policy</b> Rail Commissioner signed the Rail Commissioner Safety Policy to send out for distribution to staff.
<b>5. Reports from the Deputy Rail Commissioners</b>	

	<p><b>Report from the Deputy Rail Commissioner – Operations update</b></p> <p><b>Daily operations:</b></p> <ul style="list-style-type: none"> <li>• Provided an update on rail performance</li> <li>• Advised a group of Managers from DPTI accepted the CE's challenge to consider what needed to happen to transform our rail system. A short planning session was undertaken and a summary of actions was provided and scope of works in progress.</li> <li>• Provided an update on the following issues: <ul style="list-style-type: none"> <li>• Holding trains for passengers</li> <li>• Train Control – Belair line</li> <li>• PSAs deployed to be on trains where there are known wheel chair users</li> <li>• Operation Score Card</li> <li>• Speed restrictions</li> <li>• Time Table</li> </ul> </li> <li>• Relationship building with Section Leaders discussed. Managers capture a picture on the performance of staff, with a daily look back/look forward, KPIs to provide a dedicated and improved team and the importance of how they form part of the system and the effect on customer delivery. MD provided a handout on how managers capture relationship building in Melbourne.</li> </ul>	
<p><b>6. Signalling Issues</b></p>		
<p>6.1</p>	<ul style="list-style-type: none"> <li>• Signal Passed At Danger (SPAD) Report – No mainline SPADs reported since the last meeting.</li> <li>• Signalling Issues – Signal A511 being investigated. Agreement has been reached on a solution.</li> <li>• 4 Electrical Multiple Units fitted with ATP and testing planned for mid May 2015.</li> <li>• 3120 Cab design – prototype for incorporating ATP into the drivers cab with consultation to continue.</li> <li>• Training on ATP in the simulator. Working with Operational staff and learning and development staff to refine timeframes and format.</li> <li>• Time tables – require further work.</li> <li>• ATP aiming for June/July 2015. Working on roll out date with Bombardier.</li> <li>• Assurance documentation to be finalised for the system.</li> </ul> <p>Project Plan for Rail Commissioner discussed. Start date for ATP recommended.</p>	
<p><b>7. Critical Safety Matters / Risk Profile</b></p>		
	<ul style="list-style-type: none"> <li>• Evidence of graffiti /tags to 25kv infrastructure. Information provided from SAPOL.</li> <li>• The dangers of electrification and the need to send out a message to the public. Working with SAPOL on vandalism issues.</li> </ul> <p>Community mural at Bowden has helped deter vandals.</p>	
<p><b>8. Rail Accreditation Matters</b></p>		

	<ul style="list-style-type: none"> <li>Working through governance model. A summary of evidence is being compiled to demonstrate compliance for the ONRSR Audit scheduled for 11 and 12 May 2015 for ONRSR's understanding of the Rail Commissioner's operational structure. Fact Sheet provided on the Requirement for Rail Transport Operators to Report Notifiable Occurrences.</li> </ul>	
<b>9. Rail Safety Compliance Update</b>		
	Refer Item 8.	
<b>10. Financial Report</b>		
	<ul style="list-style-type: none"> <li>Financial performance on Operations was stable and work on asset conditions and maintenance costs was discussed with the Chief Operating Officer (COO) and that financial reporting be reviewed and provided by the COO.</li> </ul>	
<b>11. Report from the Rail Safety Group</b>		
	<p>Report from the Rail Safety Group</p> <p>Paper provided to advise on Notifiable Occurrences, Emerging Risk number 1 - Management of the 25kv Traction Systems Infrastructure, Emerging Risk number 2 – Graffiti artist working near 25kv systems and Non-Conformance update. 3 Non Conformance Reports closed by ONRSR, leaving 3 remaining open.</p>	
<b>12. Report from the Rail Training and Development Group</b>		
	Nil reported.	
<b>13. Report from the Level Crossing Group</b>		
	<ul style="list-style-type: none"> <li>Two workshops being held next week for the Level Crossing Group.</li> </ul>	
<b>14. OTHER BUSINESS</b>		
<b>14.1</b>	<p>Changes in RISSB Structure and Ownership</p> <p>Noted documents to sign as Rail Commissioner. Acknowledgement letter advising changes to RISSB structure and ownership and associated forms provided.</p>	
<b>14.2</b>	<p>Asset Management Maturity Audit</p> <p>Asset Management Interim Audit Report provided. Covering minute and report noted and requested report back on the next steps from the report.</p>	
<b>14.3</b>	<p>Provided a minute on the <i>Disability Discrimination Act 1992</i> – DPTI Rail Infrastructure Compliance and advised two main issues under Exemptions:</p> <ul style="list-style-type: none"> <li>Physical access – platform height</li> <li>Lighting issues</li> <li>Noted the DDA Action Plan and issue to be raised with Executive.</li> </ul> <p>Short platforms discussed.</p>	
<b>14.4</b>	Discussed Risk Issue of a closed switch at Lonsdale. Issue being rectified and Siemens advice sought.	
<b>14.5</b>	ARA – Letter from Bryan Nye regarding Railway Rolling Stock Lighting and Visibility discussed.	

**15. NEXT MEETING**

**Friday, 29 May 2015, 10.00am – 11.00am, RMH Level 6 Meeting Room 6.2**