

Minutes of Meeting



Subject Rail Commissioner Steering Committee Meeting

Chair Chief Executive

Date 28 Aug 2015

Start 10.00 am

Location Dry Creek Operations Centre

Finish 11.10 am

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)

1. Meeting Opening

Welcome and Apologies

Chair welcomed everyone to the Rail Commissioner Steering Committee meeting. The Chair expressed thanks to Dry Creek staff for having the meeting at their location.

2. Work Health and Safety

Work Health and Safety — Departmental requirement for all agendas

There was recognition of recent incidents on the rail network and the impact on train drivers.

3. DPTI Values and Behaviours

4. Minutes of Previous meeting

Confirmation of previous minutes

Minutes from meeting held on 31 July 2015, approved with minor amendments.

5. Business/Actions Arising from Minutes

Actions arising from previous meeting

Discussion around Item 126.
Items 125, 126 and 130 completed.

6. Rail Safety Governance		
6.1	<p>Rail Safety Responsibility and Accountability Organisation Chart presented for endorsement.</p> <p>Ensure General Managers's understand their roles and responsibilities.</p>	
7. Reports from the Deputy Rail Commissioners		
	<p>Report from the Deputy Rail Commissioner – Operations update</p> <p>Daily operations:</p> <ul style="list-style-type: none"> Operational performance improvement due to removal of 2000 Class. On time running on weekdays: <ul style="list-style-type: none"> Timetable has stabilised and all lines doing well Belair line's operating percentage is in the low 90', Gawler and is high 90's and Seaford has hit 100% on several days. <p>Rail Care:</p> <ul style="list-style-type: none"> Rail Care and Amenity working with CCTV area Station visits undertaken last week to review work being done Documents detailing work undertaken being prepared for the Minister. <p>Report from the Deputy Rail Commissioner – Asset Management, Engineering and Project Delivery update</p> <p>Focus on:</p> <ul style="list-style-type: none"> LORAC wire issue – discussions progressing. Visual inspections undertaken. Cable replacement commencing September 2015. Night works discussed. ATP – testing on EMUs progressing. 2000 Class Railcar removed from service. 	
8. Signalling Issues		
8.1	<p>Signal received incorrectly – Operational Control Centre</p> <ul style="list-style-type: none"> Firmware fix available from Supplier, update system when received. 	
9. Critical Safety Matters / Risk Profile		
	<p>Risk Tool – discussion around purchase of software (Bow Tie Assessment). Drug and Alcohol testing of staff undertaken.</p>	
10. Rail Accreditation Matters		
	<p>A request was received to provide information on fatality at Emerson due to Category A incident. The Incident Managers Checklist (used in the event of an incident) has been updated based on recent experience. The next audit by the ONRSR for Risk Management has now been set for 8 October 2015. Draft Audit program received.</p>	
11. Rail Safety Compliance Update		
	<p>No update.</p>	
12. Financial Report		

	No update this month.	
13.	Report from the Rail Safety Group	
	Incident Management discussed with an update to procedure in progress. Rail Safety Awareness program has been conducted for Managers. The National Rail Safety Track Worker Forum is to be held at Dry Creek.	
14.	Report from the Rail Training and Development Group	
	Learning & Development currently undertaking manual assessment of competencies and an up to date picture should be available mid September. To prioritise training in the Department a Risk Based Training Needs Analysis (RBTNA) has commenced. Training has commenced using the simulator for the following: <ul style="list-style-type: none"> • Real to life task assessments • Unplanned events This process will highlight refresher training that may be required.	
15.	Report from the Level Crossing Group	
15.1	New Rail Commissioner Level Crossing Policy discussed. <ul style="list-style-type: none"> • National Level Crossing Safety Committee meeting being held in Adelaide today. 	
16.	OTHER BUSINESS	
16.1	Operations Review of the Adelaide Rail System To be discussed at the next meeting.	
16.2	Rail Commissioner/ARTC Corridor Management & Cross Licence Agreement Completed. Chair asked that staff involved be thanked for their efforts.	
16.3	Combining Rail Safety Group with the Swiss Rail Model Group.	
16.4	Maintenance contract with Bombardier TO BE NOTED - the Administrator for the maintenance contract has been updated.	
16.5	Train Horns – Progress on resolving issue on Seaford Line discussed.	
NEXT MEETING		
	Friday, 25 September 2015, 10.00am – 11.00am, Seaford - Meeting Room to be advised. Friday 30 October 2015, 10.00am – 11.00am, Glengowrie	