

# Minutes of Meeting



**Subject** Rail Commissioner Steering Committee Meeting

**Date** 25 Sept 2015

**Start** 10.00 am

**Location** Seaford Operations Centre

**Finish** 11.15 am

We pay our respects to the Kurna 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

The Chair welcomed everyone to the Rail Commissioner Steering Committee meeting and noted apologies received and expressed thanks to Seaford staff for having the meeting at their location.

**Chair**

## 2. Work Health and Safety

- WorkSafe Month October – Preparations underway.
- WHS&W verbal update on the focus of a positive safety culture.
- Independent safety auditors are being sought from the market place to review staff and contractor obligations on safety matters especially on projects.
- It was noted that air quality at the Adelaide Railway Station was well within Australian Standards even with structural work being undertaken.

## 3. DPTI Values and Behaviours

General discussion about the collaboration between staff about 'who was doing what within the agency', due to recent transition of staff and the restructure of the agency. The communications unit within corporate is mapping functions.

**Chair**

## 4. Minutes of Previous meeting

### Confirmation of previous minutes

Minutes from meeting held on 28 August 2015 were approved with a minor change.

**Chair**

<b>5. Business/Actions Arising from Minutes</b>		
	Actions arising from previous meeting	Chair
<b>6. Rail Safety Governance/Compliance</b>		
6.1	Verbal update and discussion.	
<b>7. Critical Safety Matters/Risk Profile</b>		
	<p>Verbal update and discussion.</p> <ul style="list-style-type: none"> <li>• Bowtie Assessment software has been purchased with work progressing to customise the software.</li> <li>• Information sessions planned in the near future.</li> </ul>	
<b>8. Report from the Deputy Rail Commissioner</b>		
8.1	<p><b>Verbal Update from the Deputy Rail Commissioner – Asset Management, Engineering and Project Delivery update</b></p> <p><b>Focus on:</b></p> <ul style="list-style-type: none"> <li>• LORAC wire issue – discussions progressing with Laing O'Rourke regarding cable replacement, looking for optimal outcome and advice from an expert. Night works and alternative options being considered.</li> <li>• Last car of Electric Multiple Unit (EMU) to roll off on 9 October.</li> <li>• Discussion of compliance issues for projects and the formalisation of regular compliance sessions encouraged.</li> </ul>	
<b>9. Signalling Update</b>		
	<ul style="list-style-type: none"> <li>• Right hand side signal at Goodwood Station, options being reviewed.</li> <li>• Verbal update on the Automatic Train Protection (ATP) operational guidelines soon to be finalised</li> </ul>	
<b>10. Rail Accreditation Matters</b>		
	Verbal update provided. The next audit by the ONRSR for Learning and Development has been set for 8 October 2015 and risk management for 14 October.	
<b>11. Finance Report</b>		
	Report noted. Discussion of key issues.	
<b>12. Rail Safety Group report</b>		
	Discussed under Item 6.	

<b>13. Rail Training and Development Group Report</b>		
	<p>Report noted and discussed.</p> <ul style="list-style-type: none"> <li>• Competency levels discussed.</li> <li>• Preparation for audit on 8 October.</li> </ul>	
<b>14. Level Crossing Group report</b>		
	<p>No update this month from the Group.</p> <ul style="list-style-type: none"> <li>• Follow up required on level crossing reviews being undertaken at: <ul style="list-style-type: none"> <li>○ Kilkenny</li> <li>○ Woodlands; and</li> <li>○ Christie Downs.</li> </ul> </li> </ul>	
<b>15. Other Business</b>		
<b>15.1</b>	Operations review of the Adelaide Rail System – delayed until next meeting.	<b>Chair</b>
<b>15.2</b>	Correspondence to the Chief Executive – noted	<b>Chair</b>
<b>15.3</b>	<b>Rail Care Program</b> - verbal report on the rail care program. The aim is to improve amenities at stations and rail corridors. The program includes the greening of stations with native flora, muralling and general amenity improvements. The Outer Harbour station is one of those stations being transformed. Volunteers and councils are also involved in the beautification of the stations. Events have been planned for the West Croydon station in Rosetta Street, which is celebrating 100 years. Work-for-the-dole crews have been involved in the clean up of the Glanville Station.	
<b>15.4</b>	<b>Monthly Asset Management Rail Report</b> – proposal discussed.	<b>Chair</b>
<b>16. OTHER BUSINESS</b>		
<b>16.1</b>	Further reporting on on-time running & reporting, tamping, train horn issues & actions being taken, compliance issues, higher noise levels in the cab (sound deadening), and solutions to workplace amenities were discussed.	<b>Various</b>
<b>16.2</b>	<b>Train Horns</b> – Verbal update of horns and the use of lights flashing for visual impact was discussed.	
<b>16.3</b>	The Operational Control Centre (OCC) relocation is being considered.	
<b>16.5</b>	The Swiss Rail Model Group has planned to revisit the model and a meeting has been arranged.	<b>Chair</b>
<b>NEXT MEETING</b>		
	<p><b>Friday, 30 October 2015, 10 – 11:00am, Meeting cancelled</b></p> <p><b>The following meeting Friday, 27 November 2015 10 – 11:00am at GLENGOWRIE - Meeting Room to be advised.</b></p>	