

# Minutes of Meeting



**Subject** Rail Commissioner Steering Committee Meeting  
**Chair** Chief Operating Officer  
**Location** Level 6, RMH, 136 North Terrace

**Date** 27 Nov 2015  
**Start** 10.00 am  
**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)

<b>1. Meeting Opening</b>	
<b>Welcome and Apologies</b>	
Chair welcomed everyone to the Rail Commissioner Steering Committee meeting and noted apologies received.	
<b>2. Minutes of Previous</b>	
<b>Confirmation of previous minutes</b>	
Minutes from the meeting held on 25 September 2015 were approved.	
<b>3. Business/Actions Arising from Minutes</b>	
<b>Actions arising from previous meeting</b>	
Items completed.	
<b>4. Work Health and Safety</b>	
Discussion on various issues were raised:	
<ul style="list-style-type: none"> <li>• BioMed Construction site – follow up on safety issues.</li> <li>• Rail Regulator – high level of interest in category A &amp; B incidents.</li> <li>• Contractor Software will fix ‘pedestrian crossing’ alarm.</li> <li>• Re-issue of the Drug &amp; Alcohol policy in consultation with SAPOL.</li> </ul>	
<b>5. DPTI Values and Behaviours</b>	
Communication re safety issues between sections identified for improved coordination.	
<b>6. Rail Safety Governance/Compliance</b>	
Rail Safety Governance - Verbal update on responsibilities and timeframes discussed.	
Discussion on possible changes to penalties for non interface compliance.	

<b>7. Critical Safety Matters/Risk Profile</b>	
	<p>An overview of the BowTie Risk System was presented to the Committee. The System will become a critical tool and will replace the old OHR system. Progress on the roll out was discussed.</p> <p>New Safety Manager to become involved going forward.</p>
<b>8. Report from the Deputy Rail Commissioner</b>	
	<p><b>Verbal Update from the Deputy Rail Commissioner</b></p> <p><b>Focus on:</b></p> <ol style="list-style-type: none"> <li>1. Bi-Monthly meetings with Laing O'Rourke (LORAC) now in place.</li> <li>2. A Safety and Risk plan with LORAC will be finalised shortly.</li> <li>3. Last car of Electric Multiple Unit (EMU) was rolled off on 9 October with the last EMU accepted into service next week.</li> <li>4. Automatic Train Protection (ATP) Driver training continuing.</li> <li>5. Discussion of compliance issues for projects and the formalisation of regular compliance sessions encouraged.</li> </ol>
<b>9. Signalling Update</b>	
	<p>Verbal update provided:</p> <ol style="list-style-type: none"> <li>1. Replacement work progressing on the Outer Harbor line.</li> <li>2. Cross corridor agreement with ARTC re the Belair line in place.</li> <li>3. Software update for the Belair line services completed and being monitored.</li> </ol>
<b>10. Rail Accreditation Matters</b>	
	<p>Verbal update provided.</p> <ol style="list-style-type: none"> <li>1. Regular monthly meetings with DPTI and the Rail Regulator to commence next week. Accreditation requirements for contractors (maintenance engineers) progressing, with quality assurance in-line with European standards.</li> </ol>
<b>11. Rail Services Finance Report</b>	
	Report noted. Discussion of key issues.
<b>12. Monthly Asset Management Update</b>	
	No update provided this meeting.
<b>13. Rail Safety Group Report</b>	
	Report noted. Discussion of key issues.

<b>14. Rail Training and Development Group Update</b>	
	<p>Verbal update provided.</p> <ol style="list-style-type: none"> <li>1. Ongoing Automatic Train Protection (ATP) driver training continuing.</li> <li>2. Proposal being drafted to install (ATP) on train simulator at Dry Creek.</li> <li>3. A proposal has been submitted to construct a practical training area to provide a safe and effective training environment which replicates DPTI metropolitan railway machinery.</li> </ol>
<b>15. Level Crossing Group Update</b>	
	<p>Verbal update provided.</p> <p>Discussion on strategies for improving safety at metro, rural and pedestrian level crossings.</p>
<b>16. OTHER BUSINESS</b>	
	<p>Discussion on ONRSR Issues – Window Certification, Catenary Wire Standards, Signalling Interoperability.</p>
<b>NEXT MEETING</b>	
	<p><b>Meeting closed at 12:20pm</b></p> <p><b>Friday, 18 December 2015 - 10–11:00am</b></p>