

# Rail Commissioner Steering Committee Minutes of Meeting



I would like to acknowledge the Kurna people of whose land we meet on today. I also pay my respects to their Elders past and present and extend that respect to other Aboriginal and Torres Strait Islander people who are present today.

**Date:** 24 March 2017

**Start:** 9:30am

**Location:** Conference Room, Level 10, RMH

**Finish:** 11:00am

## 1. Welcome and Apologies

The Chair welcomed everyone to the Rail Commissioner Steering Committee meeting and noted apologies received.

## 2. Learning and Development

### 2.1. Rail Safety Worker Responsibilities

- The Unit Manager, Operational Relationships, provided an overview of rail safety worker responsibilities and how it applies to DPTI.
- Rail workers operate under the Rail Safety National Law and WHS law. DPTI employees also operate under the Adelaide Metropolitan Passenger Rail Network Train Rules and Procedures.
- The content of the presentation covered what is a rail safety worker, fitness for work, reporting hazards and preventing unsafe occurrences.
- Handouts for the Duties of Rail Safety Workers and the Rail Safety Worker Checklist were tabled.
- An overview was provided of a number of policies:
  - Health Assessments – Procedure PR-SR-HE-160
  - Drug and Alcohol Procedure – Procedure PR-RC-DA-185.
  - Fatigue Management – Policy PR-RC-FM-976.
  - Reporting Hazards – Procedure PR-SR-RM-036.
- The following extract from the Road Traffic (Miscellaneous) Regulations 2014 (under the *Road Traffic Act 1961*) clarifies the terminology used and the prescribed drugs.

#### 16—Prescribed drugs (section 47A of Act)

For the purposes of the definition of **prescribed drug** in section 47A(1) of the Act, the following are declared to be prescribed drugs:

- (a) delta-9-tetrahydrocannabinol;
- (b) methylamphetamine;
- (c) 3, 4-methylenedioxymethamphetamine (MDMA).

- At the end of the presentation, there was discussion on the Rail Safety Worker Checklist. Members were informed that the checklist only includes rail safety workers that are detailed under the RSNL, operational areas must assess the level of risk inherent in each role.
- Identifying as a rail safety worker also extends to not only operational rail staff but any role that can influence rail safety.

### **3. Minutes of Previous Meeting**

The minutes from the meeting held on 24 February 2017 were reviewed and ratified by the Committee.

### **4. Business/Actions Arising from the Minutes**

- Action list reviewed, amended and updated.

### **5. DPTI Values and Behaviours**

### **6. Rail Safety / Risk**

#### **6.1. Safety Culture**

- Discussed under Item 9.1.

#### **6.2. Safety Systems**

- Discussed under Item 9.1.

### **7. Rail Services Finance Update**

- The Rail Services Finance report for February was tabled.
- Discussion of key issues were highlighted.

### **8. Rail Commissioner Safety Management System**

#### **8.1. Legislative Requirements**

#### **8.2. 3 Focus Elements**

##### **8.2.1. Management of Change**

##### **8.2.2. Risk Management**

##### **8.2.3. Governance and Internal Control**

#### **8.3. Actions to progress**

- Discussions have been held with the PMO on the framework for programs/program sponsors moving forward and the series of gates proposed for future programs and program delivery. Also to ensure that a number of gates consider the incorporation of the requirements of the Rail Safety Commissioner.
- Need to pay more attention to management of change, what it means for tram extensions, what it means for new framework, risk management (need to do more work across DPTI), governance and internal control.
- The management system needs to be much more explicit than it is currently. Consideration should be given to promoting more widely across the department by placing on the front page of the intranet site.

## **9. Other Business**

### **9.1. Status Report on Rail Culture**

- The Unit Manager, Operational Relationships, provided an overview of the Rail Operations Workforce and Culture Review – Frontline Supervisory Restructure.
- A number of issues are being addressed encompassing negative culture, lack of leadership, business outcomes not delivered under current structure, lack of direct supervision of frontline staff, unacceptable workplace behaviour and interpersonal disputes.

## **10. For Noting**

### **10.1. Rail Safety and Performance Review Group Meeting – Minutes**

- Draft minutes of the meeting held 14 March 2017 were noted.

### **10.2. T2T Lessons Learnt – Minutes of TRJ Meeting**

- Safety management system information has been provided to DPTI.

### **10.3. Accreditation Variation – Update**

- Noted.

### **10.4. Rail Infrastructure and Rail Maintenance Enterprise Agreements**

- The ballot for both agreements will run from 5-18 April 2017.

## **NEXT MEETING**

Friday 28 April 2017, 9.30am-11.00am

Meeting closed 10.20am.