

Minutes of meeting



INDEPENDENT
TRANSPORT
SAFETY
REGULATOR

Rail Safety Strategic Forum

Thursday 14 November 2012

ITSR Conference Room - Level 21, 201 Elizabeth Street, Sydney

<p>Present: (current attendees)</p>	<ol style="list-style-type: none">1. Stuart Hudd, Manager Rail Safety Compliance, Asciano2. Sandra Wilson-Ryke, General Manager Risk and Safety, Australian Rail Track Corporation3. Rodney Masters, Executive Councillor (Transport), Australian Services Union4. Matthew Roberts, Manager Train Services and Safety Audit, CFCL Australia Pty Ltd5. Lisa Trezise, Group Corporate Manager, El Zorro Transport Pty Ltd6. Geoff Prime, Organiser, Electrical Trades Union7. John Williams, Operations Director, Freightliner Australia Pty Ltd8. Andrew Simpson, Rail Safety Manager, Glenreagh Mountain Railway Inc9. Lindsay Holt, Rail Safety and Compliance Manager, Laing O'Rourke10. Geoff Martin, National Manager Rail Transport, Manildra Group11. Peter Berriman, Chairman and Strategic Safety Advisor, NSW RTM12. Matthew Smith, Transport Safety Investigator, Office of Transport Safety Investigations (Observer)13. Peter Gawne-Buckland, Risk and Compliance Manager - Intermodal, QR National14. Alex Claassens, Secretary, Rail Tram and Bus Union15. Campbell Clark, Manager Rail Safety Regulation, RailCorp16. Kevin Taylor, Chief Executive Officer, Rail Industry Safety and Standards Board (Observer)17. Richard Clarke, Chief Engineer, Sydney Tramway Museum18. Jimmy Borg, Manager Rail Safety, Transport Projects division, Transport for NSW19. Graham Neasmith, National Rail Safety Manager, UGL Rail20. Rob Andrews, Chief Executive, National Rail Safety Regulator21. Julie Bullas, Director, National Rail Safety Regulator Project Office (Observer)22. Michael Monaghan, Manager Policy, Independent Transport Safety Regulator (A/Chair)
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	<p>23. Len Neist, Chief Executive, Independent Transport Safety Regulator</p> <p>24. Adrian Rowland, Executive Director Transport Safety Improvement, Independent Transport Safety Regulator</p> <p>25. Simon Foster, Chief Operating Officer, Independent Transport Safety Regulator</p>
Minutes taken by:	Nathan Booth, Industry Communications Officer, Independent Transport Safety Regulator (Secretariat)
Apologies: (non attendees)	<ol style="list-style-type: none">1. Susan Everingham, Manager Communications, Independent Transport Safety Regulator (Chair)2. An Le, Executive Manager National Compliance and Rail Safety, CFCL Australia Pty Ltd3. Gavan Evans, Director, El Zorro Transport Pty Ltd4. Catriona Scott, Compliance and HR Director, Freightliner Australia Pty Ltd5. Lawrence Battiss, Rail Safety Manager, John Holland Group Pty Ltd

Discussion/ agenda item	Issue/notes	Decision/ action	Responsible person	Due
(1) Welcome	<p>The meeting opened at 1.30 pm.</p> <p>Len Neist (ITSR) opened the meeting by welcoming everyone and introducing National Rail Safety Regulator, Rob Andrews.</p> <p>Len outlined that ITSR is preparing an external communications strategy that will be disseminated to the forum once formalised (action item 1).</p>	<p>Minutes noted.</p> <p>Circulate plan when available.</p>	Nathan Booth	n/a
(2) Actions/issues arising from the previous RSSF meeting	<p>Michael Monaghan (ITSR) ran through the minutes and action items from the previous meeting.</p> <p>Minutes from the August 2012 RSSF were published on ITSR's website.</p> <p>Actions completed:</p> <ul style="list-style-type: none"> • Worksite protection toolkit covering report will be finalised by Friday 23 November, to be posted on ITSR's website within two weeks. The toolkit will be available to RTOs on request. • Topics to be addressed at future events, will be addressed under Road-rail Vehicle (RRV) item • Asset management guideline to be developed by RISSB in 2013-14. <p>Actions outstanding:</p> <ul style="list-style-type: none"> • There are no actions outstanding. 	<p>Apologies noted.</p> <p>No further items added to the agenda.</p>		
(3) National Rail Safety Regulator (NRSR) update and Q&A session	<p>Rob Andrews (NRSR) provided an update to the forum on how implementation of the Rail Safety National Law is progressing:</p> <ul style="list-style-type: none"> • law has been passed in South Australia and Tasmania and NSW • Bill has been tabled in the Northern Territory. 	Minutes noted.		

<p>ITSR service agreement</p>	<p>Board has been formed for the NRSR with two non-Executive directors appointed.</p> <p>Peter Doggett has been appointed as Executive Director, National Operations with Julie Bullas to be appointed as Executive Director Corporate and Policy, when the NRSR commences on 20 January 2013.</p> <p>There will be approximately 25 people at the Office of the National Rail Safety Regulator (ONRSR) in Adelaide, with five branches from various existing regulators, some of which will operate under service agreements. The five branch offices will operate out of NSW, QLD, WA, VIC and SA (which will cover TAS and NT). Staff apart from NSW and VIC will be staffed from SA as part of the NRSR. Service agreements will be made with ITSR and RSV.</p> <p>Service agreement with ITSR has made progress:</p> <ul style="list-style-type: none"> • activities largely continue through the same individuals • ITSR Branch Director contributes to development of National Office Policy and Strategy which is then implemented in Branches. <p>Rob outlined that a national forum would be established to examine rail safety. An agreement has also been made with the Australian Transport Safety bureau (ATSB) on occurrence reporting, where they receive notifications with information than provided to the branch.</p> <p>VIC, QLD and WA will maintain existing processes for reporting and investigations until they adopt the national law. Seventy-two hour reports will have to be sent to ATSB and the respective state regulators.</p> <p>Julie Bullas advised that guidance will be put up on ATSB and NRSR Project Office websites by early December to address these issues.</p> <p>A Memorandum of Understanding (MOU) will be signed that will confirm arrangements.</p>			
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<p>(4) ITSR Corporate Plan 2012-13</p>	<p>Len Neist outlined the corporate priorities for 2012-13.</p> <ul style="list-style-type: none"> • Objective 1: Improving rail safety through regulation, knowledge and innovation <ul style="list-style-type: none"> – Priority: ITSR supports the NRSR in assuring that safety risk management in rail transport operations continues to improve and mature under national rail safety law – Priority: ITSR supports the NSW Government’s delivery of major NSW transport projects and transport reforms • Objective 2: Excellence in corporate governance <ul style="list-style-type: none"> – Priority: ITSR supports continuous improvement of performance during substantial organisational change <p>Sandra Wilson-Ryke (ARTC) asked about project priorities and whether they will fit into the NRSR strategic priorities, for areas including:</p> <ul style="list-style-type: none"> • Track worker safety • Asset management. <p>Adrian responded by saying that ITSR’s recent work in safety improvement was taking a national approach. The recent RRV workshop was an example, with future efforts to be aligned with the NRSR.</p> <p>Kevin Taylor (RISSB) outlined that discussions will be held in early December 2012 with the RISSB board to look at the priorities for the year ahead.</p> <p>Kevin Taylor advised that Tony Taig – a UK consultant – has prepared a report for RISSB raising concerns about a lack of a national industry database for occurrence data. Kevin outlined that a national industry database is needed to gather data and analyse intelligence as an essential part of industry managing rail safety risk.</p>	<p>Minutes noted.</p>		
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<p>ITSR restructure</p> <p>Key changes</p>	<p>Rob Andrews agreed that a process where industry leads the data management function rather than regulators managing the process would provide better outcomes.</p> <p>Len outlined the new structure of ITSR and highlighted key changes.</p> <p>Designed to ensure ITSR:</p> <ul style="list-style-type: none"> • operates effectively under the service agreement with the NRSR • manages significant changes in NSW rail • has improved rail safety regulatory capacity. <p>Key changes:</p> <ul style="list-style-type: none"> • new role of Chief Operating Officer (Simon Foster) • merger of Operations and Transport Safety Improvement Divisions • role changes for Colin Holmes and Grant Burton • Communications reports to the Chief Executive. <p>Changes were discussed within Transport for NSW (TfNSW), with changes for RailCorp, TfNSW projects division (formerly Transport Construction Authority), introduction of Sydney Trains (RIM) and Country Trains.</p>			
<p>(5) Asset management workshop</p>	<p>Adrian Rowland provided an overview of ITSR's asset management project.</p> <p>Adrian outlined details of the workshop to held on 22 November at Australian Technology Park.</p> <p>The Communications Branch will directly send an invite to RSSF members (action item 2).</p>	<p>Minutes noted.</p> <p>Circulate invite to RSSF.</p>	<p>Nathan Booth</p>	<p>14/11/12</p>
<p>(6) Road/rail vehicle workshop</p>	<p>Adrian Rowland provided a brief overview of the road/rail vehicle workshop held on 30-31 October 2012.</p> <p>Adrian ran through various types of vehicle class and then outlined the</p>	<p>Minutes noted.</p>		

	<p>importance of contractor management and requirements under principal contractor's SMS.</p> <p>Len Neist commented that the principal contractor's SMS must cover requirements under WHS legislation and rail safety legislation.</p> <p>Adrian stated he would investigate the subject further and would send an email to RSSF members asking for specific questions on the topic, as well as liaise with Michael Tooma to provide input to the seminar (action item 3).</p> <p>Kevin Taylor mentioned that Michael Tooma will present at rail safety conference 2013 on such obligations.</p>	Email RSSF and liaise with Michael Tooma on items.	Adrian Rowland	28/11/12
<p>(7) General business</p> <p>Meeting dates for 2013</p>	<p>Rob Andrews commented that he sees value in the establishment of a national forum and may utilise existing structure of RSSF or may consider a new member base. One of the issues raised was around who would be appropriate attendees and what would be the target level of members.</p> <p>The meeting dates for 2013 will be:</p> <ul style="list-style-type: none"> • Thursday, 21 March, 9.00 am – 12.00 pm • Thursday, 18 July, 9.00 am – 12.00 pm • Thursday, 7 November, 9.00 am – 12.00 pm. 	Minutes noted.		
Close	The meeting closed at 4.25 pm.			
<p>Next meeting: 21 March 2013, 9.00 am – 12.00 pm, ITSR Conference Room – Level 21, 201 Elizabeth Street, Sydney</p>				