Minutes of meeting

Rail Safety Strategic Forum

Thursday 9 August 2012

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

Present: (current attendees)	1. Catriona Scott, Compliance and HR Director, Freightliner Australia Pty Ltd 2. Katrina Bowden, Manager Rail Accreditation, Australian Rail Track Corporation 3. Craig Shaw, Manager Safety and Environment Investigations, RailCorp 4. Andrew Simpson, Rail Safety Manager, Glenreagh Mountain Railway Inc 5. Geoff Martin, National Manager Rail Transport, Manildra Group 6. Lindsay Holt, Rail Safety and Compliance Manager, Laing O'Rourke 7. Geoff Prime, Organiser, Electrical Trades Union 8. Richard Clarke, Chief Engineer, Sydney Tramway Museum 9. Alex Claassens, Secretary, Rail Tram and Bus Union 10. Jimmy Borg, Manager Rail Safety, Transport for NSW 11. Matthew Smith, Transport Safety Investigator, Office of Transport Safety Investigations 12. An Le, Executive Manager National Compliance and Rail Safety, CFCL Australia Pty Ltd 13. Lawrence Battiss, Rail Safety Manager, John Holland Group Pty Ltd 14. Gavan Evans, Director, El Zorro Transport Pty Ltd 15. Peter Gawne-Buckland, Risk and Compliance Manager - Intermodal, QR National 16. Peter Berriman, Chairman and Strategic Safety Advisor, NSW RTM 17. Rodney Masters, Executive Councillor (Transport), Australian Services Union 18. Phil Sochon, Director Government Relations, Australasian Railway Association 19. Michael Monaghan, Manager Policy, Independent Transport Safety Regulator (A/Chair) 20. Len Neist, Chief Executive, Independent Transport Safety Regulator 21. Adrian Rowland, Executive Director Transport Safety Improvement, Independent Transport Safety Regulator 22. Colin Holmes, Deputy Executive Director Operations, Independent Transport Safety Regulator

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	23. Jenny Renko, Corporate Counsel, Independent Transport Safety Regulator 24. Grant Burton, Director Accreditation and Compliance, Independent Transport Safety Regulator
Minutes taken by:	Nathan Booth, Senior Communications Officer, Independent Transport Safety Regulator (Secretariat)
Apologies: (non attendees)	1. Sandra Wilson-Ryke, General Manager Risk and Safety, Australian Rail Track Corporation 2. Simon Foster, Executive Director Operations, Independent Transport Safety Regulator 3. Susan Everingham, Manager Communications, Independent Transport Safety Regulator (Chair) 4. Campbell Clark, Manager Rail Safety Regulation, RailCorp 5. Stuart Hudd, Manager Rail Safety Compliance, Asciano 6. Graham Neasmith, National Rail Safety Manager, UGL Rail

Discussion/ agenda item	Issue/notes	Decision/ action	Responsible person	Due
(1) Welcome	The meeting opened at 9.05 am. Len Neist (ITSR) opened the meeting by welcoming everyone and provided a brief re-cap on ITSR's activities during 2011-12.	Minutes noted.		
(2) Actions/issues arising from the previous RSSF meeting	Michael Monaghan (ITSR) ran through the minutes and action items from the previous meeting. Minutes from the March 2012 RSSF were published on ITSR's website. Actions completed: • additional registrations taken for attendance at April asset management workshop • presentations from march meeting circulated in April • meeting minutes published in April. Actions outstanding: • Worksite protection (WSP) toolkit is still in the design phase. A covering report will be released on ITSR's website once the toolkit is finalised (by 7 November). The toolkit will be available on request, but RSSF members will be notified when the report and toolkit is available.	Apologies noted. No further items added to the agenda. Notify RSSF on release of WSP toolkit.	 Nathan Booth	 7 Nov 2012
(3) RSRP meeting update	Colin Holmes provided an overview of the May meeting and outlined arrangements that are being made in transition to the National Rail Safety Regulator.	Minutes noted.		
(4) National Rail Safety Regulator NSW	Jenny Renko provided an outline of activities required in NSW for the National Rail Safety Regulator to commence in 2013. NSW Application Law:	Minutes noted.		

Application Law	• apply schedule in SA Act which is the Rail Safety National Law			
	• dis-apply some NSW laws for example GIPA 2009, Ombudsman, etc.			
	• contain drug and alcohol testing procedures that will apply in NSW (mechanical provisions)			
	• must provide for light rail regulation by ITSR			
	• requirements for data loggers and train communication and fatigue (if not covered in Regulations).			
National Regulations	NSW specific provisions will include:			
	• all tourist and heritage operators to be covered under the Act			
	• D&A requirements for NSW operators			
	• fatigue requirements in schedule 2 of *Rail Safety Act 2008*.			
Delegation to ITSR	Delegation to ITSR will include:			
	• Head Office retains all decision making functions in relation to accreditation applications, variation applications, etc.			
	• all applications made to Head Office (not Branch Office)			
	• private sidings (may be scope for "local" registration)			
	• notifications (not notifiable occurrences) appear to be made to Local Office			
	• most enforcement decisions (ie prosecutions, directions etc) are made by Head Office			
	• Branch Office given some functions to undertake some local compliance activities (eg investigate incidents).			
Transitional arrangements	An outline was provided on policies, procedures, processes and guidelines.			
	Savings and transitional arrangements were covered, which included			

	'transitional principles'. There is no need to reapply for accreditation. Colin outlined that under national rail safety law, some current private sidings will have to be accredited in the future. Richard Clarke asked about the application of new tourist and heritage operators and the issue of having to revise regulations each time a new operator is established. Jenny responded by saying that the outcome will cover tourist and heritage operators 'by name', capturing multi-site operations. Further information is available on the NRSR Project Office website at http://www.nrsrproject.sa.gov.au/faq A question was raised on who notifications are sent to. Category A to ATSB, Category B through existing reporting channels.			
(5) Accreditation and compliance 2011-12 Compliance summary	Grant Burton ran through the accreditation and compliance program and accreditation activities from 2011-12. Topics covered included an overview of the compliance program: • program development • key activities • compliance summary – a number of areas were identified that need improvement: – quality of risk management continues to remain an issue – Risk based internal audit program – corrective action – governance. Catriona Scott flagged that there could be scope for a seminar on governance	Minutes noted.		

	– focusing on responsibilities under the act for directors/management.	ITSR to review audience and topics to be addressed.	Adrian Rowland	28 Sep 2012
	Adrian Rowland responded that there has been a shift in the format of seminars and ITSR will investigate how to attract management to the seminars and will review topics to be addressed.			
	Jenny Renko noted that ITSR ran a seminar on obligations under the Act in 2010 and responsibilities were covered in detail.			
	It was also noted that a 'refresher' session could be run to communicate with stakeholders that are new to the industry.			
Accreditation activities	Accreditation activities were also noted including achievements, key activities and a summary of accreditations.			
(6) Update on asset management project	Adrian Rowland introduced the item by reviewing the asset management workshop held in April 2012 and screened a short video that was created out of the event.	Minutes noted.		
	Objectives and strategies were outlined and a review of the systematic and cyclic business process was undertaken.			
Key messages	Key message to industry from the project include:			
	• good asset management leads to good business outcomes and ultimately good safety outcomes			
	• ITSR is serious about improving the rail industry's safety management practices through improved asset management practices			
	• asset management requires the use of an asset management system that formally incorporates Technical Authority.			
Actioned items	A range of activities were outlined, including actioned items:			
	• an asset management workshop with resources available on ITSR's website:			

Continuing activities	http://www.transportregulator.nsw.gov.au/safetyimprovement/assetmanagement • publishing a series of ITSR rail asset management fact sheets • conduct initial asset management assurance reviews. Continuing activities include: • small-scale operator workshop • discussions with rail operators • asset management assurance reviews • publish rail-related 'asset management good practice' case studies.			
Guidance for operators	Gavan Evans (El Zorro Transport Pty Ltd) asked how small to medium sized operators were being involved in the project. Adrian responded by outlining that a targeted small-scale operator workshop will be run as part of the 2012-13 program. Peter Berriman (NSW Rail Transport Museum) noted that he observed at the asset management workshop that there was a broad range of levels of understanding on asset management. Phil Sochon (PS) (Australasian Railway Australia) mentioned that the Rail Industry Safety and Standards Board (RISSB) has developed an asset management (AM) guideline which should be available in 2012-13. Matthew Smith (OTSI) noted that infrastructure managers hold responsibility on maintenance so that rolling stock operators can operate effectively and safely. Catriona added that focus should be directed to rail infrastructure managers (RIMs) so that they can provide infrastructure that doesn't impose restrictions	Liaise with PS on release of AM guidance.	Nathan Booth	7 Nov 2012

	and impact on rolling stock. These comments were noted.			
(7) Next ITSR seminar: Road/rail vehicles	Adrian outlined that a seminar is being planned to address road/rail vehicles. Consultation is being undertaken with other regulators and RIMs to ensure that the focus and content is appropriately covered for all stakeholders. More information will be provided once an agenda is confirmed.	Minutes noted. Provide an update to members.	Nathan Booth	28 Sep 2012
(8) General business Health and fitness assessments	Final meeting of 2012 scheduled for 14 November. It was raised that Kevin Kitchen (KK) was awarded a Churchill Fellowship for work to be conducted with tourist and heritage operators. Peter Berriman asked if it would be possible for Kevin to give a presentation at the next RSSF meeting. Alex Claassens outlined that there was a review of the national health standards and categorisation of workers. With category 1, there is an introduction of Body Mass Index (BMI) into the standard. The process would involve assessment at the re-certification stage. If the BMI is over 35, further tests may need to be conducted, including sleep apnea assessments. Catriona outlined that Freightliner is running a program on health and fitness, including human factors.	Minutes noted. Invite KK to present at next meeting.	Nathan Booth	28 Sep 2012
Close	The meeting closed at 11.25 am.			
Next meeting: 14 November 2012, 1.30 pm – 4.30 pm, ITSR Conference Room – Level 21, 201 Elizabeth Street, Sydney				