

Governance

Governance and Internal Control Arrangements



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Governance and Internal Control Arrangements Procedure

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Purpose

To ensure that the OTHR Management Committee has sufficient knowledge to manage its rail operations including,

- that it is compliant with its obligations under the law.
- that the safety management system (SMS) is working effectively;
- that risks have been identified, assessed and are being managed *SFARP*; and
- that controls implemented to mitigate risk are regularly reviewed and updated accordingly.

2 Scope

This OTHR Governance Procedure applies to all Members of the Management Committee, Management Positions and Supervisors and Members engaged in Rail Safety Work.

3 Knowledge Management

OTHR will, at its quarterly meetings, include the following safety items as standing items on the Meeting Agenda, for review and discussion:

3.1 Changes to Legislation

The OTHR Safety Manager will table for review and discussion any changes to relevant legislation that may impact on OTHR operations.

3.2 Accreditation

The OTHR President will table for review and discussion any changes or proposed changes to OTHR's accreditation.

3.3 Risk Management

The OTHR Safety Manager will table for review and discussion any changes or proposed changes to OTHR risks and controls.

3.4 Notifiable Occurrences

The OTHR Safety Manager will table for review and discussion details of all notifiable occurrences that have occurred on the OTHR Network, including details of actions taken to manage these occurrences. Copies of reporting to Rail Safety Regulator to be tabled where applicable.

3.5 Incidents and Accidents

The OTHR Safety Manager will table for review and discussion details of all incidents and accidents that have occurred on the network including details of actions taken to manage these incidents. Copies of Incident investigation reports to be also tabled.

3.6 Audits and Inspections

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The OTHR Safety Manager will table details of all audits undertaken and any inspections that have been performed.

3.7 Non Conformances

The OTHR Safety Manager will table details of all non-conformances identified during audits and inspections. Details will be provided on the status of these nonconformances, in particular those that are outstanding for attention. Programs for clearance of outstanding non-conformances will be discussed and approved by the Management Committee.

3.8 Safety Performance Reports

Reports for the period under review will be tables and discussed by the Management Committee. Discussion will focus on Drug and Alcohol Testing, Incidents that have occurred and Workplace Health and Safety Incidents.

These reports are to be revied with a view to identifying any unacceptable trends that may be occurring. Strategies for managing identified trends will be discussed and remedial actions approved by the Management Committee.

3.9 Locomotive and Rolling Stock Assets

The Rolling Stock Manager will provide a report on the status of rolling stock assets. This will include details of the availability of the assets to ensure that they are available for ongoing operations as planned by OTHR. Any projected periods for which rolling stock may not be available for service should be advised to the Management Committee.

3.10 Track and Infrastructure Assets

The Infrastructure Manager will provide a report on the status of the track and infrastructure assets. This will include details of maintenance undertaken to provide an assurance that these assets are being maintained in accordance with standards. Any proposed major renewal works are to be advised to the Management Committee.

3.11 Financial Report

The Financial Manager will provide a report of the financial status of OTHR to ensure ongoing financial capacity. Status of OTHR Insurance including any claims made are to be provided.

3.12 Rail Safety Worker Vacancies

Details of any critical Rail Safety Worker Vacancies are to be tabled at the meeting. The Management Committee shall discuss and implement strategies to ensure that these positions are filled by trained and competent persons.

Minutes of these meetings will be documented and tabled for follow up at the next meeting.