

14 March 2018

Adam Beames

Delivered via email

Dear Adam,

Re: FOI Request

I refer to your request for access to documents under the *Freedom of Information Act 1982* (FOI Act) in an email dated 14 February 2018.

I am an officer authorised under section 26 of the FOI Act to make a decision in relation to FOI requests. You requested access to:

1. Documents relating to illegal parking (specifically cars parking on the shared pedestrian/bike paths) at Tarneit station for the period between 1/2/2017 - 3/2/2018.
2. Documents stating that V/Line staff are not allowed to take complaints, feedback, provide their name, or assist in incidents involving a member of the public.
3. Documents stating that V/Line staff have no duty of care for members of the public using their services.
4. CCTV footage between 09:10 and 09:30 showing a cyclist being forced off the bike path in front of a bus after turning into the station off Derrimut Road.
5. Documents relating to which organisation is responsible for maintaining the access roads and shared paths.

In relation to items 2 and 3 of the above V/Line does not have documents you are seeking.

In relation to item 4 V/Line understands that the same FOI request was sent to PTV, and that PTV has forwarded the request for access of CCTV footage to Department of Economic Development, Jobs, Transport and Resources (DEDJTR), as keeper of CCTV evidence.

In relation to item 5 of the above you may access publicly available information of the Regional Infrastructure Lease (RIL) and Regional Infrastructure Head Lease (RIHL) online at www.tenders.vic.gov.au

I have identified 31 documents which fit within the scope of your request, and have decided to grant access, in part, to 20 of those documents and decided that 11 documents are exempt in full from release.

In making my decision, I have had regard to s 25 of the Act. In particular, where the documents contain exempt material, I have considered whether it is practicable to grant you access to a copy of the document with such deletions as to make the copy not an exempt document or a document that would not disclose the exempt or irrelevant information. I have also considered whether from the request that you would wish to have access to such a copy. I have determined that it is practicable to grant you access to the documents with appropriate deletions and that you would wish to have access to such copies.

Access has been refused to the exempt documents on the following grounds:

Section 25(a)

Section 25(a) of the Act permits agencies to delete information in the documents which are not relevant to the scope of the request. I have identified 12 documents which contain information which fall outside the scope of your request and have decided to redact this information pursuant to section 25 of the Act.

Section 30(1)

Section 30(1) of the FOI Act exempts from disclosure a document which would disclose matter in the nature of opinion, advice, recommendation, consultation or deliberation, prepared in the course of, or for the purpose of, the deliberative processes involved in the functions of an agency and disclosure would be contrary to the public interest.

This exemption applies to the document that is a draft and comprises notations in the nature of opinion, advice, recommendation or deliberation undertaken in the course of the deliberate processes involved in the functions of V/Line. Disclosure would be contrary to the public interest because it would cause confusion and be misleading because it is not the final document. This exemption has been applied to 17 documents.

Section 33(1)

Section 33(1) of the Act exempts from disclosure documents that contain information relating to the personal affairs of any person, where disclosure is considered to be unreasonable. The personal information contained in the documents includes names of V/Line staff below Executive General Manager level as well as other individuals. I have determined that, in consideration of all relevant circumstances, release of this information would be unreasonable. This exemption applies, in part, to 31 documents.

Access Charges

As you have advised that you are a concession card holder V/Line has agreed to waive all access fees under the FOI Act.

Your review rights

If you are dissatisfied with my decision, you may apply for review by the Office of Victorian Information Commissioner. You must apply in writing within 28 days after you receive this letter, identifying the agency concerned and the decision to be reviewed. You should also provide an explanation of why you disagree with the decision.

You may lodge your application by:

email: enquiries@foicommissioner.vic.gov.au

post: Office of Victorian Information Commissioner
PO Box 24274, MELBOURNE VIC 3001

phone: 1300 00 6842

More information about review by the Office of Victorian Information Commissioner, including a review application form to assist you in making your application, is available at: www.foicommissioner.vic.gov.au

Questions about this decision

If you wish to discuss this decision, please contact Steven Lay on 9619 5205.

Yours sincerely



Rebecca Northeast
General Counsel

SCHEDULE OF DOCUMENTS

Key	
E	Exempt
R	Release
PR	Partial Release

No.	Doc Description	E/R	Exemption
1	Copy of email dated 30 November 2017	PR	S.33(1) – personal affairs
2	Copy of email dated 30 November 2017	PR	S.33(1) – personal affairs
3	Copy of email dated 16 January 2018	PR	S.33(1) – personal affairs
4	Copy of email dated 27 October 2017	E	S.30(1) – internal working document S.33(1) – personal affairs
5	Copy of email dated 10 January 2018	PR	S.30(1) – internal working document S.33(1) – personal affairs
6	Copy of email dated 10 January 2018	PR	S.30(1) – internal working document S.33(1) – personal affairs
7	Copy of email dated 11 January 2018	E	S.25(a) – irrelevant material S.30(1) – internal working document S.33(1) – personal affairs
8	Copy of email dated 17 January 2018	PR	S.30(1) – internal working document S.33(1) – personal affairs
9	Copy of email dated 6 October 2017	PR	S.33(1) – personal affairs
10	Copy of OHS&E meeting minutes 4 October 2017	PR	S.25(a) – irrelevant material S.33(1) – personal affairs
11	Copy of email dated 8 December 2017	PR	S.33(1) – personal affairs
12	Copy of OHS&E meeting minutes 6 December 2017	PR	S.25(a) – irrelevant material S.33(1) – personal affairs
13	Copy of meeting minutes 7 September 2017	PR	S.25(a) – irrelevant material S.33(1) – personal affairs
14	Copy of email dated 30 November 2017	PR	S.30(1) – internal working document S.33(1) – personal affairs
15	Copy of email dated 30 November 2017	PR	S.30(1) – internal working document S.33(1) – personal affairs
16	Copy of email dated 29 January 2018	PR	S.33(1) – personal affairs
17	Copy of email dated 29 January 2018	PR	S.33(1) – personal affairs
18	Copy of email dated 17 November 2017	PR	S.30(1) – internal working document S.33(1) – personal affairs
19	Copy of email dated 11 January 2018	E	S.25(a) – irrelevant material S.30(1) – internal working document S.33(1) – personal affairs

20	Copy of email dated 11 January 2018	PR	S.25(a) – irrelevant material S.33(1) – personal affairs
21	Copy of email dated 2 February 2018	E	S.25(a) – irrelevant material S.30(1) – internal working document S.33(1) – personal affairs
22	Copy of email dated 23 November 2017	E	S.25(a) – irrelevant material S.30(1) – internal working document S.33(1) – personal affairs
23	Copy of email dated 25 October 2017	PR	S.25(a) – irrelevant material S.33(1) – personal affairs
24	Copy of email dated 18 January 2018	PR	S.25(a) – irrelevant material S.33(1) – personal affairs
25	Copy of email dated 27 October 2017	E	S.30(1) – internal working document S.33(1) – personal affairs
26	Copy of email dated 26 October 2017	E	S.30(1) – internal working document S.33(1) – personal affairs
27	Copy of email dated 26 October 2017	E	S.30(1) – internal working document S.33(1) – personal affairs
28	Copy of email dated 25 October 2017	E	S.30(1) – internal working document S.33(1) – personal affairs
29	Copy of email dated 5 January 2018	E	S.25(a) – irrelevant material S.30(1) – internal working document S.33(1) – personal affairs
30	Copy of email dated 12 January 2018	E	S.25(a) – irrelevant material S.30(1) – internal working document S.33(1) – personal affairs
31	Copy of email dated 16 January 2018	PR	S.33(1) – personal affairs

Steven Lay

From: [REDACTED]
Sent: Thursday, 30 November 2017 9:33 AM
To: [REDACTED]
Subject: Cars Parked On Footpath

Hi [REDACTED]

How are you? Hope all is well.

I have had a customer with a bicycle complain yesterday 29/11 and today 30/11 he was on the 811 train number 8732 about the cars being parked on the footpath and everywhere illegally. He is saying that its dangerous for him as he was on a bicycle and that the bus driver cannot see him and that he or someone else might get killed. He also said that it's my responsibility as he has told me about it that I have a duty of care for the customers. He also said that he has reported to our 1800 number and to the ombudsman and that I have to report it. He also said I should have the cars towed away.

I told [REDACTED] about it.

I told him I will report it to my Service Manager.

He wanted your name so that he could make a note I didn't give him your name I told him that I will report it to you and that he needs to go through the 1800 number.

I have written it in the daily dairy.

Do I need to do anything else?

Cheers

Name | [REDACTED]
Station Assistant Tarneit

V/Line Pty Ltd
Tarneit Railway Station

T [REDACTED]
M [REDACTED]
E [REDACTED]
W www.vline.com.au

Part of Transport For Victoria

Please consider your environmental responsibility. Before printing this e-mail message, ask yourself whether you really need a hard copy.

Steven Lay

From: [REDACTED]
Sent: Thursday, 30 November 2017 12:18 PM
To: [REDACTED]
Subject: FW: Cars Parked On Footpath

FYI,

Just thought you might want to know that apparently there has been a complaint to the ombudsman about the car parking. I told [REDACTED] she handled it fine.

Regards

[REDACTED] | Service Manager Tarneit/Wyndham Vale

620 Derrimut Road
Tarneit VIC 3029

M [REDACTED]
E [REDACTED]
W www.vline.com.au

Part of Transport For Victoria

Please consider your environmental responsibility. Before printing this e-mail message, ask yourself whether you really need a hard copy.

From: [REDACTED]
Sent: Thursday, 30 November 2017 9:33 AM
To: [REDACTED]
Subject: Cars Parked On Footpath

Hi [REDACTED].

How are you? Hope all is well.

I have had a customer with a bicycle complain yesterday 29/11 and today 30/11 he was on the 811 train number 8732 about the cars being parked on the footpath and everywhere illegally. He is saying that its dangerous for him as he was on a bicycle and that the bus driver cannot see him and that he or someone else might get killed. He also said that it's my responsibility as he has told me about it that I have a duty of care for the customers. He also said that he has reported to our 1800 number and to the ombudsman and that I have to report it. He also said I should have the cars towed away. I told [REDACTED] about it. I told him I will report it to my Service Manager. He wanted your name so that he could make a note I didn't give him your name I told him that I will report it to you and that he needs to go through the 1800 number.

I have written it in the daily dairy.
Do I need to do anything else?

Cheers

Name | [REDACTED]

Station Assistant Tarneit

V/Line Pty Ltd

Tarneit Railway Station

T [REDACTED]
M [REDACTED]
E [REDACTED]

W www.vline.com.au

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Please consider your environmental responsibility. Before printing this e-mail message, ask yourself whether you really need a hard copy.

Steven Lay

From: [REDACTED]
Sent: Tuesday, 16 January 2018 4:54 PM
To: Martin De Lange
Cc: [REDACTED]
Subject: FW: PTO Investigation Response Request [REDACTED]

Hi [REDACTED] and [REDACTED]

Just so you know this case has been escalated to a level 1 at the PTO and [REDACTED] will be managing the response.

Please be mindful in case this customer speaks to your staff members. V/Line can no longer make contact with the customer (about this issue) now that it is in the PTOs hands.

Thanks, [REDACTED]

From: [REDACTED]
Sent: Tuesday, 16 January 2018 11:50 AM
To: PTOcases <PTOcases@vline.com.au>
Subject: PTO Investigation Response Request [REDACTED]

Email Letter

16 January 2018

Email: ptocases@vline.com.au

Dear V/Line

Request for Response: PTO Case – [REDACTED]

The Public Transport Ombudsman (PTO) has been contacted by [REDACTED] regarding an unresolved issue involving V/Line (V/Line). The PTO is now investigating this complaint.

About the Consumer

PTO Reference No: [REDACTED]
Consumer Name: [REDACTED]
Contact Number: [REDACTED]
Email: [REDACTED]

About the Complaint

1. On 3 December 2017, he wrote an email to PTV to raise several safety concerns at the car park of Tarneit Station.
2. Commuters are using the unsealed section of the carpark, adjacent to the bus stops, to illegally park their cars during the day.
3. There is no formal vehicle crossing to access the illegal parking area.
4. Commuters are illegally mounting the kerb and footpath to enter and exit this area.
5. Motorists are driving across the footpath and nearly hitting pedestrians.

6. V/Line advised it would resolve the issue in the next couple of months but he doesn't think this is good enough.
7. He believes this raises a major safety concern and needs to be addressed ASAP.
8. He suggests that the issue can be resolved by installing a picket fence.
9. He called the PTO and requested that it investigate his complaint as he has not received a response to the RFIE sent on 21 December 2017.

Resolution Sought

1. To address the car park issue.

At this stage of our investigation, we have not formed any view of whether the resolution sought is fair and reasonable.

Information V/Line needs to provide the PTO

The PTO's Operator Manual includes tips on how to respond to a complaint - 'A Guide to Operator responses to PTO investigations' can be found on pages 64-65.

To progress this complaint the PTO requests that V/Line provide the below information.

1. Details of V/Line's investigation of the complaint, including during the Internal Dispute Resolution (IDR) stage. Please include V/Line's assessment of:
 - **Has V/Line identified an issue with the car park in question? If so, what has been done to address or assess the situation?**
 - **Is it illegal for consumers to park in the area the consumer has raised concerns about?**
 - Case notes, correspondence and call recordings
 - CCTV footage
 - Staff behaviour / statements
 - Any other information relied on when investigating the complaint
2. Details of V/Line's assessment of the handling of the complaint during the IDR stage. Please show:
 - How the complaint handling procedures have been followed
 - How any issues have been addressed
3. A response to the Consumer Statement ensuring that any issues not already addressed as part of V/Line's investigation are responded to. This does not need to be a response to each point raised but can be a general response to the whole statement.
4. Any information relied on in support of operator's response, including:
 - Case notes and travel history reports
 - Staff statements
 - CCTV footage / call recordings
 - Relevant policies, procedures and legislation

Supporting information like CCTV footage should be provided regardless of whether it supports the consumer's account of events. If any information specifically requested is not available, V/Line should explain why this cannot be provided.

Resolution Offer

Please respond to each point of the consumer's resolution request.

In response to the consumer's resolution request, V/Line can:

- Make the offer sought
- Make an alternate offer, or
- Make no offer

If V/Line is making an alternate or no offer, please outline why you think this is appropriate. V/Line should bear in mind that sometimes an appropriate offer is an apology and / or detailed explanation.

If an offer requires processing, the PTO will provide the consumer with your contact details in the resolution letter. This will include a direct phone number and general email address (if available). If V/Line wants alternate details provided, please confirm this.

Response due date

Please provide V/Line's full response and resolution suggestions within 14 calendar days, by close of business on **31 January 2018**.

If V/Line believes another operator should respond to the complaint or provide some of the requested information, please contact me as soon as possible so we can discuss any concerns. If I am unavailable, you should contact the Operations Manager.

Early Response

If V/Line considers this complaint can be resolved before the 14 calendar days for response have elapsed, please contact me to discuss the option of an early resolution.

Response Extensions

If V/Line needs an extension, please contact me before the response date outlining why an extension is required. I will consider your request and advise whether an extension will be given. V/Line may be required to substantiate an extension request.

Upgrades

In accordance with the PTO's Upgrade Policy a complaint may be upgraded if:

- A full response is not provided by the due date
- The response is not appropriate or does not provide all the information requested
- An offer is not fair and reasonable

Further information about the PTO's upgrade policy can be found on page 74 of the Operator Manual.

Please call me or the Operations Manager if you have any questions about upgrades.

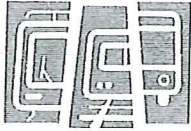
I look forward to receiving V/Line's response by 31 January 2018.

Yours sincerely



Conciliator
Public Transport Ombudsman

PO PUBLIC
TRANSPORT
OMBUDSMAN



Box 538
Collins Street West Melbourne Vic 8007



E [redacted] W www.ptovic.com.au Like us on Facebook

This email and any attachments are confidential between Public Transport Ombudsman and the person to whom it is addressed. If this email has been sent to you in error, we ask that you delete it and notify us immediately.

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<http://www.mailguard.com.au/en>

5

Steven Lay

From: [REDACTED]
Sent: Wednesday, 10 January 2018 8:22 AM
To: [REDACTED]
Subject: FW: Case [REDACTED] Print - Station Access

fyi

[REDACTED] | Regional Manager

V/Line Pty Ltd
Geelong Station Railway Terrace
Geelong VIC 3220

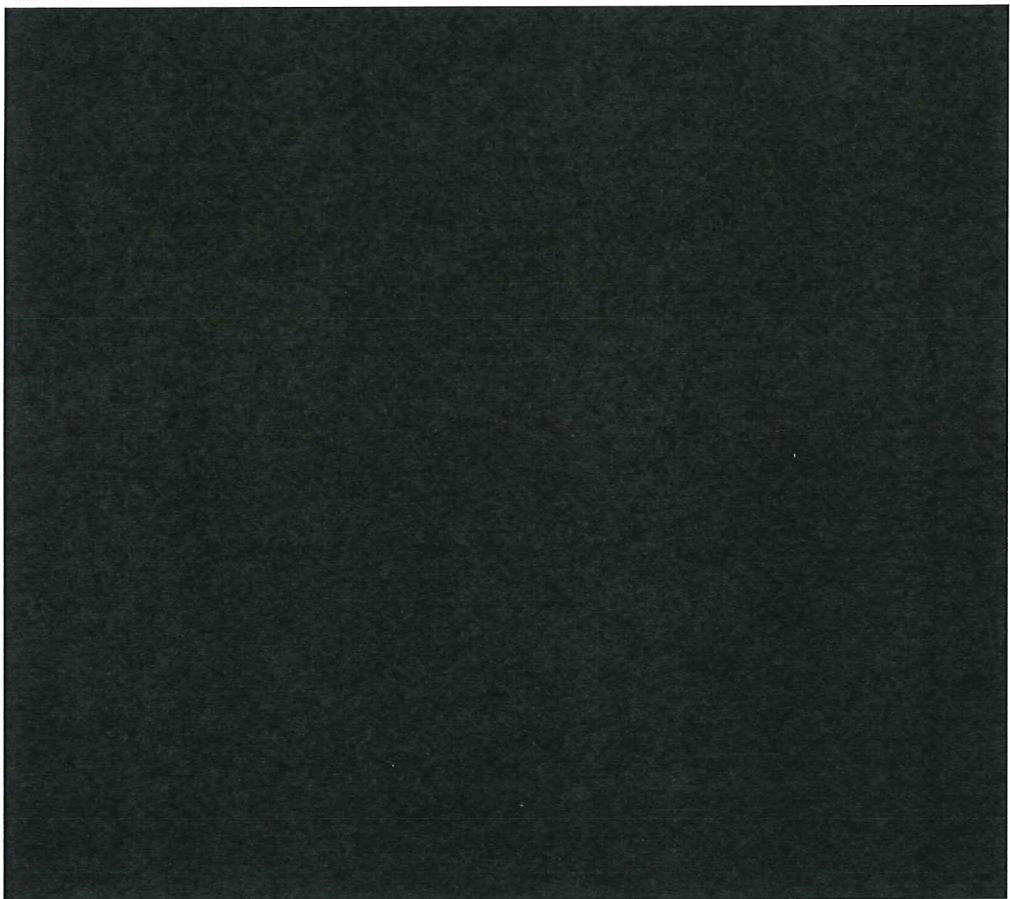
T [REDACTED]
M [REDACTED]
E [REDACTED]

W www.vline.com.au



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Please consider your environmental responsibility. Before printing this e-mail message, ask yourself whether you really need a hard copy.





From: [REDACTED]
Sent: Tuesday, 9 January 2018 11:15 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Case [REDACTED] Print - Station Access

Hi [REDACTED]

Can I please get a response to the below.

Cheers

[REDACTED] | Customer Resolutions Officer

V/Line Pty Ltd
Level 9, 750 Collins Street
Docklands VIC 3008
GPO Box 5343 Melbourne VIC 3001

T [REDACTED]
E [REDACTED]
W www.vline.com.au



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Please consider your environmental responsibility. Before printing this e-mail message, ask yourself whether you really need a hard copy.

From: [REDACTED]
Sent: Thursday, 21 December 2017 3:08 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Case [REDACTED] Print - Station Access

Hi [REDACTED]

This customer has gone to the Ombudsman. Complaint attached.

Can you please provide information on the proposed project for Tarneit.

What is the project?
Has it been approved?
If approved, when are works proposed to take place?

[REDACTED] is this a safety issue and has it been reported? Is it worth considering any temporary measures?

Regards

[REDACTED] | Customer Resolutions Officer

V/Line Pty Ltd
Level 9, 750 Collins Street
Docklands VIC 3008
GPO Box 5343 Melbourne VIC 3001

T [REDACTED]
E [REDACTED]
W www.vline.com.au



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Please consider your environmental responsibility. Before printing this e-mail message, ask yourself whether you really need a hard copy.

From: [REDACTED]
Sent: Monday, 4 December 2017 2:49 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Case [REDACTED] Print - Station Access

Hi [REDACTED]

There are some proposed works sitting with the project team which will hopefully take place in the near future.

FYI

[REDACTED]

From: CustomerInvestigations
Sent: Monday, 4 December 2017 10:16 AM
To: [REDACTED]
Subject: Case [REDACTED] Print - Station Access

Hey [REDACTED]

Any provision for the below suggestion?

Kind regards,
[REDACTED]

Station Access - [REDACTED]

Incident Summary

Incident date/time: 3-Dec-17 6:53 AM Journey From: NA

Journey To:	NA	Spoken to Driver?:	No
Vehicle Number:	Tarneit Railway Station	Required Action:	For action and response
MSA Case:	N	Train Number:	N/A
CaseFirstSave:	3-Dec-17 7:28 AM	Case Type Specific:	Service Delivery
Ind Op:	V/Line	Significant Events:	N/A

Summary

I would like to bring to your attention a dangerous situation that I have observed in the last few months at Tarneit Station. Cars are being parked in the dirt/unsealed area of the car park, adjacent to the bus stops. The majority of cars enter and exit the dirt area by mounting over the kerb and driving across the footpath. In some instances, motorists are using the pram ramp at the pedestrian crossing as a vehicle crossing. I have observed on several occasions of drivers reversing across the footpath and nearly hitting pedestrians. When it rains, the dirt/unsealed area where cars park resembles a quagmire. Cars leave mud all over the footpath and on the pram ramp, making it extremely slippery and difficult to walk. I nearly slipped a few weeks ago as I crossed the pedestrian crossing. PTV needs to stop cars from being able to drive across the footpath and use the pedestrian crossing as a vehicle access point. This is an extremely dangerous situation, especially when people are walking along the footpath or waiting for the buses. This is an accident waiting to happen. Please install wooden bollards to improve the situation. Thanks

Feedback Type: PTV -- <https://feedback.ptv.vic.gov.au/ptv-feedback/>

Respond By: Email

Issue Details

Issue #1

Cust. Service Infrastructure Car parking Illegal Parking

Outcomes Outcome: Satisfaction:

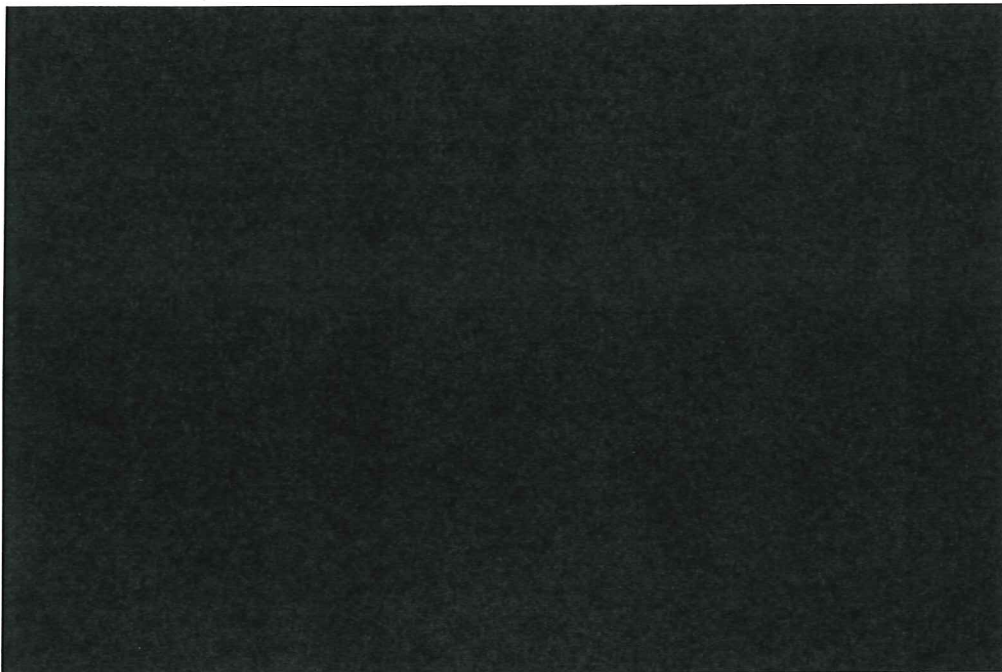
6

Steven Lay

From: [REDACTED]
Sent: Wednesday, 10 January 2018 8:55 AM
To: [REDACTED]
Subject: FW: Case [REDACTED] Print - Station Access

FYI

From: [REDACTED]
Sent: Wednesday, 10 January 2018 8:03 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Case [REDACTED] Print - Station Access



From: [REDACTED]
Sent: Tuesday, 9 January 2018 11:15 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Case [REDACTED] Print - Station Access

Hi [REDACTED]

Can I please get a response to the below.

Cheers

[REDACTED] | Customer Resolutions Officer

V/Line Pty Ltd

Level 9, 750 Collins Street
Docklands VIC 3008
GPO Box 5343 Melbourne VIC 3001

T [REDACTED]
E [REDACTED]
W www.vline.com.au



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From: [REDACTED]
Sent: Thursday, 21 December 2017 3:08 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Case [REDACTED] Print - Station Access

Hi [REDACTED]

This customer has gone to the Ombudsman. Complaint attached.

Can you please provide information on the proposed project for Tarnet.

What is the project?
Has it been approved?
If approved, when are works proposed to take place?

[REDACTED] is this a safety issue and has it been reported? Is it worth considering any temporary measures?

Regards

[REDACTED] | Customer Resolutions Officer

V/Line Pty Ltd
Level 9, 750 Collins Street
Docklands VIC 3008
GPO Box 5343 Melbourne VIC 3001

T [REDACTED]
E [REDACTED]
W www.vline.com.au



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Cc: [REDACTED]
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[REDACTED]

Station Access - [REDACTED]

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Journey To:	NA	Spoken to Driver?:	No
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MSA Case:	N	Train Number:	N/A
CaseFirstSave:	3-Dec-17 7:28 AM	Case Type Specific:	Service Delivery
Ind Op:	V/Line	Significant Events:	N/A

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Respond By: Email

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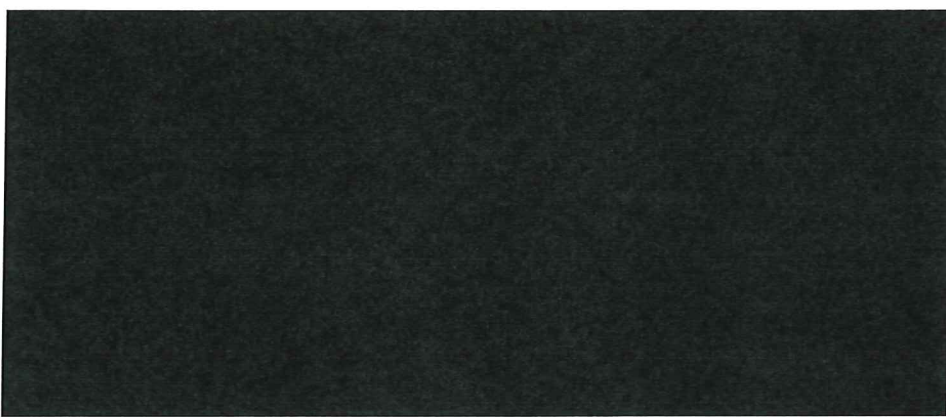
Issue #1

Cust. Service Infrastructure Car parking Illegal Parking

Outcomes Outcome: Satisfaction:

Steven Lay

From: [REDACTED]
Sent: Wednesday, 17 January 2018 1:59 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: HAZ# [REDACTED] - Tarneit station overflow parking



From [REDACTED]
Sent: Friday, 12 May 2017 10:17 AM
To: VLINE-hazard-notifications ; VLINE-hazard-notifications-southwest ; [REDACTED]
Subject: HAZ [REDACTED] - Tarneit station overflow parking

V/One Hazard / Close Call Logged

Report number: [REDACTED]

The following hazard / close call was logged at 10:09 12/05/2017.

Detailed Description: Describe the hazard/close call - There are approx 1400 cars parking in area with a capacity of 1000. Cars unable to find a defined bay are parking ad hoc on footpaths, gardens etc. When vehicles enter and exit these areas there is a dangerous interaction between cars, buses, pedestrians and cyclists.

Describe the location of hazard/close call - Tarneit station customer car park - up side.

What potential consequence or negative outcome could occur? - Collision between car, bus, pedestrian or cyclist.

What action did you take to eliminate/isolate the hazard or prevent a negative outcome? - Flagged hazard in the hope that

funding/planning addresses the issue

What action is needed to fix the hazard/prevent a negative outcome? - Formalise the overflow parking with designated entry/exits, crushed rock, fencing and signage. Attempt to stop cars parking on shared pathways.

Logger: Logged by [REDACTED] (Employee)

Reporter: Reported by logger

Impacted: 0 other(s) were impacted.

Time of hazard / close call: 09:48 12/05/2017

Location: Type: Car Park

Region/Corridor: South West

Station/Stop: Tarneit (SW)

Brief Summary: Tarneit station overflow parking

Inspect full technical details about this incident below.

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Steven Lay

From: [REDACTED]
Sent: Friday, 6 October 2017 8:53 AM
To: [REDACTED]

Subject: OHSE Meeting Minutes Geelong 04.10.2017
Attachments: OHSE Meeting Minutes Geelong 04.10.2017.pdf

Good morning,

Please find the attached OHS mins forwarded for your info and actions where applicable.

Station staff – please post a copy on your OHS notice boards.

Thank you,

[REDACTED]



Occupational Health, Safety and Environment Meeting Minutes Template

SAFO-73 | Revision 2

1. Meeting Group: Occupational Health, Safety and Environment Meeting

Venue:	Geelong		
Date:	04/10/2017	Time:	12pm
Details			
Meeting Chair	[Redacted]	Minute Taker:	[Redacted]
Attendees:	[Redacted]		
Apologies:	[Redacted]		
Copies to:	Attendees, Stations, [Redacted]		

2. Outstanding actions from previous meeting

(Action Due Date must be an actual date for the task not the completion date of the outstanding issue. Statements like 'On Going' or TBA MUST be avoided)

No.	Description	Actioned By	Action Due Date
[Redacted]			[Redacted]



Occupational Health, Safety and Environment Meeting Minutes Template

SAFO-73 | Revision 2

2. Outstanding actions from previous meeting

(Action Due Date must be an actual date for the task not the completion date of the outstanding issue.)

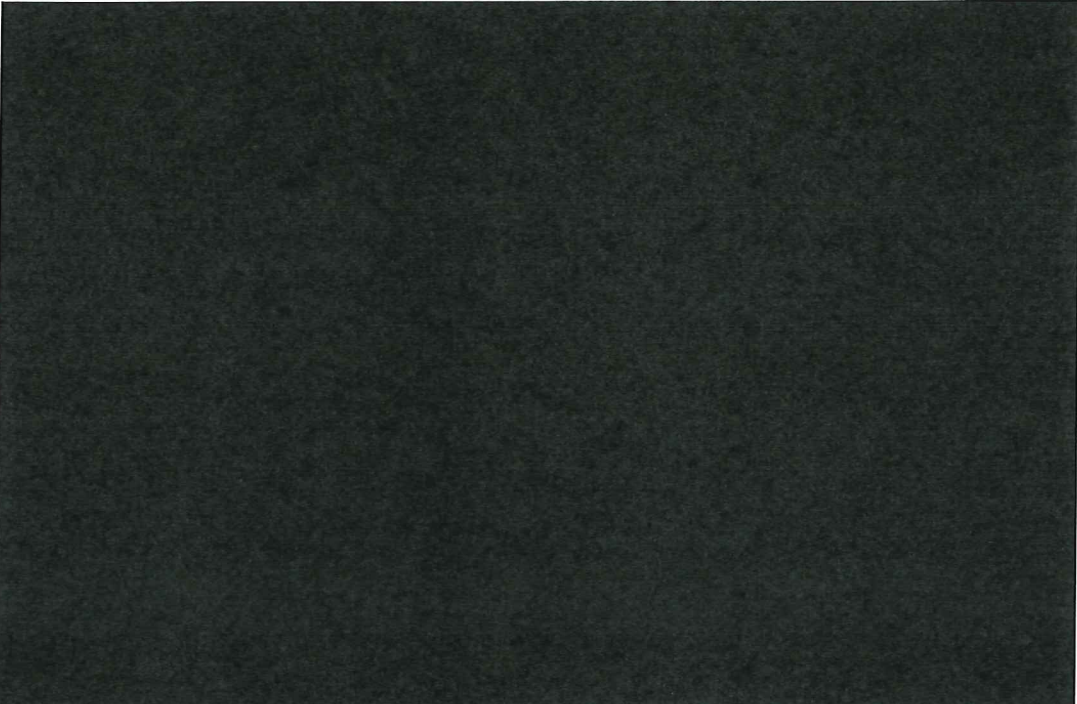








Statements like 'On Going' or TBA MUST be avoided)

No.	Description	Actioned By	Action Due Date



2. Outstanding actions from previous meeting

(Action Due Date must be an actual date for the task not the completion date of the outstanding issue. Statements like 'On Going' or TBA MUST be avoided)

No.	Description	Actioned By	Action Due Date
			
8	<p>Excessive and dangerous car parking at Tarneit has been registered as a hazard on V/One.  to request meeting with  01/08/17 -  met  and looked at carpark – interim measures to try and minimise risk of chaotic parking. No plans to formalise gravel area,  has had issues with cars getting bogged. Staff are not to place themselves at danger by assisting with stranded cars.</p> <p>4/10/17 – Quotes to put bollards in and move driveway – sits with  in Projects.</p>		
			



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2. Outstanding actions from previous meeting

(Action Due Date must be an actual date for the task not the completion date of the outstanding issue.)

Statements like 'On Going' or TBA MUST be avoided)

No.	Description	Actioned By	Action Due Date



3. Outstanding Hazards

(Including; Workplace Inspections, Request for Improvement and Infrastructure Requests)

No.	Description	Actioned By	Due Date
[Redacted]			

4. Injury Statistics / Incident Reports

No.	Description	Date
[Redacted]		



5. New Business

(Action Due Date must be an actual date for the task not the completion date of the outstanding issue. Statements like 'On Going' or TBA MUST be avoided)

	3y	Action Due Date
[Redacted]		
[Redacted]		
[Redacted]		
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[Redacted]		
[Redacted]		

6. Close of Meeting

Next Meeting	Date: 5 Dec 2017	Time: TBC	Location: Geelong
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