



ASSOCIATION OF TOURIST & HERITAGE RAIL AUSTRALIA

ABN 19 755 744 868

MINUTES OF GENERAL MEETING HELD FRIDAY 8TH SATURDAY 9TH AND SUNDAY 10TH SEPTEMBER 2006 AT IPSWICH RAILWAY WORKSHOP

Session Times: Friday 8th September 1350-1710 hours Saturday 9th September 1645 hours to 1710 hours Sunday 10th September 0835 hours to 1240 hours. (Annual General Meeting held Saturday 9th September 1340 to 1645 hours)

NOTE: The minutes have been recorded in line with the agenda although some items were brought forward and others deferred for further discussion at a subsequent session.

1. Welcome:

The President Paul Rollason opened the meeting at 1350 hours and welcomed all delegates, visitors and guests present. All present shown on the attendance sheet as distributed at the meeting.

2. Apologies:

Apologies were received from Bryan Homann, Ian Seymour (CHRTSA): B.Blain (ACT): P.Dilvert (FRONZ): Ian Willis (Pemberton Tramway): B.Nye and P.Schon (ARA)

All persons present introduced themselves to the meeting

The President, Paul Rollason then reported on the untimely death of Graeme Breydon who had taken on numerous roles for ATHRA and in particular roles relating to Regulation and Safety and the enormous void this has left not only with ATHRA but also Puffing Billy, ARA and the Heritage groups in general. A minute's silence was observed in memory of Graeme.

3. Minutes of Previous Meeting

The minutes of the meeting held at New Norfolk over the period March 2006 as distributed were accepted as read. No issues were raised It was moved T.Coen seconded Peter Silva that *the minutes were a true and accurate record of the meeting* **ACCEPTED**

4. Business Arising from previous Meeting

There was no business arising from the minutes not contained in the Agenda for the current meeting.

Postal Address: Box 259, Port Adelaide 5015; E-mail: secretary@athra.asn.au

5. Chairman's Report

The President, Paul Rollason table his report which had been previously distributed and spoke generally to it.

Some of ATHRA's **achievements** to date include:-

- Heightened awareness amongst rail regulators, NTC, ARA, OH&S etc
- Raised profile of the industry amongst various bodies
- Raised profile of the industry amongst our own members
- Support network for individual railways
- Networking opportunities for members
- Increase awareness to members of the issues that face our industry
- Achieved considerations for smaller railways with lower risks
- Assistance with the production of SMS Guidance for T&H Railways
- Considerations in boiler certifications and training
- Development of competencies for rail safety tasks (currently underway)
- Growth (personal and as an industry)
- Sourcing of more affordable and alternative insurance

There is also a need for this meeting to consider how to replace Graeme, not just with a single person, but by distribution of the workload amongst a number of persons on sub-groups.

He also reported on his standing down from the position of President and the need to spend time with his family. He thanked his wife and family for their support.

P.Rollason moved, Seconded L.Watson that *the report be receipted*. **ACCEPTED**

6. Correspondence

- Inwards
- Outwards

In the absence of the Secretary Bryan Homan, Brian Busch reported that all correspondence details had handed to him however due to work commitments he had not had time to go through all files. A computer disk copy of the documentation was available. Paul Rollason reported that there had only been a minimal amount of inward and outward correspondence.

7. Treasurer's Report

- Report
- Budget

The Treasurer, M.Roberts spoke to the report which had been distributed. This will be subject to further discussion at the AGM along with the budget. Moved, M.Roberts, Seconded B.Busch that *the report be received*. **ACCEPTED**

8. Membership

The President, P.Rollason reported that there have been no new members since the last meeting.

9. State/Member's Reports

- 9.1 CHRTSA – Brian Busch asked that the report as distributed be accepted and sought any questions. He also advised that the last meeting of CHRTSA had expressed its sympathy to the family of the late Graeme Breydon and noted the work that he had performed for the T&H section not only in rail but also with the trams. A request was made in respect of the non re-newal of two member groups. Details were provided to the meeting. P.Rollason to provide an alternative contact for one of the groups
- 9.2 RHA NSW – John Glastonbury spoke to a draft newsletter and their recent AGM along with the announcement on 4th August 2006 of a grant of \$20m for Heritage Rail to enable redevelopment of the Everleigh facilities. The Hunter Valley group has joined.
- 9.3 ATRQ – Wendy Driver on behalf of Paul Rollason reported on the report as distributed and the forthcoming weekend at Cairns. Safety is a big issue in Queensland. Doctors have been appointed for the Health system. She spoke of the Chuff awards and volunteer days. ATRQ recognised this week and the ATHRA meeting in Queensland. The AGM is to be held in Cairns at the end of September.
- 9.4 COTMA – W.Doubleday reported on the forthcoming COTMA conference scheduled for 17th November and indicated that there would be about 100 attending. Heritage tram tours in Melbourne. Response to NTC along with ATHRA. VicTrack plans for the disposal of trams.
- 9.5 Puffing Billy A. Gardner. spoke of the issues arising from the death of Graeme Breydon who was their Treasurer along with the handling of a number of other tasks. Puffing Billy are to undertake their own training subject to meeting accreditation standards. He reported on the new boiler code AS 1228 appendix K and in particular the citing of the use of lead plugs.
- 9.6 ARPGWA – L.Watson spoke to the report as distributed prior to the meeting. PETS have rejoined. Boulder Loop line has received funding but has been hit with land title issues. Training will be a big issue.
- 9.7 ARA – Chris Le Marshall commented on the fortnightly updates being issued. He commented that ATHRA is critical to ARA as it allows ARA to report being representative of the total rail sector. There are considerable ongoing issues which ATHRA also needs to address, training, steam and boilers etc.
- 9.8 ATRV – Peter Silva advised that the report had been circulated. New rail safety Legislation introduced into Victoria inconsistent with the National Legislation. Promises that it will be aligned. Introduction of the ALARP situation and the need to report proposed changes against this
- 9.9 ARHS ACT – Matt Roberts asked that his report as distributed be received. He spoke about insurance and picking up new groups.
- 9.10 NSWRMTM – Peter Berriman advised that \$14m of the NSW Govt. grant was going to NSWRMTM as they were being asked to house rollingstock currently under shelter in Sydney. A brief is currently being prepared for the changes at Thirlmere.

9.11 TAT Rail – T.Coen advised that TAT Rail had recognised the death of Graeme Breyden. He reported on the continued non operation of T&H trains on the Tasmanian Network and the likely new Track Manager but the fact that this would not occur “overnight” He also spoke of the failure of a plan to build a new yard at Bridgewater with the proposal being to close the railway into Hobart.

C.LeMarshall advised that the ARA were across what is happening in Tasmania and that ARA may be able to assist

10. Constitution

There were not changes requiring ratification from the previous meeting and there were no proposed amendments

11. Insurance Update

11.1 Update on current policy and its future directions

11.2 Concerns and what can we do better

M.Roberts advised that the insurance issues had been reported on in his financial report.

Reports

Guest Speakers

Following the Annual General Meeting Julie Bullas, Director of Rail Safety Queensland addressed the meeting. During the address she spoke of the huge step forward which the heritage sector has made and recognised the efforts of the late Graeme Breydon.

She spoke of the responses received following the recent round of presentations and the “scalability” for the Heritage sector. Whilst the National Legislation is now in place the States are at various stages with their own Legislation. There has been an indication that a single National Regulator is not supported by the States and therefore there could be a large variation to the National documentation and that produced by the States eg still differing requirements on a State by State basis.

Two major issues for Heritage will be the interface plans and the involvement of the road sector as well as competency and training. Fee schedules were also mentioned. It is known that full cost recovery is likely in WA whilst Queensland T&H will be exempt. Timetable be proposed is almost impossible to achieve. The next major review of the Legislation is scheduled for 2008. It was stated that many of the Waterfall issues are being swept up in the current changes.

Following afternoon tea Paul Rollason introduced Gary Whiting who is currently involved with ARA and the training sector. Gary spoke of the need for T&H to undertake training under an accredited register training organisation. A number of concerns were raised about the cost impost on the sector. Many groups have Cert 4 trainers and assessors however they would still need to work under an RTO who would be looking for a fee an example of this being quoted as \$45.00.

The meeting expressed considerable concern about these costs and the fact that this is per accreditation and not per worker. Currently steam locos do not have an

“authorised” training package. Many believe that accredited training relates to safe working and possibly loco driving only but this is not the case. Many T&H workers are multi skilled in that they lay track, repair locos and rollingstock, drive and guard trains and carry out train control.

The group wanted to know about recognition of prior learning and how this is handled. It was suggested that ATHRA could become the RTO. Funding is needed for this and it was suggested that the Regulatory sector should be being asked to provide funding for the sector.

Concerns were expressed that T&H is not aware of the scope and size of the problem and that member organisations need to be requested to provide the information which needs to be consistent throughout Australia. Concerns were also raised as to what is a rail safety worker – a definition consistent with AS 4292 Part 1 was read – this is very broad and covers almost all workers in the industry (not just T&H).

There is a need for ATHRA to have a small sub-group to consider training. It was recommended by C.Le Marshall that this group be chaired John Hoy with others assisting.

Nominees for this sub-group were John Hoy, Brian Busch, Tony Coen

12.1 Rail Safety & Rail Reform Report

Graeme Breydon’s report was tabled and discussed particularly in respect of how ATHRA was going to move forward following his death. There is a need to share the load.

Representation on Regulator’s panel needs to be handled through Brian Nye.

It was suggested that W.Doubleday may be able to assist – Warren advised that he will review but currently has to finalise the COATMA meeting.

Details were sought as to who the Safety Group consisted of – T.Coen advised he is a member. B.Busch, and Andrew Killingsworth are members.

Thanks was extended to T.Coen who had picked up the response to the NTC at short notice.

It was agreed that the Australian sector is much diversified and there is a need to get a snapshot of where the Legislation and Regulations are Australia wide.

TDT – John Hoy appointed to training side.

12.2 ME79 and Rule Book Alignment

John Glastonbury advised that AS 4292 Parts 2 to 5 are currently subject to ballot and should be issued shortly.

12.3 Rail Skills and Careers Council

Paul Rollason reported that the group had met in August.

12.4 Strategic Goals

The ATHRA Strategic Goals were considered, amended and added to in accordance with the table below.

STATIGIC GOALS		
GOAL 1 CORE FUNCTION ATHRA will be recognised locally and internationally as an effective industry body.		
No.1	Detail	Meeting comment
1.1	Biannually each March and October, review the reform process outcomes including legislation, regulations and codes to assess the effectiveness of ATHRA's input.	Part of the ATHRA Agenda
1.2	At each ATHRA meeting, having assessed the effectiveness of ATHRA's advocacy, develop action plans to improve outcomes for the tourist and heritage sector.	Part of the ATHRA Agenda
1.3	On receipt of the draft national legislation, in late 2005, conduct an Australia-wide series of presentations to outline the changes and facilitate input from state member organisations regarding issues related to the draft legislation.	Complete - delete
1.4	By June 2005, develop a mechanism whereby issues requiring immediate action by member organisations may be flagged and communicated to them in a timely manner	Introduction of ATHRA Alerts - complete
1.5	By November 2005, having analysed opportunities available for cooperative buying, articulate ATHRA's policy position on a group buying co-operative.	FRONZ purchasing plan needs further development Level 2 project.
1.6	If required, develop and commence the implementation of an action plan that will lead to the establishment of a group buying cooperative	See item 1.5 - combine
1.7	As required, review the competitiveness of insurance quotes provided to the sector, and where necessary, proactively pursue opportunities to further develop competitive quotes.	Being carried out on an ongoing basis Level 1 project
1.8	By November 2005, assess the need for an industry initiative to improve the management of fixed assets in the heritage sector.	Remove date – Part of Asset Management Policy Level 2 project
1.9	By November 2005, consider the development of an annual questionnaire to complement a confidential process that will facilitate identification of the economic input that the sector provides to the Australian economy.	Part of Marketing – remove date. Level 1 project
GOAL 2 MARKETING ATHRA will ensure the ongoing viability of the sector through effective marketing.		

2.1	By November 2005, having scoped the work required for development of a web-based Tourist and Heritage Sector Discovery Trail within Australia, successfully seek funding from state-based and national tourism organisations for development of the web based tool and supporting infrastructure	Remove date to Marketing Group
2.2	By March 2006, commence development of ATHRA's web-based industry sector promotional tool.	Remove date to Marketing Group
2.3	By September 2006, develop for member organisations the supporting material required to complement ATHRA's web-based marketing tool.	Remove date to Marketing Group
2.4	Annually, ATHRA / ARA will sponsor three industry improvement presentations / workshops at state-based member organisations around Australia.	Has commenced in Queensland and Victoria – on going
2.5	Quarterly, ATHRA will develop and circulate a newsletter to members and member organisations.	Has been done on a six monthly basis and well received
2.6	Every 2 weeks, ATHRA will provide input to the ARA's newsletter.	Change to monthly
GOAL 3 FINANCE ATHRA will be financially viable.		
3.1	Annually each February, develop draft budgets for consideration at ATHRA's 6-monthly conference meeting	Sub group setup as a result of N.Westaway report
3.2	Annually, having reviewed ATHRA's finances, develop a financial strategy and plan to ensure the ongoing viability of the organisation.	Sub group setup as a result of N.Westaway report
GOAL 4 GOVERNANCE ATHRA's management will provide effective policy, governance and leadership to the sector.		
4.1	Annually each October, review ATHRA's committee and subcommittee structure to ensure that key operational, financial and other areas are addressed.	Ongoing – Committees formed at this meeting
4.2	By November 2005, develop and then review annually ATHRA's Board Succession Plan	Outstanding – Level 2 project
4.3	Annually each November, organise a briefing on governance issues for ATHRA's Board.	Outstanding – Level 3 project
4.4	Annually each November, review the effectiveness of ATHRA's Board and implementation of the Strategic Plan.	Ongoing – carried out at this meeting
GOAL 5 PEOPLE ATHRA will facilitate the effective training and support of people working in the heritage sector to ensure they can contribute to the fullest of their capability in a satisfying manner.		
5.1	By November 2005, scope the requirement for a consultant to take existing training documentation within the heritage sector and develop it to a point where it can be incorporated in the TDT Australia rail industry training package.	Remove date – Training sub-group formed at this meeting Level 1 project

5.2	By December 2005, successfully seek funding for the employment of a consultant to develop the tourist and heritage sector's input to the TDT Australia training package	Complete ARA project through TDT.
5.3	By April 2006, successfully integrate the tourist and heritage sector's training modules into the TDT Australia training package.	Remove date – ongoing task
NEW OBJECTIVES		
3.3	Seek additional funding source for Marketing	Level 1 project
1.10	Need to seek feedback from member groups on a two yearly basis with the first survey need quickly	Level 1 project
	Handling of Track Awards	
	Handling of Boiler Specification	Level 1 project
	Training requirements	
	Appointment of Patron – Tim Fisher retiring	

12.4 ARA Update

John Shalders spoke of the recognition of ATHRA within ARA and work carried out by Graeme Breydon. He detailed the various tasks currently being undertaken within ARA and the ARA person responsible for that task. ARA is looking to prepare and have accepted Standards to which the Industry will conform. He spoke on the aging of the industry and the training needs to fill positions. The CMC is now titled RISSB to better reflect the undertaking.

Currently the safe working standard is being changed and he spoke of the work initiated within Victoria and now picked up by the ARA. Infrastructure and Freight Handling codes are currently under review. A head line Security Code is due for release in the next two weeks.

ATHRA members are able to access the Codes through the ARA web site.

A question from the floor sought the definition of a “rail safety worker” This question was also asked during the AGM. Reference was made to AS 4292.

Training is a whole new ball game.

He also detailed the process for developing a Code from scratch and the involvement of the industry and industry consultation.

Brian Busch indicated that with his involvement with the safe working Code and his frequent interstate visits he is prepared to make time available when interstate of an evening (preferably a Tuesday or Wednesday) to give a detailed report on where the Safe Working is at and going.

12.6 Training

This item covered under the training address given at the AGM.

12.7 Promotion

E.Seddon spoke of the need to promote and market T&H rail in Australia. He spoke of recent events on the Wilderness Railway where they operated enthusiast's specials. Similar events are planned for next year but in the reverse direction. He offered to assist head a marketing group for ATHRA.

12.8 Level Crossing Report

Two reports on level crossings were presented by Brian Busch. It was recommended that the concept of these reports be forwarded to the ARA for their information and handling with their current level crossing issues. C.Le.Marshall suggested contact with J.Hearsch raised several issues

12.9 ATHRA Review – Meetings

Paul Rollason spoke to the paper distributed prior to the meeting following an internal review within ATHRA. From e'mail voting/comments option three was the preferred option except that meeting be spread over three and not two days. It was moved W.S, seconded L.Watson that ***option three as amended by adopted***

J.Glastonbury spoke against the motion the view being that meetings could be handled by other means and that one meeting per year would suffice. The use of phone meeting and video was considered a better and cheaper alternative. E.Seddon advised that following the Tasmanian meeting he wished to get further involved and his concern that phone conferencing did not achieve the goals desired. He supported the two meetings per year concept. L.Watson also spoke in favour of he motion and cited the networking which he had established which has now led to the exchange of equipment. J.Hearsh advised that he had used telephone, video and face to face when employed in Queensland and that the most effective was face to face.

The motion ***There be meetings of 1 ½ days over three days with pre and post tours being optional. This motion to be subject to review in three years*** was put.

An amendment was sought that the works ***three days*** be amended to ***up to three days*** which was accepted by the mover and seconder. The motion was then put as amended and **ACCEPTED**

12.10 ATHRA Review – Budgets, Membership fees (Neil Westerway's Report)

Paul Rollason advised that the as a procedural step the report from Neil Westerway be accepted and a letter of thanks be sent to him Moved J.Glastonbury, seconded M.Roberts that ***the report be accepted and a letter of thanks be sent. ACCEPTED***

Discussion then took place and J.Glastonbury moved, L.Watson that ***that all of the six recommendations be accepted.***

An amendment was sought be T.Coen that only item six be adopted. The Chair ruled that this was more a change not an amendment. After some further discussion the motion was put and **LOST.**

Moved T.Coen that item 6 be adopted and items 1 to 5 be referred to a sub-group. Considerable discussion ensued and the item was deferred for further consideration.

When re-introduced it was moved J.Glastonbury, seconded W. that *item one be adopted* **ACCEPTED**

It was moved J.Glastonbury, seconded W.Driver that *item two be adopted* **ACCEPTED**

It was moved J.Glastonbury, seconded W.Driver that *item three be adopted* **ACCEPTED**

It was moved J.Glastonbury, seconded T.Coen that *item four be adopted* **ACCEPTED**

It was moved J.Glastonbury, seconded T.Coen that *item five be adopted* **ACCEPTED**

It was moved T.Coen, seconded J.Glastonbury, that *item six be adopted* **ACCEPTED**

Both J. Glastonbury and L.Watson indicated their desire to be part of the sub-group. Following discussions between the two J.Glastonbury withdrew. L.Watson is therefore the third member

13 General Business

13.1 Promotion of Railways

Item referred to Marketing Group

13.2 Newsletter

- Feedback – Cinders and Ashes has been well received and is being sent out on a six monthly basis
- Next edition deadline 27th October 2006 – contributions sought

13.3 Sponsor Project Discussion between ATHRA and TMG and RTAA

Paul Rollason spoke of discussions and correspondence he had had and the proposal to have an award for annual presentation.

13.4 FRONZ Purchasing Guide

Due to other pressures not a lot has been done on this topic

13.5 RIGA Charter

W.Doubleday presented a paper on the RIGA charter and undertook to make it available for distribution to all present. Considerable discussion ensued on terminology and a suggestion was put forward to develop a list of terms. It was

pointed out that such a list does exist and any move by ATHRA to prepare such a list would need to take into account what is already in place

13.6 Sourcing sponsorship

Chris LeMarshall reported that some sponsorship has been obtained for delegates attending the Perth meeting in March 2007

13.7 National Heritage National Locomotive Boiler Inspectorate

Bryan Homann forwarded an update – it was noted that this topic had been discussed as part of the overall training issue

13.8 ATHRA Letterhead

It was noted that until a formal letter head can be finalised option one of the proposals put forward be used.

13.9 Next Meeting

L.Watson reported on early planning for the March 2007 meeting in Perth to be held at Whiteman Park 16, 17 and 18 March 2007. Due to firebans no steam will be operating. He detailed some of the planning which had already been undertaken. Details to be made available by Christmas The meeting **ACCEPTED** the proposal.

The September 2007 meeting to be held in Adelaide **ACCEPTED**

Close Meeting 1240 hours

Minutes confirmed: Chairman

..... Signed Date

;