



## Minutes of the General Meeting

3<sup>rd</sup> December 2014 at 7.30 pm

Oberon RSL Club

### 1 Call to Order

Present Tim Arnison (Chair), Ian Davis, John Broatchie, Greg Bourne, Col Bembrick, Graham Williams, Elaine Boxer, Arthur Robinson, Glenda Bembrick, Richard Webb, Marjorie Webb, Doug Booker

2 Minute Secretary: Lyndle Hawkes

Apologies

### 3 Minutes from Previous Meeting

Discussion: The minutes of the general meeting held on 5<sup>th</sup> November 2014 were distributed and read.

Resolution: *That the minutes from the previous general meeting as tabled be accepted as true and proper with amendments made to the Items mentioned below*

Moved: Tim Arnison, Seconded: Arthur Robinson, Carried

#### 3.1 Business Arising from Previous Minutes

Discussion: Two amendments to the previous minutes are :  
Item 6.1 – relating to the spike puller, should read the dog spike puller is being repaired.  
Item 6.1 – relating to the visit of Graham Priddle should read Graham Priddle and Alex Mitchell visited Oberon Station and offered help with SMS documents

### 4 Safety Management

Discussion: Monthly Safety Performance report given to the Secretary to remit to ONRSR  
No incidences reported during November and 115 hours, 45 minutes volunteer hours worked.

Actions:	Item	Person	Deadline
	<i>Send reminder to OTHR admin volunteers to log hours worked and remit at end of month</i>	<i>Ian</i>	

### 5 Correspondence

Discussion:	<i>Received:</i> 11/11/14 ONRSR preventing unbraked runaways on wagons 11/11/14 Transport NSW request rail transport operators information 13/11/14 ATSB collision report 14/11/14 RHA AGM notice of meeting  16/11/14 Alan Leaver re ground frames 19/11/14 Review National Standards for health assessment 21/11/14 Cath Riddiford JHR reply re station roof 23/11/14 Quote from Oberon Engineering for square bar 25/11/14 Quote from Metalcorp for square bar 26/11/14 ONRSR inspection of RRVs 28/11/14 Richmond rail sesquicentenary 28/11/14 Quote from Metaland for square bar 30/11/14 OPTA Christmas party meeting 01/12/14 T Morrow re train charter 02/12/14 Heritage boiler license regulations 02/12/14 New CEO for ONRSR	<i>Sent:</i> 18/11/14 GW to Ken Lingabala re dog spikes etc 21/11/14 DMcM to Paul Toole re state funding 21/11/14 Stan Knight-Smith visit to Oberon Station 21/11/14 TA reply to Alan Cairney re outstanding issues 03/12/14 J Edmonds re HS36 composite van 02/12/14 Bloor Rail re assistance with Hazelgrove turnout 03/12/14 Taylor Rail re assistance with Hazelgrove turnout 03/12/14 Paul Toole copy of letter re HS36 composite van
Resolution:	<i>Motion: That the meeting receive the correspondence</i> Moved: Elaine Boxer, Seconded: Ian Davis Carried.	

### 5.1 Business Arising from Correspondence

- Discussion:
- Review of National Standards for health assessments – comments and feedback required by National Transport Commission – to be discussed at December committee meeting
  - ONRSR review of RRVs – not relevant to OTHR operations as yet

Actions:	Item	Person	Deadline
	<i>Write to ONRSR re relevance of RRV review</i>	<i>Elaine</i>	

### 5.2 New Memberships

Discussion: Lee Wiggins, Lithgow

Resolution: *Motion: That the new member applications be accepted.*  
Moved: Elaine Boxer, Seconded: Ian Davis Carried.

## 6 Committee Reports

### 6.1 President's Report

- Discussion:
- A planning meeting was held on 9<sup>th</sup> November, to which all members were invited, to plan future directions and prioritise tasks for OTHR. The meeting was facilitated by Graham Parker.
  - Stan Knight-Smith, Facilities Manager JHR, visited OTHR and attended a meeting with OTHR and Oberon Council. Issues discussed were some outstanding matters concerning both organisations.
  - Three quotes have been received for metal bar from which to make miniature track for Bathurst Miniature Rail Society to attend OTHR with their rolling stock during the Highlands Steam & Vintage Fair. This will be discussed at the December committee meeting
  - Notification of the 150<sup>th</sup> anniversary celebrations of the opening of the rail line to Richmond
  - Weed spraying should be a priority during the December working bee and if the weather is inclement, completion of welding in the rolling stock shed

## 6.2 Systems Management Report

Discussion: At the November planning meeting a Systems Management Committee was formed consisting of Greg Bourne (Chair), Ian Davis, Graham Williams and Col Bembrick . The following report was submitted to this meeting by Greg.

### **Web Report**

There have been no major changes to the regular website this month – the items following have been added.

- Report on November working bee
- Heritage Rail Display and opening times added to General Notices
- OTHR Christmas party details added to General Notices
- November Newsletter added to Newsletter Section
- November General Meeting minutes added to Membership sub-menu

### **SMS Report**

Personally I have spent time investigating the structure of the files and the SMS website.

Meetings have been held with Ian Davis and Graham Williams to discuss some aspects of the documents. Graham Williams has provided me with a copy of the “Rail Industry Guide to Safety 2014/2015” with the major categories which would be covered in the SMS documents. Ian Davis has provided me with a copy of the “Safety Management System – Guidance for Tourist and Heritage Railway Operations April 2006”. This has a comprehensive type document “type examples” for each type of document that needs to be considered for adding to the SMS website.

Col Bembrick has written to Malcolm Currie and also made phone contact. Malcolm is keen to help where possible and it may be possible to have a meeting of the SMS committee during the next working bee.

Ian Davis added that he has removed all references to wheeled vehicles in the SMS documents as per OTHR’s agreement with ONRSR. Further consultation with Kylie is required to resolve unnecessary repetition of documents on the website.

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## 6.3 Treasurer’s Report

Discussion:	The following accounts were presented to be passed for payment:	
	Col Bembrick reimbursement (postage etc)	\$ 52.40
	NSW Office of Fair Trading	\$ 79.00
	John Holland Rail (lease of Station precinct)	\$ 637.70
	Regional Publishers P/L	\$ 330.00
	CML Payroll P/L (transport rolling stock from Bathurst)	\$ 1,716.00
	Australia Post	\$ 70.00
	Mitre 10	\$ 99.85
	Mawhoods IGA	\$ 71.87
	RMS	\$ 257.00
	Rail Heritage Australia (NSW)	\$ 25.00
	Moorhead Engineering (crane work Bathurst carriages)	\$ 2,465.18
	Oberon Council (rates)	\$ 182.00
	Oberon Engineering	\$ 96.60
	Origin Energy	\$ 310.01
	Mawhoods IGA	\$ 76.97
	Mitre 10	\$ 515.03
	<b>Total expenses for November 2014</b>	<b>\$ 6,984.61</b>
	<b>Total income for November 2014</b>	<b>\$ 1,391.49</b>
	Interest bearing deposit balance at 30 <sup>th</sup> November 2014	\$19,707.25

The Treasurer had a meeting with Kylie Moorhead to discuss using MYOB and has now downloaded a free online version. Kylie has the Sleeper Club book and will hand it over to the Secretary.

Resolution: *Motion : That the Treasurer's report be accepted as a true and accurate record.*  
 Moved : John Brotchie      Seconded : Col Bembrick      Carried

#### 6.4 Track Manager's Report

- Discussion:
- At the December working bee starting on Saturday 6<sup>th</sup> December, the goal is to finish the road crossing and pin 1 & 2 roads.
  - Rail saw and borer are now in our possession
  - Greg Noble visited Tuesday 2<sup>nd</sup> December to help with training for operation of the rail borer.

The Track Manager attended a Transport Heritage NSW conference at Eveleigh on the subject of funding both government assets and private assets. The following notes were taken by Graham Williams, Track Manager.

1. Rail artefacts both large and small will be made available under loan
2. Old CMA will be replaced by new CMAs in early 2015
3. Assets needing restoration funding can be applied for monies. An annual program for funds will start up in mid 2015 with THNSW considering the applications (IFAP) will meet twice a year
4. Site visit by THNSW will occur in February 2015
5. Next conference in Sydney on 21/2/15
6. No funding will be given outside of assets – eg cost of running rail heritage display is OTHR responsibility
7. Destination NSW will take a greater role in promotion of THNSW

A number of general matters were discussed to increase income and profile of organisations :

1. Think outside your area
2. Sponsorship
3. Greater involvement with local community to increase membership
4. RailCorp – more sympathetic view helping groups with (used) materials
5. Board of THNSW contains the CEO of RailCorp who is sympathetic to rail heritage
6. Help with SMS for heritage groups
7. Nev Nichols, CEO JHR, on the board
8. Magazine for heritage groups

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## 6.5 Publicity Officer's Report

- Discussion:
- Article now published in Community Newsletter re Insights Tours visit
  - Attended planning meeting – outcomes – SMS sub-committee, Bathex etc
  - Further heritage items, including framed photos and memorabilia now installed at Reliance Credit Union office in Oberon. This display will be a work in progress. Feedback needed please.
  - Discussion with John Tuckerman of Insights Tours and OTHR's 10<sup>th</sup> anniversary. Insights Tours have created an 8 day train journey from Thirroul to Adelaide occurring in May 2015. For each OTHR member booked on the trip Insights Tours will make a donation to OTHR.
  - December Newsletter – appeal for all materials to Col at [taranaob@activ8.net.au](mailto:taranaob@activ8.net.au) no later than Saturday 6<sup>th</sup> December afternoon.

## 7 General Business

### 7.1 Item 1 Proposed fundraising event

- Discussion:
- Mike O'Kane's fundraising event proposed for February 2015 has run aground. The chosen date clashes with the Oberon Rodeo and also a suitable venue cannot be found. Mike suggests postponing the event until September 2015. Elaine Boxer will keep in contact with Mike on this matter.

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7.2 **Item 2 Request for photos**

Discussion: A representative from Columbia Aged Care Homes approached OTHR requesting the use of some photos on the website. Discussion took place about copyright on the photos on the website which are all attributed. Permission would have to be sought from each owner. Doug Booker said that copyright on photos expires after 50 years if the picture was taken in a public place.

7.3 **Item 3 Fundraising**

Discussion: Ian Davis suggested that in conjunction with Oberon Mens Shed, OTHR conduct a two day sausage sizzle at Masters in Bathurst. The fundraising exercise would require approximately 5 or 6 volunteers for 4 hours on Saturday & Sunday. While Masters supply the barbecue and fuel the benefactors supply the perishables. Further discussion with David McMurray, who has the available dates. Discuss at next committee meeting.

Actions:	Item	Person	Deadline
	<i>Sausage sizzle at Masters Hardware, discuss at committee meeting</i>	<i>Elaine</i>	<i>17/12/14</i>

7.4 **Item 4 Sundry items**

Discussion:

- Greg Bourne queried the term “perway” which according to his dictionary means something other than that used in SMS documents
- Ian Davis asked if OTHR still want to acquire a portable building to be used as an office. Ian will investigate costs.
- “Peter’s Railway” books have arrived and are in the Station office. Discussion took place about a recommended retail price which will be \$10.00 for all titles except “Holiday at Lunan Bay” which will be \$15.00
- Greg Bourne purchased a memento book on eBay which celebrated the opening of the Tarana-Oberon Rail Line in September 1923. He has donated it to the Rail Heritage Display.
- Arthur Robinson said weed spraying along the rail corridor should be carried out as a matter of urgency.
- Col Bembrick will investigate signage for the locos and northern end of the rolling stock shed to celebrate OTHR 10<sup>th</sup> anniversary next year. Funding to be discussed at next committee meeting.

Actions:	Item	Person	Deadline
	<i>Find out prices for used portable buildings for discussion at committee</i>	<i>Ian</i>	

9 **Meeting Closed** Next meeting: Wednesday 4<sup>th</sup> February 2015

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