

Governance

Management Accountabilities and Responsibilities



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Management Accountabilities and Responsibilities Procedure

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1 Introduction

The responsibilities and accountabilities listed below relate to the specific current structure of the OTHR Management Committee.

2 Management Committee

The OTHR Management Committee controls and manages the affairs of the association in a responsible manner and in compliance with its Constitution. It exercises all functions except those exercised by a general meeting of the association.

The Management Committee will carry out all necessary actions for proper management of the association.

The Management Committee may delegate tasks to one or more sub-committees (consisting of such member or members of the association as the Committee thinks fit).

Under OTHR's Articles of Association the Executive or Office-Bearers of the Association consists of the President, the Vice President, the Secretary and the Treasurer. There must also be a minimum of three ordinary members.

3 Specific responsibilities and Accountabilities

All management positions in OTHR require that person to:

- Carryout their duties in a professional manner.
- Manage and control their managerial responsibilities in the best interests of OTHR.
- Comply with OTHR's SMS provisions and related standards and procedures.
- Implement OTHR's risk management policies, procedures and ensure that standard operating procedures incorporate risk management concepts.
- Monitor and maintain a healthy and safe work environment.

3.1 President

- Provides leadership to OTHR by implementing the stated aims and objectives.
- Chair OTHR meetings.
- Sign off on all reports to the Safety Regulator (ONRSR) for all matters relating to OTHR.
- Ensure the financial and safe operations of OTHR.
- Monitors the performance of Management Committee members and provide assistances when required.
- Ensure that OTHR complies with relevant acts and regulations.

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- Approves safe work systems.
- Monitors the operation of the Safety Management Plan (SMP).
- Represents or delegates others to represent OTHR at meetings with outside organisations such as Office of Rail Heritage (ORH), ONRSR, ARTC, JHR, Oberon Council and other government, local government or heritage rail instrumentalities.
- Organises random Audits to ascertain compliance with safety management systems.

3.2 Vice President

- Deputises for the President and chairs meetings.
- Chairs relevant sub-committees
- Undertakes specific tasks as directed by the President.

3.3 Public Officer

- Ensures that all the legal, regulatory and financial obligations imposed upon OTHR by the relevant State and Commonwealth legislation and regulations are complied with in a timely fashion.
- Ensures that all the Articles of Association of OTHR are complied with.
- Keeps in safe custody the common seal of OTHR and ensures it its affixed to any instrument in the authorised manner.
- Keeps in safe custody and controls all records, books and other documents relating OTHR.

3.4 Secretary - Administration Manager

- Receives all OTHR's inward correspondence.
- Is responsible for forwarding all outward OTHR correspondence as determined by the President, the Committee of Management or a general meeting.
- Keeps the minutes of all appointments of office-bearers and members of the Committee of Management.
- Gives notices to members of the location and date of all General Meetings.
- Keeps the names of members of the Committee of Management present at a Committee of Management meeting and of the members at a General Meetings.
- Keeps minutes of all proceedings at Committee of Management meetings and at General meetings.
- Is responsible for reviewing safety management documentation prior to issue in accordance with OTHR's Quality Assurance policy.
- Carries out all other duties as directed by the President.
- Must as soon as practicable after being appointed secretary, lodge notice with the association of his or her address.

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- Establishes and maintains OTHR's register of members specifying their names and address together with the date they became a member.
- Maintains and updates the OTHR website.
- Maintains OTHR's on-line safety management documentation prior to issue in accordance with OTHR's policies.
- Maintains personnel records (register of competencies, health etc) in accordance with requirements of privacy legislation.
- Maintains the Health Assessment Database and ensure that workers have health assessments, reflecting the highest category of rail safety tasks they do, in a timely manner.
- Maintains and updates the OTHR website.

3.5 Finance Manager

- Complies with OTHR's Safety Management System provisions and related standards and procedures.
- Prepares annual Financial Plans.
- Prepares accounts for audit and annual financial statements for the Office of Fair Trading.
- Applies for grants from funding bodies.
- Organises raffles and other fundraising activities.
- Organises promotional goods for sale in collaboration with the Publicity Officer.
- Co-ordinates the preparation of OTHR's business plan.
- Maintains OTHR's financial records and affairs.
- Is responsible for depositing all income in OTHR's bank accounts.
- Is responsible for the payment of all duly authorised accounts.
- Issues receipts for membership fees and donations.
- Provides monthly statements to the meetings.
- Negotiates and arranges all appropriate insurance coverage for the operations of OTHR.

3.6 Safety Manager

- The Safety Manager is responsible for ensuring the operation of Health and Safety Management across OTHR.
- Responsible for the safety induction documentation for all volunteers and contractors, ensuring that all such personnel receive induction before commencing with OTHR.
- Maintains an effective risk management process via the development, implementation, evaluation and maintenance of OTHR's Safety Management Plan.
- Ensure compliance with relevant acts and legislation.

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- Is a key participant in creation of system documents such as Job Safety Analyses, “Toolbox Meetings”, Standard Operating Procedures, training and operational manuals etc.
- Reviews and checks the accuracy and clarity of all safety documents prepared or amended by OTHR and approves all new and amended rail safety documents before they are issued.
- Liaison with operations line manager(s) when an OH&S issue arises with any OTHR RSW.
- Develops and assigns persons to carry our Risk Assessments.
- Maintains the OTHR’s Risk Register.
- Provision of safety information and advice to the OTHR Committee.
- Oversees the compilation of the annual Safety Performance Report.
- Ensures safeworking compliance inspections are conducted regular within OTHR.
- Prepare the scope of each such audit and ensures necessary corrective actions are taken where rail safety requirements have not been observed.
- Keeps records of all instances were safety requirements have not been observed and reports major incidents to Committee meeting along with any corrective actions.
- Carries out random audits to ascertain compliance with safety management systems.
- Investigates all SMS non-compliance occurrences and notify the occurrences to the rail safety regulator in accordance with legal requirements.
- May conduct “Toolbox Meetings” if considered necessary.
- Represents OTHR in matters of safety and regulatory compliance with the Regulator (ONRSR).

3.7 Operations Manager

- Oversees day-to-day OTHR Railway operations with the rail corridor.
- Is responsible for the daily management of train operations, including maintenance trains and TMV’s.
- Is responsible for planning the daily management of train operations including the rostering of crews when we move into revenue operations.
- Monitors the training and performance of persons involved in train operations.
- Liaises with Line Managers during the restoration of the line and subsequently during revenue operations to make sure that:
 - Proper integrated planning exists within sections.
 - Appropriate budgets are planned for allocations of resources.
 - Adequate training provisions are being made.
 - Effective inspection and maintenance schedules are set-up.
 - Standard Operating Procedures are implemented and updated.

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- Identifies, assesses and initiates corrective action where workplace hazards and breaches have occurred.
- Reviews and takes actions on:
 - The monthly safety performance report.
 - Incidents reports.
- Reviews the performance of operators of specialised plant and equipment including locomotives, cranes, trucks etc.
- Carries out safety certification of OTHR's operational arrangements including personnel management issues and operations procedures and protocols.
- In conjunction with the Safety Manager, oversees the compilation and update of all documentation and manuals associated with operation of trains in the corridor.
- In conjunction with the Safety Manager, certifies the accuracy and completeness of information on operational aspects in the annual Safety Performance Report.
- May carry out random Audits to ascertain compliance with safety management systems.

3.8 Infrastructure Manager

- Maintains a written record (database) of all OTHR's equipment, tools, machinery, infrastructure, rollingstock and locomotives. A duplicate copy of the database is to be provided to the Administration Manager so that it is available on the OTHR computer for use by Managers.
- Progressively adds a photographic record of all items included in the above database.
- Carries out regular stocktakes as required by the Committee of Management.
- Utilises the data to advise the Committee of management on projected needs or shortfalls; on assets deterioration and on damaged assets.
- Maintains, within the rail corridor, all station buildings, works and maintenance buildings and fixed structures besides the track including supports for signalling and telecommunications equipment but excluding that equipment.
- Sets maintenance schedules and supervises repairs to the structures described above.
- Identifies and assesses workplace hazards related to described infrastructure.
- Conducts safety assessments of infrastructure.
- Selects and supervises service providers for infrastructure maintenance and testing, including specification of safety requirements.
- May carry out random Audits to ascertain compliance with Safety Management Systems

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3.9 Rollingstock Manager

- Maintains is safe working order all OTHR's Rollingstock.
- Sets maintenance schedules and supervises repairs to rollingstock.
- Identifies and assesses workplace hazards related to rollingstock.
- Conducts and / or facilitates the safety certification of rollingstock and related equipment and procedures.
- Selects and supervise service providers for rollingstock maintenance and testing, including specifications of safety requirements.
- May carry out random Audits to ascertain compliance with the Safety management System

3.10 Track Manager

- Responsible for all railway tracks, cuttings, drainage works, track support earthworks and level crossings.
- Organises and oversees the restoration / maintenance of the railway track between Oberon and Tarana.
- Develops a work plan of all tasks to be undertaken to restore / maintain the line between Oberon and Tarana.
- Develops an annual proposed budget for the Committee of Management.
- Sets dates for working bees to carry out track work in conjunction with the Committee of management.
- Allocates volunteer track workers to specific tasks with a contingency plan for varying numbers of attendees.
- Monitors volunteers' work to ascertain that all aspects of OTHR's Safety Management System are being observed.
- Conducts "Toolbox Meetings" or delegates this task to appropriately OTHR member and records questions and comments from participants onto the Toolbox Meeting topic sheet.
- Submits quotations for the purchasing of equipment and supplies associated with track related tasks including safety requirements.
- Specifies appropriate safety requirements when requesting purchase of goods.
- Liaises with all relevant Managers and the Catering Manager for the planning of track related working bees.
- Implements OTHR's worker fatigue, incident, health, drug and alcohol polices.
- Identifies and assesses workplace hazards.
- May carry out random Audits to ascertain compliance with Safety Management System.

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3.1 Catering Manager

- Co-ordinates meals for volunteers at working bees.
- Co-ordinates food to be provided for special events.
- Is responsible for the maintenance and cleanliness of the food preparation and serving areas including the cooking utensils and equipment.
- Manages the training needs for catering staff.

3.2 Event/Publicity Manager

- Plans and co-ordinates events on the Station precinct.
- Liaise with other groups and museums who might be involved in displays in the Station precinct.
- Organises the layout and displays within the Station precinct.
- Produces and arranges the distribution of OTHR's monthly newsletters.
- Writes articles for local, regional, State and national newspapers.
Organise television coverage of OTHR's achievements and projects.
- Arranges displays at appropriate outlets to promote OTHR's achievements and tourist opportunities.
- Undertake radio interviews with Bathurst Radio Station 2BS and other appropriate radio stations.
- Co-ordinates the updating of OTHR's publicity brochures.
- Gives presentations to tourist and business groups to promote OTHR.
- Co-operates with the Financial Manager in organising promotional goods for sale to tourist.

3.11 Employees, Contractors and Volunteer Safety Workers

Whilst not part of the Management Committee, General Members and Contractors need to:

- Comply with OTHR's SMS provisions and related standards and procedures.
- Implement OTHR's risk management policies and procedures.
- Perform allotted duties in accordance with OTHR's documented procedures.
- Report safety issues and suggestions for solutions in accordance with OTHR's reporting procedures. If unsure, report issues at Toolbox Meetings or write, with your concerns, directly to the Secretary.
- Participate constructively in the development and review of safety systems as required.