



GV-003-02

Resource Availability Procedure

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Governance

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1. Purpose

OTHR manages its resource requirement and allocation issues at Management Committee Level.

In the current 'project' phase of operations, resource requirements vary greatly, and progress of the restoration is flexible to account for the fluctuating availability of volunteers.

Funding is allocated according to the priorities and needs of the organisation in line with its goals and business plan.

Once the project moves from restoration to operations, the resource requirements for regular operations will be evaluated and planned for.

2. Scope

The Rail Safety National Law requires OTHR;

- To provide Systems and procedures for estimating the resources, including people and equipment that OTHR will need to operate and maintain its railway operations.
- To implement, manage and maintain OTHR's safety management system, and for the preparation of plans to ensure that it has adequate access to those resources.

Resource availability to include:

- Financial Management
- Rollingstock
- Infrastructure
- Personnel

3. References

- Rail Safety National Law National Regulations 2012

4. Definitions

OTHR means the Oberon Tarana Heritage Railway



5 Resource Requirements

To demonstrate compliance with this requirement of the Safety Management System OTHR will be required to demonstrate that it has addressed the following:

5.1 Business Plan

The Management Committee will be responsible for developing and implementing a Business Plan for OTHR Operations.

5.2 Budget

A budget to cover known expenditure against planned income will be prepared by the Finance Manager and presented to the Management Committee prior to the commencement of each financial year.

This budget must consider the operating and maintenance costs associated with operating the railway in accordance with the OTHR Safety Management System.

5.2. Financial Reporting

The Finance Manager will provide details of OTHR's financial status against budget at each Management Committee meeting and on its ability to cover costs and contingencies for the financial year under review.

This report must be a permanent agenda item for this Committee meeting.

The Finance Manager shall ensure that OTHR Insurance has been established that covers all its operational activities.

5.3. Infrastructure

The Manager Infrastructure shall prepare a plan for the ongoing maintenance of all Infrastructure to ensure that the operation of services are able to be performed within the time constraints permitted.

The Track Manager must liaise with the Finance Manager by providing costing for general maintenance activities and for any major renewal works that may be required.

Where track closures are required for maintenance renewals, the Management Committee shall be advised in advance, to ensure that the proposed work does not occur on programmed operational days.

Where contractors are required to assist with or to undertake maintenance activities, the Infrastructure Manager will submit costing to the Finance Manager for approval prior to



engagement of a contractor. For ongoing services, agreements are to be prepared and submitted to the Management Committee for endorsement prior to implementation.

5.4. Rolling Stock

The Manager Rolling Stock shall prepare a plan for the ongoing maintenance of all rolling stock to ensure that the operation of services are able to be performed within the time constraints permitted.

The Manager Rolling Stock must liaise with the Finance Manager by providing costing for general maintenance activities and by providing costing for any major overhaul works that may be required.

Where rolling stock is required to be removed from service for major maintenance renewals, the Management Committee shall be advised in advance, to ensure that the proposed work does not occur on programmed operational days.

Where contractors are required to assist with or to undertake maintenance activities, the Rolling Stock Manager will submit costing to the Finance Manager for approval prior to engagement of a contractor. Agreements are to be prepared and submitted to the Management Committee for endorsement.

5.5. Operations

The Manager Operations shall prepare a roster for the crewing of trains and Train Control to ensure sufficient availability of staff for all planned operations.

The Manager Operations must liaise with the Finance Manager by providing costing should it be necessary to engage non-volunteers to undertake during periods of OTHR operations.

Should the Operations Manager be unable to obtain sufficient volunteers for operational activities, the Management Committee must be advised in advance to enable alternate arrangements to be made.

Where contractors are required to assist with or to undertake maintenance activities, the Operations Manager will submit costing to the Finance Manager for approval prior to engagement of a contractor. For ongoing services, agreements are to be prepared and submitted to the Management Committee for endorsement prior to implementation.

5.3 Administration Manager

The Administration Manager shall prepare costing for all administrative costs for the period of the budget. This will include postage, electricity, stationary telephones and other associated costs.

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This should include costs associated with provision of first aid equipment and volunteer Personal Protective Equipment where applicable.

5.4 Catering Manager

The Catering Manager shall prepare costing for the purchase of consumables required for providing catering services for working bees and operational days.

5.6. Safeworking Training

A programme of ongoing training and retraining for railway safeworking shall be established to ensure that workers are able to obtain and maintain their safe working qualifications for the duties being undertaken. This is particularly relevant to those classified as Rail Safety Workers.

A program for the training of these workers in various fields such as loco crewing, rollingstock maintenance, train staffing, and track maintenance shall be developed and maintained to ensure continuation of progression for all workers.

5.6. Volunteers

OTHR will establish a recruitment program to attract new volunteers to the Organisation and to promote them within their capabilities as opportunities arise.