System Managers Report 17.11.10

Item carried forward from 20.10.10

* Met with Nigel Price at the station to review state of station PC and decided that the following action is required to maintain integrity of data-base.
	+ There should be an minimal internet plan purchased to facilitate connectivity
	+ Internet connectivity is required to live update Anti-virus s/w
	+ Internet connectivity is required to update M’soft Office
	+ Two 500gb portable back-up drives are required to provide off-site backup
	+ PC has to be password protected and password changed every three months
	+ It will be required to identify a data entry volunteer for the new asset system which will be used for all rolling stock and other assets, maintenance planning and completion

New items 17.11.10

In going though documentation and other information available to me I bring to your notice the following breaches of our Station Lease:

1. Erection of the shed and other structures. Have we applied to the Lessor for permission as per the following condition in the lease

*Clause 4 Lessee’s Covenants*

*(i) not erect, place or make any building, structure, fixture or improvement on the Premises without the prior consent of the Lessor in writing;*

*(j) not erect post paint or otherwise affix any sign, display, hoarding, poster, advertisement or other advertising media on the Premises without the prior consent of the Lessor in writing;*

1. Work carried on in the station, including painting and current repairs/alterations to the platform have to comply with the following

 *The Oberon Station yards (including the trucking yards) and the Tarana Station and yards are both listed on the State Heritage Register under the Heritage Act 1977 (NSW). Special protection is given to the heritage listed buildings and grounds and no repairs or additions can be made without referring to the relevant requirements of the Act and in most cases seeking approval from the Heritage Branch of the NSW Dept of Planning. The Heritage Branch also provides grants on an annual basis for restoration works.*

1. It is a requirement to comply with the findings of the ITSR Safety Inspection in the following areas
* *OTHR have not developed and implemented infrastructure standards relating to the construction and maintenance of the OTHR railway. Etc*

*There are no formal infrastructure standards in place to ensure the risks relating to infrastructure integrity are controlled*

We have to develop a set of track specifications that we are using to build the line. There are some design specs available but these must be used to develop an OTHR document.

1. There is still a failure to fully follow standards/procedures when working on the railway. The attitude of some members with regard to wearing of hard hats in required areas must be addressed, particularly during the next working bee when ITSR will be in attendance.