

# MELBOURNE TRAMCAR PRESERVATION ASSOCIATION INC.

## 27<sup>TH</sup> ANNUAL REPORT & ANNUAL SAFETY REPORT 2009/2010



VICTORIAN INCORPORATED ASSOCIATION No. A0001 102T  
ABN 12 218 214 467

**Melbourne Tramcar Preservation Association Inc.**

**Museum Site Address – 324 Sago Hill Road, Haddon, Victoria, 3351**

**Postal Address – P.O. Box 324, Prahran, Victoria. 3181**

**Annual Report 2009/2010**

**Committee Office Bearers**

President	Mr Anthony Smith
Vice President	Mr John Withers
Secretary	Mrs Jacqui Smith
Treasurer	Mr Lindsay Bounds
Committee Members	Mrs Mandy Gipps Mr Arthur Ireland Mr Kym Smith

**Committee Appointed Officers**

Accreditation & Safety Superintendent	Mr Kym Smith
Chief Engineer & Electrical Superintendent	Mr Craig Tooke
First Aid & OHS Officer	Mrs Jacqui Smith
General Manager	Mr Anthony Smith
Membership Secretary	Mr Kym Smith
Minutes Secretary	Mr John Withers
Perway Superintendent	Mr Kym Smith
Restoration & Maintenance Superintendent	Mr Anthony Smith
Signal & Communication Superintendent	Mr John Withers
Traffic Superintendent	Mr Anthony Smith

*The Melbourne Tramcar Preservation Association Inc. aims to preserve a selection of former Melbourne trams together with constructing an operating electric tramway at its site at Haddon.*

*Cover Photo – W2 357, L 103, VR 41 and W4 670 positioned ready for the Association's first public open day on Sunday 9 May 2010.  
– Photo by Anthony Smith*

## President's Report

### Overview

It is with great pleasure that I present the 27<sup>th</sup> Annual Report of the Melbourne Tramcar Preservation Association Inc. for the year ended 30 June 2010.

Once again the Association has continued to function on a satisfactory level, and it is largely due to the efforts of those members who devote a seemingly endless number of hours of labour and much valued financial support to the Association.

During this financial year there has been much activity around the site with two very significant projects now underway.

During the later half of 2009 we were able to organise with Yarra Trams (MetroLink Melbourne Pty Ltd) for the rails required for this project to be rolled to the correct radius at their North Melbourne yard.

The rails are now back on site and work is underway welding them to length and drilling the numerous holes for the tie rods and check rail bolts.

Special thanks are due to Mr Dennis Cliche, former CEO and the Track Maintenance Team from Yarra Trams for their support.



*The rolled rail is prepared for welding and bolting to form up the north-west curve.  
Photo – Anthony Smith.*



*The Bendigo Tramways coachbuilders preparing the plywood sheets for the roof of W3 663.  
Photo – Anthony Smith.*

The other milestone project has seen W3 663 transferred to Bendigo to have the roof rebuilt.

Work is now well underway with most of the old roof sheets removed and subject to funding, it maybe possible to complete the remaining restoration work whilst it is there.

We were able to secure sponsorship of for the transport costs from VicTrack. Special thanks are owed to Mike Ryan of VicTrack for their support and contribution to this project.

Other projects underway are the modification of a recently acquired 40 foot shipping container to house our numerous spare traction motors and compressors, the ongoing dismantling of trams which has seen the disposal of 843 and the arrival of 931 and 919, modifications to the back wall structure of No. 3 road of the Car barn in preparation for its extension and the completion of overhead wiring work on the No. 1 and No. 2 roads.



*Frank Schroeders modifies one of the storage containers to enable it to be used to store motors.  
Photo – Anthony Smith.*



*SW6 919 and 931 at the Lower Terminus. Although at first glance they seem ok, both have severe structural faults and are missing many components.  
Photo – Anthony Smith.*

In addition we continue to work closely with VicTrack and COTMA on heritage and spare parts issues and have been able to provide a number of COTMA groups with specific parts from cars we are dismantling or have removed them from bodies at Newport Workshops on their behalf.

We have also made available the majority of the mechanical, electrical and body components of parts car 931 to the Ballarat Tramway Museum who are assisting in the removal of the parts from the tram.

We have now achieved eighteen years of electric tram operations at Haddon, and I am pleased to report that this year of operation has again been incident free, a credit to all concerned.

## **Committee of Management**

Throughout the year under review, the Committee of Management met on two separate occasions during the year to discuss and transact the business of the Association. We continue to deal with a large volume of business at our meetings in a professional and competent manner.

Another important task undertaken this year was a development plan for the Association going forward. This review was carried out by the General Manager and has focused on finalising or eliminating a number of projects that are incomplete. The Committee has been concerned with these issues for sometime and has been looking for ways to reduce the work burden on our small workforce. A number of recommendations from this report have been adopted by the

Committee in principal. This plan is currently before the general membership for their comment.

Special thanks are also due to our long standing Secretary, Jacqui Smith for ensuring the Committee functions smoothly. Jacqui has also taken on the responsibility of the First Aid & OH&S Officer this year.

## Finance

The finances of the Association have continued on a satisfactory footing throughout the year.

I wish to express my appreciation to those members, who have assisted again this year with generous donations to our Museum Fund. Associations such as ours would not be able to survive without this type of generous support from the membership, and development at our present pace would not be possible.

Further details of the Association's financial affairs can be found in the Statements of Income and Expenditure contained at the rear of this report.

The continued well being of the Association's finances are a reflection of the hard work of our Treasurer, Lindsay Bounds. Thank you Lindsay for your assistance.

A reminder to all members that donations of \$2.00 or more are tax deductible. Any donations to our Museum Fund, which is directed towards capital works such as the restoration of W3 663, would be gratefully received.

## Membership

Membership of the Association as of the 30 June 2009 stood at 38 members.

The number of memberships has continued to steadily grow over the past year due to a concerted effort to encourage new memberships.

Once again I cannot over emphasise the importance of the Association continuing to attract new members to our ranks. I would urge all members to assist with recruiting and enrolling new members. As an Association we cannot afford the luxury of a static membership and it is of vital importance that we



*A group visit by the Austin A40 car club on 24 April 2010 was one of the opportunities this year where the Association was able to show off its trams and to make some welcome additional revenue.*

*Photo – Jacqui Smith.*

increase and expand our membership to involve more people in the Association's activities.

The area of membership is always a high priority of the Committee of Management and the attraction of new members will continue to have emphasis placed upon it in the forthcoming year.

## Rolling Stock

The following work has been performed on the Association's tramcar fleet during the past twelve months –

VR 41	Annual Service – 23/04/2010	Available for traffic.
L 103	Annual Service – 28/03/2010	Available for traffic.
W2 357	Annual Service – 20/12/2010	Not available for traffic.
W2 407	Annual Service – 20/02/2010	Available for traffic.
W3 663	Undergoing restoration.	In Bendigo.
W4 670	Annual Service – 25/03/2010	Available for traffic.
SW5 849	Undergoing restoration.	Not available for traffic.

L 103 and W4 670 also received new weather blinds during the year.



*L 103 proudly shows off its new weather blinds. The set in W4 670 have the same colour and pattern.  
Photo – Anthony Smith.*

## Grand Union and Trolley Wire

The Association's newsletter *Grand Union* has been produced on four occasions during the past year. The number of members receiving *Grand Union* by e-mail has also steadily increased, and it is also being sent electronically to supporting organisations and friends of the Association. *Grand Union* is jointly edited and compiled by Anthony Smith and Kym Smith.

The Association's activities and progress were also reported in three of the four issues of *Trolley Wire* during the past year thanks to articles prepared by Kym Smith. *Trolley Wire* is a magazine production of the Sydney Tramway Museum.

Our new website [www.mtpa.com.au](http://www.mtpa.com.au) was launched in December 2009 replacing the former Railpage site. The material for the site was prepared by Kym Smith and then uploaded onto the site by Warren Doubleday. The Association extends our thanks to Warren for his assistance with this.

A separate photo-only site also came online in February 2010 located at <http://www.flickr.com/photos/mtpa/sets>. Having this additional site allows us to show off a large number of images of activities at Haddon without clogging up our main website.



*The rebuilt overhead at the front of the Workshop.  
Photo – Anthony Smith.*



*W2 407 sits on road 2 awaiting its turn to carry passengers  
at the open day on 9 May 2010.  
Photo – Anthony Smith.*

## **Conclusion**

Finally, I wish to thank all our members who have contributed to the development of the Association and the Museum during the past year and look forward to the challenges ahead.

I would also like to thank the following organisations and their staff –

- VicTrack,
- Yarra Trams,
- the Department of Transport,
- Public Transport Safety Victoria,
- Safety Action Pty Ltd,
- the Council of Tramway Museums of Australasia,
- the Association of Tourist Railways, Victoria,

and the many other individuals, companies and organisations which have supported the Association during the past year.



Anthony Smith

President

## Annual Safety Report

### Review of the MTPA's Operations

The MTPA continues to primarily operate on a limited 'by appointment only' basis, so the number of passengers carried and number of kilometres travelled remains low. However for the first time this year an open day was advertised coinciding with the Ballarat Heritage Weekend to provide for a known day that the trams would be operating. It is planned to continue having one or two open days per year.

The following are the key Operational and Association details for the period 1 July 2009 to 30 June 2010: -

Number of Financial Members	38
Number of 'Operational' Members	10
Total Number of Trams	7
Number of Fully Operational Trams	4
Available route km	0.3 km
Total Non-Passenger km travelled	9 km
Total Passenger km travelled	6.6 km
Number of Passengers Carried	127

In addition to the above mentioned trams, three additional trams were on site at various times during the year for the purpose of removing salvageable components prior to disposal. These three trams were not operational or regarded as part of the Association's fleet and as such are not included in the above figures.

### Key Safety Performance Targets

The MTPA identified the following key safety performance targets to monitor the Association's performance during the 2009-10 year –

Key Safety Performance Target	% Met
No injuries which require medical attention to members, volunteers, passengers, or public. Result = Nil injuries.	100%

<b>Key Safety Performance Target</b>	<b>% Met</b>
No accidents or incidents which require reporting to any regulator. <b>Result = Nil accidents or incidents.</b>	100%
Any corrective actions resulting from audits or annual reviews to be implemented within agreed timeframes. <b>Result = All corrective actions completed within agreed timeframes. All non-conformances and observations received from re-accreditation inspections and audits were closed out within defined timeframes.</b>	100%
Any directives from any regulator to be implemented within the required or agreed timeframe. <b>Result = Nil directives received. All Safety Alerts were assessed as to their relevance to the Association and actioned accordingly.</b>	Nil Received
On-time completion of all scheduled rolling stock and infrastructure inspections as specified in the SMS. <b>Result = All inspections carried out according to schedule.</b>	100%
Close-out of all Defect Forms for rolling stock or infrastructure to be confirmed at time of inspection prior to completing inspection, or where defect has not been completed, agreed timeframes and/or controls are implemented. <b>Result = All defects closed out prior to signing off of inspections.</b>	100%
All documentation relating to operations and access are completed as detailed in the SMS and procedures. <b>Result = Further improvement made on ensuring 'real-time' completion of documentation, though room for improvement still exists.</b>	95%
Ensuring that the Risk Register is maintained, reported on and discussed at each Committee of Management meeting. <b>Result = Risk Register maintained and discussed at all Committee of Management Meetings.</b>	100%
Completion within agreed timeframes of close-out of risk action plans. <b>Result = Of 7 Risk Action Plans, 2 are still ongoing, 3 were closed and 2 were not completed within the nominated timeframe.</b>	60%

There was a significant improvement in 'real-time' completion of documentation, in particular with servicing forms, the Tram Operations Record and with access permits. The completion of the Attendance & Participation Register continues to

be the one document that is inadvertently forgotten, primarily at sign-on, resulting in the less-than-perfect result.

The Risk Action Plan process was not completed as satisfactorily as hoped, however as this is the first year where these plans have been used extensively we will monitor it at this stage rather than implementing any further change.

It is felt that the Key Safety Performance Targets give a good working indication of the ongoing safety performance of the Association, and it will be recommended to the Annual General Meeting that the same targets be endorsed as the Key Safety Performance Targets for 2010/11.

### **Accidents and Incidents**

There were no accidents or incidents (reportable or non-reportable) recorded in the period, nor are there any recorded accidents or incidents for the preceding five years, making trend analysis impossible.

### **Recommendation of Audits**

There were no external audits undertaken by PTSV during the 2009-10 year. An internal audit was undertaken by a Committee member (independent of the areas audited) in September 2009.

The only finding related to a procedural matter in that the audit log was not able to be completed for the audits undertaken by PTSV as no formal notification has been received that the findings have been closed out successfully, even though the new accreditation was granted from 1 July 2009.

### **Recommendations of Inspections**

As the Museum's infrastructure is still in the process of construction, inspection is limited to those areas and items of rolling stock that have been commissioned, and to the limited operation of the rolling stock on the limited infrastructure available for operation.

Newly developed procedures and documentation are consistently being reviewed as part of the review of the SMS to ensure ongoing improvement.

### **Recommendations of Inquiries and Investigations**

As there were no accidents or incidents, there were no MTPA initiated Inquiries or Investigations.

Reviews of relevant external investigation reports on other operators have been incorporated into the review process for the SMS to ensure that key recommendations of those reports are reflected as necessary in the Association's SMS.

### **Summary of Changes to SMS**

No changes were made to the MTPA SMS during the 2009/10 year.

Revision 2.3 is currently being developed to include some changes to operating rules and processes, and it is hoped that this revision will be ready for issue in late 2010/early 2011.

A handwritten signature in blue ink, appearing to read 'K. Smith', with a stylized flourish extending to the right.

Kym Smith  
Accreditation & Safety Superintendent

**MELBOURNE TRAMCAR  
PRESERVATION  
ASSOCIATION INC.**

**VICTORIAN INCORPORATED  
ASSOCIATION No. A0001102T  
ABN 12 218 214 467**

**FINANCIAL STATEMENT  
2009/2010**

**Victorian Incorporated Association No. A0001102T**

**As a committee member of the Melbourne Tramcar Preservation Association Inc., I certify that –**

- (1) I attended the annual general meeting of the Melbourne Tramcar Preservation Association Inc. held on Saturday 25 September 2010; and**
- (2) this Statement of 3 pages contains the particulars required to be reported to the members at the annual general meeting; and**
- (3) this Statement was submitted to the members at the annual general meeting.**

Signed by me:

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**BALANCE SHEET**

**General Fund 2009-2010**

**Income**

<b>Balance in Bank as at 01-07-2009</b>		<b>\$ 106.31</b>
Amount transferred from Museum Fund	\$ 33,850.00	
Bank interest	\$ 0.25	
Membership subscriptions	\$ 1,130.00	
ACE – sale of scrap metal	\$ 2,106.15	
Christchurch Tramways – sale of parts	\$ 5,540.25	
MOTAT – sale of parts	\$ 4,493.00	
Heritage Week – open day at Haddon	\$ 72.00	
Austin A40 Car Club – visit to Haddon	\$ 149.00	
Sydney Tram Museum – visit to Haddon	\$ 50.00	
<b>Total Income General Fund 2009-2010</b>	<b>\$ 47,390.65</b>	<b>\$ 47,390.65</b>
<b>Total General Fund 2009-2010</b>		<b>\$ 47,496.96</b>

## Expenditure

HTW – lease payment	\$	2.00	
ATR – subscription	\$	200.00	
Corporate Affairs – annual reporting fees	\$	40.90	
Origin Energy – power tariff	\$	624.11	
Ballarat Mobile Cranes – crane hire	\$	770.00	
Anthony Smith – reimbursement for Haddon materials, services and expenditure	\$	24,422.51	
Bendigo Tramways – work on 663	\$	10,000.00	
Australia Post – postage of parts to NZ	\$	60.25	
Australia Post – post box rental	\$	123.00	
J B Cameron – purchase of steel	\$	1,215.21	
Dial-A-Box – purchase of shipping container	\$	2,750.00	
SGP Insurance – public liability insurance for 2010-11 year	\$	1,210.00	
Kym Smith – reimbursement of Association expenses	\$	4,055.55	
COTMA – membership for 2009-10 year	\$	275.00	
TAC – 2010/11 policy renewal	\$	400.00	
<b>Total Expenditure General Fund 2009-2010</b>	<b>\$</b>	<b>46,148.53</b>	<b>\$ 46,148.53</b>
<b>Balance in Bank as at 30-06-2010</b>			<b>\$ 1,348.43</b>
<b>Total General Fund 2009-2010</b>			<b>\$ 47,496.96</b>

**Museum Fund 2009 - 2010**

**Balance in Bank as at 01-07-2009** **\$ 3,054.98**

**Income**

Bank Interest \$ 1.16  
Donations to Museum Fund \$ 49,073.00

**Total Income Museum Fund 2009-2010** **\$ 49,074.16** **\$ 49,074.16**

**Total Museum Fund 2009-2010** **\$ 52,129.14**

**Expenditure**

Amount transferred to General Fund \$ 33,850.00  
Bank fees \$ 60.00  
Bank transfer fee \$ 2.00

**Total Expenditure Museum Fund** **\$ 33,912.00** **\$ 33,912.00**

**Balance in Bank as at 30-06-2010** **\$ 18,217.14**

**Total Museum Fund 2009-2010** **\$ 52,129.14**