

MELBOURNE TRAMCAR PRESERVATION ASSOCIATION INC.

32ND ANNUAL REPORT & ANNUAL SAFETY REPORT 2014/2015



**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 2014/2015

Committee Office Bearers

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

Committee Appointed Officers

Accreditation & Safety Superintendent	Mr Anthony Smith
Chief Engineer & Electrical Superintendent	Mr Craig Tooke
First Aid & OHS Officer	Mrs Jacqui Smith
General Manager	Mr Anthony Smith
Membership Secretary	Mr Lindsay Bounds
Minutes Secretary	Mr John Withers
Perway Superintendent	Mr Anthony 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 – SW5 849 at the upper Terminus after the first trial operation since the completion of restoration work.

– Photo by Anthony Smith

Secretary's Report

Overview

It is with pleasure that I present the 32nd Annual Report of the Melbourne Tramcar Preservation Association Inc. for the year ended 30 June 2015.

Committee of Management

The Committee of Management met on four occasions during the year to discuss and transact the business of the Association. I thank all Committee Members for their time and devotion to the management of the Association.



SW5 849 at the new lower terminus area also showing the new shed.

Photo – Anthony Smith

This past year has seen a number of major projects completed such as overhead construction and the commissioning of our mainline track along with the provision of a new tram storage shed at the lower terminus. This shed has finally enabled us to place W5 792 under cover so that restoration works can commence. These are all major achievements of which we can be justifiable proud.

Finance

The finances of the Association have allowed the continued development of the main projects being undertaken. Without the very generous donations to our Museum Fund made by Members and Friends together with the volunteer hours provided by a few, the Association would not be able to survive or continue to develop. Many thanks to all who have donated financially and physically to the Association's activities during the past year.

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.

Rolling Stock

Work is now complete on the refurbishment of SW5 849 but it still requires one outstanding safety issue to be addressed before it can be accredited for full traffic operation. W5 792 is now in the workshops and is currently undergoing a full restoration rebuild.

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

VR 41	Annual Service – 11/04/2015	Available for traffic.
L 103	Annual Service – 08/03/2014	Available for traffic.
W2 357	Annual Service – 10/12/2014	Not available for traffic.
W2 407	Annual Service – 25/02/2015	Available for traffic.
W3 663	Comm. Service – 28/06/2015	Available for traffic.
W4 670	Annual Service – 30/05/2015	Available for traffic.
W5 792	Undergoing restoration	Not available for traffic.
SW5 849	Outstanding safety item.	Not available for traffic.

Infrastructure

All works on the north-west and south-west curves have been completed along with the testing of all our operable trams. The mainline track and overhead has now been certified as available for traffic operations by our chief engineer. A new one car storage shed has been erected at the lower terminus area and is complete other than the provision of overhead. Significant drainage works were required for this building and a new concrete sleeper retaining wall constructed on the south side of the mainline straight.

Memberships

Membership of the Association as of the 30 June 2015 stood at 46 Members; this is an increase of 6 since the same time last year.

It is imperative for the Association to attract new Members if it is to survive, and for existing Members to ensure that their actions engender a spirit of cooperation and commitment to a common goal so that it does not result in the loss of Members or their participation in Association activities.



W5 792 being propelled into the workshop for restoration. Photo. A. Smith.



W2 357 being shunted into the new shed. . Photo. A. Smith.

Grand Union and Trolley Wire

The Association's newsletter *Grand Union* has been produced on four occasions during the past year, informing Members of the activities of the Association. The number of Members receiving *Grand Union* by e-mail has steadily increased, and it is also being sent electronically to supporting organisations and friends of the Association. A side benefit to Members receiving *Grand Union* by e-mail is that newsletters from other groups that are received electronically are also forwarded for information.

The Association's activities and progress were also reported in the four issues of *Trolley Wire* during the past year. *Trolley Wire* is a magazine production of the Sydney Tramway Museum.

Our website www.mtpa.com.au and photo site www.flickr.com/photos/mtpa/sets continue to be developed and updated as time permits.

Conclusion

I wish to thank all our Members and Friends who have contributed so much to the development of the Association. I would also like to thank the following individuals and organisations and their staff –

- Mr Warren Doubleday, for his assistance with our website,
- Association of Tourist Railways, Victoria,
- Council of Tramway Museums of Australasia,
- Office of the Tourist & Heritage Rail Registrar,
- Public Transport Victoria,
- Transport Safety Victoria,

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

Anthony Smith
Secretary

Melbourne Tramcar Preservation Association Inc.

Annual Safety Report

Review of the MTPA's Operations

The MTPA continues to primarily operate on a limited 'by appointment only' basis, with only two general public open days during the 2014-15 year and a small number of group visits, so the number of passengers carried and number of kilometres travelled remains low.

The following are the key Operational and Association details for the period 1 July 2014 to 30 June 2015: -

Number of Financial Members	46
Number of 'Operational' Members	12
Total Number of Trams	8
Number of Fully Operational Trams	5
Available route km	0.9 km
Total Non-Passenger km travelled	28.2 km
Total Passenger km travelled	9.0 km
Number of Passengers Carried	167

Key Safety Performance Targets

The MTPA identified the following key safety performance targets to monitor the Association's performance during the 2014-15 year –

Key Safety Performance Target	% Met
No injuries which require medical attention to members, volunteers, passengers, or public. Result = Nil injuries.	100%
No accidents or incidents which require reporting to any regulator. Result = Nil accidents or incidents.	100%
Any corrective actions resulting from audits or annual reviews to be implemented within agreed timeframes. Result = Draft Report from TSV audit in June 2015 has only been received. Confirmed receipt and awaiting final report.	100%

Key Safety Performance Target	% Met
<p>Any directives from any regulator to be implemented within the required or agreed timeframe.</p> <p>Result = Nil directives received. All Safety Alerts were assessed as to their relevance to the Association and actioned accordingly.</p>	<p>Nil Received</p>
<p>On-time completion of all scheduled rolling stock and infrastructure inspections as specified in the SMS.</p> <p>Result = All inspections carried out according to schedule, or, in the case of rolling stock, it was stabled out of service until the annual service and inspection was undertaken.</p>	<p>100%</p>
<p>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.</p> <p>Result = All defects closed out prior to signing off of inspections.</p>	<p>100%</p>
<p>All documentation relating to operations and access are completed as detailed in the SMS and procedures.</p> <p>Result = Generally 'real-time' completion of documentation is achieved, though room for improvement still exists mainly in ensuring that members sign in on the Attendance & Participation Register prior to commencing any activities.</p>	<p>100%</p>
<p>Ensuring that the Risk Register is maintained, reported on and discussed at each Committee of Management meeting.</p> <p>Result = Risk Register maintained and discussed at all Committee of Management Meetings.</p>	<p>100%</p>
<p>Completion within agreed timeframes of close-out of risk action plans.</p> <p>Result = The only risk action relates to operation of 849 in passenger service, thus is not yet required to be actioned and completed.</p>	<p>100%</p>

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 2015/16.

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 eight years, making trend analysis impossible.

Recommendation of Audits

There was one external audit undertaken by TSV during the 2014-15 year, being in June 2015. At the time of the preparation of this report, a draft report has been received which contains a couple of items we are seeking clarification on prior to responding.

An internal audit was not undertaken during this year however one is scheduled to occur during September 2015.

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.

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 did not result in any changes being required to the Association's SMS.

Summary of Changes to SMS

No changes were made to the Association's SMS during the 2014-15 year. Although the majority of Rail Operators in Victoria moved to being accredited under the Office of the National Rail Safety Regulator, all tramways in Victoria were fortunate enough to remain under the regulation of Transport Safety Victoria, under an amended Rail Safety (Local Operations) Act 2006.

Anthony Smith
Accreditation & Safety Superintendent.

**MELBOURNE TRAMCAR
PRESERVATION
ASSOCIATION INC.**

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

**FINANCIAL STATEMENT
2014/2015**

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-
- (2) This Statement of 3 pages contains the particulars required to be reported to the members at the Annual General Meeting.
- (3) This Statement was submitted to the members at the Annual General Meeting.

Signed by me:

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BALANCE SHEET

General Fund 2014-2015

Income

Balance in Bank as at 01-07-2014		\$ 1,531.14
Amount transferred from Museum Fund	\$ 79,727.52	
Bank interest	\$ 0.11	
Membership subscriptions	\$ 1,820.00	
Classic Car Club – Visit to Haddon	\$ 200.00	
Sale of scrap metal	\$ 800.00	
Sale of tram parts	\$ 100.00	
Members donations	\$ 892.00	
Total Income General Fund 2014-2015	\$ 83,539.63	\$ 83,539.63
Total General Fund 2014-2015		\$ 85,070.77

General Fund 2014-2015

Expenditure

HTW – lease payment	\$	2.00	
ATR – subscription	\$	200.00	
Consumer Affairs – annual report fee	\$	53.00	
Origin Energy – power tariff	\$	1,153.94	
TAC – policy renewal (cheque No601)	\$	450.00	
Austrail brokers – PLI renewal	\$	1,411.30	
Regional Retaining Walls – erection of wall	\$	12,091.00	
Australia Post – post box rental	\$	172.00	
Shannon’s– insurance of Hino tower	\$	98.99	
Vicroads – Registration fee	\$	395.40	
COTMA – membership for 2014 year	\$	137.50	
HASCO foundry– casting of parts	\$	1,001.00	
I & M Welding – tram shed doors	\$	5,318.50	
Dial – A – Box – purchase of container	\$	3,100.00	
Totalspan Ballarat – payment for shed	\$	25,329.00	
Anthony Smith – reimbursement for Haddon materials, services and expenditure	\$	28,227.98	
Kym Smith – reimbursement of expenses	\$	4,543.51	
Donations transferred to Museum Fund	\$	892.00	
Total Expenditure	\$	84,577.12	
Less unrepresented cheque No 601	\$	450.00	\$ 84,127.12
Balance in Bank as at 30-06-2015			\$ 943.65
Total General Fund 2014-2015			\$ 85,070.77

Museum Fund 2014 - 2015

Balance in Bank as at 01-07-2014 **\$ 12,238.08**

Income

Bank Interest	\$ 0.41
Donations to Museum Fund	\$ 67,858.00
Donations transferred from General Fund	\$ 892.00

Total Income Museum Fund 2014-2015 **\$ 68,750.41** **\$ 68,750.41**

Total Museum Fund 2014-2015 **\$ 80,988.49**

Expenditure

Amount transferred to General Fund	\$ 79,727.52
Bank fees	\$ 60.00
Bank transfer fee	\$ 2.00

Total Expenditure Museum Fund **\$ 79,789.52** **\$ 79,789.52**

Balance in Bank as at 30-06-2015 **\$ 1,198.97**

Total Museum Fund 2014-2015 **\$ 80,988.49**