

MELBOURNE TRAMCAR PRESERVATION ASSOCIATION INC.

34TH ANNUAL REPORT & ANNUAL SAFETY REPORT 2016/2017



**VICTORIAN INCORPORATED ASSOCIATION No. A0001102T
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 2016/2017

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 – W3 663 and W4 670 in the depot yard during early evening at the end of a day's operation. September 2015
– Photo by Anthony Smith*

Secretary's Report

Overview

It is with pleasure that I present the 34th Annual Report of the Melbourne Tramcar Preservation Association Inc. for the year ended 30 June 2017.

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.



New saloon flooring being fitted to W5 792.

Photo – Anthony Smith

During past year our single major project has been the continued restoration of tram 792. To date the tram has had all panel work renewed, new quarter panel frames fitted along with replacement fascia boards. The two saloon floors have also been fitted along with new flooring and crown planks in both cabs. This project will remain our main focus for the coming year.

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

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

VR 41	Annual Service – 12/04/2017	Available for traffic.
L 103	Annual Service – 25/03/2017	Available for traffic.
W2 357	Annual Service – 13/12/2017	Non-Operational.
W2 407	Annual Service – 25/02/2017	Available for traffic.
W3 663	Annual Service – 04/06/2017	Available for traffic.
W4 670	Annual Service – 14/05/2017	Available for traffic.
W5 792	Undergoing restoration	
SW5 849	Annual Service – 26/07/2016	Non-Operational.

NOTE. Non-Operational status means the tram can operate but cannot carry passengers.

Infrastructure

This past year we have been concentrating on track maintenance which has seen sleeper renewal in the carbarn and welding repairs to a number of rail joints on the main line undertaken. We have also commenced the rebuilding of the overhead above the southwest curve and additional steel poles have been acquired and lengthened for use around the back curve network to allow us to better align the span work. In the substation, a larger capacity rectifier is being installed. We have also completed the asphaltting of the floor area in the new lower terminus shed. Next year will see continued sleeper replacement in the carbarn, renewal of rails and sleepers on No2 road and overhead troughing in the lower terminus shed as our priority projects.

Memberships

Membership of the Association as of the 30 June 2017 stood at 40 Members; this is a decrease of 3 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.



New dropcentre quarter panel frames being installed in W5 792. Photo. J. Smith.



View showing new asphalt floor in lower terminus shed. Photo. A. Smith.



Kym Smith repairing rail joints on the mainline. 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.



SW5 849, W3 663 & W2 407 on display in the depot yard. Photo. A. Smith.

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 also 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 2016-2017 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 2016 to 30 June 2017: -

Number of Financial Members	40
Number of 'Operational' Members	10
Total Number of Trams	8
Number of Fully Operational Trams	5
Available route km	0.9 km
Total Non-Passenger km travelled	31.2 km
Total Passenger km travelled	19.2 km
Number of Passengers Carried	247

Key Safety Performance Targets

The MTPA identified the following key safety performance targets to monitor the Association's performance during the 2016-17 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 = No corrective actions identified or outstanding.	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 = All documentation and forms are being completed within the time frame as specified in the SMS.</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 2017/18.

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 ten years, making trend analysis impossible.

Recommendation of Audits

The external audit undertaken by TSV on the 20th of June 2016 covering tram track maintenance. The final compliance report that was received on the 12th of July 2017 resulted in no NCR's being identified but one observation was noted, which is being considered.

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

During the 2016-17 year there were minor changes made to the Annual Service Form (MTPA 031) for better equipment descriptions and the Site & Safety Inspection Form (MTPA 056) to allow for the new Lower Terminus Car barn.

Anthony Smith
Accreditation & Safety Superintendent.

**MELBOURNE TRAMCAR
PRESERVATION
ASSOCIATION INC.**

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

**FINANCIAL STATEMENT
2016/2017**

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 2016-2017

Income

Balance in Bank as at 01-07-2016		\$ 79.85
Amount transferred from Museum Fund	\$ 41,477.00	
Bank interest	\$ 0.02	
Membership subscriptions	\$ 1,915.00	
Byways Coach Tours - visit	\$ 200.00	
AETM – sale of carbon brushes	\$ 102.85	
SPER - sale of carbon brushes	\$ 1,284.25	
Open Day Operations	\$ 160.00	
Christchurch Tramway – sale of parts	\$ 549.95	
Sale of surplus materials	\$ 195.00	
Lego Gauge Modellers – visit	\$ 305.00	
Dandenong Valley Car Club – visit	\$ 350.00	
John Whiting Tour Group – visit	\$ 120.00	
Donations for museum fund	\$ 525.00	
Total Income General Fund 2016-2017	\$ 47,184.07	\$ 47,184.07
Total General Fund 2016-2017		\$ 47,263.92

General Fund 2016-2017

Expenditure

HTW – lease payment	\$	2.00	
ATR – subscription	\$	200.00	
Consumer Affairs – annual report fee	\$	55.80	
Origin Energy – power tariff	\$	1,305.99	
J. Baker – purchase of steel poles	\$	2,200.00	
TAC insurance renewal	\$	450.00	
Austrail brokers – PLI renewal	\$	1,760.00	
McEldrew’s joinery – timber for 792	\$	825.00	
Ballarat Gas & Plumbing – pipe repairs	\$	88.00	
Mersen – purchase of carbon brushes	\$	3,185.60	
Kwik Copy – purchase of receipt books	\$	414.40	
COTMA – membership	\$	137.50	
Australia Post– post box renewal	\$	186.00	
Vicroads – tower wagon registration	\$	609.70	
Shannon’s – tower wagon insurance	\$	104.18	
Anthony Smith – reimbursement for materials			
And services purchased for Association	\$	22,706.99	
Kym Smith – reimbursement of expenses			
Incurred on Association’s behalf	\$	3,271.84	
Alan Burns Signs – safety signage	\$	121.00	
Hasco Foundry – Wire straighteners	\$	577.50	
Total Expenditure	\$	38,201.50	\$ 38,201.50
Balance in Bank as at 30-06-2017			\$ 9,062.42
Total General Fund 2016-2017			\$ 47,263.92

Museum Fund 2016 - 2017

Balance in Bank as at 01-07-2016 \$ 1,933.77

Income

Bank Interest	\$ 0.13	
Donations to Museum Fund	\$ 40,010.00	
Open Day Donations	\$ 103.00	

Total Income Museum Fund 2016-2017 \$ 40,113.13 \$ 40,113.13

Total Museum Fund 2016-2017 \$ 42,046.90

Expenditure

Amount transferred to General Fund	\$ 41,477.00	
Bank fees	\$ 60.00	

Total Expenditure Museum Fund \$ 41,537.00 \$ 41,537.00

Balance in Bank as at 30-06-2017 \$ 509.90

Total Museum Fund 2016-2017 \$ 42,046.90