

12TH AUSTRALASIAN TRAMWAY MUSEUMS CONFERENCE
BENDIGO VICTORIA

6th December, 1994

COUNCIL OF TRAMWAY MUSEUMS OF AUSTRALASIA

Chairman - Dr John Radcliffe
Executive Officer - Mr Bill Kingsley

Member Organisations as at December 1, 1994

Australian Electric Transport Museum (SA) Inc
Box 2012 GPO, Adelaide, South Australia, 5001
(Museum: St Kilda Road, St Kilda, SA)

The Bendigo Trust
76 Violet Street, Bendigo, Victoria 3550
(Museum: Hargreaves Street, Bendigo, Vic)

Maitland Tramway Park and Museum Ltd
Box 82, Jesmond, New South Wales, 2299

Museum of Transport and Technology (Inc)
Great North Road, Western Springs, Auckland 2,
New Zealand

South Pacific Electric Railway Co-operative Society Ltd
Box 103, GPO, Sydney, New South Wales 2001
(Museum: Princes Highway, Loftus, NSW)

Tramway Historical Society Incorporated
Box 1126, Christchurch, New Zealand
(Museum: Ferrymead Historical Park, Heathcote, NZ)

Tasmanian Transport Museum Society Incorporated
Box 867J, GPO, Hobart, Tasmania 7001
(Museum: Anfield St, Glenorchy, TAS)

Wellington Tramway Museum Incorporated
Box 2612, Wellington, New Zealand
(Museum: Queen Elizabeth Park, Packakariki, NZ)

Ballarat Tramway Preservation Society,
Box 632 Ballarat, Victoria 3353
(Museum: Wendouree Parade, Ballarat, Vic)

Brisbane Tramway Museum Society
Box 94, Ferny Hills, Queensland, 4055
(Museum, Ferny Grove, Qld)

Melbourne Tramcar Preservation Association Inc
Box 324, Prahran, Victoria 3181
(Museum: Haddon, Vic)

Perth Electric Tramway Society (Inc)
Box 257, Mt Lawley, Western Australia, 6050
(Museum: Whiteman Park, Perth, WA)

Steam Tramway and Railway Preservation
(Co-op) Society Ltd
Box 3179, Parramatta, New South Wales 2124
(Museum site: Parramatta Park, Parramatta,
NSW)

Tramway Museum Society of Victoria Inc
Box 27, Malvern, Victoria 3144
(Museum: Union Lane, Bylands, Victoria)

Council Address:
51 Lenna Street, East Burwood, Victoria, 3150.

COUNCIL OF TRAMWAY MUSEUMS OF AUSTRALASIA
CHAIRMAN'S REPORT 1994

It is with pleasure to present to you the eleventh report of the Council of Tramway Museums of Australasia at our twelfth Australasian Tramway Museums Conference.

Previous Meeting

The previous meeting of the Council of Tramway Museums of Australasia was held in Perth, Western Australia on 2 June 1992.

Membership

Membership remains at 14 organisations there having been no change in formal membership since the last meeting of the Council. However, it is my sad duty to record that the museum buildings and the majority of the collection of our smallest member, the Steam Tram and Railway Preservation (Co-operative) Society Ltd in Parramatta Park, New South Wales was destroyed in what appears to have been an arson attack on 7 June 1993.

Office Bearers

At the last meeting of the Council, Mr Bill Kingsley was re-elected as Executive Officer. Mr Lindsay Richardson and Mr David Hinman were respectively re-elected as the Australian and New Zealand Executive Members and have participated by correspondence in a number of policy issues during the past two years. Ms Carolyn Dean was re-elected Treasurer and has effectively maintained the Council's accounts during the past two years. Mr Robert Paroissien was once again re-elected as Auditor.

The 1992 meeting supported the continuation of the Operations Group under the Chairmanship of the Executive Officer and the management of the Executive. Members were Bill Kingsley, Carolyn Dean, Keith Kings, Craig Tooke and Andrew Hall. This group, which helps to facilitate the day-to-day activities of COTMA, has provided valuable support to our Executive Officer and I express appreciation for the contribution that members of the Operations Group have made to our continued endeavours.

Communications

Ten memoranda were issued during 1992 - 1994, three more than in the previous period. The Executive Officer has continued to make these memoranda quite comprehensive including technical information and policy updates as well as advertising opportunities for exchange of parts and cars between constituent museums. Topics covered included the 1992 Local Capital Works Program (which subsequently benefited several museums), the Protection of Movable Cultural Heritage legislation, the activities of the International Association of Transport Museums, lubrication technology, engineering heritage and conservation guidelines, meetings with the Victorian Minister of Transport and other Victorian agency representatives regarding availability of Melbourne tramcars and parts, electrical operations guidelines, the Royal National Park Tramway opening, the development of the Christchurch City Tramway, and preparations for the 1994 Bendigo Conference. Topical news clippings have also been circulated attached to our memoranda.

Policy Issues

Following discussions at the 1992 COTMA Conference your Executive Officer and I have continued negotiations with the Victorian Government regarding access to cars and parts from the Melbourne Tramway System. We met with the Victorian Minister for Public Transport, Mr Alan Brown on 27 July 1993. In the frank exchange of views, Mr Brown made it clear that his Government was committed to its pre-election policy of the retention of all 'W' trams in Melbourne, an undertaking it had made to the National Trust of Victoria. Following an outlining of the aspirations of individual COTMA museums and describing the progresses which they had made over the past 20 or 30 years, Mr Brown responded that if we were able to negotiate a commitment from the National Trust of Victoria which might have them support the release of some cars and equipment from the Melbourne system, he would be willing to consider the matter.

Subsequently we wrote to the Director of the National Trust of Victoria, Mr Peter Sweeney setting out our position. No formal response was received to that correspondence. We also met with the General Manager Bus and Tram Operations in "the Met", Mr Russell Nathan. Following press announcements of the formation of

the 'W' class Tram Implementations Monitoring Committee (WIMC) in February 1994, we wrote to the Minister inviting further details and also seeking copies of recent reports which the Government had secured into 'W' class trams. We duly received a report of the Public Transport Corporation's Tram Profile Assessment and a report prepared for the PTC by the consultants INDEC, albeit with the confidential financing aspects excluded, together with details of the Committee.

Subsequently, I approached Mr Ian Wight, the National Trust of Victoria Member on the WIMC, and he indicated that he would be willing to place before the Committee a copy of our earlier letter to Mr Peter Sweeney setting out the background and aspirations of COTMA constituent museums, and enclosing material previously provided to the Minister describing affiliate museums. At the same time, I also provided a copy of the paper which was presented to the International Association of Transport Museums in Ottawa in 1992, outlining the development of tramway heritage preservation in Australia and New Zealand, COTMA's role in it, and the issues to be faced in the future in the hope that it might also be of interest to the Committee's members.

Although I am not sure that this material was subsequently tabled, and we did not receive any direct communication from the Committee, I later met with Mr Wight in October 1994 to ascertain the current position. At that meeting, he provided to me a copy of the "Policy for the use of 'W' class type trams surplus to the operating fleet" of 'the Met'. I have attached a copy of that policy statement to this report. I understand that the policy has since been submitted to the Minister of Transport for consideration, though at the time of writing we have no knowledge of the outcome from that advice.

What did concern me however, was that this matter had been dealt with by the policy arm of the National Trust of Victoria, and apparently had not been referred to the Museums arm of the National Trust. It was clear that the thrust of debate was strongly orientated towards tourism promotion in Victoria and that it is reflected in the membership of the WIMC. It is unfortunate in my view that the conservation aspects which COTMA-affiliate museums seek to undertake could not have been given greater consideration by that Committee. In the event, we await further advice from the Minister and this may well be provided to us during the Conference.

Both the COTMA Executive Officer and I have continued to visit constituent museums as frequently as possible during the past two years. Bill Kingsley has travelled widely throughout Australia and New Zealand and has visited most museums during that period. I have had the opportunity of visiting museums in Brisbane, Newcastle, Sydney, Bylands, Hobart and Perth as well as continuing my personal involvement with our Adelaide affiliate.

COTMA has continued to contribute to the endeavours of the International Association of Transport Museums. I had the opportunity of participating in the 1992 IATM Conference in Ottawa, Canada, during the course of which I presented a paper entitled "Tramway Museums in Australia and New Zealand - Crossing the Inter Generation Boundaries of Collecting, Interpretation and Management". This paper sought to outline the background to the development of the various museums within Australia and New Zealand and their coming together within COTMA itself. During 1994, I also had the opportunity of participating in the IATM meeting in Lisbon in Portugal, at which I presented a paper on behalf of the Port Dock Station Railway Museum, upon whose Board I sit as a Government nominee. At the same time, I was able to update participants in developments on the Australian Tramway Museums, and in particular was able to stress the important contribution which volunteers made to museum development within Australia - a contribution with which European museums are less familiar. It is probable that the IATM may wish to hold its annual Conference in Australia in 1998 in connection with the ICOM Conference which is to be held in Melbourne in that year. Current suggestions are that the IATM Conference would be held in Adelaide under the aegis of the History Trust of South Australia, and could involve the National Motor Museum, the Port Dock Station Railway Museum, the South Australian Maritime Museum and the Australian Electric Transport Museum.

Museum Developments

Over the past two years, the Tramway Museum Society of Victoria had progressively taken delivery of two Bristol buildings which it has acquired from the Castlemaine Technical School to develop interpretative facilities. It has continued the restoration of 'W' class car 220, and has extended its track towards McKerchers Road. As well as other developments, two additional buses, namely AEC Regal 759 and Volvo 850 have been added to its collection from "the Met" fleet.

The Melbourne Tramway Preservation Society, at Haddon, Victoria, had continued restoration on 'W2' class car 407 while completing work on 'W4' class car 670. It has completed its trackwork to the lower terminus, through the use of steel sleepers and appropriate track bonding. Signalling has also been completed.

In Perth, Fremantle Municipal Tramway number 29, launched at our previous Conference, has been in regular service, albeit after a truck change. Extensive work has been continued on the engineering shed, while the body of Kalgoorlie car 25 had been secured, and restoration continued on Perth 'E' class 67. A significant reconfiguration of trackwork at Stockman's Crossing was undertaken. Major traffic operations continued, largely underpinned by the use of Melbourne 'W2', 'SW2' and 'W4' class cars.

The Sydney Tramway Museum completed the restoration of 'R1' class car 1971, and in December 1992, took delivery of Nagasaki car 1054. Brisbane car 295 was returned to traffic, while major extensions to the depot were completed externally. 'R1' class car 1951 and 'D' class car 117 were transferred to the museum on loan. The major new initiative was the taking over responsibility for the former National Park Electric Railway, which was re-opened as the "Parklink" tramway on May 1, 1993. Devastating bushfires occurred in Royal National Park in January 1994 during which all but 2% of the park was destroyed by bushfires. Fortunately, the "Parklink" tramway operated through that section of the park which was not destroyed, although the museum lost one span pole and forty sleepers during the fire. However, services were restored within a couple of weeks. Recently, the museum has been advised of major grants from the NSW Railway Heritage Fund to allow restoration of 'C' class car 29, and to build new exhibit accommodation.

In Adelaide, the Australian Electric Transport Museum had 290 metres of its own track relayed in mass concrete with the support of the Salisbury Council. A diesel-electric tow motor was completed by one of its members as a TAFE project, the ensuing vehicle proving useful for relocating vehicles about the depot yard. 'B' type "toastrack" car 42 was officially placed in traffic on 10 April 1994 by the South Australian Minister of Transport, the Hon Diana Laidlaw. This car had last operated (in its 'A-2' type configuration) in 1935, and last operated in its 'B' type configuration in 1917. A major project is the re-installation of the wheel lathe which was secured from Preston workshops in 1992. 'G' type (Birney) car 303 is under refurbishment currently following damage inflicted by vandals several years ago, while 'E-1' car 111 is also in the workshop for restoration. The museum has achieved full accreditation from the History Trust of South Australia, only the third volunteer-based museum in South Australia to achieve this distinction. The museum recently completed a five-year plan for its future development.

The major development at Ballarat in the past two years was the completion of a very historically significant restoration of Ballarat horsecar number 1. Work has continued on the restoration of Electric Supply Company car body number 12, while major emphasis has also been given to cataloguing of Ballarat Tramway archives. Operations were enhanced by the adoption during the Begonia Festival of new "park and ride" traffic arrangements.

In Brisbane, the Brisbane Tramway Museum Society has been completing the restoration of drop centre car number 341. It took delivery of an hydraulic press from Milton workshops. It contributed the use of cars 65 and 99 to display in King George Square adjacent to the Brisbane Town Hall for Heritage Week 1993. A new display room has been established on the museum grounds at Ferny Grove. Unfortunately, damage by vandals amounting to \$16,000 was inflicted on buses in 1993 stored adjacent to the tramway depot.

At Newcastle, a short line service was established on Lee Wharf Road adjacent to Central Newcastle, with complimentary exhibitions being located in the former office to the wharf foreman.

In Bendigo, 'SW5' class car 808 entered service with the Bendigo Trust on August 27 August 1992, while Footscray Car 21 was added to the tourist service from October 1992. Much of the more recent effort in Bendigo has been directed to the current COTMA Conference.

The Tasmanian Transport Museum Society on the occasion of the 100th anniversary of the establishment of the Hobart Tramway, restored the body of double deck car 46 which was placed on display in the city centre as part of the celebrations. This was a major achievement from one of our smaller affiliates.

Restoration activities in Auckland by the Museum of Transport and Technology have been primarily oriented to the Wellington double deck car 47, a complex project which has involved reconstruction of the steel framing upon which the body rests. At the same time, Auckland streamliner car 248 has been undergoing refurbishment following the completion of Wellington car 257. The boiler of steam tram motor 100 has meanwhile been returned from the naval dockyard for the refitting of its body work. A major activity during

the year was the relocation of many of the museum's stored items including a number of tramcars from its long-standing store at Sylvia Park to Avondale.

In Christchurch, the Christchurch City Council has been continuing to develop the Christchurch City Tramway, upon which trams from the Tramway Historical Society are due to operate. This had entailed the TMS in considerable work in preparing cars for use on this line. New trucks are to be constructed for Boon car 152, while Brill car 178 is being restored onto authentic Brill 77 E trucks.

Restoration activities by the Wellington Tramway Museum have continued at Paekakeriki during the past two years. Proposals have also surfaced for a museum tramway in down-town Wellington in association with the National Museum - a proposal which has some parallels with the development which is being undertaken in Christchurch.

Urban Transport Developments

The Melbourne Tramway System has continued to expand with the completion of the order for 'B' type articulated cars, and extensions to the Airport West and East Burwood lines, the latter opening in July 1993. A new City Circle tram loop also opened on 28 April, 1994, involving the laying of new tracks in Spring Street to allow a complete loop to be constructed via Flinders, Spencer and La Trobe Streets. A considerable number of 'W' class cars were stored during the year, primarily at Newport Railway workshops, those being so stored being additional to cars previously stored at the "Henderson's Spring Works" in earlier years. One man operation is also beginning to be widely implemented on the Melbourne system. A second restaurant car (937) has been added to the fleet.

In Adelaide, the 65 year old 'H' type cars have continued to operate as in previous years, with proposals to purchase Melbourne 'B' class cars having been foregone. Some consideration is being given to the acquisition of new low-floor vehicles and proposals have also been advanced, not for the first time, to extend the Glenelg tramway via King William Street to Port Adelaide via the existing suburban railway reservation.

In Sydney, proposals to construct a new light rail system at Pyrmont appear to be well advanced, however little has been heard in recent months of proposals for a light rail system in Brisbane to Teneriffe.

Tramway heritage developments, albeit on a relatively limited scale, have continued to be undertaken by "the Met" in Melbourne. Victorian Railways car 20 was donated and transported to Preston workshops in December 1992, only a few days prior to the death of its former owner, Mr Bob Prentice who had been a long-standing participant in the tramway movement. Preston workshops have also been instrumental in pursuing the restoration of Hawthorn Tramway Trust number 8 (previously Bendigo 3).

Valedictory

I must record the passing of one of Australia's tramway historians *par excellence*, Mr Ken McCarthy in February 1993 at the age of 58. As well as being a founder of the Sydney Tramway Museum, he in later years was very active in the development of the Illawarra Light Railway Museum Society at Albion Park near Wollongong, as well as being a font of inspiration for the restoration of the Purrey steamtram which was completed as a Bicentennial project in Rockhampton in 1988.

Bob Serle, Secretary of the Tramway Museum Society of Victoria died suddenly in October 1994, when preparing to go to Bylands to work on car 220. His efforts as a recent contributor to the TMSV, offering his lifetime of business experience to help the Society, was an inspiration to us all.

Constitution

Delegates will recall that at previous meetings, the incorporation of COTMA has been discussed, with a formal commitment being taken to that course of action at the 1992 Perth Conference. I am pleased to advise that COTMA's solicitor, Mr Anthony Sell, has completed the required formalities with the result that we are now a formally incorporated association under the appropriate legislation in the State of Victoria.

Formal electrical operating guidelines were prepared and circulated to COTMA museums over the past two years, and I should like to express appreciation to Mr Craig Tooke for his endeavours in ensuring their

completion. Recent experiences in the railway preservation field, including traffic accidents in New South Wales and the unfortunate death by scalding of a fireman in South Australia following blowing out of a fusible plug from a steam locomotive highlight the hazards which are faced in operating voluntary rail museums, and it is absolutely crucial that we make every endeavour to ensure effective occupational health and safety requirements within our museums. Whilst these requirements are strongly enforced with new legislative arrangements in New Zealand, the primary responsibility for such matters rests on a more informal but yet necessarily responsible base within Australia. It is noted, however, that greater formality is beginning to occur in Australia, notably in New South Wales.

The Future

COTMA has been operating for almost twenty years. Although the New Zealand Rail Federation has been in place for a similar period, co-ordination has yet to develop between the participants in the railway museum and tourist railway field in Australia. It is notable that within recent months, efforts to generate wider co-ordination have arisen in the railway field both in Victoria and South Australia. It is also salutary to observe that only within the last few months after two and a half years of discussions, there has been established the European Federation of Museum and Tourist Railways ("FEDECRAIL"). In creating COTMA in 1975, the Tramway Museums in Australia and New Zealand were generally "ahead of the pack". We have developed some excellent and responsible museums in our respective countries and the increased interest which is being taken in them and the development of proposals to re-introduce trams into some of our central cities highlights the success of our efforts.

The three primary issues which we now face into the future are the resolution of the halt which has been called over the past two years to access to cars and equipment from the Melbourne tramway system; the additional work being thrust upon a number of our museums due to the recent enthusiasm which has been generated for the building of museum Tramways in inner city areas based upon access to cars from our collections; and the need to attract younger members to our organisations. These issues represent major challenges which we must face in coming years. However, looking back on our achievements, we must conclude that we have been successful in meeting our primary objectives of conserving and operating representative transport collections from our respective cities, largely upon our own resources.

Acknowledgments

Ms Carolyn Dean has served as Honorary Treasurer again for a further two years and Mr RG Paroissien has continued as Honorary Auditor. Keith Kings maintained his long standing commitment to museums throughout Australia and New Zealand in his capacity as Spare Parts Officer until 1994, his role having more recently been undertaken on an interim basis by Mr Graham Jordan. Bill Kingsley as Executive Officer has undertaken an increasingly heavy workload to ensure effective relationships between constituent museums and between those museums and the various transport authorities.

Both Bill Kingsley and I will not be offering ourselves for re-election in the coming year so we have reached a turning point in the future of COTMA. Nevertheless, there are able successors in the wings and after appropriate office bearers are chosen, I would anticipate that COTMA will continue its successful progress in facilitating the development of the Tramway museums in Australia and New Zealand.

John C Radcliffe OAM
CHAIRMAN
6 December 1994

POLICY FOR USE OF "W" CLASS TRAMS SURPLUS TO THE OPERATING FLEET

Introduction

The 53 operating "W" Class trams and their special routes are a major spectacle and attraction in Melbourne.

The image of the trams operating in everyday service in the streets of Melbourne is unique and will remain as our world-wide symbol. The streets of Melbourne are the place to view, enjoy and ride on "W" Class trams.

Policy

1. Sale of "W" Class Trams.

No "W" Class trams are to be sold.

2. Overseas Use of "W" Class Trams.

No "W" Class trams are to leave Australia.

3. Trams Loaned Interstate.

"W" Class trams are not to leave Victoria. (With the exception of those agreed under No. 4). However, exchanges which result in the return of Victorian trams should be considered.

4. Suitable Uses for "W" Class Trams.

If a proposal was made which would enhance the viability and success of the operating fleet and to promote Melbourne then it may be considered favourably. Suitable proposals might be:

- a. Short term tourism promotion for Melbourne.
- b. Short term display at interstate trade EXPO promoting Melbourne.

5. Unsuitable Uses of "W" Class Trams.

Proposals for the use of "W" Class trams which are present not able to be used in the operating fleet must not detract from the cultural and economic value of the operating fleet as outlined in the introduction. It would not be considered appropriate for "W" Class trams to appear around Melbourne or elsewhere in venues such as:

Department stores
Schools or parks
Other similar commercial venues

Golf courses
Fast food outlets

6. Time Limits of Loans

Maximum time of a loan of a "W" Class tram should be no more than twenty years with renegotiation then if appropriate.

7. Fee Charged for a Loan of a "W" Class Tram

- a. Non profit proposal. Non profit proposals such as museums and tourism promotions should not require a fee to be charged.
- b. Commercial proposals. Such proposals should have a fee charged at commercial rate to be determined at the time.
- c. Offer of significant amounts of money. If significant amounts of money are offered for the loan of a tram, all other conditions of this policy should still be adhered to before accepting the proposal.

8. Loan of "W" Class Trams to Victorian Tram Museums and Tourist Tramways.

Museums should be transport or transport orientated museums affiliated with COTMA and be registered or accredited as a museum. "W" Class trams could be made available to Victorian tourist tramways such as Bylands, Bendigo or Ballarat.

9. Special Conditions for "W" Class Trams Loaned to Museums.

The "W" Class tram must be kept undercover and well maintained and when returned should be in no worse condition than when loaned.

10. Requests for Components and Parts from Museums.

If an historic tram in an Australian museum needs a part and if there is no other reasonable way of obtaining the part then it may be supplied if:

- a. The individual historic tram which requires the part is identified.
- b. The supply of the part will not affect the integrity and ability to operate of the "W" Class trams both in the operating fleet and in storage in the future.

11. Use of "W" Class Trams Not in the Operating Fleet on the Melbourne Tram System.

It would generally be considered that "W" Class trams could be used on the Melbourne tram system as long as the use does not detract from the operating fleet of "W" Class trams or the PTC. Suitable uses would include:

- a. Restaurant trams.
- b. Private charter tram operations.
- c. Tourist tram operations.

12. Consideration of Proposals.

Proposals should be referred to the Minister and decided within this framework.

EXECUTIVE OFFICER'S REPORT 1994

From: Bill Kingsley

Yes. It's true. After eight and a half years this time around (ten and a half years total) I will be stepping down as your Executive Officer at this Conference General Meeting. But why?

I have to admit that I'm worn out. Not old, just tired! And when that happens it really is time for a rest, and a need to pass on the responsibilities and opportunities to someone younger and more dynamic.

In early 1991 I retired from Footscray TAFE, but none of the things that I retired to do have been done. The backlog of technical magazines to be read has in fact grown. The house needs attention. The garden is out of control. Not only that, but my mother needs more of my help and time these days, and I owe her that.

I have run a good race. It has not been a perfect race as there is much that could have been done that has not. I have not finished the race because there is no finishing line. This race is a relay, and I am happy to pass on the baton to the next runner. Then I will sit down beside the track and cheer him on. But I won't leave this field of endeavour. I can't.

It was back in 1975 that I had the bright idea to convene our very first Conference in Ballarat, the Conference at which COTMA was born. It all happened because of a perceived need, a need which has turned out to be very real, a need for all our tramway museums and their workers to come together to share, to socialise, to learn, to become more aware of each other, to support each other. We owe a lot to the small committee that helped me to put that first Conference together, and the names of Geoff Cargeeg, Allan Harnwell and Clyde Croft should not be lost in the course of history. We were the real pioneers of COTMA. Then, for the first two years, I served as Executive Officer before handing over to Keith Kings.

So I have a vital interest in, and concern for, the future of COTMA. I simply cannot walk away.

Therefore, having determined a year ago that I would be stepping aside, I took it on myself to ensure that the best possible replacement was found before this Conference. I shared my concerns frequently with members of the Executive, and appreciated that other museum members also saw a need to share their concerns with me. The short list of possible contenders became shorter and shorter. But three problems troubled me.

1. The work and expectations of COTMA have expanded incredibly over the last few years. If I, as a retiree, could not cope fully, how could a non-retiree ever cope?

2. The number of museums in COTMA is about to expand. The Christchurch Tramway is soon to commence operation. They will need us and we will need them. There are tourist tramways possible for Sydney, Wellington and Hobart. There will be a tramway museum in Melbourne. These will all be professional operations. We must take them on board or we will become obsolete ourselves. There are bus and coach museums who want to be part of us.
3. COTMA must become more active, participating in submissions to governments, being consultative, pushing the common needs of its museums and their members.

It slowly dawned on me that the reason that it was so difficult to find the perfect replacement for me was that the system also needed to change, and my stepping aside from the power source was the opportunity to effect those changes. Then everything and everyone started to fall into place.

We do need an Assistant Executive Officer, not so much to share the EO's workload, but to accept delegated responsibilities in order to relieve the EO of part of that workload.

I am elated that, when our prospective EO shortlist came down to two completely unsuspecting COTMA stalwarts, Richard Gilbert and John Lambert, both accepted our invitations (pleadings) to stand as EO and AEO respectively.

We need a Deputy Chairman, preferably in Melbourne, who can support the Chairman, be available when the Chairman is not, help in liaison with the Victorian Ministry of Transport and with the PTC, and relieve the EO of the need to Chair the Operations Group. That is an ideal task for me to retire into.

As part of this immense opportunity to restructure, John Radcliffe, after 19 magnificent years as our Chairman, has also decided to step aside. John's CSIRO workload seems to be ever increasing, while over in the far west, another great COTMA supporter, with a proven administrative record, has retired and has offered to take on the leadership. Thanks Lindsay Richardson. This is a huge calling, a huge opportunity and responsibility towards co-ordinating an increasing number of tramway museums in Australia and New Zealand, and their hundreds of members.

These nominations must yet be proposed and seconded at the CGM. There is no bar to other nominations from the floor. But I put to you sincerely that, with Dave Hinman and Carolyn Dean renominating, this is THE team to take us towards and into a challenging and rewarding future. Please support them with all your energy.

The more mathematically gifted among readers of this treatise will have realised that in stepping up to Chairman, Lindsay will vacate the position of Australian Executive Member. This is a great opportunity for another new face to appear on Executive. It needs to be someone dynamic, someone very familiar with COTMA, someone in whom we can all have faith, and someone who can attend our new AGM's, and, for geographical balance, preferably, but not necessarily, a non-Victorian.

May I revert here to the work of the Executive Officer. There are those who believe that this work is all about trams and depots, tracks and overhead, spare parts. I'm sorry, for those folk have it generally quite wrong. It is a work with people, for people, and about people. It is the people who need help. It is the people who need support. It is the people who make COTMA what it is. It is the people who make the museums successful. Look after the people and they will look after the trams.

When I have visited museums (incidentally, all of my travels have been at my own expense), sure it has been great to inspect restoration work, sure it has been great to photograph the trams, sure it has been even greater to drive those trams, but most important, it has been paramount to meet YOU and your people, those who make your museum function, and to meet you in your own surroundings.

Well I do remember a visit to Perth in early 1992. The purpose of that visit was to help and guide preparations for the COTMA Conference some months later. But PETS had that task well under control, and a more important calling for me emerged during my stay. So, when at last I departed eastwards on the Indian Pacific, I relaxed back into my roomette seat to watch the lights of the suburbs fly by with that superb contentment of a task completed. Why? Because I had been able to help, support and inspire people. Particularly I had been able to encourage some of the younger members. The farewells had been earnest, and the hands that waved from the Perth Terminal waved in thanks.

I know when I visit Loftus that my first joy is always to be just part of that great environment at STM, but my first need is to meet the members, to meet my friends. On the other hand, I well remember one visit to a far away museum when I left for home knowing of members that I had not been able to contact during my stay, and that hurt.

But it has been very difficult for me to spend time amongst people. The work of the EO is such that 80% of it takes place at a desk. Unfortunately, the pen, the word processor, the telephone, are the tools of trade and the nearest I get to my people is often a voice on a telephone. I have spent more time being the EO's secretary than being the EO. I remember, on one occasion with Dick Jones, sharing that frustration, and realising the awful truth that my work FOR COTMA was preventing my work WITH COTMA. How do you overcome that problem?

But really, the task has been a great blessing. The greatest joy has been the friends that I have made. There are far too many names to mention, but you all know who you are. To those who have supported me through the highs and lows, to those who have welcomed a travelling me into their homes and families, to those who have guided me, inspired me, shared with me, shaken my hand, sought my help, sweated with me out on the trackwork, shared a joke, a meal, a drink with me, thanks, for you have all been great. Thanks especially to the Kiwis who have always made this itinerant Kangaroo so welcome.

The name of the game is SHARING. COTMA is sharing. We must all keep sharing.

Let us not criticise each other. Let us work together, help each other, support each other, for we are all in this task together.

To the new EO may I say, "Here is the baton for the race. Go with it. The road is hard and demanding, but it is full of joy and reward. There are many people to help you. There are many people for you to help".

SUMMARY OF COMMUNICATIONS THROUGH COTMA OFFICE from Bill Kingsley, Executive Officer.

A April 1992 - March 1993 (12 months)

B April 1993 - March 1994 (12 months)

C April 1994 - November 1994 (8 months)*

* Does not include Conference & Post Conference enquiries/bookings.

	A	B	C
Visits & Meetings	42	100	79
Sets of Memoranda or Minutes Out	28	23	19
Letters Out	73	103	114
Phones and Fax Out	112	138	232
Letters in	86	99	101
Phones in	134	143	206

Year A included the Perth Conference.

Year B, a non-Conference year, shows an escalating trend in activity.

Column C, although only for 8 months, includes the lead up to the Bendigo Conference and indicates a terrifying increase in activity.

COUNCIL OF TRAMWAY MUSEUMS OF AUSTRALIASIA INC. CONFERENCE - BENDIGO - DECEMBER 1994

TREASURER'S REPORT

COTMA's financial situation has remained good with 'cash at the bank' remaining healthy. One disappointing aspect is that the amount owing by member museums has remained about the same. Since the date of the report, some of these outstanding balances have been paid.

I would ask member museums to pay their accounts on time as it makes my work load easier.

Uniform and spare part sales have virtually stopped with little income expected in the next year. The income from video sales has filled the gap that the lack of spare parts and uniform sales has created.

Now that COTMA is incorporated, some additional expenses for filing fees etc. will be incurred.

With respect to the budget, this has been prepared on the basis of the current situation with regard to expenses etc. One unknown situation at the time of the preparation of this report was the results of the Bendigo Post-Conference Tours. It has been budgeted for a break even situation.

One aspect that the Executive of COTMA will need to consider is what should the organisation do with the healthy cash surplus it currently has? It should also consider whether to become a member of Museums Australia.

Carolyn Dean
Treasurer
20 November 1994

Proposed Budget - C.O.T.M.A. - 1994/95

INCOME	\$
Membership Fees	1200
Sale of Equipment	150
Sale of Videos	450
Interest	100
TOTAL	1900
EXPENDITURE	
Postage & Telephone	800
Printing & Stationery	500
Membership (IATM)	90
Purchase of Videos	300
Bank Charges	10
Other Expenses	200
TOTAL	1900
Excess Income over Expenditure	0

COUNCIL OF TRAMWAY MUSEUMS OF AUSTRALASIA

Financial Statements **Year Ended 31st March, 1993**

BALANCE SHEET as at 31st March, 1993

1992

\$

Council Funds

8075	Accumulated Fund	8444
<u>1200</u>	Acquisition Fund	<u>1200</u>
<u>9275</u>		<u>9644</u>

These Funds are Represented by:

Current Assets

4547	Australia & New Zealand Banking Group Ltd	5618
1495	Debtors	1311
510	Members Subscriptions in Arrears	270
<u>1569</u>	Stock on Hand (at cost)	<u>1558</u>
<u>8121</u>		<u>8757</u>

Less Current Liabilities

-	Creditors	98
8121	Working Capital	<u>8659</u>

Plus Non Current Assets

1800	Electrical Former (at cost)	1800	
(1800)	Less Government Grant	(1800)	-
1688	Storage Van (at cost)	1688	
(534)	Less Provision for Depreciation	<u>703</u>	<u>985</u>
1154			<u>985</u>
9275			<u>9644</u>

Council Funds for Year Ended 31st March, 1993

1992
\$

Accumulated Fund

4780	Balance brought forward 1st April, 1992	8075
3295	Plus Surplus for Year	<u>369</u>
8075	Balance carried forward 31st March, 1993	<u>8444</u>

Acquisition Fund

1200	Balance brought forward 1st April, 1992	1200
-	Plus Members Deposits	-
1200	Balance carried forward 31st March, 1993	<u>1200</u>

Income and Expenditure Account for Year Ended 31st March, 1993

1992
\$

Income

1280	Members subscriptions	1210
86	Interest Received	159
4085	Sale of Equipment	91
-	Sale of Videos	<u>414</u>
5451		<u>1874</u>

Less Expenses

50	Affiliated Memberships	138
4	Bank Charges Duties	6
169	Depreciation	169
316	Postage & Telephone	494
516	Printing & Stationery	288
1101	Purchase of Equipment	11
-	Purchase of Videos	314
-	Repairs & Maintenance	<u>85</u>
2156		<u>1505</u>
3295	Surplus for Year	<u>369</u>

**Auditor's Report To The Members Of
Council Of Tramway Museums Of Australasia**

Scope

We have audited the financial statements of the Council of Tramway Museums of Australasia for the financial year ended 31st March, 1993 as set out on pages 1 to 3. The Council's Board of Management are responsible for the preparation of the financial statements and the information they contain. We have conducted an independent audit of these financial statements in order to express an opinion on them to the members of the Council.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatements. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian accounting concepts and standards and statutory requirements so as to present a view which is consistent with our understanding of the Council's financial position and the results of its operations.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion, the financial statements present fairly the financial position of the Council at the 31st March, 1993 and the results of its operations for the year then ended in accordance with the Statements of Accounting Concepts and Australian Accounting Standards and comply with the Constitution of the Council.

K.L. Paroissien & Associates
Certified Practicing Accountants
R.G. Paroissien - Partner.
Melbourne, 20th July, 1993.

COUNCIL OF TRAMWAY MUSEUMS OF AUSTRALASIA

**Financial Statements
Year Ended 31st March, 1994**

BALANCE SHEET as at 31st March, 1994

1993

\$

<u>Council Funds</u>		
8444	Accumulated Fund	8899
1200	Acquisition Fund	1200
9644		10099
<u>These Funds are Represented by:</u>		
<u>Current Assets</u>		
5618	Australia & New Zealand Banking Group Ltd	6224
1311	Debtors	961
270	Members Subscriptions in Arrears	540
1558	Stock on Hand (at cost)	1558
8757		9283
<u>Less Current Liabilities</u>		
98	Creditors	-
8659	Working Capital	9283

Plus Non Current Assets

1800	Electrical Former (at cost)	1800		
(1800)	Less Government Grant	(1800)	-	
1688	Storage Van (at cost)	1688		
(703)	Less Provision for Depreciation	872	816	
985			816	
9644				10099

Council Funds for Year Ended 31st March, 1994

1993

\$

Accumulated Fund

8075	Balance brought forward 1st April, 1993	8444
369	Plus Surplus for Year	455
8444	Balance carried forward 31st March, 1994	8899

Acquisition Fund

1200	Balance brought forward 1st April, 1993	1200
-	Plus Members Deposits	-
1200	Balance carried forward 31st March, 1994	1200

Income and Expenditure Account for Year Ended 31st March, 1994

1993

\$

Income

1210	Members subscriptions	1210
159	Interest Received	141
91	Sale of Equipment	-
414	Sale of Videos	433
1874		1784

Less Expenses

138	Affiliated Memberships	87
6	Bank Charges Duties	5
169	Depreciation	169
494	Postage & Telephone	626
288	Printing & Stationery	353
11	Purchase of Equipment	-
314	Purchase of Videos	89
85	Repairs & Maintenance	-
1505		1329
369	Surplus for Year	455

Auditor's Report To The Members Of
Council Of Tramway Museums Of AustralasiaScope

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K.L. Paroissien & Associates
Certified Practicing Accountants
R.G. Paroissien - Partner.

Melbourne, 15th July, 1994.

SPARE PARTS AND UNIFORMS OFFICER'S REPORT

From: Keith Kings.

The two years since my last written report, for the Perth Conference, have seen little activity in the first year and no transactions in the second.

In handing over the Spare Parts responsibility to Graham Jordan, I will list the remaining items still in stock on one consolidated list, and thus eliminate the several separate lists on the original purchases.

We have covered our purchase, transport and crange costs already. Much of what is left may never be sold. This is due to having been offered "all-or-nothing" lots. In Spare Parts, for example, we have plenty of certain W3 and W4 items, but few of these trams are in active museum service. The M&MTB held medium term stocks, but then found it necessary to withdraw these trams from service at short notice. With the brown uniforms we will have little chance of selling very small or very large fittings. I feel that sales of our remaining uniforms stock will be very limited.

At my retirement from these two joint positions, I would like to thank those who have helped in the loading, transport, and unloading of stock, and in the sorting and stock taking of the uniforms. My thanks also to the Societies and individuals who have made purchases from us and thus caused these projects to be worth the effort.

TROLLEY WIRE REPORT TO THE 1994 COTMA CONFERENCE

From: Bob Merchant, Editor.

'Trolley Wire' has been produced now for over forty years and has covered tramway news and museum events which have passed into history. It continues as its founder intended; to publish historical research, tramway news of the day and most importantly, news of tramcar preservation around Australia.

Since our report to the Perth Conference in June 1992, eleven issues of 'Trolley Wire' have rolled off the press. Our print run remains at 1100 copies per issue.

The period under review has been one of pleasure, and also, unfortunately, of some disappointment for the editor. But the disappointment only applies to the actual printing of the magazine, not to the published content.

In June or July 1992 our printer changed to desktop computer publishing and the August 1992 issue of *Trolley Wire* is believed to be first to use some electronic laying out and the first issue to use computer-scanned photos. The text was not well laid out, there was a prominent scratch mark across the centre of one photo and reproduction of others was very milky.

The November 1992 issue was the first to be fully laid out in the electronic medium (using, we found out later, Quark Express on a Mac). The results were still not satisfactory and the issue was late. Our disappointment was conveyed to our printer.

Computer-scanned colour was used for the first time in the February 1993 issue. The colour photos reproduced too darkly, some of the black and white photos still milky, and the sizing of some photos was not as specified and laid out. The incorrect sizing resulted in a paragraph of text being omitted. The general layout of the text was much better, however.

At 74 pages, the February 1993 issue is the largest *Trolley Wire* yet produced. Since that time, the *Trolley Wire* crew have been asked not to personally finance additional pages as the additional weight takes the magazine into the next postage rate bracket, and the crews' contribution does not include the additional postage. After all, who is interested in financing postage?

The February 1994 issue arrived showing much improvement to the photographs. We were advised that a problem with the scanner had been the cause of the indifferent photo reproduction and a new scanner has been obtained. The photo chosen for the cover of this particular issue was replaced after printing had commenced following advice received from a Canberra-based enthusiast.

The enthusiast had taken photos of the first City Circle car in the paintshop at Preston and was requested by the Met not to publish the photos as the livery had not been approved by the Minister for Public Transport. He was aware, however, that another photographer, whose photo we had received and were using, had also been requested not to publish and decided to check with the editor. A replacement front cover photo was quickly found. Two weeks later it would not have mattered as the Melbourne press printed colour photos of the car in its new livery.

The covers of the next three issues were only fair as the colours were too dark, the May 1994 cover being the worst to date. It is hoped that better colour rendition can be achieved. Discussions with our printer continue.

There were so much general news for the August 1994 *Trolley Wire* that at least two pages of material had to be omitted due to lack of space. Photo reproduction was generally better than previous issues although three were printed too dark and one photo was left out altogether. For some unknown reason, its place was taken by a photo repeated from another page.

Unfortunately, some of the published comment regarding the reliability of City Circle cars upset the Spotswood Electrical Workshops and a letter of complaint was received from the Manager Electrical Production. The editor has apologised to Spotswood for the comments made and, as requested, will print the letter of complaint in its entirety in the February 1995 issue of *Trolley Wire*.

Most production problems probably don't rate much notice by the general reader, but they do annoy the editor! Things, however, should improve. In September our printer, David Meulen moved from western Sydney to Canberra. We have heard that his father, John Meulen, who retired from the business some years ago, is interested in assisting his son. We hope John will take a hand again in preparing *Trolley Wire*. His production of *Trolley Wire* from 1983 to 1989 was of a high standard.

The editorial office also expects to go to full inhouse desktop publishing sometime in late 1995. This should bring the text layout problems to an end - at least you'll be able to blame the editor! - and contain costs.

The joy of the editor's job is being able to cover the museum milestones and day-to-day events contributed by our museum correspondents. The milestones include the launching of Fremantle 29, Ballarat horse car No. 1 and Adelaide B type 42, the arrival of Nagasaki 1054 at Loftus, and the opening of the Parklink tram service

into the Royal National Park. The body restoration of Hobart double-deck car 46 and its display in the Elizabeth Street Mall was a great task well done and drew much favourable comment from *Trolley Wire* readers. The disastrous fire at Parramatta Park is one event which we would have preferred not to have had to cover.

And what of future issues? Articles dealing with tramways in Adelaide, Ballarat, Geelong, Melbourne and Sydney are on hand. It is realised that not all museums have available a researcher like the late Ken McCarthy to ferret out the details and present them in a readable form. It would be pleasing to be able to vary the NSW-VIC-SA diet with a little something from, say, Tasmania or Queensland. No doubt something will turn up in due course and, surprisingly, it usually does.

The Sydney article mentioned above takes a different tack to the usual published tramway research, but we are not giving away any details here. The article was offered to the editor through a SPER Board Member, who knew the author and the research he had carried out, and thought it might be worth publishing.

In closing, I would like to sincerely thank the various museum correspondents and photographers for their regular contributions. They are recording history as it happens. Without them, *Trolley Wire*, and the tramway museum movement in Australia, would be the poorer.

TRAMWAY TOPICS

Report to the COTMA Conference, Bendigo, December, 1994

From: Alan Smith, Editor.

This report summarises the main issues and developments over the past year for New Zealand's journal *Tramway Topics*, published by the Wellington Tramway Museum (WTM) on behalf of its peer organisations the Tramway Historical Society (THS) of Christchurch and the Western Springs Tramway (WST) of the Museum of Transport and Technology (MoTaT), Auckland as well as for WTM itself.

Two major changes were made at the start of 1994. The first was the move to A4 size in place of the A5 which (with its pre-metric equivalent) had been the format since 1966. The second was the move to quarterly productions (4 issues per year) in place of 6 per year which had, with few exceptions, been maintained since 1963. These changes were made for several inter-linked reasons:

1. To reduce costs; the goal is the same amount of content in a year, at less cost through fewer post-outs.
2. To allow bigger, more interesting illustrations.
3. To give better shelf-appeal and so make it more marketable for casual sales.

Reaction from museums' members has been very positive. It would be good to have some robust critical appraisals from our fellow COTMA colleague organisations.

As we enter 1995 I see a number of policy issues which I feel may be common to most if not all other journals within the COTMA grouping. They are listed in no particular order, for discussion to help the continuous improvement of *Tramway Topics* as New Zealand's main tramway interest journal.

1. Production technology - how can costs be driven down by making full use of desktop publishing systems.
2. Commercial "Vintage Trolley" (VT) will start in New Zealand next year (in Christchurch). It may well spawn others. Our magazine reflects its 'enthusiasts' origins: should we seek to be recognised as a key journal for the VT industry, or should we keep an 'amateur' purity - without wallowing in amateurish standards?
3. There are probably about 20 or so journals and newsletters being published within the COTMA fraternity. It would be interesting to have a complete list.
4. Are journals like *Tramway Topics* core business to a museum or should they be strictly self-sustaining financially? Their "newsletter" function is certainly a core museum activity. A strong case can be made for the journal's historical recording role to be as central to the museum function as car preservation itself.
5. We are probably the most appropriate journal to be the documentary record of the Wellington trolleybus system - the last one in Australasia. It's been hard to pin down a reader who can keep that role alive. Do other COTMA museums see this as a *Tramway Topics* role, or do they see it as not a valid tramway museum journal subject?

In 1995 *Tramway Topics* enters its 34th year, with goals of keeping costs within revenues, better timeliness, more marketing of casual sales and improved performance as a journal of record of both tramway historical research and of current museum/electric street transport/VT progress.

COUNCIL OF TRAMWAY MUSEUMS OF AUSTRALIASIA INC.
MINUTES - ELEVENTH CONFERENCE GENERAL MEETING

First as an Incorporated Association.

Phoenix Centre, Bendigo, Tuesday 6 December 1994 at 0830 hours.

Introductory Procedures

1. Present

Executive: Dr. John Radcliffe (Chairman), Bill Kingsley (Executive Officer), Lindsay Richardson (Australian Executive Member and PETS Rep), David Hinman (New Zealand Executive Member), Carolyn Dean (Treasurer).

Representatives: Dennis Bell (TBT), Colin Seymour (AETM), David Verrier (TTMS), Robert Merchant (SPER), Andrew Hall (TMSV), Jack Nyman (NTM), Craig Tooke (MTPA), John Shanks (THS), Richard Gilbert (BTPS), Peter Hyde (BTMS), Les Stewart (WTM).

Observers: Delegates and Guests, including David Neish (Rockhampton).

Apologies: STRPS, MOTAT.

Moved Merchant/Seymour "That Delegates and Guests be welcomed as Observers to the Meeting". Carried.

2. Minutes Of Tenth Conference General Meeting - Perth 1992

Moved Tooke/Shanks "That the minutes be accepted". Carried.

Matters Arising From The 1992 Minutes

3. Incorporation

The Executive Officer briefly described the history of our activities towards Incorporation, commencing at the Wellington CGM 1990, through the Perth CGM 1992, to Incorporation on 3 November 1994 under the Associations Incorporation Act 1981 of the State of Victoria, and thanked Hon. Legal Officer Anthony Sell for his excellent assistance.

The Common Seal of the new Association was exhibited. The Executive Officer clarified that, if the COTMA Representative for any Member Museum cannot attend an Annual General Meeting, then the Rules enable any official appointee of that Museum to act as Alternative Representative.

4. Proceedings Of Conferences

Delayed Proceedings from Sydney (1988), Wellington (1990) and Proceedings from Perth (1992) have been distributed. The Chairman asked that Bendigo (1994) be prompt with its Proceedings.

A check of available spare back copies from earlier Conferences was made. A list of required copies to 1986 was provided to the Chairman. Further copies can be provided for 1988 by Robert Merchant, 1990 by Trevor Burling, and 1992 by Lindsay Richardson.

5. Patterns

Lindsay Richardson advised that the task of compiling a list of patterns available at Museums has been undertaken by PETS Life Member Ric Francis, who will carry on the work previously initiated by Allen Bradley (BTPS).

6. Reciprocal Visits

Sets of "Cards of Introduction" as approved at Perth 1992 were distributed to Representatives. The Executive Officer accented that the Cards are for use by ACTIVE members of Museums, should be accompanied by a Letter of Introduction, are time limited, and that additional copies are available from the COTMA Office.

7. Instruction Manuals

The Executive Officer advised that the task of compiling lists of Manuals held by Museums is to be re-activated, and the co-operation of Museums to a forthcoming pro-forma is sought. The Chairman classified three types of Manuals, being from original manufacturers, from operating authorities, and those created by Museums.

Les Stewart advised that he was commencing accreditation booklets, to which Howard Clark (SPER) offered to assist.

Craig Tooke reminded Museums that the Electrical Operations Guidelines were available for use by Museums provided no commercial gain was sought to be made from the text. Les Stewart warned of the experience in New Zealand where industrial operators would like to use the results of Museum research for free - a situation which is not acceptable.

Following discussion it was moved Merchant/Seymour and carried unanimously that,

"1. Where COTMA or an individual Museum has developed a manual for the operation of a tramway, that it be available through COTMA or the Board of the Museum at a charge to be determined and with restrictions on availability".

"2. For convenience, the manual could be provided for copy in computer disc format."

8. Affiliations

National Federation Of Rail Societies

Our Chairman spoke of the reciprocal affiliations now in place with the NFRS. Les Stewart (as Chairman of the NFRS) underlined the usefulness of the affiliations, where COMTA information has been circulated within NFRS, and offered that the Federation will work closely with COTMA on issues of accreditation, safety, regulations etc.

Motor Coach Museum Trust (Foxton)

A letter from Ian Little (Chairman, MCMT) was tabled, accepting Affiliate Membership which was offered following an invitation from the Perth Conference.

9. National Tramway Museum (Crich) (TMS/UK)

Consideration was given to formalising relationships with the NTM. The Executive Officer spoke of the happy informal co-operation now existing through Craig Tooke (as NTM Area Representative). The NTM does not have a suitable category of membership or affiliation to encompass COTMA.

Conference Guest Geoffrey Claydon (Vice Chairman TMS) spoke of the warm feelings of friendship between the TMS and COTMA Museums. On the recommendation of Richard Gilbert it was agreed by Council that informal relationships be maintained and that we continue to send Memoranda to the National Tramway Museum. Howard Clark recommended, and Council agreed, that the incoming Executive consider another category of Membership for overseas Museums.

10. Conference General Meeting Agenda

In compliance with a request by the Perth CGM, an invitation for CGM Agenda items via the Memoranda to Museums had disappointingly resulted in no suggestions. The Chairman stated that the request would be continued for future Meetings.

11. Timing Of Conferences

CGMs had frequently expressed a preference for non-Winter Conferences. This Bendigo Conference was our first ever Summer Conference and co-incided with a heat wave. Discussion suggested that the Host Museum should determine the dates with respect to its own climate and business but in consultation with other Museums, and that the pre-Christmas period be avoided if possible due to financial and social obligations.

12. Communication With The PTC

The Executive Officer explained that in following up to a Motion at the Perth CGM, a document "COTMA and the PTC" had been drawn up between COTMA and Mr Russell Nathan (Managing Director - Met Tram) and circulated to all Museums, setting out the means by which Museums must communicate with the Met Tram Business Unit of the PTC.

The great plus of this exercise is that the General Manager himself has offered to be the point of liaison between COTMA, its Member Museums, and Met Tram, an offer which we greatly appreciate. The negative is that RVM (Rail Vehicle Maintenance) is a separate Business Unit to Met Tram, but Mr Nathan is able to refer us to the appropriate person in that Unit.

Andrew Hall alerted Council to W class parts and patterns being 'thrown out' by the RVM. We supported a suggestion that we write to the Minister on his recommendation as TMSV Rep seeking a meeting with Ms Tania Colman to discuss this apparent situation. Agreed by the Meeting. Craig Tooke recommended that, as Mr Nathan does not have control over RVM, the incoming Executive establish lines of communication with RVM and Infrastructure Units. Agreed.

Matters Arising From Conference Sessions 1994

13. Bus And Coach Museums Within COTMA

Refer to the report on the relevant Workshop. Because there is overlap of membership between tramway and bus/coach museums, and because many tramway Member Museums have buses, there is already provision for Membership by bus/coach museums who also have one or more trams or trolley buses, and this is allowed by our Rules. It was agreed that no further action was required. Howard Clark warned Council to beware of bus collections owned by individuals.

14. Driver Training

Deferred to item 20.

Reports (Refer Proceedings for written reports).

15. Chairman

Dr John Radcliffe spoke to his written and previously distributed report. He spoke particularly of the stability of COTMA since inauguration in 1975, of the current 14 Member Museums, of the steady membership of the Executive and of special input from Bill Kingsley, Keith Kings, Allan Harnwell, Carolyn Dean and Craig Tooke. He indicated that he was stepping down as inaugural Chairman after 19 years.

Moved Merchant/Hyde that the Chairman's Report be accepted. Carried.

16. Executive Officer

Bill Kingsley spoke to his written and previously distributed report. He spoke particularly of both the joys and hard work of his role, thanking the many people who had been of encouragement and support to him. He described the expanding role, need and membership of COTMA and the need for an expanding Executive to achieve the necessary goals. As Convenor of the first Conference in Ballarat in 1975, he thanked all those present at this Conference, as their participation and enthusiasm were proof of the need for COTMA. He indicated that he was stepping aside as Executive Officer after eight years in his second period in that task.

Moved Hall/Tooke that the Executive Officer's Report be accepted. Carried.

17. Treasurer

Carolyn Dean spoke to the Financial Reports which had previously been distributed. She was happy to announce that COTMA's finances were healthy and that all Museum Members were financial members of COTMA.

Moved Hall/Merchant that the Treasurer's Report and Financial Reports be accepted. Carried.
 Moved Tooke/Hyde that the Budget be accepted. Carried.

18. Trolley Wire And Tramway Topics

Robert Merchant (Editor TW) and Henry Brittain (for TT) had both previously distributed reports.

It was moved Shanks/Seymour "That these two reports be accepted with appreciation" and was carried with acclamation for the work of the Editors, Robert Merchant and Alan Smith.

19. Electrical Guidelines Committee Of Review

Craig Tooke explained that the Committee has not met. There had been feedback on the Guidelines from several Museums. There is a new MetTram document and a consequent need and opportunity to update ours. Craig asked Museums to continue to review the documentation.

19A. Rolling Stock Maintenance Standards

COTMA needs to take a lead, making use of SPER and THS material.

Moved Tooke/Hall "That we establish a sub-committee of at least four people plus a PTC representative, the four including at least one from each of Australia and New Zealand". Carried.

It was moved Hall/Bell "That Craig Tooke convene the new sub-committee". Carried. Nominations for membership included Murray Sanders (THS), Andrew Hall (TMSV), a corresponding representative from SPER, Warren Doubleday (BTPS) (subject to his agreement), and a representative from TBT. Carried.

20. Driver Training, Testing & Medicals Committee

This Committee consisted of Richard Gilbert (BTPS) (Convenor), Tony Smith (MTPA), Dennis Bell (TBT) and Andrew Hall (TMSV) with corresponding assistance from Max Fenner (AETM). The Proposed Guidelines were presented at a Workshop Session and will be found with amendments in the Proceedings.

It was moved Burling/Seymour "That the amended Guidelines be accepted". Carried.

21. Operational Safety Committee

This Committee to be convened by David Rawlings (SPER) has not yet commenced. The Executive Officer quoted from a letter from the Convenor. Following input by Howard Clark and Don Campbell (both SPER) it was determined that SPER should indeed lead and convene the Committee, using its own experiences upon which to base the Guidelines, with correspondence input from Les Stewart (WTM), Dennis Bell (TBT) and Troy Thomas (BTMS).

Elections22. Preliminaries

In order to expand the Executive to cope with the increasing responsibilities, it was moved Gilbert/Nyman "That Council establish new Executive positions of Deputy Chairman and Immediate Past Chairman, and re-establish the Executive position of Assistant Executive Officer". Carried unanimously.

Dean Filgate (MTPA) asked when the position of Immediate Past Chairman might cease to exist. The Executive Officer explained that, by the Rules, this decision would be made by future Conference General Meetings.

23. Elections

Chairman: Lindsay Richardson (PETS) was nominated Tooke/Gilbert and elected unopposed with acclamation. It was determined that Dr. Radcliffe continue to chair COTMA until the end of the Meeting and the end of the Conference, at which point he would assume the position of Immediate Past Chairman.

Deputy Chairman: Bill Kingsley (TBT) was nominated Hall/Bell and elected unopposed with acclamation.

Executive Officer: Richard Gilbert (BTPS) was nominated Tooke/Richardson and elected unopposed with acclamation.

Assistant Executive Officer: John Lambert (BTMS) was nominated Hyde/Gilbert and elected unopposed.

Australian Executive Member: Howard Clark (SPER) was nominated Hall/Merchant. Don Campbell (SPER) was nominated by Mr. Richardson but declined. Mr Clark was elected unopposed.

New Zealand Executive Member: David Hinman (THS) was nominated Shanks/Burling and elected unopposed.

Treasurer: Carolyn Dean was nominated Gilbert/Tooke and elected unopposed.

24. Non-Executive Elections & Appointments

Auditor: K.L. Paroissien & Associates nominated Seymour/Hall and carried unopposed.

Public Officer: Richard Gilbert, as Executive Officer, nominated Seymour/Nyman. Bill Kingsley was nominated but declined. Mr Gilbert was elected with one against.

IATM Representative: Lindsay Richardson proposed that Dr John Radcliffe undertake this role as Immediate Past Chairman. Agreed.

Bank Signatories: Council determined any two of Ms. Dean, Messrs Richardson, Kingsley and Gilbert shall operate the Bank Account and sign cheques.

Applications For New Memberships25. Application For Affiliate Membership

The Executive Officer introduced an application by the CityTram Association.

Moved Nyman/Hall that the CityTram Association be admitted to COTMA as an Affiliate Member Museum. Carried.

26. Potential New Members

David Hinman foreshadowed an application by Christchurch Tramway Limited. Moved Shanks/Burling "That the incoming Executive determine on this application out of session when received, subject to legal requirements of acceptability being established". Carried.

Council also wished Rockhampton well in their endeavours to re-establish with the Steam Tram.

New Business27. Carris. Lisbon

Lisbon, 900mm gauge, 4 wheel fleet being reduced. Opporto, standard gauge, soon to close. John Shanks spoke on availability of particular types of parts, John Radcliffe on availability of whole trams. Geoffrey Claydon suggests that we need a single line of approach and liaison who can speak Portuguese and can containerise out.

Any Museums interested were asked to contact the new Executive Officer.

28. Pro Bono

This is a federal list of charities and similar bodies suitable for bequests, from which there is a "History of Heritage" classification available for \$60 per annum. Entries do not need to be "Registered Charities".
For the next Memorandum.

29. Museums Australia

Richard Gilbert introduced this new Australian museum 'umbrella' organisation as useful, with a national publication, and enables rubbing shoulders with other organisations.

Moved Gilbert/Nyman that the incoming Executive examine a proposal to join and possibly form a special interest group within Museums Australia.

30. Perth Conference Video

Carolyn Dean and Bill Kingsley expressed their disappointment with the relatively low sales of this video, especially after the excellent work put into it by John Phillips (BTPS)

Far greater support for the Bendigo Conference video, also being produced by Mr Phillips for COTMA, was urged.

31. List Of Museum "Experts"

The need for this new listing was introduced by Bill Kingsley. Pro formas were distributed to Representatives and will be followed up.

32. Museum And Tram Information Updates

Although mailed out before the Conference, not all Museums had returned the pro formas. Mr Kingsley will also follow up these important updates.

33. Prizes And Awards

Les Stewart described how the NFRS award a plaque for the best restored steam locomotive. Following discussion it was moved Tooke/Shanks "That the incoming Executive investigate and if possible establish a prize for the best museum project". Carried.

It was also moved Richardson/Seymour "That a portion of funds accumulated be redirected towards trustee investments". Carried.

33A. Association Of Railway Museums

The Chairman urged that we pursue closer relationships with ARM. Details of the 1995 ARM Convention will be published in a forthcoming Memorandum.

33B. IATM Museum Catalogue

The Chairman also recommended that Museums wishing to be listed contact him.

Concluding Items34. Future Conferences

1996:

Bill Kingsley referred to correspondence:-

- From THS asking that their Conference be deferred from 1996 to 1998 so that the new challenges of working with the new city tramway can be tackled without distraction, and

- b. From BTMS indicating that they would be unable to substitute for THS due to heavy commitments at Ferny Grove.

Dennis O'Hoy (TBT) reported on his recent visit to Hong Kong and the escalating costs he found that would prohibit the possibility of an off-shore COTMA Conference there.

Mr Kingsley then indicated that during this Conference he had discussed in some detail with TTMS Delegates the possibility of the TTMS hosting the 1996 Conference in Hobart.

David Verrier then, on behalf of the TTMS, invited COTMA to Hobart in 1996.

It was then moved Gilbert/Hyde "That the 1996 COTMA Conference be hosted in Hobart by the TTMS". Carried. Mr Verrier was asked to convey the thanks of all to the TTMS Committee.

1998

Moved Bell/Verrier "That the Christchurch Conference be deferred from 1996 to 1998". Carried.

2000

Ballarat (BPTS) as already determined (25th Anniversary of COTMA).

35. Vale

One minute silence was observed to mark the unfortunate passing, since the last Conference, of Bob Serle (Secretary TMSV) and Barrie Shakes (THS).

36. Thanks

The Chairman thanked the following:-

Victorian Ministry of Transport (transport of Birney 217);

PTC (Met Tram and Met Bus) (support, and provision of bus 324);

TMSV, Andrew Hall (TMSV), Graham Bennett (TMSV) and John Phillips (BPTS) (buses);

LaTrobe University for the use of the Phoenix Centre;

The Bendigo Trust as hosts; and especially Dennis O'Hoy as Conference and Committee Chairman.

Mr O'Hoy replied, thanking all for participating, and particularly thanking Guest Geoffrey Claydon for his total contribution and involvement.

37. Close

The Chairman closed the Meeting at 12:20 hours.

CONSOLIDATION OF "THE RECOMMENDED MINIMAL GUIDELINES FOR TRAM DRIVING RULES FOR TRAMWAY MUSEUMS BELONGING TO C.O.T.M.A.", AND THE "PROPOSED AMENDMENTS TO THE RECOMMENDED GUIDELINES FOR TRAM DRIVING RULES FOR C.O.T.M.A. MUSEUMS"

Selection of the Candidate for Tram Driving

It is the business of each museum to set the selection criteria, bearing in mind individual museum policies, laws between states and New Zealand law.

The one criteria that must be standard is that the Candidate must have a current Medical Certificate, or he must hold a current valid recognition of fitness from an employer that allows the member to operate passenger carrying vehicles used for public transport employment, including trams, trains, buses, aircraft, ships and the like.

Medical Certificate

The Medical Certificate shall be to the standard of the example illustrated. It is valid for three years, which is in step with normal road traffic authorities in regard to commercial passenger carrying vehicles, and shall be recognised at other COTMA museums should the member transfer his active membership from one museum to another.

Selection of the Tram Driving Course

It is the business of each museum to set the course, as this is outside the scope of this Working Party and as each museum has a total variance of tramcars different from each museum. It would simply mean reproducing each museum's own rules, which in turn would be useless knowledge to all other museums.

The Driver Trainer or Trainers should be different from the position of Examining Officer. They should not be the same people.

Driver Trainer

A Driver Trainer shall be selected and endorsed by the individual museum committee. Practical experience and teaching ability are part of the selection criteria of the Driver Trainer.

Examining Officer

To be appointed by the relevant museum. The selection of the Examiner is subject to any National, State or Local Government regulations. If the law of the Land overrides the museum being able to appoint the Examining Officer, obviously the Law is upheld.

Examination

The examination can be written, or oral, and a compulsory practical. Each museum is to keep a copy of the written exam by the candidate. If there is no written exam a written report on the oral exam is to be completed by the Examining Officer and kept by the museum.

Certification of the Candidate

Individual Certificates of Competency are to be issued by the museum for which the candidate drives. Each museum is to have the responsibility to design and supply the Certificate.

Regular Attendance at Tram Driving

A tram driver must drive at least one shift every six months to retain the qualification.

Retraining and Regular Performance Tests

Each individual museum will set its standard for retraining drivers who go over the six months without driving and develop a standard to monitor the standard for tram driving skills.

Alcohol and Drugs

The Laws relating to zero blood alcohol and freedom from drugs which could potentially impair the operation of tramcars or machinery under appropriate OHS regulations shall be acknowledged and followed.

Restricted Licences

A restricted licence be developed to allow members who are not accredited to drive under the formal criteria to operate trams under "Restricted Circumstances" with regard to their particular circumstances and the relevant museum's decision on the matter.

Retirement

Persons over the age of 70 years must provide a yearly Medical Certificate to be able to continue to hold a full driving qualification.

DRAFT AGREEMENT

COTMA And The PTC

1. In the pursuit of restoring and operating heritage tramcars, the various Member Museums of COTMA are from time to time dependent on the technical and physical assistance of the PTC. It is important that requests to the PTC for such assistance are co-ordinated, and the most appropriate vehicle for such co-ordination is COTMA.
2. COTMA recognises that, well before the inception of COTMA in 1975, the TMSV was the adopted Museum of the then MMTB. As such the TMSV enjoyed a direct working relationship with the MMTB. The Memorandum of Understanding between COTMA and The Met recognised the continuation of that relationship. COTMA therefore accepts that the TMSV, as a Member Museum of COTMA, will continue to negotiate directly with the PTC.
3. Other Member Museums are requested to consult COTMA as to their needs from the PTC. COTMA will then advise the Museum as to the appropriate course of action to be taken. This may involve COTMA pursuing the request on behalf of the Museum, or by facilitating an approach whereby the Museum itself can then proceed directly to negotiation with the PTC.
4. In consequence, individual members of Member Museums (including members visiting from interstate or from NZ) wishing to negotiate personally with Officers of the PTC should first consult with the Executive Officer of COTMA prior to approaching the PTC. The Executive Officer of COTMA will recommend as to whether COTMA will pursue the need on behalf of the individual member, or will facilitate an approach whereby the individual member may proceed directly to discuss the issue with nominated Officers of the PTC.
5. Where individual members have already established a working relationship for a specific issue in terms of clause 4, COTMA does not wish to stand in the way of successful achievement of the sought outcomes, but should be kept informed of negotiations, and asks that its wishes and advice be respected whenever such personal negotiations may be in conflict with the needs of any other Member Museum.
6. It should be understood that clauses 4 and 5 do not only protect fellow Member Museums, but are also designed to protect the Museum of which the individual person is a member from any action or negotiation which is contrary to the ambitions of that Museum or which could be embarrassing to it.

Associations Incorporated Act 1981 [Victoria]

COUNCIL OF TRAMWAY MUSEUMS OF AUSTRALIASIA INC.

STATEMENT OF PURPOSES AND RULES

Statement of Purposes

1. **THE NAME** of the proposed incorporated association is **COUNCIL OF TRAMWAY MUSEUMS OF AUSTRALIASIA INCORPORATED.**
2. **THE PURPOSES** for which the proposed incorporated association is established are:-
 - (1) To provide a forum and means of communication for all Museums in Australia and New Zealand dedicated to the preservation of the Australasian tramway heritage and to represent them and further their interests;

- (2) To encourage co-operation between such Museums, and particularly to enhance the preservation of the Australasian tramway heritage by facilitating the sharing of experience, expertise, material, skills and information in the attainment by those Museums of their objectives; and
- (3) To enable the members of such Museums to widen their experience, skills and knowledge and to participate in the preservation of the Australasian tramway heritage more effectively, fully and enjoyably by facilitating mutual contact and assistance between such Museums and their members.

Rules

1. NAME

The name of the Association is **COUNCIL OF TRAMWAY MUSEUMS OF AUSTRALASIA INC.**

2. APPLICATION OF INCOME AND PROPERTY

The income and property of the Council whensoever derived shall be applied solely towards the promotion of the purposes for which the Council is established, and no portion thereof shall be paid or transferred directly or indirectly to any Member in any way except:-

- (a) Payment in good faith of remuneration to any Member, officer or servant of the Council for services rendered or goods supplied to the Council in the ordinary way of business or the payment of interest at a rate not exceeding the rate for the time being charged by the Council's banker for overdrawn accounts or money lent to the Council by any Member, officer or servant;
- (b) Proper rent for premises demised or let to the Council by any Member or former Member.

3. MEMBERSHIP

- (1) Any tramway museum shall be eligible for Membership of the Council;
- (2) An applicant for Membership of the Council shall apply in or to the effect of the form from time to time prescribed by the Executive Committee, which shall be accompanied by the entrance fee then prescribed and such other material as shall be required by the Executive Committee or the Council;
- (3) Each application for membership of the Council shall be considered by the Conference General Meeting next following its receipt by the Council: a Conference General Meeting may approve, defer or reject an application without assigning any reason therefor, causing the applicant to be promptly advised of its acceptance, deferral or rejection;
- (4) If an application is rejected, any entrance fee and annual subscription accompanying it shall be promptly returned to the applicant and no further application from that applicant shall be entertained within one year from that rejection;
- (5) Each Member shall pay an entrance fee and an annual subscription of such amount as a Conference General Meeting shall from time to time determine;
- (6) The Membership of any Member whose subscription has fallen into arrears for a period of not less than twelve months may be terminated by the Council. The Membership of a Member shall continue until it is wound up, its incorporation is cancelled or it is otherwise dissolved or it resigns by written notice to the Executive Officer or its Membership is terminated or it ceases to be eligible for membership under these Rules; there shall be no other provisions for disciplining members;
- (7) No right or privilege of a Member shall be transferable or transmissible in any way but shall cease on the Member ceasing to be a Member;
- (8) The Executive Officer shall keep a register of Members containing the full name, postal address, date of joining, and any other details directed by the Council to be inserted therein.

4. MEETINGS

- (1) (a) An Annual General Meeting of the Members of the Council shall be held during each calendar year on a date to be fixed by the Executive Committee;
- (b) The business of the Annual General Meeting shall be:
 - (i) To confirm the minutes of the previous Annual General Meeting and any Special General Meetings other than a Conference General Meeting;
 - (ii) To receive and adopt financial statements for the preceding financial period; and
 - (iii) Any other business as required.

- (2) (a) A Special General Meeting may be held on such occasions as the Executive Committee deems necessary, and within two months after receipt by the Executive Officer of a requisition therefor from four Members;
- (b) A General Meeting shall be held in conjunction with each Conference of the Council (which Conference shall be held as determined by the Council), such a meeting being called a "Conference General Meeting":

The business of a Conference General Meeting shall be:

- (i) To confirm the Minutes of the previous Conference General Meeting;
 - (ii) To receive and adopt the Executive Committee's Report on the proceedings of the Council since the previous Conference General Meeting;
 - (iii) Pursuant to Rule 6, to elect the Executive Committee, and to elect the Auditor for the ensuing period until the next Conference General Meeting;
 - (iv) To transact any special business of which at least one month's notice has been given to the Executive Officer;
 - (v) To transact any other business properly brought before the meeting; and
 - (vi) To make arrangements for future Conferences of the Council;
- (3) Notice of the date, time and place of each General Meeting shall be forwarded by facsimile transfer or airmail to all Members, in writing, no less than 21 days before the date of the meeting and in the case of Special General Meetings shall specify the general nature of any special business to be placed before that meeting;
 - (4) (a) A Member shall be entitled to be represented at a General Meeting by one Representative who shall be entitled to speak and vote thereat;
 - (b) A Member may appoint one Representative and one or more alternate Representatives by notice in writing to the Executive Officer signed by a proper officer of that Member. An alternate Representative shall be entitled to attend General Meetings, and in the absence or by direction of the Member's Representative, to speak and vote on any matter or election thereat but so that a Member shall not cast more than one vote on any matter or election;
 - (c) A Representative or alternate Representative appointed by a Member which has not paid all entrance fees, annual subscriptions fees and charges then due by it shall not be entitled to speak or vote at any meeting or any poll demanded thereat;
 - (d) A Representative or alternate Representative may but need not be a member of the Member of Council by whom he is appointed;
 - (e) If there is an equality of votes on any question that motion shall be lost;
 - (f) Voting on any matter shall be by show of hands provided that if a motion that an election be by ballot is carried then that election shall be by secret ballot; there shall be no proxy voting;
 - (5) No business shall be transacted nor any election made at any General Meeting unless a quorum of one-half of the members (a fraction being taken to the next higher number) plus one is present by Representative. If a quorum is not present within thirty minutes of the time appointed for the meeting it shall lapse except in the case of an Annual General Meeting at which the Members then represented (not being less than two) shall constitute a quorum;
 - (6) The Chairman shall preside at a General Meeting; in his or her absence the Representatives then present shall elect a Representative or alternate Representative to act as Chairman of the meeting.

5. EXECUTIVE COMMITTEE

- (1) The control and management of the affairs of the Council shall be vested in an Executive Committee which shall be comprised of the Chairman, Executive Officer, Treasurer, and as many other members as shall be fixed by the Conference General Meeting;
- (2) The powers of the Council shall be exercised through the Executive Committee, which may exercise all such powers as are not by these Rules required to be exercised by the Council in General Meeting but subject to the directions of a Conference General Meeting;

- (3) Any person being a member of a Member of the Council shall be eligible for election to the Executive Committee or appointment to the Secretariat;
- (4) The Executive Committee shall meet in such manner and at such times as it shall think fit, and may be convened on the requisition of the Chairman, Executive Officer, or any two members of the Executive Committee;
- (5) Notice of a meeting of the Executive Committee shall be given by the Executive Officer to each member in writing, or orally;
- (6) No business shall be transacted at any meeting of the Executive Committee unless at least two members are present;
- (7) At every meeting of the Executive Committee the Chairman shall preside; in his absence the members present shall elect a member to act as Chairman of the meeting;
- (8)
 - (a) Each member of the Executive Committee shall have one vote;
 - (b) Voting shall be by show of hands;
 - (c) If there is an equality of votes on any question it shall be resolved in the negative;
- (9) Any vacancy existing or occurring among the membership of the Executive Committee may be filled by the appointment by the Executive Committee of an eligible person;
- (10) The continuing members of the Executive Committee may act notwithstanding any vacancy in the membership of the Executive Committee;
- (11) A Member may submit any matter to the Executive Committee for consideration by notice in writing to the Executive Officer;
- (12) A resolution of the Executive Committee signed by all or all but one of its members (provided that it or a copy of it has been forwarded to all members of the Executive Committee) shall be as valid and effectual as if carried at a duly constituted meeting of the Executive Committee. The resolution may take the form of one or more like documents.

6. ELECTION AND APPOINTMENT OF OFFICERS

- (1) The members of the Executive Committee shall be elected at each Conference General Meeting, in the following order;
 - (a) Chairman, who shall also be Chairman of the Council;
 - (b) Executive Officer, who shall also be Executive Officer of the Council;
 - (c) Treasurer, who shall also be Treasurer of the Council;
 - (d) As many members as from time to time determined by the Conference General Meeting;

and shall hold office from the time of their election until the conclusion of the elections at the next succeeding Conference General Meeting;

- (2) A Representative or alternate Representative may nominate an eligible person for office when nominations are called for at each Conference General Meeting, with that person's consent either personally or in writing;
- (3) The Secretariat shall include:-
 - (a) The Executive Committee, and
 - (b) Such other officers of the Council as a Conference General Meeting or the Executive Committee may appoint;
- (4) A Conference General Meeting or the Executive Committee may from time to time create any post appointment or office, allocate to it such duties, and appoint to it on the conditions and for the term such eligible person as it may from time to time think fit;

(5) The office of a member of the Secretariat shall become vacant if he or she:-

- (a) resigns that office by one month's notice in writing;
- (b) ceases to be an eligible person;
- (c) is removed from office by a resolution carried by postal ballot by at least three-quarters of the Members;
- (d) dies or becomes of unsound mind;
or, unless the Executive Committee otherwise determines, he or she
- (e) becomes bankrupt or makes any arrangement or composition with his or her creditors generally;
- (f) is convicted of any criminal offence and punished by a sentence of imprisonment;
or, if he or she is not a member of the Executive Committee, if he or she
- (g) is removed from office by the Executive Committee.

7. SUB COMMITTEES

- (1) The Executive Committee may from time to time appoint Subcommittees for such purposes and to exercise such of its powers as it may deem fit;
- (2) A Subcommittee shall consist of one or more eligible persons nominated by the Executive Committee;
- (3) Each Subcommittee shall keep a record of its proceedings and shall furnish a copy thereof to the Executive Officer of the Council;
- (4) A Subcommittee shall operate in accordance with any regulations imposed and directions given by the Executive Committee.

8. MINUTES

- (1) The Executive Officer shall be responsible for ensuring the keeping of minutes of all meetings of the Council and of the Executive Committee;
- (2) A Representative shall be entitled to inspect the Minute Book at any reasonable time on application to the Executive Officer.

9. ACCOUNTS AND AUDIT

- (1) A banking account or accounts shall be maintained in the name of the Council with such branch or branches of such Bank or Banks or financial institution registered with the Reserve Bank of Australia as the Executive Committee may from time to time determine, and all moneys received by or on behalf of the Council shall be banked therein without delay;
- (2) All cheques and other negotiable instruments shall be signed by any two members of the Executive Committee or by one member and one other person appointed by the Executive Committee;
- (3) True accounts shall be kept of all sums of money received and spent by the Council, and the matter in respect of which each receipt or expenditure occurs, and of the property assets and liabilities of the Council.
- (4) The accounts shall be closed on the 31st day of March in each year and a statement shall be made out of the receipts and expenditures for the past year and a Balance Sheet shall be prepared.
- (5) Once at least in every year the accounts of the council shall be examined by one or more properly qualified accountants or auditors.
- (6) The funds of the Council shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Executive Committee or a Conference General Meeting determines.
- (7) The Treasurer shall be responsible for ensuring the keeping of the accounts of the Council, the safe custody of securities, the safe custody and banking of all the moneys of the Council, the application of the funds of the Council in accordance with the directions of the Executive Committee or a Conference General Meeting, the presentation at each Executive Committee meeting of a statement showing the financial position of the Council, and the presentation annually of the audited financial reports. The accounts and books of the Council shall be available for inspection by the Representatives at any reasonable time on application to the Treasurer.

10. REGULATIONS

- (1) The Executive Committee may from time to time make, vary and repeal all such Regulations not inconsistent with these Rules as it shall think expedient for the internal management and well-being of the Council.

- (2) All Regulations made by the Executive Committee hereunder shall be binding on the Members until repealed by the Executive Committee or set aside by resolution at a Conference General Meeting of the Council.

11. INTERPRETATION AND AMENDMENT OF RULES

- (1) All questions of the interpretation of these Rules shall be determined by the Executive Committee.
- (2) These Rules and the Statement of Purposes of the Council shall not be altered except in accordance with the Act.

12. SEAL

- (1) The Common Seal of the Council shall be kept in the custody of the Executive Officer.
- (2) The Common Seal shall not be affixed to any instrument except by authority of the Executive Committee and the affixing of the Common Seal shall be attested by the signature of the Chairman or Executive Officer and one other member of the Executive Committee.

13. NOTICES

- (1) Notice may be given by the Council to a Member by forwarding it by pre-paid airmail post or facsimile transfer to that Member at its registered address or address for service of notices as notified by the Member and shall be deemed to have been served seven days after the day of posting or on the day of dispatch by facsimile transfer;
- (2) Notice of a General Meeting shall be given to each Member.

14. WINDING UP OR CANCELLATION

In the event of the winding up or cancellation of the incorporation of the Council, the assets of the Council after payment of all its debts and obligations and any costs of winding up or cancellation shall be given or transferred to such Member or Members of the Council at that time the Memorandum, Rules or constituent document of which prohibits the distribution of its income or property amongst its own members to an extent at least as great as the Council's (in Rule 2, but so that there is no such distribution to members on a winding up or dissolution howsoever called of such a Member), and if more than one equally between them.

15. INTERPRETATIONS

In these Rules, unless the context requires otherwise,

"The Act" means the Associations Incorporation Act 1981 of Victoria or any modification or re-enactment thereof;

"Chairman" means the person elected pursuant to Rule 6 (1) to be Chairman of the Council and of the Executive Committee;

"Council" means the Council of Tramway Museums of Australasia Inc.;

"Eligible person" means a person eligible pursuant to Rule 5 (3) for election or appointment to office;

"Executive Officer" means the person elected pursuant to Rule 6 (1) to be Executive Officer of the Council;

"Member" means a tramway museum, which is a member of the Council, and **"member"** means a person who is a member of a Member, Committee or Subcommittee (as the case requires);

"Representative" means a person appointed by a Member to represent that Member at a General Meeting of the Council;

"Treasurer" means the person elected pursuant to Rule 6 (1) to be Treasurer of the Council;

"Tramway Museum" means an Australasian tramway museum

- (a) duly incorporated under the laws of its country, state or territory;
- (b) prohibiting in such manner and to such extent as the Council deems sufficient the distribution of its income and assets to its members; and
- (c) having the ownership or bona fide control of at least one preserved tramcar or trackless trolley (commonly known as trolley bus) with the object of the preservation thereof for the public benefit.

PRE AND POST CONFERENCE ACTIVITIES

Friday, 2nd December, 1994

Buses from Spencer Street Railway Station and Melbourne Airport to Bylands for an inspection of the Tramway Museum Society of Victoria facilities, rides on the trams, and a barbecue lunch. The buses then continued to Tooboorac for afternoon refreshments and on to Bendigo.

Wednesday, 7th December, 1994

Buses from Bendigo to:-

Maldon - inspection of Castlemaine and Maldon Railway facilities and rolling stock, then

Ballarat - Ballarat Tramway Preservation Society (lunch),

Haddon - Melbourne Tramway Preservation Association.

Eureka Stockade.

West Coast Rail Maintenance and Restoration Centre.

Dinner, slide night and overnight at the Brewery Tap Hotel/Motel in Ballarat.

Thursday, 8th December, 1994

Buses to Melbourne for a tram tour in SW6 855 from South Melbourne Depot, including lunch at Malvern Depot, inspections at Hawthorn Depot and Driver Training School, and Preston Tramway Workshops. All Melbourne overnights were at the Charnwood Motor Inn at St Kilda.

Friday, 9th December, 1994

By bus to A.B.B. Dandenong for talks and inspection, Malvern Depot for lunch and the tramway Historical Collections, with a talk by Met Tram Managing Director Russell Nathan, PTC Driver Training Centre at Dynon.

Saturday, 10th December, 1994

Visit to SteamRail/ElecRail facilities at Newport. Special train (Dog Box Motor 107M and Double-ended Tait Motor 470M) around the underground loop, then to Ashburton and Belgrave. Inspect Puffing Billy facilities, ride steam train to Lakeside and visit the model railway. Dinner with the AETA on the Duke of Gloucester Railcar at Spencer Street Railway Station.

Sunday, 11th December, 1994

By bus to Clydesdale Park at Drouin for a barbecue lunch, inspection of buses restored and under restoration, rides and drives, and meet with the Bus and Coach Society and Victorian Bus Preservation Association members.

Special Thanks to:

Ian Weir (Contracts Manager, ABB), Norm Maddock (Malvern Historical Collections) (and for lunches), Vince Ciaffaglione (PTC Driver Training), Phil A'Vard and Graeme Breydon (Puffing Billy), Alan Tovey (BCSV), Colin Hirst (VBPA), Keith Findlay (Steam Rail), Scott Bray, Lindsay Thompson, and all at Elec Rail, Alan Rees (Acting Depot Manager, South Melbourne), Les Jean (for visits to Hawthorn and Preston), Lachie Berryman at the Charnwood, Richard Gilbert (BTPS) and Craig Tooke (MTPA) for Wednesday 7th December Bill Kingsley for Thursday 8th to Sunday 11th December, and bus drivers John Phillips, Rod Atkins, Andy Hall, Graeme Bennett, Dennis Bell and Tim Borchers.