

Workshops

PROGRESS IN ARCHIVAL STORAGE AND
RECOVERY AND DISPLAY OF TRAMWAY ERA RELICS

WORKSHOP 1A

Chairman: Mr R. Green.

WORKSHOP MEMBERS: Miss E.G. Butland, MOTAT.
Messrs. J.M. Bettle, THS.
K.M. Stodden, TMSV.
A. Webster, THS.
D.D. Hinman, THS.
R. Thomson, BTMS.
G. Taylor, THS.
B. Marchant, THS.
T. Bettany, WTM.
M. Skinner, AETM.
M. Boyton, WTM.
A.G. Lightfoot, NZR&LS.
B.J. Dale, THS.
W. Denham, SPER.
M. McAulay, SPER.

This Workshop was conducted in three sections:

- (1) Progress in archival storage.
- (2) Recovery of Tramway era relics.
- (3) Display of Tramway era relics.

EXISTING COLLECTIONS:

Mr. J.M. Bettle: Advised that the THS has a collection of tickets for every New Zealand Tramway system and tram postcards for every system. Although there is no ticket society in existence, Mr. Bettle reported that he had conducted ticket exchanges on a world-wide basis. He had also made a collection of railway postmarks as an individual effort for Ferrymead.

Mr. M. Skinner: Advised that he collected items as they became available and has also striven to obtain such relics as tickets, plans, photographs, parts etc. He commented that care has to be taken to pass on special items to the museum and not to keep them privately. One problem is that museums tend to have no suitable central storage area available and such relics are sometimes in fragile condition. One way to overcome such a problem is for museums to keep an accessions register and on this register to list articles which are being held in storage for individual members. It was felt that many persons will not donate relics until it is apparent that museums have some place of safekeeping for these items.

- Mr. M. Boyton: Commented that the WTM appointed a librarian each year and that it is his duty to keep all museum property. There is no central museum area for storage and display of such items.
- Mr. D.D. Hinman: Commented that the THS uses one car as a temporary storage area but that this has not proved satisfactory.
- Mr. A. Webster: Tramway relics are from time to time turned away because museums have inadequate storage available.
- Mr. A.G. Lightfoot: Advised that the Canterbury Branch of the New Zealand Railway and Locomotive Society accepts all material offered regardless whether this covers railways or not and commented that one member found slides and other similar photographic material in the rubbish dump. He further commented that newspaper publicity and publicity in various magazines had resulted in an influx of photographic and archival material and that his organisation is in touch with other museums throughout the country. His Society has received a bequest of approximately 1,000 railway books which has formed the basis of a library. The New Zealand Railways Department has given much material over the years as steam locomotives have been phased out.
- The Society's present storage is in rented rooms over a service station. Members have access to this archival material and one member is responsible for cataloguing and supervision of the material.
- Mr. R. Green: Advised members that the TMSV has obtained rooms in a tramway depot where all material available to the Society has now been collected. Despite this, the Society now advises that the large task of cataloguing all the available material is only beginning.
- From the comments of the various museum representatives, it is apparent that most museums have appointed an archivist.
- Mr. W. Denham: Advised that SPER has an archivist who collects material at his home. He has no training and the material is not catalogued. However, State Government money is available for bona fide museums to assist them in storage and documentation of archival material. The State Government also provides information on the appropriate documentation which should be carried out and on proper methods of storage for various materials.

Mr. M. Skinner:

In South Australia all material goes to the State Archives first, and these archives select from the material any which they want. It was also noted that much material is lost through souveniring before the Society is able officially to obtain such material.

Old tram bodies are often lost to the museum because the owners are not able to be traced.

Mr. J.M. Bettle:

Commented that the Christchurch Transport Board had sent much material to the Canterbury Museum and that much had been lost.

DISPLAY:

Mr. D.D. Hinman:

Commented that the Hall of Wheels built at Ferrymead has an area which is to be used for a tramway display and there are some relics already there, although no attempt has yet been made to produce a co-ordinated display. However, THS members are hopeful of having more working exhibits of tram car parts in due course.

Miss E. Butland:

At MOTAT there is a display of photographs, tram parts and uniforms etc. labelled but not really co-ordinated. This display has been popular with the public, although there is no working exhibition at present. Such an exhibition is being planned for the future. It is also proposed that an electrical substation be built for the public to see.

Mr. A.G. Lightfoot:

Commented that displays should not be static and that the display material should be rotated from time to time. Co-operation with outside bodies will provide material for exhibitions at churches, schools etc. on appropriate occasions.

The Chairman:

Commented at this point that feed-back and the acquisition of further relics is often a result of co-operation in the mounting of such exhibitions as Mr. Lightfoot referred to.

Mr. M. Boyton:

Commented that WTM will be mounting a display at the Wellington Trade Fair to obtain publicity.

Mr. P. Rendall:

Observed that there is a collection of folk-lore such as tales from old drivers, passengers etc. which is fast disappearing and which should be recorded.

- Mr. W. Denham: Commented that such reminiscences should be treated with care and should be recorded as reminiscences and not accepted as being the whole truth, since truth is often stretched for effect and old memories can be blurred over a period of time.
- Mr. J.M. Bettle: Commented that many photographs which are of great historical value are lying in private homes and the owners are unaware of their significance.
- Miss E. Butland: Stated that museums must make it widely known that they are collecting photographs and other archival items.
- Mr. T. Bettany: Emphasised the need to duplicate rare and important information and material so that more than one copy is available.
- The Chairman: Commented, further, on the need to keep archival film material under supervision and to have such films copied before they deteriorate.
- Mr. A.G. Lightfoot: Advised that some members have referred to archival material in their possession in their Wills.
- Mr. M. McAulay: Advised that SPER archives have been microfilmed through a State Government grant.
- Miss E. Butland: Advised that many people would allow their material to be copied even if they wished to retain possession of the original themselves.

RECOMMENDATIONS AND OBSERVATIONS:

- (1) Present collections appear to be largely on an ad hoc basis in individual homes. It is desirable to obtain central storage.
- (2) An accessions register is important.
- (3) Such central storage needed to be fire, vermin and theft proof.
- (4) It is necessary to train people in archival work in order to avoid mistreatment of archival material.
- (5) Museums should plan for the public display of relics on a rotating basis.
- (6) Such a display of relics should tell a story.
- (7) Co-operation with outside bodies to mount appropriate exhibitions of material is essential.
- (8) Folk-lore type recollections need to be recorded although the accuracy must be treated with caution.

- (9) Rare material should be duplicated (SPER has obtained a Government grant to undertake this work).
- (10) Museums need to publicise widely that they are seeking relics and archival material.
- (11) Material can be bequeathed to museums in members' Wills in order to ensure that material is not thrown out after a person's death as valueless.
- (12) Where people wish to retain ownership of relics, it is worth trying to obtain their permission for material to be copied.

LESSONS OF CRICH FOR COTMA MEMBERSWORKSHOP 1BChairman: Mr. J. Moore.

WORKSHOP MEMBERS: Messrs. G.B. Claydon, TMS
 L.G. Day, THS
 A. Griffin, SPER
 R. Jenkins, AETM
 A.M. Law, THS
 R. Merchant, SPER
 B. Ollerenshaw, WTM
 A.L. Roi, THS
 M.C. Sanders, THS
 J.S. Shanks, THS
 B. Weedon, TMSV.

SAFETY:

Mr. J. Moore: Initiated the discussion by advising members of the accident reporting and safety procedures adopted by the THS which has a form to be filled out following an accident or incident.

Other museum organisations followed varying procedures for dealing with mishaps, e.g. SPER advised that it required the filling in of an accident report form following an accident while TMSV merely required a verbal report to its Board.

At this point it was observed that there is an essential difference between an accident which results in a minor mishap and some irregularity to the normal working procedures and a major accident in which an injury to some person results.

The Chairman outlined to those present at this workshop the provisions of the Accident Compensation Commission legislation which applied in New Zealand, namely, that a person injured in an accident is not able to take legal action for damages or to claim negligence against the person or organisation causing the accident. Instead, the injured receives financial compensation from the Accident Compensation Commission established by the Government.

Mr. L.G. Day: Commented on the above that it places New Zealand tramway operators in a very vulnerable situation. For example, in Wellington a cable car accident resulted in the Ministry of Works subjecting the cable tramway system to such detailed examination that the entire system was forced to close down for complete reconstruction.

Mr. R. Jenkins: Advised that his museum had set up a Safety Committee and that the Chairman of this Committee was the Operations Manager of the Tramway Museum. He reported that no injuries or damage to vehicles had recently occurred through mishaps on the tramway.

Mr. B. Ollerenshaw: Commented that in New Zealand, under the Tramways Act 1908, each operating tramway was required to designate a person as "General Manager" and that this General Manager was responsible for all incidents which were required to be reported to the promoters of the tramway (or to the Board of the Museum), in writing. He stated that 99% of accidents, in the experience of WTM, are caused by the human element, e.g. the monotony of driving up and down the same bit of track.

Mr. G.B. Claydon: The Tramway Museum Society uses an accident report form for incidents which cause serious personal injury, damage to property or any serious risk to property or damage. This form, when filled in, is handed to the Secretary of the Society.

The procedure followed at Crich in the event of a mishap was as follows:

- (a) Establish if there are any witnesses to the incident.
- (b) Consider the legal implications relating to insurance etc.
- (c) Refer the matter to the Heads of Departments who are involved, e.g. Permanent Way, Overhead, Traffic Department, etc. who then refer the matter to the Society's Safety Committee which analyses the situation and reports on the matter to the Society's Board.
- (d) The matter is finally reported to the members only of the Society, setting out the action which has been taken after the accident to ensure that a further similar mishap does not occur.

Mr. B. Weedon: Referring to the situation at SPER, commented that this museum was not covered by any current Parliamentary Act or by any safety inspection or certification procedures as the Tramways Regulations of the NSW Government Railways did not cover museum operations. SPER, therefore, formulated its own safety policy.

Mr. G.B. Claydon: Commented that the Museums needed to take the initiative with their insurance companies and to check the fine print on their policies.

Mr. R. Jenkins: Referred to the Minutes of the 1977 COTMA Conference on matters of safety and emphasised the difficulty of COTMA enforcing any safety standards.

Mr. J. Moore: Observed that while New Zealand was covered by current regulations, the situation in Australia was very different.

- Mr. A.M. Law: Commented that museum organisations must educate their new members in matters of safety so that members understand what they are doing and the importance of safety procedures.
- Mr. J. Moore: The formulating of safety standards and regulations for use by museum societies would be an exercise of value to all museums.
- Mr. L.G. Day: Commented on the implications of a tramway accident in a composite museum situation: Ferrymead is a complex of 13 organisations of which the Tramway Historical Society Inc. is one member and an independent body, responsible to its own members on matters of safety. However, the entire Ferrymead project would reap the repercussions of any accident involving the tramway.
- Mr. G.B. Claydon: Observed that the THS accident report form which was under discussion referred to accidents involving tramcars but did not refer to workshop or other accidents.

EDUCATION AND MEMBERSHIP:

- Mr. B. Weedon: Motivation is needed in museum organisations as well as education. This motivation must encourage active participation in facets of the museum line's operation, such as driving trams or operation of the power supply substation.
- Mr. G.B. Claydon: Noted several aspects of the introduction of new members to the museum setting:
- (a) New members are fascinated by what they see, i.e. trams running.
 - (b) Some are inspired to join the Society by relatives, friends, school teachers etc.
 - (c) Such new members require shepherding through the total project by older members to familiarise themselves with such aspects as the running of the trams, the building, the drains, restoration, books, mechanical aspects of operation, electrical aspects of operation, civil engineering aspects of operation, gardening and bookshop etc. Many skills are required by museum organisations.
- The workshop helpers need to be either experienced or carefully supervised.

- Mr. A. Griffin: Commented that the Branford Museum in the United States of America advertises for new members and then introduces them to active participation in its organisation through an introductory course which shows what happens in the total activity of the Society.
- Mr. J. Moore: Observed that in the THS situation new members start as conductors, which leads them on to tram driving. Later when the novelty of traffic operations wears off, they learn to look at other facets of running the tramway.
- Mr. R. Jenkins: Illustrated an alternative approach to the introduction of new members, as used by AETM, where two years regular attendance at work parties is required by new members before such members are permitted to train as tram drivers. Conductors, likewise, are required to spend this preliminary time before becoming drivers.
- Mr. J. Moore: THS went in at the deep end in the basic restoration which had to be undertaken before operation could commence, required members to have the skills necessary to do this restoration, such as welding, wood turning etc.
- Mr. A.L. Roi: Pointed out that the simple answer to these approaches is that some people prefer to operate and drive trams and that some people prefer to engage in engineering and restoration work.
- Mr. G.B. Claydon: Supported this point of view, stating that if people have an interest in a particular area let them stay there. It is a waste of time and energy transferring people from one activity to another.
- Mr. A.M. Law: The inbuilt big business approach of Crich developed from small beginnings and must have required organisation to make it work. The lesson for us all to be drawn from this is that it is necessary for museum organisations to think in commercial terms.
- Mr. B. Ollerenshaw: Noted that WTM had personally approached persons with specialist skills to assist with the museum and that this method had achieved some success.
- Mr. B. Weedon: TMSV has used similar techniques - when legal advice was needed, it approached a lawyer to join the Board.
- Mr. G.B. Claydon: Crich has been fortunate in having a wide variety of specialists who have gravitated to the Board and also in having persons with specialist skills available as heads of departments.

SPONSORSHIP:

Mr. G.B. Claydon: Commented on the situation at Crich as follows:

- (1) That it is worth museum organisations participating in unemployment relief schemes for specific jobs or projects.
- (2) The resultant publicity is good for the Society and helps to get the work done.
- (3) In England, rather than request labourers under unemployment relief schemes such as in New Zealand, it is more usual to ask for skilled workers, coach builders, welders, etc.

NEW PROJECTS - RECENT EXPERIENCE
IN DESIGNING, FUNDING AND IMPLEMENTATION

WORKSHOP 1C

Chairman: Mr. P. Kahn
Recorder: Mr. J. Proctor

WORKSHOP MEMBERS: Messrs. R. Clark, SPER
D. Rawlings, SPER
C. Perfect, WTM
G. Jordan, BTPS
I. Mison, MOTAT
E. Brockie, DMOT
C. Mottram, TMSV
B.L. Efford, THS
P. Hyde, BTMS
R. Cowing, SPER
Dr. J.C. Radcliffe, AETM.

FUND RAISING:

The Chairman invited museum representatives to briefly report on their fund raising activities over the previous 12 months. These reports were as follows:

AETM: In celebrating the Centenary of organised transport in Adelaide, the State Transport Authority has undertaken restoration of some vehicles. To assist this project, AETM have proposed that relief workers should assist in putting up a transport hall, storerooms, toilets etc. under the relief work scheme available in South Australia. Architects and engineers required to supervise and plan such works can be employed as project managers to oversee the job and do the worrying and the costs of engaging such professional assistance are reimbursed by the State.

SPER: A Government grant had been received to assist in micro-filming archival material and in the provision of a microfilm reader.

THS: This Society had been working closely with the Ferrymead Trust, of which it is a constituent society. This Trust employs staff through the Labour Department's Temporary Employment Programme scheme of unemployment relief. Workers under this scheme are paid by the Ferrymead Trust which is, in turn, reimbursed the total labour costs by the Labour Department. Provision is also made for overheads involved in the administration of this scheme to be reimbursed. These workers assist in tramway projects such as track laying, week day tram driving for which one person is employed and similar projects. It appeared likely that this scheme could become a long-term one.

- MOTAT: This museum undertakes similar projects on a basis similar to that used at Ferrymead.
- WTM: This museum reported that it had had reasonable contact with the Queen Elizabeth II Park Board which is the controlling authority for the Park in which the tramway is located and that the Park Board had made a grant to the museum over the past year. The track is being extended from the present terminus to the beach, with assistance from the Army which had indicated that it was willing to assist with planning and actual construction of the track.
- BTPS: This Society reported that the State Government had given a grant of \$50,000 on a 2:1 basis for extensions to the tram barn.
- DMOTT: This museum had just been granted a lease of its site but no further work had been undertaken at the time of reporting as the museum was not permitted at the present time to alter the existing buildings so that they could be used for the storage of trams.
- TMSV: This Society had received a grant of \$1,000 for advertising on the tops of trams. It was also investigating ways of obtaining assistance from the Victorian Ministry of Tourism.
- BTMS: No unemployment relief schemes at present operate in Queensland and State grants were not available to the Society. However, the Brisbane City Council has assisted the museum in various ways such as the provision of water mains.

Footnote: During this discussion, it was noted that the present unemployment relief schemes will eventually disappear and that museums should, therefore, use these schemes to the fullest possible extent while they are available. Some problems with delays in reimbursement of moneys expended by the museums from Government sources was also reported.

APPLICATIONS FOR FINANCIAL ASSISTANCE:

During this discussion, museums were urged to make any applications or submissions to Government authorities for financial assistance in as professional a manner as possible. Such applications or submissions should be typed and the purpose of the application should be set out on the front page of any supporting submissions. The following was a suggested format for a submission for financial assistance to a Government authority:

First page: Summary of project.

Second page: Explanation of the funds sought in the application.

Third page: Supporting letters (from persons interested in the project).

Two further pages: Setting out a summary of the Museum's history.

Two/three further pages: Setting out the reasons why the Museum seeks this money and the purpose for which such funds will be devoted to if granted.

Such submissions should be followed by any set application forms which have been supplied and by drawings of the project proposed.

SUMMARY OF THE MAIN POINTS OF THIS DISCUSSION:

- (1) Unemployment relief schemes are available in most areas and should be used to the fullest possible extent.
- (2) Assistance may well be available from the Army.
- (3) Advertising on trams can be a valuable source of income.
- (4) In many cases, financial assistance or grants are available from State authorities.
- (5) In some cases, there may be financial assistance from State authorities for historical purposes. It was agreed that COTMA would assist with the further investigation of this possibility.

"CAN YOU INVOLVE OTHER GROUPS ON YOUR SITE?"

"WHAT ARE SUITABLE AND HOW TO GO ABOUT IT?"

WORKSHOP 2A

Chairman: Mr. I. Mison.

WORKSHOP MEMBERS: Messrs. P. Rendall, THS
 G. Taylor, THS
 R. Thomson, BTMS
 J.S. Shanks, THS
 A.M. Law, THS
 W. Denham, SPER
 M. Boyton, WTM
 M. McAulay, SPER
 D.L. Hansen, THS
 G.R. Jordan, BTPS
 P.C. Kahn, SPER
 S.H. Wood, Ferrymead Trust
 C. Mottram, TMSV
 E. Brockie, DMOTT
 Rev. M.H. Kerr, THS
 Dr. J.C. Radcliffe, AETM.

INTRODUCTION:

The Chairman briefly summarised the difference between the unitary organisation of a composite museum such as MOTAT and the more loosely-knit federal type organisation such as Ferrymead where each constituent member society, although a member of the central organisation, retains its own independence and individuality.

After some general discussion on the advantages and disadvantages in terms of constitutional arrangements and voting power of these two forms of organisation, there was discussion as follows on some specific details.

Mr. E. Brockie: Commented that his museum had had to take over the assets of a fire engine society which had collapsed as a result of its members being firemen and running out of enthusiasm through their work and their hobby following the same lines.

Dr. J.C. Radcliffe: Expressed his concern for what he observed as a growing trend, the substitution of a hobby for employment where some members, in his view, were laying their livelihood on the line for the benefit of the museum. He further felt that the rapid growth of a museum organisation could create a "monster" and that only members are capable of supervising this creation.

Mr P. Rendall: Defended the trend for members to find paid employment within the museum organisation and considered that such employment can be enjoyable. He emphasised the need for museums to grow and to involve other groups because there is only a limited market for the museum product and proliferation of small groups only dilutes the income available. Therefore, co-operation and integration is essential. Mr. Rendall cited what he foresaw as a serious problem in Wellington where three transport museum organisations exist within a 14-mile radius.

Dr. J.C. Radcliffe: Observed that democracy allows people to do their "own thing" in this way and that the composite museum must attract others to its complex in self-defence. However, because the existing management of the composite museum is too involved and busy with its own problems to attract others, the result may be the creation of a "tiger" that the museum members will lose control of.

Dr. Radcliffe further alluded to projects which have taken over other ailing groups in order to obtain and preserve their exhibits and expressed doubt over the likelihood of the museum taking such exhibits over being able to raise sufficient enthusiasm amongst its members to ensure the survival and adequate restoration of such exhibits. He felt, once exhibits have deteriorated badly, that if the original organisation were still in existence, members may remember how the exhibits once were and thus be provided with the incentive to return these exhibits to their former glory.

Other speakers felt that the better established groups, such as tramway and railway museums with considerable outlay in plant for permanent installations, will be sufficiently established to be able to cope with such extra responsibilities which will become additional attractions in due course and will increase the number of visitors to the museum.

Mr. G.R. Jordan: Cited the attraction of the public gardens at Ballarat. Although the tramway is an independent organisation, it advertises its existence on the adjacent paddle steamer and considers that, although these attractions are not on each other's door step, visitors are drawn to travel from one attraction to another.

Mr. Jordan further cited the passing highway trade at SPER and the role of THS in transporting visitors from the main entrance at Ferrymead to the township.

Mr. P. Kahn: Reported that the Sutherland Shire has formed a tourist committee to rationalise the attractions of its area. In contrast to this, he noted the desire of the National Park Board to remove the tramway from the Royal National Park. Between these two conflicting pressures, he saw an opportunity for his organisation to prepare a new site and to enhance its attractions with further outside equipment. This led his organisation to consider the option of joining a composite museum and to undertake the role of transport link between exhibits. Such a move he considered would enhance the status of his organisation and give it a measure of influence in the planning of such a complex because of the importance such a tramway would have in the development of the site.

CRITERIA FOR ADMISSION OF NEW GROUPS:

Discussion took place on possible criteria for the admission of new groups to existing composite museums. As it is accepted that it is desirable to attract new groups to the museum organisation, the following were suggested by Mr. I. Mison as guidelines for the museum's Management Committee to follow in reaching its decision:

- (1) Is the organisation seeking admission compatible with the existing museum structure?
- (2) Will the admission of this organisation give a greater cross-section coverage of exhibition material to the museum?
- (3) Is this group capable of earning its own keep and reaching financial self-sufficiency within the museum structure?

Mr. Mison considered that these criteria must be met before the Committee could consider the admission of an outside organisation and emphasised that the decision on suitability of an applicant organisation must be a committee decision.

After further discussion, it was concluded that a museum structure suitable for small cities may well be different from what is suitable for large cities, e.g. while Auckland and Christchurch have land available close to the city, Sydney has no central site available for such museum activities and, indeed, for the types of exhibits under discussion, very large areas of land were necessary which, in every case, posed museum promoters with a complex problem.

Mr. Mison commented at this point that MOTAT is becoming fragmented because the additional land being developed is 2 km away from the present museum site. This, however, suits the Tramway Division because it gives purpose to the existence of the tramway.

Dr. Radcliffe asked if admission had ever been refused to any group by MOTAT or Ferrymead.

Mr. I. Mison: Yes, two groups wished to develop in their own way. One has already left MOTAT and the other is to do so shortly. (The Bush Tramway Group and the Model Railway Group.)

Mr. S.H. Wood: Yes, groups have been refused admission to the membership of the Ferrymead Trust because their proposed use of the site was not compatible with the long term objectives of the Ferrymead Trust or because it was felt that their presence on the site would cause difficulties. It is interesting to note that Ferrymead started as a technological museum but has developed into an historical museum. (Mr. Wood asked what percentage of the total population had passed through the gates of MOTAT and Ferrymead.) After discussion, it was revealed that $\frac{1}{2}$ of the population of Auckland had visited MOTAT and $\frac{1}{6}$ th of Christchurch had visited Ferrymead. Mr. Wood outlined the initial steps taken to acquire the present magnificent Ferrymead site: 12 members had used their private savings to acquire the land at Ferrymead until sufficient funds were available from a major fund raising campaign. Although this action had seemed wrong in the short term, it has proven right in the long term and this attitude should apply to all aspects of museum activity.

Mr. G. Taylor: Asked if any Australian museum was at present considering expanding into a composite museum.

Dr. J.C. Radcliffe: It has been proposed to move the Adelaide railway museum collection to St. Kilda. However, finance has prevented this so far. Dr. Radcliffe stated that if this should occur he would prefer a Ferrymead type constitutional arrangement, although he conceded that the MOTAT system is more business-like.

Mr. S.H. Wood: Commented that in deciding which organisation to invite to join you, you do not want the responsibility of looking after them. If you invite a going concern, this could cause some conflict. However, Mr. Wood felt that at Ferrymead "this has increased the enthusiasm of members".

Mr. I. Mison: Do you limit the size of an invited exhibit?

Mr. S.H. Wood: The storage problem should limit the size of a display.

Dr. J.C. Radcliffe: Crich, with so many trams, may have to dispose of some. The same would apply to other Societies for their exhibits.

Mr. A.M. Law: You must be ruthless.

PROXIMITY OF OTHER MUSEUMS:

After commenting on the nearness of some parallel museums to each other, Mr. C. Mottram commented that a large population can make several such museums profitable. This remark prompted the following comments:

Rev. M.H. Kerr: There are two small museums within 100 miles of Christchurch trying to copy Ferrymead. This is ridiculous with a population of only 14,000. While it may be satisfactory in the short term, it is not satisfactory in the long term.

Mr. S.H. Wood: These museums must combine with a large museum eventually, otherwise they will die and the exhibits will be lost.

Mr. W. Denham: The establishment of a composite museum in the Sydney area became bogged down because likely participants were already established in their own areas, the available land was rather wet and unsuitable and, further, because 14 sundry local bodies and Government authorities were required to give approval.

Mr. G. Taylor: Drinking in the same hotel has prevented serious conflict between the Ferrymead societies.

Mr. A.M. Law: Large quantities of persuasion and a ton of persistence will get results.

Mr. S.H. Wood: Expressed sympathy over the problems experienced in Sydney with Government and local authorities and commented that determination will win the day. Sometimes it is only anger that keeps you going.

SITE PLANNING AND CO-ORDINATION
IF VARIOUS GROUPS ARE INVOLVED

WORKSHOP 2B

Chairman: Mr. B.L. Efford

WORKSHOP MEMBERS: Miss E.G. Butland, MOTAT
 Messrs. D. Rawlings, SPER
 A. Griffin, SPER
 C.R. Perfect, WTM
 R. Green, TMSV
 D.D. Hinman, THS
 A.T. Webster, THS
 R. Cowing, SPER
 R. Clarke, SPER
 M. Skinner, AETM
 G.T. Harris, THS
 J.R. Procter, THS

Within COTMA very few museums are faced with a composite situation. SPER was interested some years ago but as there was no advantage to them, the composite situation was not pursued. However, with the proposed transfer to a new site, the possibility has again arisen.

It is interesting to note that with composite museums it appears that they have started with a composite concept (e.g. MOTAT and Ferrymead) rather than starting as an independent tramway museum and simply growing into a composite situation.

In tramway museums, trams do tend to take preference over, for example, trolley bus preservation, to the extent that some museums express the wish to keep tramway museums for trams only.

AETM, in Adelaide, is investigating the possibility of the Mile End railway museum being transferred to St. Kilda with an overall composite museum to be spread out over a triangular area and the public invited to travel round the site by vintage transport.

If a tramway museum exists on its own because of the problems of its site, it may be possible to involve other arts and crafts and interests into a "vintage street" concept and to use these activities as working exhibits. Furthermore, such a street should be spread out to give maximum interest and visual impact to the passing trams. In such a situation it is essential that good liaison be maintained by the tramway with the other interested parties and also with local authorities in the area.

Societies may from time to time obtain a special vehicle or special display facilities which will help them to draw interested manpower. If a new society is set up to promote a new area of interest there may well be a "spin-off" effect so that the original society may gain members from the new society.

- Recommendations:
- (1) It is most important to have as many modes of vintage transport as possible in a museum actually operable and operating to and from fixed points of interest for a practical purpose such as linking other attractions or amenities.
 - (2) The planning of transport routes is essential for the overall benefit of a composite museum. Transport routes should be planned so that several forms of transport can be taken to complete a circuit of the museum area and should, if possible, be planned so that, if necessary, one mode of conveyance can provide the entire circuit.
 - (3) In planning such a circuit as that referred to in (2) above, it is necessary that the costs of operating the various forms of vintage transport be considered very carefully, e.g. trams are cheaper to operate than trains.
 - (4) Workshops. It is ideal for individual societies to have a good "small tool" workshop and associated equipment but it is strongly recommended that a central heavy machine-shop be built and be operated under the control of a supervisor. It is also possible to operate an inter-society borrowing pool.

WHY A COMPOSITE MUSEUM - FUNDING :
WHO GETS WHAT AND WHY - SHARING OF THE CAKE

WORKSHOP 2C

Chairman: Mr P. Hyde

WORKSHOP MEMBERS: Messrs. R. Merchant, SPER
 B. Weedon, TMSV
 K. Stodden, TMSV
 T. Bettany, WTM
 R. Jenkins, AETM
 B. Ollerenshaw, WTM
 P. Hyde, BTMS
 L. Day, THS.

In this discussion, museum representatives indicated some of the ways in which their organisations funded their activities as follows:

WTM: This museum raises funds primarily through fares, supported by raffles and has received a Government grant. A budget is prepared each year for each section of the museum.

AETM: Funds for this museum are raised in a similar way with a budget being prepared for specific projects. Each division head ensured that funds were available in the annual budgeting for the needs of his section.

THS: Major works, such as site works, laying of concrete track in "Township Street" etc. are funded by the THS but may receive financial assistance through a loan from the Ferrymead Trust to make up the full amount required. For example, in meeting the costs of laying the concrete track, the Society found \$2,000 and received a loan of \$2,000 from the Ferrymead Trust.

SPER: This museum makes no gate charge and survives from tram fares, booklet and souvenir sales and donations. The latter are usually small except when a major project is being undertaken when members will be approached for financial support. This organisation considered joining forces with the local railway museum society to form a composite museum but has decided to carry on on its own at its proposed new site. This museum's fares cover the operating costs.

SUBSCRIPTIONS AND DONATIONS FROM MEMBERSHIP:

- (i) From the discussion it became apparent that museum organisations depend to a considerable extent upon the generosity and support of their members and, in the case of some museums, donations are regularly made by the members to fund the development of the museum. The following notes summarise the situation as outlined at the workshop:

AETM: The members of this museum pledge themselves to make an annual contribution towards museum development. In times of need it has virtually taken the hat around its members in an appeal for support.

The museum makes no charge by way of fares as such but charges an admission at the gate. The museum has calculated its fixed costs as \$50 per full day of operation and has estimated these costs, on the basis of average patronage, to make a profit of \$4.50 per trip by a tram. This profit is divided amongst the demands for restoration, track work and maintenance.

SPER: This museum follows a similar plan and for a time stopped encouraging non-working members from joining as it considered that these members were a drain on the organisation's funds. However, a revision of this policy now appears to be taking place. In the past it had levied its members for funds for museum purposes.

WTM: Has found that the cost of servicing non-working members amounts to approximately 75%-80% of the annual membership fees. This museum has borrowed from its members when a "quick need" project arose. On occasions, sections of the museum have overspent but have been able to restrain this expenditure when the museum's financial predicament was explained.

- (ii) The question was raised on whether any museum had a contingency fund set aside for unexpected projects or repair work not budgeted for.

AETM: Solved this problem by borrowing from other sections in the museum.

THS: Operates various sinking funds, such as a steam tram boiler replacement fund and a shipping fund for the importation of necessary items of tramway equipment, and these funds have been built up over the years from a portion of the regular fare takings.

- (iii) Further questions were raised on the possibility of approaching individual museum members for financial support and on the likelihood of an adverse reaction from the membership in the event of such an appeal being mounted.

- AETM: Considered that on occasions there could be a problem of donations for somebody's "pet" project when other priorities were more urgent and recommended that museums ensure that contributions are made to the general funds of the museum. It further suggested that a selective approach is needed in an appeal to members, i.e. the members most likely to be able to assist are those that are approached for support.
- TMSV: Had approached its members for assistance for the shifting of a car or for other similar specific tasks. It felt that there was a danger of persons "buying" their way in and pushing their project and opinions to the fore and that safeguards were needed against such people.
- WTM: Such a problem can be overcome by insisting that donations be given with no strings attached, although the appeal may be made at a time of specific need.
- BTMS: A budgeting system has to be set up to budget the funds available and the costs likely to be involved and from such budgeting it becomes possible to eliminate lesser priority tasks if the finance is not available.
- AETM: Pointed out that inflation is making such budgeting practices very difficult. It further emphasised that subscriptions should be used only to meet the costs of servicing membership.
- WTM: Has been selling life membership at the current rate for 10 years' subscriptions.
- TMSV: This museum had been using membership subscriptions to meet museum development costs as well as the costs of servicing membership but had found that this resulted in membership subscription fees becoming excessive and has now pegged membership subscription increases for the present.
- THS and WTM: Recommended that museums should put aside a sum on a monthly basis from fare takings to provide for emergencies.

COMMENTS ON FUND RAISING METHODS USED:

- AETM AND SPER: Indicated that they prefer not to use raffles for fund raising purposes. This viewpoint was supported by BTMS which stated that it was in the process of holding a raffle in which the prize was a rail pass. They commented that the difficulty with museums undertaking sales of raffle tickets was that a large percentage of the tickets available must be sold to the general public if the raffle is to be a profitable proposition and that the great majority of museum members would prefer to be actively engaged on museum work and not on the sale of raffle tickets.

Recommendation: That Museum Boards and Committees should report regularly to their members on the state of the organisation's finances and thus keep the membership fully acquainted with the financial position at any given time rather than waiting for the publication of the Annual Report.

MUSEUM COMPRESSED AIR USE -
STANDARDS, PARTS AVAILABILITY, MAINTENANCE ETC.

WORKSHOP 3A

Chairman: Mr L. Day

WORKSHOP MEMBERS: Messrs. B. Ollerenshaw, WTM
M. McAulay, SPER
R. Jenkins, AETM
T. Bettany, WTM
G. Taylor, THS
R.J. Scott, Martinair Division,
MacEwans Machinery Ltd.

The following summarises the discussion which took place at this Workshop:

- (1) Sandblasting equipment could be used (with great care) for the removal of rust and corrosion in restoration work. However, sandblasting has not been used to any great degree by museum organisations so far.
- (2) Lubricators should be fitted wherever possible. These are available, usually at a low cost. Museums should investigate means of fitting lubricators to their vehicles to reduce wear.
- (3) Air reservoirs should be drained each night. It is possible for ice to form around the openings to the air cocks on air reservoirs but usually the velocity of the escaping air will blow any ice formation away. Automatic draining devices have been tried but have not been successful and experience where these have been tried has been to change back to manual draining of air receivers.
- (4) Compressed air can be used for the operation of power tools and is particularly suitable for track work purposes away from an electric power source.
- (5) It can be desirable to replace steel pipes on vehicles with copper pipes where larger diameter pipes are not required.
- (6) No standards for the testing of air receivers can be set because of local variations in the regulations which apply. Some museums have set their own standards and have based these on the local regulations which apply in their particular area. Although standards required by regulation have not been enforced on very small sized air receivers, all air tanks should be tested at regular intervals.

- (7) Availability of Parts. Wherever possible, it is desirable that standard parts be used, where these are available and suitable for tramway use. In many cases, parts used on museum vehicles have not worn out as the vehicles do not receive the degree of use which they would in normal tramway service and the parts, where needed, can in many cases be made up by the museums themselves.

In summary, members present at this Workshop saw no difficulty in obtaining and replacing parts for compressed air systems.

- Recommendations:
- (1) Sandblasting may be of use to remove rust and corrosion (with careful use to ensure that damage is not done to the original parts).
 - (2) Lubricators should be fitted to vehicles.
 - (3) Air reservoirs should be drained daily.
 - (4) Compressed air systems can be useful for the operation of powered track tools.
 - (5) It can be desirable to use copper pipe work rather than steel pipes where large diameter pipes are not required.
 - (6) It is a recommendation from COTMA that air reservoirs should be tested, hydraulically normally every 12 months.
 - (7) Where museums are faced with the replacement of unusual or rare parts, it is suggested that they enquire whether other museums also require the same parts so that these can be made for all museums at the same time at a saving in cost. It is suggested that a list of such parts could be built up through COTMA.
 - (8) It is suggested that museums could assist each other in the development of maintenance methods and in seeking expert help where necessary.

PROGRESS - UPGRADING MUSEUM SAFETY PROGRAMMESWORKSHOP 3BChairman: Mr G. Jordan

The Chairman introduced this workshop by commenting that this question had been discussed on numerous previous occasions and referred members to Page 146 of the Proceedings of the previous Conference held in Adelaide. That Conference had requested that progress in the matter of safety be reported to the Expert Panel but this had not been done.

The following summarises the present situation at each museum:

BTPS:

This museum had discussed the question of safety at Board level but, as members "felt safe" no action had been taken. In Ballarat, the Traffic Manager decides, after an accident if on-site, whether the driver should continue in service, although there is no real control over this situation. No action has been taken against drivers involved in accidents by the Board to date.

SPER:

Fire extinguishers had been provided in each tram and in each building. It had also been proposed that all staff be trained in first aid. However, this proposal had encountered some organisational difficulties in getting members together and making suitable arrangements to undertake this training in conjunction with the St. John Ambulance Association. SPER reported that it has two accident report forms: (a) for accidents to persons, and (b) for accidents involving vehicles. However, the writing up of reports of accidents has been very lax, taking as long as several weeks on occasions. SPER has a crew training committee and has drawn up standard guidelines regarding procedures to be adopted when an accident occurs.

AETM:

The dispatcher for the day is responsible for running procedures and is answerable to the Operations Manager. AETM has no adequate report form and has not done a great deal in recent months on this matter. A Traffic and Depot Safety Committee has prepared recommendations on fire safety such as the construction of an inflammable paint store separate from other buildings. The whole question of museum safety and fire safety is at present being reviewed by outside experts and an annual members' refresher training day is to be organised. Motormen's licences are renewed every two years. AETM has no printed Motorman's Manual as such, but is able to supply candidates for driver training with printed notes. New electrical installations to improve safety have been arranged but safety recommendations relating to the pit have not yet been carried out.

THS:

This museum had taken no formal action on the recommendations but has taken steps on its own initiative to ensure safety, viz. (a) Fire extinguishers are in position and are serviced regularly under contract to the agents which supply the extinguishers. (b) There is a fire detection system in operation throughout most of the tram barn building. (c) A fire sprinkler system is installed and has recently been connected to the water mains, although at the time of this Conference it had not been tested. (d) Accident report forms are available in every tram and after a mishap, a report has to be furnished to the Committee within 48 hours.

A first aid and resuscitation course has been mooted and is under investigation.

BTMS:

A Committee of this museum is examining the Brisbane City Council Regulations and adapting these for museum use. This is a continuing programme.

WTM:

As required by New Zealand legislation, this museum has appointed a General Manager who is responsible in the event of a mishap befalling the tramway. The General Manager also serves as Safety Officer and, as required under the Public Works Act, must report within 48 hours to the Minister of Works and Development in the event of a serious accident occurring.

WTM is undertaking a major motorman re-training programme incorporating safety procedures and including advice from expert speakers. In addition, the following precautions have been taken:

- (a) Hand held fire extinguishers are placed in all buildings.
- (b) First aid sessions are conducted annually by the New Zealand Railways and all museum members are requested to attend one of these. A register is kept of museum members who have fulfilled their obligations in this respect.
- (c) A safety board is positioned at the tram barn entrance and all drivers must read this board before proceeding to take up their rostered duties.
- (d) The museum has endeavoured to replace all obsolete and dangerous equipment with modern electric or compressed air tools e.g. tools, track spanners, etc.
- (e) Although no protective clothing is provided, protective headgear is available.

MOTAT:

This museum is subject to the same Regulations as those applying to Wellington or Ferrymead and has a General Manager, Mr. Ian Stewart. The Fire Safety Regulations and General Safety Regulations drawn up by the Management Committee of MOTAT apply to each group within the museum, including the Tramway Division. MOTAT insists upon the observance of several safety precautions in its workshop, such as restricting the use of machines to trained and competent staff only. In addition, safety equipment, such as goggles and hard hats, has been renewed within the past 12 months and the workshop pit has been covered over.

TMSV:

The Board of this museum has appointed a Safety Officer, Mr. Noel Gibbs, and has adopted the following proposals:

- (a) Paint and inflammable liquids are to be stored in a separate building.
- (b) Warning signs are erected to advise of total fire ban days.
- (c) The number of fire extinguishers available in buildings has been increased and these extinguishers are regularly inspected.
- (d) To avoid the danger of people tripping in the depot and grounds, Scouts have spread gravel through the depot up to rail level and have undertaken general tidying and improvement of unsafe conditions around the site.

This museum has no accident report procedure at present because it operates using a horse tram only. This form of operation involves a measure of unpredictability on the part of both the driver and the horse.

RECOMMENDATIONS:

- (1) That there be standard safety signs for museums.
- (2) That there be standard tramcar safety signs, e.g. "car under repair - do not run" and that these signs be provided by AETM for all Societies.
- (3) That standard accident report forms be designed suitable for use by all museums and covering both public traffic operations and workshop accidents. It was agreed that all member museums would forward examples of their accident report forms within 3 months to Mr D. Rawlings of SPER and that Mr Rawlings would, after circulating a rough draft of a proposed standard accident form to all constituent museums for comment, arrange the printing of these standard forms so that within 6 months a suitable common form would be available to all member organisations.
- (4) That if a driver is found to be at fault in an accident, disciplinary measures be taken for re-training or suspension of the driver involved.
- (5) That Mr D. Rawlings be the COTMA Safety Officer concerned with the standardisation of safety procedures.

- (6) That Messrs. D. Rawlings, G. Jordan and Dr. J.C. Radcliffe present further recommendations to COTMA on safety.

TRACK WORK ENGINEERING -
A COMPARISON OF TECHNIQUES AND
SKILLS BEING DEVELOPED BY MUSEUMS

WORKSHOP 3C

Chairman: Mr M. Boyton

An informal discussion took place in this Workshop and the following points are worthy of notice:

(1) Methods of Concrete Track Construction.

The pros and cons of laying mass concrete track in its various forms, the provision of resilience under the rails and the problems of transition from one track type to another, i.e. from mass concrete to sleeper track, were discussed. The question of the use of concrete or steel sleepers was also raised and it appears that no museums in Australasia have yet used either, although the present track extension being undertaken at Crich is being laid on British rail type concrete sleepers using "Bandol" rail fastenings on one side only, with the gauge being held by tie-bars. The THS has used a form of buried rail set on a concrete beam construction for depot and service roads but this form of construction is not recommended for passenger carrying service track. Both THS and MOTAT were at the time of this workshop constructing mass concrete track and undertook to keep other museums informed of their progress.

(2) The Burying of Track.

Some museums, notably WTM and THS, have sections of track filled in with soil and grassed over. This technique is not recommended unless it is absolutely necessary, as it is very difficult to maintain a level running top to the track because the ballast layer becomes penetrated by water and water-borne soil. The ensuing discussion pin-pointed a reasonably easily identified area of risk in using this type of track - this is the air/soil inter-face. It was suggested that if such buried track construction was necessary, the top layer of filling material could be compacted in order to exclude air as much as possible.

A further point made in this discussion was that there is a right-side-up when re-laying second hand sleepers. In such sleepers, the growth rings must be placed to the top to prevent water penetration of the timber and a subsequent rapid deterioration through rotting.

(3) Obtaining Rail.

Most groups are already using or hope to change to the use of railway profile rail. Most, with the exception of THS, have experienced no problems in obtaining their needs from local transport operators. Although there was some discussion on the problems of using railway profile rails for tramway operation, no conclusions were reached.

(4) Lubrication of Rails.

From discussion, it appeared that there is a variety of methods employed by museums to apply a variety of lubricating materials, ranging from oil to graphite grease, to flanges and check rails. As yet no museum uses mechanical lubricators, although MOTAT is considering installing one on the major curve of the Meola Road extension. MOTAT is also investigating the use of carbon block lubricators similar to those used by the New Zealand Railways on its locomotives.

(5) Mechanical Assistance with Track Work.

WTM uses a tractor with front end loader fitted and THS and AETM are constructing specific service vehicles using, in the main, components obtained from Melbourne.

SPER has its ballast motor tram available and other groups use vehicles and other mechanical aids as and when these are available and needed.

ENTICING PEOPLE TO YOUR MUSEUM - THE PUBLICWORKSHOP 4AChairman: Mr R. Merchant

WORKSHOP MEMBERS: Messrs. T. Bettany, WTM
E. Brockie, DMOTT
W. Denham, SPER
R. Green, TMSV
P. Kahn, SPER
P. Rendall, THS
A.L. Roi, THS
K. Stodden, TMSV.

The following aspects of encouraging the public to visit museum projects were discussed:

(1) Advertising.

Various types of advertising were discussed and it was obvious that some museums had experienced limited success with newspaper and "give-away" type advertising.

"Give-away" brochures were not always successful as it is difficult to gauge the response from these as this response is not always immediate. One possible method suggested of gauging the success of "give-away" brochures would be to issue these brochures for a limited period with complimentary ride tickets. The return of these free tickets would allow, in some measure, a gauging of the response to the "give-away".

The amount of advertising which a museum can undertake depends to a great extent on the stage of development of the museum but workshop members considered that all advertising avenues should be tried by museums.

The best publicity results from personal approaches by museum members and these should be made wherever possible, e.g. to radio and television stations with suitable public relations material and such material should include the use of posters and photographs of vehicles in service.

Museums need to "get out into the community" with displays and exhibitions; arranging for speakers to speak about their museum at local functions and arranging for outside groups to become involved with activities such as the holding of festival days on the museum site are both excellent ways of involving the community and creating a community awareness of the presence and activities of the museum.

Approaches can also be made to children through schools and to older people who remember the "tram age".

A further promotional avenue exists through coach firms which operate sight-seeing trips and conducted tours, although these require the availability of a tram service on weekdays.

Business firms can be encouraged through their social clubs to hold Christmas parties, picnics and similar functions at the museum site where the presence of the tramway provides built-in entertainment.

- Recommendations:
- (1) That COTMA prepare a standard advertising contract form.
 - (2) That COTMA prepare a census form seeking information from museum visitors and including a question which asks how the visitor learned of this museum.
 - (3) That COTMA undertake a joint analysis of the results of this survey.

ENTICING PEOPLE TO YOUR MUSEUM - WORK PARTIESWORKSHOP 4BChairman: Mr R. CowingWORKSHOP MEMBERS: Messrs G. Jordan, BTPSF. Gear, Canterbury Branch, New Zealand
Railway and Locomotive Society

P. Hyde, BTMS

C. Mottram, TMSV

M. Skinner, AGTM

G. Taylor, THS.

The Chairman opened the discussion by requesting delegates to outline the methods of organising work parties employed by their museums. It was apparent that the most common method was for the person or persons in charge of the project to ring members for support. The other most common technique was for members present on the site to be gathered together to assist with a specific project.

All delegates present at this workshop recognised that there is a problem faced by all museums in gathering a work force and a round-table discussion ensued on the various problems and methods tried in order to find a solution to the problem.

Delegates present agreed that there is no set method which is guaranteed to produce results as each museum has problems of its own, for example, public transport to and from the museum, especially if it is some distance from the town or city from which it draws its work force.

After discussion, the following suggestions were recorded for the guidance of member museums as some of these may not have been tried by all museums:

- (1) Telephone members asking them to assist at work parties.
- (2) Set regular work days and work party evenings.
- (3) Make the fullest possible use of service clubs, such as Lions, Scouts, etc.
- (4) Advertise for members - although museums conceded that they had experienced only limited success with this in the past.
- (5) Try approaching a member personally for his assistance - a refusal to you in person may be harder to give than over the telephone.
- (6) Make the member feel wanted on work days.
- (7) Keep close supervision.
- (8) Use social activities as an opportunity to promote future work parties.

AUCKLAND TROLLEY BUS SPARE PARTSWORKSHOP 4C

Chairman: Mr. R. Clarke.

INTRODUCTION:

Mr Ian Mison advised members that he will arrange for samples of spare parts to be available for inspection at MOTAT.

DISCUSSION:

It was noted that the Auckland Regional Authority is at present the only source of overhead equipment and spare parts. At the moment, copper trolley wire is being cut down for scrapping in span lengths, but that the ARA would probably undertake removal in complete rolls if requested to do so.

It was further observed that it is possible to obtain new copper grooved trolley wire at a price not very much greater than the scrap value of used trolley wire. For example, it was noted that new trolley wire for the length of the AETM line at St. Kilda cost approximately \$2,000. A more significant cost was the cost of obtaining overhead fittings. The fittings used at Auckland are 3/0.

Copper scrap prices are at the present time at an all time low of approximately \$1,100 per tonne. Some new fittings are obtainable from the Melbourne and Metropolitan Tramways Board. Frog pans are available at the time of writing for \$70 each.

A letter from the ARA on the subject of spare parts availability was read to the meeting by Mr. Clarke. This letter and a report on the availability of these spare parts will be found on pages 121 and 123.

Mr. Clarke alluded, at this point, to a lack of response on the subject from member societies. However, it was noted that members of the Tramway Historical Society have received assistance with storage, packing and dispatch of spare parts and that the New Zealand Motor Corporation may well be able to supply crates for packaging these parts or that freight forwarding organisations may be able to assist member museums with freight forwarding arrangements and consolidated packaging arrangements.

Member museums were then asked to indicate the types of equipment which could be of assistance to them as follows:

BTMS require no spare parts at the present time, except two trolley retrievers of the modern Earl type.

SPER indicated that bus and trolley bus equipment was required.

AETM (Adelaide) requires one set of trolley bus equipment, contactor panels and a compressor to complete the re-equipping of the trolley buses.

It was noted that the Wellington City Corporation Transport Department may have motors available in the future. This would be B.U.T. equipment.

It was noted that the Park Royal bodied buses are the only trolley buses remaining in operation in Auckland and that the bodies of the older trolley buses are at the present time being scrapped. Motor generator sets are available from these older buses.

Side arm bracket arms are being used at MOTAT and further supplies may be available from the ARA?

It was agreed that the obtaining of further supplies of overhead fittings should be investigated.

It was further noted that the overhead equipment at the ARA May Road depot is still in position.

It was further noted that trolley bus trailing frogs are usable in tramway overhead.

Some discussion ensued on the possibility of representatives of all museum groups being present at one time in Auckland to conduct an inspection, as a group, of equipment which could be available.

It was decided that a further discussion would take place on the evening of this workshop to make final arrangements for such a visit.

Members reported that a large amount of overhead remained in position in the streets of Auckland, that 32 trolley buses remained in operation, and that the ARA had received a Government directive to consider continued operation of trolley buses.

It was further noted that the Wellington City Corporation Transport Department has been manufacturing its own parts and that the ARA has sold crates of new overhead hangers to the W.C.C.

FINANCIAL - SUBSCRIPTIONS, SYSTEMS
SALES AND FUND RAISING

WORKSHOP 5A

Chairman: Mr P. Hyde

WORKSHOP MEMBERS: Mrs Dorothy Hinman
Messrs. T. Bettany
E. Brockie
G.B. Claydon
C. Perfect
J.R. Procter
D. Rawlings
Rev. M.H. Kerr
Dr. J.C. Radcliffe.

Panel members were invited to explain the various methods used by their museums to cope with the topic areas of this panel.

CURRENT ADMISSION CHARGES:

Set out below are the charges made by the member museum organisations:

AETM, Adelaide - Operating

Charges \$1.00 Adult. 50c Child. Entrance and unlimited number of
riders inclusive.
Minimum fee for charter \$30.00.

BTMS, Brisbane - Not operating but guided tours.

Charges 40c. Adult. 20c Child. \$1.00 Family Ticket (any number
of children).

BTPS, Ballarat - Operating

All day charge \$1.00 Adult or Child.
Single 40c. Adult. 20c Child.

MOTAT, Auckland - Operating

Entry \$1.20 Adult. 60c Child. (Pensioners 60c)
Additional tram rides: 10c Adult. 5c Child.
Bus fares: 20c Adult. 10c Child.

SPER, Sydney - Operating

Charges 40c. Adult. 20c Child per ride.
All day pass \$2.00 Adult. \$1.00 Child.
Charter rates available on application.

THS, Christchurch - Operating

Admission charge to site: 25c, then pay for tram rides.

Available concession tickets: \$1.00 Adult. 60c. Child. (Includes admission to site and two rides (each way) and admission to Display Hall.)

Single rides: 15c. Adult - Return 30c.

(one way) 10c. Child - Return 15c.

Charter rates available on application.

TMSV, Melbourne

Charges 60c. Adult. 30c. Child - per ride.

WTM, Wellington - Operating

Charges 30c. Adult. 15c. Child - per ride.

Minimum charter fee \$15.00.

CRICH MUSEUM - Operating

Charges 60c. Adult. 40c. Child - First ride.

20c. Adult, 10c. Child - Subsequent rides.

Party rates available.

No Australasian museum charges for car parking and no charges are made for viewing additional displays after the payment of admission fees with the sole exception of admission to the Hall of Wheels at Ferrymead.

CHARTER WORK

It is desirable for museum organisations to charge a reasonable figure as a minimum fee for undertaking charter work. The museum representatives indicated their own museums' attitudes to charter work as follows:

SPER do not encourage charter trips.

WTM have had some success with school visit trips.

TMSV do very few charter trips.

THS undertake school trip charters and also other charter work arrangements made on its behalf by the Ferrymead Trust. A proportion of the charge for such charter work belongs to the THS.

Crich coach operators make the charter arrangements and charge a total combined fee from which the Tramway Museum Society receives its proportion in due course.

FUND RAISING:

It was noted that professional fund raisers are not being used to any great extent by member museums.

AETM undertakes fund raising (in addition to membership fees) by obtaining pledges of cash from its members towards its Capital Works Budget.

Tax concessions are available in one form or another to persons and organisations contributing to the support of museum projects as follows:

Crich reported that in England members could undertake to pay a certain amount each year for a specified period thereby earning themselves tax concessions under United Kingdom income tax legislation.

In New Zealand, museum members can make donations to their project and can claim this amount as a deduction from their income tax.

Company tax concessions apply in New Zealand, Australia and the United Kingdom.

One museum provides an extra line on its membership renewal notice, advising that donations to the project would be accepted, e.g. a member is invited to pay his subscription and to include an additional amount as a donation.

Museums also receive donations of goods and professional services are donated.

ADVERTISING ON TRAMS:

One problem which each museum organisation has to resolve for itself is the question of whether advertising on its trams is desirable. Some museums have already undertaken such advertising as a means of raising funds. Experience appears to show that advertising through commercial advertising agencies is not successful and yet a certain expertise is needed in approaching such advertisers and probably, in view of this, one member should concentrate on the particular task of making the necessary approaches to the advertisers and arranging the details. Advertisers approached may undertake to do their own painting or preparation of the advertising material.

T.H.S.:

Outlined its technique for soliciting advertising as follows: An initial approach is made by letter to the advertising manager of the firm concerned, requesting an invitation to meet and to discuss details.

Approximately 60% of those firms approached had accepted and arranged such an interview. Of those interviewed, some 60%-70% had subsequently taken up advertising. Rates of advertising have been worked out on either an annual basis or on the basis of providing advertising rights for a five year term.

W.T.M.: Charges advertisers \$150 per year for the roof boards of a tram and \$30 per year for the smaller end apron advertising boards. These smaller boards could be changed around regularly.

D.M.O.T.: Approaches had been made to advertisers seeking a loan of \$50 in return for showing their name on one page of a booklet about Dunedin trams. Repayment would be made to the advertisers as the booklets were sold. It was reported that all the expenses had been recovered and that these loans had been paid back.

T.M.S.V.: Commented that they had had some success in advertising on top of their horse tram.

BUDGETS:

Not all museum organisations have employed the policy of compiling an annual budget. A budget must take into account all anticipated expenses and expenditure where costs may rise and must budget ahead for the forthcoming 12 months. It was suggested that budgets could be prepared for longer periods than 12 months, i.e. museum organisations could prepare short term and long term budgets, for example: for a period of 6 months and for a period of 5 years.

It can also be advisable to take into account "as and when" budgeting where cash is to be set aside when available to take account of "once only" projects. It is also necessary to allow flexibility for contingencies that may arise.

"TREASURY DEPARTMENT" -

NUMBER OF PEOPLE REQUIRED TO OPERATE:

CRICH: Has both a Treasurer and a Cashier who is the Deputy Treasurer. It is possible not enough thought has been given to this side of a museum's operation. The administration aspects of museum management, i.e. financial and secretarial, are just as important as restoration and site work.

A.E.T.M.: Provides for a position of Treasurer and also for a proxy Treasurer whose function it is to attend meetings in place of the Treasurer.

AUDITOR:

Mr. Claydon observed that museums are obliged to have an auditor who must be appointed by resolution of members voting at a general meeting of members. If a change of auditor is required, an explanation must be given and reasons for such a change must be stated.

In all cases, the auditor must be elected by members and be annually re-elected.

Some museums have their accounts audited by a firm of public accountants which results in payment of high professional fees. Such fees, in many cases, could be reduced by undertaking a preliminary internal audit.

The assets of the museum should appear in the annual accounts. These assets should be reviewed from time to time in order to maintain realistic figures.

FORM OF PRESENTATION OF ANNUAL REPORT AND ACCOUNTS:

Reference was made to the high standard of presentation of the Annual Report and Accounts of the Tramway Museum Society of the United Kingdom. It was suggested that the Annual Report and Accounts should be of a high standard in order to impress upon members of the public that the museum is a valuable investment and one which is worthy of people investing their resources in. Such a report should contain photographs, if possible, comparisons of operating results of several years and some reference to special facets of the museum. The cost of preparation of such a report can be included in the membership subscription fees.

RESTORATION, METHODS, PARTS, LIAISON ETC.WORKSHOP 5CChairman: Mr M. Skinner

WORKSHOP MEMBERS: Messrs R. Cowing, SPER
D.D. Hinman, THS
G. Jordan, BTPS
M. McAulay, SPER
C. Mottram, TMSV
B. Ollerenshaw, WTM
M.C. Sanders, THS.

This workshop consisted of a general discussion of the problems encountered during tram car restoration work and covered such topics as:

- (1) Obtaining patterns and castings.
- (2) Encouraging members to conform with organisational procedures necessarily involved with restoration, particularly to overcome such problems as the one of the tools growing "legs".

It was decided that full notes would not be taken but that the recommendations arising from this workshop would be recorded. In the event there was only one recommendation and research has showed that this recommendation had already been made to COTMA at an earlier date, viz. Memorandum 5, dated 29.12.75, requested that a list of patterns held by member museums be forwarded to the Spare Parts Committee. Only three member museums have so far replied to this memorandum.

It was also suggested in this memorandum that any museums planning to make castings of tram car components should notify other museum organisations via COTMA memoranda of their intentions to enable these other museums to take advantage of the opportunity thus presented if they wished to do so.

FOOTNOTE: As Workshops 5B and 5D were completely informal discussions, no formal notes were taken.

ARCHIVES AND LIBRARIESWORKSHOP 5E

Chairman: Mr K.M. Stodden

WORKSHOP MEMBERS: Messrs. L. Day, THS
W. Denham, SPER
R. Green, TMSV
R. Thomson, BTMS
A. Webster, THS.

This Workshop was a continuation of discussion which took place under Workshop 1A "Progress in Archival Storage and Recovery and Display of Tramway Era Relics".

Discussion during this workshop indicated that there are a number of important points to be noted in the storage of archival material. Such details as the avoiding of the use of cellophane tape were noted and also the availability of an instruction manual published by the Museum Association of Australia. This publication is available free and it was suggested that Mr. W. Denham of SPER could edit the information available so that it suits the needs of tramway museum organisations. It was noted that further papers produced by I.C.O.M. and UNESCO in Paris are available in some public libraries.

The New South Wales State Library also has information available on conservation techniques and on the cataloguing and storage of archival material. It was further noted that in New South Wales, grants are available to organisations undertaking conservation and archival work for storage and for particular conservation programmes. Other Australian States have similar programmes and funds available to meet the particular priorities and policies of those States. No such grants are available in New Zealand.

It was reported that SPER had received a grant of \$750 from the New South Wales Government to record documentary material on micro film. The advantage of such micro film is that the material is recorded in a very compact form and may be stored in small fireproof cabinets.

Discussion by workshop members warned of the danger to archival materials when members stored such materials at home, e.g. a member holding such material on a long term basis tends eventually to think of the material as his own. There can also be dangers of "pilfering" of material by enthusiasts, workers on the site, etc.

For the above reasons, workshop members considered that it was necessary to have adequate storage facilities for archival material and that such materials should be adequately catalogued. It is further necessary that museums be particularly selective on what material they allow to be removed from the museum's storage area. Such loans should be recorded and the record book entry signed by the person removing the material.

Suggestions included the possibility of duplicate material being lodged in other libraries or depositaries for safety (BTMS advised that it is considering returning materials relevant to other tramway societies to appropriate depositaries in those cities). At the very least it was considered that photo-copies of material relevant to a particular tramway society should be available to the appropriate museum in that city's area.

The suggestion was made that COTMA could be involved in such a transfer of material and copies and that lists of archival material held should be made available to other allied organisations by museum organisations holding such material.

It was further suggested that COTMA could recommend to its member organisations:

- (1) That moves be made to improve the storage of archival materials.
- (2) To undertake a standard listing of all spare parts available.
- (3) To undertake a standard listing of archival and information reference material.
- (4) To provide master catalogues of library material, patterns and plans and that this task could be given priority over the proposed drop-centre booklet.

Recommendation: (1) That archives, including libraries, and documentation be given a very high priority in museum activities.

- (2) That a catalogue of information available be set up on an inter-state basis.