

Glenreagh Mountain Railway Inc.
Minutes of monthly Board Meeting
held on 9th July, 2009
at Glenreagh West

Ref	Item	Action
0.0	Meeting opened at 6.12pm, President Andrew Lee in the chair.	
1.0	Attendance: Andrew Lee (President), Peter Dickson-Smith (Sec.), Kevin Anderson (Vice-President), Ron Paul, Terry Boatswain, Ron Wells, Helen Bamford (Treasurer), David Page (Vice-President), Trevor Kelly, Apologies : John Kramer, Christopher Frost Visitors : Judith Boatswain, Bruce Smith, Col Campbell	
2.0	Chairman's Opening Remarks : President Andrew welcomed members & Visitors. The President expressed his frustration regarding the negative practice of some members.	
3.0	Minutes of Monthly Meeting 14.05.09 : the minutes were tabled as read. Amendments/corrections : 4.2.1 Insert in Motion "after meeting in July when Treasurer Helen Bamford returns from leave" 4.2.3 Insert in Motion "after meeting in July when Treasurer Helen Bamford returns from leave" 9.3 Annexe & Biocycle Completion – Add : Eric Shaw to be contacted & asked to cost the connection of power for the proposed hot water system. 13.5 Access Ramp : delete "CHCC" substitute "TURSA" 13.8 Work for the Dole – Add "but Job Skills Grant still looking into funding options for training. Motion : <i>it was moved that the minutes be approved as an accurate record subject to amendments</i> Moved : Peter Dickson-Smith Seconded : Terry Boatswain Passed	
4.0	Treasurer : there was no Treasurer's report tabled 4.1 Glenreagh Station Yard Lease : Life Member Robert Wilson has donated funds to enable the lease of the Station Yard to be continued. It was agreed that the lease payment be made on the presented invoice. As the GHRs Committee now appeared to be inactive, the question of security of the yard and building was discussed, the secretary was asked to contact the ARTC General Manager North-South Tim Ryan to request the reinstatement of the security gate & fence together with lock & keys for ARTC, ITSRR & GMR.	PDS
	4.2 Glenreagh Heritage Railway Station committee : the Secretary reported that In response to our letter 09.038 of 28.05.09 the station committee had met on the 8 th July and he had been informed that it resolved to wind up its activities and all matters including finance resolution be passed to the GMR Board. Financial matters were requested to be finalized by 30 th July 09. As previously minuted the meeting between GMR (HB, DP, & PDS) with the GHRs Treas/Secretary is scheduled for July. This meeting is now set down for the week beginning 20 th July.	HB/DP PDS
	4.3 Finance Committee : the necessity of the need for a Finance Committee was discussed. Motion : <i>The Finance Committee be wound up and financial affairs managed by the Board.</i> Moved : Terry Boatswain No Secunder for the motion was found and the Motion lapsed.	
5.0	Membership : no new membership applications have been received. The Secretary reported that membership renewals received by this date were up on last year's date. (60/40 approx.)	

- 6.0 Management :**
- 6.1 Accreditation Planning :** after discussion on planning the process towards Infrastructure &/or Operator Accreditation related to GMR capacity the following motion was tabled :
- Motion :** *GMR will focus on training and putting into place the groundwork for an Infrastructure Manager Accreditation application for track machines and trikes. This is to maintain the assets we have and provide members with an interest in heritage restoration. Once this is obtained assess the option of applying for Rail Operator Accreditation once our skill base and capacity has improved. Only applications approved by the GMR Board are permitted to be sent to ITSRR, applications that have been sent to ITSRR without Board approval will be requested to be returned and not considered by the regulator for approval.*
- Moved :** David Page (Vice-President)
- Seconded :** Kevin Anderson (Vice-President)
- The Motion was tabled : for 7 against 2**
- Motion Carried** All
- 6.2 Public Access to Workshops :** whilst it was understood that public access was allowed on open days e.g. Thursdays & Market days by ITSRR & CVC subject to compliance with safe work practices (OH&S) the following motion was proposed :
- Motion :** *the Secretary write to ITSRR & CVC to seek written confirmation that public access to the GMR workshops & site was permissible subject to compliance with all safe working practices.*
- Moved :** David Page **Seconded :** Peter Dickson-Smith **Carried.** PDS
- 7.0 Accreditation :**
- 7.1 Exemption Application Approvals :** the following exemption applications from the RSA 2008 accreditation conditions were tabled for approval :
1. The restoration of a heritage railway station formerly Moorland Railway Station from near Taree.
 2. Moorlands Railway Station Access Ramp.
 3. Repairs to railway infrastructure after the 2009 flood event using an excavator.
 4. Repairs and maintenance of railway infrastructure at Lowanna.
- Motion :** *the above exemption applications and supporting documents are approved by GMR and be forwarded to ITSRR.*
- Moved :** Peter Dickson-Smith **Seconded :** Kevin Anderson **Carried.** PDS
- 7.2 Previous Exemption/Accreditation Documents :** in accordance with 6.1 above the Secretary will write to ITSRR withdrawing earlier exemption applications of 4th & 14th June together with preceding email documentation. PDS
- 7.3 MAP Training MOU :** the Memorandum has been signed by both parties and returned. GMR copy is on file.
- 7.4 MAP Training :** the MAP Training exemption application is being prepared by MAP Training personnel. MAP
- 8.0 Correspondence :** The correspondence was tabled as per schedules.
- 8.1 Matters Arising :**
- Item in 09.176 Resignation of Russell Phemister. It was resolved that all equipment & tools belonging to Russell be clearly labeled. Russell to be advised pending collection. KA
- 9.0 Infrastructure Report :**
- 9.1 Lowanna Conservation Management Plan :** CHCC has appointed a new contractor to the project, James Phillips. James is progressing with the project which will be finalised at the end of the month. This report will provide guidance and planning zones at Lowanna for future developments and activities so the heritage of the site is not impacted on. CHCC has found further funds to employ Ray Love as a consultant to undertake a study and write a report to look at the entire Glenreagh to Dorrigo Branch Line within the Council's LGA. This report will enable Council to look at what actions and funds are needed to protect other heritage items along the line. Council wants to protect as much as possible of the line and its heritage.

9.2 Perway Training Centre : Building on the MOU with MAP training, CHCC is developing a Business Plan and Feasibility Study so a training grant can be applied for the development of the perway training centre at Lowanna. This will be based around removable buildings for training room and on-site accommodation for trainees. The grant of just under \$100,000 and both these planning documents are critical for this application. Training and developing of GMR competency is a core aspect of any accreditation application.

Dominic Hawke (MAP) has asked that GMR undertake all catering for any training that occurs and charge a commercial rate. This will mean that GMR will get a direct income from any training and this could amount to a good income stream for GMR.

The rules have changed and now mainline RISI courses will have to be undertaken with access to a railway track so theory and practical are done on-site. This means that Lowanna Perway Training Centre will have further income for GMR. Last year MAP Training provided over 44 RISI training courses. MAP Training are looking at developing further training courses for Protection Officer as well once the centre is completed. GMR will be able to generate a steady income to keep the organization financial and increase member's skill base.

9.3 John Holland Rail Group/Perway upgrade : the Board has been provided with the costing for this work. If GMR is able to find the funds via a grant the work can start as soon as possible even without accreditation as the John Holland Rail Group have their own infrastructure accreditation.

9.4 Council Grants: Coffs Harbour City Council has provided a further \$10,000 to the Lowanna project of GMR and there is another round of Council Heritage Funds available. Once the Conservation Management Plan is complete Council will be applying for the listing of the Lowanna Station precinct to go to a high level of protection and funds will be sought for the station roof and floor repairs.

9.5 Enviro Fund Grant: Due to the extreme weather events of the last 4 months it has been unsafe for contractors to work. Now that the dry weather has started this work will begin again.

9.6 Perway Training Centre: The final quotes and costing are in and with CHCC assistance we will be applying for a training grant for buildings and materials. GMR will be providing in-kind to the project \$1,563,100 of machines and tools and we will be asking for \$171,795 in a grant application.

Motion: *GMR with assistance of Coffs Harbour City Council to apply for grants to progress the perway training centre at Lowanna.*

Moved: David Page **Seconded** : Helen Bamford **Carried**

DP

9.7 Ballast Regulator & Sleeper Inserter : concern was raised regarding the maintenance of the Ballast Regulator and Sleeper Inserter especially the battery charge. It was resolved to put the batteries on charge using the GMR battery chargers. Kevin Anderson to arrange.

KA

9.8 Glenreagh West Station (Moorland) : no action at this stage.

9.10 Red Rattler : CVC DA approval has been received. The Secretary to obtain Confirmation in writing from ITSRR the move can proceed.

PDS

9.11 Annexe completion : no further action at this stage.

9.12 Perway : no action at this stage including ACI Siding, Tinbertop, Glenreagh Yard & Grafton Ferry Siding.

10.0 Rolling Stock :

10.2 1919 Report : inspection required.

10.3 Trikes : no report.

10.4 Carriages: window requires repair.

10.5 DSRM : Disposal of Rolling Stock in Lowanna Yard. It was resolved that GMR will write to all the Schedule One plaintiffs in the Deed of Settlement DSRM/GMR as well as CHCC, BSC & ITSRR to request an on-site meeting at Loanna in October at a date which is agreeable to most parties to address the risks and hazards of the rolling stock items and non-payment of back rent by GMR & DSRM.

PDS

10.6 "U" Boats : To look at the option for a Coffs Coast Tourist Grant to move one of the un-used U Boats from Glenreagh to Lowanna to be fitted out as tourist accommodation. This will generate an extra income stream for GMR, CHCC wishes to include this as part of the feasibility study.

Motion : *that this option be adopted and CHCC to prepare and include costing in the feasibility study.*

Moved : David Page **Seconded** : Helen Bamford **Carried**.

11.0 Funding :

11.1 Access Ramp (G/W) Grant : Project Manager Ron Wells confirmed that in order to secure the Grant funding that we fund the purchase of the steel for the ramp and commence fabrication at his property and when appropriate, transport to G/W. The invoice would then be used to confirm to NSW Dept. of Sport & Recreation that the project had commenced.

Motion : *that funding of \$2,000.00 be provided to purchase steel from the Contingency account. Account to be reimbursed when Grant funds become available.*

Moved : Ron Wells **Seconded** : David Page **Carried**

RW/HB

11.2 Area Assistance Scheme : Amenity Building Grant Application unsuccessful.

11.3 Bendigo Bank Grants : Application to cover design fees for survey & drainage unsuccessful.

12.0 Tram Report :

12.1 Tram Shed Stage 2 : no action at this stage.

12.2 Tram 392 Lease : confirmation still awaited from STM re waving of first lease payment due in 2010. Secretary to contact Howard Clark, President STM.

PDS

13.0 Top End Report : no separate report received, relevant items included in the Infrastructure report at 9.0 above.

14.0 Articles of Association : deferred to a future meeting.

15.0 General Business Items :

15.1 PDS Land Lease : meeting to resolve lease terms during week beginning 20th July.

HB/DP
PDS
PDS

15.2 North Coast Computers : letter of appreciation to be sent.

15.3 Board Vacancy (Casual) : with the resignation of Dennis Clack it was resolved to appoint a director in his place.

Nominations received were Bruce Smith & Steve Martin. A secret ballot was held and Steve Martin was appointed.

SM

15.4 Weekend Working Bee's : a member from Brisbane has suggested the Introduction of monthly weekend working bee's when members can come to GMR and help with the progress & restoration of our infrastructure and rolling stock. It would also be a good way to socialize with other members and be better informed of all the progress. It was agreed that this proposal would considered when exemptions to proceed were received.

16.0 Next Meeting : there being no more business the Chairman closed the meeting at 9.15pm. The next meeting will be held on **Thursday 13th August at 6.00pm in the Crib Room at Glenreagh West.**

Signed Chairman : **Date** :