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Discussion held concerned the various means available to Tramway Museums for the provision of traction power, and conclusions drawn regarding practical and economic feasibility.

### 1. Electro Mechanical

- a. Engine generator set:- Used in early stages of operation by B.T.M.S., and provided useful traction power at 600V from a 120 H.P. compound wound D.C. machine, driven by a V8 petrol engine.

Conclusion - Satisfactory where supply authority power unavailable. Principal disadvantages being high cost of providing, maintaining and operating an engine-generator set and a possible problem with noise pollution.

- b. Electric motor generator sets:- Small plants used by S.P.E.R. for provision of limited traction power. One such plant comprising a 415 Volt 30 HP motor driving a 3 phase alternator operating into a bridge rectifier. Smaller D.C. generator sets were also used with success for low speed operation of tramway.

Conclusion - Suitable for operating tramway from supply authority power if equipment is available at low cost to museum. Some associated operating and maintenance problems. Small plants unable to maintain satisfactory output under any but light load conditions.

- c. Rotary converter:- Used by B.T. in early stages of operation. The converter being part of the original S.E.C. tramway system, and operated for the Trust by S.E.C. operators.

Conclusion - That machines likely to be available to museums will be too big and uneconomic to operate. Ex transport system converters are not usually smaller than 500 K.V.A. rating. The cost of running such a machine itself would exceed the cost of powering the trams!

### 2. Rectifier Types.

- a. Mercury Arc:- This means of conversion is efficient, and able to withstand high fault current overloads with little danger of being damaged. The B.T.M.S. are fortunate to have in their possession a 750 K.V.A. Mercury Arc set comprising 4 rectifiers and a 6 Phase feeder transformer, formerly part of the Brisbane Transport system.

Conclusion - A very satisfactory means of rectification - providing equipment is obtainable at a reasonable price or by donation. Spare parts if required in the future may not be obtainable.

- b. Solid State:- The Solid State (Silicon diode) Rectifiers discussed are in use at the B.T., B.T.P.S. and S.P.E.R. These rectifiers are very efficient and construction is relatively simple. They have proven reliable as traction rectifiers although the B.T. unit did suffer some diode failures when first placed in service. This problem has now been overcome.

Conclusion - That a solid state rectifier is the most satisfactory method of obtaining D.C. for traction. Its efficiency is high - hence low operating cost, and the rectifier or components for its construction are inexpensive and readily procurable. Very little maintenance is required on this type of sub-station.

The workshop concentrated upon the "Tram Depot", the following ideas and conclusions emerged.

The tram depot is usually the most important and expensive item of works to be undertaken by a tramway museum. Elbow grease, enthusiasm and an ability to scrounge materials - Lon Wymond's "initial stage" is usually the time that the first depot is constructed.

The cost of the depot will lead to a variety of capital raising ventures; raffles, specific appeals to members, the formation of co-operatives, all these methods have been exploited. Government assistance is unlikely to be forthcoming at this early stage.

Volunteer and contract builders with variations in between have been used by museums. The most satisfactory system may be for the museum to use its name to obtain building materials at cost, to provide volunteer workers for unskilled tasks and to contract a builder to provide supervision and skilled labour only.

Increasingly stringent building regulations requiring elaborate, skilled and expensive methods of construction may be beyond the ability of unskilled volunteers.

Elaborate buildings are beyond the resources of tramway museums. The depot is usually constructed to the minimum standards permitted by the local authorities.

The ideal and the reality are further apart in tram depot construction than perhaps any aspect of museum construction. The ideal - brick buildings equipped with fire sprinkler systems and space for display, repairs and storage contrast with the reality of second-hand galvanized iron on a wooden framework, a shortage of space and inadequate fire protection.

It was agreed that the track centres depended generally on the type of shed in question (i.e. storage, running, display, etc.) and the funds available.

The type of flooring used in depots was discussed and ranged from dirt, through bricks and hotmix as well as concrete. Finance once again plays a large part in the type of flooring selected.

It was agreed that from a fire safety approach several smaller buildings were preferable to one large building, even though maintenance is increased.

Whilst the style of buildings can be determined by the individual societies, such buildings must comply with local Council regulations; e.g. in N.S.W. all steel columns may have to be encased in concrete in the future as a fire precaution.

As with most other sections of the building discussion group talks, wall cladding is also subject to financial restraints. While depot buildings throughout the country range from wood and corrugated iron to full brick, types used by the various museums are basically corrugated iron although other materials are used.

Generally speaking the style and size of the various buildings required by our groups and the materials used in their construction are basically decided by conditions prevailing at the time, available finance and local regulations.

Of the five museums represented, Brisbane raised the majority of questions as they have yet to erect permanent overhead wiring.

A summary of existing overhead was given:

1. Bendigo - uses existing wiring with SECV maintaining.
2. Ballarat - uses existing with SECV maintaining except for access track and depot yard.
3. Adelaide uses modified fittings and copper wire except in depot yard, where steel wire is used. AETM does own maintenance.
4. Sydney uses standard Sydney fittings and stranded steel wire. SPER does own maintenance.

Question 1.

Is there an alternative to copper wire for the trolley contact wire? If not, is grooved wire or plain round wire the best?

After discussing steel stranded, solid steel, copper coated steel and aluminium wire the conclusion was reached that grooved copper wire is probably the most convenient and most suitable, keeping in mind trolley wheel tracking and maintenance. Unfortunately both Brisbane and Sydney systems did not use grooved wire and both these museums only have fittings to suit round wire. MTT would probably sell fittings, but at an estimated \$8 each the cost could be prohibitive. MMTB may be prepared to sell old non-fouling ears at scrap value to museums, but this could prove to be expensive also. Both Brisbane and Sydney will be looking at this aspect in the future.

Question 2.

What method is suitable for pole erection at museums?

If a special purpose machine is available or not too costly to hire, it would be the most economical time-wise. Provided that the holes can be bored by a machine (most museums could afford to hire such a machine) hand erection of poles is reasonably easy. The use of a vehicle to replace man-power makes erection even easier.

Question 3.

What spare parts are available?

It would appear that span wire insulators are still available as a vast quantity is used throughout Victoria and South Australia. Trolley wire insulators are comparatively rare but non-insulated types can be made if necessary. Wire grips come in two types - fouling and non-fouling. (Non-fouling are used in conjunction with grooved trolley wire). Costs are high, as quoted in answer 1, but consideration may be given to museums. It would appear that only grooved trolley wire is available now.

Question 4.

How can we improve our overhead wiring standards?

All were in agreement that by designing overhead wiring correctly and making it up on the ground prior to erection in the air using competent workers would lead to a more professional job.

A personal suggestion is to approach MMTB (by COTMA ?) to see if they would be prepared to provide design data, text books and the like, so that a manual could be compiled. It could also be ascertained if the MMTB would be prepared to check museum's designs etc., before the wiring is erected. SPER & BTMS would be interested.

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Workshop E4      TRACK AND CIVIL ENGINEERING

6 members present

Chairman - John Pennack (AETM)

During discussion it was determined that few methods of track construction were common to all museums.

Some museums use grooved tramway rail, others use tee-head rail with railway switches. (AETM, SPER).

Many different methods of rail bonding are used with some museums not bonding at all.

Museums should and do use available local materials and this leads to diversity at perway equipment.

The Workshop recommends that all Museums strive for the highest standard of 'per-way' to protect historic vehicles (trams) and to lower ultimate running costs.

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Workshop E5

SIGNALLING

3 members present

Chairman - Geoff Cargeeg (BTPS)

Each representative gave a description of his own signalling/safe working. BTPS use timetabling, phone and prior arrangement. SPER use sight and prior arrangement with color light signals for special occasions only. The signal box is not used as such. BTMS, not yet running, are not yet signalling.

Ballarat S.E.C. used Forest City color light signals. Sydney used railway oriented signalling since NSWGR operated the tramway system until 1932. Brisbane (City Council) used huge traffic light type signals.

It was felt by the members that since each individual parent system had its different and often unique signalling systems, and since each museum was trying to recreate the scene of the former operator, a standard museum signalling system was not desirable.

Floodlighting of museum areas is a good thing if in a populous area. In a secluded area floodlighting would attract unwelcome guests.

"Terry Telephones" seem to frequent tram museums. BTPS is installing an automatic exchange.

Particular discussion then involved the Brisbane (Ascot-Doomben) overhead contactor which activated a flashing "trams turn left" signal and also various forms of push-button flashing lights.

GENERAL POLICY: It was felt that in order to eliminate any doubts that various Museums may have about the policy that other Museums may have adopted regarding the types of cars they intend to preserve, each Society should lay down the general policy that they have decided upon and communicate it to other kindred Societies.

RESPONSIBILITY FOR APPROACHING BODIES: During this discussion representatives from the TMSV stated that the TMSV was prepared to represent Museums in their approaches to the M&MTB regarding tramcars, but that they were not prepared to accept responsibility for what Museum received what tramcar. After further discussion it was decided that this function might well be better left to the national association of tramway Museums when formed. All agreed that there was a need for all Museums to discuss their requirements and formulate a list for presentation. Apparently the M&MTB would appreciate a list of its cars that Museums wish to see preserved. To date M&MTB policy has been to donate cars complete, however TMSV members doubted that this policy would remain long with the increased demand for cars for preservation.

SPER members pointed out that the BCC would not write off Phoenix 548 as the car was still relatively new.

SINGLE TRUCK VEHICLES: It was agreed by all that there was a problem with the limited availability of single truck vehicles and spares. It was pointed out that some museums needed single trucks and parts more than others, examples given being TTMS and NZ museums, that there was a drastic need for discussion on this subject, and that, once again, this would be done through the National body.

The problem of converting 4'8 $\frac{1}{2}$ " bogies to 3'6" because of the width of the motors was brought up.

TTMS pointed out that they do not intend to operate for some time yet and that they did not consider their needs as immediate.

Parts from overseas were discussed. Opporto being an example brought up where good single truck cars are running and may be available in the future. It was pointed out that the authorities running these systems now are very much aware of the demand for their tramcars, and subsequently would make them very expensive to acquire. The price of these cars would be further increased by competition from American interests.

CAR REQUIREMENTS: A quick list of the possible car requirements of the various participating Museums were made:-

TMSV: As on supplied printed handout. It was pointed out that the TMSV had made a blanket order for all single truck cars to prevent, hopefully, any scrapping, but not particularly for themselves.

SPER: 1 K Scrubber, 1 L, W2, W5, W7, Possibly Y1, and spares. They expressed hope that no 33 in. wheels and equipment would be disposed of by the M&MTB.

BTMS: 1 L. Possibly W2. Small number of spares.

AETM: Holden W2, perhaps an L.

BTPS: L, W2, W3, W4, and a scrubber of some description.

BT: Stated that they did not intend to run any cars other than Bendigo tramcars. No requirements.

Dunedin: W2.

Other NZ: Spares only. Probably no cars.

TTMS: No complete cars. Spares for single truck cars.

ACQUIRING TRAMS FROM OTHER STATES: Discussion on this point hardly got off the ground because of lack of time however SPER expressed their view that negotiations should be between the various Societies, however the other Museums represented indicated that they preferred dealing with discussions through the National body. It was agreed anything mechanical should be acquired from the National stockpile, example trucks etc. and administered by the National body.

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Workshop C2

### MAINTENANCE

13 members present

Chairman - Mal McAulay (SPER)

LUBRICATION: Grades and Types of Oil Used for Axle and Motor Bearings. The danger of over-oiling was pointed out. Damage that can be caused to Electric Motors through over-oiling of Motor Bearings was discussed. There is more frequent need of changing Compressor Oil in Museum type operations because of the greater risk of Water Contamination due to the lower use factor. Lubrication of Bogie Center's, Brake Rigging, Bolster Rubbing Block etc., all vital.

TRAINING OF STAFF IN CORRECT MAINTENANCE PROCEDURES: The correct way to pack bearings was discussed. Damage that can be caused through improper packing was explained.

MAINTENANCE SCHEDULES: The use of set maintenance procedures was discussed and the supply of copies of these developed by SPER were requested. The need for a Maintenance Manual for future guidance was also raised.

HIGH WEAR FACTOR POINTS: This subject was discussed at length. SPER's experience was that Suspension Bearings had been one of the main problems in this area although the opinion was expressed that this was probably due to these bearings being in poor condition on delivery.

BRAKE SHOES: Wear rates were discussed. Ballarat expected 2500 Miles (4000km) per set by S.E.C. experience. SPER had replaced approximately 6 Shoes in approximately 20,000 miles of operation. Ballarat and Brisbane announced that they had patterns for shoes for their respective systems which could be used by other groups.

MAJOR REPAIRS: The availability of facilities for the carrying out of such heavy repairs as Wheel Turning, Retiring, Replacement of Axles etc. received lengthy comment.

CONCLUSION: Some of the delegates spoke of the assistance received

from Government and Semi Government workshops, particularly the M&MTB in these matters. It was pointed out that the Societies, having taken on the responsibility of preserving the Cars, should not abuse this privilege and should do their utmost to set up facilities to be self supporting. This is more than possible by the co-operation and pooling of the equipment held by the various groups, and this is one of the great benefits that can be accrued by all if the Conference succeeds in forming an Australasian Museums Association.

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Workshop C3

SPARE PARTS

12 members present

Chairman - Ron White (AETM)

The discussion during this session was based on an idea put forward by a representative of the T.M.S.V. that they co-ordinate all requests for spare parts to be obtained from the M.M.T.B.

The aim of the suggestion was to inform museums of the state of supply and demand for various particular parts from time to time.

The suggestion was made that if a national association of Australasian tramway museums was formed, it would be a more appropriate body to carry out the function of co-ordinating requests for spare parts.

It was also pointed out that the ultimate allocation of spare parts should still remain the prerogative of the transport authority concerned.

Discussion during most of the session dwelt on the list of requests for spare parts that had been prepared by the T.M.S.V. as a basis for this idea.

We were informed that "Dunedin Engineers" in New Zealand have patterns for the much sought after 21E truck frames. Also, a foundry in Ballarat has patterns for such parts as brake blocks and journal box covers.

This is the type of information that could well be disseminated by a national association.

APPENDIX to Workshop C3 from Max Fenner (AETM)

Problems - Storage, mainly - Space  
- Inflammability - varnished wood.  
- Fragility - glass; thin wood.

Because storage is usually a problem, avoid getting bulky or fragile items which can be obtained economically from modern supplies when required.

Spares available from scrapped cars depend on how keen scrappers were and state of corrosion etc. of body.

Desirable spares are any which are:

- (i) Cast or machined brass - cost of manufacture and of base metal.  
Controller Handles. (e.g. Controller handles car 192 cost  
Window Handles. \$7 ea. for casting plus several  
Strap Hangers hours machining).



Bell Runners  
Conductors' Bells  
Grab Rails  
Light Fittings etc.

- (ii) Irreplaceable electrical equipment.  
e.g. Circuit Breakers - even if partly wrecked, contactors  
etc. may still be o.k. as spares.  
Fuse Boxes  
Compressor Switches  
Snap Switches  
Lightning Arresters  
Trolley Bases  
Brass Lamp Holders  
and especially the Ceramic Contactors from inside them. (These are  
fragile, may break in service and are virtually unobtainable).
- (iii) Complicated mouldings of wood, or good pieces of expensive  
timber.  
e.g. "Dog legs" and beading out of D and E types would be  
valuable and very difficult to rebuild if damaged.
- (iv) Ornamental or specially etched or patterned glass.  
e.g. Simple window panes would not generally be worth saving  
whereas headlights, etched door glase and coloured,  
patterned glass would be very costly to obtain.
- (v) Heavy steel in good condition - e.g. Bumper bar (but not  
more than 2 of any type unless storage and transport  
facilities were larger.)
- (vi) Any truck or motor spares - these wear out and are usually  
very costly to have machined.  
e.g. Brake Blocks  
Springs  
Brake Riggings. Bearing Blocks.  
Air Brake Valves  
Compressor Spares  
Trolley Wheels  
Trolley Poles

#### Overhead and Per-way Spares.

Insulators - Hangers - several, because they will often be damaged  
if overhead falls or if struck by de-wired  
pole or vandals.

- Strain insulators - mainly damaged by vandals - always  
useful and not much trouble to store.
- Ears - especially if fouling or envelope ears are used,  
since they wear out quickly.
- Frogs, special joining and splicing ears etc.

Fish plates.

Sleepers.

#### SOURCES

Transport Authority - e.g. MTT : spares from running vehicles and  
stores.

Firms - e.g. Paramount Mach.: Obsolete equipment and occasionally

new parts e.g. PC5 Resistors from  
I.R.C. Australia.

Scrapped Cars - Dealt with above.

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Workshop C4

## RESTORATION

4 members present

Chairman - Ron Jenkins (AETM)

### Restoration

Owing to the time taken to fully overhaul a tram, some museums had decided on a policy of painting and re-varnishing deteriorated sections rather than the complete vehicle. This is particularly necessary in operating museums where labour, time and vehicles are at a premium.

### Conclusions reached during discussion:

1. If there is to be both mechanical and body work restoration to be undertaken, the body work should be done last as there is a chance of body work damage occurring during mechanical repairs.
  2. Safety factor should be considered when undertaking restoration of mechanical and electrical items.
  3. The use of marine varnish will prolong the life of exterior paintwork especially fast fade colours.
  4. The use of "gold" tape can greatly reduce time taken in gold line work. These tapes should be coated with marine varnish.
  5. Plastic or fibre-glass filler if applied correctly will give good results and greatly speed up restoration work.
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## Workshop C5 A NATIONAL STOCKPILE OF SPARE PARTS

9 members present

Chairman - Ron Jenkins (AETM)

The workshop started with discussion on the following questions:

1. Do we need a national stockpile of parts?
2. Where?
3. How should it be assembled?

The conclusion of this discussion was that the parts collected by each group already made up a national stockpile, and the major problems to be faced to make this effective appeared to be communication, inventory and storage. On the question of communicators and inventory it was decided that as soon as practicable each group should draw up a list of all spare parts, special equipment and drawings likely to be of use to others.

It was decided to accept the offer made by the S.P.E.R. representatives to circularise each group with these lists.

Each group would negotiate directly for parts, and they should notify SPER of any change in ownership of parts so that the records could be altered.

A question was raised as to whether museum groups should charge for spare parts that change hands?

It was decided that each case should be taken on its merits. Some museums have spent large sums of money obtaining and transporting spare parts, and these costs would have to be recouped.

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Workshop T2

## INSURANCE

6 members present

Chairman - Tom Carter (BTMS)

The workshop considered the different types of insurance needed by museum organisations. These being:

- A. Public Risk
- B. Members Accident Policy
- C. Fire and General.

After general discussion on the various types of insurance carried by different organisations it was apparent that there had been some difficulties experienced in obtaining suitable cover, due mainly to the unknown risks involved on the part of the insurance companies. It was also apparent that there was a wide variance in the premiums paid for similar risks.

It was suggested that we consider the merits of all museums insuring with one insurer. There was general agreement that there could be some benefits if a company could be found which was prepared to offer insurance at reasonable rates. However it was pointed out that if a claim was made by one museum it could adversely affect all the others. See Conclusion one.

The next subject considered was the possibility of drawing up a code of safety rules which would be acceptable to insurance companies (and others) as an indication that the museum adhering to these rules had a satisfactory safety standard. There would be some differences when a museum operated on a public roadway competing with motor traffic, compared with the operation of trams on a private right of way. See Conclusion Two.

Discussion moved on to the effects on public risk and workers accident insurance, of the Federal Government's proposed National Compensation Scheme. It was thought that the various museums should watch developments in this area very closely. There could be very big changes in the obligations of the museums to carry insurance.

The next topic brought up was the value of indemnities, either printed on tickets issued for rides, or presented in the form of an indemnification to be signed on entry to the museum. It was suggested that Public By-Laws should be displayed prominently. These could include an indemnification statement. There could be different legal values placed on these types of indemnities in different States. See Conclusion Three.

Accident insurance for workers was the next point examined; the desirability and financing of a compensation scheme for voluntary workers, usually members. Should the member be expected to contribute on an individual basis, or should the museum take out a policy

covering all of its members while working for the museum, and finance this by payment from general funds? It was generally thought that the organisation has a responsibility to cover members for minor injury and compensation for time lost from work, but that it would be the responsibility of the individual to extend this cover.

Lastly there was some investigation into the subject of General property insurance. No conclusions were obtained here.

CONCLUSIONS: One. Investigations should be made into the insurance held by the various museums to see if any insurer was more suitable.

Two. That a code of safety standards be drawn up to cover the operating of tramcars in a museum.

Three. An investigation should be made into the legal aspects of indemnities in the various States.

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Workshop **P1**                    **ADVERTISING TO THE PUBLIC**

8 members present

Chairman - Graeme Jones (TMSV)

Discussion opened with the suggestion that maximum publicity might be obtained by using topless conductoresses. Reference was made to the centre spread of a recent issue of a mod type womens' magazine which used as a prop the Sydney tram leased by S.P.E.R. to a business enterprise; the S.P.E.R. representative made comment that any such leasing contracts signed by any society should contain clauses ensuring that the society gets adequate recognition in any later publicity.

Each participant was then asked to detail for the benefit of all the methods that his society had found most successful in gaining publicity at minimum cost. These are summarised:

A.E.T.M.: Regular paid two-line advertisements are used in a Sunday newspaper. Surveys have shown that these are more effective than larger random advertisements; care must be taken in choosing a suitable time for placing the latter as one just before last Christmas proved a failure. Some advertising had been done on commercial radio with no conclusive results.

Bumper stickers and transfers have paid off both in profit and in publicity.

A.E.T.M. try to depend on self-generated goodwill:

(a) platform staff are encouraged to talk to visitors and to make them feel welcome.

(b) visitors buy a ticket as they enter the museum grounds and this ticket entitles them to one tram ride at no additional charge.

Visitors have often expressed surprise that they do not have to pay on the tram, and are very pleased by this.

B.T.P.S.: Paid advertising in the press has been tried but results have not justified the expense. Maximum efforts are made to keep the media well informed, people of importance are

invited to look over the project and this generates a local awareness of the operations. Reciprocal advertising is used with other local tourist attractions.

BENDIGO TRUST: This group try to timetable carefully to avoid empty trams and the poor appearance that this gives, every trip run should pay. Endeavour is made to try to give people a "value for money" impression, visitors should feel that the tram ride has been "worthwhile". Souvenirs are excellent reminders to people once they leave the site, and make good later "talking points". Lapel badges are sold at 10 cents each, these have proved better sellers when done in two colors.

T.T.M.S.: have yet to open a permanent display. Every effort is being made to keep the society's name before the public via the media; the media is kept notified of any happenings and acquisitions. Examples were quoted:- the "Mercury" will be given an article on the fact that this conference had been attended by T.T.M.S., photos will be given showing the ex-Hobart trolley retrievers at present in use on Melbourne tram 1041. Paid advertising is used for excursions, members are often gained from these. Much use has been made of displays mounted in public libraries and buildings, results have been very pleasing. Donations cannot be solicited at such displays, adequate supplies of a good "handout" should be available.

A.R.H.S.: for their museum use paid advertising at holiday times; often free publicity has been obtained in V.R. posters at railway stations.

S.P.E.R.: displayed samples of a "thank you for visiting us" leaflet which are freely available at the museum site. These had cost around \$40 for 8000. These leaflets generated considerable discussion amongst participants; it was felt that any leaflets should be of standard Tourist Bureaux size, and should use colored paper or a strip of color for best visual effect without the additional expense of multicolor.

W.T.M.: Most passenger traffic is generated by a tram which is parked at the side of a highway. Each tram crew is supplied with roneoed leaflets, conductors are encouraged to talk to passengers. The media are supplied where possible with pre-written releases in an effort to increase the accuracy of the reporting.

T.M.S.V.: Museum operations are only on a small scale at present, static display and horse tram. Traffic is mostly generated by signs on the nearby highway. A guide is rostered as a "people greeter" to show visitors around the site and to personally explain what is happening. It is hoped to arrange an article in "Vic Scout" magazine in an attempt to encourage visits to the site by cub packs.

#### CONCLUSIONS:

Participants agreed that:

1. Word of mouth advertising is best;
  - costs nothing,
  - crews should be friendly and pleasant

- and courteous to visitors;
  - an attractive handout should be readily available for visitors to take away,
  - souvenirs are profitable and serve as later reminders.
2. The media should be worked HARD;
    - keep them INFORMED,
    - write press releases,
    - supply the press with photographs,
    - try to invite important people to visit the museum.
  3. Exhibitions and displays are worthwhile;
    - professional standard required,
    - approach firms who have suitable space,
    - ensure that adequate handouts are available.

Workshop P2

TROLLEY WIRE Magazine

7 members present

Chairman - Bill Denham (SPER)

The workshop (and previous discussion) concerned a number of points regarding group participation. It was explained in each case the guidelines which were used by the Editors to determine content and editorial policy.

The most important factor was possibly that apart from a few major directives such as a ban on photos or news of accidents to museum trams, very little immediate control is now exercised by the S.P.E.R. Board of Directors over the magazine. In fact, the Editorial Committee are, in the main, guided by the remarks and requests of the participant groups.

A further major topic under discussion concerned members' subscriptions. The Publisher's view that subscription should be compulsory with suggested exemptions such as junior members, affiliates and members already receiving the magazine through another group was generally conceded by enthusiast tramway groups, but was rejected by those of multiple interest or those of a commercial nature. Some discussion took place with these latter to determine policy agreeable to all parties. This may result from further contact by letter after the initial personal contact.

The obvious situation of "no news supplied -- no news published" was accepted, as was the Editors' right to use space originally allocated for Society news, but not used, for the inclusion of transport-topic 'space-fillers'.

The need for a national magazine, as Trolley Wire has become, as well as a local news sheet was agreed upon. That this has been accepted even by the S.P.E.R. was confirmed when the Chairman produced a current copy of SPERNEWS, the local S.P.E.R. personal pars and notes news sheet.

The proposition that the scope of Trolley Wire could be widened to include all transport museums not covered by other publications was put by the Chairman and not spoken against.

The proposal to spread workloads by arranging for each major participating group to produce Trolley Wire on a yearly rotating basis was rejected at this stage by the S.P.E.R. on the basis of difficulty in re-establishing the magazine each year. The suggestion regarding bulk distribution of the magazine to each state was also rejected at this stage due to an anomaly in postal charges. The present postage and packing costs are approximately 6½ cents per copy, paid by the member in his subscription. Bulk postage would entail a parcel rate plus distribution costs amounting to approximately 15 cents to eastern states rising to 25 cents in Western Australia. While the magazine enjoys the bulk postage concession and the service rendered by the staff at Sutherland Post Office it will be forwarded direct from Sydney.

#### PUBLISHING:

Due to an extension of the workshop time granted to several of the participants, the Chairman agreed to continue discussion into general publishing. Among the items discussed were:Y

1. The S.P.E.R. proposition of setting up a publishing company to produce and print society material at cost. Further details beyond that of the approximate figure of \$8000 establishment costs were not available.
2. The immediate offer to extend the S.P.E.R. "Tramcar Guides" series to include all preserved cars in Australasia. S.P.E.R. to produce and/or print these in a uniform series.
3. Future offer to include interstate material in the "Tramway Byways" series, S.P.E.R. to produce and/or print.
4. Post cards and major books also discussed. These, however, would be discussed in further detail at a later stage.
5. The S.P.E.R. Publishing Department is available for consultation.

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Workshop M1

#### OPERATIONS AND SAFETY

10 members present

Chairman - Peter Kahn (SPER)

One of the most important points raised was that a professional style has to be used in tramcar operations with the general public uppermost in mind.

TIMETABLING OF TRAM SERVICES: Some tramways such as Bendigo operate to fixed timetable on weekends whilst extra cars can be utilised during heavy loadings or for special hirings. Weekday workings operate as required. Ballarat operates to a fixed timetable on weekends but with various alternatives available depending on loadings. St. Kilda operates a regular service on Sunday afternoons depending on loadings. Loftus operates a regular service usually at 15 minutes intervals (sometimes less frequently) on Sundays and public holidays, depending on loadings. Auckland operates almost every day of the year, with regular service at weekends. Wellington operates a regular service on weekends.

UNIFORM: Ballarat uses the SECV Tramways uniform whilst Bendigo have adopted an earlier style. Loftus have a white, grey and black style,

which is at present being revised. The other tramways generally do not have a full uniform. However, all museum tramways consider that neatness of dress is of the utmost consideration. Dunedin considered the uniform as an essential requirement to give the professional look when operating.

AVAILABILITY OF RANGE OF TRAMCARS:

This point is emphasised at Loftus with the purpose of giving variety of trams to ride, which should lead to more rides by the public (and more revenue), though limited by terminal track capacity to three cars. The other museum tramways generally do likewise as far as possible, though limited by their range of cars.

PUBLIC SAFETY: This can be quite a problem, particularly when operating in the street such as Bendigo, or Ballarat (side of street but with cross-track parking and in a public park area). St.Kilda has road crossings, Wellington has side of road reservation, Loftus and Auckland only have the problem of foot traffic to watch for. As a result, there is a very large variance of Public Liability Insurance costs.

WORKING ORDERS: All the museum tramways have regulations for operations and safety. Loftus has an operations handbook for the museum's own safety and as a back-up in the event of incidents. Loftus trains their own crews, Ballarat use the facilities of the M. & M.T.B. as well as their own. The N.Z. museums train their own crews but subject to general authorised approval.

CREW ROSTERING: St. Kilda have a small roster of Drivers whilst Loftus have a large roster. It depends to a large extent on the availability and/or attitude of traffic staff and/or museum policies. Ballarat at the present time has a limited number of drivers but additional drivers are being trained. A much larger availability of conductors was the rule. Bendigo has a similar state with conductors being volunteers and some drivers employed.

CONCLUSION ARISING OUT OF DISCUSSIONS: Commonsense is paramount. The museum tramway can succeed or fail by its traffic staff - the public relations officers.



Workshop M2      **LIASON AND PUBLIC RELATIONS**

10 members present

Chairman - Peter Tyler (TTMS)

(1) Dealing with Councils, Government.

Highly recommended that wherever possible a personal approach be made by a clean and articulate ambassador. Preferably use one of your members who has a friend in the Council.

Follow this up with a formal letter for record purposes. The course of action and route of the letter through the red tape should be determined by personal representation before the letter is sent.

Continuity of diplomatic personnel is desirable i.e. if you can't infiltrate one of your members into the relevant department then at least use the same ambassador to approach the same officer each time.

It is highly desirable that the Society's telephone number appear in the telephone book and on all communications, and that the name and number of the Society's officer to whom enquiries should be addressed, also be prominently displayed on letters.

There is a need for an accredited Society Officer, knowledgeable in Society affairs, to be the official spokesman. Numerous spokesmen, with only half the facts, should be discouraged.

(2) Advertising.

If a Society tram is hired by a Company for advertising, do not be content with just the hiring fee. Have members accompany the vehicle with hand-out pamphlets and make sure Society is advertised on the tram, prominently.

Ensure that the advertiser is aware of the tax-deductibility of hiring fees and donations.

(3) Service Clubs.

General opinion on the usefulness of Service clubs was not good.

However only TTMS had approached clubs to assist with raffles, art unions and the like. It was concluded that their most useful role would be in selling tickets.

Several representatives stressed the publicity to be gained from donating a days takings (operation) to charity, having big-gun politicians or other public figures in attendance, with full media coverage.

(4) Dress and conduct of Museum Staff while open to public.

The wearing of uniforms by all operating staff is highly desirable.

Uniformed staff in particular should behave with decorum.

Behind-the-scenes working staff should be courteous at all times lest they give offence to the public - the little old man asking stupid questions may be a Councillor with influence.

As a general statement, if you invite the public to spend their money to your advantage they should be treated as respected guests.

Members should not make rash or uninformed statements to the public. Information should come only from properly informed and authorised officers. This is especially true in the case of the media.

Name tag badges for staff are desirable.

It would be well to have a number of roving guides or information givers, so identified by badge.

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Workshop M3

**DRIVER TRAINING**

Chairman - Clyde Croft (BTPS)

It is apparent that the requirements of a Driver Training Programme will vary depending upon whether trams are operated solely on the operating group's premises or on a roadway or other public land.

The participants agreed that the importance of a carefully managed Driver Training Programme and continuing driving supervision could not be over emphasised. One accident is too many and may be very damaging to the public image of the group and costly in terms of public risk insurance premiums.

Generally, where a group operates on its own premises only, the training programme is not as intensive as where operations take place on public land. A greater opportunity exists in the former case for greater numbers of members to be trained and work as drivers.

Most groups agree that tram driving is one of the more glamorous tasks and so an attempt was made to allow all working members to drive a tram from time to time, under supervision if necessary, as circumstances allowed.

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Workshop M4 **RELATIONS AND COMMUNICATIONS  
BETWEEN ADMINISTRATION AND MEMBERS**

7 members present

Chairman - Graeme Inglis (TMSV)

The comments expressed and the conclusion reached arising from this workshop are fairly generalised because of the varying circumstances affecting each tramway group, such as the numbers of members, how local or farflung the membership compared to the centre of operations, etc.

Minutes of meetings were the first thing discussed. The consensus after some time was that minutes of Board meetings were definitely internal and confidential; and certainly not for distribution beyond Board members.

However each group has a facility whereby information arising from Board meetings can be released to members. Usually this is in the form

of an internal news sheet conveying relevant/personal/humorous information. One group felt a printed sheet was unnecessary because over 50 per cent of their members regularly appeared for work at their site where information could be passed on verbally and by appropriate notices on the notice-board. Groups with widely dispersed memberships felt a news sheet was essential because the printed word is the only means of contact with the vast majority of members who do not or are unable to attend work parties etc. on site.

An interesting sideline to this was the motivation to produce an internal news sheet. One group found that minutes of meetings provided the basis for their sheet coupled with a roster of personnel. Another found that "Trolley Wire" did not really give scope for completely informing their members of activities and happenings - hence the creation of : SPER News, Running Journal, Fares Please, Baby Dreadnought etc. etc.,

Social meetings also gained some attention. Such meetings - regular and intermittent - allow another means of contact for members unable to attend "on site". They also have value as a means of raising funds through auctions etc., and a sales table; but are mainly effective in reinforcing contact between members.

Conclusion. As a general observation coming from this workshop, it can be said that each group recognizes the importance of keeping members informed of group activities mainly by means of a news sheet. Minutes as such are confidential but should be accurate as they provide a good historical record for the future.

Some thoughts for further consideration (which were not developed fully in the workshop because of time pressures) included: inviting a non-Board member to a Board meeting to see how things are run, with a different member being invited each time. Also the creation of information files within the administrative structure to assist any new office-bearers. (e.g. financial methods employed etc.)

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Workshop G1

## APPROACHES FOR ASSISTANCE

6 members present

Chairman - Max Coxhead (ARHS)

The Committee of Inquiry into Museums and Collections could be a worthwhile avenue for volunteer-operated museums in the future. They were surprised by the number of museums and are having second thoughts about the possible establishment of a National Transport Museum.

National Estate, eligibility for Grants has been reviewed, very restrictive towards transport groups. The Australian Government has seen the need to form an Australian National Heritage Commission. This could offer access for Grants to transport groups, depending upon its terms of reference.

R.E.D. Scheme, thought to be a short term function of the Government, only available in certain areas - any assistance applied for must have approx. 50% or more labour content, organizations must be careful not to defeat the purpose of the assistance, i.e. ability to maintain the work project when it is completed.

State Government Grants are available depending upon their own funds and policies. Some transport groups have had limited success.

It is very difficult to determine a set procedure for approaches for Government Grants due to different political circumstances in each State; however, there are a few points that should be kept in mind.

- Avoid limiting your Society's Policy concerning Government assistance. It has to be flexible to cater for changing Government policies and change of Government.
- Your own organization should be unified on any approach for assistance.
- Because of changing circumstances and attitudes, it is advised that you should keep your local Government Administrative Officers (Town Clerk, etc.) informed of relevant action, also State Government Minister(s) and/or their Heads of Department, as it could be beneficial in the long term when dealing direct with the Australian Government.
- Documents for presentation to Government bodies must be concise and factual, clearly stating what is required - it would be desirable to have it presented in an attractive booklet.
- Ensure that your administration is capable of spending the Grant when it becomes available. Any delay will probably cause an undesirable legal situation.
- It is advantageous for any organization to have easy access to Government officials on a personal basis.
- Try and keep abreast of policy changes and economic conditions as soon as they happen, and take action as appropriate.

It was generally thought that the "Council of Tramway Museums" would be of little benefit in attracting specific grants; however, it could apply some influence on Governments by informing them of the general situation of the Museums.

One of the biggest problems is that the Governments tend to regard the enthusiasts involved in responsible preservation activities as amateurs, not as "Part time" and, in fact, almost "Full Time Professionals" performing a valuable community service. The Council could, in time, eliminate this attitude.

Workshop R1

### SPECIAL PURPOSE VEHICLE

3 members present

Chairman - Geoff Cargeeg (BTPS)

Mal McAuley of SPER presented a plan for "Lizzie Mark 2", basically an extendable low loader and worth about \$16,000. A quote from Fleet Trailers was to be confirmed.

The purposes of this vehicle include the rescue of trams from pasture, their procurement from operators, and their interchange between museums.

Problems associated with the proposition include:-

- A. How to finance. Should it be a loan from a bank? Should the financing be through individual societies or through COTMA?
- B. What should it be doing when not being used by societies?
- C. Do we lease it out at such times acting as agents ourselves or do we have a forwarding agent hire it from us. By either method,

the trailer could pay for itself in 5 years.

- D. Although locally available for use by societies in eastern states, it would be very expensive for use by W.A.
- E. Where would it be based. Melbourne suggested since the roads are better in Victoria, 3 societies exist there, as does the MMTB.
- F. How would trams be loaded onto the trailer? Possibilities include jacks, mobile crane, ramps (perhaps its own detachable ramps), loading bay. Obviously loading from a paddock and from a depot are entirely different situations. With a loading bay facility it should be possible to drive the tram straight onto the trailer at level.
- G. Should the trailer have its own prime mover (tractor) or should we hire one when needed? The second preferred.
- H. How do we charge each society to use it? Hire charge when required? \$2,000 down and use it anytime?

However the need for such a trailer is certain and the solutions to the problems above will provide the specification for the operation of the project.

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Workshop B1

## RECRUITING

5 members present

Chairman - David Jones (TTMS)

1. Recruiting: An important source of new members is from among visitors to a Museum. Others may join following exhibitions, displays or publicity in the local press or T.V. Existing members should take every opportunity to encourage new members by making known the aims of the Museum and the benefits of membership. A simple well prepared leaflet giving information regarding the Museum and membership should always be available. Most Societies report a static membership with recruitment only replacing 'drop-outs'. A Society must continually recruit members or it would eventually die.
2. New Members: It is desirable that new members be made to feel welcome and encouraged to contribute in a meaningful way. His particular interests or skills should be ascertained so he may be channelled to suitable tasks. It must be remembered that some members feel very inadequate to perform tasks such as restoration or vehicle maintenance. Nevertheless he may best serve the interests of the Society by being a member of the operating staff or being involved with financial affairs, undertaking historic research, writing or any of a number of jobs all of which play a vital part in the running of a successful Museum.
3. Restoration: This work is often arduous and dull leading in some cases to frustration. However it can be most rewarding giving immense satisfaction to those involved. A team may be formed to undertake a project though some may wish to work on their own project. This should be encouraged, however beware the perfectionist who although performing a magnificent restoration job needs to be tolerant of those not so skillfully endowed and be prepared to help or offer advice. The attitude of some well meaning person can often lead to discouragement and possibly abandonment of this type of work.

4. Inactive members: All Societies have a large proportion of inactive members, with only perhaps 10-25% of total membership being active. It is conceded that not all members may live near a Museum and many may live interstate. Others because of age, family commitments or employment find it difficult to play an active role. These members cannot be classified as "dead wood" as their fees assist with administration costs and total membership is important to the status of a Society. Often so-called 'fringe members' join as the result of a recruitment drive or following a special occasion but, although sympathetic, rarely become enthusiastic and may not renew membership.

5. Retaining Membership: There should, at all times, be close contact between the executive and members. All members should realise that their membership and participation is vital to a successful Society. A Museum's operation is generally male dominated and this one sided structure often leads to friction especially with family men. Although work opportunities may be limited, an effort should be made to involve wives and girl friends. Family participation should be encouraged and functions organised such as barbeques, dinners, excursions, etc. Some general meetings should include suitable family entertainment. This could lead to a breakdown in present prejudices between wives and husbands which often prevent participation in Museum activities.

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**ASSOCIATION OF AUSTRALIAN TRAMWAY MUSEUMS**

Chairman: Bill Daniells (Brisbane Tramway Museum Society)

Committee:	Phil Austin (WTM)	Bill Kingsley (BTPS)
	Clyde Croft (BTPS)	Ian Mison (MOTAT)
	Bill Jessup (BTPS)	John Radcliffe (AETM)
	Peter Kahn (SPER)	David Rawlings (SPER)
	Joe Kenneally (DMOT)	Peter Tyler (TTMS)
	Keith Kings (TMSV)	

BUSINESS:

1. The first point concluded was that there was a definite need for an Australasian body to include Australian and New Zealand Tramway Museums.
2. Because of difficulty in defining the word "tramway", it was agreed that all organizations invited to participate in the Conference be the foundation members of the body. Invitations may be issued for other groups to join at a later date.
3. It was agreed that the body be known as the "Council of Tramway Museums of Australasia" (COTMA). There would be no formal incorporation at present.
4. The composition of the Council is as follows:
  - a. One Council Delegate from each participating organization. It is not known at this stage whether New Zealand will be represented by each Museum or by one representative from their own federal body (already in existence). In any case, New Zealand Museums will have (at present) four votes on the Council.
  - b. A small Secretariat consisting of a Chairman and an Executive Officer.
5. The duties of the Secretariat members are as follows:

**CHAIRMAN.**

  - a. To head the Council which is administered by the Executive Officer.
  - b. To authorize the establishment of expert panels to advise him on specific matters. Their composition is at his discretion. Such panels are in addition to those that may be established by full Council.

**EXECUTIVE OFFICER.**

To carry out administrative functions as directed by the Chairman.
6. The Workshop felt that it would be desirable, though not necessary, for both the Chairman and Executive Officer to be located in the same State, although it is important that both be elected on grounds of suitability, rather than expediency, to fill the positions. It was further agreed that the positions need not be filled by persons presently holding executive status within their own organization. However, past experience in such a position would be highly desirable.
7. The broad aim and object of the Council is:

The co-ordination and advancement of the objectives and operations of the individual Museums to the mutual benefit of the constituent members of the Council.

8. Any constituent member may request the Executive Officer to conduct a postal vote on any motion.

9. Council meetings will normally be held in conjunction with Conferences. At such meetings, the Council will recommend to the Conference the names of the persons to fill the positions on the next Secretariat.

10. The following financial matters were agreed to:

- a. The joining fee for each Museum is \$50, plus an annual levy of 40¢ per member of each Museum. It was felt that annual running costs of the Council would be in the order of \$500. The 40¢ levy was derived by dividing the total estimated membership of constituent Museums into \$500. Estimated memberships quoted were:

AETM	80	Parramatta	10 <sup>@</sup>
BTMS	90	SPER	250
BTPSL	300	TMSV	170
DMOT	70	TTMS	20
Ferrymead	150 <sup>@</sup>	WATM	10
MOTAT	40	WTM	140
		TOTAL	1330 <sup>@@</sup>

@ Estimated in their absence.

@@ Total excludes any estimate for Bendigo Trust as their tramway membership was not known.

- b. The Executive Officer is to prepare an annual set of audited accounts based on the normal fiscal year (apart from an initial fourteen month period from May 1975 to June 1976).
- c. The Executive Officer is empowered to open an account to be signed by the Chairman and Executive Officer, or the Chairman or Executive Officer and one Council Delegate.
- d. The administrative costs of Council Delegates are not to be borne by the Secretariat.

11. The Workshop recommended the appointment of the following persons to fill the positions on the first Secretariat and to hold those positions until the next conference:

CHAIRMAN	John Radcliffe	AETM
EXECUTIVE OFFICER	Bill Kingsley	BTPS

Both gentlemen agreed to their being recommended to fill these positions.

12. Finally, the Workshop agreed that SPER host the next Conference to be held from lunchtime Friday to lunchtime Monday on the Queen's Birthday weekend in June 1976.



The various Secretaries met and discussed the general administrative policies and structures of their respective groups.

Insufficient time was available for detailed discussions but it was clear from discussion that did take place that structures and styles of administration ranged from a relatively unstructured, single management committee type of administration in smaller groups, to the more complex, management committee, branch and sub-committee administration in larger groups. The incorporation of some groups imposes statutory requirements on their administration. The most beneficial aspect of this workshop was that most Secretaries were able to meet and talk with the recipient of their correspondence.

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