

The Finance & Planning Comm consist of
~~Secretary~~ President (ex officio), Secretary, Treasurer,
Mgr, Traffic Mgr. & Eng Mgr.

1. Above members are automatic, & comm. has
to Co-op, ~~and recommend~~ ^{recommend} appointment of new
to the board, for various positions,
• Car Mktg officer, Sales officer,

2. The comm. will recommend to the board
at action, course, that various projects should
take etc. etc.

3. ~~Car incur expenditure up to \$50 without prior
approval, The GM, T.M. & E.M. need not
be necessary to board members, & the one para may not hold
more than 2 of these 3 positions~~

Secretary shall be responsible for:-

1. Correspondence - arrange clearance of Society post boxes
distribution or attention to correspondence

2. ~~Arrange for~~ Board minutes - arrange compilation,
printing & distribution

3. Insurance - arrange to file the insurance post folio & attend to
claims

4. Legal - Arrange attention to all chore matters are regd.
the A of A & M.

5. Member News Sheet - arrange compilation, production &
distribution, as a means of informing members of Society business
policy.

6. Correspondence & Record Files - arrange adequate ~~files~~
storage

7. Society Stationery etc, arrange for supplies of stationery etc.
Mailing - arrange for

8. Liaise with activities with all committees & Officers
appointed by the Board either through the Board

9. Liaise with Comm reps in direct with Comm. Secs & Officers.
Control of Officers activities of - P.R.O.,

10. Membership Officer, & Entertainment ~~Officer~~. Meetings Officer.

Treasurer - ~~responsibilities~~

- responsibilities:- 1. Arrange collection of all revenues + banking + accounting of
- 2. Payment of all debt.
- 3. Keep a ~~summary~~ account current, prepare period statement for the boards renewal.
- 4. Prepare annual report period statement for auditing.
- 5. Exercise budgetary control over the committees + their activities.
- 6. Prepare annual budget.
- 7. Arrange for the completed completion of statistics.
- 8. Arrange for insurance.
- 9. Recommend to the board the action that is to be taken with assets, liabilities etc.

G.M. responsibilities:-
 The activities of the Traffic Dept + Eng. Dept.
 the enclosures:- i. control of the general

G.M. is responsible for the T.M. + the E.M., which comprises, control of:-

- 1. their Activities
- 2. expenditure by T.M. + E.M.
- 3. provision + ~~control~~ keeping of staff
- 4.

In carrying out these responsibilities the G.M. may incur expenditure to \$50, without prior approval of the board, provided with authorities who may, are involved with activities under the G.M.'s control. The G.M. has the power to delegate any of these or part of them to either the T.M. or the E.M.

The Traffic Mgr responsible for:-

- 1. Museum
- 2. Operations of services
- 3. Training of staff for above.

Museum - encompasses Archiver & Record activities.
 its housing, showing, presentation & operation of the Museum
 chief

Operations - all matters pertaining to the physical
 execution of services, the training of crews etc.

Pertaining to undertake these activities to the
 M & will arrange for planning, & co-ordination of
 the activity under the overall direction of the
 M.

The Eng Mgr responsible for:-

- 1. Troop Mtee.
- 2. O/H Mtee.
- 3. Rollright Mtee.
- 4. Electrical Supply Mtee.
- 5. Bulletin Mtee.
- 6. Special project

officers may be appointed to
 undertake specific tasks etc.

control of all new work ~~(after fully operating)~~ being
 carried out for the improvement of ~~all work~~ the
 company, its operations, etc.

BALLARAT TRAMWAY PRESERVATION SOCIETY LIMITED

ADMINISTRATION AND MANAGEMENT (AMENDMENT) REGULATIONS 1974

In pursuance of the powers conferred by the Memorandum and Articles of Association of the Ballarat Tramway Preservation Society Limited the Board of Management hereby makes the following regulations (that is to say):-

1. These Regulations may be cited the Administration and Management (Amendment) Regulations 1974.
2. Part (viii) of Subclause (1) of Clause 8 of the Administration and Management Regulations 1974 is hereby repealed.
3. Administration and Management Regulations 1974 ^{of the} Clause 7 Subclause (1) is hereby amended by the addition of a new part (xiv) as follows:-

"Keeping of accurate statistical records of all the Society's activities and the undertaking of Economic Research and the formulation of Economic Policy".

consideration and final decision and it is important that the Board, in considering the recommendations, can do so objectively and afresh. It is suggested that this Committee should

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+ part 1976
(except Fares, large drawings & annual reports.)

The Administration and Management Regulations have been designed to simplify the administrative and managerial structure of the Society preparatory to the commencement of tramway operations.

The new structure is designed to be simple and intelligible to both members of the Society and other persons having dealings and planning of Society operations and to clarify the powers, duties and responsibilities of the various officers.

The Regulations are, of necessity, widely drafted with a minimum of definition. To do otherwise is a near impossible task and would detract from their clarity in overall structuring. Any ambiguities or doubts that do subsequently arise can be easily settled by Board resolution expressed to amend these Regulations.

The activities of the Tramway logically fall into four categories, namely - administrative, financial, traffic operations and engineering. Accordingly, these Regulations use this logical division and vest responsibility in these areas with the Secretary, the Treasurer, the Traffic Manager (a new position) and the Engineering Manager (also a new position). It follows that an outsider or a member unfamiliar with the Society activities has some hope of discovering the person responsible for the activities about which he is concerned.

The present cumbersome structure of committee activity is illustrated by the attached diagram. The new structure coordinates the diverse activities of the present committees and relieves the Board of the impossible task of co-ordinating day to day activities of these committees at a monthly Board meeting. (You will appreciate that the new structure looks to the years ahead when the fact of operation will make this co-ordination so important).

Co-ordination of planning and financial policy and projections is achieved by the Finance and Planning Committee, which is constituted by the President and the Officers responsible for the four areas of activity. Suggestions that the Committee be expanded further in membership should be carefully considered lest the committee becomes unwieldy in size and loses its advisory role. It must be remembered that the function of an advisory committee is to make carefully considered recommendations to an authoritative body (in this case the Board), for consideration and final decision and it is important that the Board, in considering the recommendations, can do so objectively and afresh. It is suggested that this Committee should

consist of the abovementioned Officers and other members of diverse expertise in matters relevant to day to day operation and administration.

The following comments are included by way of explanation of the particular provisions of the Regulations :

- (i) The Staff Committee, and the Museum Committee are to be placed under the control of the Traffic Manager, being intimately connected with passenger operations. The Archives and Museum Committees have common areas of activity and should be combined.
- (ii) The Sales Committee is tentatively placed under a Sales Manager, but in the future, would probably have to be appointed as the Sales Department grows in size.
- (iii) Publicity activities must remain the prerogative of the Board and should continue to be handled most competently by Mr. Calnin as at present.
- (iv) The General Manager's position has been designed to be, in the future, a paid Society officer who will look after the day to day operations of the Society. He is placed in a position of direct responsibility to the Board for the activities of the Traffic and Engineering Managers, for this reason he is given a petty cash account of up to \$50.00 for spending on day to day expenses.
- (v) The Engineering and Traffic Managers, whose duties are fully explained in the Regulations, must be persons competent in these fields.

The Finance and Planning Committee has pleasure in recommending to the Board that Messrs. W. Doubleday and R. Gilbert, whose competence and knowledge of Society activities is beyond doubt, be appointed Engineering and Traffic Managers respectively. For the same reason it is recommended that Mr. R. Gilbert be appointed the General Manager.

In conclusion, it must be emphasized that the proposed structure of the Society has been designed for the future when the Society is fully operational and growing at its present rapid rate. With the commencement of operations now within sight, a proper organizational structure for efficient running of the Tramway is essential.

Immediate adoption of these Regulations is recommended for the following reasons :

- (i) The pressure of attempting to formulate a budget for the forthcoming year is already upon the Treasurer and further delay aggravates the situation.
- (ii) Adoption is recommended as soon as possible to put the Society on a good business basis prior to incorporation to avoid total re-organization post incorporation with all its inherent procedural difficulties.

(iii)

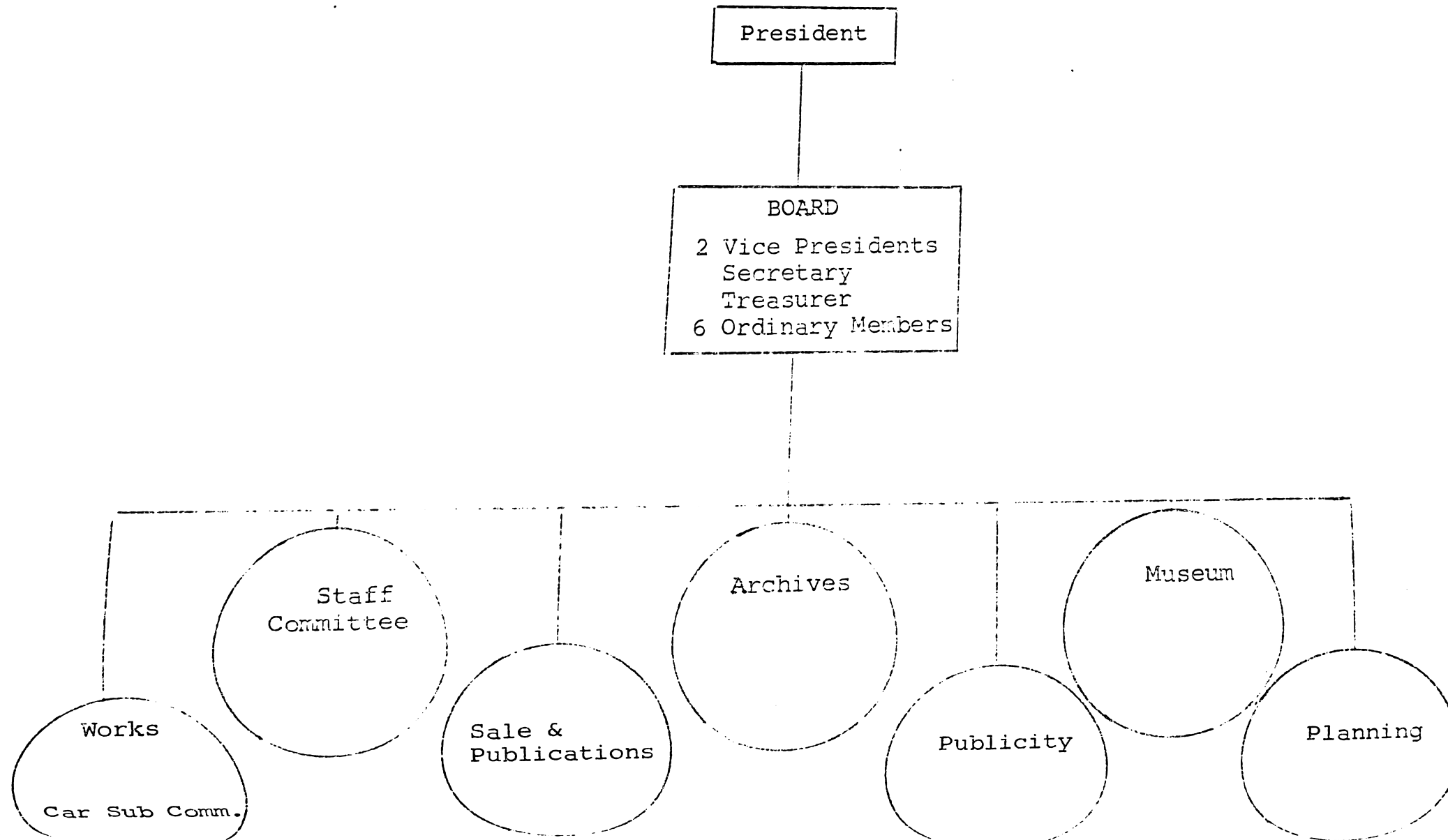
Adoption of these Regulations by this Board is not binding on the next Board but would provide that Board, if it chooses to accept it, with a firm and carefully considered organizational basis to commence operations, based on the experience of this Board in dealing with the organizational structure as our activities become more diverse.

C. E. CROFT

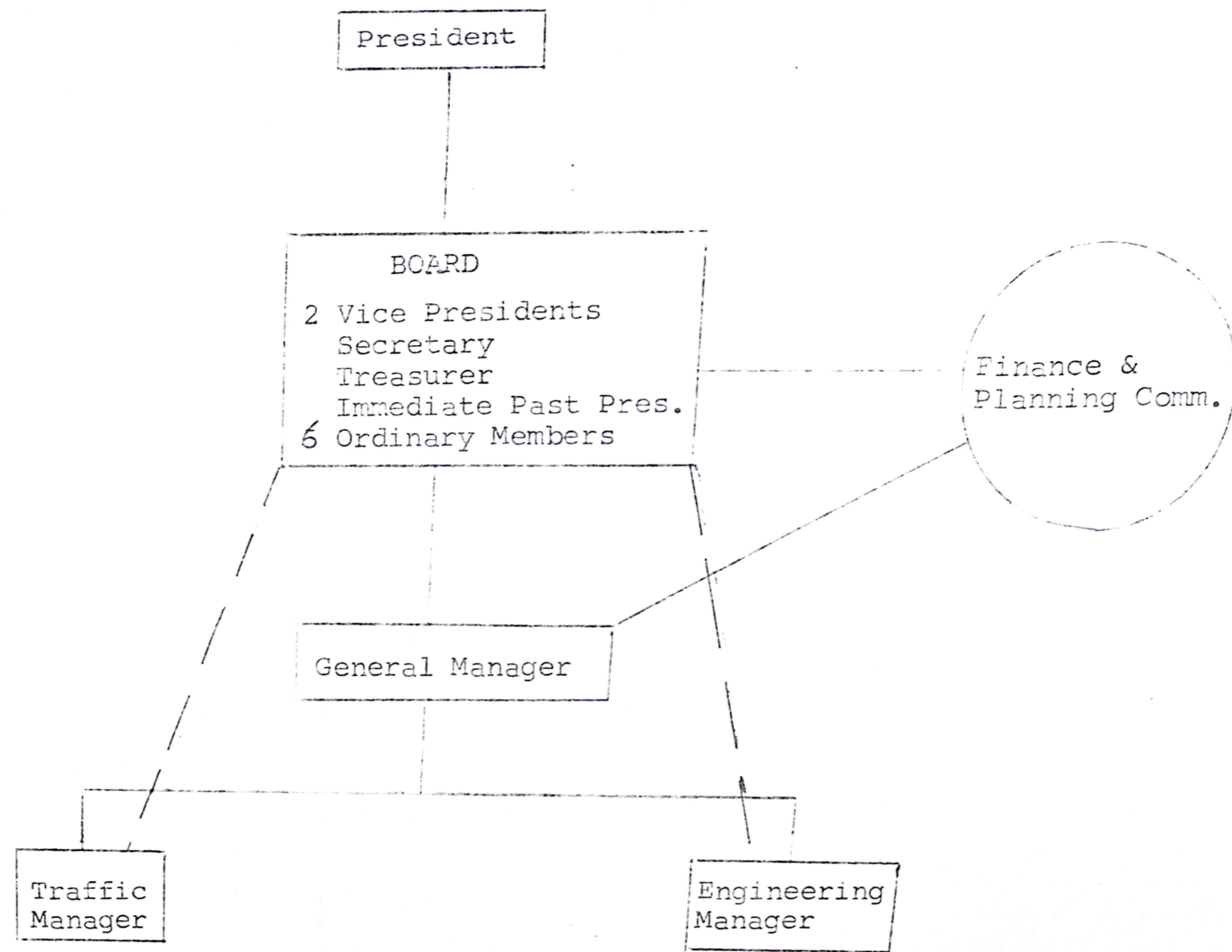
For and on behalf of the Finance and
Planning Committee - (12/ 7/'73)

PRESENT BOARD STRUCTURE OF

BALLARAT TRAMWAY PRESERVATION SOCIETY



PROPOSED STRUCTURE OF
BALLARAT TRAMWAY PRESERVATION SOCIETY LTD.



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11th January 1974

BALLARAT TRAMWAY PRESERVATION SOCIETY LIMITED
ADMINISTRATION AND MANAGEMENT REGULATIONS
 1974

In pursuance of the powers conferred by the Memorandum and Articles of Association of the Ballarat Tramway Preservation Society Limited the Board of Management hereby makes the following regulations (that is to say) :

1. These Regulations may be cited as the Administration and Management Regulations 1974.
2. The Administration and Management Regulations 1973 are hereby repealed.
3. To the extent that any resolution of the Board of Management is inconsistent with these Regulations the Regulations shall prevail unless the said resolution is expressed to amend these Regulations.
4. (1) There shall be appointed a General Manager, a Traffic Manager, and an Engineering Manager who shall, as provided by Article 46 of the said Articles of Association be Officers of the Board.
 (2) The General Manager, Traffic Manager, and Engineering Manager shall hold office until the termination of the first Board of Management meeting following the Annual General Meeting next following their appointment.
- (3) One person shall not hold more than two of the three offices herein provided for.
5. (1) There shall be a Committee of the Board of Management known as the Finance and Planning Committee which shall advise the Board of Management on finance and planning.
 (2) All members of the Board of Management shall be members of the said Committee.
 (3) The said Committee may co-opt such other members as it in its absolute discretion thinks fit, subject to the provisions of Article 65 of the said Articles of Association.
 (4) The quorum of the Committee shall be two persons.
6. (1) The affairs of the Ballarat Tramway Preservation Society Limited shall be managed by the following Branches:-
 (i) Secretary's Branch,
 (ii) Treasurer's Branch, and
 (iii) Traffic Branch, and
 (iv) Engineering Branch.
 (2) The above Branches shall be Administered by the Secretary, Treasurer, Traffic Manager, and Engineering Manager respectively.
 (3) The jurisdiction of the above Branches shall be determined by the Powers and Duties of their administering Officers as hereinafter provided.

Administration:

11th January 1974

Powers and Duties of Officers

7. (1) The Secretary shall have power to make all necessary and proper arrangements as he thinks fit for:-
- (i) attendance to all inwards and outwards correspondence and the clearing of the Society's post boxes;
 - (ii) proper compilation, printing and distribution of all Board of Management and other Committee Minutes;
 - (iii) liason and co-ordination of the activities of all Committees and Officers of the Society;
 - (iv) attending to insurance claims;
 - (v) proper administration of the Memorandum and Articles thereunder;
 - (vi) compilation, production and distribution of a news sheet to inform members of the Society of its activities and policy;
 - (vii) keeping proper files and records of correspondence and Society activities;
 - (viii) supply of Society stationery;
 - (ix) arrangements for mailing Society News Sheets, letters, notices or other publications;
 - (x) keeping proper records of Society Membership;
 - (xi) arrangement of entertainment meetings and social gatherings of the Society;
 - (xii) preparation of the Annual Report;
 - (xiii) publicizing the activities of and promoting the objects of the Society.

- (2) The Secretary shall have power to appoint any person or committee to exercise such powers as the Secretary may decide for such duration as he may decide subject to the approval of the Board of Management.

Treasurer:

8. (1) The Treasurer shall have power to make all necessary and proper arrangements as he thinks fit for:-
- (i) collection of all Society revenues;
 - (ii) all banking, credit and borrowing arrangements;
 - (iii) payment of all Society debts;
 - (iv) keeping proper accounts;
 - (v) presentation of a monthly financial statement to the Board of Management;
 - (vi) preparation of the annual financial report;
 - (vii) preparation of the annual budget;
 - (viii) keeping accurate statistics in connection with the Society's operations;
 - (ix) arrangement of all insurance policies;
 - (x) annual auditing of Society records;
 - (xi) the sale of any goods by the Society.
- (2) The Treasurer shall have power to appoint any person or committee to exercise such powers as the Treasurer may decide for such duration as he may decide subject to the approval of the Board of Management.

11th January 1974

General Manager:

9. (1) The General Manager shall be responsible for the proper exercise of the powers hereinafter conferred on the Traffic Manager and the Engineering Manager.
- (2) The General Manager shall be provided with petty cash up to \$50.00 to be used at his discretion without prior approval of the Board of Management.

Traffic Manager:

10. (1) The Traffic Manager shall have power to make all necessary and proper arrangements as he thinks fit for
- (i) operation of Tramway Services;
 - (ii) operation of the Tramway Museum;
 - (iii) the training of staff for the operation of Tramway Services and the Tramway Museum.
- (2) The Traffic Manager shall recommend to the Board of Management the scale of fares, rates, tolls and duties to be charged for all services provided by the Traffic Branch.
- (3) The Traffic Manager shall have power to appoint any person or committee to exercise such powers as the Traffic Manager may decide for such duration as he may decide subject to the approval of the Board of Management.

Engineering Manager:

11. (1) The Engineering Manager shall have power to make all necessary and proper arrangements as he thinks fit for:-
- (i) track construction and maintenance;
 - (ii) overhead construction and maintenance;
 - (iii) rolling stock construction and maintenance;
 - (iv) maintenance of the supply of electrical energy;
 - (v) building construction and maintenance;
 - (vi) planning co-ordination and control of special engineering projects;
- (2) The Engineering Manager shall have power to appoint any person or committee to exercise such powers as the Engineering Manager may decide for such duration as he may decide subject to the approval of the Board of Management.

Complaints:

12. (1) Any person feeling aggrieved by the operation of these Regulations may file a notice in writing with the Secretary giving reasons for his complaint.
- (2) The Board of Management shall consider the matter at the meeting next following the filing of the notice and may take such action as it thinks fit.

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BALLARAT TRAMWAY PRESERVATION SOCIETY LIMITED

Minutes of Board Meeting - 11th January 1974

Ballarat Tramway Preservation Society Limited
Box 632, P.O., Ballarat, Victoria, 3350

11 JAN 1974

Dear *Warren,*

It is with pleasure that I issue the enclosed gold pass to you.

The pass entitles you to travel on all Society vehicles at all times, to admission to the Society Museum and all Society functions free of charge.

This pass remains the property of the Society and must be returned on request.

Yours sincerely,

Clyde E. Croft.

Clyde E. Croft
SECRETARY.

Enc:

Ballarat Tourist Tramway

Warren Doubleday.

RESOLVED THAT Correspondence be received and outwards correspondence be approved. (Croft/Inglis)

BALLARAT TRAMWAY PRESERVATION SOCIETY LIMITED

Minutes of Board Meeting - 11th January 1974

Meeting Opened:

8.15 p.m. at the Tram Depot, Ballarat.

Present:

M. Calnin (Chairman), Messrs. Cain, Croft, Doubleday, Gilbert, Hanrahan, Inglis, Jessup, McCandlish, Winspur, Harnwell. (11)
Messrs. Cargeeg and Kingsley.

Apologies:

Minutes:

RESOLVED THAT the Minutes of the Meeting of 14th December be taken as read and accepted and approved. (Cain/McCandlish)

Business

Arising:

Visitors Book

C. Croft reported that difficulty had been encountered in obtaining book covering plastic but that this had now been obtained and the book would be placed in the depot shortly.

Board of

Management:

(1) Resignation:

The resignation of Warren Doubleday, (Refer to Minutes of 9th November 1973) was accepted.

RESOLVED THAT W. Doubleday's resignation as a Board Member be accepted and take effect as at the close of this meeting.

(2) Appointment:

(McCandlish/Harnwell)

Peter Winspur was welcomed as a new Board Member. (Refer to Minutes of 14th December 1973)

Correspondence:

(1) Inwards:

(i) Southern Cross Traction - "Birney to Golden Square" - Advertising this publication.

(ii) S.E.C. - Chargeable Work regarding the installation of a new pole on the access track

(iii) Direct Acceptance Corporation Limited - Confirming the Society's investment with that Company of \$500 in Debenture Stock for 12 months at $9\frac{1}{2}\%$.

(2) Outwards:

(i) G. Jordan - Geelong No. 4 - Regarding acquisition by the Society. Suggested that he attend the next Board Meeting with suggestions as to how various difficulties could be overcome.

(ii) B.T.P.S. Co.-Op. Ltd. - Financial Statements - Advice that they would be forwarded subject to receipt of B.T.P.S. Co.-Op. Ltd statements.

(iii) L. Adams - Resignation due to Incorporation - Letter of explanation. Suggest that the matter be reconsidered.

(iv) R. Prentice - Acquisition of Minor Tramway items from the M&MTB.

(v) B. Craig - "Fares Please" - \$2 sales order sent for submitting the winning entry. (Competition for a name for the News Sheet)

(vi) J. Horne - Society Guarantees for members under 21 years of age - Advice of difficulty in having guarantee signed.

(vii) Melbourne and Metropolitan Tramways Board - Melbourne Tram Tour on January 9th as part of the "Farewell" for Warren Doubleday.

RESOLVED THAT Correspondence be received and outwards correspondence be approved. (Croft/Inglis)

11th January 1974

The Treasurer presented the Financial Statement for December/January a copy of which appears in the First Schedule hereto.

RESOLVED THAT the Treasurer's Report and Financial Statement for December/January be accepted and payments approved.
(Harnwell/McCandlish)

RESOLVED THAT the Administration and Management Regulations 1974, a copy of which appears in the Second Schedule hereto, be adopted by the Board in pursuance of its powers contained in the Articles of Association of the Society. (Croft/Harnwell)

(1) Appointments:

RESOLVED THAT

- (i) R. Gilbert be appointed General Manager
 - (ii) R. Gilbert be appointed Traffic Manager
 - (iii) W. Kingsley be appointed Engineering Manager
- such appointments to take effect at the close of the meeting.
(Croft/Harnwell)

(2) Delegated Appointments:

- (i) The Secretary announced the appointment of Graeme Inglis as Assistant Secretary and Secretary and spokesman for the Finance and Planning Committee, and Allan Harnwell as Membership Officer. The Secretary thanked both Graeme and Allan for accepting these positions and the work involved.

The Secretary also thanked Geoff Cargeeg for his work as Assistant Secretary and indicated that he hoped Geoff would take over the new position of Publicity Co-ordinator which will involve ensuring that Society material is placed in all Railway and Tramway Magazines circulating in Australia.

- (ii) The Treasurer announced the appointment of Richard Gilbert as Sales Officer.
- (iii) The Traffic Manager announced the appointment of Clyde Croft as Driver Training Officer.
- (iv) In the absence of the Engineering Manager elect the General Manager announced the appointment of:
 - Peter Winspur as Works Foreman
 - Frank Hanrahan as Electrical Officer
 - Bob Prentice as Rolling Stock Officer
 - Noel Gipps as Overhead Officer
 - Rolf Jinks as Track Officer

RESOLVED THAT the above appointments be approved by the Board.
(Croft/Cain)

The Secretary of the Finance and Planning Committee read the Minutes of the Committee's Meeting of 8th January 1974. A copy of these minutes appears in the Third Schedule hereto.

RESOLVED THAT the recommendations of the Finance and Planning Committee / Minutes of 8th January 1974 be accepted and adopted by the Board.
(Harnwell/Hanrahan)

Business Arising from the Finance and Planning Committee Recommendations

Driver Training

C. Croft elaborated on the revised Driver Training Programme. It was reported that J. Fuller of the M&MTB Driving School had been approached regarding the desirability of applicants holding Motor Car Driving Licences. Mr. Fuller recommended that applicants hold either a Motor Car Driving Licence or an M&MTB Tram Driver's Certificate. Medical requirements for the Society's Tram Drivers were also discussed with Mr. Fuller.

RESOLVED THAT

- (i) Applicants for Driver Training must hold a current Victorian Motor Car Driver's Licence or an M&MTB Electric Tram Driver's Certificate.

11th January 1974

- (ii) C. Croft consult with the M&MTB Doctor and determine the Medical Examination required for applicants for Driver Training.
- (iii) C. Croft arrange for the printing of all necessary documents and forms for the Driver Training Programme.

(Harnwell/Hanrahan)

Insurance

Volunteer workers Insurance was discussed and it was decided that in view of the premiums required to give workers cover to the extent required before the abolition of indemnity forms could be contemplated the present system of indemnity forms would be retained.

RESOLVED THAT Volunteer Workers Cards be issued as evidence of the holder having signed the required indemnity form and that persons not holding such cards would not be permitted to take part in any Society work whatsoever. Further that the Secretary arrange for the printing and distribution of such cards.

(Croft/Gilbert)

Traffic Staff Board

RESOLVED THAT subject to the right of appeal to the Board as provided in the Administration and Management Regulations 1974, the Traffic Staff Board as now constituted shall consider all applications for positions in the Traffic Branch, other than its Officers appointed by the Traffic Manager under the said Regulations, and make such appointments as it thinks fit.

(Inglis/McCandlish)

Inspector's Books

RESOLVED THAT the S.E.C. Instruction Book to Tramway Inspectors be adopted by the Society as the Instruction Book to its Inspectors, as far as it is applicable to the Society Tramway and subject to any amendments made from time to time by the Traffic Manager. Further that these books be issued to those persons appointed as Inspectors by the Traffic Staff Board.

(Croft/Gilbert)

Reported that:

- (1) A most successful social event was held at the Depot on New Years Eve.
- (2) R. White, Secretary of the A.E.T.M. would be visiting Ballarat this week-end. He also advised that the A.E.T.M. would be opening its Tramway on March 23rd 1974. It was announced that the Society would arrange for a group of its members and the Board to be present and represent the Society.
- (3) An Exhibition Committee meeting would be held on Tuesday 15th next at the Secretary's home.

Reported that:

- (1) G. Young was attending to the allocation of numbers to Traffic Staff which would be worn in a conspicuous place on the uniforms or on caps when worn.
- (2) Printing of 20cent tickets had been delayed but should be complete before operations commence.
- (3) A new accounting system had been introduced in the museum.
- (4) A new Driver Training Programme had been agreed upon with the M&MTB. (See above)

Reported that:

- (1) Ballasting and packing of the track was complete except that No. 3 Road needs lifting approximately 8cm.
- (2) Crossing castings for Wendouree Parade should be cleaned for the M&MTB.
- (3) Welding of track joints has been completed and operations will show the success of this work.
- (4) The Depot flooring is well advanced and will proceed when more tiles are received.
- (5) Overhead has been completed except for No. 1 Road which should be completed at the week-end.

11th January 1974

- (6) Guidelines for future work and Engineering Files have been handed to the Secretary for safekeeping.
- (7) The S.E.C. has some spare trolley wire and will allocate the Society a proportion of the stocks when advised of our requirements.

RESOLVED THAT the General, Traffic and Engineering Managers' Reports be accepted and approved.
(Gilbert/Harnwell)

Maurie Calnin moved a vote of thanks to Warren for his many hours of work on behalf of the Society and wished him well for his overseas tour and the future. These sentiments were unanimously endorsed by the Board.

General Business: News Sheet - "Fares Please"

C. Croft informed the Board that the January issue was ready to print but due to the duplicator which the Society usually uses having been run over by a truck its printing and posting would be delayed.

Meetings:

C. Croft informed the Board that entertainment meetings would be held at the V.R.I. Flinders Street on January 29th and February 26th. At the latter meeting movies would be shown of trams operating on the access track.

RESOLVED THAT as required by the Commonwealth Taxation Office, Clause 7 of the Memorandum of Association be amended by the addition of the following;

"PROVIDED THAT the Institution or Institutions have been approved by the Deputy Commissioner of Taxation for the purpose of Section 78(1)(a) of the Income Tax Assessment Act 1936 - 1973 or any amendment of re-enactment thereof."

and further that arrangements be made to submit the proposed amendment to the members at a General Meeting at the V.R.I. Flinders Street on Tuesday February 26th at 8.00 p.m.

(Croft/Harnwell)

Gold Passes

RESOLVED THAT the S.E.C. Gold Passes be issued by the Secretary to Board Members and others, whose contribution merits such issue, on the following conditions:

- (i) Gold Passes are to be issued to all Board Members to be returned at the end of their term provided that if such Board Members have held office for at least three terms they may retain their Gold Pass.
- (ii) Gold Passes issued to other persons shall be issued on terms that the Board may from time to time determine.
- (iii) In recognition of his services Warren Doubleday may retain the Gold Pass issued to him.
- (iv) Gold Passes are available for travel on any Society vehicles, admission to the Museum and all Society premises, and participation in all Society activities free of any charge for services provided by or admission charges made by the Society.

(Croft/Harnwell)

Geelong No. 4.

G. Jordan was invited to the meeting and advised that this tram was shown by inspection not to be suitable for preservation. He would however write, with the Board's approval, to its owners requesting that permission be granted to the Society to use it for spare parts. The Board approved this suggestion.

Feeder Cable

W. Jessup suggested that "Standard SEC warning signs" be erected near the feeder together with signs forbidding climbing of tram roofs.

11th January 1974

It was decided that the matter be further investigated by W. Jessup and B. McCandlish.

Wendouree Parade Points

W. Jessup suggested that the Department of the Army be requested to lay these points for the Society. The Engineering Manager objected on the grounds that as the Ballarat City Council had undertaken to open and re seal the roadway the project was well within the capabilities of the Society. Accordingly the suggestion was rejected.

Letterhead

Greame Inglis presented a design for Society letterhead which was unanimously approved by the Board. The Board was informed that arrangements would be made to have the letterhead printed as soon as possible.

Wendouree Parade - Begonia Festival

It was suggested that the Board might consider the possibility of making the Wendouree Parade Overhead "Alive" and placing a tram on the Wendouree Parade "Main Line" for operation during the Begonia Festival. The Engineering Manager pointed out that this would be very unwise due to the probability of operating difficulties and the suggestion was not further considered.

Next Meeting:

Friday, 8th February at 8.00 p.m. at the Tram Depot, Ballarat.

Meeting Closed:

10.18 p.m.

Chairman: Secretary:

Dated this day of 1974.

SEC.

18th May, 1973.

The Manager,
S.C. of Victoria,
1-7 Wendouree Parade,
BALLARAT. 3350.

Dear Sir,

ELECTRICITY SUPPLY

On behalf of the Ballarat Tramway Preservation Society, I hereby make application for an amount of electricity supply of 200 kVA to be made available at our tram shed, Garden's site, Ballarat, for the purpose of operating our tram system.

Following discussions with you today, we understand that a pole-type substation would need to be established between Gillies Street and our tram shed, and that the supply from the substation will be underground into our switchroom.

We understand that the capital cost for providing the supply will be in the order of \$3,600, but this does not include the cost of the low voltage between the substation and our switchroom, which will be a direct charge on us by our electrical contractor.

We also agree that the low voltage from the substation to our switchroom should be underground to meet the requirements of the Ballarat City Council.

I will be pleased to receive firm terms and conditions relating to the Commission's supply.

Yours faithfully,

R. Gilbert,
SECRETARY.

Harrahman



FISH.

CITY OF BALLAARAT

CITY ENGINEER'S OFFICE,
TOWN HALL
BALLAARAT, 3350

TELEPHONE: 31 3277
REFERENCE

RJS:JM
632/3/1

4th January, 1973

Ballaarat Tramway Preservation Society,
C/- Mr. H. Cain,
Ballaarat Institute of Advanced Education,
MOUNT HELEN. 3350.

Dear Sir,

I refer to the on site discussions between representatives of your organisation and the Ballaarat Fish Acclimatisation Society concerning the problem which may arise with effluent from the tram shed.

I would suggest that arrangements be made for the drainage from the shed to be diverted to the southern side of the shed into a pit incorporating a triple interceptor trap and thereafter be fed into the house connection drain of the City Council which serves the Botanical Gardens.

Approval of the Ballaarat Sewerage Authority to this action will be required. It will permit the construction of some toilet facilities at the tram shed. Roof water collected in downpipes on the north side of the tram shed should be fed into the stormwater drain from Gillies Street which subsequently enters the hatchery pond.

Yours faithfully,

R.J. Sharp,
CITY ENGINEER.

Ballarat Tramway Preservation Society

Please address any reply to:
BOX 632
P.O., BALLARAT,
VICTORIA, 3350.
February 14, 1972.

R.J. Sharp,
Engineer,
Ballarat City Council,
Town Hall,
Ballarat. 3350

Sir,

Drainage - Tram Depot

With reference to your letter of January 4, your reference RJS:JM
As well as trams being pollution free in respect to electric traction,
they are also pollution free in other aspects. There are no regular maintain-
ance changes of lubricating oils in traction motors, axle boxes etc. These
are topped up as required.

We respect the concern of the Ballarat Fish Acclimatization Society
regard to drainage discharge but we will undertake that any oils, waste
materials etc. will not be discharged into the drainage system, but will be
properly disposed of. Also the washing of cars, will be very seldom carried
out, and detergents will not be used for this purpose.

At this stage we have no immediate plans to connect to the sewerage
system, due to the lack of finance. This will be installed at a later date,
when toilet facilities etc. are built at our depot. Drainage work for
infall run off from both the building and the depot fan area has been
constructed. The later is carried in agricultural pipes.

In regard to the drainage at Wendouree Parade, where the track shall
cross Wendouree Parade, it has been decided to defer this work for about two
months. Again because of the lack of finance. We are however intending to
carry out the next stage of earthworks. This is from the gravel road to the
curb at Wendouree Parade on March 24.

Yours Sincerely

R. Gilbert

R. Gilbert
Secretary

Ballarat Fish Acclimatisation Society *

Telephones: Fish Hatchery 34 1220; After Hours 35 9430. Telegrams: 'Fishcult,' Ballarat

Mr. Calnin,
Tramway Preservation Society,
Gregory St.,
Ballarat 3355

Secretary:
G. A. GILLBERT, F.C.A.
32 LYDIARD ST. STH.,
BALLARAT. 3350.
P.O. BOX 75.

16th January 1973

Dear Mr Calnin,

Since our meeting at the Shed, I have received the letter, a copy of which is enclosed, from the City Engineer.

This sets out our agreed proposal and we should be grateful if the work could be put in hand at once. We have written for permission to the Water Commission. I expect you will welcome the fact that under the proposed scheme provision can be made for your toilet facilities.

Would you please bring the matter up to your Committee and tell them that this Society is prepared to advance a reasonable amount of finance at an agreed rate of interest if funds are not available in your Organisation.

We await the courtesy of a reply.

End.

Yours sincerely,
Geoff Gillbert


Secretary.

C.).. P Y.....

City Engineers Office,
Town Hall,
Ballarat 4/1/73

Mr G A Gillbert
Ballarat Fish Acclimatisation Society,
Box 75
Ballarat 3350....

Dear Sir,

I refer to the on site discussions between representatives of your Organisation and the Tramway Preservation Society concerning the problem which may arise with effluent from the Tam Shed.

I would suggest that arrangements be made for the drainage from the shed to be diverted to the SOUTHERN side of the shed into a pit incorporation a triple interceptor trap and thereafter be fed into the house connection drain of the City Council which serves the Botanical Gardens.

Approval of the Ballarat Sewerage Authority to this action will be required. It will permit the construction OF SOME TOILET FACILITIES at the tram shed. Roof water collected in down pipes on the NORTH side of the tram shed should be fed into the stormwater drain from Gillies Street which subsequently enters the hatchery pond.

Yours faithfully,

R J Sharp
City Engineer....

C. O. P. Y

19th January

Sewerage Authority
St Sth.,
t...3350

Gilbert
Fish Acclimatisation Society,
3350

Your letter of the 16th January has been considered and I have to
as follows :-

"The Authority has had no approach from either the Council or
Preservation Society for the connection of any drain from
to the Council House Connection Drain in this area.
the Authority could approve such a connection, it would be nec-
to establish whether there are to be unacceptable trade wastes in
to domestic sewage. It should be noted that the Sewerage Authority
adopted the practice of using triple interceptor traps in drains
carry oily wastes. It is also understood that the City Council has
wastes from such interceptors to discharge to street channel and
considered that they are suitable for those purposes.
It therefore be seen that if the wastes from the Tramway Shed are
to cause trouble to the Sewerage System, it may not be possible to
it without preliminary treatment.

Until the application is submitted to the Authority with
ils of such wastes, it is not possible to intimate whether any
oval can be given for any connection.

Signed Chas Clamp
Secretary.

Ballarat Fish Acclimatisation Society

Telephones: Fish Hatchery 34 1220; After Hours 35 9430. Telegrams: 'Fishcult,' Ballarat

*
Secretary:
G. A. GILLBERT, F.C.A.
32 LYDIARD ST. STH.,
BALLARAT. 3350.
P.O. BOX 75.

25th January 1973

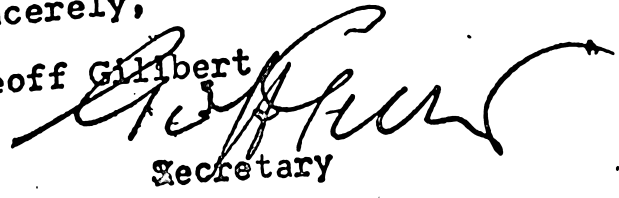
Mr M Galnin,
1416 Gregory St.,
Ballarat 3350

Dear Mr Galnin,

We attach a copy of the letter we have received from the
Sewerage Authority regarding drainage from the large Tramway Shed.
As this Society wishes to get some finality in the matter, would
it be asking too much for the courtesy of a contact with the
City Engineer, Mr Sharp, to whom I have also sent a copy.
Apparently any move can not be made by this Society although
the Authority understands the seriousness of our problem.

Yours sincerely,

Geoff Gilbert



Secretary

COMMONWEALTH RAILWAYS

IN REPLY PLEASE QUOTE
THIS NUMBER

MELBOURNE.....February 15, 1973

L. Doull
Norman St.,
Ballarat 3350

Dear Len,
I have enclosed copies of letters concerning the big pollution scandal at our depot and the fish hatchery. I would be grateful if you could contact the City Engineer, say tomorrow, (I assume he will receive the letter at the same time), and see what he thinks. If he does not particularly like our thoughts, say we will install the triple interceptor trap, when we get the money. Also you could tell him how the drains work, that the roof water is completely separate from the water run off from the depot fan. Also, if we do wash down a car, it will be done on No. 3 road extension, where the water would run first into the ground and not into the drainage system.

As you see I have put in a date for the next section of grading. Would you please contact Walsh's to see whether their dozer man would be available to do the job on that day. Before that date would not be suitable. Sunday would be O.K. also. I have also said in the letter, that we have postponed the installation of the drain in Wendouree Parade. We can overcome the problem of not having this drain in position, but modifying the grading ~~parfx~~ profile for the last few feet of the work. That is grade to the gutter instead of some nine inches below it.

I will be up next on Sat. 24., Richard will be this weekend.

Kind Regards

J. Warren
Warren

SEC.

Manager,
Western ES Branch,
of Victoria,
Box 572,
BALLARAT. 3350.

Sir,

We acknowledge receipt of the letter dated 17th July, 1973, from
in which you have offered to sell to the Ballarat Tramway Preservation
Society for the sum of \$1.00 the Commission's tramway assets specified
herein.

We agree that the sale of such assets and the transfer of full
title thereto by the Commission to the Society shall be constituted by your
letter dated 17th July, 1973, and this letter and payment of the purchase
price, and we acknowledge that as between the Society, ourselves and the
Commission we shall be deemed to have been authorised by the Society to
accept on its behalf your offer to sell such assets.

We acknowledge that we will hold all property transferred to us
in trust for the Society.

Would you please accept this letter as signifying our acceptance
of your offer.

The purchase price of \$1.00 is enclosed.

Dated the 21st day of July 1973.

Name

Address

Description of
office in Society

Name

Address

Description of
office in Society

.....
AC
.....
.....

BTPS
1971 → 1975
(except Fares, Large drawings & annual reports.)
+ part 1976