

# WELLINGTON TRAMWAY MUSEUM INC.

## Notice of Annual General Meeting.

Notice is given that the 2012 Annual General Meeting will be held on **Saturday 10 November**.

At the same time it is intended to officially open the Fiducia Centre and the following is the programme for the day.

3pm : Official opening of the Fiducia Centre, with guest Graham Stewart “cutting the ribbon”

3.30pm : afternoon tea and possible tram trip for guests.

4.30pm : Annual General Meeting commences.

Welcome and apologies

Minutes of 2011 Annual General Meeting

Matters arising

Reports,

- i. President
- ii. Vice President, Maintenance & Engineering
- iii. Vice President, Marketing & Operations.
- iv. Treasurer and confirmation of annual accounts.

Election of Office Holders

General Business.

Review of Tramway Topics

Henry Brittain  
Hon Secretary  
4 October 2012

**MINUTES OF THE WELLINGTON TRAMWAY MUSEUM (INC) ANNUAL  
GENERAL MEETING HELD ON 5 NOVEMBER 2011 IN THE FIDUCIA  
CENTRE AT 5PM.**

**Present :** T Burling (chair) H Brittain, A Neilson, B Ollerenshaw, B & J Stott,  
S Green, K&D McGavin, M Vash, B Pender, A Smith, R Shand, N&N Donaldson,  
B Efford, R Jenkins, T Bettany, D Peck, R Hatten, M Flinn, N&B MacDonald.

**Apologies :** M Boyton, M Moller, G Weir, G Vincent, P Harris, B Cornish, B Marsh,  
C Dash, R Gray, D Fosdick and P Beale.

**Minutes of 2010 AGM :**

Received. Burling/Hatten. Carried.

**Matters Arising :**

**Honours Board :** has been considered, but not as yet finalised.

Moved Burling/Mc Gavin that minutes be accepted as a true record. Carried.

**Annual Reports:**

**Committee Reports :** Presented by President and respective Vice Presidents.  
Each circulated a written report covering their area of responsibility and then  
spoke to that report.

Reports (3) received. Burling/Smith. Carried.

**Treasurers Report :** Written report presented by Mr McGavin in absence of  
Mr Boyton.

Mr Smith queried whether the value of our assets included the Cable Car set,  
and the Wanganui and New Plymouth tram bodies. In response it was advised  
that as these items were acquired at no cost, no value has been allocated to  
them.

Report accepted and financial accounts approved. McGavin/B MacDonald.

**Election of Officers :**

**President :** T Burling nominated, Smith/Bettany, re-elected unopposed.

**Vice President, M&E :** A Neilson nominated, N MacDonald/Jenkins, re-  
elected unopposed.

**Vice President, M&O :** B Stott nominated, D Peck/A Neilson, elected.

**Secretary :** H Brittain nominated, Neilson/Efford, re-elected unopposed.

**Treasurer :** M Boyton nominated, Burling/J Stott, re-elected unopposed.

**Board members :** recommended total of 4, Burling/Mc Gavin, carried.

M Vash, Neilson/Jenkins.

R Hatten, Stott/Peck

C Dash, Burling/Hatten

B Ollerenshaw, McGavin/Burling.

Mr Smith moved, seconded by Mr Efford that nominations be closed. This motion was carried.

Mr Burling then thanked Mr MacDonald who was not seeking re-nomination, for his services to the Board . This was met with acclaim.

**Patron** : Mayors of Wellington and Kapiti. Ollerenshaw/B MacDonald, carried.

**Auditor** : Grant Thornton Ltd to continue

**Hon Solicitor** : R Buxton, Neilson/Ollerenshaw, carried

**Secretary M&E** ; R Jenkins, McGavin/Neilson, carried.

**Secretary M&O** ; R Hatten, Peck/J Stott

#### **General Business :**

**Change to Constitution** : Notice has previously been given recommending a change to the Constitution to update our accounting practices to meet industry standards.

Moved H Brittain, seconded M Flinn that the changes to the Constitution be approved as recommended. Carried.

**Dunedin Trolley Bus** : Approval has previously been given for this vehicle to be made available to THS on long term loan, however this arrangement was now in doubt re aftermath to the ongoing Canterbury earthquakes. A approach has been made from a newly formed bus preservation group in Dunedin who were interested in acquiring the bus. THS are comfortable with this.

Moved Brittain seconded Stott that the concept be approved in principle subject to negotiation and that final approval be given by the Board. Carried.

**Subscriptions** : No change has been recommended by the Board.

Moved McGavin, seconded J Stott that subs remain unchanged. Carried.

**QEP Lease with GWRC**: Mr McGavin raised the issue that as our current 33 year lease is due to expire in 2019 and with the recently agreed concept of a Heritage site being established, he was of the opinion we should approach the GWRC seeking an assurance that our tenure at QEP be confirmed. This would allow us to focus on long term development beyond 2019.

After discussion it was moved McGavin, seconded N Donaldson that the Secretary write to the GWRC seeking this assurance. Carried.

**Car 17 Restoration** : Mr Pender asked if it was proposed to install air brakes on the tram and secondly, whether if proposed restoration of the body would be contracted out. In response Mr Burling said that at this stage, air was not being contemplated and yes, expressions of interest for its restoration were being canvassed from outside contractors.

**Fiducia Centre** : issue was raised as to whether the centre could be hired out for functions. Mr Burling advised that although the building has not been finally completed (sewerage) it could be hired out but with some limitations. Mr MacDonald expressed his opinion that we had been possibly wrongly advised regarding holding tanks from both the KCDC and plumber which had

in turn lead to problems. Mr Burling conceded this had been an issue and advised that we were now exploring raising more money for a separate sewerage holding tank.

**Car 207** : Mr Jenkins asked if 207 could be the next tram to be restored once 260 had re-entered service. Mr Burling advised that although no firm decision had been made, there was a good chance that 207 would be next.

There being no further business, the meeting concluded at 6.50pm.

## WELLINGTON TRAMWAY MUSEUM PRESIDENTS REPORT

10 NOVEMBER 2012

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### Introduction

This year has been one of more progress on our main projects with the site improvements and tramcar projects as priorities.

### Tram 260

Progress on 260 is at a point where the interior and motorman cabins are nearly completed. There are a few details to attend to. A recent survey of the trucks to determine what is needed to complete them has revealed some engineering work on the brake rigging is required to bring them up to standard. Further work will involve setting them up, electrical and mechanical testing and fitting to 260. Thanks to the enthusiastic team who work with me on 260. The team also included the late Don Rudd who died recently. Don would take pieces home, restore them and return them ready for fitting to 260. Don will be missed by us all.

### Tram No 17

Tenders have been called to restore the body of tram number 17 and we have had expressions of interest from two contractors for this work. It is our intention to apply to the lotteries board for the major part of the funding. Initial inquiries revealed that we would need to supply very detailed information about the cost of materials, labour transport and work quality. We subsequently obtained the New Zealand Tender Standard and prepared our call for tenders accordingly. We also called on the assistance of an independent assessor Leyton Chan from Auckland who is very experienced in tram restoration who along with myself, Keith McGavin, Colin Dash, Henry Brittain and Mike Vash prepared the quality requirements and technical specifications for the tender documents.

If we are successful in our application to the lotteries board, we will then raise further funding for the trucks, which will need to be built from scratch.

### Fiducia Centre

The Fiducia Centre has proved to be a great asset to us and serves as a focal point for visiting groups and charters. There still remains some groundwork to be finished and at present the pathway to the tram barn and railings around the deck have been installed. All of these things add up to some splendid work by the members involved and Denys and Robert are the main players with Denys managing the charters and the shop.

### Palace Refurbishment

Earlier in the year the Board decided to improve this important staff amenity and as of the 1<sup>st</sup> of September started stripping it out for painting, installing a

new sink bench and water heater. Some replacement chairs and tables were bought at auction to replace the old furniture.

In conclusion I would like to thank all of those who have assisted me on the board and in other capacities during this term. Without this teamwork we would not be able to function. This includes the current board and others who step in to assist with day to day running and special projects from time to time.

### **Membership**

Membership remains fairly static at the moment, with some of our older members dropping off the crew roster. This makes arranging for midweek crew difficult during the school holidays when we are open every day. We considered press gangs, but that could be self destructive

We are still in dire need of new members to assist with the tram driving and a priority for the new board will be to focus on recruitment and crew training.

Operational and maintenance and engineering details will be covered in the reports from the respective Vice Presidents.

Finally I would like to say I have enjoyed my three years in the chair, but have decided to stand down in favour of another person taking on that role. I still intend to be very active in the business of the museum. The new president will find he has a willing group of members and the board to assist with the day to day running and future development of our museum.

Trevor Burling

**WELLINGTON TRAMWAY MUSEUM  
MAINTENANCE AND ENGINEERING ANNUAL REPORT  
For Year Ending 30/6/2012**

**Introduction**

The 12 months to the 30<sup>th</sup> June 2012 has been another active year. Some very good progress was made on a number of fronts but we also had some challenges to manage.

The report covers activities for the year ending 30 June 2012, and text in brackets is commentary on actions and events as required since this period.

**Tram Maintenance**

The usual cyclic mechanical and electrical checks, and servicing was carried out on the three operating tramcars, along with minor repairs as necessary.

Tram 151's A end controller problems were sorted out and the car was formally returned to service on the 3 September 2011 and has since performed well. (Since June this year there have been some minor problems with the B end controller which were quickly resolved).

Other issues attended to include;

- 151's A end RHS sandbox repaired and LHS step replaced
- 239's A end LHS pillar replaced, and destination box removed to replace broken glass
- Lifeguard repairs on both 151 and 159
- Brake valves on both 239, 151 and 159 B end stripped, cleaned and lubricated
- 239's changeover, J and E valves stripped and checked
- Remedial work on air leaks on 239
- Rot has been identified in one side of 239 by the centre destination blind and the car is confined where possible to dry weather running until the problem is fixed.

As a result of the 2010 annual audit findings, the wheel tyre thickness was measured on all tram bogies held by the museum which showed that the following driving wheels are nearing their condemning limit;

- 239 – both sets of driving wheels (we estimate that we probably have a good 5 years wear left)
- 151 A end – these are very close to limit and need to be watched carefully – the car was on restricted running orders when last in service in town. (We do have 2 remaining spare tyres that could be used on this car).

Tram 238 has remained out of passenger service but is occasionally run under direct M&E supervision without passengers when required.

**Tram 260 Rebuild**

Significant progress has been made by the team dedicated to this work. By the end of June 2012 substantial work had been done on the body with most components now in place. (At the time of writing this report the interior fitting out is almost complete and attention is being focused on mechanical equipment).

**Tram 17**

The interior was cleaned out and preliminary work commenced to identify restoration requirements.

**Track**

Three quarterly inspections and the full annual inspection were carried out. Some minor priority repairs were carried out as required.

5 sleepers were replaced on Tiki Straight to stabilise track gauge.

Welding repairs were carried out on the outer curve rail leg at the west end of the loop.

The temporary speed restriction on the curve by pole 42 was lifted after further screw-spikes were installed and the cant deficiency corrected.

The temporary 5km/h speed restriction at the at the curve between poles 66 and 67 remained in force (but has subsequently lifted after 3 new sleepers were installed and cant correction carried out).

The 5km/h speed restriction is still in place between poles 19 and 20 due to a very worn check rail but the wear problems have been noticeably mitigated for the meantime by a combination of low speed and the installation of a turnbuckle tie-bar to pull the track gauge back in to standard measurement. Remedial work at this site is still on the priority list.

Other track work carried out included;

- Track re-spray courtesy of Park Ranger – note that track weed spraying is our responsibility.
- mowing and weed eating down the line to keep it in a tidy state.
- track greasing – especially at places with wearing rail flanges
- tightening and freeing up of track bolts, and replacement as required
- de-stoning and levelling of the new built-up area from the top of the hill to the beach terminus.

The Ranger agreed to remove the flax bushes at pole 20 and between poles 26 and 27 (and this has subsequently been done)

## Overhead

Works included the following;

- Replacement of the overhead wire from pole 31 to point midway between poles 32 and 33 to enable removal of the isolator by pole 31.
- New pole 31 cantilever connected into the overhead
- A number of the depot steel poles were repainted over summer
- Missing pole numbers re-instated
- Preparation for further work

A number of surplus poles remained to be removed (but all except one have recently been removed).

A special inspection of aged cantilevers was carried out to identify weak points requiring remedial work. This was to satisfy an external audit condition.

## Electrical

The Annual substation electrical checks were carried out. The insulation resistance of the wiring in the mercury arc rectifier was regularly monitored and still has not shown any signs of further deterioration.

Lightning struck the substation on the 9 July last year which knocked out one of the mercury arc rectifier cubicles. This cubicle was brought back into service on the 5<sup>th</sup> October after repairs and modifications had been completed.

A 5 yearly substation statutory electrical inspection was carried out and some remedial items listed have already been attended to.

A draft “options” report on the substation has been prepared by Richard Catlow (a specialist UK based traction consultant). The traction transformer is now 60 years old and the Reyrolle 11kV switchgear is 70 years old and by electrical industry standards this gear should be earmarked for replacement but we are

fortunate in that the Reyrolle 11kV gear has a good track record of trouble free operation compared to other old types.

The mercury arc set is reaching the stage where the bulbs should be replaced with power diodes, and the museum now has on hand diodes retrieved from the relatively modern 1500v DC rectifier set previously used at Otira.

The new switchboard installed in the Rear Storage Building was removed for repositioning to meet regulatory requirements. (The switchboard has since been re-installed, rebuilt and powered up from the Barn).

### **Fiduca Centre**

The interior plumbing work was completed and also the grey water tank installed and hooked up. A Building WOF was received from Council which allowed us to use the building under provisional arrangements. Further liaison commenced with the Kapiti Coast District Council to sort out building certificate issues. Planning for the installation of the sewage tank was put in place (now installed and operative).

### **Buildings - General**

Works included the following;

- Fire exit signs installed in Rear Storage Building (RSB)
- More shelving installed in the Workshop and RSB
- Positively traced the cause of the nuisance alarms from the security alarm Zone 2 – it was the barn front door banana plug connectors.
- Parts of the Workshop were progressively re-organised and tidied up.
- The M&O operations office was completed and brought into use.
- The new rear barn/workshop building greywater sump and overflow completed and concreting of the area commenced (now completed).
- Planning for alterations in the Palace (stripping out has now commenced)
- Complete sprinkler survey carried out – also required for Fiduca Centre Building WOF.
- Bird proofing of workshop road 5 north door
- Intruder bars fitted to translucent panels on the east side of the Workshop
- Grinder with pedestal frame installed in Workshop
- Bird proofing on eastern side of workshop
- Annual fire extinguisher inspection carried out.

A special site meeting was held on the 28th September to sort out Workshop and RSB building space use effectiveness and some agreed outcomes have been implemented.

### **Miscellaneous Works and Issues**

A number of other activities took place including the following;

- Continued accumulation of scrap metal
- Trimming of trees, mowing and weed-eating around the property
- The Korokoro light stands on the platform were painted.
- Trolleybus 82 was moved and prepared for shipping to the UK ( it has now left the property).

The following were also obtained;

- Ex Kelburn Park cable car trailer and dummy Merryweather locomotive donated by WCC – the trailer was put in the rear storage building.
- Woodworking machinery obtained at auction by M Boyton.
- Good second hand fridge for the Palace.
- Three GE 247 traction motors from Australia via MOTAT. Note that MOTAT still hold another 3 motors that belong to WTM.
- New 60m hose and reel.
- Miscellaneous traction parts

Two of the 4 surplus DSC traction motors were sold and dispatched to Pukeuri (near Oamaru). Three hybrid trolley bus heads were sold to the Auckland Waterfront Tramway.

The provision by GWRC of a metalled pathway over to the Horse Barn area was discussed and agreed with the Ranger and endorsed by GWRC management but to date has not been provided.

## **SAFETY AUDITS**

Glen Summers carried out a comprehensive internal audit in late 2011 as a prelude to the external audit.

The annual external safety audit was carried out by a newly appointed auditor (Ivan Cowell) on the 3/12/2011. The audit report effectively cleared all outstanding compliance issues, but note that we still need to carry out planned remedial actions to ensure that some conditions are not re-imposed.

## **CONCLUSION**

I would like to record my thanks to all those who contributed to M&E work over the year. A number of individuals donated materials and equipment for which we are as always, extremely grateful.

Thanks

**Allan Neilson**  
Vice-President – Maintenance & Engineering

## **Report of the Marketing and Operations Committee to the Annual General Meeting of the Wellington Tramway Museum.**

The past year has seen an increase in both passengers and revenue over last year. Keith McGavin, who compiles monthly statistics, has reported an increase in passengers in spite of a fare increase in July – his comment is that the increase had had little or no effect on our visitor numbers. Our Treasurer Mike Boyton has also indicated that our finances are improved.

Work was undertaken during the year to improve the museum aspect of WTM. We now have a number of models of trams on display, and other displays are to be arranged. The development of the museum aspect is important.

The museum guide booklet is to be re-vamped and reprinted as existing stocks of the booklet are low.

The extension of the kiosk is planned, along with replacement of the roof and of some weatherboards. The planned extension will give more room in the shop, which is sometimes crowded.

Special events over the past year include the Tramway Gala on 7-8 January last. The M and O Committee were careful to limit the outlay and so increase the net profit, a contrast to the situation several years ago when costs ate into profits.

The Kapiti Festival on March 31 was not a WTM function but we carried passengers at a reduced fare. Lessons learned will be applied to a repeat of this festival in March next year.

Age on the Go, held on 22 September in the Waikanae Hall was aimed at retired people and WTM had a stand there. No persons took up our offer to visit the museum, but it was valuable publicity as it showed WTM as a part of the Kapiti community.

RailEx, the Wellington area's model railway exhibition, was this year held in Lower Hutt's Horticultural Hall (the Town Hall was unavailable due to its being found an earthquake risk. Once again the aim was publicity rather than profit, although we did take \$600 in revenue.

However, in spite of this generally optimistic view, WTM is facing a crisis. Robert Vale, who compiles our roster is finding it increasingly difficult to roster enough drivers and shop attendants, so much so that during the coming year the M and O Committee will have to consider a reduction in tramway operation. I urge all members to recruit new members, of any age or skills. I stress 'any age or skills' because age is no barrier to working in our kiosk or our Fiducia Centre. We need more members, and if we fail to increase our membership we will have no option but to reduce our operations to, for instance, every Sunday. I repeat – we are facing a crisis, and the M and O Committee will concentrate on an increase in membership in the coming year.

Coupled with a membership increase is the need to formalise our training. Too often some of our new recruits have almost given up in despair of becoming a tram driver. We have the training resources but they need formalising.

It remains for me to thank the members of the committee, especially the secretary Robert Hatton, who has kept the chairman on the straight and narrow.

## **PAPER FOR DISCUSSION AT 2012 ANNUAL GENERAL MEETING OF THE WELLINGTON TRAMWAY MUSEUM.**

### **FUTURE OF TRAMWAY TOPICS.**

The following paper is presented for discussion and resolution.

#### **Background**

Currently Tramway Topics is produced 4 times per year at a subscription rate of \$45 per annum postage paid within NZ and \$55 outside.

Up to now subscriber numbers have generally held their own but a slow decrease in annual renewals is starting to become evident. Commercial sales, while not large, have remained consistent.

The subscription rate is designed to cover all production costs, ie editors fee, printing costs, envelopes and postage. Surplus stock is sold from the tramway kiosk at \$10 per copy.

As subscription is voluntary, there are a number of WTM members who do not subscribe. MOTAT takes approximately 40 for their members and the Tramway Historical Society, 110 copies. Total print run is 400, 355 copies are distributed, and some are sold through the QEP shop. Older issues are disposed of for a gold coin donation from a stand located in the tram barn.

Tramway Topics prime function is to record the history of electric urban street traffic in New Zealand plus touch on new concepts within New Zealand and abroad.

A small part of each issue is dedicated to local Museum activities however this largely duplicates each Museums in house newsletter.

#### **Future of Tramway Topics.**

The viability of Tramway Topics has been discussed numerous times over the past decade for a variety of reasons, such as difficulty in attracting an editor, circulation numbers and costs.

Earlier this year an internal review was undertaken which recommended that the magazine be wound up with our in house newsletter being the only communication. Members opinions had not been canvassed and the Board directed that a proposal be put to this years AGM with a range of options.

This could include.

1. Ceasing publication.
2. Offering production to an outside person/organisation who would carry the risk

3. Continuing on “as is” with attempts to increase sales.
4. Going digital.

Commenting on each of these,

1. Ceasing publication. Possible however with 50 years of publication it is still the only vehicle for recording the history and future developments of public street tramways and trolley buses in NZ. If we were to stop publishing, this important facility would cease, however individual museums would still continue with their journals but places like Wanganui would receive no publicity nor would new ventures be promulgated.
2. Outside person/organisation. Possible but probably not commercially attractive
3. Continuing on “as is”. Possible if members wish to support.
4. Going digital. Attractive proposition as this would reflect modern standards and is easily managed, and cuts out printing and distribution costs. Possible to charge a set fee for a digital copy with a higher rate for those who want a hard copy. This would go a large way to meeting the editors fees which are presently met from the annual Topics sub.

These four options are presented to the meeting and members are asked to consider these or any other ones they may wish to advance. If the meeting can reach a decision on what format members want, we can develop a strategy of implementation.

Attached for your information is a copy of the joint paper that Brent Efford ( editor of Tramway Topics) and Alan Smith (editor of Tramlines) submitted to the 2012 COTMA conference recently held in Adelaide

Henry Brittain  
9 October 2012.