



# JOURNAL

MAY 2012  
ISSUE # 110

PUBLISHED BY FEDERATION OF RAIL ORGANISATIONS NZ INC : P O BOX 140, DUNEDIN 9054

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## CONFERENCE UPDATE

**Remember Conference bookings close 31 May.**

See <https://waldorf.hosts.net.nz/fronz.org.nz/conference/introduction.html>

**Programme update**—The latest version of the .Conference Programme was uploaded to the FRONZ web site on 15 May.

## NZTA RAIL SAFETY UPDATE

The April 2012 issue is now available at <http://www.nzta.govt.nz/resources/rail-safety-news/docs/rail-safety-update-issue-09.pdf>

Items of interest include

- Advice on identifying the “root cause” required when completing the 4 step response to a Safety Assessment condition.
- A reminder about the need to apply for Safety Case Variations
- A reminder on the correct procedures for reporting accidents and incidents
- More analysis of last years Safety Performance Reports. Full information is promised shortly. The report format is being changed for this years report after reviewing comments made last year,.

## THE LITTLE THINGS DO MATTER

This from the NZTA's Rail Safety Update.

### Check those split pins!

A derailment occurred recently in a tourist/heritage organisation. Initial investigation revealed that the failure of a split pin had caused a piece of hand brake rigging to drop on to the track and derail a wagon and carriage. It is really important to carefully check all split pins during all rail vehicle inspections and to bear in mind that these can deteriorate with age.

## DRUG & ALCOHOL POLICY GUIDELINES

Rail operators should have a policy on the use of drugs and alcohol on their rail premises and procedures to deal with infractions.

FRONZ recently drafted some guidelines for the benefit of the Network Heritage Operators. These were adapted from KiwiRail's policies in use before they adopted random testing. As such the guidelines may also be of use to other operators, at least as a starting point. Much of the counseling and treatment practices are well outside the scope of what a small operator could, or would be expected to, provide. However the guidelines can be simplified to suit the needs of each individual operator.

The draft guidelines can be found at <http://fronz.org.nz/network/FRONZ - Alcohol and Drug Policy.pdf>

## INTRODUCING OUR MEMBERS—DBM CONTRACTING

Dean McQuoid of DBM Contracting writes:-

In 1996 I started a freight transport business, called DBM Roadhaul. From one Kenworth, it has grown to a fleet of 5 trucks (including hiab, tip trucks, curtainsiders and a flat deck), plus a handful of staff and contractors.

With the site conveniently located in Auckland, areas serviced are local, shorthaul and longhaul destinations across New Zealand.

Typical cartage may include specialised over-dimensional loads, sleepers, pipes, portacoms, train parts, plus more. On occasion we have delivered food and water to disadvantaged areas, ie. for victims of the Christchurch earthquake and Marlborough flooding. Our busiest times are long weekends and over Christmas when KiwiRail stop public transportation to maintain the lines.



Recent events include the Railfan Enthusiasts day at Glenbrook, plus a private birthday bash along the Glenbrook-Waiuku track.



In 2006 I purchased a 1956 Da Loco from Tony Batchelor, which has since been restored to modern day standards and up to mainline certification.



My goal for the Da locomotive is to be a vehicle provider to heritage railway groups, and to be used on rail excursions.

## COMPULSORY AUDITS FOR LARGER CHARITIES?

A recently released discussion paper calls for more accountability from this country's largest charities. Called "Auditing and Assurance for Larger Registered Charities", it proposes that charities that spend over \$300,000 a year should be required have their financial statements audited.

These proposed changes would affect about 20 percent of NZ's charities.

Submissions close on 20 July 2012. They go to [financialreporting@med.govt.nz](mailto:financialreporting@med.govt.nz) or to Post: Assurance for Larger Registered Charities, Competition, Trade and Investment Branch, Ministry of Economic Development, PO Box 1473, Wellington. More is at <http://www.med.govt.nz/business/business-law/auditing-and-assurance-for-larger-registered-charities>



## STEAM SCHOOL STILL SMOKING

Tai Poutini Polytechnics Steam School at Shantytown established in November 2009 recently had its 4<sup>th</sup> intake of students complete the programme. With the latest class coming from Auckland, Wellington, Nelson, Greymouth, and Timaru, steam school gets a great spread of experience and shared skills to start with, then build upon during the 5 block courses that make up this Certificate in Steam Powered Vehicles.



"We get students of all ages and all types of experiences that all share a common passion for steam engines, and this really brings the group together, especially when we start rotating through the driving and firemen jobs on our Improved F (Katie)" said tutor Ian Tibbles "Shantytown is still a great location as a working tourist railway, with 1km of tracks and 2 engines to work with at Steam School"

The course is broken into 5 blocks of 5 days over a 12 month period, with students on site in Greymouth from Thursday morning until Monday evening. With 25 days of training, students have around 60% of time driving and working with Steam trains, and 40% getting through the theory.

"Every one arrives nervous about the course,

but by lunch time on day two after the first lot of driving the steam engines they all have smiles a mile wide" enthused Trades head of department Warren Smith "I know this course has a great combination of practical and theory which really gives a great insight into all aspects of operating a steam powered vehicle, and all the students have been through it have nothing but positive things to say about it."

In 2012 a group of steam school graduates enrolled in the first Traction Engine School run by Steam School, which was a 2 day course held in Nelson at Pigeon Valley steam museum due to popular demand.

The next intake of Steam School is in July, with half of the course already full.



## STEAM CRANE NEEDS A NEW HOME, URGENTLY

The Bush Tramway Club is again trying to dispose of the steam crane 256 advertised about 18 months ago through the FRONZ journal. Unfortunately only one group was interested in it but the cost of shifting 45+ tonnes was too prohibitive. We are at the stage where we need this crane gone from the site. so that we can build a new carriage shelter where it is parked.

The runner wagon is in a very poor state but the crane itself could be salvaged. If it is not taken up by anyone and removed by the 31st December 2012 then we are afraid that it will be consigned to the history books (SCRAPPED).

So if anyone is interested please contact the secretary of the Bush Tramway Club in the first instance.



## SHOULD WE PAY TAXES ON NON-CASH BENEFITS?

An Inland Revenue Department (IRD) paper called “Recognising salary trade-offs as income” deals with salary or wages traded off for a non-cash benefit. It suggests people on equivalent salary packages should be taxed equally, irrespective of how they are paid. It says this does not happen when someone receives untaxed non-cash benefits in exchange for getting less cash in their pay packet.

An example is getting a car park provided on the employer's premises or an extra benefit provided to an employee of a non-profit organisation - these benefits would become taxable when provided as part of a salary trade-off. The same would apply to untaxed benefits when the salary alternative has not been specifically identified or valued, provided the employee had an enforceable right to the benefit as part of their contract.

Submissions close on 31 May 2012. They go to Recognising salary trade-offs as income, C/- Deputy Commissioner, Policy Advice Division, IRD, PO Box 2198, Wellington 6140, or email: [policy.webmaster@ird.govt.nz](mailto:policy.webmaster@ird.govt.nz) with “Recognising salary trade-offs as income” in the subject line. The paper is at [www.taxpolicy.ird.govt.nz](http://www.taxpolicy.ird.govt.nz)

*Source: Rural Women NZ—Bulletin Aotearoa*

## HOW-TO GUIDES - COMMUNITY RESOURCE KIT

The Community Resource Kit is a guide to setting up and running community groups in New Zealand. It is for community, voluntary and iwi/Māori organisations, from small or emerging groups to more established organisations, and all the workers, volunteers and advisors working with these groups.

This latest online edition of the Community Resource Kit builds upon the Community Development Resource Kit published in 1993 by the Department of Internal Affairs and Ministry of Social Development, and the revised version produced in 2006.

The Kit can be downloaded section-by-section. Help to access the Kit online is available from community advisors at [Department of Internal Affairs' regional offices](#) and at [Citizens Advice Bureaux](#). It can also be accessed via free Internet sites available in places such as public libraries and information centres.

*The following excerpt has been adapted from the kit by Rural Women NZ—Bulletin Aotearoa:-*

### Good Governing

It is the job of the governing body, for example, a committee or board, to provide direction, leadership and control.

Effective governors make sure that their organisation remains viable and thrives, improves its results (both social and financial), makes sure its assets are protected, and makes sure its funds are used appropriately. Effectively functioning governing bodies have:

- a good mix of skills;
- an effective chairperson;
- committees for specialist jobs;
- well-managed meetings;
- an atmosphere that allows for free expression of different perspectives (this will come with an effective chair, a strong vision for the organisation, and clear rules);
- outside specialist help where its needed (necessary if you can't use the organisation's staff because of, for example, highly sensitive matters); and
- good self-evaluation.

The governing body's role is to oversee management, not to manage. It must be satisfied that the management team is doing its job according to the policy and resources of the organisation.

In smaller community organisations it can be a challenge to separate governance issues from day-to-day management issues because there might not be many staff or members. However, as an organisation develops and grows, the distinction becomes increasingly important.

### Successful Management

Management is typically the job of a management or executive team, led by a co-ordinator or chief executive and his/her staff and volunteers. They carry out the day to day work needed to do the job the organisation was set up to do, working within the policies of the governing group and carrying out its plan.

Both the governing body and the manager need to be clear about their respective roles. A good rule of thumb is to always consider matters before the governing body in terms of the strategic plan and always leave the job of actually carrying out the strategic plan to the management team.

*Source: Rural Women NZ—Bulletin Aotearoa*



## BEST PRACTICE GUIDELINES FOR WORKING AT HEIGHT IN NZ

New guidelines for working at heights have been released by the Dept of Labour. The introduction includes:-

“The Health and Safety in Employment Act 1992 (the HSE Act) sets out the performance required of duty holders. People with a duty must take all practicable steps to ensure the safety of workers when they are exposed to a fall or where the hazard of a fall exists.

Where the potential of a fall exists, the following simple hierarchy of controls shall be considered by duty holders:

1. Can the job can be done without exposing persons to the hazard (**eliminate**). This can often be achieved at the design, construction planning and tendering stages.
2. If elimination is not practicable then steps should be taken to **isolate** people from the hazard. This can be achieved using safe working platforms, guardrail systems, edge protection, scaffolding, elevated work platforms, mobile scaffolds and barriers to restrict access.
3. If neither elimination nor isolation are practicable then steps should be taken to **minimise** the likelihood of any harm resulting. This means considering the use of work positioning systems or travel restraint systems, safety harnesses, industrial rope access systems and soft landing systems.

The *Best Practice Guidelines for Working at Height in New Zealand* is a generic guide that is not industry-specific. Many industries have their own guidelines that address the specific issues which are unique to their working environments, for example, the electricity sector. These also should be considered.

A hazard assessment shall be carried out for all work at height. It is essential that the hazards are identified before the work starts and that the necessary equipment, appropriate precautions and systems of work are provided and implemented.

**Doing nothing is not an option.”**

The guidelines can be downloaded from <http://osh.govt.nz/publications/booklets/working-height/working-height.pdf>

## CHARITIES COMMISSION'S GOVERNANCE & MANAGEMENT ADVICE

The Charities Commission is required to publish information on governance and management to assist charitable organisations to do their job well, so it publishes a number of links to information compiled by other organisations. These links include:

- **CommunityNet's resource kit points out when the distinction between governance and management becomes important** and also gives tips on building good relationships between the two—<http://www.community.net.nz/NR/rdonlyres/59C5BEFD-70BD-48A6-990FE134600B8F65/37024/crk4governance.pdf#page=6>;
- Governance overview: **Community Waikato has written a brief information sheet giving an overview of governance**, particularly what it should and should not do - <http://www.ssw.org.nz/shop/Governance.html>;
- Legal Form: **Keeping it Legal has produced a useful brochure on legal responsibilities for voluntary organisations (PDF)**. It explains the types of legal form that exist and the requirements in law for each one—[http://keepingitlegal.net.nz/wp-content/uploads/2009/07/02\\_KIL\\_BRO.pdf](http://keepingitlegal.net.nz/wp-content/uploads/2009/07/02_KIL_BRO.pdf);
- Governing Boards: **KnowHow NonProfit delves inside governance from the Board's perspective**, helping nonprofit organisations ensure they have governing bodies that are effective, accountable and equipped to handle change - <http://www.knowhownonprofit.org/leadership/governance>;
- managing relationships between the Board, managers and staff of a charity, including resolving conflict, setting agendas and maintaining good records: the **CommunityNet resource kit's governance section covers governing body processes and includes a list of key tips and a retention checklist**. Also in the governance section, you will find help with [managing governing body meetings](http://www.community.net.nz/NR/rdonlyres/59C5BEFD-70BD-48A6-990F-E134600B8F65/37024/crk4governance.pdf#page=17) - <http://www.community.net.nz/NR/rdonlyres/59C5BEFD-70BD-48A6-990F-E134600B8F65/37024/crk4governance.pdf#page=17>;
- Committee role: **Sparc has developed a checklist of things to consider for your committee** - such as who you'll need, their roles, and how to run successful meetings; and
- an effective Board: KnowHow NonProfit (UK) **offers suggestions on the types of people and ways of working that add value** - <http://www.sportnz.org.nz/#agenda>; and.
- Working relationships: For an overview of a Board's responsibilities towards its staff and volunteers, see the **Board, staff and volunteer relationships webpage on the UK National Council for Voluntary Organisation's website**—<http://www.ncvo-vol.org.uk/advice-support/trustee-governance/board/relationships>.

Source: Rural Women NZ—Bulletin Aotearoa

## VOLUNTEERS AND EMPLOYMENT RELATIONS ACT

Dealing with volunteers that have contravened a railways operating rules and procedures is not always easy. The procedures for paid employees are laid out in various laws but these do not apply to volunteers as a legal opinion recently obtained by one of our members shows.

“Volunteers are specifically excluded from the Employment Relations Act (and the Minimum Wages Act).

This means that if the organisation wishes a volunteer to no longer provide services (or has issues with that volunteer) the organisation is not required to follow the procedures of the employment relationship act.

Clearly the organisation will want some procedure that is seen to be fair on everybody.

The employment relations act model is very hard work for an employer and you could set up a simplified model

For example a meeting with volunteer to discuss the issue and then decision as to whether or on what terms the volunteer will be allowed to carry on.

The OSH requirements on the organisation in respect to volunteers are strict and onerous and part of OSH compliance would be to have that procedure set out that dealt with the issue quickly and was documented.”

## WANT TO DONATE YOUR UNREDEEMED LOYALTY POINTS?

Kula Causes has set up a “beta” (test) application that directly accesses information from the Charities Register, so people who want to gift unredeemed loyalty points can look for a charity to give them to. Anyone around the world can get up to date information about registered NZ charities from the website.

Go to <http://kulacauses.com/causes/find.pg>

Source: Rural Women NZ—Bulletin Aotearoa

## PRODUCING THE NEWSLETTER

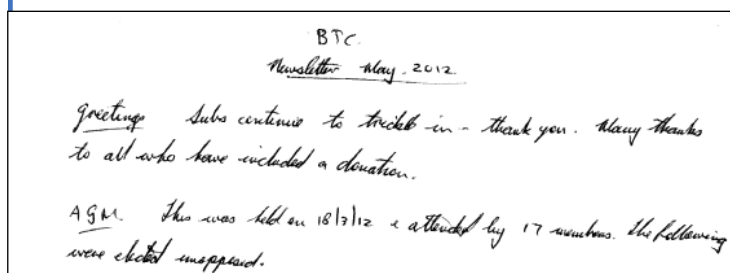
Be it big or small the production of your clubs newsletter usually involves a person or team who largely go unnoticed and whose efforts on your behalf are not always appreciated. These are the people who collect the news, collate it and bash it into a readable format that duly arrives in your letterbox or email inbox. As a fellow scribe I salute them.

From the Bush Tramway Club newsletter “Pukemiro Junction” comes this look at the team effort required to produce it.

### THE NEWSLETTER

#### A LOOK BEHIND THE CURTAIN

The first link in the newsletter chain is Colin Jenner. He writes the main body of the newsletter down on paper in his unmistakable hand writing.



This is then sent in the mail to Colin Swabey. He has mastered the fine art that is reading CJ's hand writing and transcribes it into plain (readable) text in a word document on the computer.

BTC Newsletter May 2012

Greetings

Subs continue to trickle in, thank you. Many thanks to all who have included a donation.

AGM

This was held on 18/3/2012 and attended by 17 members. The following were elected unopposed:

This is then emailed to me, Elliot Baptist. I take the plain text (and extras like photos) and use a publishing program to turn it into the full newsletter you are reading now. This is then output as a PDF file that is sent to Colin Swabey who emails it out to club members, and also to Bruce McLuckie who prints it out and posts it to technophobic club members.

## HOW TO ATTRACT YOUNGER PEOPLE TO YOUR ORGANISATION

A recent blog from the NZ Association Resource Centre Trust (NZARC) looked at the issue of how to attract younger people to an organisation. The blog suggests you need to ensure your organisation is clear about why it wants younger members, volunteers or staff. If this is an agreed strategy, then the older members of staff need to support the strategy and help develop and foster a strategic culture of embracing youth.

Specific tips include:

- make opportunities relevant to the interests and needs of a youthful audience, use language that is quick, fun and exciting, with emphasis on how they can contribute;
- develop an advisory group, or make room for a younger person on your board – help them to market you to their peers;
- develop individuals or teams among your youth and train them as team leaders, encourage ideas and collective learning; and
- give younger members the opportunity to learn about projects you are working on that may be meaningful to them, and draw them to others in your organisation who are in their age group.

View the blog at [http://www.associations.org.nz/\\_blog/NZARC\\_Blog/post/Attracting\\_younger\\_people\\_to\\_your\\_organisations/](http://www.associations.org.nz/_blog/NZARC_Blog/post/Attracting_younger_people_to_your_organisations/)

Source: Rural Women NZ—Bulletin Aotearoa

## NEWS FROM OUR MEMBERS

### Dept of Conservation

#### Hauraki Rail Trail Cycle Way Officially Opened

The opening was held at the Victoria Battery site. A crowd of 800 to 1000 attended including 400 to 500 cyclists.

Paul Mahoney of DoC writes:-

Here is an update on converting these long-closed old rail routes to rail trails - officially now opened.

The trails are a way of connecting a new audience to rail heritage. The Karangahake Gorge section (built by DOC) was an NZR classic that remains open to visitors. DOC has made a substantial investment over the last few years restoring the Waikino railway station, lighting the one km tunnel, and restoring the big steel truss in the photo. Good old Trev Terry was a major source of historic information.

Two FRONZ members have rail operations connecting with the rail trail at Waikino. Station buildings remain at Waihi, Te Aroha and Thames.



Eastern Portal Bridge—Photo - Greg Bowker, NZ Herald

More about DoC's tracks and walks can be found at <http://www.doc.govt.nz/parks-and-recreation/tracks-and-walks/>

### Mainline Steam

The May newsletter reports that at Parnell work is progressing well on the restoration of JA 1240 as well as the first of the 56ft cars obtained from KiwiRail. Their mainline connection has been moved as part of the grade lowering for the new Parnell station.

In Wellington much behind the scenes progress has been made on transforming the ex Virgin/British Rail carriages, not helped by two graffiti attacks in the past few months.

As Christchurch has no operational locomotive at the moment they have concentrated on improvements in an around the depot as well as ongoing work on restoring the Kb.



Lexi boring the cylinder of Ja1240.



## MORE NEWS FROM OUR MEMBERS.....

### Heritage Tramways Trust

The 17th May saw the return to Dunedin of the body of Roslyn Tram No 1, lovingly restored by the Trust for the Otago Settlers Museum. The tram has had a varied career since ceasing service. For many years it was a crib near Dunedin before being acquired by the now defunct Dunedin Museum of Transport and Technology, followed by outside storage and vandalism, acquisition by OSM and a partial start made on restoration. Then to Ferrymead and a period of waiting its turn until funding was available.



**TREASURE RETURNED:** Dave Carr, of the Ferrymead Tramways Heritage Trust, returns the restored Roslyn tram to the Otago Settlers Museum

*Photo: Wilma McCorkindale; The Press*



### SteamRail Wanganui Inc.

Considerable work is reported on restoration of the Baby Signal Box (they have two). Floor beams, wall studs and rafters had to be replaced due to rot and extensive borer. Once finished the box will be used a committee meeting and smoko room

### Weka Passs Railway

During November and December 2011, the Weka Pass Railway organised a children's literature project to encourage local Waipara children to write about the Railway and its unique steam train.

The Railway took this initiative because of the dearth of writing about the Weka Pass Railway and the history of the Hurunui Basin both by and for children. The only train literature found available to New Zealand children invariably portrays overseas railway images that are not correct here (eg Thomas the Tank Engine)

The Railway contacted the Christchurch-based School for Young Writers to work with a group of Waipara School children to write poems about their Weka Pass Railway experiences.

A Creative Communities grant was obtained through the Hurunui District Council and the children were given train rides and a tour of railway, accompanied by tutors from the School for Young Writers and staff from Waipara School.

Right: Owen Sanders and Michael Ball return to Waipara School to hear the results of the young writer's course, *Photograph: Peter Gibson*

