

Minutes of MEANZ meeting -- 4 Jan 2008.

at Manukau Live Steamers Convention Site 1930 hrs

Members present and Apologies - see appendix.

Minutes of the previous meeting held at Halswell, Christchurch in Jan 2006 were circulated earlier and copies were available. They were taken as read, and accepted. (**P**

Morton, M George

Matters Arising

Safety Audit Management will be dealt with later in the meeting.

Boiler information will be passed on by clubs as requested at the 2006 meeting.

National Pattern Register – It was moved that the idea of a pattern register be abandoned. (**A Malaquin, J Romanes**) **D Giles** stated that patterns should be kept but he would not be lending them. **C Morton** still felt a register would help. It was pointed out that we had no volunteer to administer it and there are so many different conditions involved in making use of others patterns that the best way was to use conventions and networking to make suitable arrangements to get castings.

The motion was passed.

Convention Fund Formation. – The President raised the suggestion that a fund be established to seed future convention venue preparation. This was meant to make it feasible for a smaller society to take on the task. There were no clear ideas on how this would be initiated or administered. **M George** stated that help has been available from larger clubs when required. **W Krippner** pointed out that conventions are limited to the larger clubs by choice, and having it easy could lead to profligate spending.

It was moved that we do not proceed with a convention funding scheme. (**M George, W Krippner**)

The motion was passed.

President's Report. **Colin Burleigh** presented his Report which was accepted with thanks. (**C Burleigh, P Morton**)

(Copies were made available and it is included in the appendix)

Financial Report & Subscriptions. The report as circulated, and the recommendation that subscriptions remain the same, was accepted. (**D Giles, R Reynolds**)

Correspondence. Acknowledgement of the correspondence from the Sec of AALS was made by the Secretary. Our thanks to them for keeping us abreast of their business and experience.

Communications from two organizations that would like to become members of MEANZ were discussed and the general feeling of the meeting indicated that the objectives of the groups would have to be looked at closely to ensure they are similar to our own.

Approaches from operators of private tracks was also raised but the meeting was in no mood to change the constitution to admit other than Incorporated Societies.

Overseas Representatives

Barry Glover, President of the Australian Assn. Live Steamers, was given the opportunity later in the meeting to report on their activities and concerns.

Election of Officers –

As the present members were prepared to serve a further term it was moved that the present Executive be re-elected remembering they have the right to coopt assistance if required. (**R**

Reynolds, D Giles) Carried. (with a female voice from the back, similar to that of Mrs Anderson, recorded as saying “not forever!”)
 President -- C Burleigh (Kapiti Miniature R & Associates)
 Secretary -- P Anderson (Hutt Valley MES)
 N I Rep – J Romanes (Havelock North LS)
 S I Rep – J Miller (Canterbury SMEE)
 Ian Fanshawe (Canterbury) continues as our technical liaison with the AMBSC.

Auditor – Brian Wheeler is prepared to continue. Thanks for this service were expressed.

2010 Convention. The Nelson Society of Modellers Inc has agreed to host this event and a flyer was made available to make this known.

2012 Convention Whangarei offered to arrange the hosting of this next North Island convention.

Beyond this, Otago registered an interest in the 2014 Convention and Kapiti are talking of the one following that.

Safety Self Management Proposal. (*As embodied in the MEANZ Admin Procedures circulated for approval.*)

Colin spoke in more detail on the meeting with the WPS National Support Manager. An indication was given that they will consider how best to incorporate our operations under the Health and Safety Act. The possibility of an industry group working under best practice guidelines was mooted but will require further talks as their section develops under staff that were still taking up new positions early in 2008.

In the meantime we look toward completing as many audits as we can and establishing that Clubs are taking safety seriously and are more effective in this field than they would be under the haphazard and sometimes irrelevant requirements stemming from ADR registration.

John Romanes emphasised that all of us involved in model engineering and in running trains make up MEANZ so it is not just for the Executive to run the Safety regime. It falls to all of us to practice safety.

Dave Giles spoke for the auditors explaining that they were another set of eyes to observe a club set up and to give recommendations to assist in maintaining a safe environment. He mentioned the check list that was being developed to assist the auditors and that it is working well at this stage. These documents are to be made available to others interested in the scheme now that they are refined for the first round of audits. Some interest had been shown by the AALS when David was last in Australia and copies would be given to their representatives at Manukau.

Ken Sullivan stated that they have not seen the check sheets and to know what is required they want to see them published and made available to all clubs.

It was pointed out that the check list is compiled from our ‘base’ documents that have been issued to all clubs, however, now that the list is over the revision stages it will be made available.

Hugh Martin asked where their Society Rules published in 2007 stood in relation to the MEANZ requirements. The answer was that we hoped they complied with the overall recommendations made in the MEANZ documents. Each club develops from the MEANZ docs. their own Rules to fit their circumstances.

Bill Krippner advised generally on the need for positive safety management as it was not going to happen without some effort. Each club is responsible and needs to establish their management scheme with documents, training, and records on hand so that it can be demonstrated to be a functioning system. The MEANZ audit simply confirms there is a suitable system in place.

Monty George, in reading through the MAPs, was unsure about the need for the harsh terms for ‘Kicking clubs out’. It was explained that most of it was from the constitution and was there to be used when it becomes essential. Note the word ‘may’ is used, and it comes back in the end to all clubs to make the final decision.

It was moved that the amended MAPs, as circulated, be adopted. (**J Miller, G McCabe**) The motion was carried.

General Business

Website

A vote of thanks was passed to **Murray Bold** on the good work he has done in providing and administering our MEANZ website. He was happy to continue this service.

Boilers

Bill Krippner advised that their club had decided not to issue boiler certificates to non members. Their committee has a large volume of work generated by boilers within the club. Dave Giles stated that some are Country Members of their club to have boilers inspected.

Jock Miller advised that their club has been able to help the smaller clubs, and will arrange to do boiler checks for their members.

Barry Glover commented that the AALS Clubs agreed between themselves but more care was needed due to the insurance cover requirements.

Incorporation

Bill Krippner advised that clubs should ensure that their constitutions were well written to prevent takeover bids by small membership factions. He has been advised that the Incorporated Society legislation is weak in its own right.

Membership Cards, Driving Licences, Boiler Certificates.

Colin Burleigh advised that his club has now made sure that these items are clearly dated and have an expiry date to prevent incorrect claims being made by lapsed members.

Award Criteria

Graeme Chisnall was concerned that the document stating the criteria for all awards made at the convention has not been made available.

Bill Krippner advised that it will be passed on with further information on running conventions to the next committee.

Thanks were expressed to all MEANZ officers for their continuing efforts.

Barry Glover AALS

Barry was pleased to be with us and to see so many ‘old faces’ (we have to admit it!)

He sees that we run on parallel paths with similar problems but stated that they have to deal with 7 governments. Their Code of Practice has seen them heading in the right direction and their risks are all related to that document. They will be pleased to see our documents and final Audit Check List to compare with their working.

He mentioned the step that the AMBSC had taken this year in finalising Part 3 of the Boiler Codes for small boilers under 1 litre. This was done with the needs of the garden gauge group in mind. They too have an on going review of their standards. In all they have had a fairly quiet year.

Barry concluded by thanking all for the good show here and then welcoming all to Cobden for their Easter Convention this year.

The meeting was declared closed about 2105hrs.

Appendix –

1. Representatives & Attendance

Club	Representative	Kapiti	Gary Bly
Whangarei	Roger Reynolds	Maidstone	Barry OCallaghan
Auckland	Hugh Martin	Hutt Valley	Gavin McCabe
Manukau	Bill Krippner	Nelson	John Caldwell
Hamilton		Picton	
Thames	Paulette Morton	Marlborough	Ken McIntyre
Tauranga	late apology	Canterbury	Alan Malaquin
Rotorua	David Watt (proxy)	Christchurch LS	Alan Grueber
Eastern BoP		Ashburton	
Hawkes Bay	Graham Leabourn	South Canterbury	
Havelock North	John Romanes (MEANZ N I Rep)	Otago	Andrew Harbrow
New Plymouth	Monty George	Gore	Jim Woods (proxy)
Palmerston North	Richard Lockett	Southland	apologies

Colin Burleigh (MEANZ President), Peter Anderson (MEANZ Sec/Treas.)
Jock Miller (MEANZ S I Rep)

Other Attendees – Barry Glover (AALS Pres.), John Wakefield (AALS Vice Pres), Hugh Elsol (AALS Sec), Shane Ferris (Queensland) Lesley Anderson (Hutt V), Murray Bold (PN), Graeme Chisnall (Canty), Cynthia Cooper (PN), Michael Jack (Auckland), Chris Morton (PN), Michael Orange (Manukau), Jonathan Ordish (Manukau), Tony Smith (Thames), Mark Stack (Hawkes Bay), Ken Sullivan (Christchurch LS), Andrew Sullivan (Christchurch LS), Greville Wills (Auckland)

2. *Presidents Report to MEANZ meeting*

7-30pm Friday 4th Jan 2008

The MEANZ executive has had a very busy two years developing and delivering the safety auditor training up and down the country. To date four Lead auditors, two in each Island have been trained and 13 provisional safety auditors have also been trained, 7 in NI and 6 in SI. Of these 6 have carried out audits and received their Accredited Safety Auditors Warrants. The Audit guidelines and management system have been trialled and the procedures seem to be delivering reliable evidence of club hazard assessment, and safety management. While the safety audit report details vary from club to club, they probably reflect the differences between clubs. The general trends are reassuring and are being useful for the clubs involved. Of particular note to MEANZ, from the safety audits so far, the evidence shows that many clubs are generally managing their safety very well. For the first time we are in a position to confirm what we have considered the situation to be. We are certain that the safety audit system will be beneficial to all clubs and assist in maintaining good standards. Several clubs have sought MEANZ assistance when faced with legislated difficulties during this last two years, and we have tried to help in all cases.

MEANZ executive has met with OSH, now re-branded as Work Place Services (WPS) and we have demonstrated our safety audit trends with out identifying specific clubs. There have been major changes of senior staff with in the new work place

services WPS. They have also indicated that they will be implementing some new policy directions, but in general they are happy with the systems MEANZ has established and support the direction we are taking. We have more work to do with WPS, to achieve our long term objectives but I feel sure that we can work with the new WPS staff.

The Safety auditing standards need to be reviewed from time to time in order to keep the standards current and appropriate. To achieve this MEANZ executive have proposed that the College Of Safety Auditors be established to carry out two yearly reviews of the audit system and standards. This is a requirement of WPS, who have requested that our industry best practice guide line document be subject to an on going review process. To this point we have substantially completed the overall safety management system as indicated by MEANZ executive at the Christchurch convention Jan 2006.

There is a substantial distance still to go in working with WPS on issues like MEANZ registration, exclusion clause for railways in the ADRs, acceptance of MEANZ safety audit system, and National best practice guidelines. All of this may have been made less difficult by the change out of the previous OSH senior staff from their head office. However considerable uncertainty still exists.

I wish to thank all the MEANZ executive for their unswerving support during the last two years. I also thank all our associated clubs who have been so supportive and have worked with us while we have steadily developed and started the safety auditing system..

Colin Burleigh
MEANZ President 10-12-07