The OETT Telegraph

April 2016

Trevor Buchanan



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Editors Notes

It has been interesting to note that no one who reads the OETT Telegraph noticed and/or commented about the mistake in the first line of my second paragraph "their hand up second paragraph".

As raised at the AGM, the OETT outgoings are more than its income, which means that, without the interest from its investments, the trust would be in the red.

Those members that we have e mail addresses for shall from now on receive their Telegraph by e mail in blazing colour in order to keep costs down.

*Trevor Buchanam**

Des Scott

Des Scott (Desy) is currently the longest continuous Volunteer/Volunteer Host of The Otago Excursion Train Trust.

Des started under the old wooden carriages at Burnside, graduating to Hosting along with his late wife June in 'Desy's Carriage', Car T.

He is a long standing member of the Regent Theatre Trust as a volunteer usher, and in October 2013 ago he was made a Life Member.

Des will probably kill me for mentioning this, but recently he celebrated his 80th birthday.

Several things happened over that birthday time: At Christchurch, at a birthday function, he was presented by his daughter with a scale model of Desy's Carriage, Car T.

An H&S meeting at the Regent proved to be a setup for a birthday party & Des was presented with a plaque 'SCOTT BASE'. It never went home, as it is now mounted in his honour forever on the door of his favourite place, the 'Cuppa Room" at the Regent for all to see.

The source of the accompanying photograph will be forever shrouded in mystery to Des.

Well done Des.

Santa Train

The OETT via Des Scott ran the Santa Train on 6th December, and Des would like to thank those willing volunteers who helped in the setting up and running of the day for Santa, the children and their families. On the day Des needed help to erect the gazebo at Hindon for Santa to be shaded. Those that helped the setting up needed to travel up on the 9.30 am TGL to be there before the Santa Train. The small gifts for children under 8 years of age were sourced and wrapped by Daphne Buchanan, a huge job. Thank you all



Des with his 'SCOTT' BASE plaque



Special Train

3 years ago, the ODETT was represented in Northland as the Dunedin Supreme Winner of the 2012 TrustPower National Community Awards, and on the Friday of the weekend, they hired the Bay of Islands Railway.

In March, TrustPower brought their 2015 TrustPower National Community Awards to Dunedin, and hired the train to take the participants from all over the country to Waitati.

Volunteer Hosts were requested to serve a cuppa and bikkie on the way up.

On behalf of the OETT, each carriage was welcomed personally by OETT Chairman, Trevor Buchanan.



Des & a winner



Barbara & Alex with Graeme Purvis from TrustPower (the big Boss of the Awards) & his wife in the foreground.

The trip around the cliffs above Blueskin Bay captured the traveller's awe, and was much commented upon.

Once at Waitati the travellers were bused away to lunch at Orokonui ecosanctuary, and we were

left to our own devices.

Greg & Bryce - Ashburton Rural Fire



We were left to our own devices, so after having our sandwich, all Volunteer Hosts

wandered over to Blueskin Nurseries where some purchases were made, and a convivial coffee was had.

Then we waited, and waited......Some avoided being photographed – others didn't.



Trevor, Barbara, Robyn & Alex

And they waited.



Ngaire...waiting....

Some Mayors from the North Island advised they had been impressed by the OETT presentation, and had voted for the OETT.

A great day looking after other Volunteers.



Memorandum of Cooperation

Since the formation of the Taieri Gorge Railway Ltd -'the Company', the Otago Excursion Train Trust has provided, at no cost, the services of Volunteer Hosts to the company.

There has been no need of a formal agreement but changing times meant that an understanding between the company and the trust should be formalised.



24 February 2016

Mr D Wood Secretary Otago Excursion Train Trust PO Box 2269 South Dunedin 9044

MEMORANDUM OF CO-OPERATION

Attached is a signed copy of the Memorandum of Co-operation

s requested by Directors at the 10 February Board Meeting, this is a cover letter to the Memorandum of Co-operation explaining issues and thinking of the future.

The Memorandum of Co-operation is executed on the basis

- 1. That, to comply with our H&S requirements, Dunedin Railways needs confirmation of the physical and mental abilities of the volunteers supplied and this will be the subject of future discussions.
- 2. That this confirmation may be able to be achieved in the same way as a contractor working for Dunedin Railways with a company certification of its staff.
- 3. That Dunedin Railways is pleased that OETT has appointed a Training Director which will enable us to work directly with him to achieve H&S and Customer Experience requirements and goals.
- 4. That an arrangement between a shareholder and company management is not usual but this arrangement is for an operational relationship specifically, but not limited to, the supply of volunteer workers.

We look forward to mutually satisfying relations under this agreement and look forward to a review of the document after the cruise ship season to discuss content and to introduce improvements listed above

The Otago Excursion Train Trust (OETT) The Taieri Gorge Railway Limited (TGRL)

- OETT is one of the two shareholders of TGRL. The other being Dunedin City Holdings Limited.
- B. OETT supports TGRL with Volunteer Hosts at no cost to TGRL.
 C. This contribution is acknowledged by TGRL as an important part of the operation of TGRL, and has
- been since its inception.

 D. The parties wish to record their intentions with regard to their operational relationship in this Memorandum of Cooperation

Respectful relationships

- The parties shall work together to establish and maintain respectful working conditions between TGR management, TGRL joid staff, OETT management and Volunteer Hosts.

 2. All parties will treat each other with respect and communications shall be professional.

- At the earliest opportunity, but at least 48 hours before departure, TGRL's Operations Manager shall
- The number of Volunteer Hosts required for by TGRL on particular train on a particular day (Trip). b. A list of carriages for the Trip
- The OETT Volunteer Host Supervisor or their nominated replacement is in charge of the Volunteer
- 5. OETT volunteers shall carry out their duties as per the OETT Host Hand Book
- 6. OETT's Volunteer Host Supervisor for a Trip shall:
- a. Coordinate the Volunteer Hosts required
- Assign the Volunteer Hosts a carriage, working partner and duties.
- c. Hand out the list of duties and carriages to Volunteer Hosts.
- OETT's Volunteer Host Supervisor shall comply with all instructions from the Guard and Train

A draft memorandum was prepared by the trust and discussions with the company management has taken over 5 years to come to, and have signed, a formal agreement with the Trust – titled Memorandum of Cooperation.

The Memorandum of Cooperation and accompanying letter is reproduced below:

Briefings

- 8. The Train Manager shall give the Volunteer Hosts a safety briefing advising where stops for various functions will be, any changes in train running, and any other matter relating to the safe running of the train. The Train Manager may invite others to contribute to any safety briefing.
- 9. OETT's Volunteer Host Supervisor shall brief the Volunteer Hosts for the Trip.
- 10. The Catering Managers shall advise the Volunteer Hosts if there are any special meals and may
- advise on anything related to the on-board catering.

 11. That the Volunteer Host Supervisors and the Catering Managers shall interact in a professional

- 12. A debrief involving the Volunteer Host Supervisors, Catering Managers, Train Manager and if needed the Operations Manager may take place at the end of the trip if necessary (Debrief).
- 13. From time to time it may be impractical to hold a Debrief immediately after the end of a trip. Issues may still be raised at a later date but generally this must be done as soon as practicable

- 14. All Volunteer Hosts shall be fully trained by the OETT to meet Health & Safety and the Sale of Liquor to the level required by law
- 15. TGRL may, at their discretion, provide other training as necessary

Suggestions / Improvements

16. Both parties must work towards developing a formal reviewable process (in a similar form of the current Health and Safety reporting system) by noting and actioning practical suggestions made by the Volunteer Hosts and or guests on the train. This will be done in order that the customer experience is enhanced.

Dispute Resolution

When issues arise all parties will focus on getting positive, quality and timely outcomes.

18. This document will be reviewed annually in May at the conclusion of the cruise season.

OETT AGM

The AGM is well and truly over and the following were voted in as members of the Executive:

Pat Beman, John Chapman, Daphne Buchanan, Trevor Buchanan & Murray Schofield.

The Executive met and the following were voted in these positions:

Chairman: Trevor Buchanan Deputy Chairman: Murray Schofield

Sue Bell was appointed to assist the OETT.

David Wood has been appointed as Secretary, and Helen Buchanan appointed as Treasurer.

Trevor Buchanan



What's in a Name?

I recently came across an article about companies changing their names. This brought back how the Taieri Gorge Railway changed to Dunedin Railways in 2014. The statement from the article was:

"It is only a change in name, and you would need to make sure that the internal heart of your company (culture, people, customer experience etc.) also had a kick –start".

In 2015 I asked Toby Mann, DR's Business Manager for a few words (not more than 200) on what the change of name was about. This is his reply:

Thank you for asking about the Dunedin Railways brand. This is something of last year's news but I thank you for the opportunity to give input to your Telegraph and I'm always happy to discuss our market positioning.

The Dunedin Railways brand was created for the economic benefit of the company, with an aim of getting more people on our trains.

As a company we are still TGRL and the Taieri Gorge experience is still over 90% of our business. We stand with you in loving the Taieri Gorge. The name hasn't been abandoned, we have simply added an umbrella brand which brings together our offerings, presents a clearer story of where and what we are and helps us grow.

DUNEDIN_RAILWAYS

WORLD CLASS TRAIN TRIPS

The primary logo, "Dunedin Railways – World Class Train Trips" picks up on several themes and starts telling our story from an easily accessible position.

The Dunedin Railway station is one of New Zealand's most recognisable buildings and by using the Dunedin Railways name we are more closely linking ourselves to this iconic building and the free publicity it creates.

The elegance of the traditional Railway font and the overall logo evokes the romance of rail.

The Octagon is a quirky take on a map station circle and picks up on another Dunedin icon.

The adjustable second line allows for our messaging to change within our primary logo, "Dunedin Railways-Taieri Gorge Railway" is the second most used.

Once you look at our offerings outside the Gorge the benefits of the name become even more apparent. When selling excursions (for example the soon to be released week long trip to Marlbourgh in May) the Dunedin Railways name just works better.

For a similar example think of Real Journeys. Having this (or as the earlier Fiordland Travel) as an umbrella brand over their offerings has helped their business grow. You still know the TSS Earnslaw or Te Anau Glow-Worm Caves despite their website and key marketing being "Real-Journeys".

If you accept the benefits of an umbrella brand it is hard to come up with a more compelling one for us than Dunedin Railways. Murray Bond reports that the name and brand received the full support of the TGRL Board. We are proud of the brand and hope you are as well.

Toby Man, Business Manager

(377 words)



Comment

It is interesting to now find the reason behind the name change to Dunedin Railways – now like the All Blacks–known as the AB's, Dunedin Railways is starting to wanted to be known or referred to as DR.

I for one, now have some understanding of what it was all about, but to get an understanding, I actually had to ask.

The first I personally was aware of the name change was seeing Toby Mann photographed in front of a newly painted carriage with the new name & logo on the side last year in the ODT.

There has not been, to my knowledge, any contact by the management of Dunedin Railways to the Otago Excursion Train Trust, especially

the Volunteer Hosts, as to the reason behind the name change, thus missing out on a buy in of a large number of the company staff (as volunteers are now called by DR) who work with the passengers.

This was the purpose of eliciting the article from Toby so as to help you buy into the company vision.

However, what Toby has written about is about marketing. What he hasn't written about, is that DR has several 'branches' comprising of World Class Train trips, Taieri Gorge Railway, The Seasider, Taieri Gorge * The Seasider, Experiences (for charters, events, excursions) & Engineering (Workshop).

These are the main six logo variants DR use:

World Class Train trips

DUNEDIN RAILWAYS

WORLD CLASS TRAIN TRIPS

The Seasider

DUNEDIN_RAILWAYS

THE SEASIDER

Experiences (for charters, events, excursions)

DUNEDIN RAILWAYS

Taieri Gorge Railway:

DUNEDIN RAILWAYS

TAIERI GORGE RAILWAY

Taieri Gorge * The Seasider

DUNEDIN RAILWAYS

TAIERI GORGE • THE SEASIDER

Engineering (Workshop)



It interested me Toby's comment about the brand 'Real Journeys'. I personally had never heard of it, so I had to Google it. It must be something that is known only within the marketing environment, and not the wider public.



Ken Wilson

Last Year Volunteer Host Ken Wilson became the 130th member of the New Zealand Fire Service to receive the distinguished 50-year Fire Service Medal.

Ken said he joined the fire brigade to give back to his community, as he had been on the harbourside all his life.

He has no intentions of calling time on firefighting and is still keen to give back to the community, now spending much of his time as a medical first responder.

His long service was achieved only with the support of his wife, Gwenyth, and his family, as he often rushed from family events to the sound of the fire siren.



Steam Trips with Ab608 over Labour Weekend





You do need to look closely at this photo



Royal Visit

On 5 November 2015 Prince Charles & his wife Camilla visited Dunedin, and rode the train from the Mosgiel Railway Station to the Dunedin Railway Station.

Early 1970's members of the OETT - John Chapman, Des Scott & former long standing Treasurer lan Wylie were chosen from a list supplied to Dunedin Railways management. All three met Prince Charles & Camilla in a wooden carriage where a lively conversation took place reputably all the way from Wingatui to the Dunedin Railway Station.



Prince Charles with Ian Wylie (centre) and John Chapman.



Des Scott & Prince Charles



Situations Becoming Vacant

Position Title: Cruise Ship Volunteer

Host (Roster) Co-ordinator/Supervisor

Location: Dunedin.

Liaises with: TGR Operations Manager.

Hours of Work: As required to do the job.

Broad outline of the Position

The role of the Host (Roster) Co-ordinator is to organise from the availability list of volunteers enough people to host the visitors on the train.

The Host (Roster) Co-ordinator will work with the 2IC who will be part of the collaborative decision making team. An ability to stay calm, cool and flexible under pressure is essential as the situation at times can change from minute to minute.

On the train the position shall be Volunteer Host Supervisor.

What you are responsible for:

To be station side directing and assisting the process of the days instructions.

To have printed clear work instructions for the volunteers.

To allocate the volunteers to the correct car numbers. Keep in touch with the chairman of the OETT as to any changes in contact details and to ensure that all contact details match.

To effectively utilise the various personalities within the group.

To liaise between the OETT, TGR and the volunteers so the needs of all three are met.

To relay feedback on each trip to the OETT chairperson.

Important things that you have to get right:

That the duties of this position are being carried out to an acceptable standard when:

- All volunteer work is carried out in accordance with the TGR Health & Safety standards, and the Health and Safety at Work Act 2015 that commences on 4 April 2016.
- Tea, coffee, lunches, alcohol, drinks and other foods are all dispensed according to the Training programme and the Host Handbook.
- Everyone is communicated with as needed.
- The visitors on the train always come first.

These positions are annual appointments and it is not a given that the incumbents shall be continuing on indefinitely.

Communication

Directly responsible to: The Chairperson of the OETT. Supervision of volunteers:

Yes.

Functional Relationships with:

Internal: Volunteers.

External: TGR Operations Manager.



Position Title: 2 IC Cruise Ship Volunteer

Host Co-ordinator/Supervisor

Location: Dunedin.

Liaises with: Cruise ship Volunteer Host

(Roster) Co-ordinator.

Responsible to: Cruise ship Volunteer Roster

Co-ordinator.

Hours of Work: As required to do the job.

Broad outline of the Position

As with Cruise Ship Volunteer Roster Co-ordinator position description.

These job descriptions are not intended to be an exhaustive list of duties. From time to time you may be required to do work that is not aligned to your role. It is our expectation, and with your agreement, that you would undertake to do this without fuss or delay to assist OETT to deliver a memorable experience to the visitors to our city. The job description is reviewed before each cruise ship season and may be varied by mutual agreement at any time when a change of duties would be discussed fully.

All applications for either of these appointments must be in writing to the Executive of the OETT at P.O. Box 2269, South Dunedin, 9044.



Invitation to Volunteers

The following invitation has been received from the Taieri Gorge Social Club:

Hi.

For the past 2 years the staff at Taieri Gorge have been running our own social club, to great success! At our last committee meeting it was unanimously decided that an invitation should be extended to OETT members to all future functions.

Social Club members pay \$2 a week or an annual fee of \$104. Non-members are welcome at all functions if they pay the cost per function.

We normally have 3 functions per year - an End of Season, Mid-Winter, and Christmas Function. We have attached a flyer for our upcoming end of season function. Could you please pass this on to any of your members if they are interested.

We feel that even though most of your members volunteer their time they still do a great job for the company and would be more than welcome at any of our functions.

Please let us know if anyone wishes to attend / join the Social club.

Thank you,

Shoshana Watt (Treasurer)

Ammay Watt (Chairwoman)

Pat Tutty (Secretary)

Situation Becoming Vacant Position Title: Treasurer

Location: Dunedin.

Liaises with: Chairman or Deputy Chairman.

Hours of Work: As required to do the job.

Taieri Gorge Social Club Presents:

A Super fun end of season function

Awesome Fun team sports night







Join us for a fun night of team bowls, mini golf & pool, and delicious nibbles.

When: Saturday May 7th

Where: Westpac Bowls Stadium

(38 Tahuna Rd)

Cost: Members: FREE

Non-Members: \$25

Resonably prices drinks will be avaliable at the bar.

If you are driving please drink responsbly or ring a taxi (Dunedin Taxis 03 477 7777)

Names/Payments must be in by Friday April 22

OMG I SUPER TOTES CAN'T WAIT TO SIGN UP FOR THE AMAZING SOCIAL CLUB FUNCTION:

Broad outline of the Position:

The role of the Treasurer is to maintain the funds of the OETT in a fiscally responsible manner.

This position is an annual appointment and it is not a given that the incumbent shall be continuing on indefinitely.





Volunteer Training

The Health and Safety at Work Act 2015 commenced on 4 April 2016 and the Trust must comply with that act.

The Otago Excursion Train Trust is, as a Taieri Gorge Railway Ltd Board Member put it, a Contractor to the Taieri Gorge Railway at no cost to the company.

As such, the Trust is responsible for its members under the Health and Safety at Work Act 2015

The trust has appointed Brian Crabbe as the Trust's Training Director.

As Training Director, Brian shall be overseeing the training for all volunteers.

This training shall be compulsory, all volunteers shall be required to attend and pass this training before being permitted to work on any TGR trains as a Volunteer Host.

A new Host Handbook shall be produced and issued to all volunteers setting out the requirements of the position.

There will be training on the following:

- Safety while working on a train
- Physical fitness to work on the train.
- Setting up a carriage correctly.
- Correct service to the customers.
- Service of alcohol Sale of Liquor Act- host responsibility.
- Other aspects of the position.

This training shall be carried out during the off season, and completed before the commencement of the 2016-2017 Cruise Ship Season.

If a volunteer fails to attend and pass this training, until they pass the training, they shall not be permitted to work on any TGR train.

At this stage it is proposed: Any volunteer who fails to comply with the Training and Volunteer Handbook shall have the following procedures carried out:

- A supervisor or appointed Trust representative shall discuss with you your actions, and if necessary, issue a verbal warning which is to warn you about your actions and will allow you to improve your behaviour.
- If your behaviour does not improve, a supervisor or appointed Trust representative shall discuss with you your actions and issue you with a written warning which is to warn you about your actions and allow you to improve your behaviour.
- If your behaviour does not improve, a supervisor or appointed Trust representative shall discuss with you your actions and issue you with a final written warning which is to warn you about your actions and allow you to improve your behaviour.
- 4. If your behaviour does not improve, a supervisor or appointed Trust representative shall discuss with you your actions and shall consider excluding you from working on the TGR trains.

DUNEDIN RAILWAYS

WORLD CLASS TRAIN TRIPS

VOLUNTEERS END OF SEASON DINNER.

IF YOU'VE VOLUNTEERED ON THE TRAIN THIS SEASON
THE COMPANY WOULD LIKE TO SAY A HUGE THANK YOU!
YOU ARE WARMLY INVITED TO ATTEND THE ANNUAL VOLUNTEERS END OF SEASON DINNER.

WHEN: FRIDAY 13TH OF MAY 5.00PM-9.30PM (FROM DUNEDIN STATION)

WHERE: AN EVENING AT LARNACH CASTLE INCLUDING A GUIDED TOUR, PRE-DINNER DRINKS, CANAPES AND A TWO COURSE BUFFET DINNER FOLLOWED BY TEA/COFFEE AND SHORTBREAD.

THIS ONE-OFF SPECIAL EVENT HAS BEEN MADE POSSIBLE THROUGH THE GENEROUS SUPPORT FROM OUR COLLEAGUES AT THE CASTLE.

PARTNERS ARE WELCOME AT A COST OF \$59

FOR THOSE THAT WOULD LIKE TRANSPORT A COACH WILL DEPART DUNEDIN STATION AT 5.00PM FOR A 5.30PM START AT THE CASTLE.

WE AIM TO HAVE YOU BACK AT DUNEDIN STATION BY 9.30PM.
TO BOOK YOUR PLACE PLEASE CALL THE STATION ON (477 4449)
E-MAIL RESERVE@DUNEDINRAILWAYS.CO.NZ OR DROP INTO THE BOOKING OFFICE BY THE 28TH APRIL



WITH PAYMENT FOR PARTNERS TICKETS BY THE 7TH OF MAY.

Cartoon by a Cruise Ship Traveller



While Wendy Farlam was working as a Volunteer Host last cruise ship season, two of her passengers were from Perth. As can be seen above, Dave was quite the cartoonist, and he honoured Wendy with a cartoon of herself, and of themselves, Dave and Jan.

This, I believe, is the first occasion that a cartoon has been prepared for a Volunteer Host.

I reckon its quite good, and something for Wendy to treasure.

Trevor Buchanan



Royal Train at Carisbrooke

Photo Paul Jeffries



Thoughts about the OETT

The OETT is a shareholder in the Taieri Gorge Railway Ltd, and in so doing, occupies a unique position in the world.

The OETT, through all their volunteers, rebuilt old carriages, ran excursions and charters all over New Zealand, inaugurated the Taieri Gorge Limited and built the operation to a professional standard.

The OETT organised the 'Save the Train' and thus saved the Central Otago Branch Line to Middlemarch in 1990, again, all volunteer orientated.

Once 1995 came, the company, the Taieri Gorge Railway Ltd was formed in partnership with the Dunedin City Council.

This effectively ended the huge financial costs of running the railway, but the OETT still continued to provide the volunteers for the Taieri Gorge Railway Ltd.

These volunteers have in the past worked up the gorge, in the workshops, and as Volunteer Hosts. Yet slowly, these volunteer activities have been reduced to the extent that effectively the only purpose of the OETT is to supply, at no cost to TGR, a continuous supply of Volunteer Hosts.

Is it that some people forget that the OETT is a shareholder in the Taieri Gorge Railway **aka** Dunedin Railways, and the management of the company effectively are playing with the OETT's investment?

With the 2014 rebranding of the company to Dunedin Railways, what has been the cost of this? Think, rebranding of staff clothing, signs, stationary, handouts, vehicles, carriages, even cheque books?...... etc.

Nowhere has there been any mention of how much this has cost the company, and therefore – the OETT as a shareholder, i.e. less financial return – read less profit.

Yet, was the OETT even consulted about this rebranding? Did the OETT have a say?

Should the OETT keep quiet about this?

But should we dare ask the question of TGR management?

The OETT is now the same as any other charterer in negotiating with TGR to obtain a reasonable cost of hiring a train to run an excursion.

Where can the OETT run an excursion that TGR are not already running trains to?

Some trips TGR have run are direct copies of OETT trips, yet TGR no longer want Volunteer Hosts to crew the trains, paying staff - therefore at an extra cost to the company.

Thus the OETT have gradually been forced out of running excursions, even though the trust has Excursion as one of our middle names!

It is sad that the OETT is now reduced to its only purpose being to supply, at no cost to TGR, a continuous supply of Volunteer Hosts – now called staff.

*Trevor Buchanam**

Subscriptions

Our Treasurer is having her annual bunfight with subscriptions, members not paying is the norm.

So far six (6) members have deposited their subscriptions by direct credit to the Trust's account stated on the subscription notice without any reference as to who the \$25 is from.

So far there has been three (3) who have stated they have paid that method, however, there are three (3) outstanding.

If you have paid your subscription and you have not received your membership card, please let us know at oett@vodafone.co.nz the details of your payment and our Treasurer may be able to sort out the problem.

Not only that, so far one (1) member deposited their subscription in our old bank account, not the account number stated on the subscription notice.

Contributions

Every member of the OETT has the right to contribute to your Telegraph.

Just send your contribution for consideration for the next Telegraph to the OETT e mail address.

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The statements contained therein are not necessarily those of the Trust.

