

MINUTES

TITLE OF MEETING	PBR Stakeholder Consultative Committee		
DATE	16 th November 2023	TIME	5.30-7.00pm
VENUE	Puffing Billy Railway Lakeside Visitor Centre – Function Room Emerald Lake Park		
ATTENDEES	Tim North OAM KC - Chair & PBRB Chair	Angela Jamieson - PBRB Director	Gabrielle Lim - PBRB Director (via MS Teams)
Alexandra Doherty – PBR Board Administrator	Peter Abbott – PBR CEO	Brett Butler – PBR Group Manager Infrastructure	Nicoleta Giurgiu – PBR Group Manager Visitor Experience
Stefanie Straub – PBR Group Manager Business Services	Vikki Ducrow – PBR Safety Manager	Andrew Richards – PBR Volunteer Representative Group	Emma Clark – Emerald Primary School & Rotary Club of Emerald & District (left 6.30pm)
Sheila Hampson – Friends of Emerald Lake Park	Julia Bell – Emerald Museum and Nobelius Heritage Park	James Carter – All Abroad Network	Peter Sherman – Puffing Billy Preservation Society Committee Member
Ian Purdon - Deputy Chair Gembrook Community Group	Catherine Gardner-Gaskin – Connecting Cockatoo Communities Inc	Dick Bartly - Emerald Village Association (EVA)	Cr Jeff Springfield – Cardinia Shire Council (Ranges Ward)
Cr Johanna Skelton – Yarra Ranges Council (Lyster Ward – left 6.13pm)			
APOLOGIES	Dianne Smith (PBRB Deputy Chair)	Bart Clingin (PBRB Director)	Thomas Sargent (PBRB Director)
Celia Massie-Bertei (delegate Ian Purdon)	Anne MacLeish – PBPS Secretary	Trevor Budge - Emerald Village (delegate Dick Bartly)	Janine McMahan- Emerald Secondary College
Brook Stafford – Mater Christi College	Brendan Fitzpatrick & Kerri-lin Drew – Gembrook Primary School		

STANDING ITEMS	
AGENDA ITEM 1 MEETING OPENING AND APOLOGIES/	The PBRB Chair commenced the meeting at 5.35pm and acknowledged the Traditional Owners, Elders and Community members in the room. Those in attendance were welcomed and apologies noted.

AGENDA ITEM 2 CONFLICT OF INTEREST	No conflicts of interest were declared regarding the subject matters of the agenda.
AGENDA ITEM 3 WELCOME - AROUND THE MEETING INTRODUCTIONS	The PBRB Chair facilitated the introductions of those present.
AGENDA ITEM 4 NEW PBR Act 2022	Committee membership as outlined in Section 9A of the <i>PBR Act 2022</i> was noted (Attachment One of the papers). Committee Terms of Reference were also noted as per Attachment Two of the papers.
AGENDA ITEM 5 PBR – CEO UPDATE – PBR OPERATIONS	<p>PBR CEO provided an update on passenger numbers and activity. The PBR timetable for December 2023 to June 2024 was noted (Attachment Three of the papers). The PBR Event Calendar 2023/2024 was also noted (Attachment Four of the papers). The following points were discussed:</p> <ul style="list-style-type: none"> • Upcoming tabling of PBR Annual Report in Parliament • Limited availability of tickets for walk-up sales • Public availability of 6-monthly timetables via the PBR website • PAVE festival involvement <p>Questions / issues raised included:</p> <ul style="list-style-type: none"> • Bike carriages and the information provided to passengers regarding not riding on walking paths within Emerald Lake Park. It was noted that Cogs Bikes (the Lakeside Centre Bike Hire business) hands out maps that show only bikes on the Eastern Dandenong’s Trail – private use bikes need to be controlled by Cardinia Shire. • Improving the timing and tone of messaging and the level of engagement/cooperation regarding Train of Lights. It was noted that the unforeseen spectator numbers could be an opportunity for impacted towns to consider implementing a festival aligned to the event, in collaboration with PBR. PBR will consider the communications ‘tone’ however there remains a requirement to keep people back from the track with clear directions. • Implementation of the PBR Running Festival and efforts made to minimise the impact on the local community via early starts and the capping of participants. Documentation of the paths used for the event was suggested. <p style="text-align: right;"><i>Action item:</i> A copy of the Annual Report will be circulated once tabled in Parliament, with feedback welcome.</p> <p style="text-align: right;"><i>Responsible Person: Board Administrator</i></p> <p style="text-align: right;"><i>Action item:</i> Document walking paths for use in Running Festival</p> <p style="text-align: right;"><i>Responsible Person: PBR CEO / Cardinia Shire</i></p>
PBR Strategic Plans – PBR a sustainable heritage railway	

<p>AGENDA ITEM 6</p> <p>CAPITAL WORKS - UPDATE</p>	<p>The Group Manager Infrastructure provided an update on recent work at Menzies Creek and upcoming plans for the Emerald Yards, plus the re-railing of the track near the site of the old landslide.</p> <p>Questions raised included:</p> <ul style="list-style-type: none"> • PBR approach to environmental sustainability (including consideration of indigenous practices and alignment with local council programs.) <p><i>Action item: Provide an overview of PBR's environmental sustainability program.</i></p> <p><i>Responsible Person: PBR Environmental Lead</i></p>
<p>Risk and Safety</p>	
<p>AGENDA ITEM 7</p> <p>BUSHFIRE - EMERGENCY PLANNING</p>	<p>The PBR Safety Manager provided a presentation outlining PBR's approach to Bushfire Emergency Planning. The following points were noted:</p> <ul style="list-style-type: none"> • The PBR Bushfire Management Plan is reviewed annually and approved by the Board. • The PBR Emergency Response Group consists of the CEO, Safety Manager and the PBR executive. • Risk mitigation strategies are in place (eg. fire patrols, rail reference points, completion of CFA aligned training modules, twice weekly fire danger reports) • PBR has close working relationships with emergency services (CFA, SES, VicPol) • PBR is covered by two LGAs (Cardina and Yarra Ranges) and commences its fire season when either LGA commences their season and runs until the last LGA ends their season. <p>Questions discussed included:</p> <ul style="list-style-type: none"> • Reporting of embers and effectiveness of the 5-minute distance interval of the fire patrol from locomotives – It was noted that this methodology has been developed over years of experience. Too close the fire may not have started, too far back it maybe too big by the time the Fire Patrol arrives. • Evacuation Plans for the LVC and park (noted buses may be called if the train cannot leave safely. These we have to move people back to the departure point by bus. The LVC is closed if council closes the park.) • Bushfire Attack Level rating of LVC (noted it is built to BAL 29 specifications and is a place to shelter but is NOT a place of last resort.) • Wrights Forest bushfire risk and potential impact on journeys to Gembrook – Noted as a higher risk area and PBR may suspend services to Gembrook (past Wrights Forest) on higher fire risk days. • Packing Shed evacuation plans / requirement for sprinkler system – Noted there is no fire system in the building, but Emergency Plans are in place. • Availability of back-up generators at key stations along the line – Noted PBR has made these places available to the community in some circumstances when there has been a longer term loss of power (so residents can recharge phones etc) <p><i>Action item: Monitor Cardinia Shire Councils formal advice regarding the designated place of last resort in Emerald and amend</i></p>

	<p><i>Bushfire Management Plan accordingly (Counsellor advised it is reverting to Worrell Reserve shortly).</i></p> <p style="text-align: right;">Responsible Person: PBR Safety Manager</p> <p>Action item: <i>Check plans and records regarding the Packing Shed to ensure there are complete images of outside and inside of the Packing Shed and share with Julia Bell.</i></p> <p style="text-align: right;">Responsible Person: GM Infrastructure</p>
Community	
<p>AGENDA ITEM 8</p> <p>PBR STAKEHOLDER ENGAGEMENT SUMMARY</p>	<p>PBR CEO provided an update on PBR Stakeholder engagement activities (as per Attachment Five of the papers).</p>
Workforce Recruitment – Volunteer and Paid	
<p>AGENDA ITEM 9</p> <p>22/23 VOLUNTEER RECRUITMENT</p> <p>PBR GUILD</p>	<p>PBR CEO provided advice regarding the process for volunteer engagement via online monthly recruitment nights showcasing volunteer opportunities. Interested parties should contact the PBR Volunteer Program Lead.</p> <p>In further discussion it was noted:</p> <ul style="list-style-type: none"> • Work is underway to design a PBR Youth Volunteer Program • Implementation of the PBR Guild for non-active volunteers
Other Items	
<p>AGENDA ITEM 10</p> <p>ITEMS RAISED BY COMMITTEE</p>	<p>Two items raised by the Committee were tabled and discussed.</p> <ol style="list-style-type: none"> 1. Puffing Billy Preservation Society requested PBR advise the requirements and procedures for Community Groups to use railway facilities or adjacent land. <p style="margin-left: 20px;">PBR Group Manager Visitor Experience explained the process and the requirement for 2-3 months advance notice (with train charters requiring greater lead time). Requests are assessed and a standard agreement employed upon approval (including relevant terms and conditions).</p> 2. Emerald Museum requested information on managing heritage values of locomotives – noting many are on the state heritage register. <p style="margin-left: 20px;">PBR CEO outlined the approach to locomotive maintenance. It was noted that PBR have a collection of locomotives that were not decommissioned and scrapped – some are state heritage, some local heritage and some neither. Conservation management plans are designed to keep the locomotives as authentic as possible.</p> <p>In further discussion, the following topics were also raised by the Committee:</p> <ul style="list-style-type: none"> • The number of paid staff employed by PBR (noted there were 130 staff providing 90-95 FTE along the line) • Whether trains will stop at Emerald (noting there is a sign at Belgrave Station noting the Emerald Station.) It was noted that Lakeside Station has always been

	PBR's most popular station for guests. Trains are currently sold out every day – so there is no space for walk ups or short rides. PBR does not have immediate plans to open Emerald Station however for special events this will be reviewed.
AGENDA ITEM 11 VOLUNTEER AND STAFF RECOGNITION	<i>We acknowledge the <u>volunteers and staff</u> that saved, preserved, and continue to support Puffing Billy Railway to be enjoyed by future guests.</i>
AGENDA ITEM 12 MATTERS FOR NOTING/OTHER BUSINESS	<p>In closing the meeting, the PBRB Chair thanked everyone for attending and reiterated the importance of this Committee to the railway and the value they are providing.</p> <p>The importance of volunteerism to PBR and its unique role in the organisational design was also highlighted, with the PBRB Chair advising that diverse representation is actively being sought.</p> <p>Committee members were encouraged to get more people interested in volunteering in all aspects of the railway, noting the future return of youth engagement.</p> <p>Use of the LVC as a community base was also extended.</p>
AGENDA ITEM 13 MEETING FINALISATION	<p>There being no further business, the meeting closed at 6.55pm</p> <p>The above minutes represent a true and accurate record of the PBR Stakeholder Consultative Committee Meeting held on 16 November 2023.</p> <p>The next meeting is scheduled for Thursday 18th April 2024.</p>