

## **Rail Heritage Care - Rail Reserve Project Application & Management Plan**

**Rail Heritage Care is an exciting initiative of RailCorp's Office of Rail Heritage (ORH) in partnership with Conservation Volunteers Australia (CVA).**

The Rail Heritage Care program assists custodians of NSW State-owned rail heritage assets to manage these significant items through extending volunteer participation. The Rail Reserve program utilises long term, broad based community participation to assist with the ongoing conservation of rail heritage items.

Successful Rail Reserve applicant organisations will be assisted by up to 5 new volunteer recruits who will participate on site for up to two days a week for six months, offering targeted support based on requirements of the group and the assets under their care.

CVA will recruit, administer and manage the volunteers for Rail Reserve projects.

### **Completing your Project Application and Management Plan**

Applicants are required to:

- Complete the application form and management plan (please make sure that all sections of the application are completed and necessary attachments included);
- Submit applications by 7 January 2011;
- Provide supervision, safety equipment, specialised tools and technical skills training for each volunteer involved;
- Develop a safety, site and skills induction guide for the project volunteers; and
- Identify how the completed project will be of benefit to the public

For assistance with your application, please contact Eveline Dingley, Rail Heritage Project Coordinator, Phone: (02) 6331 7711, mobile: 0428533081 or email: [edingley@conservationvolunteers.com.au](mailto:edingley@conservationvolunteers.com.au)

Completed applications should be sent to:

**Eveline Dingley  
Rail Heritage Project Coordinator  
Conservation Volunteers Australia  
PO Box 1339, Bathurst NSW 2795**

or email: [edingley@conservationvolunteers.com.au](mailto:edingley@conservationvolunteers.com.au)

### **Approval of your Application**

Applications will be acknowledged upon receipt. Approved applications will be advised by 31 January 2011 .

# Rail Heritage Care – Rail Reserve Project Application & Management Plan

Date:     /     /

## 1. Project Information

### 1.1 Project Partner (group/organisation/agency making this application)

<b>Project Coordinator</b>	(Who will be the main contact?)		
<b>Organisation</b>			
<b>Address</b>			
<b>Phone</b>		<b>Fax</b>	
<b>Email</b>		<b>Mobile</b>	

### 1.2 Project Title (That describes what the team will achieve)

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### 1.3 Specific Project Location (E.g., Office site, goods shed and platform garden)

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### 1.4 Project Priority

Is this project in your Asset Management Plan?

Yes  No

*Please note: The project you nominate should be one that is important to your conservation work or to improving public appeal, and would normally be done by volunteers at some time but does not displace paid employees, contractors or current volunteers. Projects that are not on your AMP will be considered provided that they support the group in meeting overall AMP priorities.*

How would help with this project improve your management of the Rail Heritage items in your care?

Do you have volunteers currently working on the project?

Yes  No

## 2. Site Access

### 2.1 Is a statutory permit, consent or agreement required to undertake the proposed work?

(If, for example the work was on Council land)

Yes  No

If yes, from whom?

- Office of Rail Heritage/RailCorp     
  Local Government     
  Australian Rail Track Corporation  
 Other

Details \_\_\_\_\_

Advice about permits or consents issued under the *Heritage Act* 1977 is available from NSW Heritage or your local government heritage advisor. You can also refer to NSW Heritage's web site at [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au).

- Permit, consent or agreement secured. (Please attach copy, or note date you expect to receive consent)

### 2.2 Rail Safety

**Active Zone:** is this project likely to involve volunteers being placed in or near an active railway line?

Yes  No

If, yes, what additional safety management is to be undertaken?

\_\_\_\_\_  
\_\_\_\_\_

## 3. Activities, Methods and Conservation Outcomes

Please attach a separate sheet if required

CVA can assist you to complete this section - please contact Eveline Dingley, Rail Heritage Care Project Officer [edingley@conservationvolunteers.com.au](mailto:edingley@conservationvolunteers.com.au) Ph: (02) 6331 7711, Mobile: 0428533081

3.1 Activity/Task	Method	Outcomes	Schedule
List the work to be done. Please include options for inclement weather.	How will this activity be undertaken? Include details of the skills, materials, tools and/or techniques — attach photos and plans of restoration, landscape and building repair projects to illustrate the works area.	What will be the result of this activity?	Set out a brief schedule (day/week) for each activity as it will occur throughout the project.
<i>E.g. Painting S truck</i>	<i>Sand and paint woodwork</i>	<i>Protected elements</i> <i>against</i>	<i>Each Tuesday for the first 4 weeks</i>

<b>3.2 Materials and Techniques</b>	<b>Cost Estimate</b>
<b>3.2.1:</b> What materials, equipment or support will be used to complete each activity? (advice about materials, equipment and techniques is available from the Office of Rail Heritage)	

<b>3.2.2:</b> What technical or professional expertise is required to undertake the project?

<b>3.3 Sustainability:</b> How will the place, object or collection be managed after the project? How will the project outputs be managed (catalogues, databases, collections, gardens, buildings etc)

## 4. Occupational Health and Safety

### 4.1 Hazards and Risks

Please indicate the hazards and risks associated with the project site and the project activities


### 4.2 Tools, material and equipment

What tools and equipment will be required? Please provide details of who will be providing the required tools, materials and equipment.


## 5. Specific questions for Rail Reserve projects:

5.1 First aid - Will the volunteers always have access to a First Aid Kit?

Yes  No

### 5.2 Telecommunications

What telecommunications facilities will the volunteers have access to in an emergency?


### 5.3 Transportation

Rail Heritage Care – Rail Reserve volunteers do not have a team vehicle.

What is the most practicable way for participants to get to and from the activity site?

Private vehicle

Train

Bus

Other  – please advise

### 5.4 Toilet facilities

Please indicate the toilet facilities that will be available for the volunteers.


5.5 Suggested activity start date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Preferred days for volunteer participation Mon, Tue, Wed, Thu, Fri (Please circle)

5.6 Suggested number of volunteers (2 min, 5 max) \_\_\_\_\_

### 5.7 Police checks

Does the activity require participants to undertake a police check

Yes  No

5.8 Will volunteers be required to drive vehicles as part of the project?

Yes  No

*\* Please note - Where volunteers may be required to drive motor vehicles during their placements, comprehensive motor vehicle insurance covering drivers and passengers must be current.*

**6. Additional funding/support**

**6.1 Do you have any current or planned applications for funding/assistance to other agencies/organizations (Including Government programs) for this project or components of this project?**

Yes  No

If yes, please advise details (program, title of application, expected outcome date)


**6.2 Have you received funding from any agency/organization for this project before?**

Yes  No

If yes, please advise details


## 7. Project Agreement

### Rail Heritage Care Volunteers Guidelines

1. Conservation Volunteers Australia is seeking to undertake rail heritage projects which have the support of key stakeholders and the Office of Rail Heritage.
2. Projects must be designed to preserve, protect and restore heritage places, objects and collections and to encourage a sense of community ownership.
3. Projects must provide tangible outcomes and be consistent with heritage conservation management plans where such plans exist.
4. Projects should be designed to be compliant with the occupational health and safety, heritage and other relevant legislation.
5. Projects must NOT displace the work of any existing paid staff or volunteer or impact upon any existing or proposed community program.
6. Projects should demonstrate ongoing maintenance and sustainability of the project after the team has completed the tasks outlined in the proposal.
7. All projects must result in a project completion report and evidence of output (photos, copy or sample of the catalogue or database etc.).

### Project Partner Agreement

My organization has a Custody Management Agreement with ORH, and I am authorised to undertake the project , <b>OR</b> The asset concerned is owned by.....and I attach authorization to undertake the project.	Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand, and will follow all Conservation Volunteers project guidelines	Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand and will follow the project management plan and, if applicable, any permit, consent or agreement requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>
I will notify Conservation Volunteers Australia of any proposal to change the project activities and will submit an amended management plan for agreement	Yes <input type="checkbox"/> No <input type="checkbox"/>
I will employ any necessary measures to conserve the significance and integrity of the place/object/collection throughout the project	Yes <input type="checkbox"/> No <input type="checkbox"/>
I will ensure that the project supervisor is thoroughly briefed on the requirements of the project management plan and volunteer management	Yes <input type="checkbox"/> No <input type="checkbox"/>
The information given is complete and correct	Yes <input type="checkbox"/> No <input type="checkbox"/>

Name of Organisation			
Signature of Representative		Date	
Name & Title of Representative			

CVA project approval \_\_\_\_\_ | \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature Date

ORH project approval \_\_\_\_\_ | \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature Date