

NHMA Newsletter, No 73 June 2016

Special points of interest:

- AGM reports
- Rep Reports
- Vale, Kevin Lord
- Draft Policies Document
- Draft Bylaws Document
- Draft Voting Members Document



Welcome from the editor

Hi All,

Winter is here in SA, and I've finally got a minute to get a newsletter out. As some of you will be aware, our regular editor is in the middle of some very serious health issues and has his hands full with specialist's appointments, hospital stays and the like. John, we all wish you well and a speedy recovery in the near future.

I'll start this newsletter with



Steam in action at Maitland Steamfest

the bits that I have received from Executive & State Reps. I might as well kick it off.

Hope all is well out there across the State and Country, as most of you would be aware I have just returned from the NHMA AGM, Held at the Maitland Steamfest, NSW. And it was great, I can't thank Peter and his crew enough for all their hard work and organization, everything ran smooth, all errands were sorted, pretty much all the hard yards were done and we only had to worry about ourselves. I only hope that when my time as host comes around, I can be half as organized as they were.

The AGM was held on Friday night, and as far as previous AGMs go, I guess

it went well, there were issues, and a bit of conflict, but after all was said and done, it was a successful meeting. Many thanks must also go to Bella, Who answered all the queries in regard to Insurance from the floor at the AGM. I welcome Jan Pietsch along as our new Treasurer, & Graham Hein. as Vice President, Here's hoping we can keep moving forward toward a brighter future, and get back to working for the betterment of our hobby. and passion.

Last but not least, for every club and body involved with this movement and the restoration, preservation and operation of these fantastic machines, I ask what you would like from me & the NHMA.....What can I do for you?... And preferably, keep away from legalities and/or

political interests. I would much rather work toward what will make your week-ends, rallies, events better or easier, and pass the legals on to someone more skilled in that field.

So please, give me a ring or drop me an email, even post me a letter, after all, I'm here to try to help & represent you, Cheers



Portable Steam engine at Maitland Steamfest

2019 NHMA National Rally & Tractor Trek

I am trying to assess the interest of hosting another NHMA National Rally in 2019, in South Australia, so I'd appreciate if all interested parties would get hold of me so I can arrange meetings etc. I also think that with the following of Tractor treks in SA we are in a position to be able to host a very interesting Trek through the Murraylands, and again, if the people are interested, let me know so I can develop these ideas further. After all, Submissions for both will be required at Hamilton which will be here before we know it.

Draft Policies/Procedures

Attached to this newsletter is a copy of the proposed "By-laws" and "Procedures" documents. We would be grateful if each club would take the time to table, read and discuss these papers at their next meeting, and if necessary respond to the secretary, Mr Ken Bock with any alterations to be considered before they are adopted by the Executive Committee.

From the NHMA Secretary; Ken Bock.

The NHMA AGM held at Maitland NSW.

This meeting created much interest for the member clubs of NHMA. Never before had so many member clubs had their say – of the 181 clubs, 121 were represented by way of sending a delegate or by offering a proxy vote. There was much interest in the election of Officers when the position of President, Vice-President, Secretary and Treasurer were to be decided. It was pleasing to see a large number of nominees for these positions and even more pleasing to see the majority of member clubs offering their vote.

The result of the election was as follows:

President	Alan Shepherd
Vice-President	Graham Hein
Secretary	Ken Bock
Treasurer	Jan Pietsch
Tasmanian Rep.	Brian Scott (unopposed)

NHMA thanks all nominees, attendees, delegates & proxy voters for their interest in the Association's management. There are still two vacancies for State Representative members of the committee – one in Tasmania, and one in Western Australia.

The Financial Statement revealed that the Association is in a sound position. A budget for 2016 was received, with some changes to the renewal process being proposed, as follows:

All member clubs will pay an **Annual Club Fee of \$10** (with their first renewal request). This fee is in accordance with Section 4(1) of the NHMA Constitution; Appendix 4 'Schedule of Fees.'

An annual '**Subscription Fee**' of **\$18 per individual club member** (GST inclusive) will replace the current NHMA levy and insurance (\$3.10 and \$14.90 respectively). This is also in accordance with the Constitution as mentioned above.

These fees are set annually in order that member clubs are able to advise their members.

Clubs that have members who do not require NHMA insurance will in future no longer pay the NHMA levy of \$3.10 for these associate members. Many individual members who have joined more than one club will be saving some money.

Full information on this change will be set out on the NHMA Renewal Form for 2016/17.

Following the business of the AGM, Bella Wilkinson, of Arthur J. Gallagher insurance brokers, was able to answer a number of questions relating to the insurance cover that the NHMA offers to member clubs (Public Liability) and their individual members (Personal Accident cover).

Introducing: New Members of the NHMA Executive

Graham Hein – Vice-President.

Graham lives at Willaston SA and has a solid background with the Association, previously being a member of the Committee of Management as a State Representative. He has a background in agriculture. His principal area of knowledge is with the seed industry; this involved the production and maintenance of varieties recommended for sowing in SA, which later extended to processing seed for export to overseas countries. Graham has served in local government as an elected member of the Gawler Council, and he was a committee member of the Gawler Agricultural, Horticultural and Fleurieu Cultural Society. Currently, Graham is President of the Gawler Machinery Restorers Club and a member of the Gawler Veteran, Vintage and Classic Car Club, and a volunteer at the University of Adelaide Roseworthy Campus Museum.

Jan Pietsch – Treasurer.

Jan lives near Lockhart in the Riverina district of NSW. Many longstanding members of the NHMA Committee will recall that Jan served as Secretary of the NHMA previously. Jan is also a longstanding member of the Henty & District Farm Machinery Club and actively participates in the Warrangong Heritage Collection. Jan has vast experience in financial matters, going back as far as 1960 when she worked for an Accountant and learnt the principles of Accounting. Currently Jan attends to all the financial matters relating to the farm business which she and her husband Kerry own. She has been handling BAS statements for many years and is familiar with MYOB.



Demonstrating an apple peeler at a local school show

PRESIDENTS REPORT MAY 2016

With our recent A.G.M. at Maitland over and hopefully any dissention that had occurred in recent times also over, perhaps our committee can now move forward and develop our progression towards changes in our constitution and the formulation of By-laws and Procedures.

We ask all committees to address these issues and discuss them with their membership. As we tread carefully through the maze of Insurance, O.H & S. procedures, various new standards that apply to our Hobby we cannot rush into the Thorns, Thistles and Nettles that surround us, as each of these organizations can sting us with the same degree of penetration as each of my comparisons. For this reason we emphasise our comments regarding the sharing of this Newsletter with all members. As a committee we have in fact, been chastised for the lack of dissemination of regular information pertaining to N.H.M.A. specific details. With this in mind we take this on board for future reference, however, as seems to be a general procedure, many clubs appear to retain N.H.M.A. correspondence as "committee only" documentation, perhaps tabling correspondence with a view to discussing the contents at a later stage.

Personally within my own club, all newsletters are passed throughout the members in attendance at a general meeting, this allows each member to have a cursory glance or take a more detailed examination should they wish to. Certainly the Newsletters take a little time to round up but as all incoming mail is documented in the minutes it is quite easy to correlate if something is missing.

We must remember that the N.H.M.A. has only around 190 members or clubs, but all clubs are represented by almost 10,000 Members, many of whom have no interest in the administration of their club, suffice that they have an insurance policy that they can rely upon and enjoy their club activities. However it is the next Club Secretary, Treasurer or Committee Member that is sitting at the meeting that has their interest stimulated.

Don't forget the N.H.M.A. National Rally, details are on the Web at "www.hamiltonpastoral museum.com.au."

Make sure that your club notifies the Rally Admin, should you require specific club space for a group display. I have made comment within the Newsletter regarding the passing of Kevin Lord. Kevin's dedication to the N.H.M.A. was second to none and many throughout Australia will miss him.

All the best
Alan Shepherd.

From Ralph Thomas, WA State Representative.

To All NHMA West Australian Member Clubs.

Dear Members,

This is just a short note to bring you up to speed with news of the recent NHMA AGM held in Maitland NSW. I must thank those of you who trusted me with their proxy vote. I can assure you that all votes were utilized to achieve the result we got. Both Alan Shepherd as President and Ken Bock as Secretary were returned to their positions, both with majority support. We have also filled the positions of Treasurer and Vice President. Added to this Brian Scott was returned as one of Tasmania's State representatives. I must add that Western Australia still has a position for another State Representative. If you would like to take on the job, please contact me.

Other problems that have plagued the NHMA Committee for the last 12 months were sorted by the fact that the majority of club votes present at the AGM returned the current committee members to their positions.

After some content issues with the last edition, it is intended to get the NHMA newsletter out ASAP. This will have greater details about other news you may need to know. In the meantime check out the NHMA Website, where you can read other clubs newsletters and forth-coming events; we encourage you to make use of this facility.

Should you have any other need for information, please feel free to contact me and I will do my utmost to help you.

A man is dining in a fancy restaurant and there is a gorgeous redhead sitting at the next table. He has been checking her out since he sat down, but lacks the nerve to talk with her.

Suddenly she sneezes, and her glass eye comes flying out of its socket toward the man. He reflexively reaches out, grabs it out of the air, and hands it back.

'Oh my, I am so sorry,' the woman says as she pops her eye back in place...

'Let me buy your dinner to make it up to you,' she says.

They enjoy a wonderful dinner together, and afterwards they go to the theatre followed by drinks. They talk, they laugh, she shares her deepest dreams and he shares his.

After paying for everything, she asks him if he would like to come to her place for a nightcap and stay for breakfast. They had a wonderful, wonderful time.

The next morning, she cooks a gourmet meal with all the trimmings. The guy is amazed. Everything had been SO incredible! 'You know,' he said, 'you are an amazing woman. Are you always this nice to every guy you only just meet?'

'No,' she replies..... You just happened to catch my eye.

(Thanks Alf S)

16TH NHMA National Rally

Hosted by the
Hamilton Pastoral Museum Inc, in Hamilton, Victoria.
21st, 22nd & 23rd April 2017

To assist the Rally Committee in planning & organising this prestigious event we urge all intending participants to lodge an 'expression of interest' with our Committee.

Email hamiltonpastoralmuseum@live.com OR write to PO Box 220 Hamilton Vic. 3300

The Committee wish to use 'electronic communication' as far as possible but you can use the post by writing to the above address.

Early 'expressions of interest' should be made, to assist with planning & allocation of space. If you are unable to make contact as above & print out entry forms etc. please ring 03 5571 1595



VALE: KEVIN LORD

It is with great sadness that I write to our Members and advise of the passing of our long term N.H.M.A. Member Kevin Lord. Kevin has had health issues for some time now with his last attendance being at the N.H.M.A. National Rally in Launceston.

Kevin had been associated with our committee for almost a decade and was an important part of our normal procedures. His position of Victorian Representative encompassed a variety of areas including our newly reformed Steam sub-Committee. Kevin was keen to foster the rekindling of this committee in order to add to work previously covered in our earlier "Heritage Steam Codes of Practice"

This earlier N.H.M.A. Steam Management Committee which included Gary Barker, Bob Buttrims and Ron Jackson forged a range of Steam procedures including training, assessments, boiler inspections and maintenance of steam equipment which were to be developed into a National Steam Program.

Local Community involvement was also part of Kevin's make up. He held a CFA 30 year clasp while associated with Heyfield C.F.A. together with his son Thomas Lord having a 10 year clasp.

Heyfield Community Representatives Group was another group of local volunteers involved with community planning.

Kevin was a keen exhibitor at Heyfield rallies together with many other rallies further afield. With items as diverse as his Marshall Traction Engine and his 0-6-2T Pern Locomotive among his collection he was never far from his passion for steam.

My last conversation with Kevin a few weeks ago, showed him to be a man with a firm attitude and a dedicated individual. At that time he was very concerned about getting water from the river up to his cattle, with little or no thought for his own condition.

Both Ken and I attended a gathering at the Heyfield Wetlands which is an area set aside in Heyfield as a dedicated waterscape which Kevin was involved in from the conception of this peaceful setting.

Kevin passed away quietly on Wednesday 20th April, 2016 & was farewelled on Saturday 30th April on what turned out to be a warm and sunny afternoon with Kevin's family and friends in attendance.

The arrival of Kevin's Traction Engine together with 3 other Steam Vehicles added an important emphasis towards this gathering of Kevin's life and interests.

From the personal anecdotes given by Kevin's children, family and friends it was an amazing insight into an interesting and dedicated individual who both helped and touched many people as he went through his life. As a fitting tribute, many glasses of sherry were handed out to those attending and a toast with 3 hearty cheers for Kevin followed. This was not a solemn gathering but a cheerful goodbye to an old friend.

Our thoughts are with his wife Clynn and family

For and on behalf of the N.H.M.A. Members throughout Australia.

Coming Up

In the past few months the Committee of Management has been giving consideration to updating the NHMA Rules/ Constitution and then creating some 'By-Laws & Procedures' that will better serve the Association into the future.

Currently many aspects of By-Laws & Procedures are contained within the Rules. Having recently received some professional advice on this matter, the Committee has drafted the following few pages for member clubs to look through and offer comment to the NHMA Secretary.

THE FOLLOWING PAGES ARE THE DRAFT DOCUMENTS:



NHMA BY-LAWS

DRAFT DOCUMENT ONLY

NHMA By-Laws: First issued:

By-Laws relating to the Administration of the NHMA, the Committee of Management, and Member Clubs in regard to duties of the Officers, and general administration of the Association and member clubs. A 'member' is described in the NHMA Rules/ Constitution, adopted 9th May 2010 [2.1 and fees set annually according to Appendix 4, 'Schedule of fees'].

The fees, to be set annually, comprise an 'annual club fee' and the 'subscription fee' that would include administration & insurance charges. [In 2015 this charge was set at \$18.00 per individual financial club member per year]. *Individual members who are members of a number of clubs, currently should be paying \$3.10 as 'affiliated members of that club', but only pay the insurance component once; many clubs are NOT paying affiliation for non-insured members. Do away with this!*

NHMA Mission Statement:

"The NHMA Inc. is an Association of enthusiasts from across Australia, formed in 1987 by a small band of clubs with similar interests that provides a fellowship with a common interest of collecting, restoring, displaying of Heritage Farm Machinery, Tractors, Vehicles and associated memorabilia."

1.0 Aims/Objectives/Purposes of the Association

- 1.1 To foster goodwill between clubs/groups and individuals who have as their hobby the collection, restoration and display of vintage/heritage farm machinery.
- 1.2 To ensure that affordable insurance cover is available to the Association, its member clubs and their individual members for both Public Liability and Personal Accident incidents whilst carrying out duties authorised by the Association/member club.
- 1.3 To create and review safety guidelines that encourage all members to be aware of the dangers involved with the operation of heritage farm plant that includes, but is not restricted to, steam engines, traction engines, vintage oil engines, tractors, heritage farm plant, memorabilia etc.
- 1.4 To maintain a stable organisation that will offer due governance through its members, elected State Representatives and elected Executive (the NHMA Committee of Management).

2.0 Governance:

The Committee of Management manages the affairs of the Association, and receives direction from the AGM. All members of the Executive and Ordinary Members of the Committee must be financial members of an NHMA Inc. 'member club' – should their club membership lapse, their Committee position also lapses.

2.1 The Executive and Ordinary members of the NHMA Committee of Management are elected by the Annual General Meeting of the Association in accordance with the Constitution/Rules of the Association, in particular, Rule 20 [Committee of Management] and Rule 21 [Office Holders]. The term of office for ordinary committee members & office holders is two years; each appointee shall be required to sign an 'Appointment Declaration' upon election. At the expiration of their term of office, they may be re-elected.

2.2 The Association is required to hold an AGM within six months of the end of the given financial year [31st Dec]. Special General Meetings can be called if required [See NHMA Constitution/Rules 10]

2.3 The Committee of Management is required to meet at least three times per year [Rule 25] and make reports to the AGM on the affairs of the Association. Reporting is usually the task of the President, Secretary, & Treasurer; and may also include reports from any sub-committees that may be in operation.

2.4 The Committee, Office Holders and any appointed sub-committee are accountable to the resolutions of the AGM, and operate within the confines of the NHMA Constitution/Rules, however the Constitution/Rules cannot override the AIR Act or any other laws.

2.5 The Committee may appoint sub-committees from within their numbers, to review, investigate or delete any policies or procedures and report back to the Committee who will then make recommendations to the AGM if necessary.

2.6 Upon adoption, these by-laws may only be changed after discussion and a decision of the AGM.

3.0 Officer's Duties

3.1 President: Is the 'spokesperson' of the Association, who:

- conducts meetings in an orderly manner; the chairman's ruling is to be adhered to (unless a point of order is upheld); due respect is expected from all present;
- ensures that all points of view are able to be fairly put to the meeting;
- conducts the vote on any resolution and declares the result;
- ensures that decisions of the meeting are actioned or brought back to a future meeting for further discussion;
- attempts to maintain harmony within the Association/Member Clubs;
- has a 'casting vote' when votes at any meeting are equal;
- may be a co-signatory for any NHMA affairs

3.2 Vice President: Is the President's deputy, who:

- is a member of the Association's Executive
- carries out the duties of the President when required in the President's absence
- liaises with other members of the Executive to assist in making decisions on urgent issues

3.3 Immediate Past President:

- offers assistance and advice to the Association as requested by the President and the Committee.
- holds a position on the Committee of Management and has full voting rights.

3.4 Secretary: Is the 'primary administration officer of the Committee', or CEO, who:

- under Victorian Consumer Affairs Legislation, and the Associations Incorporation Reform Act 2012 [AIR Act] is the 'Public Officer' of the Association and must complete and submit the Annual Department of Justice Statement;
- keeps a register of member clubs, along with an up to date postal address for each member club;
- prepares an agenda of business in consultation with the President for all meetings;
- keeps the minutes of all general meetings and committee meetings – these minutes contain a list of those present, apologies, confirmation of the previous meeting minutes, a record of the financial report presented to the meeting, a record of any resolutions passed - these records must be securely kept for at least seven years;
- all such records must be passed on to any subsequent secretary;
- may comment on the business of the meeting regarding functional matters and if required, request written information regarding resolutions passed;
- creates and keeps archival material;
- upon advice of the President gives due notice of meetings to the Committee/member clubs;
- along with the President (or nominee) and other members of the Committee, as required, meets with the insurance broker to discuss/arrange the insurance policies of the NHMA for the coming year, as directed by the AGM;
- signs the insurance agreement on behalf of the Association, having received any information relating to insurance from member clubs;
- issues membership renewal notices to all member clubs;
- receives & receipts member clubs' entrance dues, administration fees and insurance monies;
- issues all insurance cards for individual club members and keeps a register of all insured club members;
- answers & acts on any basic questions received by phone/email/post;
- brings to meetings, all correspondence regarding policy, procedure;
- keeps a record of in/out correspondence that covers needs of member clubs & the Association;
- is a co-signatory of the Association for all Banking and other official transactions
- orders/purchases goods and services as required by the Committee of Management
- is reimbursed for reasonable expenses incurred on behalf of the Association on production of tax invoices/receipts

3.5 Treasurer: Is the Financial Officer of the Association who:

- Banks all receipted monies received from the secretary;
- prepares or has prepared all financial statements for any meetings;
- presents or has presented all financial information to the auditor for the required annual audit so that the audited financial statement can be presented to the AGM;
- retains proper records of all NHMA financial matters for at least seven years – these records to be passed on to any subsequent treasurer;
- prepares (or has prepared) the Quarterly BAS Statement;
- carries out the Association's financial requirements in accordance with approved written procedures
- may be a co-signatory of the Association for all Banking and other official transactions.

3.6 Ordinary Members of the Committee:

- are elected by the AGM in accordance with the Constitution/Rules of the Association [Rule 23] and shall represent State & club views on the national committee
- seek input into Association affairs from clubs within their State
- report to the NHMA secretary with regard to clubs requiring assistance on any issue
- make reports to the Annual General Meeting on the financial, and administrative affairs as required by the Rules/Constitution
- may offer advice to member clubs, in accordance with NHMA Policies & Procedures
- are reimbursed for reasonable expenses incurred for travel and accommodation to attend committee and general meetings of the Association, following production of tax invoices/receipts
- may appoint any required sub-committees that may assist in the day to day operation of the Association; members of these sub-committees need to be financial members of NHMA member clubs
- ensure that these sub-committees report back to the Committee of Management – who would then make recommendations to any Special General Meeting or the Annual General Meeting for decision

3.7 Newsletter Editor:

- is appointed by the Committee to edit, write comment, have printed and distributed the Association's official Newsletter as required by the Committee.
- attends meetings of the Committee and AGM
- sets deadlines & calls for input from the Committee of Management and member clubs
- the Editor is to ensure that all content follows the accepted policies and procedures of the NHMA

4.0 Member Clubs: Are the 'grass roots' of the Association and should:

- maintain adequate lines of communication with the Association and the Committee of Management.
- present relevant information to their individual members, to ensure that individual members are kept informed of decisions of the AGM, and the NHMA Committee of Management
- maintain confidentiality with regard to all communications received from the NHMA Committee & the NHMA insurers
- keep regular contact with their members in order that these communication channels remain open and all points of view can be discussed and resolved at club level
- liaise with State Representatives – they can assist with problem solving
- keep an open path of communication with the NHMA secretary should any need arise
- pay Association 'fees' as soon as possible after receiving the 'renewal notice', ensuring that these fees are paid by the due date (currently 31st August each year).
- ensure that individual members are financial within their club when submitting NHMA dues.
- ensure that individual members are aware of, and adhere to, any Federal, State or Local Government Statutes that apply to club activities, and that the NHMA Safety Guidelines and NHMA Tractor Pull Guidelines are followed.
- ensure that First Aid, Fire and Injury Reporting requirements are met
- ensure that all permits, risk assessments, etc. in regards to running club events are observed
- ensure that individual members have club approval to attend any event – insurance only covers the member club and the individual member whilst undertaking approved member club activities.



NHMA Procedures 2016

NHMA Inc. Procedures: DRAFT DOCUMENT ONLY

Initial Release:

1. ADMINISTRATION

- It is the intent of the NHMA Inc. that member clubs are to be responsible for their own activities within the bounds of NHMA policy & procedure.
- Being a member of an '*association of like-minded*' clubs/groups, does require all clubs to accept and abide by the written policies, guidelines and principles of the NHMA Inc.
- It is also the policy of the NHMA to keep these 'policies, guidelines and principles' as brief and as easy to follow as possible and that they be reviewed by the Committee of Management as needed.
- The NHMA Inc. and all incorporated member clubs are required to have a sustainable system of governance in place to satisfy all financial members, and clubs that are not incorporated are also encouraged to take on this responsibility
- All member clubs are encouraged to elect a President, Secretary, Treasurer and Committee to conduct the affairs of the club; all of these Officers should:
 - i) be paid up financial members of the club, in good standing
 - ii) all hold NHMA insurance cover – there is protection for officers and directors within the insurance policies
 - iii) all be committed to the 'collection, restoration and display' of vintage farm machinery and associated memorabilia
 - iv) endeavour to elect officers who have a good working knowledge of their duties – help is available from the NHMA Committee of Management if required
- Member clubs should have at least two members of their Committee appointed as signatories to sign cheques and any other transactions that the club may have
- Member clubs should ensure that proper records [Minutes and Financial records] are stored safely for at least seven years [usually this is the task of the secretary]
- Member clubs are responsible for the prompt payment of the 'Annual Club Fee' and the 'Subscription Fee' each year. N.B. The 'Rules' state that these fees must be paid 'in advance on or before the 1st July each year'.

2. FINANCIAL PROCEDURES of the Association:

Procedures to be followed by signatories of the NHMA accounts:

- All monies received are to be receipted in an official NHMA receipt book by the Secretary and forwarded to the Treasurer for checking and depositing in the Association's Cash Management Account as soon after receipting as possible.
- All accounts relating to approved NHMA expenditure, including reimbursements to any member of the Committee, may only be paid following production of tax invoices/receipts.
- Any expenditure must be approved by a resolution of the Committee, before payment is effected.
- No cash payments, including cash cheques, are to be made.
- Any documentation requiring reimbursement/payment must be sighted & signed by two of the NHMA bank signatories before payment can be effected. Copies of any documentation may be forwarded to the counter-signatory by post.
- Payment of such accounts/reimbursements may be made through normal post mail.

- The Treasurer to provide formal notification of any transactions between Association accounts by way of a signed letter on Association letterhead.
- The Association's Bank to be requested to provide duplicate monthly bank statements to the Secretary.
- Any changes to financial procedures of the Association must obtain a seventy-five percent majority vote of those present at any Committee Meeting.

3. SAFETY: A paramount factor for sustainability:

- The Association has two safety guideline documents in place, the NHMA Safety Guidelines [last amended September 2014], and the NHMA Tractor Pull Guidelines [last amended January 2010]
- The Committee from time to time reviews, and after due consideration may make changes to the NHMA Safety Guidelines and the NHMA Tractor Pull Guidelines for both general displays and vintage tractor pulls.
- It is the decision of the Committee whether to make changes or recommendations
- It is the NHMA secretary's responsibility to advise all member clubs of any changes/recommendations as soon as practicable, by publication in the NHMA Newsletter, and the NHMA website. Member clubs are encouraged to conduct safety training for members as required
- Member clubs should ensure that all individual members are aware of the above safety guidelines & changes and if more information is required on any matter to contact their State Representative or the NHMA Secretary
- Member clubs should be aware that all Federal, State and Local Government statutes [laws] are to be adhered to, as failure to do so may jeopardise insurance protection, and may leave club committees and members open to legal action through bodies such as Worksafe.
- Member clubs can request a review or changes to safety guidelines at any time by writing to the NHMA secretary, the Committee of Management will then consider these requests at a Committee meeting.
- All incidents/injuries are to be reported to the NHMA secretary as soon as possible on the injury forms provided. This enables the collation of information on similar incidents that may be occurring so that reviews of the 'safety guidelines' may be effected.

4. INSURANCE: All member clubs should be aware of the following:

- The Association holds two policies. No other cover is currently offered or intended. The period of cover commences at 4.00 pm on 31st July each year and expires at 4.00 pm on the 31st July the next year
 - i) **Public Liability** Cover which offers your club protection against claims from members of the public when holding events, swap meets, meetings, passive type fundraisers etc. [If in doubt as to whether the activity is covered, please contact the NHMA secretary]
 - ii) **Personal Accident**; is a 'limited benefits policy' that covers individual members of clubs should they suffer an injury whilst carrying out duties requested by the member club. The age range for this policy is from ten years of age to ninety years of age
 - iii) Comment is sought from the NHMA Annual General meeting each year and these policies are reviewed by the Committee following due consultation with the NHMA broker. Usually four of the committee attend.
- member clubs/individual members cover the cost of the premiums for these policies by way of the 'subscription fee' which will be announced each year when negotiations between our insurance broker and insurers are completed.
- claims are to be made by the member club or injured person on the insurer's claim form, available on written request to the NHMA secretary.
- member clubs must not include waivers/disclaimers on event entry forms – this may render the insurance cover null and void
- All enquires regarding insurance are, in the first instance, to be made in writing to the NHMA secretary; if necessary, any matter may then be forwarded to the broker by the secretary.
- **No direct approach** is to be made to the insurers on any issue. Only the broker is authorised to deal with the insurer.

Please remember, issue from club member → club meeting → Secretary → Broker!

My closing note

At this stage I have not received anything from any other Executive or State Reps, The last contact I had with Qld reps were having a few outside stresses, My thoughts are with you & I hope that things are going better - and I'm sure that NSW reps have only just started catching their breath after the Steamfest. Hopefully I can get a word from these and other reps for the next publication, and if any member clubs or member feel they have something suitable for this publication please get it to your State Reps so they can submit it.
Till then, Cheers

Jayme Marshall



NHMA Committee of Management Contact Details for 2016-17

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Please Retain This List for Your Club's Information