

Document Control Record

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2. Version History:

Version Number	Date	Reason/Comments
1.0	14/08/2007	Initial draft
1.1	15/10/2007	Modify wording
1.2	12/03/2012	Changed the name of the sender
1.3	04/06/2014	Corrected the phone no.

Approved by Signature & Date

3. Distribution List

Position	Date	Copy Issued (Yes/No)	Copy No.	Received
Rail Safety Manager		Y	1	

TRAINING AND ASSESSMENT COMMITTEE

SYDNEY TRAMWAY MUSEUM

P.O. Box 103, SUTHERLAND. NSW 2232

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Dear Member,

RE: Conductor Training Course.

In reply to your application to undertake crew training, you are invited to attend the next course for CONDUCTOR training, which will be held on:-

SATURDAY

The classes take place at the Loftus Depot, commencing at or about 9.30am and are of approximately six (6) hours duration, depending on the number of members present and the stage reached in the progress of training.

If you wish to attend this session, please contact Hayden Holmes (home telephone 02 4257-4228 or mobile phone number 0416 069 161 between 7.00pm and 9.00pm week-nights) and advise your attendance. At least 7 days notice is required.

We look forward to your participation in this most interesting aspect of the Tramway Museum operations.

Yours faithfully,

For and on behalf of the Sydney Tramway Museum - Training and Assessment Committee

Per

Bob Cooper