

ALTONA MINIATURE RAILWAY Inc.

Members' Handbook

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Contents

Introduction	4
General Information	4
A Dual Gauge Railway	4
Purposes	4
Rules, Polices and Standards	5
Set Club Dates	5
Members Gathering.....	5
Working Bee	6
Public Open Day.....	6
Annual General Meeting (AGM)	6
Annual All Comers Day - Interclub Run	6
Birthday Runs (or Private Groups).....	6
Members Play Days	7
Security.....	7
Membership.....	7
How Can You Contribute?	7
New Members	8
Members are Encouraged.....	8
Safety.....	8
Training	8
Incident and Hazard Reports	9
It Is a Safety Rule.....	9
The Duty Officer.....	9
The Executive Members.....	9
Finance	9
Many are the Skills	10
Asset Register.....	10
Changes to Regulation	10
Alcohol and Drugs	10
Burning Off.....	10
Trees.....	11
Member Code of Conduct.....	12
Committee Member Code of Conduct	14
Social Media Policy.....	15
AMR Privacy Policy Statement.....	17
Working with Children Check Policy	19
Members Storage Policy	21
Sun Safety Policy	23
Aerial view of the Site	25



Introduction

Congratulations you are a member of one of the unique clubs in the world.

General Information

Established in 1976, the Club work to become a fine example of a popular miniature railway located on our 4 hectare site in Altona North. The club is a member of the Association of Live Steamers (AALS).

The AALS is an organisation of societies who are involved in the operation of live steam and miniature railways (up to 8-inch gauge) throughout Australia. At present, there are around 90 clubs that are members of the AALS. The AALS maintains the standards around the safe operation of miniature railways including the AMBSC codes for the construction and safe operation of miniature boilers.

The term AMR located within this document relates to “Altona Miniature Railway”.

A Dual Gauge Railway

The Club runs and maintains a dual gauge track, comprising of both 5" and 7 1/4" gauges. Although 7 1/4" is the gauge which is normally used by the Club, the 5" gauge is popular with members and visitors.

Purposes

The purposes of the association are —

1. To build and operate a miniature passenger carrying railway and associated works for the general enjoyment of its members and open to the general public on certain specified days and for the entertainment thereof.
2. To develop that section of Paisley Park Crown Land Reserve allocated to the Railway by the Victorian Government and managed by the Hobson’s Bay City Council into a suitable scenic setting for the above purpose and to enable kindred hobbies to be engaged therein.
3. To promote the science, knowledge, construction and demonstration of engineering models, particularly those related to steam power and/or railways.
4. To arrange lectures, discussions, demonstrations, exhibitions, films and displays of matters and things of engineering interest.
5. To assist and educate the general public, especially the younger generation of our engineering heritage.

This handbook shall be read by all members of the Altona Miniature Railway Inc. and shall be their guide to the qualifications which shall be required by all members in the carrying out of their duties and obligations to the Club.



Rules, Polices and Standards

All membership types shall abide by the Rules of the Association, Polices and all sections of this Handbook.

Set Club Dates

- Members Gathering
Held on the 1st Wednesday night of every month from 7:30pm with the exception January and December.
- Working Bee
Held on the 1st Saturday of every month except January from 9am
- Public Open Day
Held on the 3rd Sunday of each Month from 9am – Public running starts at 11am
- Annual Christmas Dinner
Held on the 1st Wednesday night of December – Details are provided closer to the date
- Executive Members Meeting
Held on the Last Monday Night of the Month (or as notified)
- Annual General Meeting (AGM)
Held as decided and advertised by the AMR committee
- Annual Interclub Run
Held as decided and advertised by the AMR committee

Members Gathering

A member's night gathering is held on the first Wednesday evening of each month (except January and December) at 7.30pm in the Clubrooms at the railway.

This gathering is used as a Discussion Forum for all members to;

- express their views and disseminate ideas towards achieving the aims and objectives of the Railway
- to represent the wider views of the membership
- to encourage the attendance of Newer Members at social gatherings of the Railway
- to enjoy pre-arranged special talks or presentations

Light refreshments (tea and coffee) are served at the end of the night.



Working Bee

A Saturday where jobs get undertaken by a number of members.

Public Open Day

A public open day is held on the third Sunday of each month. It is a day where members of the Public come to the railway to ride trains between 11am and 4pm. Train rides which are provided by club or member trains.

The income earned through ticket sales on the day allows for AMR to maintain and improve its railway and facilities.

Subject to our Working with Children Policy, all members must hold a valid Working with Children Check to attend a public open day between our open hours.

Annual General Meeting (AGM)

This is a yearly meeting of the members of AMR and is used to confirm our annual financial statement, hold elections for Committee Members and reporting on the year's events. The date and notification is decided and advertised by the AMR committee

Annual All Comers Day - Interclub Run

The decision to hold an 'Annual All Comers Day' will be decided by the Committee each year and if to be held will then be suitably advertised. AMR will send out to clubs an invitation welcoming owners of locomotives and members from other clubs to enjoy driving their trains or riding on our track.

A luncheon is generally provided by AMR with the help of members.

An All Comers' Day can also provide Night-Time running when head and tail lamps are illuminated. The support of AMR's members is essential for the successful conduct of these operations.

Birthday Runs (or Private Groups)

AMR provides the hire of a train for when people wish to hire for a special celebration.

These runs are usually of two hours of duration and must be pre-booked. Payment is made in full at the time of the booking. Should the weather be adverse, another day can be scheduled, or a refund is given.

Party bookings are made through our booking officer and are run by two or more members. It is a perfect time to learn to drive and or guard. It is requested that every member attend at least five parties throughout the year.



Parties are limited to a set loop. The reason for this is that it allows the train to be viewed by parents and is out of sight for a small amount of time.

Subject to our Working with Children Policy, all members must hold a valid Working with Children Check to attend a private run.

Members Play Days

Are held when members' locomotives and rolling stock are permitted to run on AMR's track. Private Runs may occur during a Play Day and Drivers are requested to observe good running practices.

Security

A Master Key System protects all of the site. All member must follow the simple principle of checking and ensuring all buildings and gates are locked before they depart the site.

Under no circumstances is any member allowed to lend their key to any non-member.

A different Key System is used in areas where privately owned equipment is stored on site, the Committee and Security Personnel also hold these keys.

It is important that members recognise that, within our boundary fence, AMR is responsible for all happenings. Therefore all members are to ensure that they maintain vigilance of persons who are not members, and remember that certain areas of our grounds are out of bounds to the public, such as the Shed, Clubrooms and storage Containers without supervision of a member. Areas which contain valuable items appeal to thieves, and the Club has suffered burglary and vandalism of its equipment in the past.

A loss of a key must be reported to the Committee ASAP to allow for a plan to secure the site to be undertaken.

Membership

Membership with Altona Miniature Railway is available to anyone who is interested in trains, scale model railroading, engineering, gardening or being involved in the local community. Altona Miniature Railway is a family friendly club that welcomes new members and their families.

How Can You Contribute?

The following are how you can be involved in Altona Miniature Railway;

- Public Operations – including station attendant or ticket seller
- Train Operations – including train driver or guard
- Club Administration – including project planning



- Rolling Stock – construction and repairs to passenger cars and engines
- Track Management – construction and repairs to the 2km of track
- Grounds maintenance – grass mowing, weeding, tree planting

New Members

Shall be issued with the following items;

- This Membership Hand Book
- Printed list of the days of running, dates of meetings of members, committee meetings
- Name Tag, a cloth AMR badge and steel AMR badge
- List of names and addresses of members who have signed the Privacy Act
- A whistle

AMR supports a “Smoke Free Environment” and therefore smoking is strictly prohibited in all club buildings at all times.

Members are Encouraged

Members are encouraged to build their own locomotive and to use the power tools in our workshop, the extensive technical library, and the knowledge of other members to bring their project to fruition, An Apprentice Master is appointed to assist members with the vagaries of machine tools.

Safety

Training

Any operator, who carries out any functions of the Club when the general public is involved, must be formally trained tested, passed and certified by a Qualified Examiner.

Such Operators are: - Stationmaster, Station Attendant, Guard, Signalman, Operators and Duty Officer.

AMR has detailed training system and documents titled 'Altona Miniature Railway Inc. “Training Manual for Operators and Attendant. These document set out the training syllabus and requirements and sample exam for all functions.

The training manual is available for loan from the Clubs library or via download from our website – https://altonaminiaturerailway.com.au/join_us/training/.

Certificates of Competency will be issued once an Examiner has satisfied himself that the candidate knows the requirements of Section under test.



Incident and Hazard Reports

It is the responsibility of all members to report and record any incident that they see or are notified of on the 'AMR – Incident and Hazard Report Form'.

Incidents including personal injury, accidents, damage to club property, near misses, and significant machinery failures **MUST** be reported to the nominated Duty Officer as soon as possible. Verbally within 12 hours and Written within 24hours.

It Is a Safety Rule

When using a power tool on the premises, there must be an additional member present in case of an accident occurring to the tool user. **THIS RULE MUST BE OBSERVED AT ALL TIMES.**

The Duty Officer

The Duty Officer has the responsible for the conduct of operations during a Public Open Day.

They need to ensure the smooth running of the day, following of Safety Rules, follow up on any incidents and to ensure that the public passengers operations are conducted safely.

The Duty Officer, who wears a wear a red jacket, is the sole person in charge on that occasion and his commands are to take precedence over all other matters, including the overriding of the President and Committee instructions. Where differences of opinion occur in this regard, they shall be brought to conclusion at a committee meeting, not on the run day.

The Executive Members

Are, The President, Vice-President, Secretary and Treasurer. An additional four members are elected to serve as Committee Members at the Annual General Meeting of the Club held annually.

Only Full Financial Members may vote at General Meetings.

The Executive Group shall meet at such time and place as they may determine to properly conduct the business of the Club.

Finance

AMR as a volunteer group enjoy certain privileges from the Australian Taxation Department. It is an incorporated body and, as such, must comply with special regulations.

No member may purchase goods for the railway without the authority of the committee. The refund of all costs will only be considered upon receiving of all receipts. Failure to follow this procedure could directly make the member liable for any costs involved.



No member is to commit club expenses without the prior approval of a Committee Member

All accounts, books, securities and any other relevant documents of the Club must be available for inspection free of charge by any member upon request.

The Club has moved its financial management to an online accounting tool called Saasu.

Many are the Skills

Which are possessed by members and range from gardening to welding, and the use of lathes and milling machines. There is always some project which may require anything from design technicalities through to painting or carpentry, so people of all backgrounds are useful members.

Asset Register

All equipment owned by AMR is recorded in the AMR Asset Register.

AMR welcomes full and financial members to leave privately own locomotives and rolling stock on site. All privately owned equipment and the allocation of space is managed by the Storage Policy.

Changes to Regulation

Due to the changes in our industry since the inception of the AMR, many new regulations appertaining to the safety of our patrons whilst on our premises, and volunteer members, have been promulgated. These regulations and those yet to be passed by Council or Government, must be obeyed to protect the Club from expensive litigation.

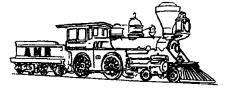
Alcohol and Drugs

All members and their guests must present at the railway in a fit and able condition, free from the effects of drugs or alcohol. Persons with alcohol or drugs within their bloodstream must not operate equipment. If you are aware of somebody breaching this rule you must intervene or notify any member of the committee immediately.

Burning Off

The burning of non-green waste rubbish is strictly prohibited and illegal.

AMR only allows the burning of excessive green waste with prior approval of the executive committee and following the acquisition of a burn off permit from the Hobson's Bay City Council.



Trees

Any changes to trees such as planting new trees, removal of current trees or pruning is to be approved by the executive committee. The reason for this is that AMR is required to notify the council of any changes to trees. Failure to notify the council can result in hefty fines that will be paid for by the member responsible for the change.



Member Code of Conduct

Purpose

The purpose of this document is to set out the standards of behaviour expected of Members. AMR's Code of Conduct defines behaviour and action considered acceptable within our railway.

Similarly, it defines behaviour and action considered to be not acceptable within our railway or towards its members.

In agreeing to be part of the Membership, each member agrees to adhere to these codes at all times.

Members must:

Display positive behaviour by promoting and contributing to the effective operation of our Club by:

- Communicating all issues, both positive and negative, to any member of the executive committee in a respectful manner
- Contributing to our aim of "continuous improvement", by forwarding your ideas on "change" and "improvement"
- An enthusiastic and energetic approach to your membership
- Always displaying a positive attitude toward changes at AMR
- Providing the highest level of courtesy and reliability to our supporting public
- Treating fellow members with courtesy and respect
- Displaying a high level of honesty and integrity.
- Not badgering any member over rules, procedures or decisions made by the Committee

Members must not:

Undertake negative behaviours that are detrimental to our Club. These behaviours are considered serious misconduct that may lead to instant expulsion includes:

- Acts of violence, bullying, harassment or discrimination.
- Use of foul or abusive language
- Being under the influence of Drug and Alcohol while at AMR
- Careless or wilful damage to equipment belonging to the AMR, or fellow members
- Tampering or unauthorised adjustment of equipment belonging to the AMR, or fellow members
- Stealing property belonging to the AMR, or fellow members
- Take any actions that place at risk, the health, safety or wellbeing of others, regardless of the action being intentional or unintentional
- Falsifying records of any type, arising out of all purchases made on behalf of AMR, claim forms, entries, log book records, AALS reports, AMBSC reports, Insurance reports and all Club reports.



- Refusing to provide copies of any records of purchases, acquisitions, bequests, gifts and or donations to the Railway as may be required by the Treasurer.
- Unauthorised use, adjustment or tampering with any AMR or its member's equipment.

Breach any of the Clubs policies or procedures including, but not restricted to:

- Provisions of the Associations Incorporations Act/Rules of the railway
- Member Code of Conduct
- Committee Member Code of Conduct
- Social Media Policy
- Provisions of any Guidelines, Data Sheets, Safety Management System procedures and practices as may be issued from time to time by the Committee.
- General operating procedures – as set in the Training Manual
- Compliance with resolutions of the Committee on any matter issued from time to time.
- Breaches of AMR safety rules
- Failure to report accidents and injuries
- Smoking in areas designated as non-smoking
- Failing to follow lawful instructions of any Committee Member, Duty officer or Safety Officer

Breaches

Any breaches of this member code of conduct will be dealt with via the process that is set out in **Part 3 - Division 2 – Disciplinary Action** of the clubs Rules.

The division provides for a platform for dealing with breaches of policy or misconduct and provides guidelines to ensure procedural fairness is afforded to the person subject to the disciplinary action.

This Member Code of Conduct was last amended on 31/5/2016



Committee Member Code of Conduct

Purpose

The purpose of this document is to set out the standards of behaviour expected of Committee Members.

In agreeing to be part of the AMR Committee, each member must also agree to adhere to these codes at all times.

Committee Members must:

- Be diligent in their role
- Attend Committee meetings or forward their apology prior to the meeting
- Treat all people associated with AMR, including members, volunteers, partners, external stakeholders, the public, and other Committee Members with respect
- Always consider the welfare of the AMR's members
- Attend to their fiduciary responsibility and make decisions based on what is best for AMR, not for an individual interest or gain
- Not take advantage of their position on the Committee in any way
- Declare any Conflicts of Interest as they arrive and act to ensure that these conflicts do not pose a risk to the organisation
- Be open to feedback from members and respond appropriately
- Be honest at all times
- Act as a positive role model with respect to good behaviour
- Refrain from smoking and excessive use of alcohol at the railway
- Adhere to the policies and procedures established by AMR
- Adhere to the legislative requirements of AMR
- Respect the equipment and resources of AMR and only use these in AMR related business
- Not receive gifts that result in personal financial benefit
- Always look for opportunities for improved performance of AMR operations and Committee functions
- Always represent the AMR in a professional manner
- Not speak to the media about any aspect of AMR that could damage the AMR or its reputation
- Adhere and follow all OHS requirements to ensure safety at all times

This Committee Member Code of Conduct was last amended on 19/8/2014



Social Media Policy

AMR's commitment

Electronic communication is essential for the sharing of club news and information with our members and general public. Our communication will be timely, appropriate and related to club business.

What we will do

AMR use a range of electronic tools to communicate with our members and general public.

Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

A webmaster will be appointed to provide accountability and control over material published on our club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

Website

- Our website will include current information on public open days, private parties, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.

SMS and email

Committee members may use SMS and email to provide information about club-sanctioned social events and other club business, such as party bookings, however:

- SMS messages should be short and about club matters
- email communication will be used when more information is required

Social media websites

AMR treat all social media postings, blogs, status updates and tweets as public 'comment'.

- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.



- Abusive, discriminatory, intimidating or offensive statements will not be tolerated.
- Offending posts will be removed and those responsible will be blocked from the site.

What we ask you to do

AMR expects its members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

- should be restricted to club matters
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members
- must not bring the club into disrepute

Non-compliance

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

This Social Media Policy was last amended on 19/8/2014



AMR Privacy Policy Statement

The information below pertains to the collection and storage of any personal information you may be required to provide to Altona Miniature Railway.

In line with privacy requirements as outlined by law, AMR gives the following assurances in regards to your personal information:

Collecting personal information

AMR understands you as a member or customer may have concerns about the privacy, confidentiality, and security of personal information we may obtain about you. AMR's policy is to protect members' and customers' privacy and personal information it may collect from time to time.

AMR has undertaken to comply with the requirements of the Privacy Act, 1988 and the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act 2000.

Personal information is collected by AMR for the primary purpose of membership requirements and/or invoicing purposes. AMR collects details such as your name, address, telephone and facsimile numbers, email addresses, gender, age, marital status, etc.

A hard copy file containing your personal information is retained in a secure location in accordance with the Act, and for a further seven years in accordance with current Federal and State legislation governing document retention, before being destroyed.

Failure to provide required personal information

Failure to provide the information required for the purposes detailed may mean AMR is unable to complete your membership, event registration, volunteer assistance, sale etc.

Securing personal information

To prevent any unauthorised access to your information, AMR has installed computer and network security, including password protection processes.

Only staff authorised by the Secretary have access to the data file information. Hard copies of information are stored in locked cabinets or equivalent off site secured storage areas.

Disclosure of personal information

Your personal information will only be used or disclosed by AMR, as allowed by the Privacy Act 1988 and the National Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000.

To facilitate AMR delivering better services and benefits to its members and customers, personal information collected may be shared with other organisations, including Australian Association of



Live Steamers.

Further, to conduct our operations, AMR occasionally engages independent operators and parties.

Accordingly, some this information may be used or disclosed in part to:

- enable mail contractors to deliver documents and communications to members;
- officers of a government law enforcement agency in connection with the lawful performance of their duty;
- a debt collection agency for financial default purposes;
- send direct mail to members with news of special offers or the availability of new products or services;

Withdrawing consent for disclosure of information

If you do not consent to any of the disclosures above please advise AMR in writing. We will then ensure your personal information is not used for this purpose. This exemption cannot apply where AMR is required by law to provide such disclosure. If you do not object to the uses or disclosures as stated above, AMR will accept this as having received your express consent.

Accessing personal information

Members and customer may, upon written request, access their own personal information which AMR has obtained from membership application forms and the related product or service forms it currently holds.

If for any reason AMR is not in a position to release personal information, for example in cases where it would be unlawful to do so, we will notify you of this refusal and the basis for it.

Making changes to personal information

AMR endeavours to ensure personal information held is accurate, complete and up-to-date. Where you believe personal information held is not accurate, complete or up-to-date, please advise AMR and every effort will be made to correct the information.

Lodging a complaint

For any purpose associated with privacy matters, including the lodgement of a complaint, please contact AMR immediately so we can quickly deal with your concern or complaint.

Our privacy policy

Copies of this privacy policy are available from the AMR Secretary, or can be e-mailed or mailed to. This policy is also available on our website at www.altonaminiaturerailway.com.au

This Privacy Statement was last amended on 19/8/2014



Working with Children Check Policy

Introduction

The Victorian Government has established the WWC for the purpose of ensuring that persons working with children as volunteers or paid employees have a thorough and ongoing background check. The Victorian Government does not release information about an individual's criminal history to an organisation without written consent.

Information received by Victoria Police is strictly confidential and is maintained as part of the employee's individual employment file. The WWC is an ongoing check, and any changes to an individual's criminal record status is reported back to Altona Miniature Railway.

Policy

It is the policy of Altona Miniature Railway that all members and visitors running public activities such as open days or private parties must obtain a Victorian Working with Children check prior to commencing as a volunteer with the Club.

This requirement therefore includes but not limited to ticket sellers, station staff, drivers and guards.

This policy is necessary because AMRs' public activities involve regular direct contact with children. Direct contact means physical contact, face to face communication or within eyeshot when providing services or activities for children.

The introduction of the WWC is a phased approach and AMR is required to comply. Police Record Check will no longer be accepted.

All members must have and display their WWC card on them at all times while at the railway

Exemptions

AMR have endorsed the exemptions from the legislation and recognises that AMR shall not require the following individuals to apply for the WWC (subject to appropriate evidence being provided):

- people under the age of 18 years
- 18 or 19-year-old student volunteers whose activity has been organised by the student's educational institution
- a sworn Victorian, or Federal Police officer
- teachers registered with the Victorian Institute of Teaching
- individuals undertaking tasks on behalf of AMR during a public activity, provided they are under the direct supervision of a person who holds a current WWC

A WWC card is not required for members and visitors who are undertaking work outside of the



running public activities such as open days or private parties.

Procedure for Conducting a Working with Children Check

To begin the process of obtaining a WWC check the volunteer must complete an application form for WWC check. Application forms are available either online - <http://www.workingwithchildren.vic.gov.au/> or in store at an Australia Post Offices.

For volunteers there is no charge for a WWC.

Please ensure that Altona Miniature Railway is listed as the organisation that you volunteer for:

Name:	Altona Miniature Railway		
Postal Address:	PO Box 387		
Suburb:	Altona	State: Vic	Postcode: 3018

The completed application must include:

- Original proof of Identity documents.
- Any other attachments requested in the application (i.e. additional addresses).

Results of Checks

Positive checks are confirmed by a Notice of Assessment and WWC check card being forwarded to the applicant and Altona Miniature Railway. Negative applicants will receive an Interim Negative Notice, as will Altona Miniature Railway. Details of any offences will not be disclosed to Altona Miniature Railway.

Any changes occurring subsequent to the WWC check card being issued must be advised to the Department of Justice and Altona Miniature Railway within seven days.

The WWC card is valid for five (5) years from the date of issue.

The AMR Secretary will maintain a register of all volunteers' qualifications including a valid Working with Children check.

Working with Children

The WWC checks are administered by the Victorian Department of Justice. Any inquiries should be directed to 1300 652 879 or workingwithchildren@justice.vic.gov.au

This Work with Children Check Policy was last amended on 19/8/2015



Members Storage Policy

Introduction

The purpose of this policy is to provide guidance on what provision will be made for the allocation of no cost secure storage for private equipment at Altona Miniature Railway.

Only AMR approved locomotives, rolling stock and equipment can be stored at the Club.

This policy may be varied from time to time as the current Committee of AMR sees fit.

Storage Request

No privately equipment is to be stored on Club premises, unless approved.

Members wishing to store privately owned locomotives and rolling stock at the Club must apply to have them stored in authorised storage locations. The request must identify the storage requirements (including the length of each piece) and describe the equipment intended to be stored.

Storage Allocation

The Committee will determine allocation of tracks based on the storage request and competing demands.

The priority of allocation for a member is assessed on the following:

1. Must be a full and financial member for the year by 1st May each year.
2. The fitness to operate state of the equipment.
3. Must participate or allow rolling stock to be used in at least 8 Public Open Days.
4. Shall attend a minimum of 10 other club events (eg. Members Gatherings, Working Bee's, Birthday Parties) throughout the year.

The Committee, directed by the Vice President, will oversee the correct allocation and use of storage.

All locomotives and rolling stock that is taken out for a run, must be returned to the same storage location that it was taken from.

Rights to Use of Storage

Storage is allocated to a member of the Club and not the piece of equipment. When the equipment is sold, the storage maybe transferred to the buyer if the buyer is eligible for that storage, and the seller does not want to retain their space.

When equipment is removed permanently and not replace, storage rights are lost and can only be



regained by submitting a request

Loss of Storage Privileges

Failure to conform to storage policies and rules can result in the loss of storage.

When a members membership fees become overdue (30 days) or due to discipline actions, the Committee may, after giving reasonable notice, ask the member to remove their equipment. Should the equipment not be removed in the nominated time, the equipment will be removed at the owner's expense.

The committee may resolve that equipment should be removed from the storage because the equipment is inactive or unsafe, or for any other specified reason. The Committee will then notify the owner of this, giving the reasons, and explaining that the member has thirty days to give reason why the equipment should not be removed or to remove the equipment. After considering any such reasons, the Committee may inform the member that the equipment must be removed within thirty days, failing this the equipment will be removed at the owner's expense.

When equipment is removed by an item above, the member loses the allocated storage and must submit a new request for storage.

Use of Private Equipment

Under no circumstances may a private locomotive or rolling stock of a paid-up member be used by another Club member without the authority of the owner.

By storing private passenger carrying rolling stock at the Club, the member gives the authority to the Club that at times of high public demand on Public Open Days to use that member's stored passenger carrying rolling stock. That decision will be made by the Duty Officer on the day.

AMR accepts the responsibility to make good any damage to a private member's passenger carrying rolling stock that occurred during that use, when used without the member present.

Under no condition will a member's locomotive be used without the express prior authority of the owner.

Maintenance

The maintenance and repair of privately owned locomotives and rolling is the responsibility of the owner/user to ensure that it is in a fit and operable state.

This Member Storage Policy was last amended on 1/6/2016



Sun Safety Policy

Introduction

The health of members is of a primary concern of Altona Miniature Railway.

It is far better to prevent skin cancer by regularly practicing simple protective measures. Skin cancer is preventable, and like any other medical condition is best dealt with by simple protective measures. It is also acknowledged that cataracts and other eye diseases are related to ultraviolet radiation (UVR) and that correct sunglasses will prevent or reduce these eye problems. AMR strongly recommends sun protection during all AMR activities.

It is the responsibility of AMR members to use all protective equipment such as hats, uniforms, sunscreen, shade structures and sunglasses etc. and adopt sun safe practices (re-applying sunscreen, minimising time outdoors during peak UV times etc).

As well as members own personal protection, AMR members should also provide by example, a good role model for younger members and the community in general.

Definitions of Sun Sense Protections

Shelter

- Materials used to provide shade should cast a dark shadow (i.e. block out UVR to a minimum of 50%)
- Provision of either natural or artificial shade on our site.

Protective clothing

- hats - wide-brimmed
- long-sleeved shirts with high neck collars

Sunscreen

- Use broad spectrum, SPF 30+ sunscreen
- Apply at least 20 minutes before exposure so that cream can be “absorbed” into the skin, for effective protection.
- Reapply every 2-3 hours, or more often if sweating heavily.

Note: With higher SPF sunscreens a small number of people may be sensitive to some types of sunscreens. If skin rashes occur, choose a brand designed for sensitive skin. (It is important for people who spend as much time outdoors to maintain the highest SPF).

Sunglasses

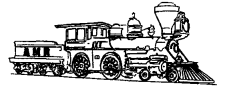
- 100% UV resistant conforming to Australian Standard 1067



Responsibilities

Taking into consideration the harmful effects from the ineffective protection of open weave clothing, when choosing uniforms AMR and affiliates will conform to guidelines for sun safe clothing with tightly woven material with a UVR protection factor (UPF) of 50 or 50+.

This Sun Safety Policy was last amended on 31/5/2016



Aerial view of the Site

