



Altona Miniature Railway			
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## 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:

1. Work towards the achievement of the aims and purposes of Altona Miniature Railway and the Australian Association of Live Steamers;
  2. Establish and maintain a child-safe environment during the course of their duties;
  3. Be responsible for relevant administration of activities;
  4. Maintain a duty of care towards others involved in these activities;
  5. Be fair, considerate and honest with others;
  6. Treat children and young people with respect and value their ideas and opinions;
  7. Act as positive role models in their conduct with children and young people;
  8. Be professional in their actions;
  9. Maintain strict impartiality;
  10. Comply with specific organisational guidelines on physical contact with children;
  11. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
  12. Maintain a child-safe environment for children and young people;
  13. Operate within the policies and guidelines of Altona Miniature Railway;
  14. Communicate all issues, both positive and negative, to any member of the executive committee in a respectful manner;
  15. Contributing to our aim of "continuous improvement", by forwarding your ideas on "change" and "improvement";
  16. An enthusiastic and energetic approach to your membership;
  17. Always displaying a positive attitude toward changes at AMR;
  18. Not badger any member over rules, procedures or decisions made by the Committee;
- and

19. Contact the police if a child is at immediate risk of abuse, phone 000.

#### 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:

1. Shame, humiliate, oppress, belittle or degrade children or young people;
2. Unlawfully discriminate against any child;
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
4. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
5. Be alone with a child or young person unnecessarily and for more than a very short time;
6. Develop a 'special' relationship with a specific child or young person for their own needs;
7. Show favouritism through the provision of gifts or inappropriate attention;
8. Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities;
9. Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
10. Work with children or young people while under the influence of alcohol or illegal drugs;
11. Engage in open discussions of a mature or adult nature in the presence of children;
12. Use inappropriate language in the presence of children; or
13. Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.
14. Use of foul or abusive language
15. Being under the influence of Drug and Alcohol while operating at AMR
16. Show signs of intoxication, drunkenness, use or possession of other drugs
17. Careless or wilful damage to equipment belonging to the Altona Miniature Railway, or fellow members
18. Tampering or unauthorised adjustment of equipment belonging to the Altona Miniature Railway, or fellow members
19. Stealing property belonging to the Altona Miniature Railway, or fellow members
20. Take any actions that place at risk, the health, safety or wellbeing of others, regardless of the action being intentional or unintentional
21. Falsifying records of any type, arising out of all purchases made on behalf of Altona Miniature Railway, claim forms, entries, log book records, AALS reports, AMBSC reports, Insurance reports and all Club reports.
22. 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.
23. Failing to follow lawful instructions of any Committee Member, Duty officer or Safety Officer

24. Do anything in contravention of the Altona Miniature Railways policies, procedures or this Code of Conduct.

### 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 Altona Miniature Railway’s 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.