

**AUSTRALIAN ASSOCIATION OF LIVE STEAMERS
LIMITED
ACN 107 882 404**

STANDING ORDERS

1. FEES

1.1. Membership Fees

- (a) Membership Fees shall be calculated on the number of members that a Member organisation has as at 31st December each year. Numbers shall include all classes of membership, whether active or inactive in organisation events.
- (b) In the case of model engineering organisations catering for multi-activities, the Membership Fee shall be based on all members of the Member organisation involved with models as defined by clause 2.1 in the Constitution (Aims and Objects).
- (c) In the case of railway only Members, the numbers are to include all members of that Member organisation irrespective of the type of equipment they do or do not operate.

1.2. Joining Fee

- (a) Organisations affiliating with the Company shall pay a joining fee of \$100.00 (One hundred Australian dollars).
- (b) This fee may be paid in one instalment or at such a rate as agreed to by the Board of Directors.
- (c) In the event of payment extension being granted the fee shall be fully paid up within twelve (12) months from the date of acceptance as a Member.

2. MEETINGS

The Company should, for preference conduct an annual general meeting during the annual convention.

2.1. Conduct of Annual General Meetings held during the Annual Convention.

- (a) The Member hosting the annual general meeting shall arrange the meeting room so that a clearly defined space separates delegates from visitors or observers. In the event of space limitation, Member's delegates will have priority for seating area.
- (b) Meetings of the Australian Miniature Boiler Safety Committee and Australian Live Steamers Safety Committee may be held on the giving of a minimum of six (6) weeks notice to members of each Committee together with an agenda including notices of motions which are to be put to the meeting, and proxy voting forms.
- (c) All proxy votes shall be returned to the Company, the Australian Miniature Boiler Safety Committee or the Secretary (for the respective meeting) at a nominated time prior to the meeting. All meetings (whether of the annual general meeting or sub-committees) shall run strictly in accordance with the agenda. Motions on the agenda may be withdrawn, but not amended. Only motions dealing with conduct of the meeting may be accepted from the floor.
- (d) Each Member may appoint a maximum of two delegates, i.e. a delegate and co-delegate for attendance at meetings.

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- (e) The time allowed for the annual general meeting shall be three (3) hours.
- (f) Should additional time be necessary to complete the agenda items, a motion to this effect shall be deemed to be carried if a majority of not less than two thirds of the Members present are in favour.
- (g) The host Member is responsible for arranging a suitable venue for the annual general meeting.
- (h) Each Member shall notify the National Secretary, in writing by 17:00 hours on the day of the meeting, the names of their elected delegate and co-delegate.
- (i) Only one delegate from any organisation may speak on anyone subject on the agenda.
- (j) A returning officer and two (2) assistants to the returning officer will be appointed by the meeting.
- (k) The chairman will call each Member by name, the delegate for that Member shall vote by placing the ballot paper in the receptacle provided.
- (l) There will be only one initialled ballot paper issued to each Member.
- (m) The Secretary will have a supply of suitable ballot papers on hand, which will be initialled by the returning officer prior to distribution.

2.2. Conduct of Annual General Meetings held separately from the Annual Convention.

- (a) Meetings should be arranged after giving consideration to any issues that prevent or restrict member's representatives attending the meeting in person.
- (b) Given that the Quorum requirement under 12.8(2) of the Constitution is inapplicable where the AGM is held separately from the Annual Convention, a quorum for a meeting held under this clause is 50% of the members eligible to vote being present by representative **or** by proxy.
- (c) The meeting shall run strictly in accordance with the agenda. Motions on the agenda may not be withdrawn nor amended. Only motions dealing with the conduct of the meeting may be accepted from the floor.

3. VISITORS

3.1. Visitors

- (a) Visitors in one of the following categories may attend the Company meetings, provided seating capacity exists:
 - (i) overseas visitor;
 - (ii) Lone model engineers who are not members of a Member;
 - (iii) members of Members who are not official delegates.
- (b) Depending on space available, visitors may attend as observers only. They will not be permitted to interrupt the proceedings, and must obey directions of the chairman or face removal from the meeting.

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- (c) If time permits, the chairman may call for comments or questions from visitors, but will not accept motions made by them.
- (d) In case of overseas visitors, provision is to be made for seating within the area provided for delegates. The chairman may, at his discretion, invite overseas visitors to address the meeting.

4. DIRECTOR'S ROLES AND DUTIES

4.1. Treasurer

- (a) The Treasurer shall keep a record of receipts and expenditure and present an audited financial statement to the annual general meeting.
- (b) The Treasurer shall advise Members when affiliation fees are due.
- (c) The Treasurer shall handle the sales and receipts of all Association publications.
- (d) The Treasurer shall prepare an annual operating budget.

4.2. Insurance Officer

- (a) The Insurance Officer shall be responsible for handling all insurance matters operated by the Company including informing Members when premiums and other payments are due.
- (b) The Insurance Officer shall handle, on behalf of the Company, all claims which may be lodged by Members.

5. COMMITTEE

5.1. Chairman

The Chairman shall be an 'ex-officio' member of all committees and may attend meetings as and when required.

5.2. Chairman and Secretary Australian Miniature Boiler Safety Committee

- (a) The chairman of the Australian Miniature Boiler Safety Committee will convene and chair meetings of the Australian Miniature Boiler Safety Committee and its committees as and when required.
- (b) The Secretary of the Australian Miniature Boiler Safety Committee shall keep true and faithful records of all the Australian Miniature Boiler Safety Committee meetings and advise the Company and Members as and when required.
- (c) The Secretary of the Australian Miniature Boiler Safety Committee shall circulate to all Members a copy of the minutes of all the Australian Miniature Boiler Safety Committee meetings, including the annual general meeting.
- (d) The Secretary of the Australian Miniature Boiler Safety Committee shall make an allotment of time for discussion of each item on the agenda, and provide a copy to the chairman.

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- (e) The Secretary of the Australian Miniature Boiler Safety Committee shall deal with any correspondence throughout the year, and inform all Members of Association business as necessary.

5.3. Chairman and Secretary Australian Live Steamers Safety Committee

- (a) The chairman of the Australian Live Steamers Safety Committee will convene and chair meetings of the Australian Live Steamers Safety Committee and its committees as and when required.
- (b) The Secretary of the Australian Live Steamers Safety Committee shall keep true and faithful records of all Australian Live Steamers Safety Committee meetings and advise the Company and Members as and when required.
- (c) The Secretary of the Australian Live Steamers Safety Committee shall circulate to all Members a copy of the minutes of all Australian Live Steamers Safety Committee meetings, including the annual general meeting.
- (d) The Secretary of the Australian Live Steamers Safety Committee shall make an allotment of time for discussion of each item on the agenda, and provide a copy to the chairman.
- (e) The Secretary of the Australian Live Steamers Safety Committee shall deal with any correspondence throughout the year, and inform all Members of Association business as necessary.

5.4. Sub-Committees

- (a) The Board of Directors may appoint specialists to committees or request individuals to investigate technical matters associated with the aims and objects of the Company. Any appointments so made are to be advised to all Members within three (3) months to permit input by Members. Where committees are created the committee is to appoint a chairman and secretary and ensure minutes are kept and submitted to the National Secretary following each meeting.
- (b) The Australian Miniature Boiler Safety Committee, Australian Live Steamers Safety Committee and any committee completing its activity in accordance with its terms of reference, will submit a written report/recommendation of its findings to the Directors for presentation to the annual general meeting in accordance with Rule 16.7 of the Constitution.

5.5. Australian Miniature Boiler Safety Committee.

- (a) The Australian Miniature Boiler Safety Committee shall consist of boiler inspectors representing the Members to which they belong. This committee will be a standing technical committee of the Company, specialising in the design, construction, testing and safe operation of miniature boilers under working conditions, within the scope of operations of the Company.
- (b) The members of the Company shall, at an annual meeting, elect the following officers from among the members of the Australian Miniature Boiler Safety Committee:

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- (i) Chairman;
- (ii) Secretary; and
- (c) The Australian Miniature Boiler Safety Committee shall ensure that satisfactory standards of safety are available to any person wishing to construct miniature boilers within the scope of the aforementioned codes.
- (d) The Australian Miniature Boiler Safety Committee shall pursue this aim by maintaining a close liaison with the relevant State and Territory statutory authorities in Australia, members of the model engineering fraternity, and any other organisation or persons who may contribute to this aim.
- (e) Australian Miniature Boiler Safety Committee shall revise and/or amend the Australian Miniature Boiler Safety Committee Codes as required, or by direction of the relevant statutory authorities, and shall distribute such amendments to interested parties. Any technical changes to the Codes shall have an assurance of safety through an independent verification by a suitably qualified person before incorporation into the Codes.
- (f) The Chairman and Secretary of the Australian Miniature Boiler Safety Committee must be Directors of the Company.

5.6. Australian Live Steamers Safety Committee

- (a) The Australian Live Steamers Safety Committee shall be a standing technical committee specialising in safety, training and operating matters that affect members of the Company.
- (b) The members of the Company shall, at an annual meeting, elect officers of the Australian Live Steamers Safety Committee, consisting of: (Amend 4 2009)
 - (i) Chairman;
 - (ii) Secretary; and
- (c) The Australian Live Steamers Safety Committee shall ensure that satisfactory standards of safety are available to any person wishing to construct miniature railways, road vehicles, plant within the scope of the relevant codes.
- (d) The Australian Live Steamers Safety Committee shall pursue this aim by maintaining a close liaison with the relevant State and Territory statutory authorities in Australia, members of the model engineering fraternity and any other organisation or persons who may contribute to this aim.
- (e) The Australian Live Steamers Safety Committee shall revise and/or amend the Company's code of practice as and when required or by direction of the relevant statutory authorities. Such revisions, amendments etc. shall be presented to an annual general meeting or other meeting as may be called to ratify such changes.
- (f) The Chairman and Secretary of the Australian Live Steamers Safety Committee must

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be Directors of the Company.

5.7. Officers of the Australian Miniature Boiler Safety Committee

- (a) Nominations and voting for vacant (or forthcoming) positions as officers of the Australian Miniature Boiler Safety Committee shall be as for other Directors of the Company with the following exceptions,
 - (i) Should only one nomination be received for a vacancy as officer of the Australian Miniature Boiler Safety Committee then all the committee members shall cast a vote of acceptance (or otherwise) for the nominee.
 - (ii) In the event that the nominee is rejected by the committee members, further nominations shall be called, and a suitable date and venue arranged for a further ballot.
 - (iii) Should there be no nominations received by the due date, then the vacancy may be filled by the election of nominees from the floor during the annual general meeting.
- (b) Nominees for chairman and secretary shall be financial members of a Member organisation, due regard being paid to their technical qualifications, in order to facilitate their recognition by the relevant Australian statutory authorities.
- (c) Each committee member may nominate one of their members who is suitable for the vacant position.
- (d) All the committee members shall subscribe to the provisions of the Australian Miniature Boiler Safety Committee Boiler Codes Part 1 (Copper Boilers) Part 2 (Steel Boilers), Part 3 (Sub Miniature Boilers) and Part 4 (Duplex Steel Boilers) – as amended from time to time.
- (e) No boiler shall be allowed to operate at any Member's site unless it has a current Australian Miniature Boiler Safety Committee certificate or a certificate issued by a formally qualified person.
- (f) If a Member has no boiler inspector then that Member's boilers are to be inspected and tested by another Member's boiler inspector, or under other arrangements made with the Australian Miniature Boiler Safety Committee Executive.
- (g) Members of the Australian Miniature Boiler Safety Committee Executive may appoint, from its own membership, a boiler inspector(s), suitably qualified for the duties required of them. Where an organisation has no suitably qualified person available to act, the services of a boiler inspector from another member should be used.
- (h) Qualifications for a boiler inspector are:-
 - (i) A person holding a tertiary qualification issued by an accredited university, college, or government agency, such qualification being in a field related to the design, testing, and operation of pressure vessels, or;
 - (ii) A competent model boiler constructor who shall possess the following criteria

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to be eligible;

- a) A minimum educational qualification of a NSW Higher School Certificate, or equivalent, or a trade certificate, or higher qualification, and
 - b) A minimum of three years membership of an AMBSC registered society, and
 - c) The successful construction of at least one miniature boiler, and
 - d) A minimum of two years experience in the practical operation of miniature boilers, and
 - e) Two current boiler inspectors to act as referees to attest to the satisfactory quality of workmanship of the nominee inspector.
- .
- (i) Boiler inspectors shall be appointed by the Chairman and Secretary of the AMBSC.
 - (j) Proposed boiler inspectors names, addresses, telephone numbers, qualifications and experience, are to be forwarded to the Australian Miniature Boiler Safety Committee for ratification, prior to acting in this capacity.
 - (k) The officers of Australian Miniature Boiler Safety Committee shall have the right to veto the appointment of any boiler inspector.
 - (l) The Secretary of the Australian Miniature Boiler Safety Committee shall maintain a register of all the Australian Miniature Boiler Safety Committee registered boiler inspectors.
 - (m) The chairman of the Australian Miniature Boiler Safety Committee shall preside at all meetings of the committee, and shall convene a meeting of boiler inspectors to be held as required.
 - (n) In the event of a Member of the Australian Miniature Boiler Safety Committee not being able to be represented by a boiler inspector at a meeting, the member concerned may present a vote or an opinion on technical matters in writing.
 - (o) The Secretary of the Australian Miniature Boiler Safety Committee shall conduct the affairs of the committee in association with the other members. He will liaise with the relevant Australian statutory authorities on all boiler matters, and advise all members of any amendment and alterations to the Australian Miniature Boiler Safety Committee codes.
 - (p) The Secretary of the Australian Miniature Boiler Safety Committee shall call meetings of the boiler inspectors as required, or may cause regional meetings to be convened under his delegated jurisdiction.
 - (q) The Secretary of the Australian Miniature Boiler Safety Committee shall forward to all organisations the results of items of general business of the Australian Miniature Boiler Safety Committee annual general meeting held over the Easter period each year within sixty (60) days of such meeting.

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- (r) Deleted (2014)
- (s) The Secretary of the Australian Miniature Boiler Safety Committee shall provide the Company Treasurer with appropriate details to assist in preparation of an annual budget for the allocation of the Company's funds.

5.8. Officers of the Australian Live Steamers Safety Committee

- (a) Australian Live Steamers Safety Committee shall report results of any committee activities during the year as per Standing Order 4.6(b) and rule 16.7(c) of the Constitution.
- (b) The Secretary Australian Live Steamers Safety Committee shall conduct the affairs of the committee in association with the other members. He will liaise with the relevant statutory authorities on matters affecting Company Members.
- (c) The Secretary Australian Live Steamers Safety Committee shall provide the Company Treasurer with appropriate details to assist in preparation of an annual budget for the allocation of the Company's funds.
- (d) Nominations and voting for vacant (or forthcoming) positions of officers of the Australian Live Steamers Safety Committee shall be as for the Directors of the Company with the following exceptions:
 - (i) Should only one nomination be received for the vacant officer's position of the Australian Live Steamers Safety Committee then all the committee members shall cast a vote of acceptance (or otherwise) for the nominee.
 - (ii) In the event that the nominee is rejected by the committee member, further nominations shall be called, and a suitable date and venue arranged for a further ballot.
 - (iii) Should there be no nominations received by the due date, then the vacancy may be filled by the election of nominees from the floor at the annual general meeting.
- (e) Nominees for any such vacant position shall be both a financial member and a Competent Person of a Company Member, due regard being paid to their technical qualifications, in order to facilitate their recognition by the relevant Australian statutory authorities.
- (f) Each committee member may nominate one suitable member for any vacant position.
- (g) In the event that no suitably qualified person is available from committee members, a suitably qualified candidate from outside may be considered.
- (h) Deleted. (2014)
- (i) Company Members shall appoint one or more Competent Persons to act as equipment

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inspectors of non-boiler plant and equipment belonging to the Company Member and/or its members. The appointees, whether from the Company Member's membership or otherwise (such as an independent inspecting engineer), must comply with clause 5.8(l). If no suitable person is available to the Company Member, the Company Member may call on the services of a Competent Person from another Company Member, by arrangement.

- (j) The Competent Person(s) shall carry out necessary checks and inspections as detailed in the AALS Codes of Practice to ensure that equipment is suitable for its intended purpose, thereby reducing the risk of injury to the Public, visitors and members.
- (k) Inspections shall be conducted at least annually, and records of each inspection shall be kept for a minimum of twenty-one years.
- (l) A Competent Person should be fully conversant with the AALS Code of Practice, and fulfil at least one of the following criteria:
 - (i) Hold a tertiary qualification in a mechanical or civil engineering field;
 - (ii) Be able to demonstrate an extensive practical background in building or maintaining machinery and/or small structures. Any employment exposure to workplace health and safety practice would be desirable.
 - (iii) Be able to demonstrate any other combination of qualifications and experience deemed to be acceptable by the Company Member's executive
- (m) Selection of a person for appointment as Competent Person shall be based on their expertise and integrity, and not as a popular vote at annual meetings of the Company Member.
- (n) It is recommended, for insurance purposes, that the appointment or otherwise be confirmed at each annual general meeting of the Company Member.
- (o) The proposed Competent Person's names, addresses (post and email), telephone numbers, qualifications and experience are to be forwarded to the Secretary, Australian Live Steamers Safety Committee, for ratification prior to the appointee assuming office.
- (p) The officers of the Australian Live Steamers Safety Committee shall have the right to veto the appointment of any nomination.
- (q) A duly appointed Competent Person within the meaning Standing Order 5.8(i) above may, at the request of another Company Member and with the agreement of the Competent Person, act as a Competent Person for the requesting Company Member in the event of that Company Member not being able to appoint a suitable person.
- (r) Each Company Member shall include with their annual affiliation renewal, a statement by both the Competent Person and the executive board of the Company Member, attesting to the fitness of the Company Member's plant and equipment for its intended use, and certifying that the Company Member has complied and currently complies

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with the Constitution, Standing Orders, and the Codes of the Australian Association of Live Steamers Limited. Failure to provide this information may result in the Company Member being suspended until the information is received by the Australian Association of Live Steamers Limited.”

6. CONVENTIONS

- (a) The Company shall promote an annual convention during the annual Easter holiday period.
- (b) The convention venue shall be chosen by:
 - (i) the Board based on an offer from a Member, or;
 - (ii) the Board based on an invitation from the Company to a Member, or;
 - (iii) a resolution at the annual general meeting.

In each case the chosen venue must possess the necessary overall facilities to adequately conduct a satisfactory convention in view of the increasing numbers of visitors, road vehicles, and the variety of track gauges required.

- (c) The host Member is responsible for notifying Members invited to attend a convention of any special local requirements regarding the safety code.
- (d) Invitations should be issued no later than five (5) months prior to a convention. Accommodation lists should be provided no later than the 30th of June each year.
- (e) The host Member's decision on safety matters at the convention is final.
- (f) In the event of minors driving or operating equipment during conventions, the host Member must ensure that Section 5.2.3 of the Code of Practice: Operations of Miniature Railways, Road Vehicles and Plant is observed.
- (g) As far as possible the public is to be excluded from attendance at conventions, but if the host Member is committed to a public event during the convention period, then such public event should be limited to the period between 1300 hours and 1600 hours on one day only (preferably Sunday) and all Members must be notified of this no later than the issue of official invitations.
- (h) Standard colours for identification ribbons at conventions are to be:
 - (i) Red Victoria.
 - (ii) Brown A.C.T.
 - (iii) Green South Australia
 - (iv) Light Blue Tasmania.
 - (v) Yellow New South Wales.

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- (vi) Purple Western Australia.
 - (vii) Orange Queensland.
 - (viii) White Northern Territory.
 - (ix) Black New Zealand.
 - (x) Dark Blue Visitors.
- (i) the host Member's discretion trade stands within the scope of the hobby may be permitted at conventions.
 - (j) Only the Members are to receive official invitations to attend the annual convention. However, non-members who have applied for membership will be invited to attend the annual convention at the discretion of the host Member. The Company Secretary will supply details of such membership applications to the host Member who shall register them as visitors.
 - (k) Members of non-member organisations, or lone model engineers, may attend conventions upon personal application for a registration form from the host Member, such persons to be registered as visitors
 - (l) The host club has the right to charge fees to persons attending the Convention.
 - (m) No Convention fees shall be payable by directors of the Company.

7. INSURANCE

NOTE: Under the Law, an injured party, if an adult, may make a claim against a Company Member for up to five years after the incident and, if a child, may make a claim against a Company Member at any time until their 21st birthday. It is imperative that a Company Member keep adequate records of all incidents, together with records of all safety inspections etc, to enable Insurers to fully defend the Company Member.

- (a) The AALS provides a Company Insurance Scheme for the benefit of Company Members. Company members may apply to join this scheme, however it is not compulsory. Similarly, an application to join the scheme, or renew membership of the scheme, may be rejected.
- (b) Company Members who are not participants in the Company Insurance Scheme shall supply certification to the Insurance Officer that its Public Liability Insurance Policy fully insures that Company Member, its members, guests and the Public, against bodily injury whilst participating in any Company Member approved activity. The coverage shall also include any liability arising from Boiler and Pressure vessel explosion or malfunction.
 - (i) Company Members shall upon request, supply a copy of their current Insurance Policy.
 - (ii) Should the need arise that arbitration on the suitability of any Policy be required then the arbitrator shall be the Insurance Council of Australia or

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their nominee.

- (c) Each Company Member shall supply a Certificate of Currency for Public Risk stating that the required minimum coverage is in place. This information shall be supplied within one month of policy renewal, and/or on request. This requirement is met automatically for Company Members participating in the Company Insurance Scheme.
- (d) Failure to supply the above certificate will result in affiliation being suspended until rectified.
- (e) Each Company member needs to be aware of, and comply with, their Insurer's requirements.
- (f) **Incidents**

ALL Incidents involving injury to, or damage to the property of, a Club member or member of the public, should be recorded using this procedure.

- (i) DO NOT ADMIT LIABILITY
- (ii) Make the area safe to prevent further incidents
- (iii) Take photos to support your record of the incident
- (iv) Complete the "Incident Notification Form" (available on the AALS Website) as soon as possible. Doing so will help ensure you have all the required information.
- (v) Obtain statements from all club members involved (eg Driver, Guard, Station Master) and any witnesses, including members of the public.
- (vi) Retain CCTV footage (if any) of the incident.
- (vii) Send a copy of the Incident Report and ALL supporting documentation to the AALSC.
- (viii) Follow your Insurer's requirements with regards to notifications. For AALS Insurance Scheme Members, you are required to send the Incident Report and ALL supporting documentation to the AALS Insurance Officer **within 7 Days**. Note: Failure to comply with your Insurer's requirements may see any resulting Claim rejected.
- (ix) Should you believe the incident requires other parties to be notified, discuss this with your insurer **before** doing so.

8. BREACHES

If a member of the Company Member considers a breach of safety is taking/has taken place, that person may report the breach to the Secretary of the Company concerned or the Board of the Company in the following manner:

- (a) In writing, duly stating: date, time, place, nature etc., of the alleged breach.
- (b) The report must be signed by the person making the allegation and at least one witness.
- (c) Anonymous allegations will not be considered or discussed.

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- (d) Copies of any correspondence relating to breaches of safety received by the Company will be immediately forwarded to the Secretary of the affected Member for information purposes.
- (e) Following a report from the Company Member and investigation of any breach of safety, the Company should provide the Company Member with a brief report of the outcome, to close the item on the Member's books.
- (f) Each Member will be wholly responsible for ensuring that the operations conducted on the Member's site are carried out in a safe manner.
- (g) At joint meetings, the host Member is responsible for the supervision of safe working.
- (h) The Members in each state are responsible for ensuring that:
 - (i) All items of equipment used in the operation of their miniature railway is registered with the appropriate government department, if and when required by state authorities to do so.
 - (ii) That state government requirements for the registration of all attendants and operators are carried out.
 - (iii) The Member's operation is covered by an appropriate insurance policy at least to a level recommended by the Company.

(i)

9. MISCELLANEOUS

- (a) A membership card shall be produced for distribution annually to all individuals who are financial members of the Company's Member.
- (b) Where a Member has its own membership card, affiliation with the Company may be stated on one face of the card.
- (c) The Company flag is to be flown at the masthead senior to the Member's flags during the Company's annual convention. At the conclusion of a convention the flag shall be passed to the next host Member for safe keeping and may be flown at that Member's site during the year.

10. MEMBERSHIP

- (a) Notwithstanding 7.7 of the constitution the directors will put forward at the next AGM an application for membership to enable members to vote on the applicants admission as a member of the Company.

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Version History:

Version	Changes
2020-Dec	Permit the AGM to be held separately from the Annual Convention.
2021-Feb	Enhance the Competent Person requirements to include the detail of those requirements, to comply with current legal & regulatory obligations. Enhance the Insurance Clause to clarify the requirements for recording incidents Correct a grammatical error in 2.1(b)