



ASSOCIATION OF TOURIST & HERITAGE RAIL AUSTRALIA

ABN 19 755 744 868

ATHRA POLICIES DOCUMENT

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Prepared by B.Busch

Issue 6.0 March 2010

ATHRA POLICY DOCUMENT

POLICY DOCUMENT

This document contains details of policies adopted at ATHRA meetings and forms a supplement to the Constitution of the Organisation and was adopted at the September 2007 meeting..

The document will be revised following each meeting of ATHRA to reflect changes in existing policy or the inclusion of policy adopted at the previous meeting.

Brian Busch,
Secretary
1 October 2007.

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1. ARA Membership

At the October 2004 Meeting it was resolved that ATHRA would apply for ARA membership

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2 Affiliate Membership.

At the March 2005 meeting it was resolved that Affiliate Membership of ATHRA be approved for:

- Federation of Rail Organisations New Zealand (FRONZ)
- Council of Tramway Museums Australia (COTMA)

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3 **ATHRA Fees Amended Canberra meeting March 2008 Amended Melbourne March 2009 Reviewed March 2010**

At the March 2006 meeting the following was adopted in respect of annual fees:

“hold” the membership rate static for the period giving membership income of \$4,600.00. and consider increase in 2007.”

At the March 2007 meeting it was resolved

“that the proposed increase in membership is deferred for 12 months such that the fees are set at \$50 per member for 2007 and \$60 for 2008

At the March 2008 meeting it was confirmed that the membership fee be \$60.00 per member group. Associate Membership be \$100.00 with Associate membership for an individual being half the Associate membership fee. All other fees to remain the same.

At the March 2009 meeting it was agreed that as per previous decision the fees should be adjusted by CPI this year. It was agreed that there is a need to have a lower fee for non accredited groups

That the fees for 2009 be \$65.00 for each accredited body and \$30.00 for each Museum only group and that the fee for Associate Group Members by \$110.00 and for Associate Individual be 50% of this

At the March 2010 meeting it was resolved that no fee increase would apply for 2010

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4 ATHRA Member Minutes:

At the February 2006 meeting it was agreed that the State groups are encouraged to distribute their own minutes to other Sates. As an aside, the Sate groups are encouraged again to develop positional email addresses rather than personal addresses to make mailing list maintenance to be much easier.

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5. **ATHRA Meetings Adopted Brisbane September 2006 Amended Ipswich Oct 09**

ATHRA meetings be held six monthly of 1½ days over up to three days with pre and post tours being optional

At the October 2009 meeting held at Ipswich it was resolved that the meeting structure be changed for a conference to be held in September 2011 and thereafter on a bi-annual time frame. The AGM continue in September for each year. The Board to meet as a Board only prior to each meeting which will continue on a six month basis and remain as “open” meetings

Subject to a change to the Constitution at the March 2010 membership of the Board to consist of two members from each member group.

Adopted at the Sheffield Tasmania Board meeting March 2010 that the September meeting each year to consist of a Board Meeting, General Meeting and or conference with a pre or post meeting tour. The March meeting to be a Board meeting only to generally be held at a location where direct flights are available for all delegates.

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6 Cinders and Ashes Adopted Brisbane September 2006 amended Perth March 2006

Cinders and Ashes be produced at least six monthly. Perth 2007 There be three copies of Cinders and Ashes for 2007 and four per year thereafter.

Advertising Rates

At the meeting held in Adelaide **September** 2008 the following was accepted in respect of Advertising Rates for Cinders and Ashes

One Third Column	\$50.00
One Third Page	\$100.00
Whole Page	\$250.00

Advertising is to be paid in advance with artwork supplied.

Advertisement Content:

Advertisements will be accepted from all suppliers of goods and services to the tourist and heritage sector. Advertisements will be accepted from other suppliers on their merits. ATHRA will retain the right to reject any advertisement it considers untruthful or inappropriate.

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7. **ATHRA AWARDS Adopted Perth March 2007 Amended Canberra March 2008 Amended Oct 09 Ipswich**

General Rules

1. The ATHRA Awards will be awarded annually with the purpose of encouraging and recognising excellence by individuals or groups operating in the railway and tramway tourist and heritage sector. From 2009 Awards are now bi-annual to co-incide with the bi-annual conference
2. The Awards will be judged in accordance with these General Rules & Conditions and any specific rules set out for each particular Award.
3. Entries for each award may be submitted by:
e.mail awards@athra.asn.au, or
post: Post Office Box 55 Eltham 3095
4. Entries for each Award will close on 30th June each year.
5. The Awards will be announced at the Awards Dinner held in conjunction with ATHRA's ~~Annual General Meeting~~, bi annual conference
6. The Awards will be presented at the Conference Dinner if the recipients are in attendance but if not present, the relevant State body will arrange a presentation locally.

Judging:

1. The ATHRA Board will appoint a separate Judge/Judging Panel for each Award.
2. There will be one winner for each particular Award but in exceptional circumstances a Judge may award equal winners.
3. Judges may award Honourable Mentions at their discretion.
4. Judges may choose not to make an award if they consider the standard of the entries is inadequate.
5. At their discretion, Judges may seek additional information to assist in their determination.
6. In determining an Award, the efforts of volunteers will have greater merit than those of contractors or paid employees.
7. In determining an Award, the significance of the entry to be considered in relation to the size and capacity of the entrant.
8. The decision of the Judges will be final.

Sponsorship:

1. Individuals and organisations may sponsor Awards in a form acceptable to the ATHRA Board.

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2. Where a Sponsor agrees to offer a prize of money or goods to a value of \$500 or more for a period of three years or more, the Sponsor is entitled to:
 - a. Have the Award jointly named with themselves and ATHRA;
 - b. Appoint a person to assist with the judging;
 - c. Request specific rules for the particular Award; and
 - d. Place specific conditions of the use of the prize.
3. Sponsors from within the tourist and heritage sector are not be eligible to enter any Award they are sponsoring.

Form of Awards:

1. The winner of each Award will receive a plaque or certificate to be held in perpetuity.
2. The recipient of an Honourable Mention will receive a certificate to be held in perpetuity.
3. The winner of any monetary prize with conditions on its use is required to provide:
 - a. A written proposal to the ATHRA Board of how the prize is to be used before the prize will be paid; and
 - b. An illustrated report for publication after the prize has been used.

The typed submission may be accompanied by attachments.

Amended Adelaide September 2007

1. The ATHRA Awards are held in 2008.
2. The Award categories of Excellence, Rail Safety, Research Excellence, Infrastructure Restoration and Passenger Vehicle Restoration are retained for 2008.
3. The Award category of Locomotive Restoration is divided into two awards, being Steam Locomotive Restoration and Diesel Locomotive Restoration, to make judging easier and to increase the possibility of sponsorship.
4. A new Award category of Tourism Initiative is introduced to recognise efforts to improve the tourism potential of a tourist and heritage railway and / or the community it operates in.
5. The following timetable is applied to the 2008 Awards:
 - a. **ATHRA March 2008 meeting:** agreement to the Rules and Conditions applicable to the awards for 2008 and acceptance of any sponsorship of the currently un-sponsored awards.

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- b. **31st March 2008:** public launch of the ATHRA Awards for 2008.
 - c. **30th June 2008:** entries close for 2008 Awards.
 - d. **ATHRA September 2008 meeting:** announcement of the award recipients at the Awards Dinner.
6. At the March 2008 Meeting held in Canberra it was agreed that the following awards would apply:
- a ATHRA Excellence Award
 - b ATHRA – ARA Graeme Braydon Rail Safety Award
 - c ATHRA –ARTC Infrastructure Restoration Award
 - d ATHRA – Workshops Rail Museum Research Excellence Award
 - e ATHRA Tourism Promotion Award
 - d ATHRA Steam Locomotive Restoration Award
 - e ATHRA Diesel/Petrol/Electric Locomotive Restoration Award
 - f ATHRA Passenger Vehicle Restoration Award

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8 MEETING AIR TRAVEL COSTS Adopted Perth March 2007

A cost cap of \$200.00 for one delegate to attend ATHRA meetings to be applied from September 2007.

Whilst the cap applies to one delegate States may decide to divide the subsidy where they send two delegates but in total only one subsidy would be payable

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9. **Thief Watch Program. Adopted Perth March 2007**

ATHRA through the Chairman to pursue a Thief Watch Program similar to that set up the UK. FRONZ to be invited to participate in the program.

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10 Membership Renewal Timetable Adopted Perth March 2007

The following timetable will apply each year to ensure timely preparation of the Annual Budget and Membership Renewals.

Census Date: 1st January.

Early January: Secretary requests ATHRA Full Members to advise the number of members they have as of the Census Date.

31st January: Membership numbers due to Secretary.

Early February: Finance Committee prepares Budget and Membership Fees.

Mid February: Proposed Budget and Membership Fees distributed with March Meeting Agenda.

Mid March: Budget and Membership Fees adopted at ATHRA Meeting.

Late March: Treasurer issues Membership Renewals to Full Members and Associate Members.

1st April: Memberships Fees due and payable within 60 days.

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- Operations Andrew Killingsworth RTM NSW, NSW
- Operations Brian Busch CHRTSA,
SteamRanger, SA
- Tramways Warren Doubleday COTMA, BTM,
Vic
- Operations Tony Coen TATRrail, DVR,
Tas
- Civil Engineering & Rolling Stock
Lindsay Watson BBR, WA
- Civil Engineering, inc. Level Crossings
John Shaw VGR & PBR, Vic

Appointment & competencies required

Membership (and the terms of reference) of the committee is to be reviewed and ratified by the ATHRA Board in September 2006 and bi-annually thereafter. In appointing committee members the following requirements, competencies and experience factors are highly desirable;

- A relatively small overall committee membership (9 or less) for efficient operation.
- A spread of representation from States / regulatory environments.
- A spread of representation across sub-sectors & operating environments (e.g. Mainline, tramway & vertically integrated and steam, diesel & electric traction).
- Practical experience in a T&H setting in development/implementation of a rail safety management system.
- Participation in activities beyond their home group (e.g. through state body involvement) so as to be able to represent issues of relevance to more than just one accredited rail organisation.
- Ability and preparedness to positively contribute to the work of the committee beyond a single issue or project and to represent the sector rather than a particular ARO. This includes:
 - Taking lead responsibility for one or more “topics” or “subject domains” including development of draft sector positions, formal submissions, ATHRA Alerts, etc,
 - Undertaking to provide State or sub-sector comment / input on drafts prepared by other sub-committee members.

Operation of the Sub-committee

Business of the sub-committee will be conducted via e-mail and possibly teleconference. No budget exists for face-to-face meetings. It is therefore expected to reach decisions (such as approval of draft submissions, etc) by consensus and by negative confirmation rather than formal vote.

Where possible, proposed policies, positions, submissions, etc should be circulated at least one week prior to external publication to allow other sub-committee members to have input.

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Where sub-committee members represent the sector in external safety forums they should provide the committee with a prompt, concise report of emerging issues

At the March 2005 it was agreed that activate the various ATHRA technical subcommittees, initial convenors have been nominated as per this listing.

Safety and Rail Reform. G Breydon

Training P Ford

Promotion P Silva (initially addressing “hot” topics).

Communication – Newsletter P Rollason

Insurance M.Roberts

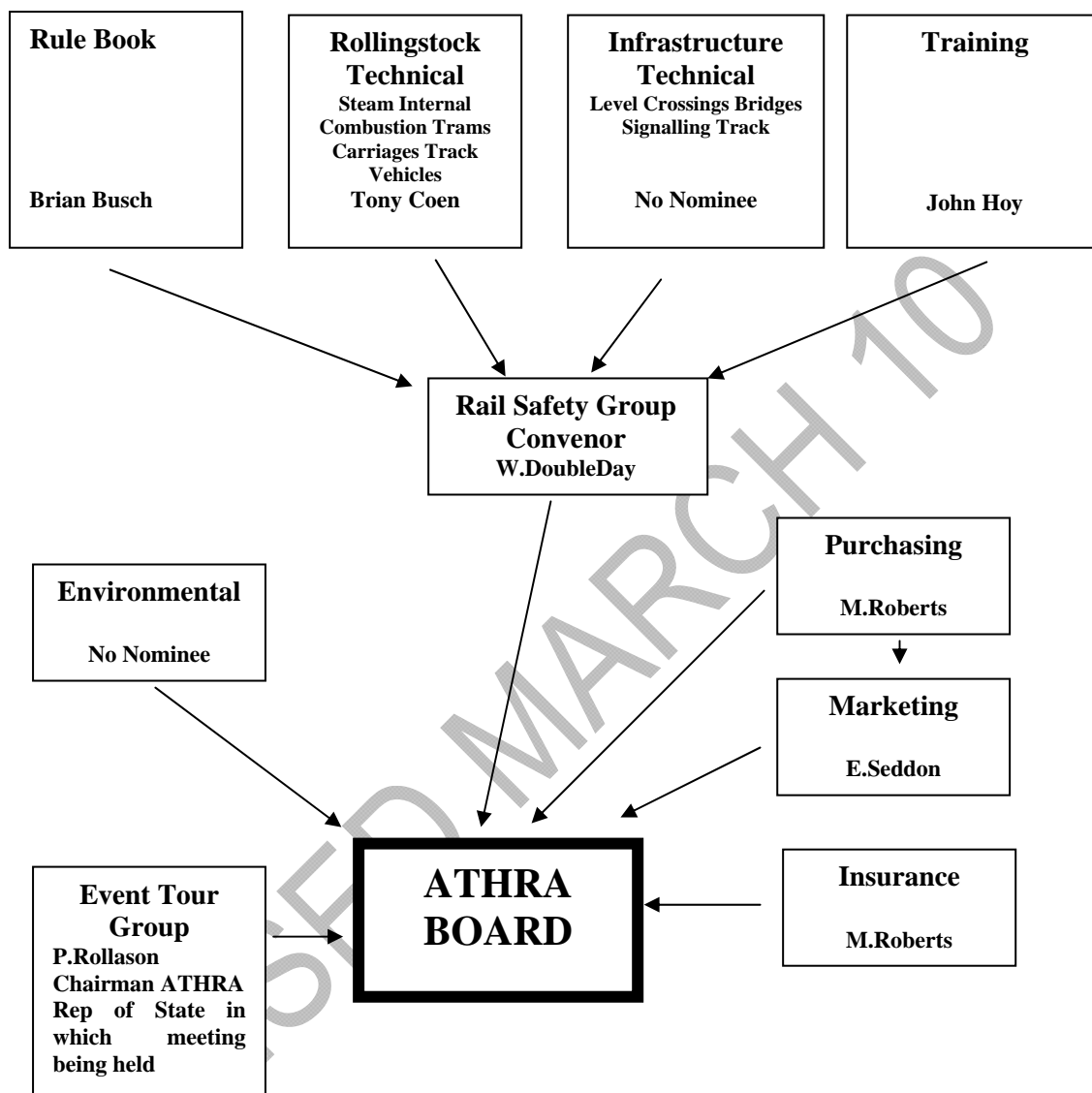
At the Perth 2007 meeting the following changes were made to the sub-committee structure:

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ATHRA Group Structure



At the Sheffield March 2010 meeting it was agreed that this section needs to be reviewed and for this to be undertaken by the Chairman and Secretary prior to the September 2010 meeting.

A sub group to look at promoting the sector with a plot scheme to be undertaken in Victoria was formed at the Sheffield March 2010 meeting. The Chair to be P.Silva with members, A.Seddon, C.LeMarshall, M.Leaney and E.Evvatt.

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12 Meeting Locations Adopted Perth March 2007 – Amended Cairns Sep 08

September 2007:	South Australia
March 2008:	ACT
September 2008:	Queensland
March 2009:	Victoria
September 2009:	Tasmania
March 2010:	New South Wales
September 2010:	Western Australia

That the dates for the meetings for the next twelve months be set in advance at each meeting

Due to the International Conference being held at the Workshops Museum in November 2009 the following changes were **adopted at the September 2008** meeting:

March 2009:	Victoria
September 2009:	Queensland (amended to November 09)
March 2010:	Tasmania
September 2010:	New South Wales
March 2011	Western Australia
September 2011	South Australia

Due to the introduction of a bi-annual from September 2011, that conference being in NSW the following changes are made to the meeting locations

March 2010:	Tasmania
September 2010:	Western Australia including AGM
March 2011	South Australia
September 2011	New South Wales (AGM and Conference)
March 2012	ACT
September 2012	Victoria including AGM
March 2013	Queensland
September 2013	Tasmania (AGM and Conference)

At the Sheffield March 2010 meeting it was agreed that the following would apply:

September 2010 Perth to include a general meeting and or conference with pre or post meeting tour

March 2011 Board meeting only NSW

September 2011 Melbourne with conference, General Meeting and pre or post meeting tour

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13 Corporate Membership

The meeting held in Adelaide September 2007 agreed that there be two levels of Corporate membership as follows::

- **Corporate Supporter:**

Membership fee: \$500 per year.

Benefits: listing on our web site;

Two free One Third Column advertisements in Cinders & Ashes per year;
two free tickets to the ATHRA Awards Dinner.

- **Corporate Member:**

Membership fee \$1250 per year. Benefits: listing on our web site;

Two free One Third Page advertisements in Cinders & Ashes per year;

Four tickets to the ATHRA Awards Dinner;

Rail travel package to the value of \$250 on a tourist railway of their choice
(ATHRA pays the railway).

Applications for any level of Corporate Membership are subject to acceptance by the ATHRA Board. The Board decision can be made by e-mail to avoid the delay of waiting until the next meeting.

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14. Use of Registered Training Organisations

It was noted that at the Perth meeting in March 2007 it was generally agreed that ATHRA was opposed to the need for RTO's although no formal motion was put.

At the Adelaide 2007 meeting the following was adopted: There is now a need to clearly define ATHRA's previous views.

"ATHRA strongly supports the competency based training and assessment without the compulsion to use RTO's"

The Ipswich 2009 meeting made the following endorsement to the policy in respect of RTO's "With the development of the quality, training and assessment materials ATHRA at its, October 2009 meeting, reconfirmed its position that the use of Registered Training Organisations is not a requirement in the T&H sector and that this is an appropriate and approach to training and assessment.
"

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15. Funding for Lesson Plans

As a result of ATHRA having funding made available from the Federal Government for the development of lesson plans the Adelaide 2007 meeting agreed that:

- A steering committee of 3 to 5 persons reporting to the ATHRA Board be established
- Determine if David Rumsey is the preferred consultant
- Terms of reference to include outcomes
- Training package to be high gain
- Need for ongoing actions to be considered

At the Ipswich Oct 2009 it was agreed that the lesson plans would be amended where there are errors and where there are different approaches these be listed. The document then be handed to RISSB for their processing

Furthered funding be sought for the development of lesson plans for Infrastructure, Rollingstock, Rail Motor Railcar Driver and Tramway overhead with a third round to include Station Master and Train Controller

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16. **International Tourist Group adopted Perth March 2007 (Revised Adelaide 2007)**

Chris Le.Marsahal to participate as the ATHRA Representative in the development of an International Rail Tourism Group/Association with a report to be presented at the September 2007 meeting in Adelaide.

As a result of a presentation at the Adelaide 2007 meeting it was moved and seconded that a concept paper be developed and distributed to the ATHRA Board well prior to the March 08 meeting for consideration at the March meeting

At the Ipswich October 2009 meeting, following presentations to the International Conference it was agreed that the paper presented at the Conference be sent to members seeking their comments for feed back to the development group

At the Sheffield March 2010 meeting it was agreed to await the production of a plan which should be available for the September 2010 meeting

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17 Agenda Timetable

At the March 2008 meeting held in Canberra it was agreed the following agenda timetable was agreed:

The ATHRA Secretary shall:

- a Twelve weeks prior to the advertised date of the AGM and or General Meeting call for agenda items and reports.
- b The closing date for agenda items and reports shall be 4 weeks prior to the advertised date of the AGM and or General Meeting
- c Agenda items shall be accompanied by a paper setting out the reasons for the item and a recommended action
- d Three weeks prior to the advertised date of the AGM and or General Meeting agenda items received shall be forwarded to members

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18 Carbon Trading Adopted Cairns September 2009

At the Cairns meeting held September 2008 it was agreed following the earlier submission from the ARA and a paper from P.Berriman further discussion took place about what ATHRA needs to be doing. It was agreed that some of the information required is as yet unknown but information about usage of carbon fuels by the T&H groups should be gathered ASAP. ATRQ had already commented this and it was agreed that ATRQ would make available their model for use by other groups.

The Ipswich October 2009 meeting it was noted that there had been little action with both Carbon Trading and Climate Change which need immediate attention. The President to seek a “champion” for this subject

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19 ATHRA Strategic Plan Adopted Cairns September 2009

1. At the September 2008 ATHRA Meeting, it was agreed to re-write the Strategic Plan and, in broad terms, the content of the plan and messages that the Vision and Mission should give.
2. In the period to Christmas 2008, each of the State bodies is to gather from their members groups their thoughts on the content of the ATHRA Strategic Plan including their opinions as to the short to medium term objectives that ATHRA should hold.
3. During January 2009, a draft Strategic Plan is prepared and circulated among the ATHRA Board for endorsement for distribution for discussion.
4. During February 2009, each of the State bodies engage their member groups in discussion about the draft plan and any changes they see as necessary.
5. At the March 2009 ATHRA Meeting adopt a Strategic Plan that incorporates the feedback obtained through the February consultative process.

At the Ipswich 2009 meeting it was noted that little attention had been given to this project resulting in a sub-committee consisting of P.Silva, P.Barriman and M.Roberts being appointed to progress it and report to the March 2010 meeting

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20 ATHRA Level Crossing Committee

At the March 2009 Meeting it was agreed to establish a Level Crossing Committee and to record details of all “near miss” incidences. Mike Lee Cairns Kuranda Rail offered the use of his data base to record and store the details.

At the Ipswich October 2009, meeting it was noted that Queensland groups were providing the date but generally this is not the case for other member groups except SteamRanger.

The meeting resolved that this needs to be the subject of an ATHRA Alert

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21 Celebration of the centenary of World War 1

At the Sheffield, March 2010 meeting it was resolved that ATHRA should be part of the celebrations of World War 1 and the involvement that railways had in that it was agreed to look at ways of funding the restoration of a Hunslett two foot gauge locomotive to service and for it to be taken to all States during the period 1913 to 1917. A small sub group was appointed to report back at the September 2010 meeting

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22 Celebration of the Centenary of the Trans Australia line

At the Sheffield March 2010 meeting it was resolved that ATHRA supports the development of a focused celebration for the Trans Australia line in 2017 as this was the first national engineering project undertaken by the Federated States in Australia. A small sub group was appointed and to report back

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