



CANTERBURY RAILWAY SOCIETY INC.
 P.O. BOX 13-039, CHRISTCHURCH, NEW ZEALAND.

Operations Group Society Procedure

Ferrymead Railway

Subject: Policy Relating to CRS Members Dealing with Outside Organisations

CSP-101

| Date Effective: 1/3/2015 Review Date: 1/3/2020 | | Approved By: Nigel Hogg General Manager | |
|-----------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------|-----------|
| Issue Number | Prepared (P) Reviewed (R) Amended (A) By: | Confirmed By: Technical Committee | On(Date) |
| 0 | Original J. Peterson (P) | Society Executive Committee | 18/3/2008 |
| <u>1</u> | R. Tucker (R) | Rules and Regulations Committee | 1/3/2015 |

This is issued as a Controlled Document

The holder of this document is responsible for maintaining it in an up to date condition. Any out of date or superseded pages **MUST** be destroyed.

Managers Responsibility: Managers of the work groups which use this document are responsible for ensuring that only current issues are used by the work groups

This Document superseded C.R.S. Society Procedure : 0 dated 18/3/2008

| CONTENTS | PAGE |
|--------------------------|-------------|
| 1. DEFINITIONS | 2 |
| 2. POLICY | 2 |
| 3. AUTHORITY | 2 |
| 4. BREACH OF THIS POLICY | 3 |
| 5. EXAMPLES | 3 |

1. DEFINITIONS:

The following are definitions used within this document:-

- Society—The Canterbury Railway Society.
- CRS—The Canterbury Railway Society.
- Executive—The Executive Committee of the CRS.
- HOD—Heads of Departments of the CRS.
- GM—General Manager of the CRS.

2. POLICY:

It is policy of the Canterbury Railway Society that only members authorized by the CRS Executive may speak for, or conducts business on behalf of the Society. This includes but is not limited to news and media organizations and representatives of all kinds, railway or other preservation groups, and organizations or companies that conduct or would like to conduct business with the CRS.

3. AUTHORITY:

The President, the General Manager and other Executive officers appointed by the Executive have authority to speak for and conduct business on behalf of the Society. A member will be considered to have authorisation of the Executive by way of appointment by the Executive or in under direction by the President or General Manager.

4. BREACH OF THIS POLICY:

Any member who breaches this Policy may be suspended or otherwise disciplined as deemed appropriate by the Executive. In any case the member will have a right of representation and appeal.

5. EXAMPLES:

- In the event of an accident only the President, General Manager and/or PR Officer will speak to media representatives. This means that members who may have witnessed the accident may not speak to media, even to relate what they saw or offer an opinion on the incident. All members, however, will assist legitimate authorities such as NZTA in their investigations. (See also CSG—005 Accidents and Incidents).
- If a company representative who wishes to provide goods or service to the CRS approaches a member, he must be referred to the Society President, the General Manager or a member of the Executive, who will put the representative in contact with the President or General Manager.
- An individual or organization that wishes to donate or borrow equipment or artefacts must be referred to the President, General Manager, appointed Curator (if there is one) or a member of the Executive, who will pass the information on to the President or General Manager and Executive.
- A Society member will be considered to have authority to deal directly with an outside company or organization regarding goods or services if a purchase order has been issued for those goods or services. This includes inquiries as necessary to get information so that a purchase order can be issued. (See also CSP—100 Purchasing Policy).
- The Executive will direct members of the Society to liaise with other organizations and companies as appropriate on a case-by-case basis.
- HOD members will have authority at the direction of the General Manager or the GM's stand-in, as may be the case.