



Collection Policy

National Railway Museum

Prepared by:

Print Name: Bron Lloyd and Gabby Sexton

Date: 9.11.2016

Approved by and effective on date of signature:

Print Name: Bob Sampson

Date: 23.11.2016

Executive Officer

Signature:

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Collection Policy

1. Statement of Purpose

The objects of the National Railway Museum (NRM) shall be to operate a railway museum (currently at the former site of the Port Dock Station at Port Adelaide) and include the following:

- (a) to store, research, document, maintain, conserve, protect and preserve collection material;
- (b) to make available to the public an extensive and complete representation of Australia's railway history;
- (c) to manage a railway museum and associated business activities for the benefit of the people of Australia, including the general public and members of the NRM;
- (d) to hold regular meetings of members of the NRM;
- (e) to publish a periodical journal, books and other material on subjects relevant to the NRM or any of its objects;
- (f) to hold conferences, seminars and workshops on subjects related to any of its objects.

2. Purpose and Scope of the Collection Policy

The purpose of this policy is to provide guidelines for the development and management of the collections of the NRM.

3. What The Museum Collects

3.1. Key Themes

- National and State government railway operators
- Private railways
- Australian railway social history
- Railway personnel
- Railway administration
- The railways in war
- Rolling stock and infrastructure
- Signalling
- Original Port Adelaide Station Railway Yard
- Railway towns
- Railway engineering

- Trans-Australian Railway
- Railway gauge history
- Women in rail
- Miniature and model railways
- Ticketing
- Australian railway policy
- Safe-working in the railways
- Experiences of the railway traveller
- Life of a railway family
- Ticketing
- Railway gauge
- Industrial manufacturing
- Railway building and township development
- Railway operations – e.g. Broken Hill holiday trains

3.2. Historic Period

The Museum collects items dating from the earliest period of Australian railway history (c. 1849) to the present day.

3.3. Geographic Area

Australia

3.4. Physical Items That Are Collected

- Rolling stock
- Railway infrastructure items
- Three-dimensional objects including textiles and framed artworks
- Paper based items including documents and books
- Large format documents including maps, plans and posters
- Audiovisual materials such as photographic prints, slides, negatives, video recordings (reel to reel, videocassette), audio recordings (audio cassette, vinyl)
- Digital (images, documents, video recordings, audio recordings)

Note: Current space restrictions limit the number and size of large objects that the NRM can accept as donations.

3.5. Access

The general public may access the NRM collections through:

- Visiting the Museum displays
- Attending presentations by NRM personnel either on-site or externally

- Visiting organisations that have NRM collection items on loan for displays or presentations

Most research is undertaken for the general public by Museum Curators or Collection Managers. Supervised access to all sections of the NRM Archives for researchers is available by appointment only, and researchers may also request access to rolling stock or infrastructure items that are not normally open to the public. Members of the Museum can conduct research in the Archive at no charge, however non-members are required to pay a fee. The fee structure for Archive access, research and reproduction of images or documents is summarised in the document *How The Museum Can Help You* (see Appendix 1).

Researchers may also request access to collection records including printed or digital catalogues or research files. A minimal amount of collection data is made available to the general public via the Museum website and social media pages.

Those using collection items for research purposes may do so in the Archive research space. A Curator or Collection Manager assists the researcher in the location of relevant records. Every care must be taken to protect collection items as much as possible when being accessed by the general public. When handling collection items, researchers must ensure that they have clean, dry hands, or wear cotton or nitrile gloves. Digital or print copies of items should be used for research purposes in preference to handling the original items.

4. How The Museum Collects

4.1. Method of Acquisition

The Museum acquires items for its collection by:

- Donation
- Bequest
- Purchase

Note: The NRM does not accept conditional donations.

4.2. Acquisition Decisions

When a chance for donation arises, usually the owner or agent makes contact with the Museum to determine whether the Museum would be interested in the item offered. Where necessary the Assistant Curator will visit the owner or agent to see the object. The Assistant Curator and the relevant Collection Manager/s then determine whether the object falls within the collecting criteria of the Museum.

If the Museum is not interested in the object, the owner or agent will be thanked for thinking of the Museum, but will be informed that the Museum does not wish to take the object, and will provide reasons for that decision. If the Museum is interested in the object, the owner or agent will then deliver it to the Museum.

The following Museum personnel are able to approve donations:

- Assistant Curator
- Curator, Exhibitions and Displays
- Executive Officer
- Collection Managers For:
 - Objects
 - Rolling Stock
 - Infrastructure
 - Audiovisual
 - Documents
 - Digital
 - Library

Donations of most small items can be approved by one of the above, however input from several group members is often required for donations of historically significant or very large items, or if a decision cannot easily be made.

4.3. Acquisition Criteria

The Curators and/or Collection Managers consider the following criteria before approving acquisition of an item:

- **Relevance**

The NRM only collects items that relate to the NRM's purpose and key collecting areas.

- **Significance**

Priority is given to items which are significant for their historic, aesthetic, scientific/research or social/spiritual value.

- **Provenance and Documentation**

Priority is given to items where the history of the object is known and associated documentation and support material can be provided.

- **Condition, Intactness, Integrity**

The condition of the item is taken into consideration when acquiring material. Badly damaged items are not normally accepted into the collection unless the item is highly significant.

- **Interpretive Potential**

Priority is given to items with a story that adds to the interpretation of the NRM's themes

- **Rarity**

Items may be prioritised if they are rare examples of a particular kind of item.

- **Representativeness**

Items may be prioritised if they are an excellent example of a particular kind of item.

- **Duplications**

The NRM retains three examples of a particular item in the object collection.

The NRM retains two examples of a particular item in the paper-based collections, with the exception of postcards in which case only one example is retained.

The NRM does not retain duplicate copies of audiovisual material unless the item has superior historic value.

For rolling stock that is to be used for exhibit purposes, only one item of each type is kept. However, where rolling stock items are used for operations of the NRM, there may be several examples of the same item, for example wagons for holding wood and coal.

The NRM retains up to two examples of infrastructure items where they are used for exhibits, however where these items are used for operations of the NRM, there may be several more examples kept.

- **Legal Requirements**

The NRM only accepts items where the donor has legal title to the item. Donors sign a statement to this effect on the Object Donation Form.

5. Legal/Ethical Obligations

5.1. Aboriginal Artefacts

- The NRM acknowledges that it has a mandatory obligation under the *Aboriginal Heritage Act 1988* and the *Aboriginal Heritage (Miscellaneous) Amendment Act 2016* to register Aboriginal collection items in its possession with Aboriginal Affairs and Reconciliation (AAR).
- In instances where the provenance of certain Aboriginal items is unknown, advice will be sought from Aboriginal Affairs and Reconciliation (AAR).
- The NRM acknowledges that it is illegal to buy, sell or harm traditional Aboriginal objects without a cultural heritage permit.

- The NRM acknowledges that it is illegal to remove Aboriginal objects from South Australia without a cultural heritage permit, excluding loans between interstate museums, as according to the *Aboriginal Heritage Act 1988* and the *Aboriginal Heritage (Miscellaneous) Amendment Act 2016*.
- The NRM acknowledges that it is illegal to damage, disturb or interfere with any Aboriginal site, object or remains, without the authority of the Minister for Aboriginal Affairs and Reconciliation, under the *Aboriginal Heritage Act 1988* and the *Aboriginal Heritage (Miscellaneous) Amendment Act 2016*.
- The NRM acknowledges that while in most cases Aboriginal artefacts will remain the property of the Museum, under the *Aboriginal Heritage Act 1988* and the *Aboriginal Heritage (Miscellaneous) Amendment Act 2016*, human remains, and secret and sacred material legally belong to the traditional owners and should be repatriated.
- In accordance with Museums Australia Guidelines, requests from Aboriginal and Torres Strait Islander communities for the return to them of cultural items held by the museum will be given serious consideration.
- The NRM currently has no Aboriginal artefacts within its collection, and believes that it is highly unlikely that there will be any such artefacts added to the collection in the future.
- The NRM currently owns some postcards and photographs which depict Aboriginal people in a railway setting. In accordance with the Museums Australia *Continuous Cultures, Ongoing Responsibilities* document, the relevant Aboriginal communities should be informed that we have cultural heritage material in our collection, so that they can determine who has access to the material.

5.2. Prohibited Weapons

- The NRM does not own or possess any prohibited weapons, and it is considered to be highly unlikely that any such items will ever be added to the collection as they do not fall within any part of the collecting criteria.

5.3. Firearms

- The NRM does not own or possess any firearms, but it does hold two sets of ammunition within its collection, both of which are on display in locked display cases.
- No ammunition that the NRM possesses is live. All has been confirmed inactive by the South Australian Police.
- The NRM considers it to be highly unlikely that any firearms will be added to the collection as they do not fall within the collecting criteria. The ammunition in the

collection was either created at the Islington Workshops during the War periods, or was related to a significant railway incident during the War periods. It therefore has significance in relation to Australian railway history.

5.4. Shipwreck Material

- The NRM is not in possession of any shipwreck material, and it is considered highly unlikely that any will ever be added to the collection as it does not fit within the collecting criteria.

6. Collection Care: Documentation, Conservation and Storage

6.1. Documentation and Record Keeping

The Museum at all times aims to maintain an effective documentation system. Donor forms, receipts, and catalogue information are kept at the Museum. A collection database is maintained according to the cataloguing procedures.

The Museum follows the guidelines below when acquiring material:

- A Donation Form is completed and signed by the owner or agent and the attending Museum officer. The Donation Form includes information about the object's history, legal rights to ownership, and other pertinent details.
- The owner or agent is then provided with a copy of the Donation Form.
- The object is checked for pest activity and existing damage, and photographs taken during the cataloguing process.
- The object and object number is listed under the name of the donor on the donor spreadsheet.

6.2. Storage and Conservation

The Museum aims to achieve high standards of collection care and storage. Comprehensive details of these are provided in the NRM's Conservation Strategy, but in summary:

- Storage areas must remain clean, secure and sealed against the weather. Doors should be kept shut at all times.
- Temperature and relative humidity should be kept as stable as possible, with temperature and humidity recorders easily accessible and regularly checked.
- Access to storage areas is to be controlled and supervised.

- Ultra-violet light should not be used in storage areas. When storage areas are not in use, lights must be turned off.
- Archival quality storage materials should be used for all collection material.
- Storage areas must be regularly checked for pests and other problems, and Integrated Pest Management procedures should be used in all cases to reduce the chances of pest infestation.
- Objects should be stored at least ten centimetres off the floor.
- Untrained personnel should never attempt to clean, treat or restore Museum objects.

7. Deaccessioning and Disposal Procedures

7.1. Criteria for Deaccessioning

- An item can be deaccessioned from the NRM's collection if:
 - It does not comply with the current collection policy
 - The storage and conservation costs are prohibitive to the NRM and prevent the NRM from being able to administer sufficient care
 - It is a lesser quality duplicate of an item that the NRM already owns, keeping in mind the NRM's policy of collecting three examples of each type of artefact, and two examples of each type of paper item
 - It lacks provenance, which prevents its relevance to the collection from being established
 - A substantiated request for the return of the object to its original owner/donor is received

Note: If an item has not been accessioned and does not belong to the Port Dock Station Railway Trust (hereafter referred to as 'the Trust'), it may be disposed of as outlined in Section 7.3. below. Transfer/disposal paperwork for such items should be completed and filed.

7.2. Deaccession Procedures

- Where necessary, items that are selected for deaccession are discussed with the Collection Managers. Before any accessioned items can be deaccessioned, permission must be sought from the Trust, who owns the items.
- Items will be listed on an Object Disposal Form, with information regarding what the item is, how the NRM acquired it and what the recommendations for removal are (whether by sale, repatriation to donor, etc.)

- For items of higher significance that are deaccessioned (though this is rare) the Board is also consulted.
- Staff, volunteers, committee members, and their families are prohibited from purchasing or otherwise obtaining deaccessioned objects, except at public auction.
- Any funds acquired from the sale of deaccessioned items should be used for acquisitions or collection management.

7.3. Disposal Procedures

If selected for disposal, an item will first be offered to the donor or family of the donor. If after a thorough search this is impossible, the object should be:

- Offered to another heritage institution
- Auctioned or sold outright
- Used as an educative/interpretive tool
- Destroyed or recycled if appropriate

8. Winding-up Procedures

In the event that the NRM is to be dissolved, the following strategy will be followed:

The NRM may be wound up in the manner provided for by the *Associations Incorporation Act 1985* (as amended from time to time) provided that, if after the satisfaction of all its debts and liabilities, there remains any property whatsoever, that property may not be paid or distributed among members of the NRM but shall be given or transferred to:

a) The Minister for the Arts and his successors, a body corporate pursuant to the *Administrative Arrangements Act 1994 (SA)*, to hold on trust for the History Trust of South Australia; or, if the Minister for the Arts is unwilling to accept the property, then to

b) Any other museum located in Australia having objects similar (wholly or in part) to the Objects, provided that:

- the constitution of such organisation prohibits the distribution of its property among its members; and
- is a body which qualifies for exemption from income tax under Subdivision 30-B, section 30-100, of the *Income Tax Assessment Act 1997* as amended from time to

time.

Any item that is on loan will be returned to the lender. Any item that was donated to the NRM will be offered back to the donor where possible, unless they received a tax benefit for the donation.

9. Loans

9.1. Loan Procedures

- Permanent and long term loans are occasionally accepted by the NRM, but only in special cases. For example, the NRM has a long-standing agreement with History SA to house their carriages and locomotives for an extended period of time.
- The NRM loans and borrows material to help meet its purpose.
- The NRM does not negotiate inward loans except in exceptional circumstances, and holds separate forms for inward and outward loans.
- The maximum loan period (excluding arrangements with History SA) is five years.

9.2. Inward Loans

- The NRM does not negotiate inward loans except in exceptional circumstances, such as when the contribution of material provided by the loaning institution would significantly increase the interpretive opportunities for the NRM (as is the case with History SA items on loan).
- Inward loans are recorded in a separate Loan Register to outward loans.
- A representative of both the NRM and the lender is required to sign an agreed Inward Loan Form. Each party then holds a copy of this agreement. This form records conditions of the loan and the period of the loan, and contains a schedule of the items.
- The NRM agrees to exercise the same care with respect to loans as it does for its own collection, and if it is unable to offer that same level of care will return the item to the lender.
- Loans remain in the possession of the NRM for the time specified on the form, unless both parties agree to terminate parts of the loan earlier than specified.
- The NRM can request to renew loans if required. Documentation recording renewal must be signed by a Curator and the lender.

- See Appendix 2 for a sample Inward Loan Form.

9.3. Outward Loans

- The NRM can loan objects to other museums and heritage organisations holding collections. It will not loan to private collectors.
- The borrower and a representative from the NRM are required to sign two Outward Loan Agreements. Each party holds a copy of this agreement. This form records conditions of the loan, period of the loan, a schedule of items and condition reports for each item.
- The borrower must exercise care in the handling, storage and display of the loan object and must be prepared to meet the conditions outlined in the Outward Loan Agreement.
- The borrower must provide a secure display and/or storage area for the items.
- The maximum loan period is 12 months. Applications for extension of this period must be made prior to the loan expiry date.
- Objects cannot be treated or altered in any way without the written permission of the NRM.
- Loans remain in the possession of the borrower until returned to the NRM.
- See Appendix 3 for a sample Outward Loan Agreement.

10. Oral History Policy

The Museum aims to collect oral histories related to the history of the railways in Australia. The Oral History Group is responsible for oral history projects that the NRM undertakes, including collection of oral histories from relevant interviewees.

An Oral History Agreement is signed by the interviewee, which clearly states the purpose and intended uses of the interviews, the copyright provisions that apply, and the rights of the interviewee if they should decide in future that they no longer wish for their interviews to be used.

The NRM abides by the Guidelines of Ethical Practice of the Oral History Association of Australia.

11. Access

The collection is accessible to the public during regular opening hours. Collection records are accessible for research purposes by appointment, which must be during regular opening hours. Images of selected collection items are accessible through the NRM website.

12. Review Period

The NRM Collection Policy is reviewed every three years. Date of next review is 23.11.2019.

Appendix 1

How The Museum Can Help You Brochure



Conditions of Use *continued*

4 Photographic imagery must be credited to *National Railway Museum*, and must be printed in close proximity to the printed image(s) and the source information must be legible.

5 Research information must be credited to *National Railway Museum* in the bibliography of the publication or credits of the production.

6 Immediately after publication, the applicant agrees to supply the National Railway Museum with a copy of the publication or production at no cost to the Museum.

Copyright

Where the name of the photographer or owner of a photograph is known and copyright has not been assigned to the NRM, it is the responsibility of the person requesting the use of the photograph to obtain permission in writing from the copyright holder for such use prior to any copy of the image being released. All photographs from the NRM collection used for publication must be credited to the NRM along with the name of the photographer or copyright holder.

National Railway Museum
T 08 8341 1690
F 08 8341 1626
P PO Box 3153 Port Adelaide SA 5015

The National Railway Museum is a self-funded, volunteer operated, not-for-profit organisation. We appreciate the support of our volunteers, members and visitors, and gratefully accept donations and bequests.

How the Museum can help you



Appointments
Enquiries
Archive Research Services





Making an appointment or enquiry

The Archive is open to visitors by appointment. All visitors who wish to access the Archive can make an appointment by contacting the Assistant Curator, preferably via email or letter.

NRM staff and volunteers may be unavailable or offsite. To avoid disappointment please make an appointment by contacting the co-ordinator of the relevant area:

To make an enquiry please submit a query, preferably via email to one of the following contacts:

- **Administration/general enquiries** Sid Boucher (Administration)
Email info@nrm.org.au
- **Archive/Curatorial** Bron Lloyd (Curator, Archives)
Email curator@nrm.org.au
- **Exhibits/Displays** Moana Colmer (Curator, Exhibits/Displays)
Email curatorexhibit@nrm.org.au
- **Gabby Sexton (Assistant Curator)**
Email assistantcurator@nrm.org.au
- **Chris Gordon (Office Co-ordinator)**
Email bookings@nrm.org.au
- **Operations enquiries** Richard Crookall (Operations Manager)
Email ops@nrm.org.au
- **Volunteer enquiries** Graham Vincent (Administration)
Email gh.vince@bigpond.net.au
- **Catch Point submissions and enquiries** Andrew Peters
Email nrmcatchpoint@hotmail.com
- **Marketing/advertising/government agencies** Bob Sampson (Executive Officer) Email exec@nrm.org.au
- **Retail enquiries** Erica Bulach (Bookshop)
Email bookshop@nrm.org.au

For all contacts: **T** 08 8341 1690 **F** 08 8341 1626
P PO Box 3153 Port Adelaide SA 5015



Archive Research and Photographic Services Charges

The Archive is open to visitors by appointment. To make an appointment or enquiry please contact the Assistant Curator, preferably via email or letter.

Research Charges

The collection archive facility provides a research service. The charges for this service are listed below.

Requestor / Administration Fee/ First Hour Each/ Addit ½ hour			
Member	\$ 0.00	\$10.00	\$7.50
Non-member	\$15.00	\$15.00	\$10.00

Members who do their own research will pay no access or research fee. Non-members who do their own research will pay the \$15 access fee, plus any costs for services. If Archive staff and volunteers undertake the research members and visitors pay the hourly fee plus costs, but not the access fee.
Note: No archival materials will be permitted to leave the premises.

Documentation Copying Services

Photographic Reproduction Charges

A base image recovery charge of \$10.00 is applied to all photographic requests. All photographic material held by the National Railway Museum is reproduced using digital technology and provided to the requestor on CD, or via email where file size permits. While the Museum will make every effort to ensure the best possible reproduction is obtained, the quality of photographic reproduction is dependent on the quality of the original image.

Documentation Copying Services

Photocopying Charges

Type	Size	Charge
On plain paper		
Black & White	A4 single sided	0.40
Black & White	A4 double sided	0.50
Black & White	A3 single sided	0.50
Black & White	A3 double sided	0.60
Photocopier scan	A4 - A3	\$1.50

Photographic and Documentation Imagery

Digital Scans on CD Rom

300dpi	\$15.00 each scan
<i>Request for scans higher than 300dpi will be quoted separately</i>	
Large format scanning larger than A3	\$25
CD Rom	\$4.50 per disk

Postage Charges

Postage and Handling - Inside Australia

	Charge
• DL envelope up to 5 A4 pages folded	\$1.00
• A5 envelope with disk/CD Rom/up to 8 A4 pages folded	
• A4 envelope with up to 20 sheets A4 flat or up to 5 A3 folded	\$2.50
• A3 copies flat or more than 20 A4 copies packed in jiffy bag	\$10.00

Outside Australia

Quoted for specific request

Conditions of Use

- 1 No use is to be made of National Railway Museum research information or photographic imagery other than that stated on the request form. No further reproduction or storage of imagery is to be carried out other than for the stated purpose and research information must not be handed to a second party for use.
- 2 The granting of permission to use National Railway Museum photographic images or research information does not imply the transfer of copyright or exclusive rights to the material.
- 3 The applicant must complete and sign the request form and include payment for photographs and/or administration fees and the first hour of research charge. Any additional charges incurred for photocopying and additional hours of research will be forwarded to the applicant prior to the request proceeding.

Appendix 2 – Inward Loan Form



INWARD LOAN FORM

National Railway Museum Incorporated

1. Name of lender/s:
Mr/ Mrs/ Miss/ Ms Other: First Name: Surname:
Name of authorised agent (if applicable, e.g. if the lender is under 18 years of age):
Mr/ Mrs/ Miss/ Ms Other: First Name: Surname:
 2. Address of lender/s:
.....
..... Postcode:
Phone: Email:
 3. Details of person responsible for loan if the lender cannot be contacted or has passed away*:
Mr/ Mrs/ Miss/ Ms Other: First Name: Surname:
Address:
.....
..... Postcode:
Phone: Email:
 4. Schedule of the loaned item/s:
.....
..... (Please continue on the reverse of this sheet if required).
 5. Duration of loan (as negotiated with Curator or authorised delegate):
From:/...../..... To:/...../.....
 - I/we acknowledge that when the duration of the loan has expired the Museum will contact the lender, and that it is the lenders responsibility to collect the item within 28 days of the expiry, unless an extended loan contract has been negotiated with the Museum. *If the lender cannot be contacted after 60 days, or if the lender is deceased, the Museum will contact the nominated alternate contact who has been granted authority by the lender to take over responsibility for the loan. The lender will give the Museum 60 days notice if they intend to collect the item before the agreed end of the loan contract.
 6. I/we do hereby certify and guarantee that I/ we are the owner/s, or authorised agent for the owner/s, of the item/s described in the schedule. There are no encumbrances of any kind against the item/s, or title to the item/s, and I/ we may loan said item/s. I/ we hereby loan the item/s to the Port Dock Station Railway Museum (SA) Inc (trading as the National Railway Museum)
- Lender Signature: Date:/...../.....

Appendix 3 – Outward Loan Agreement



OUTWARD LOAN AGREEMENT

National Railway Museum Incorporated

BORROWER DETAILS:

Borrower:

Address:

..... Postcode.....

Contact person: Position.....

In accordance with the following conditions, the item/s listed below will be borrowed for:

PURPOSE OF LOAN:

Exhibition title or purpose for loan	
Date of exhibition (please attach itinerary if applicable)	
Period of loan	
Schedule of loaned items	Page 3

OUTGOING LOAN AGREEMENT CONDITIONS:

1. **Protection of Collection Item/s**
The Borrower will, at all times, ensure that the collection item/s are treated with all due care to ensure protection against loss, damage or deterioration as outlined in sections five and seven of these loan conditions. Should loss, damage or deterioration occur, the National Railway Museum Inc trading as the National Railway Museum (herein referred to as the NRM) must be informed within 24 hours and in detail.
2. **Period of Loan**
The Borrower will collect and return the collection item/s to the NRM within the dates specified under the heading "Period of Loan" on page one of this agreement. Any extension of the loan period must be approved in writing by the NRM.
3. **Insurance**
Unless otherwise stated, the Borrower will insure the collection item/s for the amount specified under the heading/s "Valuation" stated in this agreement from the time the collection item/s leave the NRM until the collection item/s are returned to the NRM under an all risk, wall to wall policy. NRM ownership of the item is to be noted in the insurance policy. Prior to the dispatch of the collection item/s the Borrower will provide the NRM with a Certificate of Insurance unless an alternative arrangement is made (see addendum if applicable).
4. **Condition of Collection Item/s**
The NRM will prepare a condition report to accompany the collection item/s being borrowed. The Borrower will complete the accompanying condition reports upon the arrival and unpacking of the collection item/s at each venue and immediately prior to the departure of the collection item/s from that venue.

Contact Person

The officer responsible for carriage of this policy is the Executive Officer of the NRM who is contactable via email at exec@nrm.org.au or phone 08 8341 1690.

Responsibility:

Staff Member - Executive Officer

Name: David Burnett

Position: Chairman

Signed

Date/...../.....