

ASNSW Wiruna Sites Policy 2016

This Table of Contents serves as a handy checklist of policies, but please read through the details of each section before installing a Site at Wiruna and, also, as a refresher each year when you renew your membership.

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1. Number of permanent sites is limited and they must be used frequently

The Society allows for members who are regular attendees at Wiruna to apply for permission to have a Site (see **Definitions**, below) at Wiruna. The intent of this permission is that members use their Sites on a frequent, regular basis. The available numbers of Sites is limited, due to the rural nature of the property, the need for fire hazard reduction and other maintenance and safety requirements. If a Site Owner no longer wishes to maintain their Site, please remove it to allow space for another keen member.

2. Definitions - Society, Site, Site Owner and caravan

Society: The Astronomical Society of NSW Inc.

Site: Caravan, tent, shed or observatory located at the ASNSW property, "Wiruna", near Ilford, NSW.

Site Owner: The person responsible for the Site who owns and/or uses the Site and pays the annual Wiruna Site Fee for the Site.

Caravan: Includes all forms of mobile accommodation, i.e. caravan, camper-trailer, mobile home, camper-van or anything similar.

3. ASNSW member may apply for Site in writing after two years' membership

New applicants must apply in writing to the committee. New applicants must have been ASNSW members for a period of two (2) years prior to their application. The committee will consider each application individually and will notify the member of the outcome of the application. The location of the Site is specified by the committee and is at the discretion of the committee. This discretion may be delegated to the Vice President, Wiruna.

4. Site Owner must pay fees annually in advance and attend at least six nights per year over at least four scheduled weekends (may include SPSP)

Occupancy is reviewed annually by the Committee. To maintain permission for the Site, the Site Owners must:

- a. Pay the scheduled annual fee for the Site as set by the ASNSW; and
- b. Have attended at least four scheduled Wiruna observing weekends in the previous twelve (12) month period, with a minimum total of six (6) nights across the year. The minimum nights can include dates of the annual South Pacific Star Party.

5. Limitations, Responsibility, Ownership and Rights - Site Owner accepts responsibility for maintenance and liability

Permission to have a Site does not imply or warrant any responsibility for the Site by the ASNSW. Each Site is the responsibility of the member who owns and/or uses it.

- a. Under no circumstances should any moneys be paid for acquisition of Site fixtures, appliances or materials until approval for the Site has been granted by the committee.

- b. The Site Owner is responsible for maintaining the Site in a safe and usable condition (refer **Safety and maintenance** section of this policy) and is responsible for any damage it may cause.
- c. The Site Owner acknowledges that the Site and its contents are not covered by any policy of insurance held by ASNSW. In locating personal property at Wiruna, the Site Owner accepts all risks to the Site and its contents.
- d. The ASNSW will not be liable for any loss, theft or damage occasioned to the Site or its contents, no matter how the loss, theft or damage occurs.
- e. The Site Owner agrees to indemnify the ASNSW in respect of any loss or damage that may be occasioned to any other person's property, or the property of the ASNSW, by the Site or its contents, where such loss or damage is not covered by any policy of insurance held by the ASNSW.

6. Site Owner may transfer Site to approved new user

If you are no longer using your Site regularly and meeting attendance requirements, you may transfer the Site ownership to another person. Because the new owner needs to agree to comply with this policy (ASNSW Wiruna Sites Policy) and attendance requirements, you and the new owner need to gain written agreement from the committee before you formally transfer ownership.

7. Site must be removed by Site Owner if required to by ASNSW committee or Government Authority

- a. Any construction that is erected without permission of the ASNSW committee may be removed by the ASNSW at the expense of the person who installed it.
- b. The Site Owner will remove the Site within a reasonable time period (as set by the committee) if and when permission lapses (refer **Termination of Permission** section of this policy). The Site Owner will pay any costs incurred by the ASNSW for the removal of the Site, should it not be removed by the Site Owner within this reasonable time period.
- c. When an Observatory is removed, it shall be removed completely, leaving no trip hazards on the field.
- d. Every Site Owner shall immediately comply with any Notice given by the ASNSW or any Government Authority or both. This may include complete removal of all Sites if required by the Regional Council. The Site Owner will be responsible for the cost of such compliance.

8. Breach of Conditions - Termination of Permission

- a. If a Site Owner breaches any conditions set out in this policy, the Site Owner will be asked to show cause as to why their permission should not be terminated. The Site Owner will be given one (1) calendar month to rectify any lapse in conditions. Permission will terminate immediately if conditions are not met by the Site Owner within that period.
- b. If a Site Owner is not be able to meet the attendance requirement stated in this policy, the Site Owner may write to the committee to ask for a waiver of the attendance requirement. Consideration will be given to the previous attendance history of the Site Owner (i.e., if the member has had a long-standing track record of attendance). This will be considered by the committee and a response will be given.
- c. Any member found by the committee to have breached any terms stated in this policy will be asked to remove their Site or to sell or transfer their Site to another member who is prepared to use it.

- d. In the event that any statutory authority requires the removal of any or all Sites, or otherwise requires the ASNSW to meet conditions or provide additional infrastructure, the ASNSW reserves the right to ask members to remove all affected Sites within a reasonable time period, or to ask the Site Owner to rectify their Site to meet the required standard.

9. Site Owner to pay cost of site removal

Any expense incurred by the ASNSW in removing a Site, and any associated structure, fixture or fitting, shall become a debt owed by the Site Owner to the ASNSW, whether or not the Site Owner is still a financial member of the ASNSW. The Site Owner agrees that the ASNSW shall have charge of the Site and its contents until such time as the debt is paid.

10. Safety and maintenance of Site

- i. Gas Fittings: Risks involved with using gas in a caravan include fire and explosion risk from leaking gas. To address this risk, the bottle must be isolated at the tank valve when the member is not on site. An additional risk is explosion of the bottle in a bush fire. This is addressed by ensuring the bottle is secured in an upright position with safety valve pointing away from the site.
 - a. The member must close bottle valve before leaving site.
 - b. The bottle valve must be secured in an upright position outside with safety valve pointing away from the site and flammable items.
 - c. Gas bottles may not be stored in tents or buildings on site. Standards require installation outside or in an approved enclosure.
 - d. Guidelines for bottle installation may be found here: <http://www.elgas.com.au/welcome-to-elgas/lpg-a-safety> or here: <http://www.fire.nsw.gov.au/page.php?id=716>
 - e. The bottle must be in date.
 - f. Please check hoses regularly for deterioration
 - g. Whenever the bottle is re-connected to the site, perform a leak test using soapy water and rectify any leaks prior to use.
- ii. Electrical Fittings: Sites may not be powered by generators. Batteries present several risks, including generation of explosive gases while charging and short-circuit of terminals as well as failure of attached electrical equipment. This is addressed by using a regulator to prevent over-charging, enclosing the battery in battery box or similar structure and providing an isolation switch and fuse on any permanently connected batteries.
 - a. All electrical fittings on Sites must be maintained in safe working order at all times.
 - b. You may not use a generator to power your Site or charge batteries used to power the Site. Electrical supply can only be by way of battery. A permanently installed battery must provide an isolation switch and fuse to protect the attached circuits. Any battery must be installed in a battery box or similar container to protect against short circuit risk.
 - c. All batteries, whether permanent or removed from site, must be fitted with a fuse to protect attached wiring and equipment.
 - d. Battery type should preferably be sealed lead acid, gel or AGM, as these have much lower risk over-gassing when charged and provide a number of safety features such no exposure to acid, lack of corrosion on terminals and generally lower maintenance requirements.
 - e. Any solar panels, leads or other potential trip hazards must be clearly marked.

- f. Solar panels, where used, should be fitted with a regulator to prevent overcharging of the battery.

iii. **Fire Extinguishers:** Keep a fire extinguisher near entry to your Site; ensure extinguisher meets current Australian standards and is in date; supply at least one extinguisher per Site.

For each individual Site, a fire extinguisher must be kept near the entrance in a location that is easy to access. The fire extinguisher must be current and meet Australian standards. (i.e., be of the correct type and pressure). Where Site Owners have both an observatory (which houses a battery) and a caravan or tent, for example, this means one fire extinguisher per asset.

iv. **Site Maintenance:** Keep Site clear of flammable material and overhead branches; don't store hazardous or toxic materials; don't store firewood within four metres of Site; don't add to Site or pour concrete without express permission from the ASNSW committee.

- a. The Site must be regularly inspected and:
 - i. kept clean and clear of flammable material in case of fire or hazard-reduction burning, which is conducted from time to time;
 - ii. be cleared of any overhead branches which may pose a risk to the Site or its users.
- b. Under no circumstance shall the Site Owner store or allow the storage of any hazardous or toxic material in or around their Site.
- c. The Society is not responsible for the Site during an approved controlled burn. The Site Owner is required to clear around their Site within three (3) months of being given notice to reduce fire hazard materials and vegetation round their Site prior to a controlled burn. The Site Owner will be informed prior to the burn taking place.
- d. The Site must be located at a minimum distance of four (4) metres from any other caravan or fire place. Fire wood is not to be stored or stacked within four (4) metres of the Site. Site Owners will participate in any activity organised by the ASNSW to identify and remove hazards which have a bearing on the Site.
- e. The Site Owner is not to erect or construct any annex or structure onto, near or around the Site without the written authority of the ASNSW committee.
- f. The pouring of cement or concrete onto the site is forbidden without the express permission of the committee.

11. Do not use external white light or firearms

- a. No external white lights are to be connected to the Site. No white light shall be emitted through the windows of caravans or tents.
- b. The bringing of Firearms or Ammunition or both onto Wiruna is strictly forbidden and will result in immediate removal of permission for the Site.

12. No income-generating business may be conducted on the Site

Site Owners may not run a profit-making business at Wiruna. The ASNSW has not-for-profit status and such activity may endanger that status.

13. No pets

Site Owners may not bring pets to Wiruna.