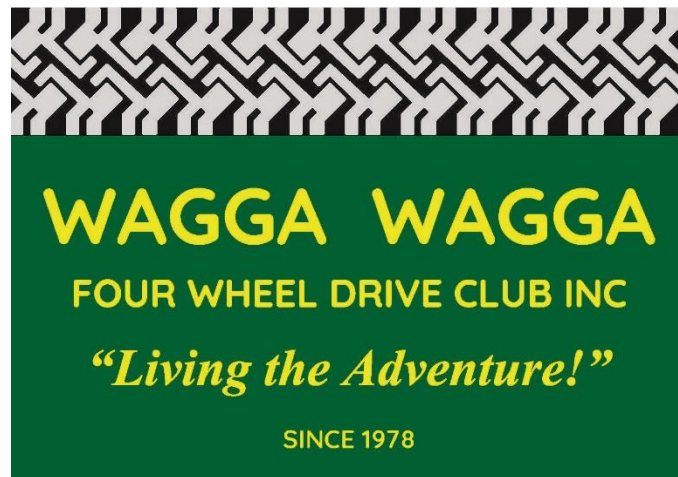


# Wagga Wagga Four Wheel Drive Club Inc.



## BY-LAWS & POLICIES

---

**Version:** Adopted by Committee – **18 June 2024**. Replaces all previous versions.

*These By-Laws and Policies collate important resolutions of the Club to facilitate smooth operations.  
The document is designed to work in conjunction with the Model Constitution as developed by the Department  
of Fair Trading and adopted by the WW4WDC Inc*

*The By-Laws & Policies are updated by the Club Committee from time to time as needed.  
All Club members should be aware of these By-Laws and Policies.*

# Contents

<b>Section 1: Club Overview</b> .....	<b>3</b>
Club Philosophy and Objectives.....	3
Membership of the 4WD Association .....	3
Club Motto.....	3
Club Logo.....	3
Legal Entity .....	3
<b>Section 2: Club Operations</b> .....	<b>4</b>
Constitution, By-Laws, and Policies .....	4
Committee Members and Office Bearers .....	4
Committee Roles and Responsibilities .....	5
Committee meetings.....	7
Authorised Signatories.....	8
<b>Section 3: Membership</b> .....	<b>9</b>
Financial and Membership Year.....	9
Club Membership and Voting Rights .....	9
Club Fees & Financial Contributions .....	9
Membership Form .....	9
Visitors and Temporary Members .....	9
Mentoring New Members.....	9
<b>Section 4: Communication</b> .....	<b>11</b>
Club Addresses .....	11
Member Communication.....	11
TrackChat.....	11
<b>Section 5: Sponsorship and Community Support</b> .....	<b>12</b>
Club Sponsors and Supporters .....	12
Community Support.....	12
<b>Section 6: Code of Conduct</b> .....	<b>13</b>
Online and Social Media Guidelines.....	16
<b>Section 7: Club Activities</b> .....	<b>18</b>
Activity Information Sheet .....	18
Activity Sign-in Sheets .....	18
Activity Reports.....	18
Safety and Risk Management .....	18
Club Trips.....	20
<b>Section 8: Training</b> .....	<b>21</b>
Training framework.....	21
Club Driver Awareness Facilitators .....	21
<b>Section 9: Quarry Training Area</b> .....	<b>22</b>
Quarry Training Area (QTA) Policy on Use.....	22
Quarry Training Area Sub-Committee .....	24
<b>Section 10: Club Equipment and Assets</b> .....	<b>26</b>
Club Equipment .....	26
Club Keys.....	26
<b>Section 11: Club Awards</b> .....	<b>27</b>
Recognition of long membership of the Club .....	27
Club Person of the Year Award.....	27
Annual Awards .....	27

# Section 1: Club Overview

## Club Philosophy and Objectives

The objects for which the Association is established are:

- To promote goodwill and fellowship between association members.
- To ensure the correct representation of the recreational use of four-wheel drive vehicles.
- To promote the conservation of natural environment.
- To promote road safety and to assist and encourage members in gaining driving skills necessary for them to obtain the fullest benefit from their vehicles.
- To co-operate wherever possible with other organisations having similar interests to the Association.
- To assist with community services where necessary.
- To promote the responsible and safe use of four-wheel drive vehicles.

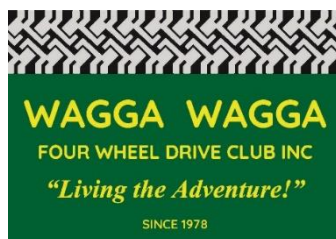
## Membership of the 4WD Association

- The Club is a member of Four-Wheel Drive NSW and ACT Inc.
- Annual fees are payable to the Association based on the number of Club financial members at the conclusion of the Club's previous membership year.

## Club Motto

The official Club Motto "*Living the Adventure! SINCE 1978*" reflects the Club activities and ethos.

## Club Logo



## Legal Entity

- **Registered Business Name:** Wagga Wagga 4WD Club, Date of Registration 10 May 2024
- **ABN:** 19 471 004 861 Issued 16 April 2002; Wagga Wagga 4WD Inc. trading as Wagga Wagga 4wd Club
- **Certificate of Incorporation:** Association Name Wagga Wagga Four Wheel Drive Club INC. Incorporation number: Y0116804. Date of Incorporation 9 October 1986. Certificate issued 17 June 2008
- **Tax File Number:** 782 050 457 Issued: 23 April 2002 Effective as of 16 April 2002

## Section 2: Club Operations

### Constitution, By-Laws, and Policies

- The Club adopted the Model Constitution (Association Incorporation Act) on June 18<sup>th</sup>, 2024, as developed by Department of Fair Trading.
- All Club members are to have access to a copy of the Constitution e.g. via the web site or email on request.
- The Club **By-Laws and Policies** document is published on the Club's web site in the password protected members' section with the note that it is a living document subject to changes as agreed by the Committee. The document is to be a protected PDF for download, and for reading on-line. The Club Secretary is to be responsible for maintaining the master copy along with other Club documents, and publication on the web site is to be done in conjunction with the Club Webmaster.

### Committee Members and Office Bearers

- The Constitution requires the Committee to comprise at least 7 members:
  - a. The following "Office Bearers":
    - President
    - Vice-president
    - Secretary
    - Treasurer, and
  - b. at least 3 Ordinary Committee Members.

As per Fair Trading regulations the committee (Office Bearers) will appoint a Public Officer (Legal Entity of the Association as per Fair Trading Legislation)

Public Officer will vacate the position if he or she:

- dies
- resigns in writing to the Office Bearers
- is removed from office by the passing of a resolution at a general meeting
- becomes bankrupt
- becomes a mentally incapacitated person
- ceases to be a resident of New South Wales, or
- meets any circumstances as provided for in the constitution.

The Club has determined that Ordinary Committee Members include:

- Magazine (TrackChat) Editor
- Association Delegate/s
- Publicity Officer
- Training Coordinator
- Activities Coordinator
- Equipment Officer
- Web master/Media Manager
- Quarry Training Area Subcommittee Convenor
- Quarry Training Area Coordinator
- Archives Coordinator
- Skills Development Officer
- First Aid Officer

An Office Bearer may hold up to 2 offices, other than both the offices of President and Vice-President  
President and Vice-president.

At the Annual General Meeting all Committee positions (apart from the Public Officer and the QTA Convenor) become vacant.

Nominations for Committee positions must be made in writing, signed by 2 members, and signed by the person being nominated. Nomination forms are to be with the Secretary at least 7 days before the AGM. If there are no prior nominations for a position, nominations may be received during the AGM.

The President, Vice President, Secretary, Treasurer and Public Officer must be over 18 years of age and be the financial formal club member as per the membership form.

The Public Officer is to be a resident of NSW.

Should a partner or other eligible family member be appointed as an Office Bearer, a token Club membership fee (as determined by the Committee) is payable to satisfy the requirement for the Officer Bearer to be a financial member.

Other Committee positions as determined by the Committee may be filled by partners or family members of the formal Club member provided, if they are nominated on the membership application form.

Only financial Club members are allowed to vote formally on constitutional matters.

## Committee Roles and Responsibilities

### **President:**

- Lead the Club and coordinate running of the Club.
- Prepare meeting agendas.
- Chair meetings.
- Represent the Club's interests in public forums.
- Coordinate the recruitment of sponsors.
- Be one of the Authorised Signatories for Club affairs.
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

### **Vice-President:**

- Assist in the running of the Club.
- Chair meetings in the absence of the President.
- Maintain a list of Club Mentors and coordinate mentoring of new members.
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

### **Secretary:**

- Keep minutes of all meetings
- Receive correspondence. The Secretary will be responsible for opening and reading emails and forwarding to the relevant Committee members as appropriate.
- Write letters on behalf of the Club as required.
- Report to Club meetings on inward and outward correspondence including emails.
- Correspond with Club members as needed.
- Coordinate delivery of TrackChat by post, email or in person to club members, sponsors, other Clubs and the "NSW Association".
- Maintain the master copy of the Club By-Laws and Policies and ensure it is available to members (Note: this role may be delegated as appropriate).
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

### **Treasurer:**

- Collect all money due to the Club.
- Make payments authorised by the Club Committee
- Maintain the financial records and accounts.
- Report to Club meetings on the financial affairs of the Club.

- Maintain official Club member register.
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

**Public Officer:**

- Send required reports to Dept. of Fair Trading
- Legal contact and “Authorised Signatory” for Club
- Maintain safe custody of the “Official Club Common Seal”.
- Ensure the Constitution and By-Laws are kept up to date.
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

**Magazine (TrackChat) Editor:**

- Follow-up Club members on a regular basis for items to put into TrackChat.
- Produce and arrange printing of the TrackChat.
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

**Association Delegates:**

- Represent Club at State Association meetings when able.
- Inform the Association of changes to Club contact details and Club information on the Association web site (e.g. email, telephone, office bearers)
- Inform Club members of State and National issues relevant to the Club.
- Inform Association of issues affecting our Club
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

**Publicity Officer:**

- Promote and advertise the Club.
- Produce Club fliers and information leaflets.
- Maintain a new members kit to give to new members.
- Deliver TrackChat and sponsorship invoices to sponsors.
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

**Training Coordinator:**

- Coordinate the team of Club trainers.
- Organise training activities as appropriate.
- Liaise with “Association Driver Training Unit”
- Ensure training is conducted to the required standard and that there are qualified assessors when required.
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

**Activities Coordinator:**

- Maintain the Club’s activity calendar.
- Co-ordinate “Trip Lotto” as necessary
- Approve Activity Information Sheets before they are published.
- Organise guest speakers for Club nights as appropriate.
- Coordinate special events/activities.

- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

**Equipment Officer:**

- Maintain Club locker, trailer, and equipment.
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

**Web Master/Media Manager:**

- Develop and maintain the Club web site.
- Monitor and manage the Facebook site/s.
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

**Quarry Training Area Sub-Committee Convenor:**

- Note: The Convenor is elected by the QTA Sub-Committee members prior to the AGM and confirmed at the AGM. See separate QTA Sub-Committee Policy for role and responsibilities of the QTA Convenor.
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

**Quarry Training Area Coordinator:**

- Be the contact point for Applications to Use the QTA, and Requests for Key Access.
- Maintain a usage record and QTA key register.
- Liaise with stakeholders.
- Serve on the Club Committee if required.
- Request the Treasurer to raise and issue invoices for maintenance contributions by external organisations.
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

**Archives Coordinator:**

- Maintain the Club records and archives in digital and hard-copy form.
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

**Skills Development Officer:**

- Assist the Training Coordinator in organising and conducting skills development activities for Club members.
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

**First Aid Officer:**

- Maintain the Club's first aid kit.
- Conduct first aid skills development workshops for Club members as appropriate.
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

## **Committee meetings**

- Club members are welcome to attend Committee meetings as observers.
- Minutes of Committee meetings will be distributed to members for their information.

## Authorised Signatories

NSW Legislation requires formal documents to be signed by a minimum of 2 authorised signatories or by the application of the club's common seal and signed by one of the authorised signatories.

- The Public Officer is the authorised signatory.
- The Club has determined that the President be the second.
- Legislation also requires the Club to nominate a formal physical address for communications and correspondence. As per Fair Trading regulations this normally will be the Public Officer's home address and cannot be a PO box.



## Section 3: Membership

### Financial and Membership Year

- **Club membership year:** April 1 to March 31 of the following year. Membership will lapse if renewal fees are not paid by June 30 A resulting in loss of all member privileges.
- **Financial year:** July 1 to June 30 the following year.

### Club Membership and Voting Rights

- The Club welcomes new members who uphold the Objects of the Club, its Constitution and By-Laws.
- Nomination and acceptance for membership must be in accordance with the Constitution i.e. made in writing on the appropriate form, lodged with the Secretary and be formally accepted by the Committee.
- Other family members nominated on the Membership Form (e.g. spouse/partner and dependents) can enjoy all the privileges and responsibilities of membership including contributing to and voting on all Club operational matters except formal votes on constitutional matters. Only the formal Club Member nominated on the Membership Form may vote on constitutional matters.
- If a dependent reaches an age where they become a licensed driver with their own 4WD vehicle, then they should become a Club member.

### Club Fees & Financial Contributions

#### Membership fees:

- The Club Committee will review and set the Joining Fee, Annual Membership Fee, and Temporary Membership Fee for each membership year (April 1 to March 31).
- Should a partner or other eligible family member be appointed as an Office Bearer, a token Club membership fee (as determined by the Committee) is payable to satisfy the requirement that the Officer Bearer be a financial member.
- If a person joins the Club before the end of the calendar year (i.e. on or before December 31) full membership is to be paid.
- If a person joins the Club after the end of the Calendar year (i.e. on or after January 1), full membership fee is to be paid. However, this membership remains valid until memberships are to be renewed the following year (e.g. in up to 15 months).

### Membership Form

The Membership Form is to be used when applying for membership or renewing annual membership. The form is revised from time to time as needed. Partners and family members of the person applying for membership are to be listed on the membership form. Membership renewals are to be accompanied by a completed Membership Form to enable accurate Club records to be maintained. Membership applications are approved at the discretion of the Committee as per the Constitution.

### Visitors and Temporary Members

- Visitors are welcome at Club activities.
- Visitors/non-members attending trips and driving their own vehicle must apply for Temporary Membership using the appropriate form as per the Visitors and Temporary Members Policy.
- The completed and signed Temporary Membership Form is to be submitted to the Trip Leader prior to the trip. Trip Leader is to forward the completed form to the WW4WDC Treasurer for Club records.
- If a visitor wishes to attend more than 2 activities, it is expected that full membership is applied for.

### Mentoring New Members

Mentoring of new members is important to help them feel welcome and included, and to help induct them into the Club.

The following procedures to apply:

- Expressions of interest will be invited from current Club members to become a Mentor. Mentors may be anyone in the club, not just Committee members.
- The Vice President will be responsible for maintaining the list of Mentors and co-ordinating mentoring.
- When advised of a new member joining, the VP selects the next Mentor on the list (or proceeds down the list if that person is unable) to be the new member's Mentor.
- The Mentor is to phone the new member, welcome them to the club, discuss what they want to get from membership, skills etc, and invite them to the next meeting with an offer to meet and greet them at the meeting and introduce the new member to office bearers etc.
- The Mentor encourages active participation e.g. quarry morning, trips etc.
- There is no expectation for ongoing commitment by the Mentor past the first month.

## Section 4: Communication

### Club Addresses

**Club email address:** [secretary@wagga4wdclub.org](mailto:secretary@wagga4wdclub.org)

**Club postal address:** Wagga Wagga Four Wheel Drive Club Inc., PO Box 5842, Wagga Wagga, NSW 2650.

**Club formal legal address:** Home address of the Public Officer

#### Committee emails

- Activities Coordinator      [activities@wagga4wdclub.org](mailto:activities@wagga4wdclub.org)
- Archives                      [archives@wagga4wdclub.org](mailto:archives@wagga4wdclub.org)
- Equipment Officer          [equipment@wagga4wdclub.org](mailto:equipment@wagga4wdclub.org)
- First aid Officer            [firstaid@wagga4wdclub.org](mailto:firstaid@wagga4wdclub.org)
- Media Coordinator          [media@wagga4wdclub.org](mailto:media@wagga4wdclub.org)
- President                     [president@wagga4wdclub.org](mailto:president@wagga4wdclub.org)
- Publicity Officer            [publicity@wagga4wdclub.org](mailto:publicity@wagga4wdclub.org)
- Public Officer               [publicofficer@wagga4wdclub.org](mailto:publicofficer@wagga4wdclub.org)
- QTA Coordinator            [qta@wagga4wdclub.org](mailto:qta@wagga4wdclub.org)
- Secretary                    [secretary@wagga4wdclub.org](mailto:secretary@wagga4wdclub.org)
- Skills Development        [skillsdev@wagga4wdclub.org](mailto:skillsdev@wagga4wdclub.org)
- TrackChat Editor            [trackchat@wagga4wdclub.org](mailto:trackchat@wagga4wdclub.org)
- Training Officer            [training@wagga4wdclub.org](mailto:training@wagga4wdclub.org)
- Treasurer                    [treasurer@wagga4wdclub.org](mailto:treasurer@wagga4wdclub.org)
- Vice-president             [vicepresident@wagga4wdclub.org](mailto:vicepresident@wagga4wdclub.org)
- Webmaster                  [webmaster@wagga4wdclub.org](mailto:webmaster@wagga4wdclub.org)

**Note:** Other Committee members may use private email addresses.

#### Current web sites and social media pages

- **Website:** Wagga Wagga Four Wheel Drive Club Inc [www.wagga4wdclub.org](http://www.wagga4wdclub.org)
- **Facebook page (public):** <https://www.facebook.com/686359751470738/>
- **Facebook group (members only):**  
<https://www.facebook.com/groups/586358251893346/?ref=share>
- **Canva:** (Track chat online host) [www.canva.com](http://www.canva.com)
- **YouTube:** [https://www.youtube.com/channel/UCdQ014qqRhjV-J\\_Lmk0n4JA](https://www.youtube.com/channel/UCdQ014qqRhjV-J_Lmk0n4JA)

### Member Communication

All family members with email addresses registered in the Club Membership system are included in the distribution lists for all correspondence to Club members, including TrackChat, unless they opt out.

### TrackChat

The name "**TrackChat**" is the official name for the Club's newsletter.

# Section 5: Sponsorship and Community Support

## Club Sponsors and Supporters

### **Sponsors**

Sponsors are those organisations/businesses which make an annual financial contribution to the Club. They are recognised through advertisements in TrackChat or other means.

### **Supporters**

Supporters are those organisations/businesses which provide support to the club through in-kind contribution and/or benefits to members. They do not pay an annual financial contribution and do not advertise in TrackChat.

### **Sponsor Contributions:**

- The Committee will set Sponsorship contributions prior to the commencement of each calendar year.

## Community Support

The Club provides support to a range of community organisations.

- **RFDS:** At each Club meeting a raffle is held. When accumulated funds reach \$500, an electronic funds transfer is sent to the RFDS.
- **Country Hope:** The Club has a Community Sponsorship Account at the bank. Some of the interest supports Country Hope organisation.
- **Leukaemia Foundation:** The Club supports the Leukaemia Foundation *Light the Night* event.
- **Gears and Beers Festival:** The Club supports the annual Gears and Beers festival.
- **National Parks and Wildlife Service:** The Club supports the NSW NPWS through track clearing weekends and other volunteer projects.
- **Kosciusko Huts Association:** KHA is supported through transport and labour.
- Other community support is undertaken from time to time as determined by the Committee.

## Section 6: Code of Conduct

This Code of Conduct incorporates the Codes of Conduct of 4WD Australia and 4WD NSW and ACT (the Association of 4WD Clubs), and Wagga Wagga Four Wheel Drive Club (WW4WDC) trip rules developed over the years since the Club was formed on 31 January 1978. The Code has been developed to encourage safe, family friendly and sustainable 4WDing when exploring our diverse country. It is not meant to be restrictive. Enjoy your recreation, respect the rights of others, and support four-wheel drive touring as a responsible and legitimate family recreational activity.

### All Activities

- All 4WD Drivers have a shared responsibility for safe, minimal impact activities. Respect the cultural, heritage and environmental values of public and private land by obeying restrictions, laws and regulations for recreational vehicles and activities that apply. Respect our flora and fauna. Stop and look, but never disturb.
- Club members and guests are expected to behave responsibly, in accordance with the Club Objectives, Constitution and By-Laws, and in a manner which does not bring the Club into disrepute. A person behaving irresponsibly may be asked to leave the activity or have their membership denied or cancelled.
- At all times members are to treat others with respect, tolerance, and politeness.
- The designated Activity Leader for each Club activity is always in charge. Activity Leaders should follow the Club Activity Leader's Guide.
- For insurance purposes ALL participants must be recorded on the attendance register.
- Visitors on Club trips must apply for temporary Club membership using the Temporary Member/Visitor Trip Participant Form.
- Participants in activities do so at their own risk. Vehicle damage or personal injury is always a possibility. Neither the Activity Leader nor the Club are liable for any injury or damage.
- In case of an emergency, participants should inform the Activity Leader of any health concerns or issues that may arise during the activity. Confidentiality will be maintained. Members are also encouraged to keep an up-to-date Emergency Information Booklet/Form in the vehicle glove box.
- It shall be the sole responsibility of each participant to decide whether to start or continue to participate in an activity. It is recommended that advice is sought from the Activity Leader.
- Intending participants in an activity are to inform the Activity Leader and confirm their participation a few days before the event.
- Pets are not allowed in National Parks and are discouraged from Club activities. The Activity Leader has the right to determine whether a pet is allowed at a Club activity.

### Trip Preparation

- For any trip, the recommendations in the document Preparing for a Club Trip should be followed.
- Take adequate water, food, fuel, basic spares and a first aid kit. A first aid kit (including AED) is to be carried on all Club trips.
- In remote areas, travel with another vehicle and have adequate means of communication e.g. HF radio, Satphone, EPIRB, PLB.
- Plan and lodge trip details with a responsible person. Inform them of your safe return.
- A reconnaissance should be done before each trip, and for safety should be done in pairs.
- Keep your vehicle mechanically sound and ensure it complies with relevant legislation in relation to roadworthiness and modifications.
- Vehicles participating in trips MUST carry basic recovery equipment. The MINIMUM required is a suitably rated snatch strap, recovery points front and rear of the vehicle, shovel, and suitably rated shackles.
- A person needing assistance is expected to use their own recovery equipment wherever possible.
- Be aware of biosecurity issues and ensure vehicles are clean to avoid carrying weed seeds and diseases into new areas.
- Chainsaws are potentially very dangerous. Operators must concentrate fully on the job and wear safety equipment (including safety chaps). All spectators must keep well clear because the

operator may not be aware of others nearby. Anyone assisting is to take direction from the operator. It is recommended that operators undertake appropriate training.

## **Trip Protocols & Convoy Procedures**

- The trip leader is always in charge, including conduct of the trip and overseeing the negotiation of all hazards or vehicle recovery.
- At the commencement of a trip, the trip leader is to give a safety and program briefing to participants, check radio communications, review convoy procedure, and nominate a "Tail-end Charlie" sweep car.
- Convoy communication is by UHF channel 10. Because it is public and important for safety, communication is to be sensible.
- No driver shall drive in a manner, or at a speed, that could endanger themselves or other people, or break traffic regulations. Speed limits are not to be exceeded.
- For large groups, consider breaking up convoys into manageable group sizes with separation between groups.
- In convoy, leave room between vehicles to allow other vehicles to overtake safely.
- Vehicles should maintain their position in the convoy unless the convoy leader permits a change. No vehicle shall pass the trip leader except in emergency. Persons leaving the convoy **MUST** notify the trip leader and the following vehicle, and if possible, give details of their intentions.
- Respect the rights of others to use and share the road space. Acknowledge that your vehicle may be wider and higher than others. Do not obscure the vision of other drivers.
- Keep a safe distance between vehicles. Increased weight and tyre choice can affect braking distance. Ensure good visibility. Only one vehicle to negotiate an obstacle at any one time.
- Each driver is responsible for the vehicle behind and must always keep it in sight. Do not leave an intersection or obstacle until you are sure the vehicle behind knows where you are going or has crossed the obstacle. Vehicles should endeavour to keep up with the vehicle in front.
- When the trip leader calls directions over the radio (e.g., a turnoff) the Tail End Charlie is to acknowledge the call by repeating the exact directions. With a spread-out convoy, a vehicle in the middle may be designated as a relay vehicle for radio calls. Unnecessary radio chatter is to be minimised during difficult/technical sections of the drive.
- All vehicles are to remain on formed roads while in the bush unless directed by the trip leader to bypass an obstacle.
- Leave gates as found. The trip leader is to advise Tail-end Charlie whether to leave a gate open or closed.
- When stopping in convoy, allow room between vehicles.
- Because of the risks involved, it is recommended that there are at least two competent drivers in each vehicle. If a driver is unable to continue driving (e.g. illness or injury), or the vehicle cannot be driven due to breakdown or accident, then the vehicle may need to be secured and left for retrieval later.
- Be aware of vision limitations and be particularly observant near children to avoid accidents. Take care when reversing. Check blind spots and ensure that no one has walked behind your vehicle before you reverse. If necessary, get out of the vehicle to make sure the area behind is clear.
- Adopt minimal impact driving practices. Respect the cultural, heritage and environmental values of public and private land by obeying laws, regulations and restrictions that may apply. Do not enter private property without permission. Respect our flora and fauna. Do not disturb livestock or interfere with watering points.
- For any vehicle recovery operation, the Club Vehicle Recovery Guide should be followed. Before any recovery operation, make sure all safety precautions are observed. All people must stand well clear of cables and straps and no person is to be in the Danger Zone during a vehicle recovery. The winch operator or the driver of the towing vehicle oversees the operation under the supervision of the trip leader.

## Camping

- Environmentally sustainable and socially acceptable vehicle-based camping is a shared responsibility.
- Adopt the practice of “leave no trace” minimal impact camping. Tread Lightly!
- Dispersed camping is recommended so as not to compact the ground surface and inhibit vegetation growth or regrowth.
- Respect the privacy of others. Do not camp too close.
- Do not camp in huts unless it is an emergency.
- Camp in established campsites. If possible, do not create new campsites.
- Do not dig trenches or gutters around tents/swags.
- Do not locate your camp under dead or rotted trees and keep clear of large trees which may shed branches at any time.
- Do not camp in a creek bed or watercourse because flash flooding can and does occur.
- Do not camp near any constructed stock water point (e.g. dam, bore, windmill, trough) natural waterhole, creek, or river in such a way that you may prevent native fauna and livestock from gaining access to water.
- Do not camp within 100m of any building unless specific permission has been granted.
- Take all rubbish home. Leave campsites clean and tidy, and ensure all campfires are out.
- When camping in National Parks that require site bookings, the Activity Leader is to book on behalf of the group if possible.

## Campfires

- Always check for fire restrictions in the area you intend to visit. Fire restrictions are imposed for several reasons other than fire danger and local authorities should be consulted. Remember, a Total Fire Ban is applicable to all types of fuel other than electricity, so be prepared.
- Always use existing fireplaces if possible. Do not create another fireplace where one already exists.
- If a fire pit needs to be dug, try to remove the topsoil as a sod and place to one side. When the fire has been extinguished and is not to be used again, replace the sod over the cold ashes.
- It is a requirement that the area surrounding any open fire be clear of vegetation for a radius of at least 4m. Spare firewood is to be kept at least 3m away from a fire.
- Do not use stones in the construction of a fireplace as they are prone to explode from the heat of the fire sending dangerous fragments in all directions.
- Use only dead fallen timber for fuel. Do not cut standing trees as they are a key part of the environment. Do not use “treated” timber in a cooking fire.
- Never leave a fire burning unattended, even for short periods of time.
- Campfires are to be kept safe, manageable and to a sensible size. They are not bonfires.
- When decamping, ensure that the fire is completely extinguished as residual hot ash or embers not only present a fire hazard but are likely to cause injury to animals. Use water to extinguish the fire, not sand or soil which make the fireplace unusable for the next person. Dispose of cold ashes around plants as these will liberate nutrients into the soil.

## Toilets

- Observe good hygiene and manners. Do not pollute surroundings or waterways. Respect privacy and do not offend others.
- Use properly constructed toilets where provided.
- Self-made toilets should be not less than 100m distant from campsites and water courses or water holes. All human waste **MUST** be buried. Toilet holes should be as deep as practicable to prevent excavation by fauna.
- Do not attempt to burn toilet paper in toilet holes. Bush fires have been started by this practice. Fill in the hole with removed soil and compact as much as possible. **Note:** In the desert, burning toilet paper with care is acceptable because it is very slow to decompose in the dry conditions.
- Chemical toilets should be used where the ground surface prevents digging adequate toilet holes or the soil is of a type that is not suited to such a purpose. They should also be used in those areas which have a sensitive environment and ecology that are easily disrupted. In some national

parks chemical toilets are required. Waste from chemical toilets should be disposed of at authorised dump points.

## Washing

- Do not pollute waterways. Do not wash anything using soaps or detergents in streams and lakes.
- Wash points should not be located within 50m of any creek, stream, river, or waterhole to prevent contamination of such waters. Care must also be taken to ensure that a wash point is not located near a watercourse that feeds into a water supply.
- When disposing of wastewater spread it across the ground to enable natural filtration. Do not use wastewater to feed the root systems of native flora as residue contained within the water could be harmful. When water is in short supply wash water can be used to extinguish campfires.

## Rubbish

- Minimise rubbish by removing unnecessary packaging prior to departure on trips and carrying food etc in reusable containers.
- Dispose of rubbish in designated rubbish bins or dumps.
- Do not leave rubbish out overnight because it will attract animals.
- Do not bury rubbish as it may be dug up and scattered by native animals.
- Combustible rubbish may be burnt in the fire after all cooking etc has finished and the group agrees. Do not burn plastics in fires as this leaves highly toxic residue. Nappies and sanitary napkins should not be disposed of in a campfire.
- DO NOT leave rubbish (e.g. bottles, cans, food) in a campfire when departing. Take it with you.
- Keep the environment clean. Carry your own, and any other, rubbish out.

## Online and Social Media Guidelines

### Introduction

Social media and the internet are now a part of life today and everyday lifestyle. As the world steps forward, the Club also needs to keep growing and moving forward. We use such platforms as our web site, Facebook, YouTube, on-line discussion forums, e-mail and Instagram as social networking tools which are accessible on computer, laptop, tablet, or smart phone.

Social media has become an essential part of maintaining public and internal communications (Club members) to benefit all. Some members may be reluctant to use a computer or other device to access web sites and Facebook or do not have the capacity to, and the Club respects their position. There is no expectation that all members of the Club must participate, and members will not be disadvantaged because of it. The use of on-line and social media is an additional means of communicating and it is NOT intended to replace our monthly TrackChat newsletter which is normally emailed to members and provided to sponsors.

The purpose of these guidelines is to help keep risks to our club and members on the internet to a minimum, Also, to make the online experience for all a memorable and enjoyable one. These Guidelines will be monitored and adjusted as needed to maintain an effective and safe space for all to share and enjoy.

### The Online and Social Media Guidelines

- The Social Media and Online Administrators are Club President, Vice-President, Secretary, Publicity Officer, Media Coordinator, Training Officer, Activity Coordinator, Web Manager and TrackChat Editor. These Administrators are responsible for posting information on behalf of the Club, maintaining accuracy and currency of information, posting information on behalf of members, and moderating information posted by members.
- The Club will have public and members-only sections on the Club Internet and Facebook sites. Access to the members-only sections will be controlled by login and password. Passwords must not be divulged to unauthorized people.
- General logins and passwords to access members-only area of on-line sites will be provided to all members as part of the Club's introduction package or on request.
- Secure logins and passwords to administration:



- Will be provided to the Administrators.
  - Are to be securely stored by the Secretary.
  - Must be handed over to the incoming Secretary by the incumbent Secretary after the AGM.
  - Can be provided to other office bearers should the need arise.
  - Are to be changed when there is a change of personnel of any of the Administrators/ holders of the information.
- Club members are encouraged to make postings of their trips and other activities, ask questions etc.
  - Content of the posts will be the responsibility of the person making the post. All postings on the Club's web sites, social media or other publications must be mindful of the Club's Code of Conduct. If you find anything questionable on one of our pages or channels, we request you report it. Avoid personal comment. The Club's sites are not for personal or heated discussion and members are to avoid discussion on sensitive issues. Members are asked to notify an administrator if any of these occurs.
  - All postings must be respectful and courteous. Community perceptions of our Club are important; therefore, we should be mindful of our posts to ensure the Club is not portrayed in a negative way. Remember, it is the Club's site and the Club's reputation, and the person making the post has a legal responsibility.
  - The Administrators will check postings. Inappropriate or offensive material will be removed. If the posting is made by a club member they will be notified and advised accordingly.
  - Members are asked to 'think before you post and/or tag an image'. Please be aware that the images you share online will reflect on the Club, so it is important that you consider this before uploading or tagging photos and videos. Photo's may be taken out of context and used by the media or other people and may be shared publicly. Therefore, all images should be carefully considered before placing them on the Club's sites. If in doubt, please contact an Administrator for advice.
  - To avoid tension and/or conflict, it is strongly suggested that before posting any photo that is specifically of someone other than you, you gain that person's permission before posting that photograph. This is a respectful courtesy. Obtaining this permission would not be necessary for general group photos taken during Club activities e.g. group photos at a campfire.
  - If inappropriate postings are made by Club members or others, notify the Administrators as soon as practical, about such a posting. Postings that are deemed inappropriate will be removed.
  - If a member would like to use online sites to communicate with friends, family, and the wider community they should consider establishing their own personal and private site.

## Section 7: Club Activities

### Activity Information Sheet

All Club official activities are to be publicised via an Activity Information Sheet. The form is updated from time to time.

### Activity Sign-in Sheets

All participants (visitors and members) at a Club activity are to be recorded on the Activity Sign-in Sheet. This is essential for insurance purposes. The Activity Sign-in Sheet is updated from time to time. After an event, the Activity Sign-in Sheet is to be archived.

### Activity Reports

An Activity Report is to be presented for all official Club activities. Written reports are to be archived.

For a trip, the person delegated to write the reports may be:

- the last to arrive at departure point, or
- appointed by the activity leader, or
- be through selection of a playing card or similar.

### Safety and Risk Management

- All Club members are responsible for always ensuring safety during activities.
- Activity Leaders are responsible for assessing the likely level of physical difficulty, the potential hazards and the level of risk involved in an activity.
- Participants are to be informed of the likely difficulty, hazards and risks via the Activity Information Sheet and a safety briefing at the commencement of the activity as appropriate.
- Safety and Risk Management includes:
  - Physical Activity Difficulty rating
  - Risk Assessment
  - Trip Grading/Difficulty rating

### Physical Activity Difficulty

Activity Information forms are to include a likely Physical Activity Difficulty rating to inform participants.

Grade	Description
<b>Easy</b>	Minimal physical activity required. No setup or pack-up of equipment. Flat and well compacted foot access to activities or attractions. Generally suitable for all fitness levels.
<b>Moderate</b>	Some physical activity required. Setup and pack-up of equipment may be required. Activities or attractions may require foot access on undulating, uneven or narrow ground up to 1km.
<b>Hard</b>	Physical activity required. Setup and pack-up of equipment may be required. Activities or attractions may require foot access on undulating, uneven or narrow ground for more than 1km.
<b>Very Hard</b>	Physical activity required. Setup and pack-up of equipment is required. Activities or attractions will require foot access on undulating, uneven or narrow ground for more than 1km.

## Risk Assessments

A Risk Assessment/ Job Safety Analysis is to be conducted for each activity. Participants are to be informed of the overall level of risk, plus the specific hazards and level of risk expected, and the risk control measures to be implemented. Risk Assessments are to be recorded.

The following Matrix may assist in determining the level of risk.





RISK RATING MATRIX		IMPACT - How severely could someone be hurt?			
		MINOR First Aid Would be needed	MODERATE Medical attention probably required	MAJOR Could cause serious or long-term injury	VERY SEVERE Could kill or cause permanent disability
LIKELIHOOD How likely is injury to occur?	UNLIKELY Injury could happen but probably never will	Very Low	Low	Medium	High
	POSSIBLE Injury could happen but is not likely	Low	Medium	High	Very High
	LIKELY Injury could happen	Medium	High	Very High	Very High
	ALMOST CERTAIN Injury likely to happen at any time	High	Very High	Very High	Extreme

## Trip Grading/Difficulty

Participants are to be informed of the expected level of difficulty of the tracks/driving encountered on a trip. The following Trip Grading is used by the Club. It is consistent with grading used by 4WDNSW and 4WDVic associations.

**Note:**

- Conditions may change during the trip.
- Tracks may be marked with a symbol to indicate grading.

GRADE		SYMBOL		DESCRIPTION
1	Very easy			Very easy with little if any 4WD driving. Usually a scenic tour.
2	Easy	Green circle		Easy 4WD trip. Mostly unsealed roads with no obstacles and minor gradients. Suitable for all wheel drive and high range 4WD vehicles with road tyres and low clearance, and novice drivers.
3	Medium	Blue square		Mainly high range 4WD driving but low range required. Tracks may include steep, rocky, slippery, sandy & muddy sections, and water crossings. Suitable for medium clearance vehicles with dual range and all terrain or road tyres. Drivers should have experience and training. Basic recovery gear required to be carried.
4	Difficult	Black diamond		Significant low range 4WD driving. Tracks may have frequent steep, rocky, slippery, sandy, muddy sections, and water crossings. Suitable for high clearance vehicles with dual range and all terrain tyres. Basic recovery gear to be carried. Some winching and/or towing a possibility. Good 4WD driving skills required.
5	Very difficult	Double black diamond		Tracks may have extensive very steep, rocky, slippery, muddy, or sandy sections, or difficult water crossings. Winching and/or towing likely. Vehicles require high clearance, low range, suitable tyres (e.g. mud terrain), and extensive recovery equipment including winch. Drivers to be very experienced with advanced training.

## Club Trips

### Applications to participate.

1. Trips are to be advertised and members informed via an Activity Information Sheet in TrackChat, a link on the Club Calendar (see website), and email to members.
2. The Activity Information Sheet is to include an opening date and closing date for applications to participate.
3. Applications are to be made in writing (SMS or email) to the Trip Leader.
4. If the application numbers exceed the maximum numbers set for the trip, the Trip Leader MAY:
  - a. Add applicants to a reserve list.
  - b. Increase numbers allowed on the trip.
  - c. Schedule an additional trip or split the group into smaller groups each with a leader.
  - d. Restrict the trip to Club members only.
5. The Trip Leader will keep applicants informed.
6. Participants are to confirm with the Trip Leader at least 3 days prior to the trip whether they still intend to participate.

### Conduct of trips

- Photographs taken during the activity may be published in TrackChat and on the Club website and Facebook page, subject to Privacy Laws and if indicated by members that their image / name is not to be utilised for publication.
- The Club Code of Conduct and Trip Protocols/Convoy procedure is to be followed.
- Because of the nature of activities undertaken, there is always the possibility of personal injury or vehicle damage. All participants have a responsibility to always maintain safety.
- It shall be the sole responsibility of each vehicle driver to decide whether to start or continue to participate in a trip. It is recommended that advice is sought from the trip leader.
- The Trip Leader has the right to reject an application to participate if the vehicle or level or skill required is deemed unsuitable.

## Section 8: Training

### Training framework

The following formal training is to be provided:

- Welcome to the Club (combined with Club quarry morning). This is usually on the weekend following a monthly general meeting.
- Accredited Basic 4WD Training through the Driver Training Unit (DTU) and a Recognised Training Organisation.
- Additional skills development workshops, including advanced 4WD driving workshops, will be conducted on an “as needed” basis.

### Club Driver Awareness Facilitators

Driver Awareness Facilitator (affectionately known as DAFFY's in our Club) is the name adopted by the NSW/ACT 4WD Association for experienced Club members who assist with the delivery of driver training and mentoring of inexperienced drivers.

WW4WDC welcomes experienced members who wish to be recognised as a Driver Awareness Facilitator.  
DAFFYs:

1. Must have completed a Basic Four-Wheel Driver Training course: *Operate and Maintain a Four-Wheel Drive Vehicle* (or equivalent).
2. Should preferably have completed an Advanced Four-Wheel Driver Training Course or equivalent.
3. Must demonstrate a desire to assist with training and mentoring of fellow club members.
4. Will be allocated training responsibilities by the Club Training Officer based on their expertise and experience.
5. Will be appointed by the Club Committee and recognised via a Certificate of Appreciation awarded at the annual Christmas Party and Awards night.

# Section 9: Quarry Training Area

## Quarry Training Area (QTA) Policy on Use

### Background

The QTA is located on Crown Land (a Travelling Stock Reserve). The Wagga Wagga Four Wheel Drive Club Inc. has a Conditional Permit from Riverina Local Land Services (LLS) to use the Shanty Reserve, Alfred Town. Apart from its use as a travelling stock reserve, the Club is responsible for managing access and use of the reserve, facility maintenance and the payment of the Permit fees. This Policy aligns with the LLS permit conditions.

Apart from organised Club activities, the Club can approve the use of the reserve for:

- Club member private use and driving practice.
- Approved driver training and outdoor education programs by affiliated external organisations/agencies.

The Quarry Training Area (QTA) Sub-committee oversees and manages the QTA as set out in Roles and Responsibilities of the QTA Sub-committee including:

- manage access.
- oversee maintenance.
- remedial and development works as needed; and
- as necessary, conduct ongoing monitoring of the site before, during, and after activities.

### Conditions of Use of the Quarry Training Area

#### *All users*

All users must comply with this policy along with any additional conditions of use as notified to applicants.

#### Applications for Use

- All enquiries and bookings for use of the QTA by Club members and external organisations are to be made to the QTA Secretary at PO Box 5842, Wagga Wagga, or email: [qta@wagga4wdclub.org](mailto:qta@wagga4wdclub.org). Prior to applying for use, interested users should determine the availability of the QTA by checking the calendar on the Club's web site ([www.wagga4wdclub.org](http://www.wagga4wdclub.org)).
- Approval to use the QTA is subject to availability and weather conditions. In the event of wet weather, the quarry may need to be closed at very short notice for safety reasons and to prevent damage.

#### Safety

The applicant acknowledges and accepts that:

- Safety is always a prime consideration of all users.
- Due to the geographical nature of the reserve, the type of activities carried out, ever-changing conditions, and potential hazards, use of the site entails a degree of risk. While the Club takes all reasonable care to minimise risks for those using the facility, all approved external organisations/agencies, and/or club members must be vigilant and take responsibility for risk assessment of their activities, and ongoing management of risks.
- The Club cannot be held responsible for any injury to people or damage to vehicles or equipment during official Club events, member activities, or use by external organisations/agencies.
- Individuals/drivers are responsible for themselves, their passengers, vehicles, and equipment.
- Bystanders must take responsibility for their own safety.
- Any incidents, accidents, or damage occurring when an applicant is at the QTA must be documented and reported to the QTA Sub-committee when the keys are returned.

#### Site access

- The gate key must be signed out and signed back in within 24 hrs of completion of the activity unless approval has been granted for longer access.

- Keys are restricted and must not be copied.
- Users must ensure only authorised participants enter the reserve for the duration of the approved activity.
- To avoid unauthorised use and prevent livestock escaping:
- All gates must be kept closed and always secured.
- Gates must be locked after departure and kept locked when the QTA is not being used.
- During an activity, gates may be left unlocked but CLOSED and SECURED.
- All vehicles using the QTA must have current motor vehicle registration and appropriate insurance.

### **Activities**

- Only activities specified on the Application Form may be carried out.
- All Club signage must be complied with.
- Drivers must hold a current driver's licence.
- The approved users of the quarry are responsible for and must closely supervise and monitor drivers who are holders of a Learners' Permit or Provisional Licence (Red & Green).
- Driving must only be undertaken on existing tracks and care must be taken to avoid track damage. The applicant is responsible for the cost of repairing damage.
- All wildlife must be protected (there are endangered species living in the reserve).
- Any livestock in the reserve must not be interfered with.
- All rubbish is to be removed from the site after use.
- Approval to use the camp area for overnight camping may be granted upon application.
- Campfires are allowed in designated fireplaces only and are subject to current fire alert conditions. Users are required to provide their own firewood. However, leftover firewood at the fireplaces may be used. Firewood must not be collected and/or removed from the reserve.

### **Toilet**

- The transportable composting toilet on site is available for use by those undertaking activities at the QTA.
- The toilet must be left clean at the conclusion of QTA activities. Any maintenance issues are to be reported to the QTA Committee.
- The toilet door is to be locked at the conclusion of the QTA activity. The gate key operates the toilet lock.
- The master light switch is to be turned off before locking the door.
- Because it is a composting toilet, only human waste is to be deposited in it. Note it has limited capacity.

### ***Private use by Club members (Additional Conditions)***

- The Club Committee will determine whether independent access is granted, or with the condition that the member is accompanied by an experienced member. The Treasurer will be informed of the decision to enable approval to use the QTA to be stated on the Club member's Membership Card.
- Private use is restricted to times when the QTA is not in use for Club activities or by external organisations. Check the on-line Club Calendar.
- Users are to inform the QTA Coordinator of the intended use: email: [qta@wagga4wdclub.org](mailto:qta@wagga4wdclub.org). Approved members must present their endorsed Membership Card when signing out the gate key from All Things Off Road (ATOR), or Autobarn during business hours.
- Access is at the member's own risk. Users are to drive to their ability and must comply with the Club Code of Conduct, this QTA Policy, and any additional conditions set down by the Club.
- Users must complete a Club **Activity Sign-In Form** to record all participants and to document a risk assessment and any accidents, incidents, or issues. The completed form is to be returned to ATOR/Autobarn when signing the key back in.
- Club members may have accompanying non-member guests. However, the number of non-member vehicles must not exceed the number of Club member vehicles present. If the group size exceeds these criteria, then an application for use as an external organisation is required.

- The Club reserves the right to allocate an experienced club member to accompany new/inexperienced members at the Quarry for the purpose of mentoring and supervision.
- Members must leave the QTA (including the toilet) clean, tidy, and undamaged, the toilet and QTA must be locked when leaving the QTA.

### ***Use by external organisations/agencies (Additional conditions)***

External organisations/agencies, through affiliation with the Club, may apply to the QTA Coordinator to use the QTA.

Enquiries can be made by email to the coordinator at [qta@wagga4wdclub.org](mailto:qta@wagga4wdclub.org). The following *additional* conditions will apply to external users:

#### **Access**

1. Applications for use must be completed on the “**External Organisation/Agency Application to Use Quarry Training Area (QTA)**” form and lodged with the Club by post or email at least one month prior to the proposed use of the QTA. This will allow the QTA Sub-committee to meet and consider the application. The applicant will be notified as soon as practical of the outcome of their application.
2. Applications will only be considered when the form is fully completed and accompanied by:
  - a) A copy of the organisation’s current Public Liability Insurance Policy. Should an organisation’s policy expire during the year, a new Public Liability Certificate must be provided on the next request to access the QTA.
  - b) A Risk Management Plan for the proposed activities.
3. External organisations/agencies will be approved to use the QTA for the time requested. A new application is required for each usage.
4. External organisations/agencies must submit a “**Request for QTA Access**” form for **each** occasion they wish to use the QTA.
5. Access is for 24 hours unless prior arrangements have been made with the Club. Keys are to be picked up and returned within 24 hours of completion of the activity or as arranged with the QTA Sub-committee. Applicants will be notified of where the key can be collected.
6. All persons accessing the QTA must be directly associated with and/or invited by the organisation/agency that has approved access.

#### **Fee**

- External organisations/agencies are requested to contribute by way of a maintenance payment to assist in covering site costs and maintenance. The Committee will determine the contribution prior to the commencement of each calendar year.
- The contribution amount will be determined by the Club Committee from time to time. Emergency service organisations will be asked to contribute on an annual basis. Other organisations will be asked to contribute on a per usage basis.
- The amount of contribution will be determined by the Club Committee from time to time and may vary depending on the types and number of vehicles, number of uses, type of use etc proposed.
- An invoice will be issued to the organisation/agency once access approval is granted.
- Access to the Club’s toilet is included when approval to use the QTA is granted.

#### **Equipment, resources, and cleaning**

- External organisations/agencies are required to provide their own resources and equipment. However, approval for access to the QTA includes access to the composting toilet.
- Users may apply to use the Club’s limited resources for a nominal fee. Approval will depend on the type and duration of activities planned (e.g. number of participants, overnight camping, full day etc.).
- Unless otherwise arranged, users of Club resources are responsible for collecting, cleaning, and returning the resources/equipment to the Club. Should any Club equipment be damaged, the user is required to replace and/or repair that resource/equipment.
- The QTA, including the toilet, must be left in a clean, tidy, and undamaged condition.
- The toilet and QTA must be locked when leaving the QTA.

## **Quarry Training Area Sub-Committee**

### **Role and Responsibilities:**

- Implement the Club’s QTA Use Policy including the requirements of our LLS Conditional Permit.



- Manage access and use of the QTA on behalf of the Club Committee.
- Ensure the Club Committee is kept informed through monthly reports.
- Recommend to the Club Committee any changes to the QTA Use Policy, application forms and management processes.
- Recommend to the Club Committee any QTA maintenance, development and/or remedial work deemed necessary.
- Oversee any maintenance, remedial and/or development work carried out at the QTA.
- Review and approve or reject all applications for access or use of the QTA by external organisations/agencies, and private use by Club members.
- Monitor the condition of the QTA on an ongoing basis. This may include before, during and after use by external organisations/agencies and Club members.
- Monitor access to the QTA according to the weather conditions e.g. it may be necessary to close the QTA at short notice due to rain.
- Maintain a Register of QTA Use. To comply with our insurer requirements, records must be maintained for 7 years using a process agreed with the Club Committee.
- Determine which Club Committee and QTA Sub-committee members will be the holders of QTA keys. A key register will be established and kept current.
- Manage the issuing and return of QTA keys by external organisations/agencies and Club members to enable them to access to the QTA for authorised activities.
- Liaise with Wagga Wagga Local Land Services as necessary/required.
- Undertake other tasks relating to the QTA as determined by the Club Committee.
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

#### ***Role and Responsibilities of QTA Sub-Committee Convenor***

- Coordinate the QTA Sub-committee.
- Report to the Club Committee.
- Serve on the Club Committee.
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

#### ***Role and Responsibilities of the QTA Coordinator***

- Be the contact point for Applications to Use the QTA.
- Maintain a usage record and register of QTA and trailer keys.
- Liaise with stakeholders.
- Serve on the Club Committee if required.
- Request Treasurer to raise and issue invoices for maintenance contributions by external organisations.
- Undertake travel and any other activities necessary or as directed by the Club committee for the conduct of Club business.

#### ***Composition of the QTA Sub-committee***

- The Sub-committee is comprised of 4 members (including Convenor) plus the Club President as required.
- The Convenor is a member of the Club's Committee.
- The QTA Sub-committee is authorised to co-opt other Club members to assist as needed.
- The Sub-committee members and Convenor must be financial members of the WW4WD Club.

#### ***Procedure for ongoing reappointment of the QTA Sub-committee***

- In July each year, the convener of the QTA Sub-committee will oversee the reviewing and reforming of the sub-committee for the following 12 months.
- This new Sub-committee will elect the QTA convener and nominate that person for membership of the Club Committee which will be endorsed/appointed at the Club's AGM in August each year.

## **Section 10: Club Equipment and Assets**

### **Club Equipment**

- Club equipment is managed by the Equipment Officer.
- Club members may apply to use Club equipment on a “replace if lost or damaged” basis. All equipment is to be signed out and signed back in on return.
- The member is responsible for collecting, cleaning, and returning equipment.

### **Club Keys**

- Club keys are restricted and issued as determined by the Club Committee.
- A key register is to be kept and maintained.

# Section 11: Club Awards

## Recognition of long membership of the Club

- Awards for long membership of the Club commence at 15 years accumulated membership and every 5 years thereafter e.g. 20, 25, 30 years etc. **Note:** Accumulated membership – not necessarily continuous.
- The award is presented at the annual Christmas Party and Awards Night.

## Club Person of the Year Award

The Club Person of the Year Award is presented to the person who has made an outstanding contribution to the Club during that calendar year.

1. To be considered for such an award, the person must be nominated and seconded, and a brief resume' submitted as to why they should be entitled to receive such an Award.
2. Nominations are to be received by the Secretary by the last day of October each year.
3. If no nominations are received by the November Club meeting, then the Award will not be presented for that year.
4. Only one Award is to be made per calendar year and presented at the annual Christmas Party and Awards Night.
5. If there is just one nominee, then that nomination will remain confidential until the Award is presented.
6. If there is more than one nominee, then the following procedure is to be followed:
  - a. Prior to the November Club meeting, the Secretary is to provide to Club members a collated list of nominees with their nomination resume (but not the nominator or seconder). The documents will be circulated to all club members in confidence like the distribution process for Club Meeting Minutes. However, this list will not be published in *TrackChat* (it is for internal Club consideration only).
  - b. Voting is to be by secret ballot using the voting slip provided. Each Club person is entitled to one vote. Voting is not compulsory.
  - c. All voting slips must be returned to the Secretary by the November Club meeting. The Secretary and President (Returning Officers) will tally the number of votes for each nominee.
  - d. The winner will be that nominee receiving the greatest number of votes. Should there be a tied vote, the winner will be decided by the Returning Officers by toss of coin.
  - e. Should the Secretary or President be nominated for the Award, then they will be ineligible to be a Returning Officer and their position will be taken by another Committee member who has not been nominated for the Award.
  - f. All voting slips are to be kept confidential and destroyed after the winner has been decided.
7. All nominees will receive a Certificate of Appreciation to recognise their contribution to the Club. These will be presented at the Christmas Awards night.
8. The Award will be a suitably framed Certificate and free membership of the Club for one year. Due acknowledgment will also be made in *TrackChat* and other media outlets as appropriate.
9. The winner will have their name recorded on the Club Person of the Year banner and the recipient may hold the banner until November the following year, when it will be returned to the Secretary.
10. It is important that the selection and award be made without bias or favouritism and in the spirit of recognising outstanding contribution. Individual voting preferences are to remain confidential.

## Annual Awards

### ***Memorable moments and significant events.***

The Club resolved to formalise annual awards to be presented at the end of year Christmas party and Awards night. At each Club activity, any memorable moments are to be recorded on the Activity Sign-in Sheet. Awards will be determined at the November Committee meeting.