



**Track Care WA Inc.**

# **Policy and Procedures**

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## Section 1 - Definitions

TCWA	Track Care WA Inc.
Member	Corporate, full, associate, or honorary member of TCWA.
Project Leader	Member who provides guidance and coordinates all planning and documentation prior to the commencement of the field aspect of the project.
Trip Leader	Member who undertakes all planning and documentation prior to the commencement of the travel, recovery and camping component of a project and leads the field aspect.
Construction Leader	Member who undertakes all planning and documentation prior to the commencement of the construction component of a project and leads the field aspect.
First Aider	Member who provides immediate first aid on a project. It is desirable that they hold a current HLTF301A Apply First Aid Certificate, or higher qualification.
Sub-committee	A group formed by a Project Leader to work collectively to plan or deliver a Project, guided by the Project Leader.
TCWA Monthly Meeting	Held on the last Wednesday of the month, with the exception of December. Referred to as a General Meeting in the Constitution.
Project	Any planned activity undertaken by TCWA members.
In Writing	Either in paper or electronic form.

## Section 2 - Introduction

This Policy and Procedures document has been created to demonstrate Track Care WA Inc. (TCWA) commitment to 'duty of care'. However, 'duty of care' is not a one way street. All members should also demonstrate their 'duty of care' towards themselves and others at all times.

Whilst there are some legislative requirements governing how we conduct ourselves, TCWA's driver is to ensure all members enjoy themselves in a happy and safe environment.

This document has been developed to ensure it complies with the Associations Incorporations Act 1987 ([http://www.austlii.edu.au/legis/wa/consol\\_act/aia1987307/](http://www.austlii.edu.au/legis/wa/consol_act/aia1987307/)), Occupational Safety and Health Act 1984 ([http://www.austlii.edu.au/au/legis/wa/consol\\_act/osaha1984273](http://www.austlii.edu.au/au/legis/wa/consol_act/osaha1984273)) and WA Department of Sport and Recreation Adventure Activity Standards (<http://www.outdoorswa.org/page.php?id=7>). Guidance has also been received from Conservation Volunteers Australia (<http://www.conservationvolunteers.com.au/get-involved/community-training/in-safe-hands>), WA 4WD Association (<http://www.wa4wda.com.au>) and Leave No Trace Outdoor Ethics (<http://www.lnt.org.au>). All TCWA members have also had the opportunity to comment on the draft document. The final document has been endorsed by the TCWA Executive.

This document can be changed at any time by a member making a written submission to the Management Committee (provided to the Secretary). The Management Committee will then discuss the suggested change(s) and the Executive will make a decision. The suggestion and the decision will then be discussed under general business at a TCWA Monthly Meeting.

This document binds every member and TCWA to the same extent as if every member and TCWA had signed and sealed this document and agreed to be bound by all its provisions.

## Section 3 – Track Care WA History

TCWA commenced in November 1996 when a group (Nick Underwood, Ian Elliott, Doug McKenzie, Scott Kinninment, Wayne Schmidt, Graham Higgins, Eric Gard, Ronele Gard, Kim Barker, Jan Scudamore and Ivan Scudamore) met to discuss forming a volunteer organisation to ensure access to 4WD tracks into the future.

Initially the focus was on the Canning Stock Route (CSR). The CSR is a premier four wheel drive destination for both Australian and international tourists. Its increasing popularity has led to a marked increase in numbers of tourists travelling the CSR, and with it, environmental damage caused by a lack of appropriate facilities. They wanted to ensure there was economically sustainable tourism along the CSR through the restoration and enhancement of facilities (campsites, toilets, good potable water and information). Projects were developed and completed in conjunction with the Wiluna Shire, the East Pilbara Shire, the Indigenous communities of Birriliburu, Billiluna, Kunawaritji, Jigalong and Purrngurr, and the leaseholders on Cunyu, Glen Ayle and Granite Peak Stations. The support and involvement of these groups continue to this day, including the involvement of Aboriginal people to assist in the projects in terms of training and real work experience.

The facilities installed include:

- Install information shelters concerning the CSR at Wiluna and Newman town sites
- Wakunpu (Well 3) - restore well, construct campsite and toilet, replace well top with recycled plastic sleepers
- Windich Springs - construct campsite, toilet, Indigenous and European history information shelter, fencing to protect the springs, an interpretive walk trail and install interpretive signs
- Well 4b – construct a 6km electric fence to control feral animals around a billabong and erect erosion control structures
- Milyinirri (Pierre Springs or Well 6) - restore well, construct campsite, toilet (significant work undertaken by Geraldton Four Wheel Drive Club with assistance from the Subaru Four Wheel Drive Club) and install interpretive signs
- Katjarra (Carnarvon Ranges) - construct two campsites, two toilets and two water collection shelters (significant work undertaken and funded by Telstra at one site)
- Palatji (Weld Springs or Well 9) - construct Indigenous and European history information shelter and install interpretive signs
- Well 12 - restore well, construct campsite, toilet and in 2015 replaced all well timbers with recycled plastic sleepers
- Durba Springs - construct campsite and 2 toilets
- Georgia Bore - construct campsite and toilet
- Tiwa (Well 26) - restore well, construct campsite and toilet
- Mungkalu - construct a campsite, toilet and a water collection shelter

The work of TCWA has expanded to include working with the Department of Parks and Wildlife (DPaW) to maintain public access to 4WD tracks and other DPaW estate such as ex-Pastoral Stations in the Kimberley, Gascoyne, Midwest, Goldfields-Esperance and Great Southern regions. TCWA has restored (with on-going maintenance) Warriedar Station homestead and shearers quarters, Woolgorong Outcamp building and Narloo homestead. Facilities also include a toilet and hand water pump. TCWA also works with DPaW and affiliated 4WD clubs to 'adopt' 4WD tracks to ensure the heritage and environment is preserved, and the tracks remain accessible into the future.

In addition, TCWA has worked with DPaW to install a hand pump at Geraldton Bore (Gunbarrel Highway), tank, shelter, toilet and BBQ at Neale Junction (junction of Connie Sue & Anne Beadell Hwy's), and repaired the Wool Shed and installed a new toilet at Wanjarri Nature Reserve (near Mt Keith) in the Goldfields.

## Section 4 - Membership

There are four categories of membership to TCWA. Active participation is sought at all levels of membership.

### Corporate

Is open to all organisations that satisfy the Executive that their aims and objectives are aligned with TCWA. A Corporate membership carries one full vote. The annual fee is set by the Executive.

### Full

Is open to all persons, groups and associations that satisfy the Executive that their aims and objectives are aligned with TCWA. A Full membership carries one full vote. The annual fee is set by the Executive.

### Associate

Is open to all persons, groups, associations and organisations that satisfy the Executive that their aims and objectives are aligned with TCWA. Associate membership carries no voting rights. The annual fee is set by the Executive.

### Honorary

Where a person, group, association or organisation donates or provides a grant of \$100 or more in a financial year they may be offered honorary membership for one full financial year. The donation or grant can be in the form of cash, goods, or a discount against a commercially reasonable price when purchasing goods or services. An Honorary membership carries no voting rights.

There are four levels of honorary membership:

Platinum – where the amount is \$10,000 or more

Gold – where the amount is between \$5,000 and \$9,999

Silver – where the amount is between \$1,000 and \$4,999

Bronze – where the amount is between \$100 and \$999

In addition, the top three levels will also be offered for their logo to be included on our website, pamphlet and newsletter as a partner.

### Discounts

Commonwealth Pension recipients or WA Seniors Card holders can renew their membership for a 12.5% (rounded up to the nearest dollar) discount with proof of current concession status.

Where a member joins TCWA part way through a financial year, they are required to pay the annual fee. For the next financial year, their membership invoice may be pro-rated on a daily basis, rounded up to the nearest dollar.

## Section 5 - Elected Positions

### Introduction

The day-to-day running of TCWA is driven by the Executive and a Committee – collectively known as the Management Committee. All these positions are elected at the Annual General Meeting. The Committee should not exceed 14 in total.

The Executive (referred to as Office Bearers in the Constitution) is comprised of:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

The Committee may be comprised of:

- Canning Stock Route Project Leader
- Environmental Officer
- Fundraising and Social Officer
- Grants Officer
- Indigenous Liaison Officer
- Lonely Graves Project Leader
- Membership Officer
- Minute Secretary
- Newsletter Editor
- Property Officer
- Rangelands Project Leader
- Tracks and Area Adoptions Project Leader
- WA 4 Wheel Driving Association Representative
- Web Master

### Chairperson

- Represent TCWA wherever possible and act as spokesperson for TCWA.
- Preside at all TCWA Monthly, Special General and Annual General Meetings.
- Provide guidance to all elected persons in undertaking their roles.
- Provide a verbal report at each Annual General meeting detailing TCWA activities during the financial year and any matters that need to be brought to member's attention.
- Signatory to TCWA cheque account.

### Vice-Chairperson

- Deputise for the Chairperson in that person's absence.
- Signatory to TCWA cheque account.

### Secretary

- Securely store the TCWA Constitution.
- Securely store the TCWA Common Seal which shall not be used without the express authority of the Management Committee.
- Where a member suggests a change to the Constitution, document the suggestion as a special resolution at any meeting.

- Collect mail from the Post Box, or delegate another member to do so.
- Keep a record of the office holders, and any trustees of TCWA.
- Co-ordinate the correspondence of the Association.
- Have control of all books, documents, records, and registers of TCWA other than those of a financial nature. Records should be retained for five (5) years.
- All notices of Special General, or Annual General meeting's shall be in writing and sent to all financial members at least twenty-one (21) days prior to such a meeting.
- All notices of TCWA Monthly meeting's shall be in writing and sent to all financial members at least seven (7) days prior to such a meeting.
- All notices of Management Committee meetings shall be in writing and sent to all Management Committee members at least seven (7) days prior to such a meeting.
- Email all members with any information on behalf of TCWA. If a TCWA member does not wish to receive information via an email, a printed copy should be mailed to them at their postal address.
- Signatory to TCWA cheque account.

### Treasurer

- Maintain all accounting records of TCWA.
- Issue all invoices on behalf of TCWA.
- Be responsible for the receipt of all moneys received by TCWA by prompt issue of receipts for those moneys and bank all moneys promptly.
- Make payments from the funds of TCWA with the authority of the Executive or a TCWA Monthly Meeting.
- Arrange for the financial records of TCWA to be audited as soon as practical after the completion of the financial year to enable the tabling of that report at the Annual General Meeting.
- Arrange for the financial records of TCWA as they relate to a grant, to be audited as soon as practical after the completion of the grant period.
- Comply with TCWA obligations under the Charitable Collections Act.
- Have control of all securities, books, and documents of a financial nature and accounting records of TCWA. Records should be retained for five (5) years.
- Provide a written report at each TCWA monthly meeting detailing receipts and payments since the last TCWA Monthly Meeting and the balance of accounts and sub-accounts. Copies of the report shall be provided to members at the meeting prior to the commencement of the meeting.
- Provide a written report at each Annual General meeting detailing the financial year's balance sheet, bank reconciliation and auditors report. Copies of the report shall be provided to members at the meeting prior to the commencement of the meeting.
- Provide a written General Purpose budget at the July monthly meeting detailing the proposed financial year's budget. Copies of the report shall be provided to members at the meeting prior to the commencement of the meeting.
- Signatory to TCWA cheque account.

### Canning Stock Route Project Leader

- The Canning Stock Route Project Leader is expected to coordinate all Canning Stock Route planning at least 12 months in advance. This can be facilitated with a sub-committee of their choosing. When a project has been approved by the Executive, the sub-committee or another group would work collectively to deliver the Project, guided by the Canning Stock Route Project Leader.
- In consultation with the Grants Officer, Lonely Graves Project Leader, Property Officer and Rangelands Project Leader provide input into development of a Grants Plan each year.
- Prior to 30 November each year, submit a proposed Project Plan for the next calendar year to the Executive for consideration. The Plan should include what work is proposed to be undertaken, approximate dates and who the proposed key personnel are (Trip Leader, Construction Leader and First Aider). It should also include written approvals from Traditional owners, leaseholders, land owners and Central Desert Native Title Services as appropriate.
- Prior to 30 November each year, submit a proposed Project Budget for the next calendar year to the Executive for consideration. The Budget should provide approximate expenses for each project and where the funding is proposed to be sourced. No funds can be expended prior to funding being secured.
- Once Projects have been approved, ask the Web-master to create an event and project on the website and provide them with an 'Application to Attend' form, at least one photograph of the project and project detail.
- Complete Project Leader checklist.
- Provide a verbal report at each TCWA monthly meeting (written if absent) detailing progress towards achieving their Project Plan and Budget.

### Environmental Officer

- Review any written proposals, plans or policies of an environmental nature issued by the Federal Government, State Government, Local Government, or corporate sector organisations.
- Provide a draft report to the Executive suggesting recommendations and/or comments if a response is required to any documents included in Point 1 (above).
- Provide a verbal report at each TCWA monthly meeting (written if absent) detailing any recommendations arising from Point 1 (above), and any environmental matters of interest to members.
- Provide advice to TCWA Project Managers, Executive, and members with respect to environmental issues associated with site works—for example, tracks and heritage buildings.

### Fundraising and Social Officer

- Prior to 30 June each year, submit a Fundraising Plan for the next financial year to the Executive for consideration. The Plan should include what activities may be undertaken for external fundraising, the approximate timeframe and expected funds generated.
- Prior to 30 June each year, submit a Social Activities Plan for the next financial year to the Executive for consideration. The Plan should include what activities may be undertaken that do not involve voluntary work and the approximate timeframe.
- Coordinate TCWA involvement in the Four Wheel Drive and Adventure Show in cooperation with DPaW and WA4WDA.
- Manage the marketing, purchase and sale of all merchandise on behalf of TCWA.
- Co-ordinate the Annual General Meeting barbeque.

- Provide a verbal report at each TCWA monthly meeting (written if absent) detailing progress towards achieving their Fundraising Plan and any proposals for additional fundraising.

### Grants Officer

- Develop a Grants plan in consultation with the Lonely Graves Project Leader, Property Officer, Rangelands Project Leader, and Canning Stock Route Project Leader.
- Prior to 30 June each year, submit a Grants Plan for the next financial year to the Executive for consideration. The Plan should include what Australian Government, WA Government, WA Local Government and corporate sector organisations may be approached requesting funds for a specific projects/equipment. The plan should include the approximate timeframes and potential funds generated. This does not preclude ad-hoc grant requests when an opportunity presents.
- Prior to 30 June each year, submit a Sponsorship Plan for the next financial year to the Executive for consideration. The Plan should include what corporate sector organisations may be approached requesting funds for a specific projects/equipment. The plan should include the approximate timeframes and potential funds generated.
- Provide a verbal report at each TCWA monthly meeting (written if absent) detailing progress towards achieving their Grants and Sponsorship Plan's and any proposals for additional grants and sponsorship.

### Indigenous Liaison Officer

- Provide advice to the Management Committee in relation to Indigenous issues.

### Outback Graves Project Leader

- The Outback Graves Project Leader is expected to coordinate all Outback Graves planning at least 12 months in advance. This can be facilitated with a sub-committee of their choosing. When a project has been approved by the Executive, the sub-committee or another group would work collectively to deliver the Project, guided by the Outback Graves Project Leader.
- In consultation with the Grants Officer, Canning Stock Route Project Leader, Property Officer and Rangelands Project Leader provide input into development of a Grants Plan each year.
- Prior to 30 November each year, submit a proposed Project Plan for the next calendar year to the Executive for consideration. The Plan should include what work is proposed to be undertaken and approximate dates. It should also include written approvals from Traditional owners, leaseholders, land owners and Central Desert Native Title Services as appropriate.
- Prior to 30 November each year, submit a proposed Project Budget for the next calendar year to the Executive for consideration. The Budget should provide approximate expenses for each project and where the funding is proposed to be sourced. No funds can be expended prior to funding being secured.
- Once Projects have been approved, ask the Web-master to create an event and project on the website and provide them with an 'Application to Attend' form, at least one photograph of the project and project detail.
- Complete Project Leader checklist.
- Provide a verbal report at each TCWA monthly meeting (written if absent) detailing progress towards achieving their Project Plan and Budget.

### Membership Officer

- Maintain a Register of Members (name, postal address and email address) which may be stored in the 'Members Only' section of TCWA website.
- Maintain a Membership Database (full details from Membership Application form) which may be stored in the 'Executive Only' section of TCWA website.
- Issue an invoice to all members by 30 June. The fee may be set by the Management Committee and take into consideration their current membership level and any discounts. Where possible, the invoice may be issued electronically.
- When a new person, group, association or organisation lodges a membership application, the membership officer may send an Email to the Management Committee as soon as practical with their name, skills and any other pertinent information available. Using the Objects of the Association as a guide, each Management Committee Member may cast a vote on whether to accept the application or not.
- When a new application is accepted, send an Email to the new member welcoming them aboard and providing a link to TCWA Policy and Procedures stored on the website.
- When a new application is rejected, send an Email to the applicant explaining the appeal process (refer Section 4 of the Constitution).
- Provide a verbal report at each TCWA monthly meeting (written if absent) detailing the current level of membership and any proposals to increase membership.

### Minute Secretary

- Record minutes of all meetings.
- When the minutes have been checked and endorsed by the person presiding at the meeting, email a pdf copy of the minutes to all TCWA members. Where a TCWA member does not wish to receive information via an email, arrange for a printed copy to be mailed to them at their postal address.
- After sending a copy of the minutes to all TCWA members, email the Webmaster to enable storage in the 'Members Only' section of TCWA website.

### Newsletter Editor

- Produce three (3) paper newsletters each year for distribution at TCWA monthly meetings.
- Content should be provided by members and include any projects undertaken, fundraising activities or general interest topics since the previous newsletter. Approval of the Chairperson prior to sending to print should be sought.

### Property Officer

- Prior to 30 June each year, submit a Property Budget for the next financial year to the Executive for consideration. The Budget should detail expenses for maintenance, replacement and purchase of equipment and where the funding is proposed to be sourced.
- Maintain an up-to-date equipment register so that members are aware of all the equipment available. The equipment register may be stored in the 'Members Only' section of TCWA website.
- In consultation with the Grants Officer, Lonely Graves Project Leader, Rangelands Project Leader, and the Canning Stock Route Project Leader provide input into development of a Grants Plan each year.
- Ensure that all TCWA equipment is stored securely when not in use.
- Coordinate the use of equipment by projects and record who is responsible for the equipment when in use.

- Provide a proposal to the Management Committee or a TCWA Monthly Meeting where a member has suggested acquisition of new equipment, or the hire of equipment. The proposal should include details of the item, why it is required, the approximate cost and where funding may be sourced.
- Minor repair needs (less than \$100) can be rectified by the Property Officer (either personally, or by negotiation with a third party). Major repairs need to be approved by the Executive.
- If an item of equipment goes missing by theft or other means, the Property Officer should log the incident and report it to the Executive.
- Expensive items, or equipment that is used on external projects should be identified with a marking or code that is either engraved, painted or stamped, and this marking recorded on the register.
- Ensure that maintenance is undertaken as required - refer to the Equipment Maintenance Schedule.
- Ensure that all TCWA electrical equipment is checked annually by an authorised electrician for electrical safety and keep a record of the annual check.
- Coordinate an annual audit and update the equipment register.
- Provide a verbal report at each TCWA monthly meeting (written if absent) detailing progress towards achieving their Property Budget and any equipment issues.

### Rangelands Project Leader

- The Rangelands Project Leader is expected to coordinate all Rangelands planning at least 12 months in advance. This can be facilitated with a sub-committee of their choosing. When a project has been approved by the Executive, the sub-committee or another group would work collectively to deliver the Project, guided by the Rangelands Project Leader.
- In consultation with the Grants Officer, Lonely Graves Project Leader, Property Officer and Canning Stock Route Project Leader, provide input into development of a Grants Plan each year.
- Prior to 30 November each year, submit a proposed Project Plan for the next calendar year to the Executive for consideration. The Plan should include what work is proposed to be undertaken, approximate dates and who the proposed key personnel are (Trip Leader, Construction Leader and First Aider). It should also include written approvals from DPaW and leaseholders as appropriate.
- Prior to 30 November each year, submit a proposed Project Budget for the next calendar year to the Executive for consideration. The Budget should provide approximate expenses for each project and where the funding is proposed to be sourced. No funds can be expended prior to funding being secured.
- Once Projects have been approved, ask the Web-master to create an event and project on the website and provide them with an 'Application to Attend' form, at least one photograph of the project and project detail.
- Complete Project Leader checklist.
- Provide a verbal report at each TCWA monthly meeting (written if absent) detailing progress towards achieving their Project Plan and Budget.

### Tracks and Area Adoptions Project Leader

- Take note of the Project and Adoption Requests DPaW advertise around April/June each year and help TCWA members take on the adoption or Project they may be interested in.
- Facilitate TCWA members proposing tracks or areas that need work.
- Put forward those proposed tracks to DPaW and be involved in the discussion as to which tracks or areas receive financial support each financial year.
- Work closely with the Environmental Officer of the WA4WDA where common members are involved.
- Assist TCWA members in obtaining grants in consultation with TCWA's Grants Officer.
- If requested assist 4WD clubs/organisations, that are members of TCWA, submit their adopted track to DPaW for inclusion on the Trails WA website.
- Provide a verbal report at each TCWA monthly meeting (written if absent) detailing progress towards any active adoption.

### WA 4 Wheel Driving Association Representative

- Report to each WA4WDA meeting of any TCWA activities that could be of interest to their members. Of particular note is upcoming projects.
- Provide a verbal report at each TCWA monthly meeting (written if absent) detailing any matters of interest to members as a result of the preceding WA4WDA meeting.

### Web Master

- Maintain the TCWA website and TCWA email addresses, including security access.
- Publish information to the TCWA website account as requested by the Executive.
- Once Projects have been approved by the Executive, and an event and/or a project has been created on the website, email the Secretary with a copy of the Application to Attend and project detail and ask them to email all members.
- Possess the required knowledge and skills to use a web based publishing tool.
- Maintain login and maintenance of hosting and domain providers and liaise with the Treasurer when invoices are received.

## Section 6 – Participant Vehicles and Associated Equipment

The following minimum equipment requirements apply to all vehicles on a project:

- The vehicle should be licensed and suitable for the conditions likely to be encountered – suitability should be determined by the Trip Leader.
- Shovel carried in each four wheel drive vehicle.
- Jack and base plate carried in each vehicle.
- Tool kit, spare parts and vehicle manual carried in each vehicle (guidance can be sought from the Trip Leader as to what spare parts may be appropriate).
- UHF radio in each vehicle.
- Personal first aid kit carried in each vehicle.
- At least one spare tyre and rim carried in each vehicle.
- Tyre pressure gauge and compressor carried in each four wheel drive vehicle.
- Sufficient fuel, water and oil quantities required for the trip carried in each vehicle.
- A fire extinguisher carried in each vehicle.
- A puncture repair kit carried in each vehicle.
- Rated recovery points mounted to the chassis at both front and rear of a four wheel drive.
- A recovery strap and rated bow shackles carried in each four wheel drive vehicle.
- When travelling off-road, a safety extension pole should be affixed to each four wheel drive vehicle, with either a red or orange flag.

### Leave No Trace

#### Plan Ahead and Prepare

- Research your route and destination before you leave home.
- Know the regulations for the area in which you will travel.
- Obtain the permission of the landholder or Traditional Owners before departure.
- Check that your vehicle is in good working condition.

#### Travel and Camp on Durable Surfaces

- Stay on established tracks.
- Do not create new tracks unless unavoidable due to flooding, erosion etc.
- Protect water sources by camping at least 100m away from water on durable ground (established campsite, rock, gravel and dry grasses).
- Good campsites are found, not made – avoid altering a site.
- Clean-up, naturalise and disguise your campsite upon breaking camp

#### Dispose of Waste Properly

- Inspect and clean up your campsite of rubbish on arrival.
- Burn appropriate rubbish when safe to do so.
- Scatter bath water and dish water.
- Use developed toilets where available.
- Carry out all rubbish when you leave.

### Leave What You Find

- Obtain permission of Traditional Owners before visiting sites of cultural significance.
- Observe, but do not touch cultural or historic structures and artifacts.
- Leave rocks, plants and other natural objects as you find them.
- Do not travel through quarantine areas.

### Minimise the Impact of Fire

- Check area regulations for fire bans.
- Where fires are permitted, use established fire rings, or small personal cooking fires.
- Only collect dead wood that is not a habitat for animals or birds.
- Burn all wood in the fire to ash and put fire out completely before departure.

### Respect Wildlife

- Observe wildlife from a distance. Do not follow or approach them.
- Never feed animals or birds.
- Never leave water out for animals or birds.
- Minimise driving at night, dawn and dusk as this is when animals are most active.
- Slow down and let animals move off the track.

### Be Considerate of Others

- Respect all people and their country.
- Respect the wishes and regulations of all Traditional Owners, pastoral leaseholders and land managers.
- Leave gates as found and obey signage.
- Give way to others on tracks and roads.
- Keep noise levels down.

## Section 7 – Health and Safety

### Introduction

The activities of TCWA will be carried out in a manner which will protect the health and safety of its members and members of the community. Health and safety is the responsibility of every member involved with a project.

If a situation arises for which TCWA does not have a specific health and safety policy, the Trip Leader (in the case of a project) or Executive (in other situations) should refer to DPaW Health and Safety Policy, or consult with DPaW before determining an appropriate course of action.

### Volunteer Workers Insurance

Volunteer Workers Insurance will be provided to all members against death or injury whilst participating in a TCWA approved project. To remove any possibility that a claim is rejected because a participant was not a TCWA member, all participants in a project should be TCWA members. The Product Disclosure Statement and Policy may be stored in the 'Members Only' section of TCWA website and provided in electronic form to all Project Leaders.

### Qualifications and Competence

No formal qualifications are required of any TCWA member participating in a project.

It is critical that all members participating in a project have been given sufficient training and instruction in the tasks to complete them safely. In order to demonstrate that has occurred, a Training Register should be completed for each participant by the Trip Leader or Construction Leader. This should include any motor vehicle license requirements, 4WD training, or construction training.

Assessment of competence, comfort and capability against each task is the responsibility of each individual.

### Recognition of Leaders

Trip Leaders and Construction Leaders should maintain a sound understanding of the practical tasks to be completed, the risks associated and how these are managed. The Executive also need to be satisfied that the Project Leader, Trip Leader, Construction Leader and First Aider have the necessary skills and competence to complete their assigned duties safely and to a satisfactory standard. This consideration is part of the risk assessment process that is undertaken prior to project commencement.

When determining a suitable leader for an activity, TCWA should use a peer recognition and verification process which may include, but is not limited to:

- Recognises the skills of the leader using peer feedback.
- Progressive skills development is supported and recognised using a mentoring approach.
- Verification of currency of skills is conducted during participation.
- Experience is equally as valuable as a qualification.
- Demonstrates qualities of sound judgment, compassion and fairness.

## Safety Responsibilities

Every participant has a responsibility for the creation and maintenance of a safe working environment.

**Executive** – have the responsibility of setting safety policy and procedure to provide a ‘duty of care’ for all participants in a project.

**Project Leaders** – have the responsibility for providing guidance and coordinating all planning and documentation prior to the commencement of the field aspect of the project.

**Trip Leaders** – have the responsibility for the planning and delivery of the travel, recovery and camping component of projects and the associated safety processes.

**Construction Leaders** – have the responsibility for the planning and delivery of the construction component of projects, associated safety processes and the onsite supervision of all participants.

**All participants** – should declare pre-existing injuries or medical conditions that may affect their participation. They should also create and maintain a safe work place (including through adherence to TCWA policy and procedures) and report any unsafe situation to the Trip Leader or Construction Leader.

## Risk Assessment

A risk assessment process should be undertaken prior to work commencing on any project. Risks and risk control measures should be documented on the Job Safety Analysis Form and discussed with all participants. Refer to section 10 for guidance on how to complete a risk assessment.

## Project Hazard Register

The Construction Leader is responsible for conducting a site inspection for any hazards and rectifying those hazards prior to work commencing. A Project Hazard Register should be completed detailing what was identified and how it was rectified. In the pre-work commencement meeting, participants should be asked if they have identified any additional hazards and they can be actioned as in the earlier inspection and recorded the same way.

## Personal Protective Clothing

All participants should wear appropriate clothing based on the project tasks and climatic conditions. The Trip Leader and Construction Leader should determine what is appropriate.

If any specialised pieces of personal protective clothing are identified in the risk assessment, the Project Leader may determine if the task is undertaken or not. If it is undertaken, TCWA will provide the personal protective clothing in good working condition and provide instruction on its use. The cost of the personal protective clothing should be included as a project cost.

## Emergency Response Planning

Every project should have an emergency response and evacuation plan, covering the duration of the project, including travel. The plan should be communicated to all participants. Consideration should be given to reasonably foreseeable emergencies so that appropriate response plans are developed. The plan needs to identify strategies for both getting assistance and evacuation.

### Disclosure of Pre-Existing Injuries or Medical Conditions

An activity that is safe for one person may be unsafe, even dangerous, for another person who has a pre-existing injury or medical condition.

After understanding what work will be undertaken, every participant should inform the Project Leader as soon as possible of any relevant pre-existing injury or medical condition. The participant should work within their own capabilities in order to minimise the risk to self, or others. If the Project Leader is uncertain regarding the suitability of an applicant to participate in the project, they should ask that person to obtain from their doctor a statement of their capacity or limitations.

Every participant should complete a Medical History Form and leave it in a sealed envelope in the glove box of the vehicle they are travelling in. The form will only be accessed by medical personnel in the event of an emergency and the participant is not able to provide information verbally.

### Accident-Incident Reporting

The Trip Leader or Construction Leader should complete an Accident-Incident Form as soon as possible after:

- An injury/illness requires medical attention by the First Aider, or other medical professional; and/or renders the participant incapable of working on the next work day after the injury/illness.
- Property loss or damages.
- A 'near miss' has the potential to cause any of the above.

This should be done in discussion with the person concerned and any witnesses.

The Trip Leader or Construction Leader should address three questions in relation to any report:

1. What could we have done to prevent this from occurring?
2. What could have been done to reduce the seriousness of the incident?
3. What can we do (or have already done) to prevent this from happening in the future?

The report should be provided to the Project Leader as soon as practical after completion of the project. If the Project Leader endorses the report, it should be provided to the Executive promptly for consideration.

Any issues that require follow-up and any action taken should be noted. Records are to be stored with the Secretary.

## Section 8 - Emergency Response Plan

### Introduction

This section will provide a framework for the development of an Emergency Response Plan relating to projects where members undertake travel and volunteer work in Western Australia.

### Scope

Emergency Response Plans are pre-project documents developed by the Trip Leader to allow TCWA and trip members to respond to any reasonably predictable event that may occur during travel to and from, or during the project. The Project Leader may provide guidance in the development of the plan and recommend its endorsement.

An event is injury, health related, vehicle breakdown, or a natural disaster. The start and finish of the event should be determined by the Trip Leader (start can be at a designated point and finish whenever the member chooses to leave the project by notifying the Trip Leader). A written record of the comings and goings of members should be kept by the Trip Leader.

### Composition

Emergency Response Plans should:

- Be endorsed by the Executive at least two (2) weeks before the commencement of the project.
- Key members of project team (Project Leader, Trip Leader and Construction Leader) take a written copy on the project.
- Relevant to travel route, detail all medical centers, hospitals, Royal Flying Doctor Service (RFDS) (phone number only), airstrips and Police, including any notes such as duty hours.
- Bush fire related risk when in static location for two (2) days or more.
- Emergency evacuation procedures, including all routes.
- Communication means identified, including satellite phones, mobile phones, EPIRB and VKS737, with nominated users listed.
- HLTF301A Apply First Aid Certificate holders or other health professionals in project group identified.
- First aid kit is checked prior to departure and topped up as required and refurbished after the project, and
- Identify who should be notified when at one location for more than two (2) days— for example, property owners, or Indigenous communities.

### Decision making

Decision making will be with the First Aider when relating to medical issues. Where the First Aider would like medical advice, the RFDS should be consulted if there are no other health professionals on the project.

Decisions other than medical will be taken by the Trip Leader.

## Section 9 - Equipment

### Introduction

This section provides a framework for the acquisition, deployment, maintenance, audit, loan, hire, renewal and disposal of items of equipment that are on the TCWA equipment register.

### Definition of Equipment

Equipment purchased using TCWA funds should be for TCWA use and should be regarded as a TCWA resource. In many cases, equipment will be used mainly by one project team and will be prioritised to that area. However, equipment should not be considered as being owned exclusively by a project team. This should allow equipment to be shared wherever practicable.

Equipment will be either prioritised to a specified project area (prioritised equipment) or managed by the Property Officer.

Trip Leaders of a functional project and specified individuals assigned equipment will be responsible for the sighting, care, secure storage and upkeep of all equipment whilst in their care.

### Equipment Register

The Property Officer should maintain an up-to-date equipment register so that members are aware of all the equipment available. The equipment register may be stored in the 'Members Only' section of TCWA website.

Equipment is defined as items which:

- Cost over \$100.
- Are on the TCWA equipment register, or
- Any hired equipment.

Certain other items may be included on the equipment register that do not meet the above criteria after consultation with the Property Officer, in liaison with the Executive.

All new equipment should be entered on the equipment register by the Property Officer prior to it being issued for use.

Serial numbers of all electrical equipment (when available) to be entered onto the register.

The equipment register can be updated by the Property Officer detailing date and method of disposal.

### Equipment Requirements

The Management Committee should identify the equipment that is commonly used, but is not available through the equipment register. The identification of the equipment with an estimated cost should be submitted to the Executive and Property Officer with a brief outline of requirement, estimated cost and priority.

If approved, a budget item can be raised and funding sort through various means (general funds, project funds, donations, fund raising or grants).

Members will be able to make written proposals to the Property Officer for the acquisition of new equipment and the hire of equipment, at any time.

## Purchase Process

Regardless of the funding source, the members should be offered the opportunity to provide input and/or supply the equipment at the best outcome for TCWA.

If it is a grant, the equipment and supplier would be identified during the application process, not after the grant is approved.

The equipment should be fit for propose and cost effective.

The process to purchase any equipment is that whoever has asked for the equipment will be responsible for obtaining at least two quotes and getting the Property Officers approval before buying the equipment. The Property Officer should ensure the equipment is as approved in their budget and within cost. That person will take delivery of the property, check that all is ok and then hand it over to the Property Officer to add to the inventory, tagged, etc. Reimbursement should then be sought from the Treasurer.

When on a project and the Trip Leader is of the opinion that any aspect of a trailer renders that trailer unsafe for use, they have authority to purchase any item that will render the trailer safe. If that item cannot be purchased, the trailer should be stored securely for retrieval and/or repair at a later date. A trailer must not be used in an unsafe condition.

## Safety

Members using equipment have a responsibility to ensure they are aware of the Health and Safety Policy.

Training in the use of equipment and undertaking a risk assessment should be sought where necessary.

Members using equipment provided by TCWA, or another member, need to prove they have appropriate skills in the use of that piece of equipment before using that piece of equipment. The person making that assessment should be someone with previously demonstrated appropriate skills in the use of the item. Where skills are not considered adequate, the assessor should demonstrate the correct use and monitor its use until they are satisfied as to skill level.

Member's use of their own equipment is at their own risk. Any equipment used should be visually inspected by the Trip Leader or Construction Leader prior to use.

Construction Leaders should intervene immediately if any unsafe or inappropriate work practice is observed.

All TCWA electrical equipment should be checked annually by an authorised electrician for electrical safety. Records of the annual check will be kept by the Property Officer.

Any TCWA equipment used should be visually inspected by the Trip Leader or Construction Leader prior to use, and before returning to storage.

## Security

Where any item of equipment is taken from storage, all reasonable steps should be taken to ensure the item is not stolen or damaged. This includes using the tow ball lock, ladder lock and tool box locks at all times, unless the equipment is being used. Where a trailer is temporarily at a member's house, it should not be visible from the street.

If an item of equipment goes missing by theft or other means, this should be reported to the Property Officer as soon as practical, who will log the incident and report back to the Executive.

Wherever possible, expensive items, or equipment that is used on external projects should be identified with a marking or code that is either engraved, painted or stamped, and this marking recorded on the register.

## Audit and Record Keeping

An annual audit to check and update the equipment register should be coordinated by the Property Officer and undertaken by another member.

All documents relating to equipment will be held by the Property Officer and the Secretary—for example, maintenance contracts and guarantees.

## Maintenance

Where appropriate and affordable, maintenance contracts should be taken out for expensive and crucial items of equipment—for example, photocopier, generators and pumps. Decisions regarding which items to cover by outside contracts should be made by the Executive.

Individual members using equipment should pass on any repair needs to the Property Officer. Minor repair needs (less than \$100) can be rectified by the Property Officer (either personally, or by negotiation with a third party). Major repairs need to be approved by the Executive.

For details of when and how maintenance is required, refer to the Equipment Maintenance Schedule.

## Maintenance of Personal Equipment

Personal equipment belonging to a member and used on a functional project that requires repair should be presented to the Property Officer, or the Project Leader if the Property Officer is not present, to be assessed and a decision given on whether the request is valid for part or full repair or replacement. If the request is considered valid, it will be presented to the Executive for approval, with quotes for its repair or replacement provided by the owner. The age and condition of equipment prior to project usage are to be considered.

If this request is declined, the member may appeal the decision by requesting a personal presentation to the Management Committee.

## Disposal

The most appropriate and economic method of disposal of items or equipment no longer in use will be considered by the Property Officer, in negotiation with the Executive as required. Consideration will be given to age, condition, residual value, further use with TCWA and safety. Any item should be offered to members to bid for the item. If there are no members wishing to purchase the item, it should be appropriately disposed of. If the item has a reasonable residual value, it should be offered for sale on a commercial website.

## Satellite Phones

If a member has a satellite phone and they are happy for it to be used to make and receive phone calls or text messages in the case of an emergency or relating to the project, they may be reimbursed by TCWA for the cost of those phone calls or text messages.

If a project does not have the use of a satellite phone for emergencies, as part of the Risk Assessment Process, the Project Leader may make a recommendation to the Executive as to whether it is necessary to hire a satellite phone for the duration of the project. Governing factors are the time to medical facilities and whether there is mobile phone coverage in areas to be traversed.

## Equipment Hire

Equipment hired from outside sources will be in consultation with the Project Leader and the Executive. Payment will be made direct from the TCWA Treasurer, or if applicable, payment can be made by a member of the project team with reimbursement from the Treasurer at a later date.

Returning of hire equipment in good and proper condition is the responsibility of the Project Leader.

## Use of Trailers

The overloading of trailers and/or trailers not fit for purpose is never acceptable. Towing a trailer that is exceeding its aggregate load, and/or vehicles towing that are not rated to tow the load can result in an insurance claim being rejected, or charges laid by the WA Police.

As a component of the trailer load plan (refer checklist), the Trip Leader must discuss with the Project Leader what % of the aggregate load weight is appropriate for the route being traversed. In some scenarios, this may result in a figure less than 100%.

## TCWA Trailers

The TCWA trailers are purpose built to withstand off-road conditions. When travelling, the Trip Leader must ensure:

- The vehicle assigned to tow a TCWA trailer should have its legal towing capacity checked and provided in writing (alternatives may also be required such as tow bar rating).
- The vehicle's tyre inflation is in accordance with the vehicle handbook. If this figure is not available, then inflate 15 kPa above normal.
- Trailer load must be within the trailers registered aggregate weight and if the weight is not known for certain (weight of each item provided by the supplier, the Property Officer, or it is weighed), a public weighbridge ticket is obtained by the towing vehicle owner. The cost of any public weighbridge ticket will be reimbursed.
- Tow ball weight is measured and recorded.
- Speeds are reasonable for conditions.
- In the case of any nominated tow vehicle being substituted, the above points still apply.
- The towing vehicle owner points are adhered to.

The towing vehicle owner and/or driver must ensure:

- That the trailer is loaded below the registered aggregate weight of that trailer. This is calculated by adding the revised trailer tare weight and the load weight. The revised tare weight is noted next to the trailer identification plate. This weight includes the empty trailer, all listed spares, storage box, spare spring and spare tyre.
- To determine the trailer load weight, use the weight provided by the supplier, or in the case of TCWA equipment, the weight provided by the Property Officer. Any other item must be weighed. If the trailer load weight cannot be documented (including every item in the trailer), a public weighbridge ticket must be obtained before leaving your home on the project. All documentation must be provided to the Trip Leader before leaving on the project.
- The load is distributed appropriately at all times.
- That their vehicle is rated to tow the load.
- That their vehicle is licensed and in good mechanical condition.
- Tyre pressure is checked before and regularly during travel to ensure it is appropriate to the conditions.
- Pre-trip and regularly during travel checks to ensure:
  - lights are working
  - hitch, bearings and suspension nipples are appropriately greased
  - load is secured, and
  - general inspection of trailer to ensure everything is in a safe working order.
- Pre and post-trip, check the listed spares list against the items (all in the storage box). Pre-trip if any items are missing or damaged, the Property Officer should be immediately advised so it can be rectified before trip departure. Post-trip, the Property Officer should be advised as soon as possible to ensure the items are replaced before the next booking.
- That before returning the trailer to Off Road Equipment (ORE) in Myaree, the trailer will be cleaned, both wheels will undertake a 'wobble and spin' to assess the bearings, and ensure all lights are in working order. Anything requiring attention should be communicated to the Property Officer.

If the towing vehicle owner is concerned at any point, on any aspect of towing the trailer, they should discuss their concerns with the Trip Leader.

### Borrowed Trailers

There will be occasions when the TCWA trailers are in use, or the quantum of materials will require additional trailers. Trailers not on the TCWA equipment register must have the registered load capacity stated, be registered and in good condition. Fit for purpose, the identification plate, registration and condition should be assessed by the Trip Leader. The above TCWA trailer requirements also apply to borrowed trailers.

### First Aid Kit

TCWA has an expanded St Johns Ambulance 'Large Kit', which, unless booked by another project, should be taken on any project. If it is not available, the Project Leader should ensure that a suitable replacement kit is taken. The first aid kit should be in possession of the First Aider, and any other First Aid personnel aware of its location.

All participants should take their own first aid kit and use the contents if they do not need the attention of the First Aider.

### Decision Making

Decision making of equipment usage will be the task of the Property Officer in liaison with the Executive, as required. All decisions about the purchase of new equipment and the repair, replacement of broken, defunct equipment will be made by the Executive in discussion with the Property Officer.

## Section 10 – Risk Assessment Process

### Introduction

The first action in controlling a risk should always be to eliminate the risk. If this is not possible, then plan to minimise the likely-hood of the risk occurring as well as the level of consequence should the risk occur.

Where the risk is assessed as unacceptable, the task should not be undertaken until such time as the risk can be satisfactorily controlled.

All participants should know the risks and the appropriate control strategies.

### Composition

Risk Assessment Plans should include:

- The preliminary plan based on any reconnaissance trips with a focus on major issues and how the risk will be mitigated, should be endorsed by the Executive at least two (2) weeks before the commencement of the project.
- The risk assessment form being provided in writing to all participants before commencement of a project.
- Key members of the project team (Project Leader, Trip Leader and Construction Leader) take a written copy on the project.
- A full risk assessment should be conducted on-site prior to any work commencing. Volunteers should be encouraged to participate in the process and to raise any concerns as the project progresses.

### Conducting a Risk Assessment

The expectation is that TCWA will take reasonably practicable steps to protect participants against reasonably foreseeable accident or injury. This simply means looking ahead, foreseeing how participants could be harmed, then, putting in place measures to prevent that from happening.

The following steps should be undertaken (the questions are examples and not an exhaustive list).

1. **Travelling to and from the site:** What types of roads/tracks will you be travelling on? What are the likely climatic conditions? What is your convoy structure?
2. **At the site:** Is it rocky, steep, slippery, dusty, exposed to sun and wind? Is it thickly vegetated? Are there overhanging dead branches or structures? Are there likely to be snakes, cattle, or stinging insects? How far are you from emergency assistance if required?
3. **Tasks:** Do participants have to carry heavy or awkward objects? Will participants be working at heights? Will they be using machinery?
4. **Participants:** Are they skilled and experienced in the tasks to be undertaken? Do any of the participants have pre-existing injuries or medical conditions that could be aggravated by doing a particular task? Does their age (young or old) require special consideration?
5. **How could a participant be injured?** Consider trips and falls, bites and stings, sunburn and dehydration, back or shoulder strains, or eye injuries.
6. **Identify risk control strategies:** What will people do, or not do, in order to minimize the chance of injury? Involve everyone in the process – the experience of the group will be varied. Make sure everyone understands what is expected of them.
7. **Monitor:** The Trip Leader and Construction Leader should ensure that all participants are following the agreed 'rules'. Some tasks or participants may require closer supervision than others. Be prepared to change any strategies that don't seem to be working, but involve all participants in any change discussion.

## Assessing the Level of Risk

An important part of formulating your risk control strategies is understanding the level of risk remaining once these are in place. Use the following matrix to provide a risk rating.

### Likelihood

Descriptor	Outcome Description
Highly unlikely/rare	Remote possibility (less than once every 5+ years)
Unlikely	Not expected to occur (may occur every 1 - 5 years)
Quite possible	Occurs occasionally (monthly – yearly)
Likely	Occurs regularly (weekly – monthly)
Almost certain	Expected to occur (daily – weekly)

### Consequence

Descriptor	Outcome Description
Insignificant	No injuries
Minor	On-site first aid treatment
Moderate	Medical treatment required or loss of time due to recuperation
Major	Serious injury requiring hospitalisation
Catastrophic	Permanent disability or death

The level of risk is then obtained by cross referencing the likelihood and consequence that has been determined for each risk.

Likelihood		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Highly unlikely	L	L	L	M	H	
Unlikely	L	M	M	H	H	
Quite possible	L	M	H	H	E	
Likely	M	H	H	E	E	
Almost certain	M	H	E	E	E	

Having determined the level of risk, your response is:

**E = Extreme risk – do not proceed.**

**H = High risk – requires approval from the Executive.**

**M = Moderate risk – Project Leaders with less than 3 months experience should consult with the Executive, otherwise proceed.**

**L = Low risk – standard onsite risk management.**

## Section 11 – Subsidy

### Introduction

This will provide a framework for any subsidy to members if obtained through a grant, in-kind, or by donation to TCWA for a specific project.

### Definition of a Subsidy

A subsidy obtained by TCWA will be considered as a TCWA resource and for TCWA use. However, the subsidy should not be considered as being owned exclusively by a project team, but for the purpose it was obtained. This should allow it to be shared wherever practicable. It follows from this that an up-to-date subsidy register/inventory should be maintained so that members are aware of all the subsidies available within TCWA.

Subsidies will be defined as items which:

- cost over \$10
- are for vehicle fuel, and
- for members only.

Subsidies may be from the acquirement of a grant, or an in-kind donation, or from fundraising for a specified purpose.

Team Leaders of projects will be responsible for the management of records.

### Allocation of Subsidy

Fuel obtained through a grant, or through fundraising for the purpose of supplying fuel, will be allocated on an equal basis to members participating in an approved project, except to members that tow a work trailer for the designated project, who will receive a bonus of 20%. The total shall not exceed the amount raised for this purpose.

Fuel obtained from a fuel company donation, or from DPaW shall be supplied as per the conditions of the supplier.

### Decision Making

Decision making of subsidy usage will be the task of the Grants Officer, or delegated representative and the Project Leader of a particular project. The Grants Officer will liaise with the Executive.

### Audit and Record Keeping

Details of all subsidies as defined in this policy will be kept on the register/inventory.

An annual audit to check and update the subsidy register will be coordinated by the Treasurer.

The Treasurer, or a delegated representative will be responsible for keeping the subsidy register up-to-date.

## Section 12 - Documents

### TCWA Constitution

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# TRACK CARE WA INC.

# CONSTITUTION

2014

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## 1. NAME OF ASSOCIATION

The name of the Association shall be-

**Track Care WA Inc.**

and shall thereafter be known as the 'Association'.

## 2. OBJECTS OF ASSOCIATION

The objects of the Association are-

- (1) To facilitate sustainable programs of management and protection of vehicular tracks in Western Australia, particularly those of Indigenous and European significance.
- (2) To assist in providing educational programs for all track users.
- (3) To promote sustainable conservation of the natural environment.
- (4) To promote responsible four wheel driving as a legitimate recreational activity.
- (5) To liaise with land management authorities and other interested parties with similar objectives.
- (6) To assist in the protection and restoration of buildings of significant heritage and historical importance.
- (7) The property and income of the Association shall be applied solely toward the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the promotion of those objects or purposes.

## 3. POWERS OF ASSOCIATION

The powers conferred on the Association are the same as those conferred by Section 13 of the *Associations Incorporations Act 1987*, so that subject to the Act and any additions, exclusions or modifications, the Association may do all things necessary or convenient to carry out its objects and purposes.

## 4. MEMBERSHIP

- (1) Membership of the Association shall be open to those persons or organisations who satisfy the Office Bearers that their aims and objectives are compatible with those of the Association and that they will actively promote and assist in achieving the objects of the Association.
- (2) The classes of membership shall be-
  - (a) Full Member [voting]
  - (b) Corporate Member [voting]
  - (c) Associate Member [non-voting]
  - (d) Honorary Member [non-voting]
  - (e) other classes as determined by the Office Bearers
- (3) Persons or organisations wishing to become members shall apply to the Office Bearers in writing on such form as the Office Bearers may from time to time direct, duly signed by the applicant (or authorised person if an organisation).
- (4) On acceptance of the application, the Association shall make available a copy of the Constitution and Policy and Procedures of the Association.
- (5) An applicant whose application is rejected shall, if they wish to appeal the decision, give notice to the Secretary of their intention to do so within a period of fourteen (14) days from the date they were advised of the rejection.

- (6) When notice is given under Clause 4.(5), the Association in a Management Committee meeting, shall either confirm or set aside the original decision to reject the application, after having afforded the applicant, who gave notice, a reasonable opportunity to be heard by, or to make representations in writing to, the Association in a Management Committee meeting. This decision shall be final.

## **5. REGISTER OF MEMBERS**

- (1) The Membership Officer, shall on behalf of the Association, keep and maintain a Register of Members in accordance with Section 27 of the Act and that register shall be kept and maintained at their place of residence.
- (2) The Membership Officer shall cause the name of a person (or organisation) who dies or ceases to be a member under any clause of this Constitution to be deleted from the register referred to in Clause 5(1).

## **6. SUBSCRIPTIONS**

The amount of subscription shall be determined annually by the Management Committee.

## **7. RESIGNATION OF MEMBERS**

A member who forwards a letter of resignation by hand, post or electronically, ceases to be a member of the Association on receipt of that letter by the Secretary.

## **8. EXPULSION OF MEMBERS**

- (1) If the Management Committee considers that a member should be expelled from the membership of the Association because their conduct is detrimental to the interests of the Association, the Committee shall communicate in writing, to the member-
- (a) notice of the proposed expulsion and of the time, date, and place of the Management Committee meeting at which the question of that expulsion will be decided, and
  - (b) particulars of that conduct,
- not less than thirty (30) days before the date of the Management Committee meeting referred to in Clause 8(1)(a).
- (2) At the Management Committee meeting referred to in a notice communicated under Clause 8(1)(a) and (b), the Management Committee may, having afforded the member concerned a reasonable opportunity to be heard by, or to make representations in writing to, the Management Committee, expel or decline to expel that member from membership of the Association and shall, forthwith after deciding whether or not to expel that member, communicate that decision in writing to that member.
- (3) Subject to Clause 8.(5), a member who is expelled under Clause 8(2) from membership of the Association, ceases to be a member fourteen (14) days after the day on which the decision so to expel them is communicated to them under Clause 8(2).
- (4) A member who is expelled under Clause 8.(2) from the membership of the Association shall, if they wish to appeal against that expulsion, give notice to the Secretary of their intention to do so within the period of fourteen (14) days referred to in Clause 8.(3).
- (5) When notice is given under Clause 8.(4)-

- (a) the Association in a Management Committee meeting may, after having afforded the member who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, the Association in the Management Committee meeting, confirm or set aside the decision of the Management Committee to expel that member, and
- (b) the member who gave that notice does not cease to be a member unless and until the decision of the Management Committee to expel them is confirmed under this sub-Clause.

## **9. MANAGEMENT COMMITTEE**

- (1) The activities of the Association shall be managed by a Management Committee consisting of-
  - (a) a Chairperson
  - (b) a Vice Chairperson
  - (c) a Secretary
  - (d) a Treasurerthe above positions shall be known as the Office Bearers; and
  - (e) not more than ten (10) other persons known as Committee members; all of whom shall be members of the Association elected to membership of the Management Committee at an Annual General Meeting or under Clause 9.(5).
- (2) A person is not eligible for election to membership of the Management Committee unless a member has nominated them for election either orally or in writing and the nominated member signifies their willingness to stand for election.
- (3) A person who is eligible for election or re-election may at the Annual General Meeting concerned-
  - (a) propose or second them self for election or re-election; and
  - (b) vote for them self.
- (4) If the number of persons nominated for election to membership of the Management Committee does not exceed the number of vacancies on the Management Committee to be filled-
  - (a) the Secretary shall report accordingly to; and
  - (b) the Chairperson shall declare those persons to be duly elected as members of the Management Committee at the Annual General Meeting concerned.
- (5) When a casual vacancy within the meaning of Clause 13.(1) occurs in the membership of the Management Committee-
  - (a) the Management Committee may appoint a member to fill that vacancy; and
  - (b) a member appointed under this clause shall hold office for the unexpired portion of their predecessor's term and be eligible for re-election at the next Annual General Meeting.

## **10. CHAIRPERSON**

- (1) The Chairperson shall represent the Association wherever possible and act as spokesperson for the Association.
- (2) Subject to Clause 10.(3) the Chairperson shall preside at all Annual General and Special General Meetings.
- (3) The Vice Chairperson shall deputise for the Chairperson in that person's absence, in particular at Monthly Meetings.

- (4) In the event of the absence of both the Chairperson and the Vice Chairperson at a monthly meeting, an Office Bearer elected by the members present shall preside.

## **11. SECRETARY**

- (1) The Secretary shall comply on behalf of the Association with-
  - (a) Section 28 of the Act in respect of the Constitution of the Association; and
  - (b) Section 29 of the Act in respect of the record of office holders, and any trustees of the Association.
- (2) The Secretary shall keep full and correct minutes of the proceedings of the Management Committee and the Association.
- (3) The Secretary shall co-ordinate the correspondence of the Association.
- (4) The Secretary shall have control of all books, documents, records, and registers of the Association including those referred to in Clause 11.(1)(a & b) other than those required by Clause 12 to be kept and maintained by, or in the control of, the Treasurer.
- (5) The Secretary shall perform such other duties as the Management Committee may from time to time direct and as are imposed by this Constitution.

## **12. TREASURER**

- (1) The Treasurer shall comply on behalf of the Association with Sections 25 and 26 in respect of the accounting records of the Association.
- (2) The Treasurer shall be responsible for the receipt of all moneys paid to, or received by, on behalf of the Association, shall issue receipts for those moneys in the name of the Association, and pay all moneys into such account or accounts of the Association as the Management Committee may from time to time direct.
- (3) The Treasurer shall make payments from the funds of the Association with the authority of the Office Bearers and in so doing ensure all cheques are signed by them self and at least one other of the Office Bearers or Management Committee Members who have been authorised to do so.
- (4) The Treasurer shall, whenever directed to do so by the Chairperson, submit to the Management Committee a report, balance sheet or financial statement in accordance with that direction.
- (5) The Treasurer shall have control of all securities, books, and documents of a financial nature and accounting records of the Association including those referred to in Clause 12(1) and (4).
- (6) The Treasurer shall perform such other duties as are imposed by this Constitution.
- (7) The financial year of the Association shall be from the first (1<sup>st</sup>) day of July to the thirtieth (30<sup>th</sup>) day of June.

## **13. CASUAL VACANCIES IN THE MANAGEMENT COMMITTEE**

- (1) A casual vacancy occurs in the office of a Management Committee Member and that office becomes vacant if that Management Committee Member-
  - (a) dies,
  - (b) resigns from the Management Committee by notice in writing delivered to the Secretary, or Chairperson, if the person is the Secretary,
  - (c) is convicted of an offence under the Act,
  - (d) is permanently incapacitated by physical or mental ill-health,

- (e) is absent for more than three (3) consecutive meetings in a calendar year for which they have received notice of and has not tendered an apology for non-attendance, or
- (f) ceases to be a member of the Association.

#### **14. PROCEEDINGS OF MEETINGS**

- (1) Annual and Special General Meetings - common points
  - (a) The Secretary shall give all members not less than twenty one (21) days-notice of a General Meeting, together with details of any motions or Special Resolutions to be decided at the meeting.
  - (b) The notice shall specify the date, time, and place of the meeting, particulars of any business to be transacted at the meeting and the order in which the business is to be transacted.
  - (c) The notice shall be sent by post to the member's address as recorded in the Register of Members under Section 27 of the Act, or to an electronic address, or may be delivered by hand.
  - (d) A quorum at all General Meetings shall be not less than the Chairperson, or in their absence, the Vice Chairperson, the Secretary and not less than ten percent (10%) of the membership at the time of the meeting either in person, or by proxy.
  - (e) At all General Meetings, full Members and a person representing a Corporate Member, shall have a deliberative vote.
  - (f) All motions shall be decided by a simple majority.
  - (g) At all General Meetings the Chairperson, or the Vice Chairperson in their absence, shall have a deliberative and casting vote.
  - (h) Pursuant to Section 24 of the Act, a Special Resolution shall be passed by the majority of not less than seventy five percent (75%) of the members present or by proxy at any General Meeting.
- (2) Annual General Meeting
  - (a) The Annual General Meeting of the Association shall be held on the last Wednesday of the month of September in each calendar year and at a time and place as specified on the notice paper.
  - (b) The order of business at the Annual General Meeting shall be as per the Regulations of the Association.
- (3) Special General Meeting
  - (a) A Special General Meeting may be convened at any time by-  
the Management Committee; or  
within thirty (30) days of the Secretary receiving a notice in writing from not less than eight (8) financial members specifying the reason for requesting the meeting; and  
the members making the request as in Clause 14(3)(a) above, state the reason for which the request is being made and shall all sign the request.
  - (b) When a Special General Meeting is convened under Clause 14(3)(a), the Secretary shall ensure that all members are supplied with the particulars of the reasons for the meeting and the Association shall pay all reasonable costs for such meeting.
  - (c) If within thirty (30) minutes after the time specified for the holding of a Special General Meeting, a quorum is not achieved, the meeting shall be adjourned to the same time of the same day of the following week at the same venue.

- (d) If a quorum is not achieved at the adjourned meeting, the reason for the meeting shall lapse and a fresh meeting pursuant to Clause 14(3)(a), may be called.
- (4) Monthly Meetings
- (a) The Association shall meet as required, but not less than eight (8) times in each year and at such place as the Management Committee may decide, but generally on the last Wednesday of each month of each year.
  - (b) Subject to Clause 10(4) a quorum at a monthly meeting shall comprise at least two (2) Office Bearers, two (2) other Management Committee members and ten percent (10%) of the membership at the time of the meeting either in person, or by proxy.
  - (c) If there be no quorum within thirty (30) minutes of the time appointed for the meeting, the business of the meeting shall be held over to the next monthly meeting.
  - (d) All notices of monthly meetings shall be in writing and sent to all financial members at least seven (7) days prior to such a meeting.
  - (e) At all monthly meetings the person presiding shall have a deliberative and a casting vote.
  - (f) All motions shall be decided by a simple majority.
- (5) Management Committee Meetings
- (a) The Management Committee shall meet as required, but not less than once (1) in each year and at such time and place as is required to the business of the Association.
  - (b) The order of business shall be as per the notice paper sent to Management Committee Members not less than seven (7) days prior to such a meeting.
  - (c) A quorum shall comprise at least two (2) Office Bearers and two (2) other Management Committee members.

## **15. MINUTES OF MEETINGS OF ASSOCIATION**

- (1) The Secretary shall cause proper minutes of all meetings to be taken and then entered, within twenty one (21) days after the holding of each meeting, in a minute book kept for that purpose.
- (2) The Chairperson of each meeting of the Association shall ensure that the minutes taken under Clause 15.(1), of
  - (a) an Annual General Meeting or a Special General Meeting are checked and signed as correct by the Chairperson presiding at the Annual General Meeting or Special General Meeting succeeding that meeting; and
  - (b) A monthly meeting are checked and signed as correct by the person presiding at the meeting.
- (3) When the minutes have been checked and signed as correct under Clause 15.(2)(a) and (b), they shall, until the contrary be proved, evidence that-
  - (a) the General Meeting or monthly meeting to which they relate was duly convened and held;
  - (b) the proceedings recorded as having taken place thereat; and
  - (c) all appointments and elections purporting to have been made at those meetings have been validly made.

## **16. PROXIES OF MEMBERS**

A member may appoint in writing on such form, as the Management Committee may from time to time authorise, another member to be their proxy and to attend and vote on behalf of the appointing member at any meeting.

## **17. CONSTITUTION OF ASSOCIATION**

- (1) The Association may alter, rescind, or repeal this Constitution in accordance with the procedure set out in Sections 17, 18 and 19 of the Act.
- (2) This Constitution binds every member and the Association to the same extent as if every member and the Association had signed and sealed this Constitution and agreed to be bound by all its provisions.

## **18. INSPECTION OF RECORDS OF ASSOCIATION**

Pursuant to Clause 14 of the *Associations Incorporations Act 1987*, a member may at any reasonable time, inspect without charge, the books, documents, records and securities of the Association.

## **19. COMMON SEAL OF THE ASSOCIATION**

- (1) The Association shall have a Common Seal on which its corporate name shall appear in legible characters.
- (2) The Common Seal of the Association shall not be used without the express authority of the Management Committee and every use of the seal shall be recorded in the minute book referred to in Clause 15. of this Constitution.
- (3) The affixing of the Common Seal shall be witnessed by any two of the Office Bearers.
- (4) The Common Seal shall be kept in the custody of the Secretary or such person as the Management Committee may from time to time decide.

## **20. DISTRIBUTION OF SURPLUS ON WINDING UP**

- (1) If, on the winding up of the Association, any property of the Association remains after satisfying the debts and liabilities of the Association and the costs, charges and expenses of that winding up, that property shall be distributed-
  - (a) To another Association incorporated under the Act with similar objects; or
  - (b) For charitable purposes.
- (2) The Incorporated Association or charity shall be determined by the members when authorising and directing the Management Committee under Section 33 of the Act to prepare a distribution plan of the surplus property of the Association.

## **21. INTERPRETATION**

- (1) In “writing” or “written” means to include printing or any other form of representing or reproducing words in visible form.
- (2) Words importing the singular include the plural, and words importing the plural include the singular where the context permits.

## Project Plan &amp; Budget Checklist



## Project Plan & Budget Checklist

***This checklist, any necessary approvals and funding must be completed/obtained by the Project Leader before the intention to conduct the project is announced to members. This does not exclude the Project Leader from discussing future possible projects with members.***

Draft Project Scope Report (use standard Word template) and obtain Executive approval.	
<b>Title</b> – change the title to be “Project Concept Brief” from “Project Scope Report” and determine a project name.	
<b>Project background and description</b> – explain how this project aligns with the TCWA Constitution. Explain how the idea for the project came about and the location.	
<b>Project scope</b> – explain the aim, who will benefit and the boundaries of the project. Explain any environmental impact.	
<b>High level requirements</b> – change heading to “Budget”. List broad items and an approximate cost. Discuss potential funding bodies with the Grants Officer and explain possibilities.	
<b>Deliverables</b> – list any stakeholders or affected parties from this project. Describe how they will be affected and how they will be consulted. For example— any relevant Shire, known relatives, Tourism WA and the West Australian Museum.	
<b>Affected parties</b> - change heading to “Indigenous Participation”. Explain how you will engage with local Indigenous people and how you will encourage their participation.	
<b>Affected business processes or systems</b> – change heading to “Publicity”. Explain what internal and external publicity opportunities will be used. How will you communicate progress and completion to stakeholders/the general public? Ensure a mixture of print and electronic media.	
<b>Specific exclusions from scope</b> - change heading to “Approval”. List any party that you will need to obtain approval from for the project to proceed. Explain how you will seek approval. For example—Heritage Council of WA, Indigenous owners, leaseholders or DPaW.	
<b>Implementation plan</b> - change heading to “On-going Maintenance. Explain what on-going maintenance will be required, the frequency and anticipated cost. Explain how you will determine when maintenance is required.	
<b>High level timetable/schedule</b> – considering seasonal issues/influences, detail a broad timeframe for commencement and completion of the project. Just a month and year is sufficient.	

Project Leader Checklist



## Project Leader Checklist

Project Location: ..... Date: .....

Draft Project Concept Brief and obtain Executive approval.	
Ask the Webmaster to create a Project and Event on the website (when completed, they will ask the Secretary to issue a broadcast to all members).	
Ensure a Facebook message is posted advertising the project.	
Appoint Trip Leader, Construction Leader, and First Aider(s) and discuss their responsibilities and timeframes with them.	
Assess each Application to Attend and contact each participant.	
Emergency Response Plan form completed and obtain Executive approval (refer to section 8 of the Policy for assistance).	
Project Risk Assessment form completed with participants (refer to section 10 of the Policy for assistance).	
Construction tasks approved.	
Vehicle and Trailer Details form approved.	
If required by the funding body, complete progress reports and/or a final report as required and obtain Executive approval prior to submission to the funding body by the due date.	
At the completion of the Project, any Accident-Incident Report is approved and discussed with Executive (refer to section 7 of the Policy for assistance).	
At the completion of the Project, prepare a written report and discuss with the Executive. The report must include the approved concept brief, outcomes of consultation with affected parties, Indigenous participation, what publicity was undertaken, all approvals, Project Risk Assessment, Emergency Response Plan, Trip Leaders report, Construction Leaders report and any learnings for future projects.	

## Trip Leader Checklist



## Trip Leader Checklist

Project Name: ..... Date: .....

Discuss responsibilities and timeframes with Project Leader.	
Consider appointing people to fill certain roles (eg. trailer, recovery and tail-end Charlie) and discuss with the Project Leader.	
Go to the website and book required trailers – at least one week before and one week after project dates.	
Be actively involved in Project Risk Assessment process.	
Assist the Project Leader to develop the Emergency Response Plan.	
Develop a trailer load plan and obtain Project Leaders approval (refer to section 9 of the Policy for assistance).	
Complete Vehicle and Trailer Details form and obtain Project Leaders approval.	
Obtain a written copy of the Emergency Response Plan and Project Risk Plan from the Project Leader and be conversant with the contents.	
Negotiate for a participant to write an article for the Newsletter and to take photos of various aspects of the trip (may be one or more members).	
Complete a Training Register for each participant with driving license and 4WD training qualifications.	
Complete any Accident-Incident Report as soon as possible after the Accident-Incident and obtain Project Leaders approval at the completion of the trip.	
At the completion of the Project, ensure all trailers are cleaned, both wheels to undertake a 'wobble and spin' to assess the bearings, ensure all lights are in working order, returned to Off Road Equipment in Myaree and anything requiring attention is reported to the Property Officer.	
At the completion of the Project, prepare a written report and discuss with the Project Leader. The report must include the trailer load plan, Vehicle and Trailer Details form, Training Register, any accident-incident report (if applicable), a summary of the trip and any learnings for future projects.	

## Construction Leader Checklist



## Construction Leader Checklist

Project Location: ..... Date: .....

Discuss responsibilities and timeframes with Project Leader.	
Consider appointing people to fill certain construction task roles and discuss with the Project Leader.	
Review all equipment required and discuss with Project Leader. The benchmark is not having to leave site to obtain further equipment.	
Review all materials required and discuss with Project Leader. The benchmark is not having to leave site to obtain further materials.	
Go to the website and book required equipment – at least one week before and one week after project dates.	
Source any additional equipment or trailers required.	
Order all materials required, keep receipts for all purchases and submit requests for reimbursement to The Treasurer on a regular basis.	
Be actively involved in Project Risk Assessment process.	
Assess whether any Personal Protective Clothing is required (refer to section 7 of the Policy for assistance) and obtain Project Leaders approval.	
Assist the Project Leader to develop the Emergency Response Plan.	
Allocate Construction tasks to participants and obtain Project Leaders approval.	
Obtain a written copy of the Emergency Response Plan and Project Risk Plan from the Project Leader and be conversant with the contents.	
Conduct a site inspection for any hazards and complete a Project Hazard Register.	
Complete a Training Register for each participant with construction training experience or qualifications.	
Complete any Accident-Incident Report as soon as possible after the Accident-Incident and obtain Project Leaders approval at the completion of the trip.	
At the completion of the Project, ensure all equipment is cleaned, returned to storage and anything requiring attention is reported to the Property Officer.	
At the completion of the Project, prepare a written report and discuss with the Project Leader. The report must include the Project Hazard Register, Training Register, any accident-incident report (if applicable), a summary of the construction and any learnings for future projects.	

First Aider Checklist



## First Aider Checklist

Project Location: ..... Date: .....

Discuss responsibilities and timeframes with Project Leader.	
Review TCWA First Aid Kit and discuss any deficiencies with Project Leader.	
Be actively involved in Project Risk Assessment process.	
Assist the Project Leader to develop the Emergency Response Plan.	
Obtain a copy of the Emergency Response Plan and Project Risk Plan from the Project Leader and be conversant with the contents.	
At the completion of the Project, complete the First Aid kit inventory with anything that was used, or is approaching the use-by date and hand the form to the Property Officer.	

Construction Task Checklist



## Construction Task Checklist

Construction Task: ..... Date: .....

Discuss responsibilities and timeframes with the Construction Leader.	
Review all equipment required and discuss with the Construction Leader.	
Review all materials required and discuss with the Construction Leader.	
Discuss allocation of construction tasks to participants with the Construction Leader.	
Complete a Training Register for each participant with construction training experience or qualifications and hand to the Construction Leader.	
At the completion of the Project, assist the Construction Leader prepare a report.	

Vehicle and Trailer Details Checklist



## Vehicle and Trailer Details Checklist

Project Name: ..... Date: .....

Discuss responsibilities and timeframes with the Trip Leader.	
Develop a trailer load plan and discuss with the Trip Leader (refer to section 9 of the Policy for assistance).	
Determine each towing vehicles tow ball weight using the Tow Scale.	
Complete Vehicle and Trailer Details form and hand to the Trip Leader.	
Obtain a weigh bridge certificate from a driver where necessary and hand to the Trip Leader.	
At the completion of the Project, assist the Trip Leader prepare a report.	

Recovery Checklist



## Recovery Checklist

Project Name: ..... Date: .....

Discuss responsibilities and timeframes with the Trip Leader.	
Review all equipment required and discuss with the Trip Leader.	
Review known obstacles and discuss a plan to surmount them with the Trip Leader.	
Take control if any vehicle or trailer recovery is required.	
At the completion of the Project, assist the Trip Leader prepare a report.	

Tail End Charlie Checklist



## Tail End Charlie Checklist

Project Name: ..... Date: .....

Discuss responsibilities and timeframes with the Trip Leader.	
When travelling, monitor channel 40 as well as trip channel.	
Remain behind all vehicles in the convoy.	
When leaving a location, arriving at a location, or changing direction of travel, advise the Trip Leader.	
At the completion of the Project, assist the Trip Leader prepare a report.	

Trailer Checklist



## Trailer Checklist

Project Name: ..... Date: .....

### Pre and During Trip

Collect trailer and keys from ORE in Myaree and complete booking out form.	
Check the contents of the storage box against the inventory in the box. If anything is missing, contact the Property Officer or Trip Leader immediately.	
Ensure all equipment, materials and the trailer are secured whilst in your care.	
To check the wheel bearings, firmly grasp each tyre in turn and rock the trailer. If there is movement in the tyre, contact the Property Officer or Trip Leader immediately.	
Inspect hitch and suspension nipples and grease if required.	
Check lights are working.	
Check tyre pressure and adjust if required.	
General inspection of trailer to ensure it is in a safe condition.	
Load weight is within that required by the Trip Leader. If in doubt concerning the load weight, obtain a weigh bridge certificate.	
When travelling, load is secured, safety chains are crossed and secured, wheel-hub temperature is not more than warm.	

**Post Trip**

Ensure all equipment and the trailer are secured whilst in your care.	
Clean and return any equipment to its storage location. Advise the Trip Leader and Property Officer you have returned it and if anything requires repair and/or replacement.	
Thoroughly clean the trailer.	
Inspect hitch and suspension nipples and grease if required.	
Check lights are working.	
Check tyre pressure and adjust if required.	
Check the contents of the storage box against the inventory in the box. If anything is missing, contact the Property Officer or Trip Leader immediately.	
To check the wheel bearings, firmly grasp each tyre in turn and rock the trailer. If there is movement in the tyre, contact the Property Officer or Trip Leader immediately.	
General inspection of trailer to ensure it is in a safe condition.	
Advise the Property Officer if anything requires repair and/or replacement.	
Return trailer to ORE in Myaree and complete booking in form. Advise the Trip Leader and Property Officer.	

Project Safety Analysis Form



## Project Safety Analysis Form

Refer to section 10 of TCWA Policy and Procedures for guidance.

<b>Project Title</b>	
<b>Project Location</b>	
<b>Date</b>	
<b>Project Description</b>	
<b>Project Leader</b>	

**Volunteer's signature indicates they have read and understand the contents of this form.**

Volunteer's Name	Volunteer's Signature	Volunteer's Name	Volunteer's Signature

Tasks Required on Project	Controls	Risk

<b>Identifier</b>	<b>Risk Identified</b>	<b>Risk Mitigation Strategy</b>
<b>A</b>	Trips, slips and falls	Remove hazards, cordon off immovable hazards, and wear suitable boots.
<b>B</b>	Working in hot conditions	Maintain hydration, take advantage of or create shade where possible, schedule work to avoid hottest part of the day, use sunscreen on exposed skin, and encourage wearing of long trousers, long sleeve shirt and hat.
<b>C</b>	Working in cold conditions	Maintain hydration, schedule work to avoid coldest part of the day, encourage wearing of layered clothing and beanie.
<b>D</b>	Bites and Stings	Use insect repellent, wear appropriate clothing, and tuck trousers in to socks.
<b>E</b>	Manual handling	Rotate tasks, use correct lifting techniques, avoid biomechanically unsound postures.
<b>F</b>	Fencing	Deliver materials as close as possible to work, wear gloves, wear eye protection, safe working space between volunteers.
<b>G</b>	Litter collection	Check objects for sharp edges/wildlife, wear gloves, safe working space between volunteers.
<b>H</b>	Using power tools	Volunteers have proven appropriate skills before use, use in accordance with manufacturers specifications, and use eye and ear protection.
<b>I</b>	Using swinging tools	Volunteers have proven appropriate skills before use, wear suitable boots, wear gloves, safe working space between volunteers, use eye protection.
<b>J</b>	Using chainsaws	Volunteers have proven appropriate skills before use, safe working space between volunteers, use eye and ear protection, wear suitable boots, wear gloves, wear chaps, and engage chain brake when not cutting.
<b>K</b>	Working at height	Volunteers must be certified to and use a harness, appoint one spotter/assistant per participant, wear suitable boots.
<b>L</b>	Working or moving in the dark	Use a reliable torch, wear appropriate footwear, wear high visibility shirt or vest when working.
<b>M</b>	Dusty or fumes	Wear dust mask or respirator, minimise exposure.
<b>N</b>	Vehicle area	Wear high visibility shirt or vest.
<b>O</b>	Unfamiliar equipment	Obtain training before use, proven appropriate skills before use.
<b>P</b>	Welding	Volunteers have proven appropriate skills before use, wear appropriate eye protection, wear appropriate gloves, wear suitable boots, safe working space between volunteers, and be aware of fire risk.
<b>Q</b>	Over-head construction	Do not work underneath construction if possible, wear safety helmet.
<b>R</b>	Ladder use	Ladder is on level footing, secure ladders against slippage, appoint one spotter/assistant per participant,
<b>S</b>	Heavy load	Deliver materials as close as possible to work, use correct lifting technique, seek assistance.
<b>T</b>	Deep excavation	Escape ladder, appoint one spotter/assistant per participant, wear suitable boots, wear safety helmet.
<b>U</b>	Noisy	Use ear protection.
<b>V</b>		
<b>W</b>		



Emergency Response Plan



### Emergency Response Plan

Refer to section 8 of TCWA Policy and Procedures for guidance.

Project Location: ..... Date: .....

Project Leader: ..... Signature: .....

Trip Leader: .....

Construction Leader: .....

First Aider: .....

Communication on Site (1): .....

Communication on Site (2): .....

Provide communication 1 and 2 to participants before the project to inform friends and family. The emergency may be elsewhere and the participant needs to be contactable at the project.

Escape Route: .....

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Alternative Escape Route: .....

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.....

**Emergency Services Contacts**

**Royal Flying Doctor Service**

Location: ..... Phone: .....

**Hospitals**

Location: ..... Phone: .....

Location: ..... Phone: .....

Location: ..... Phone: .....

**Police**

Location: ..... Phone: .....

Location: ..... Phone: .....

Location: ..... Phone: .....

**Fire**

Location: ..... Phone: .....

Location: ..... Phone: .....

**State Emergency Service**

Location: ..... Phone: .....

Location: ..... Phone: .....

**Other Contacts**

Who: .....

Location: ..... Phone: .....

Who: .....

Location: ..... Phone: .....

Who: .....

Location: ..... Phone: .....





Medical History



Medical History

The details below are very important in the event of an accident or personal injury. Please fully complete all questions, seal the form in an envelope, write your name on the envelope and store in the glove box of the vehicle you are travelling in. One envelope for each person in the vehicle.

The envelope will only be accessed by medical personnel in the case of an emergency.

Name: ..... Date of Birth: .....

Address: .....

Next of Kin (not on trip): ..... Relationship: .....

Address: .....

Telephone: (W) ..... (A/H) ..... (Mob) .....

Name of Doctor: .....

Address: .....

Telephone: (W) ..... (A/H) ..... (Mob) .....

Medicare Number: ..... Private Health Insurance (Y/N): .....

Insurer: ..... Member Number: .....

Do you want to be treated as a private hospital patient (Y/N): .....

Ambulance Fund Number: ..... Blood Type: .....

Medic Alert (Y/N): ..... Medic Alert Number: .....

Current Medication: .....

.....

Known Allergies: .....

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Operations: .....

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Other Medical History: .....

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Signature: ..... Date: .....



Project Hazard Register



## Project Hazard Register

Hazard	Method of control	Responsible Officer	Date controlled



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Witness 2 Statement: .....

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Action Recommended by Project Leader: .....

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Submitted by: ..... Signature: ..... Date: .....

Injured Person: ..... Signature: ..... Date: .....

Project Leader: ..... Signature: ..... Date: .....

Executive's Comments: .....

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.....  
.....  
.....

Chairperson: ..... Signature: ..... Date: .....

## Equipment Maintenance Schedule



## Equipment Maintenance Schedule

Item		Date	Action	Authorised by	Serviced by
51	Modra 5kVA Generator	Prior to AGM	Safety Check	Property Officer	Licensed Electrician
67	Kanga Jack Hammer 950 w	Prior to AGM	Tagged	Property Officer	Licensed Electrician
68	Trailer Off Road Vin 6T9T20WA1B04BR003 Tare 720 Agg 1600 1TMQ434 <b>Bearings Inner LM29749-LM27910 Outer L44649-L44610</b>	Prior to AGM	Bearings checked. (requires jacking and testing for wear) Adjustment if required.  Repack end of 2014 and every 3 years from then.	Property Officer	Property Officer or Nominated agent <sup>1</sup>
69	Trailer Off Road 2.4 x 1.8 Flat Vin 6T9T20WAIC04BR002 tare 600 Agg 1350 1TMT509 <b>Bearings inner L68149-L8110 outer 12749-12710</b>	Prior to AGM	Bearings checked. (requires jacking and testing for wear) Adjustment if required.  Repack end of 2014 and every 3 years from then.	Property Officer	Property Officer or Nominated agent <sup>1</sup>
70	Trailer Off Road 2.4 x 1.8 Box 6T9T20WAC04BR001 Tare 480 Agg 1350 1TMT508 <b>Bearings inner L68149-L8110 outer 12749-12710</b>	Prior to AGM	Bearings checked. (requires jacking and testing for wear) Adjustment if required.  Repack end of 2014 and every 3 years from then.	Property Officer	Property Officer or Nominated agent <sup>1</sup>
71	Electronic Welding helmet CIG	Prior to AGM	Checked to see if it is operational. Replace battery if required.	Property Officer	Project Officer
72	Airless Spray Gun	Prior to AGM	Checked to see if it is operational	Property Officer	Project Officer
73	Electric Planer	Prior to AGM	Tagged	Property Officer	Licensed Electrician

74	Hit 1400 W Jack Hammer	Prior to AGM	Tagged	Property Officer	Licensed Electrician
75	Mak 335mm Metal Cut Off Saw	Prior to AGM	Tagged	Property Officer	Licensed Electrician
76	Bos Hammer drill 1100w 2VSR	Prior to AGM	Tagged	Property Officer	Licensed Electrician
77	Esy Mix 2CFT Electric Utility Cement Mixer	Prior to AGM	Tagged	Property Officer	Licensed Electrician
78	150 Amp Inverter Arc TIG Welder	Prior to AGM	Tagged	Property Officer	Licensed Electrician
79	Honda 7kVA Utility Generator Petrol	Prior to AGM	Tagged	Property Officer	Licensed Electrician
80	Wes Wheel Barrow x 2	Prior to AGM	Tagged	Property Officer	Project Officer
81	HPM 4 Point RCD Safety Switch	Prior to AGM	Tagged	Property Officer	Licensed Electrician
82	Bailey 8' Double Sided Step Ladder	Prior to AGM	Checked to see if it is operational	Property Officer	Project Officer
83	Hills Bailey Ext Ladder 8 m pro FS20020	Prior to AGM	Checked to see if it is operational	Property Officer	Project Officer
84	Mak 235 Circ Saw2000w 20T	Prior to AGM	Tagged	Property Officer	Licensed Electrician
85	First Aid Kit St John	Prior to AGM	Checked against item list and replacements as required.	Property Officer	Property Officer or Nominated agent <sup>2</sup>
86	Snatch Straps 10 000 kg x 2	Prior to AGM	Visual check and replaced if required.	Property Officer	Qualified recovery Officer <sup>3</sup>
87	Bow Shackles x 2	Prior to AGM	Visual check and replaced if required.	Property Officer	Qualified recovery Officer <sup>3</sup>
88	Generator 2kVA Mitsubishi LSA 32 I9 6351P plus manual. Petrol 4Stroke.	Prior to AGM	Tagged	Property Officer	Licensed Electrician
89	3 x Electrical Extension cords	Prior to AGM	Tagged	Property Officer	Licensed Electrician
90	HMP (Electresafe) 10 amp RCD SN 124-122309	Prior to AGM	Tagged	Property Officer	Licensed Electrician

## Notes:

- Items 68 to 70 requires in addition, that before returning the trailer to ORE in Myaree, the trailer will be cleaned, both wheels will undertake a 'wobble and spin' to assess the bearings, and ensure all lights are in working order. Anything requiring attention should be communicated to the Property Officer.
- Item 85 requires the project First Aider to report any items used or requiring replacement after each trip.
- Items 86 and 87 require inspection if used during a project in addition to the annual inspection.