

**BY-LAWS OF  
DRIVELINE GEELONG INCORPORATED  
KNOWN AS  
THE GEELONG FOUR WHEEL DRIVE CLUB**

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## 1. AUTHORITY

These By-Laws are enacted in accordance with the Rules of Driveline Geelong Incorporated; Rule 42 (4).

Any reference to the **Club** or the **Association** means the Geelong Four Wheel Drive Club (Driveline Geelong Incorporated).

Any reference to the **Rules** in these By-Laws means the Rules of Driveline Geelong Incorporated, trading as Geelong Four Wheel Drive Club

The By-Laws are as far as practicable in conformity to the Rules. In the event of any inconsistency, the Rules shall prevail.

The By-Laws are binding on all Club Members and have the same force and effect as the Rules.

These By-Laws may be amended from time to time by the Committee.

Any new By-Law or amendment to the By-Laws shall be posted on the Club website and will be announced to Club Members at the next General Meeting before it becomes effective.

## 2. STATEMENT OF PURPOSE

The purposes of the Club are:

- a) The promotion of a social and recreational organization comprised mainly of persons owning four-wheel-drive motor vehicles
- b) The holding, arranging, organising and conducting of events, rallies, meetings, four wheel-drive tours and social functions for owners of four-wheel-drive vehicles

## 3. RIGHTS AND OBLIGATIONS OF MEMBERS

Members agree to comply with these Rules.

Every Member of the Club subject to the Rules and these By-Laws is entitled to take part in any of the activities of the Club, and to use all facilities provided by the Club for the use of the Club.

A member of the Club **who is entitled to vote** has the right to:

- a) Receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by the Rules; and
- b) Submit items of business for consideration at a general meeting; and
- c) Attend and be heard at general meetings; and
- d) Vote at a general meeting
- e) Have access to the Club Facebook page (a private group open to members only).

All Members shall be entitled to display a Club badge on their vehicles. These badges must be removed from vehicles when the membership ceases.

Members are also Affiliate Members of Four Wheel Drive Victoria and are covered by their Insurance Program. This insurance applies only while participating in approved Club activities. Details of cover can be found on the Four Wheel Drive Victoria website.

**Note:** The personal accident component of this is limited in its cover and is not a substitute for personal insurance. This policy does not cover accidental damage to vehicles. Members are responsible for their own vehicle insurance and comprehensive vehicle insurance is recommended.

No member of the Club shall undertake any obligation or make any statement on behalf of the Club without prior authorization of the Club.

## **4. CODE OF CONDUCT**

### **Purpose**

The Purpose of this Code is to provide members, guests and visitors with guidance on the standards of behaviour that are expected of them while they are on the club premises or involved in club events including trips, or while representing the club. This is to ensure that everyone can enjoy the facilities and comradery of the club in a co-operative, enjoyable and responsible manner.

### **Principles**

Members, guests and visitors shall:

- Respect the right of others to enjoy the club's facilities and events to the fullest extent.
- Interact with each other in a courteous manner.
- Refrain from behaviours that undermine the health or well being of others.
- Show due consideration to the needs of others, including their right to privacy.
- Handle property belonging to the club with care and diligence.
- Refrain from representing the club, unless properly authorised to do so.
- Not pursue personal activities on club premises without prior permission.
- Not deliberately tarnish the reputation of the club or bring it into disrepute.

### **Respect for the environment and land we use**

- Enjoy your recreation and respect the rights of others.
- Obey the laws and regulations for Recreational Vehicles that apply to public lands.
- Respect the cultural, heritage and environmental values of public and private land by obeying restrictions that may apply.
- Seek permission before driving on private land. Do not disturb livestock or watering points, leave gates as found.
- Respect our flora and fauna. Stop and look but never disturb.
- Where possible, keep to formed vehicle tracks.
- Keep your vehicle mechanically sound and clean to reduce the environmental impact.
- Adopt minimal impact camping and driving practices.
- Keep the environment clean. Carry your own and any other rubbish out.
- Obey any fire restrictions and ensure your campfire is completely extinguished (with water) before leaving camp.

### **Compliance**

If a breach of this code is reported to the Committee it will be investigated as prescribed in the Rules. If a breach is proven there may be disciplinary action including reprimand, withdrawal of certain privileges, suspension or termination of membership.

## 5. MEMBERSHIP CATEGORIES

### **Full member**

Any person who is the sole owner, joint owner or several owner, lessee or hirer of a Four-Wheel-Drive vehicle maintained in good roadworthy condition is eligible to be a **Full Member** of the Club.

A Full Member is entitled to take part in any of the activities of the Club, and to use all facilities provided by the Club for the use of the Club. Full Members can vote and hold office on the Committee.

### **Family Membership**

The primary applicant and their spouse or bona fide partner are both **Full Members** of the Club.

It is the responsibility of the registered Full Member to inform the Secretary or Treasurer of the name and details of their spouse or partner to ensure that member is covered by insurance.

Children of the family are Associate Members (see below).

### **Single Membership**

A single **Full Member** who does not have a family may nominate one other person as an Associate Member. It is the responsibility of the registered Member to inform the Secretary or Treasurer of any name changes to ensure the Associate Member is covered by insurance.

### **Associate member**

Any person, who can show, that in past he or she fulfilled the conditions set out to become a full member but is no longer qualified, may become an Associate Member of the Club.

Other suitably interested persons may be appointed an Associate Member with the approval of the Committee.

The spouse or bona fide partner of each Associate member automatically qualifies to become an Associate Member Club. It is the responsibility of the registered Member to inform the Secretary or Treasurer of any name changes to ensure the Associate Member is covered by insurance.

Children of that family are also Associate Members (see below).

Associate members have the same rights as Full Members with the exception that they have no voting rights and cannot hold office.

### **Children**

The children of all membership categories are Associate Members until they are 18 years of age, with the exception that full time students and fully dependent children up to the age of 25 years old continue as Associate Members. Children who are over the age of 18 and not full time students or fully dependent must become Members or Temporary Members. Anyone over the age of 18 who drives their own car must join as a Full Member in their own right.

### **Life Member**

The Club may grant Life membership to members who have outstanding service to the Club. Any such Life Member shall have all rights as a Full member. He or she shall not be required to pay further membership fees with the exception that a Life Member who is still actively participating in trips with the club will be required to pay the Four Wheel Drive Victoria Member Affiliation Fee

which includes insurance under the Four Wheel Drive Victoria Insurance Program. Life Members can vote and hold office on the Committee.

#### **Honorary Member**

The Club may appoint an Honorary Members whose membership must be reviewed at each Annual General Meeting. The Honorary Member shall not be required to pay annual membership fees. Honorary members have no voting right and cannot hold office.

#### **Temporary Member**

A limited tenure membership to enable visitors to participate in a club trip or activity. A Temporary Member Trip Participation Form must be completed and the prescribed fee paid. This fee includes insurance cover through the Four Wheel Drive Victoria Insurance Program.

The temporary membership fee, duration of temporary membership and conditions will be determined by the Committee from time to time.

## **6. MEMBERSHIP SUBSCRIPTIONS**

Subscription fees and joining fees for membership are set by resolution at the Annual General Meeting or Special Meeting of the Club.

Membership subscriptions include the Affiliation Fees for Four Wheel Drive Victoria and insurance under the Four Wheel Drive Victoria Insurance Program.

#### **Family Membership**

The annual fee for family membership is currently \$120.  
The family membership joining fee is \$40

#### **Single Membership**

The annual fee for single membership is currently \$120.  
The joining single membership joining fee is \$25

#### **Associate Membership**

The annual fee for Associate Membership is currently \$80.  
The joining fee is \$25

#### **Temporary Membership**

All visitors who are not Club members and attend a Club event are required to obtain temporary membership of the Club.

This requires a "Temporary Membership Form" to be filled out and submitted to the Treasurer and Trip Leader of that event. A temporary membership fee of \$15 is payable and provides cover under the Four Wheel Drive Victoria Insurance Program. This can be deposited into the Club Bank Account: BSB 033-226 Account No 16-0294 Note: this payment should be identified by the name of the temporary member.

For drivers in their own vehicle this covers up to two normal Club trips after which they must join the club.

For passengers who do not drive, additional trips may be allowed at the discretion of the Committee. This arrangement can only continue until the end of the current financial year.

Special Club events may have an additional event fee, to be determined from time to time by the committee. This event fee applies to all non-members of G4WD Club (including other clubs) who drive during that event unless it is waived by the Committee. Casual passengers who do not drive are still required to obtain temporary membership.

## **7. APPLICATION FOR MEMBERSHIP**

Prior to submitting an application for membership, an applicant should attend 3 club events, including at least one general meeting. Qualifying events include general meetings, club trips and club social events. This requirement may be waived at the discretion of the committee.

To apply to become a member of the Association, a person must submit a written application to the committee member stating that the person:

- a) Wishes to become a member of the Association; and
- b) Supports the purposes of the Association; and
- c) Agrees to comply with the Rules and By-Laws.

The application for membership shall be made on the form provided by the Club, signed by the applicant, and shall be accompanied by the joining fee and annual subscription calculated pro-rata on a quarterly basis.

Every applicant for membership of the Club shall be proposed by one and seconded by another member of the club.

## **8. ROLES OF COMMITTEE MEMBERS**

### **President**

- In conjunction with the Committee will ensure the operation and activities of the Club are in accordance with the Clubs Purposes and Rules of Association.
- Preside as Chairperson at each General Meeting and Committee Meetings.
- Oversee the activities of the Club and Committees.
- Is responsible for external public relations.
- The president, the Secretary and the Treasurer are authorised to spend up to \$200 on club related expenses. Any such expenditure will be reported back to the Committee at its next meeting for ratification.

### **Vice President**

- Assist the President with his or her duties.
- Preside as Chairperson at General Meetings or Committee Meetings in the absence of the President.
- Ensure the Club is represented at Four Wheel Drive Victoria meetings.
- Assist the Treasurer as required at meetings and other duties when Treasurer is unable.
- Oversee the Property Officer or do the duties of the Property Officer.

### **Secretary**

- Keep minutes of the resolutions and proceedings of each General Meeting and Committee meeting.
- Keep a record of the names of persons present at General and Committee meetings.
- Keep in custody or under control, all books, documents and securities of the Club.
- Keep and maintain a register of members:
  - For each current member:*
    - The member's name and the name of their spouse or partner or the nominated person.
    - The address for notice last given by the member.
    - The date of becoming a member.
    - The membership category.
    - Contact details; phone number(s) and email address.
  - For each former member:*
    - The date of ceasing to be a member.
- Ensure notification of members of each Club Meeting as required in the Rules.
- Open the Club's mailbox, and attend to matters arising from the mail received.
- Collect any proxies on the prescribed form prior to commencement of any meetings.
- Keep the Common Seal of the Club in secure custody.
- Is responsible for lodging documents of the association with the Registrar, Consumer Affairs Victoria.
- The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment. The president, the Secretary and the Treasurer are authorised to spend up to \$200 on club related expenses. Any such expenditure will be reported back to the Committee at its next meeting for ratification.

#### **Treasurer**

- Collect and receive all monies due to the Club and issue receipts as required.
- Ensure that all moneys received are paid into the Club account within 5 working days after receipt
- Make all payments authorised by the Committee or by a general meeting of the Club from the Clubs funds
- Keep correct accounts and books showing the financial affairs of the Club with full details receipts and expenditure connected to the activities of the Club in accordance with the Associations Incorporation Reform Act 2012.
- Prepare statements of the Club's financial affairs for presentation to each General Meeting.
- Coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to submission to the annual general meeting of the Association.
- Ensure that cheques or electronic transactions are signed or authorized by at least 2 committee members.
- The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.
- The president, the Secretary and the Treasurer are authorised to spend up to \$200 on club related expenses. Any such expenditure will be reported back to the Committee at its next meeting for ratification.

#### **Trip Coordinator**

- Seek opinions of Club Members on desirable Club trips.
- Encourage members to run trips.

- List dates of proposed trips on the trip board, Facebook, website and magazine as appropriate.
- Assist trip leaders with preparation for trips.
- Ensure trip reports are passed on to the editor and verbal reports are available at meetings.
- Keep records for Club person of the Year.
- Monitor trips for safety, behaviour, quality and whether it confirms to the Club's Statement of Purpose, By-Laws and Code of Conduct.

### **Editor**

- Receive all information to be published in the Club's magazine.
- Edit all material for publication.
- Arrange layout and publication of the magazine.
- Encourage all members to contribute material for publication in the magazine.
- Ensure that all members receive a copy of the magazine (electronically or physically), as well as distributing complementary copies to the relevant club sponsors.
- All Committee members are to assist the editor in the production of the Club magazine.

### **Webmaster**

- Customise the structure of the website to ensure it meets with both Club and Member requirements.
- Update the club calendar & electronic magazine download.
- In co-ordination with the Editor, is a point of contact for receipt of news articles, trip reports and relevant items of interest to Members. Review, edit, post information as applicable.
- Set up galleries and upload photos received from Members of club trips & events.
- Maintain specific Club information as current (Club contact details, fee structure, document downloads, constitution etc). These items will require periodic updates to meet with changing Club needs.
- Manage appropriate levels of security to protect the privacy of the Club and all Members.
- Maintain club email accounts (Committee).
- Maintain club email mailing lists (Committee / Members).
- Maintain other electronic membership lists (Facebook etc.).
- Maintain club laptops including local accounts and software.
- Provide specialist input into the purchase of new technical equipment / assets (e.g. laptops, projectors, software etc) plus guidance on how to operate them.
- Solicit articles & photos from Members where required.
- Report on the status of the website & electronic communications / systems. Raise issues of concern.

### **Ordinary Members of the Committee**

The number of ordinary members of the committee will be determined by resolution at the Annual General meeting.

- Assist the Office bearers of the Club with their duties.
- Oversee and participate in Sub-Committees as required.
- Participate in and undertake a variety of *additional roles and activities*.
- Assist the editor in the production of the Club magazine.

*Additional roles and activities to be allocated within the Committee:*

**Regional Representative for Parks Victoria.**

- Liaise with and attend regional meetings of Parkes Victoria.
- Provide report to Club

**Four Wheel Drive Victoria Delegate(s)**

- Attend meetings of Four Wheel Drive Clubs Victoria representing the Geelong Four Wheel Drive Club.
- Provide reports to the Club on FWDV meetings and activities.
- Advise the Committee on sensitive issues facing the four-wheel-drive fraternity.

**Special Events and Social** - subcommittee as required

- Arrange and organize club events
- All committee members to participate

**Property Officer**

- Manage the Club's property, and store and issue any equipment belonging to the Club.
- Ensure that all Club equipment is in good working order.
- Ensure maintenance of buildings and attend management meetings related to the Clubrooms. Keep and maintain a record of all equipment.
- Reporting from time to time of the condition and further requirement of equipment.

**Bar and Catering Officer**

- Ensure supplies of refreshments are available at meetings.
- In consultation with the Property Officer, ensure the cleaning of the Clubrooms and maintenance thereof.

**Club Permit Scheme Officer**

- Maintain a record of club permit holders and vehicle details, including photographs of all vehicles.
- Liaise with VicRoads to ensure office bearer changes, sample signatures and drivers licence numbers are communicated within 14 days.
- Endorse new club permit applications and club permit renewals in accordance with the club policy.
- Notify VicRoads of any safety issues or modifications to club permit scheme vehicles outside the guidelines endorsed by the club policy.
- Is a point of contact for members interested in the club permit scheme.

**Committee Club Clothing**

Committee members are entitled to one item of Club clothing to be reimbursed by The Club.

**Provision of information for new members and prospective members**

*The following basic information is posted on the Club website and is available to the public*

The Club is a social and recreational organization with a primary focus on 4WD trips, touring and camping.

Members also participate in a variety of other social activities.

The Clubrooms are at the Abe Wood Reserve, 70 Edgerton Rd, Lovely Banks.

General meetings are held on the 2nd Wednesday of each month.  
Prospective members are welcome to attend these meetings as visitors.  
This is a good way to meet members and obtain information about the Club.

Our trips are varied in their structure and include:

- Day trips
- Weekend or extended weekends
- Longer trips to more remote places, generally interstate.
- Fixed or base campsite trips with a return to base camp in the afternoon.
- "Traveler" trips with a different campsite each day.
- The degree of difficulty will vary from easy to more difficult. The degree of difficulty is clearly communicated with the trip notification.
- The Club runs ad hoc driver training for its members from time to time but does not do this regularly as a training organisation.

Social events are also variable. In the past these have included events like: Go Carts, Lawn bowls, Ten Pin Bowling, Picnics, Events at the Clubrooms and Pub Meals.

The Club is always looking for new ways to involve its members and any suggestion for new trips or social activities is always welcome.

## **9. NOTES FOR TRIP LEADERS AND PARTICIPANTS: GUIDANCE AND RESPONSIBILITIES**

### **Trip organization**

All trips run by the Club require appropriate gazetting and notification. This ensures participants are covered by the FWDV insurance program and are allocated points for the annual Club awards.

- A member proposing a trip will (generally) be the Trip Leader for that trip
- The Trip Leader will notify the Trip Coordinator of the location and proposed dates of the trip. This avoids any clashes in timing of other trips or events.
- The Trip Coordinator will assist with the planning of the trip if required.
- Trip details to be posted will be supplied by the trip leader to the trip co-ordinator. Final approval will be by the Trip Coordinator.
- Details should include a brief outline of the proposed trip and include the trip rating and vehicle requirements along with any additional / specific trip requirements.
- When the details are confirmed, the trip will then be posted on Facebook and the Club website and emailed to members.
- Members wishing to join the trip will notify the trip leader.
- The number of participants will be determined by the trip leader. These positions will be filled on a first in basis.

**Note:** It is understood that many trips will be planned and discussed by a group of people who are interested in participating. This will often create a partially filled list of likely participants before the trip is advertised. However, where possible the Trip Leader and Trip Coordinator will take reasonable steps to ensure that all members have an opportunity to participate.

- The Trip Leader will maintain the Trip Participation List.
- An amount of \$10 per vehicle is available to the trip leader for a group activity, e.g. a group barbeque. This will be approved by the President, Secretary or Treasurer prior to the trip.

- In order to be an accredited club trip and incur points for annual awards, a minimum of 5 days notice is required.
- Trips may be arranged at less than 5 days notice and will be regarded as gazetted club trips providing all other requirements are met. However these trips will not attract points for the annual Club awards.
- On the completion of the trip, the Trip Leader is responsible for providing the Trip Coordinator with the Trip Participation List.

### **Trip Leaders**

- The Trip Leader has responsibility for the safe running of the trip.
- The trip leader will determine the maximum number of vehicles on the trip.
- It is the Trip Leaders responsibility to counsel prospective participants regarding their competency based on the trip rating, both before and during the trip.
- The Trip Leader has at all times, the absolute discretion to make the final judgement to determine the suitability of participants, vehicles and equipment required for that trip.
- If in the opinion of the Trip Leader a member has not followed appropriate direction or has acted contrary to the Rules or these By-Laws, the matter must be reported to the Committee for investigation and resolution. If the matter cannot be resolved informally, it will be managed as prescribed by the Rules.
- In extreme circumstances, if a member has shown blatant disregard for the Code of Conduct and these By-Laws in a manner which is threatening the safety or impacting negatively on the other members on the trip, the trip leader has the authority to suspend the person's membership pending and enquiry and possible disciplinary proceedings by the Committee. If safe to do so, that member may be asked to leave the trip or event.
- Members disagreeing with any decision or direction made by the Trip Leader may, on return from the trip, bring the matter before the Committee in written form. The Committee must deal with the matter as soon as possible and collect all relevant information to resolve the matter. If the matter cannot be resolved informally it will be managed as prescribed by the Rules.
- Trip leader to nominate a trip participant to take photographs on the trip, and a participant to write the trip report for publication in the club magazine.

### **Trip Participants are to:**

- Register for the trip with the Trip Leader
- Prior to the commencement of the trip, submit the completed and signed Personal Details Form(s) to the Trip Leader
- Obey the instructions of the Trip Leader at all times
- Not leave the trip without the Trip Leader's knowledge and agreement
- Ensure that any visitor is registered as a Temporary Members and is listed on the Trip Participation Form.
- Be responsible for their vehicle and the actions that they take.
- Maintain their vehicle in a roadworthy condition with tyres suitable for the conditions anticipated. For longer range trips it is advisable to have a pre-trip vehicle inspection carried out by a reputable 4WD specialist
- Ensure that their vehicle has front and rear recovery points fitted. If not fitted as standard, they need to be installed by a competent fitter, and must be safe for use in a recovery situation
- Provide adequate personal supplies of fuel, food, water and clothing for the trip, relevant vehicle and equipment spares or as otherwise advised by the Trip Leader
- Comply with basic safety and equipment requirements (see section 10).

**Trip participants should have the following training and skills as a minimum:**

- Four wheel driving experience in accordance with the trip requirements.
- Familiarity with the operation of their vehicle
- A basic understanding of the principles of a 4WD system including, differential function, differential locks and wheel hub locks as appropriate.
- A basic knowledge of first aid is preferred.
- An ability to change a wheel if required.

**Temporary Members and Visitors**

- Club members are responsible for their visitors.
- Temporary Members must agree to abide by the Club By-Laws.
- Prior to participating in any club trip or event any visitor must complete a Temporary Member / Visitor Trip Participation Form and pay the prescribed fee.
- A visitor vehicle must meet the minimum requirements for a trip.
- Names and details must be included on the Trip Participants List.
- Personal Details Form(s) must be completed, signed and handed over to the Trip Leader at the commencement of the trip

**Participation in Club related activities other than gazetted trips**

Where members use their own vehicle to attend an event or activity on behalf of the Club, a fuel reimbursement of \$50 may be applicable at the discretion of the Committee.

**MVO Track Access**

Management Vehicle Access (MVO) tracks are tracks within Parks Victoria managed land that are generally gated and closed to the general public. A collaborative project between Four Wheel Drive Victoria and Parks Victoria has enabled affiliated clubs to apply to access many of these tracks, allowing a members the opportunity of a unique 4WD trip in the bush. Full details and application process is on the Four Wheel Drive Victoria website.

**10. REQUIRED SAFETY EQUIPMENT**

**Minimum for all trips**

Basic First Aid Kit including a snake bite bandage.  
Fire extinguisher in working order.  
Rated recovery points front and rear.  
Snatch strap rated appropriately for the vehicle (generally 8,000-12,000kg)  
Recovery dampener  
Appropriately rated bow shackles or soft shackles.  
Compressor for tyre inflation.  
UHF radio (can be hand held).  
Spare wheel and the equipment to change it.  
Ideally a shovel and gloves

**Additional equipment which may be specified by the trip leader.**

Winch  
Winch extension straps  
Tree trunk protector.

Drag chain  
Winch blocks  
Sand boards  
Sand flag  
Chainsaw  
Diff Lockers  
All terrain or mud tyres  
Tools and basic spare parts  
Puncture repair kit  
High lift jack or exhaust jack

## **11. CONVOY PROCEDURE**

### **General**

- At Club events, members will obey instructions of the Trip Leader.
- Eligibility of vehicles to participate in Club events shall be determined by the Trip Leader.
- All fire regulations that may be in force from time to time are to be obeyed. The regulations governing the location and clearing for campfires are to be observed at all times. No campfires are to be left unattended and must be completely extinguished with water prior to departing.
- Before leaving a camp or meal site, members will clear the site of litter, carrying it out with them if there are no litter receptacles in the area.
- Dogs should not be taken on a trip unless prior permission has been obtained from the trip leader. When dogs are taken on Club events, they must be placed on a fixed leash at meal times and must be placed on a leash at any other time when so requested by the Trip Leader.
- Firearms are prohibited on all Club events unless prior permission has been obtained from the Trip Leader.
- Motorbikes of all types are prohibited on all Club events unless prior permission has been obtained from the Trip Leader.
- Members must comply with regulations relating to drones.
- Members disagreeing with any decision or direction made by the Trip Leader may, on return from the trip, bring the matter before the Committee in written form. The Committee must deal with the matter as soon as possible and collect all relevant information to resolve the matter. If the matter cannot be resolved informally it will be managed as prescribed by the Rules.

### **Start**

- At the commencement of the trip, the Trip Leader shall arrange the convoy order and nominate an appropriately experienced participant be last in the convoy (Tail End Charlie).
- The trip leader will collect personal details forms from each trip participant
- All vehicles shall stay in the convoy order unless directed otherwise by the Trip Leader.

### **Communications**

- Convoy communication shall be by the designated UHF Radio channel selected prior to departing.
- The nationally recognised 4WD convoy channel is Channel 10. This may vary depending on other radio traffic.
- If you are unable to make radio contact, flash your headlights onto the vehicle ahead. This is a signal for the rest of the convoy to stop.

- Keep unnecessary chatter on the radio to a minimum when navigating difficult areas. Remember the radio channels are public. Inappropriate language should not be used as any conversation may be overheard or monitored by others.
- If in any doubt about the best or safest way to proceed through hazards or obstacles, ask the Trip Leader or a more experienced driver for advice. Remember you probably won't be the only one experiencing difficulty.
- Acknowledge all radio calls from the Trip Leader.

### **Travelling**

- Where possible keep the vehicle behind you in view at all times and at any decision point (corner, deviation, obstacle):
  - Wait for the following vehicle
  - Indicate where to go (use indicators if appropriate)
  - When acknowledgment is received, then proceed
- Drive at *your* comfortable and safe speed. Generally, keep at least 4-6 vehicle lengths distance between vehicles and keep the convoy moving.
- On steep inclines or obstacles proceed one vehicle at a time.,
- On very steep or difficult terrain call the next vehicle through when you are clear.
- All gates are to be left as they were found. The Trip Leader is responsible to ensure that the last vehicle knows to leave the gate open or closed.
- Vehicles should not leave the convoy other than in exceptional circumstances and before doing so must obtain approval from the Trip Leader.
- Remember you are responsible for the vehicle behind you.

### **Recovery Procedure**

- When a vehicle recovery is necessary, one person will be responsible and co-ordinate the process. This will normally be the trip leader or a person nominated by the trip leader.
- Always use a recovery dampener or substitute.
- All observers should stand well back, ideally at least twice the distance of the length recovery line being used. Keep to the side of the line of the recovery force, rather than in front or behind as any projectile will generally be in the line of force.
- Keep heavy shackles to a minimum.
- It is etiquette to use your own equipment where possible. This particularly applies to snatch and extension straps and recovery boards which suffer "wear and tear" with use.

## **12. GUIDE TO TRIP AND TRACK CLASSIFICATION**

### **Trip Rating**

Rate the trip to the highest expected standard and be prepared to make changes to suit weather or track conditions. It should be noted that four-wheel driving is unpredictable by its very nature and variation from the expected degree of difficulty is possible. The following ratings should be used as a guide:

**Scenic/Social:** Sealed roads and some good unsealed roads or tracks. No four-wheel driving experience required. Road tyres are acceptable.

**Easy:** Little or no Four Wheel Driving experience required. Road tyres are acceptable. Front and rear recovery points at Trip Leader's discretion. Expected track classification to be encountered – Green.

**Medium:** Low range may be needed with a snatch strap recovery possible. All terrain tyres or better preferred. Front and rear recovery points (rated), basic recovery gear (snatch strap, 2 rated shackles and gloves), and appropriate driver training. Expected track classification to be encountered – Green and Blue.

**Hard:** Steep terrain or rutted tracks. Snatch strap or winching recovery may be required. All terrain tyres acceptable, mud terrain tyres preferred. Road tyres are not acceptable. Front and rear rated recovery points, basic recovery gear and appropriate driver training. Winch and full recovery gear is preferred. Expected track classification to be encountered – mostly Blue & Black

**Extreme** – Very steep, deeply rutted tracks or rock hopping will be encountered. Front and rear rated recovery points, full recovery gear (snatch strap, rated shackles, tree trunk protector, winch extension, drag chain and gloves) and appropriate driver training. Winching will be expected and an electric or motorised winch is compulsory on all vehicles. Mud terrain or aggressive style tyres essential. Warning: Vehicle damage may occur. Expected track classification to be encountered – Black & Double Black.

|                                     | Easy   | Medium  | Difficult   | Very Difficult  |
|-------------------------------------|--|---|---|---|
| Description                         | All wheel Drive and High Range 4WD. Novice Drivers.  | Mainly High Range 4WD but Low Range required. Some 4WD experience or training required.                 | Significant Low Range 4WD with standard 4WD ground clearance. Should have 4WD driver training.        | Low Range 4WD with high ground clearance. Experienced drivers.  |
| Advisory Sign/Symbol                | Green Circle<br> | Blue Square<br>       | Black Diamond<br> | Double Black Diamond<br>  |
| Expected terrain & track conditions | Mostly unsealed roads with no obstacles and minor gradients.                                       | Tracks with some steep and/or rocky/slippery/sandy sections. May have shallow water crossings.          | Tracks with frequent steep and/or rocky/slippery/sandy track sections. Possible water crossings.      | Tracks with frequent very steep and/or rocky/slippery/sandy track sections. May have difficult river crossings.   |
| Vehicle Suitability                 | All-wheel drive and High range 4WD. Can be low clearance with single range and road tyres.         | Suitable for medium clearance vehicles with dual range and all terrain or road tyres.                   | Suitable for medium clearance vehicles with dual range and all terrain or road tyres.                 | Suitable for high clearance vehicles with dual range 4WD and tyres suitable for the terrain. (Mud terrain tyres)  |
| Recovery Equipment                  |  |   |   | Winch recovery equipment required.  |
| Driver training experience          | Suitable for novice drivers.   | Recommended that drivers have experience or 4WD training. Recommended to be done in groups of vehicles. | Recommended for drivers with reasonable experience or 4WD training. To be done in groups of vehicles. | Drivers with extensive experience and advanced training should only attempt as there are several technical challenges. Recommended to be done in groups of four or more vehicles. |
| Weather                             | May be more difficult in wet conditions.   | Will be more difficult in wet conditions.   | Will be more difficult in wet conditions.   | Will be more difficult in wet conditions.   |

### 13. INFORMATION ON THE ANNUAL CLUB EVENT OR MUSTER

The muster is held over the June Queen’s Birthday weekend starting from Friday evening. The Club runs this annual event to enable all members to catch up at one place with members of this great club.

Activities over the weekend for both young and young at heart are usually:

- Raffle with amazing prizes. Drawn on Sunday night. Raffle tickets are only available at the event to purchase.
- Campfires to keep warm and socialise.
- Saturday night we endeavour to have a communal meal that everyone can enjoy.

- Musical entertainment to sing and dance the night away.
- Sunday night. The raffle.
- And of course, 4x4 day trips Friday night through to Sunday that caters for all levels of experience.

Camping is on site with has toilet and shower facilities. The camp sites have very easy access for all types of camping so no problems with vans campers etc. A limited number of powered sites with some restrictions on power consumption are available so first in best dressed, otherwise there are unlimited non powered sites

#### **14. FINES**

As part of the General Meeting members are given the opportunity to fine other members for any mishaps, amusing events or dramas had on trips. Fines are of a humorous nature and a different way of reporting trips. The fees collected from fines are donated to a charity each year. Members are also fined if not wearing name badges at meetings. Donations are nominal, e.g. gold coin.

#### **15. MONTHLY AWARDS**

**Door prizes:** Financial members are entered into a draw each meeting in the club rooms. The prize is a \$10 bar voucher. There may be a change to door prizes at trade nights.

**Pist'n Broke:** This humorous monthly award is given to a member has suffered vehicle damage or mechanical problems on a trip. Where there is no standout candidate for this the award, it will go to the member who accumulates the most fines. The President or Chairman decides on night

#### **16. ANNUAL AWARDS**

The awards work on a point system. These points come from participation within club events and attendance at meetings. Records of points are recorded by sign in sheets at a general meeting or from Trip Participation Lists.

##### **Club Man and Club Woman of the year**

The winners of the award has their name placed on the honour board within the club room, there is also a plaque awarded. This is presented at the Annual Presentation Night.

##### **Runners up Award for Club Man and Club Woman**

The runner up receives a plaque with their name on it.  
This is presented at the Annual Presentation Night.

##### **Editors Award**

Awarded by the Editor in appreciation to their input into content for the club magazine "Driveline". The winner receives a pen with their name inscribed on it. This is presented at the Annual Presentation Night.

**Most Active new member**

Awarded to the most active member within the first financial year of a membership based on points accumulated.

The recipient of the award has their own plaque awarded to them, and their name placed the trophy that is kept within the club rooms.

**Dunny Seat Award**

Awarded to the person who receives the most monthly fine awards from a general meeting.

The recipient of the award has their photo and name placed on the plaque that is kept within the clubrooms.

**Club Appreciation Award**

The Appreciation Award seeks to acknowledge significant individual contributions to the Club which may otherwise not be formally recognized. For example, the Clubman and Clubwoman of the year are determined on a participation and points system which has many advantages. However, there are many important and often unseen activities within the Club which do not necessarily attract points for these awards.

Activities qualifying for the award would include, but are not limited to:

- Organization of activities and events
- Significant contributions to the Club through a particular role or activity.
- Significant contribution to a Club Project
- Contribution to a new Club activity or innovation

The award is open to any Club member. The nature of the award makes it more likely to go to a Committee Member, however it would not ordinarily go to a Committee Member who was fulfilling his or her normal duties. Nominations including the reasons for the nomination should be made in writing to the Committee for consideration.

**Points are allocated for:**

Gazetted Club trips or activities and attendance at meetings.

- One point for attendance at a general meeting.
- One point per member per day for the duration of a trip or activity to a maximum of seven points for any one trip or activity.
- The Trip Leader or activity organizer will receive two additional points per trip or activity and an official Tail End Charlie will receive one additional point.
- Members participating in extended trips are eligible for the maximum of seven points where the duration of the trip is seven days or more.
- For trips, to qualify as an official trip must have a minimum of three club members vehicles participating.
- Trips arranged at short notice (less than 5 days) do not attract points.
- One additional point per trip or activity will be awarded to any member participating in an official trip or activity, who submits a written report on the trip or activity to the Editor for publication in the Club magazine.

- The Committee may in special circumstances award points to any member that has organized or performed some outstanding service to the Club.
- It is the responsibility of the leader to submit the Trip Participants List to the Trip Coordinator so that points can be allocated.

## **17. LIFE MEMBERS**

Life membership may be granted to members who have made an outstanding contribution, beyond the ordinary for an extended period of time.

Generally this would require 15 years of continuous membership as a Full Member of the Club however individuals may be considered after 10 years at the discretion of the Committee.

Activities taken into consideration include, but are not limited to:

- Regular participation in the running of club events and activities that promote the Club.
- Active service on committees.
- Coordinator roles and support roles.
- Fund raising activities.
- Promotional and marketing activities.
- Demonstrated leadership within the Club or being seen as a role model within the Club.
- Demonstrated attitude and demeanour that reflects the values of the Club.

Other

- All nominations will be treated in the strictest confidence until such time as they are voted on and accepted by the committee and presented for ratification at the AGM or Special Meeting.
- Life membership cannot be nominated or supported by an immediate family member.
- Life membership is not automatically granted to a spouse.
- The nominee must be a current active member of the Club.

### **Nomination process.**

The member may be nominated and seconded by any two club members. The nomination must be accompanied with a written resume stating the reasons for the nomination and a brief outline of the member's history and service with the Club (for publication in the Club magazine). The committee will consider the submission. Approval by the Committee will require a 75% majority of the entire Committee, (not those present at a single meeting) with the exception that the nominee, if a Committee member (or their immediate family) must be removed from any deliberation about the nomination. Once approval is granted by the Committee, the nomination will be taken to the next Annual General Meeting or Special Meeting to be ratified by special resolution (requires a 75% majority).

## **18. CLUB PERMIT SCHEME**

### **About the Club Permit Scheme**

One of the benefits of being an active and current financial member of the Geelong Four Wheel Drive Club is that it allows access to the VicRoads Club Permit Scheme.

The Club Permit Scheme (CPS) is a logbook based permit scheme that allows motoring enthusiasts to enjoy limited road use of historic vehicles which comply with relevant standards.

In general, the Club Permit Scheme applies to vehicles 25 years and older with a rolling 25 year cut-off.

In summary, the CPS requires:

- The holder is a financial member of a club,
- The vehicle is safe and roadworthy,
- The vehicle is not used for commercial purposes
- A logbook entry is made if the vehicle moves more than 100 metres from the vehicle's garage address.

Given the significant benefits and modest fees, users of the scheme must consider it a privilege rather than a right. Abuse of the scheme could result in far reaching implications to the individual, their club and the Permit Scheme in general, such as:

- Fines for driving an unregistered vehicle, or
- Loss of your individual Club Permit, or
- Loss of your club's authority to operate the Club Permit Scheme, or
- Cancellation of the Club Permit Scheme for all enthusiasts.

Note a "day" in a logbook entry is from 12 midnight to 12 midnight.

### **Modifications**

Smaller modifications are often acceptable within the CPS and our Club, as long as the basic structure of the vehicle and its dynamics are unchanged.

Large suspension lifts, big tyre size increases, aftermarket turbos and similar changes are modifications beyond the scope of VSI-33 and/or VSI-8 and as such require VASS certification.

### **Eligibility**

You must be an active and current financial full member of the Geelong Four Wheel Drive Club, with membership of no less than twelve months. Under no circumstances will a CPS Applications be approved when submitted together with a new member application.

The vehicle must be over 25 years old and roadworthy. For new permit applications the vehicle must be sighted and photographed by the club CPS Officer or Scrutineer. It is at the discretion of the club whether an application is endorsed.

### **Conditions**

If you breach the conditions of your Permit, such as by letting your club membership lapse, you will be penalised for driving an unregistered vehicle.

When driving your Club Permit vehicle, you must carry your VicRoads logbook and permit (with that day's driving details completed). We also strongly suggest that you carry your current club membership card.

### **Annual Membership & CPS**

Remember that in order to be able to legally drive your CPS vehicle on the road, your Geelong Four Wheel Drive Club Membership must never lapse, otherwise your Permit is void and you will face VicRoads penalties.

### **Retiring or Sale of your CPS Vehicle**

If either of these occurs, you must advise the CPS Officer so that the Club Permit List can be changed. This list is kept for Club use, and for when VicRoads asks for information.

### **Annual Records Check**

Each year, the CPS Officer writes to the CPS section of VicRoads requesting a list of all the CPS vehicles attached to the Geelong Four Wheel Drive Club. This list is then compared to our records to check for abnormalities, and the owners notified of possible/actual problems.

### **Advising of Change of Address**

Vehicles operating under the club permit scheme can have a residential, postal and a Victorian garage address recorded. Change any / all of these addresses on your club permit as per the directions on the VicRoads website.

### **Logbooks**

Remember to fully fill out your Logbook each day BEFORE you drive away. It is illegal to drive with it not filled out. The info you list in the 'Particulars of Use' section need only be of a general destination or nature, but it must be completed. There are substantial penalties and fines for failing to complete your logbook.

If you are away on a multi-day trip, you must fill out the line fully each day.

Ensure VicRoads stamps the Logbook stickers upon Payment/Renewal as proof of payment. Attach the receipt to the back of the Logbook as further proof.

When you pay VicRoads for your Permit, you must not only place the new sticker on the windscreen, but you must also place the other sticker section into your Logbook. Otherwise there is nothing to link the Logbook to your particular car.

Should you need to advise VicRoads about the need to change your permit days from 90 back to 45, or from 45 up to 90, advise them in writing at least 2 months before your Renewal is due.

If you decide to change it at the time of payment, VicRoads usually sends you away with a new form to be signed by the Club Permit Officer before they will accept your payment and stamp your Permit.

### **Application Process – New Permit**

1. Take the time to chat with the CPS Officer or Scrutineer to ensure the vehicle meets the requirements of the CPS. There is no point obtaining a roadworthy certificate if the vehicle doesn't meet the CPS requirements.
2. Ensure your membership is current, and you are an active member of the club with no less than 12 months continuous membership.
3. Complete and sign the VicRoads Club Permit application form and forward to the club CPS Officer or Scrutineer.

4. Obtain a Roadworthy Certificate for the vehicle. If the car is modified beyond the scope of VSI-33 and/or VSI-8 then it will require VASS certification. Provide copies of the certificate(s) to the club CPS Officer or Scrutineer.
5. Vehicle must be photographed by the club CPS Officer or Scrutineer. Photos of the front, driver's side, rear, driving position (side on with the driver's door open), chassis number and engine number are required.
6. VicRoads Club Permit application form and VicRoads Club Permit Vehicle Eligibility & Standards Declaration form will be endorsed and returned to you.
7. Take the endorsed forms and roadworthy certificate (and VASS certification if required) to VicRoads to pay your permit fee and receive your new plates, a permit, a logbook and a windscreen sticker.
8. Bolt the new plates on, apply the windscreen sticker, put the stamped & signed permit in the logbook, sign the first entry in your new logbook and enjoy your car.
9. Inform the club CPS Officer of the vehicle's new registration plate number within 48 hours of issue.

Note: The Geelong Four Wheel Drive Club reserves the right to request to see and inspect the car at any time – including when you renew your Club Permit.

### **Renewing Your Club Permit**

The renewal form from VicRoads is usually sent to you four weeks before the due date and includes a new Permit windscreen sticker and logbook (DON'T peel any of this off yet). If you haven't yet got the renewal, contact VicRoads immediately.

Note: The new Permit is not valid until it has been signed by the CPS Officer AND stamped by VicRoads.

Once you have your renewal notice:

1. Ensure your membership is current.
2. If the vehicle's appearance or engine has changed, the vehicle must be photographed again by the club CPS Officer or Scrutineer.
3. Forward the original Renewal form to the club CPS Officer or Scrutineer. The form will be endorsed and returned to you.
4. Take the endorsed form to VicRoads to pay your permit fee.
5. Apply the new windscreen sticker, put the new stamped & signed permit in the new logbook and enjoy your car.

Note: The Geelong Four Wheel Drive Club reserves the right to request to see and inspect the car at any time – including when you renew your Club Permit.

### **Late Payment of Fees.**

VicRoads has a 'zero-tolerance' approach to the late payment of CPS (Club Permit Scheme) annual fees. This means that if you are late paying your 'Permit' fee, your CPS could be immediately cancelled, and your vehicle is unable to be driven on the road.

You then must get another roadworthy check, do all the paperwork again, and then re-apply at VicRoads for the CPS for your vehicle. Allow time for your documents to be signed, returned to you, and then get it to VicRoads and pay before the due date.

### **Club Permit Scheme Transfers**

*From Another Club to the Geelong Four Wheel Drive Club by the same owner & member.*

1. Take the time to chat with the CPS Officer or Scrutineer to ensure the vehicle meets the requirements of the CPS.
2. Ensure your membership is current, and you are an active member of the club with no less than 12 months continuous membership.
3. Vehicle must be photographed by the club CPS Officer or Scrutineer. Photos of the front, driver's side, rear, driving position (side on with the driver's door open), chassis number and engine number are required.
4. VicRoads Club Permit Vehicle Eligibility & Standards Declaration form will be endorsed and returned to you.
5. An official signed letter from the Geelong Four Wheel Drive Club to VicRoads will be provided stating that the CPS owner is a current member of the club.
6. A signed letter from the CPS owner to VicRoads is required advising of the change and list any club permit vehicles that you want to link to the Geelong Four Wheel Drive Club.
7. Take the endorsed forms to VicRoads to finalise the transfer.
8. Inform the club CPS Officer of the confirmed transfer within 48 hours of issue.

*From an Owner in Another Club to a member in the Geelong Four Wheel Drive Club.*

This is deemed a new Permit. Follow the steps as per 'Application Process – New Permit'.

Note: There will be no refund given to the old owner for any unused days/time left on the old Permit.

*From and To Members of the Geelong Four Wheel Drive Club.*

This is deemed a new Permit. Follow the steps as per 'Application Process – New Permit'.

Note: The new owner has the option – but only if you request it – to retain the existing CPS Number Plates of the car, otherwise new Number Plates will be issued along with the new logbook and stickers. There will be no refund given to the old owner for any unused days/time left on the old Permit.

## **19. AFFILIATION WITH 4WD VICTORIA**

The Club and its members pay an annual subscription to Four Wheel Drive Victoria which consists of an Affiliation Fee and insurance through the Four Wheel Drive Victoria Insurance Program.

### **Insurance Program**

Four Wheel Drive Victoria in association with Affinity Insurance Brokers has arranged a comprehensive Insurance Program to protect the Activities of Affiliated Clubs and their Members.

The principal covers arranged are:

- Combined Public and Products Liability
- Personal Accident Insurance
- Management Liability Insurance
- Professional Indemnity Insurance

The personal accident component of this is limited insurance and is not a substitute for personal or vehicle insurance. This insurance applies only while involved in approved Club activities. Details of cover can be found on the Four Wheel Drive Victoria website.

### **What are the benefits of being a member of Four Wheel Drive Victoria**

Four Wheel Drive Victoria was formed in 1975, in a land management climate that threatened closure of the hundreds of four wheel drive tracks, which we take for granted today.

Four Wheel Drive Victoria is still a very relevant and vital voice for the 95 affiliated clubs and the wider recreational four-wheel drive community.

As a member of this peak representative body all affiliated clubs and their members benefit not only from the obvious activities of Four Wheel Drive Victoria but also its many “behind the scenes” functions.

### **Liaising with Government and Land Managers**

Four Wheel Drive Victoria –

- Established a Ministerial Appointed Four Wheel Driving Advisory Committee consisting of three representatives from the Department of Environment, Land, Water and Planning (DELWP), Parks Victoria (PV) and Four Wheel Drive Victoria (FWDV)
- Meets regularly with Government Ministers and their Heads of Staff
- Meets and liaises regularly with Department Heads of DELWP and PV
- Liaises with Rangers from DELWP and PV
- Regularly makes submissions on Parks, Land Management, the Environment, Land and Biodiversity, and VEAC
- Develops good relationships with political parties to further the cause of recreational four wheel driving
- Developed environmental policies to support rehabilitation of Parks and Forests
- Developed policies on Vehicle Control regulations
- Developed Strategies to ensure Four Wheel Driving is considered a valuable recreational pastime, bringing long term economic value to the economy of our state as well as huge benefits in respect of health and well being

### **Track Access**

Four Wheel Drive Victoria has -

- Ensured that recreation four wheel drivers have continued access to the huge network of tracks in Victoria
- Obtained greater access to four wheel drive tracks in Victoria via the Management Vehicle Only track access policy
- Established and developed the Regional Representative’s role to improve liaison between Four Wheel Drive Victoria, the Department of Environment, Land, Water and Planning and Parks Victoria land managers and Rangers
- Entered into a Memorandum of Understanding (MOU) agreement with DELWP and PV where tracks cannot be closed or seasonal closure dates altered without consultation with Four Wheel Drive Victoria
- Entered into a managing agreement with the Shire of Mansfield for access to the Jamieson-Licola Road during the Seasonally Closed winter period

- Rolled out a Track Classification program to ensure we protect our recreation, the tracks and their users
- Assisted clubs in the co-ordination of track clearing prior to official track opening dates

### **Promoting Responsible and Safe Recreational Four Wheel Driving**

Four Wheel Drive Victoria has -

- Developed Victoria's Iconic Four Wheel Drive Adventures program in conjunction with Parks Victoria to market our recreation all over Australia as "*Victoria - the place to be*"
- Created the Camp Host program, with funding from DELWP and Parks Victoria, for clubs that participate
- Created a profitable and respected Registered Training Organisation offering discounted accredited courses to its members which also provides training to hundreds of drivers each year in the safe use of four wheel drive vehicles
- Provided training courses in allied areas to recreational four wheel driving, for example First Aid, navigation and chain-saw operation
- Attended numerous four wheel drive and outdoor recreation shows to promote recreational four wheel driving
- Promoted "Tread Lightly" business activities
- Established and manages the "*Dob In A Hoon*" program
- Supported and joined the Outdoor Recreation Council
- Established a Trip Leading policy and developed a new OH&S policy for clubs
- Supported the Adventure Activity Standards

### **Community Service**

Four Wheel Drive Victoria has –

- Been involved in natural disaster related activities supporting the Rural Response Group
- Assisted with Blaze Aid in fire and flood ravaged areas
- Assisted clubs with local community initiatives
- Worked as an equal partner with Museum Victoria and Parks Victoria on BioScan projects
- Worked with the High Country Huts Association in the preserving of our heritage huts

### **Communication**

Four Wheel Drive Victoria -

- Maintains a Four Wheel Drive Victoria website and social media platform providing information on the organisation, news, trip forms, forum, etc.
- Publishes and distributes the quarterly *Trackwatch* color magazine to a wide readership of four wheel drivers, land managers, Politicians and the Government sector
- Makes *Trackwatch* available electronically via the Four Wheel Drive Victoria website
- Compiles and distributes *eNews* electronic newsletters to all clubs
- Publishes and distributes the Discover Four Wheel Driving booklet to all affiliated club members and government agencies across DELWP & PV
- Provides Iconic Drive information via the Four Wheel Drive Victoria website with a link to Parks Victoria's Parks Web for further information
- Provides a central hub, via the Four Wheel Drive Victoria office, for exchange of information, reporting of track issues, etc.
- Holds regular Regional Representatives meetings where information from the whole State is discussed in company with land managers from DELWP and PV
- Has Board members and a CEO willing to attend club meetings, advise clubs on constitutional matters, help people wishing to form a club, etc

### **Industry and Business Partnerships**

Four Wheel Drive Victoria enters into relationships with businesses and organisations helpful to its affiliated clubs and their members.

- VACC for political representation
- AAAA the industry body representing aftermarket companies that sell products to our members
- Affinity Insurance Brokers who provide Public Liability Insurance for Four Wheel Drive Victoria and its affiliated clubs, and provide a dedicated four wheel drive vehicle insurance

## **APPENDIX 1 – CLUB FORMS**

The following club forms can be downloaded from the club website.

- Application for Membership
- Trip Participation List
- Personal Information Form
- Temporary Member - Trip Participation Form
- Committee Nomination Form
- Proxy Voting Form