



Greater Western 4x4 Club Inc.

Policies

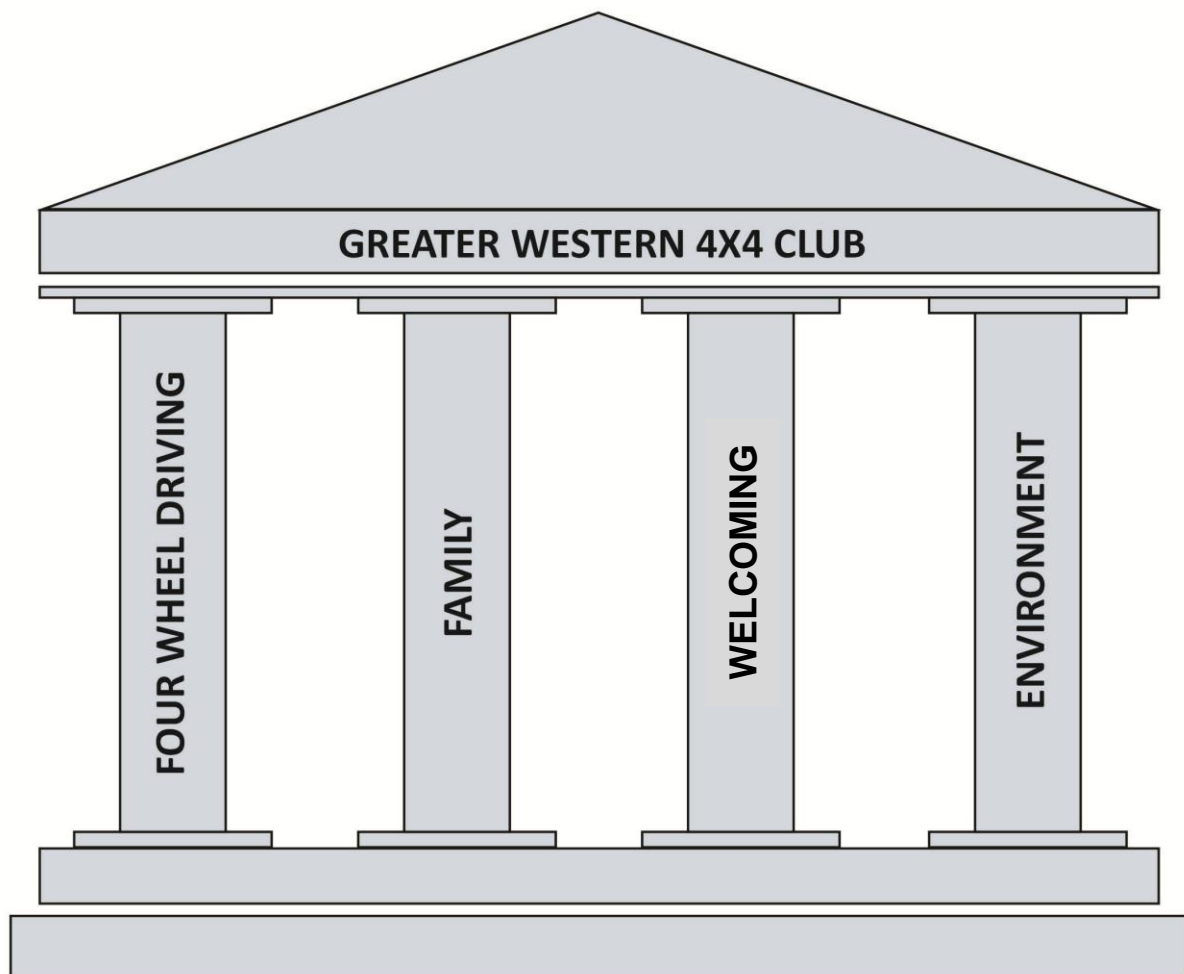


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1 Core Values

CORE VALUES
Of Greater Western 4x4 Club Inc.



1. We promote and advance four wheel driving as a safe and responsible recreation.
2. We encourage and foster the development of Greater Western 4x4 Club Inc. through family values, friendships, leadership and structure.
3. We co-ordinate and promote the activities of Greater Western 4x4 Club Inc Inc. through a welcoming, honest, fun and caring environment.
4. We promote an active interest in conservation and the protection of our environment.

2 Statement Of Purposes

1. Promote and advance 4WDing as a safe and responsible recreation for all members, whilst adhering to Four Wheel Drive Victoria's Tread Lightly Campaign for the protection and conservation of our environment.
2. To provide an environment where members can gain/increase their experience and skill in the use of their four wheel drive in off-road conditions.
3. To Co-ordinate and promote the club and it's activities through a welcoming, honest and caring environment.
4. To actively develop and further the club through acknowledging and accepting the importance of all family values, friendships, and providing effective leadership and structure.

3 Code Of Ethics

1. Obey the laws and regulations for recreational vehicles that apply to public lands.
2. Respect the cultural, heritage and environmental values of public/private land, by obeying restrictions that may apply.
3. Respect our flora and fauna. Stop and look, but never disturb.
4. Keep to formed vehicle tracks
5. Keep the environment clean. Carry your own, one any other, rubbish out.
6. Keep your vehicle mechanically sound and clean to reduce the environmental impact.
7. Adopt minimal impact camping and driving practices.
8. Seek permission before driving on private land. Do not disturb livestock or watering points, leave gates as found.
9. Take adequate water, food, fuel, basic spares and a first aid kit on trips. In remote areas travel with another vehicle and have Royal Flying Doctor Service, or equivalent, radio contact.
10. Enjoy your recreation and respect the rights of others.
11. Plan ahead and lodge trip details with a responsible person.
12. Support four-wheel-drive touring as a responsible and legitimate family recreational activity.

4 PRIVACY POLICY

1. Greater Western 4x4 Club Inc Inc understands your right to privacy and understands the importance of maintaining confidentiality. Our club therefore strictly follows the *Privacy Act 1988* as amended by the *Privacy Amendment (Private Sector) Act 2000* and have a firm commitment to protecting member's privacy.
2. Our Privacy policy outlines our information handling practices, covering issues such as:
 - Collection of all personal information
 - Use and disclosure of you personal information
 - Direct marketing
 - Our duty of confidentiality
 - Your consent
 - Quality of your personal information
 - Access to your personal in formation
 - Security of your personal in formation
 - How to contact us
3. **Collection of all person information.** Greater Western 4x4 Club Inc collects your personal information directly from you, for example, when you make application to join the club, register for a trip, deal with us in person, over the telephone, via our website or on our Facebook group. The nature of personal information collected and maintained by us generally comprises information such as your name, address, date of birth, contact details (including telephone, fax and e-mail) and vehicle information.
4. **Use and disclosure of your personal information.** Your personal information is collected for the purpose of establishing and maintaining our data records and to service your membership with the club. We may use your personal information to facilitate these purposes and for related purposes such as:
 - Internal administration
 - Affiliation with parent bodies; and
 - To assist us to identify and inform you of activities conducted by the club
5. We will use reasonable endeavors to prevent the disclosure of your personal information except to the extent:
 - Indicated at the time you supply information to us
 - Expressly permitted under any agreement with you
 - Required for performance by us of our activities for you
 - Required under compulsion of law or provided in cooperation with any government authority; or
 - Where it is already publicly available or it is disclosed by us in a manner that does not readily permit identification of information relating to you

6. We undertake not to sell, rent or trade your personal information to any individual or entity outside Greater Western 4x4 Club Inc Inc.
7. **Quality of your personal information.** We will use reasonable endeavors to ensure that the information held is accurate and update our records at the earliest opportunity following notification of any errors or changes.
8. **Access to your personal information.** Upon request, you may access personal information collected and held by the club. Further, if you believe that your personal information is not accurate or complete, you may request that we make necessary corrections, additions or deletions. In order to do so, we ask that you put the request in writing. We will endeavor to respond to your request within fourteen days.
9. **Security of your personal information.** The personal information will be held in a secure manner with access limited to the officers and employees of Greater Western 4x4 Club Inc Inc.
10. **How to contact us.** Should you wish to comment on any aspect of this statement or would like more information on our approach to privacy, please don't hesitate to contact us as follows:

E-mail president@greaterwestern4x4club.org.au

Write to us at:

Greater Western 4x4 Club Inc
P.O. Box 904
Gisborne
Vic 3437

5 Unacceptable Behavior

1. Greater Western 4x4 Club Inc (the club) is committed to providing activities free of unacceptable behavior. The club will not tolerate unacceptable behavior under any circumstances and will take disciplinary action against anyone who breaches the policy.
2. This policy applies to behavior occurring within club activities and events, when the behavior involves members and/or individuals associated with the club and negatively affects relationships within the club.
3. Unacceptable Behavior can be physical, verbal or written. It involves behaviour that could reasonably be expected to make a person feel offended, humiliated or intimidated. Even if the behavior is not intended by the individual to be harassing, it may be unlawful.
4. Both males and females can be subjected to Unacceptable Behavior from persons of the same or opposite gender.

5. Unacceptable Behavior may include but is not limited to:
 - comments of a sexual nature;
 - comments about a person's sex life or physical appearance;
 - suggestive behaviors such as leering and ogling;
 - Physical contact such as touching or fondling;
 - 'flashing' or sexual gestures;
 - sexual propositions or repeated unwanted requests for dates;
 - making promises or threats in return for sexual favours;
 - sexual jokes, offensive telephone calls, displays of offensive photographs, reading matter or objects;
 - sending jokes or graphics of a sexual nature by e-mail, internet or fax;
 - unwelcome questioning about a person's private life;
 - unwanted requests for sex;
 - Offensive language
 - threatening behavior
 - harassment
6. Unacceptable Behavior does not refer to behavior that is mutually acceptable to the parties involved.
7. **Making a complaint.** It is preferable that issues or problems are resolved quickly and at the lowest possible level. Members are encouraged to voice their complaints/concerns directly with the person/persons conducting the behavior. Where the initial engagement does not resolve the issue, or where the individual does not feel comfortable raising the issue themselves; then the committee should be informed.
8. The committee member must obtain a full record of the alleged incident and ascertain the complainants preferred outcome (apology, ceasing of the behavior, formal disciplinary action etc.). The club President or Vice President should be made aware of the allegations and will oversee or conduct the investigation while maintaining all parties privacy as far as practicable. Where required witnesses, if any, will be questioned and their statement recorded.
9. At all times the principles of natural justice will be applied to all parties and a support person is permitted to be present during any investigatory stage. The club maintains the right to decide on the appropriate outcome for any incident as it see appropriate.

6 TRIPS


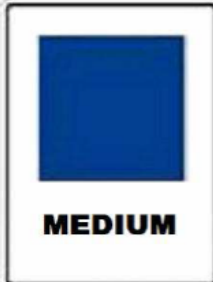


1. **Senior Trip Leaders.** The 'Senior Trip Leaders' is a small committee made up of experienced Trip Leaders that oversee the club's Trip Leaders. This sub committee sets out the training guidelines for trainee Trip Leaders and 'Tail End Charlies'.

Who Can Run Trips

2. **Who can run trips.**
 - A. **Trip Leaders.** A Trip Leader must have completed the theory, practical and administrative components the Greater Western 4x4 Club Inc's Trip Leader Training, and be signed off as competent by a Senior Trip Leader. They must also be an up to date financial member.
 - B. **Tail End Charlie.** A Tail End Charlie can assist a Trip Leader, but not run one on their own.
 - C. A Tail End Charlie must have completed the theory and practical (but not administrative) components the Greater Western 4x4 Club Inc's Trip Leader Training, and be signed off as competent by a Senior Trip Leader. They must also be an up to date financial member.
3. **Who Can Attend Trips.** Any member or visitor can attend trips rated as "Easy". Attendance at trips rated greater than "Easy" (ie Easy/Medium and above) are at the Trip Leader's discretion.
4. A visitor driving his own vehicle is limited to attending a total of two trips or social events.
5. Trip attendees are responsible to contact the trip leader the day before trip commencement for final confirmation that it is going ahead.
6. **Trip Recce.** Not open for member's registration. Trip Leader invitation only.
7. **Trip Registration.** The following methods for trip registration will be accepted:
 - Telephone call to the Trip Leader.
 - E-mail to the Trip Leader at the E-mail address specified on the trip advertisement.
 - Greater Western 4x4 Club Inc's website.
 - Greater Western 4x4 Club Inc's Facebook page.
8. **Trip Planning.** Trip planning must comply with FWD Victoria's requirements to ensure the insurance requirements are met.

9. All trips must be advertised at least one club meeting and on other media.
10. **Documentation.** The documentation required for all trips are set out in the “Trip Leader’s Guidelines”:
- A. Trip participant Attendance List
 - B. Temporary Member / Visitor Participant Form
 - C. Personal Details Form
 - D. Trip Incident Report Form (Greater Western 4x4 Club Inc)
 - E. Incident Report Form (Affinity Insurance / FWD Victoria)
 - F. Emergency Plans - Check List
11. **Trip Rating / Standard.** The following standards based upon the “Track Classification Program” will be adopted:
- A. **Easy**
 - B. **Medium**
 - C. **Hard** (Equivalent to “Difficult” track classification rating)
 - D. **Extreme** (Equivalent to “Very Difficult” track classification rating)

12. Track Classification

	Easy	Medium	Difficult	Very Difficult
Overview 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				
Expected terrain and 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 sections. Possible water crossings.	Tracks with frequent very steep and/or rocky/slippery/sandy 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 to high clearance vehicles with dual range and all terrain tyres.	Suitable for high clearance vehicles with dual range and tyres suitable for the terrain. (Mud Terrain tyres).
Recovery Equipment			Recovery equipment required.	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 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. Equipment. Greater Western 4x4 Club Inc promotes a strict self-sufficient policy when it comes to equipment required for trips. The minimum equipment required for any club 4WD trip will be:

- 8000lb rated snatch strap
- 2 x 3.2t (4.7t preferred) bow shackles (stamped SSL or SWL)
- Leather Gloves eg Riggers Gloves
- Winch cable dampener
- First Aid Kit
- UHF Radio
- Any additional equipment required for the trip as stipulated by the Trip Leader in the trip information sheet.

14. In All Instances the Trip Leader has final say on equipment required for their proposed trip.

15. Vehicle Set Up. Vehicle setup or suitability will be stipulated by the Trip Leader in their information sheet and in all instances the Trip Leader has the final say on vehicle suitability for their proposed trip.

16. First Aid. Our club highly recommends that members participate in a suitable first aid course.

17. Alcohol. Alcohol consumption during a trip should be responsible and in keeping with the Club's core values. A driver must adhere Australian road regulations at all times.

18. A Trip Leader has the authority to direct a trip attendee to cease alcohol consumption and, if non-compliant, to remove that person from the remainder of the trip.

19. Firearms. No firearms or explosives such as fireworks will be permitted on any club trip

20. Learner Drivers. Learner drivers will be allowed to drive during club trips so long as they hold current Learners Permit and are deemed to have suitable skills and experience for the terrain by the trip leader. Learner drivers will not be permitted to drive on trips that are rated above "Medium". Both Instructor and Learner driver must comply with all applicable road regulations.

21. Communication. To enable communication between members within a convoy, a UHF CB radio is required. The following guidelines are recommended:

- Type - UHF radio (handheld or in car).
- Channel - The official club channel is channel 16.
- Channel 5 - National Emergency Channel

22. Etiquette. When talking over the air, it is recommended to talk in short burst as this will allow the opportunity for the Trip Leader to cut in should he/she need to on the trip.

23. Club Insurance. Members and visitors are only deemed to be on a Club Trip when:

G. At a club campsite, or

H. acting in accordance with Trip Leader guidance

7 Fundraising

1. Fundraising will only be performed as and when determined by the committee.

8 Social Events

1. Social events will be organised from time to time throughout the year to further promote the social aspects of the club such as the club's Christmas party, picnic days, movie nights etc.

9 Sub-Committees

1. The membership of a sub-committee, and individuals for specific tasks, shall be specified by the Committee.
2. A sub-committee may comprise of committee members, ordinary members and any other person with expertise required to carry out the task. There must be a minimum of three financial members.
3. The sub-committee will elect its own chair person. Minutes of these meetings must be taken and must be forwarded to the Secretary who will maintain them as club records as per section (D).
4. All correspondence must be via the Secretary and reported to the committee monthly.
5. All sub-committee reports and correspondence and proposed actions must be reported to the committee for approval or otherwise. The committee will then discuss at the next committee meeting its directions to the sub-committee.

10 Finance/Treasury

1. **Accounting programme.** Cashflow Manager is to be used for bookkeeping purposes as it meets the Australian Standard Accounting Practices.
2. **Cheques.** The Treasurer will be responsible for drawing all cheques. Where they exceed \$20 value they shall be approved by the committee before being drawn.
3. Where the Treasurer will not be available for extended periods of time, the Treasurer shall pass the cheque book to the President who shall then be responsible for drawing cheques in the Treasurer's absence.
4. **Petty Cash.** A petty Cash float of \$100 shall be managed by the Treasurer. Any monies over the float will be banked into the Greater Western 4x4 Club Inc's bank account at the Treasurer's earliest convenience.
5. **Electronic Funds Transfer (EFT).** All EFT payable transactions shall be approved by the committee prior to payment.
6. EFT receivable transactions shall not be considered complete until all monies appear in Greater Western 4x4 Club Inc's nominated bank account.
7. **Expenses/Receipts.** A tax invoice/receipt must be provided to claim for reimbursement of expenses from the club, and all reimbursements shall be approved by the committee before being processed.
8. **Signatories.** Two signatories of the club's office holders shall be required for the following transactions:
 - A. Cheques payable
 - B. EFT payable

11 Membership Officer Role

1. The Membership Officer shall be responsible for:
 - A) Greeting all visitors and prospective new members at club meetings
 - B) Answering any questions by visitors or prospective new members regarding the operation of the club at club general meetings.
 - C) Provide all necessary forms or information packs for prospective new members at general meetings.
 - D) Actively promote the club at club general meetings.

12 Club Delegate To Four Wheel Drive Victoria

1. The Club Delegate to Four Wheel Drive Victoria attends the meetings of the association and reports back to the club at its' monthly meeting as well as keeping the committee informed. The club delegate:
 - A) Shall be a member of the committee
 - B) Shall be appointed via committee selection

13 Membership criteria

1. **Types of Members.** The following are the types of membership:
 - A. Single - Where a membership application has only one signatory
 - B. Family - Where a membership application has two signatories
2. **Character.** The club will actively seek members whose character and beliefs are in line with that of the club's "Core Values and Code Of Ethics".
3. **Conduct.** All members shall conduct themselves in a manner befitting the clubs "Core Values and Code Of Ethics". Should a member, new or otherwise, not comply with club policy. Then they shall be dealt with as per section 7 of the Greater Western 4x4 Club Inc's "Rules Of The Association".
4. **Membership Fees.** The membership fees for the following financial year will be set at the Annual General Meeting each year.
5. For annual fee structure refer to "Appendix 4" of the Greater Western 4x4 Club Inc's "Rules Of The Association".
6. **Membership Capping.** The membership currently is capped at forty (40) memberships. This will be reviewed on a yearly basis to be set at the Annual General Meeting. The aim of the club is to have a maximum of sixty (60) active members.
7. **New Application requirements.** New applicants must attend a minimum of two club events prior to being eligible to apply for membership. Preferably the club activities should include at least one 4x4 trip. There is no probationary membership period.

14 Website

1. **Description.** Greater Western 4x4 Club Inc has a website to promote the club and to give members access to information on up and coming events. All financial members have access to the website by contacting the Webmaster for a login and password.
2. The website address is www.greaterwestern4x4club.org.au
3. **Public Interface.** The information in the public access section of the website shall comply with the club's Privacy Policy and therefore will only contain general information regarding the club's make up, activities and contact information. The primary goal of this interface is to provide information for prospective new members.
4. **Members Only Access Interface.** Shall be password protected and only accessible by club members. The members only interface shall be the main primary point of communication for the members.
5. **Advertising.** All advertising the club's website must be approved by the Committee.
6. **Design/Style.** The design of the club website shall ensure that the club logo and corresponding colours are used throughout