



CAIRNS FOUR WHEEL DRIVE CLUB INC.

CLUB PACK



September 2018



TO WHOM IT MAY CONCERN

The Cairns Four Wheel Drive Club Inc. has produced this Club Pack with the aim of distribution to all existing members, private property owners, community organisations and relevant government departments.

Existing and new club members may use the Club Pack as a reference guide in regard to conducting club activities (excluding the Constitution).

Private property owners and community organisations may find the information provided with the pack helpful in making decisions that may lead to a rapport between these groups and Cairns Four Wheel Drive Club Inc.

Relevant government departments are invited to view the Club Pack so as to be able to make an informed decision in relation to club activities and requests and to be reliably advised of club structure and aims.

Cairns Four Wheel Drive Club Inc. has an objective towards raising the club's profile within the community and demonstrates that our club activities are conducted responsibly, safely and practiced in an environmentally sustainable manner.

We encourage feedback from any interested parties. We also invite individuals/organisations to make contact with the club with any queries or suggestions they may have regarding club activities.

**PRESIDENT
CAIRNS FOUR WHEEL DRIVE CLUB INC.**



The Cairns Four Wheel Drive Club Inc. was formed in 1975 by a group of adventurous minded individuals with a passion for FOUR WHEEL DRIVING / CAMPING / EXPLORATION and CAMARADERIE.

This tradition continues with the Club with the interaction of all members and families enjoying DAY TRIPS / WEEKEND TRIPS and EXTENDED TRIPS in the bush. Members also involve themselves in SOCIAL ACTIVITIES and COMMUNITY PROJECTS including the

Mount Mulligan / Thornborough cemetery clean-up's which assist in preserving the relics of our North Queensland history.

The Cairns Four Wheel Drive Club Inc. is a member of Four Wheel Drive Queensland which is a State Body enabling our views to be represented on topical issues as required.

We are also a member of Four Wheel Drive Australia which is the National Body that represents the 4WD community. The club follows their 4WD Code of Conduct and these ideals are practised on all club trips and we support 4WD touring as a responsible and legitimate recreational activity.

The club also supports a 4WD Skills and Safety program.

Club meetings are held on the FIRST WEDNESDAY OF EVERY MONTH (except January) at the CAIRNS COLONIAL CLUB 18-26 CANNON STREET, MANUNDA. Meetings commence at 7.30 pm and are usually completed by 10.00 pm.

You are invited to attend and sample our hospitality.

Prospective members are invited to accompany the club on two (2) trips (see Trip Gradings) prior to becoming a financial member of the club - one Induction Day trip and one general trip.

Interested persons may contact the Club Secretary at:

secretary@cairns4wdclub.org.au

FOUR WHEEL DRIVE AUSTRALIA

FOUR WHEEL DRIVE CODE OF CONDUCT

1. Obey the laws and regulations for Recreational Vehicles that apply to public lands. (They may change from State-to-State.)
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, and 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 emergency contact by radio or satellite.
10. Plan ahead and lodge trip details with a responsible person.
11. Enjoy your recreation and respect the rights of others.
12. Support four-wheel drive touring as a legitimate family activity.
13. Consider joining an affiliated four-wheel drive Club.

THIS CODE IS ONLY VALUABLE IF YOU OBSERVE IT.

Produced by Four Wheel Drive Australia
in the interests of promoting responsible recreational vehicle use.

**DO NOT DESTROY WHAT WE HAVE COME TO ENJOY.
LEAVE ONLY YOUR FOOT PRINTS IN THE SAND.
TAKE HOME ALL OF THE REFUSE THAT YOU BRING IN
SO WE CAN LEAVE A CLEAN HEALTHY LAND.**

TRIP GRADINGS

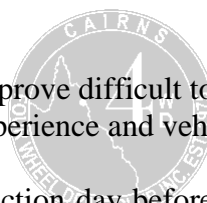
A grading system of levels 1 to 5 is used to assist members in deciding which trips they would most enjoy and which trips would suit the driver's experience and abilities. This system of grading is a *guide* only. The grade assigned to a trip may change, due to weather conditions, and the trip leader should be consulted in such circumstances. The trip leader has the right to reject a request from a member / driver who is considered under experienced relative to the grade of trip. It should also be mentioned at this time that it is also up to the discretion of the trip leader to reject a member / driver, depending on the condition of their vehicle. e.g. tow hooks, ground clearance, roadworthiness. All members and visitors over the age of 16 are required to sign the trip sheet before leaving designated meeting place.

GRADE 1	Very easy with little, if any, four wheel driving involved - Will usually consist of a scenic tour and an easy trip to camp.
GRADE 2	A relatively moderate 4WD trip - Winching and/or towing unlikely.
GRADE 3	A medium 4WD trip - Will require cautious driving. Winching should not be necessary.
GRADE 4	A moderately difficult 4WD trip - Winching and/or towing will most probably be required.
GRADE 5	An extremely difficult four wheel drive trip, participants must be experienced at travelling over difficult terrain. Winching and or towing will definitely be required.

DRIVER EXPERIENCE

Conditions of some trips at Grade 3 may prove difficult to inexperienced drivers. You should advise the trip leader of your level of driving experience and vehicle equipment when signing up for a trip.

New members should attend a club induction day before attempting a trip above Grade 2/3. Non-members are required to attend the Club's General Monthly Meeting held immediately prior to the outing and introduce themselves to the trip leader. Non-members will not be allowed to attend in their own vehicle on any trips over a Grade 2.



Cairns Four Wheel Drive Club Inc. By-Laws

1.0 MEMBERSHIP

1.01 Non-members seeking membership are required to attend

1. An Induction Day
2. A club trip not higher than level 2* (*See 'Trip Gradings' for details of levels)
3. Two general meetings
4. Membership Application must then be submitted with prescribed fees.
 - Confirmation of attendance at an induction day will be Completion and Signing off of an "Induction Safety Checklist"
 - The completed checklist attached to a membership application form together with relevant fees is to be forwarded to the Treasurer.
 - The Management Committee will accept or deny the application at the next dated management meeting. The prospective member will be advised accordingly in writing.

2.0 CLUB OUTINGS

2.01 Visitors should attend the general monthly meeting of the club held immediately prior to the outing and introduce themselves to the Trip Leader. Permission to attend is then at the Trip Leader's discretion. Should the Trip Leader not be in attendance at the meeting, the Trip Coordinator will provide a contact phone number. Visitors will not be allowed to attend in their own vehicle on trips higher than Level/Grade 2.

Evidence of valid 4x4 driver training is required for visitors driving their own vehicles on trips rated higher than level 2. The committee will decide on the acceptability of such evidence.

2.02 Club members are responsible for their visitors. They are to ensure that their visitors are aware of and adhere to the Club By-laws and Constitution.

2.03 Club members must be financial in order to attend any club outing.

2.04 At the beginning of each club outing, participating members, and visitors 16 years and over must register their names and details by completing the appropriate section of the 'Trip Sheet'. In so doing they thereby agree to follow instructions from the Trip Leader and abide by the Club 'By-laws'. Failure to register in the 'Trip Sheet' will constitute non-attendance on the outing and will mean the 'driver', their 'vehicle' and its 'passengers' will not be covered by the club liability insurance.

2.05 Participating members, non-members and visitors on club outings shall at all times conduct themselves and drive their vehicles in a manner befitting the dignity and good name of the Club.

2.06 The F.W.D.A. Code of Conduct will be followed on all club outings.

2.07 The Trip Leader in consultation with the Trips Committee is responsible for rating club 4WD outings in one or more of the designated categories. The rating system is an anticipated guide only of what may be expected on a club 4WD outing and is the personal opinion and judgment of the Trip Leader at the time of the reconnaissance. Participation in a 4WD outing or attempt at negotiation of any "4WD obstacle" is entirely at the discretion and judgment of each individual driver. The designated categories are 1 to 5.

2.08 Members and visitors driving their own vehicle(s) are responsible for ensuring that their 4WD vehicle is registered, insured for a minimum of third party property damage, and is maintained in a sound condition at all times on club outings. Should a vehicle in the opinion of the trip leader be unsuitable for the trip, the Trip Leader, in consultation with other members, shall declare it unsuitable for the trip. This decision may be made on the day of the trip, at the departure point of the trip or, if the condition of the vehicle is known before that time, prior to that day. Acceptance of a vehicle on a club outing does not negate the driver of the vehicle from sole responsibility for the condition of the vehicle. The club reserves the right to demand a certificate of roadworthiness from an authorized Inspection Station at the member's expense.

2.09 Members and visitors are responsible for ensuring they have all their required provisions and safety equipment (including First Aid kit and Fire Extinguisher), and that their vehicle fuel tank is full immediately prior to the departure time of a club outing. This stipulation may not apply for club activities in the local area when minimal distances are involved.

- 2.10** Members are responsible for ensuring that their 4WD vehicle is carrying at least the minimum recovery gear on club outings. Minimum recovery gear on club trips is deemed to consist of the following:
- Snatch strap of suitable capacity
 - Front and rear recovery points fitted to the vehicle
 - Two (2) shackles ('D' or Bow type) rated appropriately for your vehicle
 - Shovel
 - Jack and Jacking plate
 - Ground sheet (Blue Tarp)
 - Basic Tool kit
- 2.11** No unofficial competitions or display of "Four Wheel Driving" shall take place on club outings.
- 2.12** Prior to entering private property, the Trips Committee must obtain permission from the owners. When it is anticipated that Crown Land will be traversed on a club trip, all required permits must be obtained; members and visitors must comply with the required permits.
- 2.13** Track and roads must not be deviated from, unless totally unavoidable, and then only with the Trip Leader's permission. Any damage caused to tracks and roads will be repaired where required and/or where practicable.
- 2.14** Members and Non-Members will not give 4WD property access information to any person who is not a member of the Club. Upon revisiting any property, members and/or visitors should seek permission and advise the property owner they are not part of a club trip.
- 2.15** Convoy procedures are to be adhered to at all times from the point of departure of all trips unless advised otherwise by the Trip Leader.
- 2.16** Where a club trip exceeds ten (10) or more vehicles a 'Trip Assistant' may be nominated to travel and remain in the middle of the convoy at all times.
- 2.17** All vehicles participating in club activities not already in the register must be inspected and such inspection noted on the Trip Sheet for recovery points and recovery equipment.
- 2.18** All Members and Visitors intending to participate in a club trip/outing are expected to be at the designated meeting place 30 minutes prior to the announced departure time. Members and/or Visitors if necessary may join a convoy at a predetermined point as arranged with the Trip Leader. (It is advisable to confirm the point of intersection with the convoy within 24 hours of the trip departure).
- 2.19** Should the planned route need to be changed for any reason, the Trip Leader in consultation primarily with members, will make the final decision. Should the decision involve dividing the group into two groups (one group possibly back tracking or taking a less challenging route to cater for particular vehicles and/or drivers' capabilities), the trip leader must ensure that the newly-formed group is led by an experienced member. Should there be no suitable new leader, the original group shall stay unchanged and the trip leader shall decide to lead the whole group by the most appropriate route.
- 2.20** Bushfire regulations shall be obeyed at all times.
- 2.21** Club members will have preference on all limited vehicle activities but Trip Leaders will endeavour to cater for visitors who aspire to become new members.
- 2.22** Fauna and Flora will not be disturbed. Fishing accepted where legal.
- 2.23** In the event of an incident members and/or visitors are to complete an incident report. The form is to be held with the Trip Book.

3.0 GENERAL

- 3.01** Dogs are allowed where permitted under control, except where trips traverse National or State Parks. Please be guided by trip notes in the advertised trip calendar on this issue.
- 3.02** A porta potty or portable toilet per vehicle **MUST** be carried and used for overnight camping trips. This by-law applies to visitors as well as members.
- 3.03** Camp and billy fires must be made safe before being left unattended and must be totally extinguished before breaking camp.
- 3.04** **Prior to leaving after breaking camp**, members and visitors will ensure that the camp site is left clean and free of litter and that all rubbish is disposed of at an approved dumpsite.
- 3.05** No alcohol shall be consumed while on a club outing until the day's driving activities have been completed. The Trip Leader will inform participants when alcohol free 'dry' areas are to be visited and will pass on details of such restrictions. Such restrictions **MUST** be followed.
- 3.06** The Road Transport rules and the Traffic Act and Regulations should be adhered to at all times.
- 3.07** The use of generators is permitted with consideration for other trip participants. Contact the Trip Leader before using any generator.
- 3.08** Illegal drugs are not permitted on club outings/trips.
- 3.09** Firearms and weapons are not to be carried on club outings/trips.
- 3.10** The use of fossicking and mining equipment without permission from property owners/managers is not permitted.
- 3.11** Parents or Guardians are responsible for all activities in which their children participate.
- 3.12** Once members' children reach the age of eighteen, they are required to become members in their own names and be subject to the privileges and responsibilities of the Constitution and By-laws.

DUTY DESCRIPTION:

TRIP LEADER

1. Ensure that he/she has an up to date working knowledge of the trip to be undertaken. It is the responsibility of the Trip Leader to communicate to the members if the trip is an UNKNOWN venture at the Meeting.
2. Trip Leader is to describe the trip and obstacles to the General Meeting prior to the trip being held. An expected rating is also to be provided and what extra equipment, if any is required.
3. A Post-trip-de-briefing will be given at the following club meeting on matters arising from the trip.
4. The Trip Committee must obtain the required permits/permission as required.
5. The Trip Leader is responsible to obtain and complete the “Trip Kit”.
6. Must nominate a “Tail End Charlie” and a Trip Assistant if required. (More than ten (10) vehicles in the convoy or degree of difficulty of the trip.)
7. A check of new vehicles against the “Register” for tow points/recovery equipment.
8. Appoint a “BUDDY” to the Non Member/New Member if required.
9. Provide a short overall briefing on the morning of the trip about how the day will proceed. (E.g. what to expect during the day/smoko/fuel stops/lunch.)
10. Responsible for communications of obstacles/situations as confronted along the way to all trip members – via the CB RADIO.
Channel for the club on CB is 10: (UHF – Preferred) or as arranged due to reception problems.
11. Designate the focal “Camp Fire” arena for happy hour, etc.
12. Trip Leader/Trip Assistant are to ensure the campfire is extinguished and the area void of all rubbish before departure.

TRIP ASSISTANT

- a) Is to assist in coordination of the trip.
- b) Coordinate/assist in any obstacle/recovery situation.
- c) Communicate any situation to Trip Leader.

TAIL END CHARLIE

- a) Remain the last vehicle in the Convoy ALWAYS.
- b) Sets the pace for the Convoy realistically.
- c) Communicates any ‘situation’ to the Trip Leader.

CAIRNS FOUR WHEEL DRIVE CLUB INC.

CONVOY PROCEDURES FOR OFF-HIGHWAY SITUATIONS

Convoy procedures must be adhered to at all times on a club trip, from the point of departure, unless advised otherwise by the trip leader.

1. All Convoys shall have a Trip Leader at the head of the Convoy, and a Tail End Charlie at the rear of the Convoy.
2. The Trip Leader has overall control of the Convoy.
3. All participants shall abide by the discretions and the instructions given by the Trip Leader or the Tail End Charlie.
4. All drivers are responsible for their passengers, and must observe road rules, at all time.
5. The Tail End Charlie and Trip Assistant, when appointed in Convoys, are to assist the Trip Leader in the running of the Convoy.
6. All drivers are responsible for the vehicle **behind them**, and take note of that vehicle i.e. make, colour, driver, etc.
7. Each vehicle must wait at each intersection, until the next vehicle can observe the direction of the route undertaken. The following vehicle shall acknowledge any change in direction, by use of the vehicle indicators.
8. Should a vehicle become separated from the Convoy, **wait** at that location and a vehicle will return for you, unless instructed by the Trip Leader or Tail End Charlie otherwise.
9. When a gate is encountered the Trip Leader will advise the Convoy of the status of the gate and if necessary open the gate. Each member waits at the gate until next vehicle is ready to proceed to ensure that no stock or feral animals move through the open gate. The Tail End Charlie is to close the gate and advise the Trip Leader.
10. In hilly country or water crossings, allow the vehicle in front to clear the obstacle before following. On difficult hills/crossings, wait, clear of the obstacle in case assistance is required. Once the next vehicle has cleared the obstacle move on and allow sufficient room for all vehicles remaining in the Convoy to clear the obstacle.
11. Acknowledgement to commence the obstacle will come via the CB RADIO, from the driver of the preceding vehicle and or the Trip Leader/Trip Assistant when it is safe to do so.
12. Any vehicle wishing to leave the Convoy, or stop, shall wave through the remaining vehicles and inform the Tail End Charlie and the Trip Leader of his/her intentions. Members must advise the Trip Leader if they do not intend to complete the trip as detailed.
13. In recovery situations, the Trip Leader or a designated person will give instructions regarding safety and recovery procedures. Radio channels are to be kept open to allow communication between Trip Leader, Tail End Charlie and those involved in the recovery.
14. Radio communication will not be accepted as a substitute for standard convoy procedures.
15. A "BUDDY SYSTEM" may apply to Non-Members/New Members. The appointed "BUDDY" will remain in Convoy with his/her new member at all times (including the gate procedure).
16. Where difficult sections may exist (e.g. river crossings, wash outs, etc.) the Trip Leader may determine that a vehicle will be recovered to minimize environmental impact.

Cairns Four Wheel Drive Club Inc.

Quick Check List

1. The Cairns Four Wheel Drive Club Inc. has over 40 years standing in the Cairns region.
2. The Cairns Four Wheel Drive Club Inc. is a member of Four Wheel Drive Queensland and Four Wheel Drive Australia and follows the 4WD Code of Ethics.
3. The Cairns Four Wheel Drive Club Inc. provides a structure that allows contact between members and interested parties.
4. The Cairns Four Wheel Drive Club Inc. Constitution and By-Laws have been established to protect members and outside parties and the environment whilst the club conducts its activities.
5. The Cairns Four Wheel Drive Club Inc. carries public liability insurance.
6. The Cairns Four Wheel Drive Club Inc. actively conducts a Driver Awareness Training Program.
7. The Cairns Four Wheel Drive Club Inc. supports four wheel driving and associated activities as a responsible and legitimate recreational activity and practices environmental awareness.
8. For any more information or correspondence please contact the Club Secretary at:
secretary@cairns4wdclub.org.au

or

Secretary
Cairns Four Wheel Drive Club Inc.
PO Box 1614
Cairns Qld 4870



CAIRNS FOUR WHEEL DRIVE CLUB INC. CONTACTS

PRESIDENT

president@cairns4wdclub.org.au

SECRETARY

secretary@cairns4wdclub.org.au

TREASURER

treasurer@cairns4wdclub.org.au

TRIPS CO-ORDINATOR

trips@cairns4wdclub.org.au

EDITOR

editor@cairns4wdclub.org.au

ALL CORRESPONDENCE TO BE SENT TO:

Secretary

Cairns Four Wheel Drive Club Inc.

PO Box 1614

Cairns Qld 4870

Email: secretary@cairns4wdclub.org.au

Web: www.cairns4wdclub.org.au



AFFILIATED ORGANISATIONS

FOUR WHEEL DRIVE QUEENSLAND

PO Box 174

Brisbane Markets Qld 4106

PH: 3277 6071 Fax: 3277 0069

Email: info@4wdqld.com.au

Web: www.4wdqld.com.au

FOUR WHEEL DRIVE AUSTRALIA

GPO Box 79

Canberra ACT 2601

Email: secretary@anfwdc.asn.au

Web: www.4wda.org.au

Cairns Four Wheel Drive Club Inc.
APPLICATION FOR MEMBERSHIP/RENEWAL v2.1

Initial joining fee \$83.00	Annual membership renewal \$70.00
-----------------------------	-----------------------------------

Additional badges cost extra.

Requirements before becoming a member.

1. Attend two trips, either day or overnight including one Induction Day trip.
2. Attend two monthly meetings.
3. Submit your application form to the management committee for consideration. The management committee reserves the right to accept or reject any application.
4. Read the Constitution (available from the Secretary) and By-laws (in the Club pack) of the Cairns Four Wheel Club Inc.

I/we do hereby make application for membership of the above Cairns Four Wheel Drive Club Inc.

Name/s _____

D.O.B. _____

D.O.B. _____

Home address _____

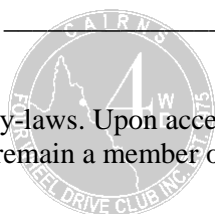
Postal address _____

Email address _____

Telephone (H) _____ (W) _____ (M) _____

Agreement

I/we have read the Club's Constitution and By-laws. Upon acceptance of my/our membership, I/we agree to abide by the rules & Regulations while I/we remain a member of the club.



Signature and date

Signature and date

Badges required – First member included. Additional badge \$13.00

Children's names _____

Vehicle make _____ Registration number _____

Model _____ Year _____ Colour _____

New applicants only.

Meetings attended

Trips attended (Trip leader to sign)

Induction day

(1) / /

(2) / /

(1) / /

(2) / /

Sig. _____

Sig. _____

Sig. _____

Sig. _____

Office use only. Date received _____ Application accepted Y / N Receipt No. _____

Banking details

Name - Cairns 4WD Club
 BSB 084-642
 Account 535663185

CAIRNS FOUR WHEEL DRIVE CLUB INC.

Visitor Safety Induction checklist v4.0

“Your SAFETY on club outings is our first priority”


Induction date	Induction Officer	
Nominated driver/s		
Vehicle make	Model	Rego

The Cairns Four Wheel drive Club Inc. has explained and provided information on:-

1. Four Wheel Drive Australia Code of Conduct,
2. Convoy procedures,
3. Trip gradings,
4. Trip booking procedures,
5. By laws, and
6. Membership requirements.

Vehicle check. (Minimum requirements as per By-laws. All other items are optional.)

Circle answer

- | | | | |
|---|---|---|---|
| 1. Is vehicle currently registered? |  | Y | N |
| 2. Roadworthy tyres. | | Y | N |
| 3. Suitable front recovery point. | | Y | N |
| 4. Suitable rear recovery point. | | Y | N |
| 5. Serviceable snatch strap of suitable capacity. | | Y | N |
| 6. Two rated shackles of suitable capacity. | | Y | N |
| 7. Serviceable first aid kit. | | Y | N |
| 8. Shovel. | | Y | N |
| 9. Fire extinguisher. | | Y | N |
| 10. Compressor (recommended) | | Y | N |

(Present this form to the club's Treasurer with application form and membership dues. Banking details are on the bottom of the application form.)

I/we acknowledge that the Cairns Four Wheel Drive Club Inc. have shown and discussed the above requirements with me/us. I/we will abide with the above requirements whilst a financial member of the club.

Name 1	Sign	Date
Name 2	Sign	Date
Induction Off.	Sign	Date