



ACT4WD Club

New Trip Documents & Risk Assessment



ACT4WD Club - Trip Leader's Guidelines(5.6.25)



ACT4WD Club - P



Trip Name:

This information will remain confidential

Information Sheet



ACT4WD Club - Trip Leader's Record of D

ACT4WD Club - Guide to Trip Risk Assessment

This form is to accompany the trip notice advice and forms a part of the ACT4WD Clubs' rules. All trip attendants are to ensure they understand that offroad driving activities have some degree of risk associated to the vehicle and the occupants. This guide helps to mitigate that risk as best as practical in advanced preparation of a trip.

Part 1 - Risk Assessment guide, current for all trips as at July 2025

Trip Name:		Trip leader:	
Planned duration:		Classification: (can be multiple)	

This guide printed or electronic, is to accompany the trip leader to help the trip leader and the group reassess conditions as the trip evolves. Everyone is responsible for their own and others safety.

Understanding a risk assessment matrix
This is a typical Hierarchy of risk control matrix used in most Australian industries, including the road transport industry

Hierarchy of Controls



ACT4WD Club - Convoy Procedure

(Updated 30.4.25)

ACT4WD Club - Trip Leader's Ch

The following activities and tasks should be carried out:

- Start meeting point:** At the start meeting point carry out all that we usually stop at the start of the dirt to air down to 2'
- Confirm Air Down:** Communicate that we will stop together and to air up before heading home, also to help anyone who
- Briefing(s):** Provide trip briefing(s) and state the planned
- Head count:** Confirm head count before, during and imm
- Attendee record:** Record a list of all attendees and er trip so records can be kept of who was on the trip for children who are not club members. This is necessary
- ICE Card:** All participants should have one for each
- Who has a First Aid Kit, Snake Bite Kit and or/c**
- Trip report:** Nominate person(s) to complete trip can be shared for longer trips. They are then re Coordinator and Newsletter Editor within a we
- Photos:** Ask participants to take photos on the trip coordinator
- Weather:** Check weather reports prior to tr
- Night Travel:** It is more difficult to 4WD perception is difficult so judging how dee difficulty seeing as well in the dark. Allow adequ caught out 4WDing at night unless night driving is in the
- Tail End Charlie:** The TEC has the responsibility for keeping the Trip



Tail End

Powerpoint presentation ACT4WD CLUB TRIP LEADER'S GUIDELINES

(31 page document - combination of a number of other documents)

ACT4WD CLUB
TRIP LEADER'S GUIDELINES
(1 May 2025)



1. Introduction & Trip Leader's responsibility
 - 1.1 Skills & Attributes of a Trip Leader
 - 1.2 Trip Participants Guidelines
2. Trip Leader's Guidelines
 - 2.1 Planning the Trip
 - 2.2 Track Classification
 - 2.3 Advertising the Trip
 - 2.4 Running the Trip
 - 2.5 Member's Responsibilities
 - 2.6 Visitors on Club Trips
 - 2.7 At the end of the Trip



PO Box 867
FYSHWICK, ACT 2609

www.act4wdclub.org.au
UHF Channel 20



ACT4WD CLUB - TRIP LEADER'S GUIDELINES

- Appendix A: ACT4WD Club - Sample Trip Advertisement
- Appendix B : ACT4WD Club - Guide to Trip Risk Assessment
- Appendix C : ACT4WD Club - Convoy Procedure
- Appendix D: ARMA Code Of Conduct For Four Wheel Drives
- Appendix E: ACT4WD Club - ICE Form (I.C.E. - In Case of Emergency)
- Appendix F: ACT4WD Club - Trip Record of participants
- Appendix G: ACT4WD Club - Trip Leaders Cheat Sheet
- Appendix H: ACT4WD Club - Minimum Trip Equipment Standards
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ACT4WD CLUB - 1.1 Skills & Attributes of a Trip Leader

(ACT4WD CLUB TRIP LEADER'S GUIDELINES)



The **suggested** Trip Leader pre-requisites include:

- Ability to organise and a sense of responsibility
- Effective communication skills and ability to demonstrate authority
- Knowledge of radio communications as per club policy
- Map reading skills - refer [Map Reading Guide \(Auslig\)](#)
- GPS skills to be used in conjunction with the relevant maps
- Knowledge of convoy procedures (Appendix b) and ability to organise the placement of vehicles in convoy
- Responsibility for recovery situations or delegation to a suitable person(s)
- Appropriate 4wd driving experience for the selected tracks
- An understanding of the track classification system (2.2 Track Classification)
- The ability to assign an appropriate Trip Rating using the Track Classification
- Ability to select and nominate an appropriate Tail End Charlie (TEC) and a Repeat Charlie for larger groups/mountainous areas as needed.





ACT4WD CLUB

1.2 Trip Participants Guidelines



(ACT4WD CLUB TRIP LEADER'S GUIDELINES)

Participants should:

- Register for the trip with the Trip Leader. Some trips may have strict limits on convoy numbers
- Put completed ICE Personal Details Form(s) in your glove box for each person in your car
- Maintain their vehicle in a roadworthy condition and have tyres that have a suitable tread 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 rated front and rear recovery points fitted
- 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. Note all fuel must be mounted outside the vehicle
- Obey the instructions of the Trip Leader at all times
- Do not leave the trip without the Trip Leader's knowledge and agreement.

ACT4WD CLUB - 2.1 Planning the Trip

(ACT4WD CLUB TRIP LEADER'S GUIDELINES)



Trip Planning

- Type
- Weather
- Costs
- Contact
- Maps (GPS and Paper)
- Research
- Emergencies & 000
- Participants
- Activities
- Emergency Communications
- Destination
- Fuel
- Group Size
- Route
- Newtracs
- Supplies
- Emergency Plus App
- Hazards Near Me App
- Convoy Communications
- Trip Rating
- Camping
- Breaks
- Special Equipment
- Season
- Daily Trip Length
- Permits
- End of Driving Day
- Vehicle Requirements



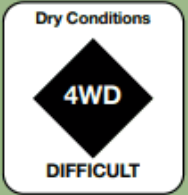



ACT4WD CLUB - 2.2 Track Classification - A

(ACT4WD CLUB TRIP LEADER'S GUIDELINES)

Track Classification changes during a trip but the classification must be chosen for the most difficult section that may be traversed.





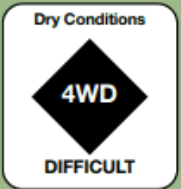

	EASY	MEDIUM	DIFFICULT	VERY DIFFICULT
Overview Description	All-wheel Drive and High Range 4WD. Novice Drivers.	Mainly High Range 4WD but Low Range required. Some 4WD experience or training required.	Significant Low Range 4WD with standard 4WD ground clearance. Should have 4WD driver training.	Low Range 4WD with high ground clearance. Experienced drivers.
Advisory Sign/Symbol	Green Circle	Blue Square	Black Diamond	Double Black Diamond
				
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 to high clearance vehicles with dual range and all terrain tyres.	Suitable for high clearance vehicles with dual range tyres suitable for the terrain. (Mud terrain tyres)

ACT4WD CLUB - 2.2 Track Classification - B

(ACT4WD CLUB TRIP LEADER'S GUIDELINES)



Track Classification changes during a trip but the classification must be chosen for the most difficult selection that may be traversed.

	EASY	MEDIUM	DIFFICULT	VERY DIFFICULT
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Advisory Sign/Symbol	Green Circle	Blue Square	Black Diamond	Double Black Diamond
				
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.

ACT4WD CLUB - 2.3 Advertising the Trip

(ACT4WD CLUB TRIP LEADER'S GUIDELINES)

TRIP TEMPLATE



Trip Details (to be completed by Trip Leader and forwarded to tripcoordinator@act4wdclub.org.au)

Trip Name & Destination	The Random Places Day trip
	Several tracks and trails around the Brindabella's with lunch stop at McIntyre's Campground
Trip Date	1.4.27
Trip Leader Name	Joe Blewitt
Contact Details (Mb and Email)	0402102102 Blewitt@myhouse.com
Trip Grading and Total time (see Trip Grading in newsletter)	Medium 1 Day with a <u>one hour</u> lunch stop
Departure Time & Departure Point	Meet at 0830 in picnic area carpark, leave by 0900 Cotter Pub
Fuel Availability	On the way to meeting point
Maps or Google Map reference	Google Maps reference: https://www.google.com/maps/place/McIntyres+campground/@-35.2638577,148.737173,15z

ACT4WD CLUB - 2.4 Running the Trip

(ACT4WD CLUB TRIP LEADER'S GUIDELINES)

- Start meeting point - Confirm air down point - Briefing(s) - at start and stops
- Head count - Attendee record - ICE Card - Trip report - Nominee?
- Night Travel - not recommended - First Aid Kit, Snake Bite Kit and a Fire Extinguisher?
- Photos - take lots, don't rely on others - Tail End Charlie / Repeater Charlie
- Inexperienced drivers - position in the convoy - Spotter for hard sections
- Communicating 4wd settings: ie in 4WD, differ locks, speed, etc?
- Convoy procedures - make sure everyone knows the document - Weather - Can vary
- Recovery gear/winches - who has recovery gear and a winch and try to spread them out
- Communication - UHF 20, then 22 etc, vehicle approaching/passing, turns cleared, stops, etc
- Breaks - make sure you provide adequate toilet breaks, coffee & food breaks etc
- Setting camp - set up camp well before sun set
- Vehicle Checks: check the vehicles mechanical state at the end of each day before socialising
- End Point - definite end point but be flexible to allow for changes/time lost, weather etc

ACT4WD CLUB - 2.5 Member's Responsibilities



(ACT4WD CLUB TRIP LEADER'S GUIDELINES)

- **Safety:** Each driver is individually responsible for the safety of his/her own vehicle, passengers and preparation level of their vehicle
- **Behaviour:** No driver is to drive in a manner that may endanger themselves or others
- **UHF radio:** Each vehicle is to be equipped with a UHF radio which may be substituted by a handheld UHF radio. Usually the trip leader carries spares
- **Leaving trip early:** If a participant wishes to depart from the trip prior to completion, they must notify the Trip Leader. The Trip Leader may assist with the departing if the participant requires it. For further information, see Section 11
- **Tread lightly:** Look after the environment and leave nothing but footprints. Follow the ARMA Code Of Conduct For Four Wheel Drives (Appendix D).

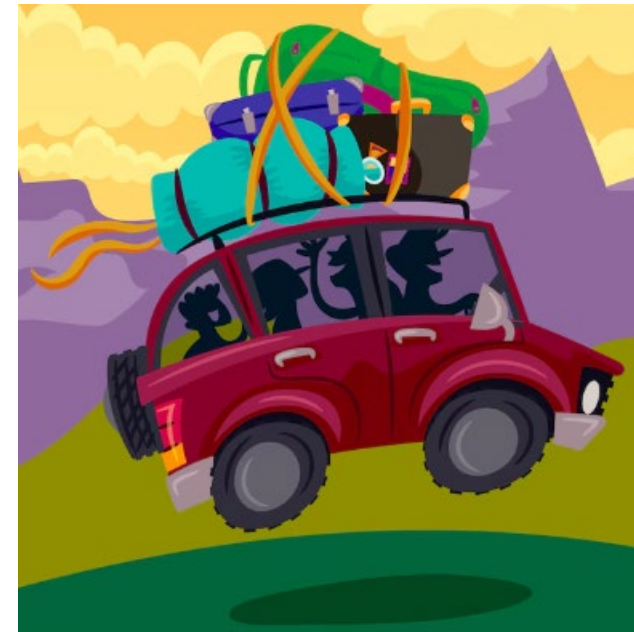
ACT4WD CLUB - 2.6 Visitors on Club Trips

(ACT4WD CLUB TRIP LEADER'S GUIDELINES)

- Club events are primarily intended for club members. The club's public liability insurance provides cover for club members and visitors on club trips. Prospective new members are encouraged to attend a club meeting and one trip before deciding on membership.

Visitors are to be advised:

- that the invitation applies for only one trip
- that the visitor is individually responsible for the safety of his/her own vehicle and passengers
- while the trip leader and other club members will provide assistance as required, participation in any portion of the trip remains at the discretion of the visitor.
- In all cases, an existing member must sponsor visitors on club trips and that member is responsible for hosting the visitor for the duration of the trip.
- Club members wishing to have a visitor attend a club trip should seek the agreement of the trip leader.



ACT4WD CLUB - 2.7 At the end of the Trip

(ACT4WD CLUB TRIP LEADER'S GUIDELINES)

- Return borrowed equipment
- Write a trip report and submit it with pictures for the newsletter
- Clean your vehicle and equipment after each trip and between eco-sensitive areas
- Check the mechanical state of your vehicle for necessary repairs including tightening all nuts and bolts
- If the winch was used it should be wound out, rope cleaned and checked for damage, rewound and tensioned once dry.





ACT4WD CLUB - Appendix's

(ACT4WD CLUB TRIP LEADER'S GUIDELINES)

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ACT4WD Club – New Trip Documents



Now I Hand over to Peter!



ACT4WD Club – Guide to Trip Risk Assessment

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