



ACT4WD Club

MEMBER'S HANDBOOK V1.1 (June 24)



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SECTION 1. INTRODUCTION

1. This handbook has been prepared by the Committee of the ACT4WD Club and is intended to provide general information to members on how the Club operates. It also provides guidance in interpreting the Club's Constitution.
2. Information in this handbook is complemented by the Club web site, which provides updated information on the Club, showing current Committee members and contacts, planned activities and photos from past events. The site may be accessed at: <http://www.act4wdclub.org.au>.

For items, topics and events that are more current, refer to our Facebook page(s).

- Public Facebook page: <https://www.facebook.com/profile.php?id=100064881754681>
- Private 'Club only' Facebook page: <https://www.facebook.com/groups/1477336602481414>

SECTION 2. OVERVIEW OF THE CLUB

BACKGROUND

1. The ACT Four Wheel Drive Club Inc. (ACT4WD Club) is a family orientated club, which was incorporated on 21 July 1987. The Club operates as a non-profit four wheel drive sports club providing membership predominantly for residents of the ACT and surrounding areas of NSW. The Club aims to provide a range of activities to promote safety and the exchange of knowledge and experience relating to four wheel driving and to promote enjoyment of the environment.

CLUB ACTIVITIES

2. The activities of the Club primarily involve the promotion of four wheel driving and may include:
 - Driver training and safety
 - 4WD trips
 - 4WD competitions
 - 4WD Promotional events and
 - Social and recreational activities.
3. Club driver training is based on driver training provided by an external accredited driver training provider at the Sutton Road Training Centre. It is also conducted through formal training sessions and through guidance from experienced members on organised Club trips. See the Framework for ACT 4WD Club Training on the website and Section 9, '4WD Training' in this document for additional information.
4. Club trips are regularly organised for one or more days duration to places of interest within the Southeastern region of NSW, the Victorian High Country and the ACT. The Club also regularly organises longer trips to places such as Central Australia, Simpson Desert, Cape York Peninsula, Fraser Island, The Kimberley, New Zealand and even Spain. Generally, one or two of these longer trips are conducted each year. Most trips involve camping and some also include bushwalking and other family orientated activities. Members are encouraged to make suggestions at any time for club trips they'd like to run or participate in.

All Club trips are conducted over existing roads, tracks and fire trails. Trips are planned to ensure sound organisational control, to avoid potentially destructive or dangerous situations and using a route selected to

suit the prevailing weather and track conditions. Trips are conducted in accordance with the ARMA 'Code of Conduct' (see Section 8 and <https://www.arma.net.au/conduct>) to ensure maximum enjoyment, minimum inconvenience to others, the safety of members and minimum damage to the environment. Club trip requirements are addressed in more detail at Section 11.

5. The Club also supports the more demanding requirements of competitive four wheel driving with some Club members competing in various relevant skills competitions.
6. Club activities may also include general skills development with associated activities such as map reading, navigation, bushcraft and the correct use of 4WD recovery equipment.
7. For variety, the monthly general meetings are sometimes held at different venues such as camping and 4WD stores or outdoor venues, with an occasional guest speaker who provides information on topics relevant to 4WD activities. Club meetings may also include presentation of photos and videos of recent trips.

SOCIAL ACTIVITIES

8. As well as normal trips, the Club has a number of social activities during each year culminating in the annual Christmas party (usually overnight). This is a family event, with the meal usually catered by the Club. The children are entertained with games as well as a visit from Santa, while the adults swap yarns and eagerly await the annual club awards.
9. Club members are also invited to attend an informal get together before each monthly meeting for a meal and a chinwag, usually at the Kingston Eastlake Football Club.
10. Members are encouraged to make suggestions at any time for social activities whether 4WD oriented or just a night out with friends who share the same interests.

CLUB PRIZE DRAW

11. The Club generally organises a prize draw at each monthly meeting, with tickets available on the night. The proceeds of the monthly draw, together with an additional Club supplement, are used to fund the Christmas Prize Draw. Tickets for the Christmas draw are usually available from September on at club general meetings.
12. The Christmas prizes are drawn at the Club Christmas party.

AWARDS

13. At the Christmas party, the winner of the annual President's award is announced. The winning member is selected by the committee as someone who has provided outstanding service to the club over the previous 12 months or over a long period. Other Awards given at this time are the Trip Leader, Bugger Award, Club member of the Year, Bush Mechanic and Golden Shackle Award.

At each monthly meeting, a golden shackle may be awarded to a Club member for a notable achievement during a Club event for that month. Guidelines for the award are as follows:

- Nominations for each month award will be received at each monthly meeting and a random draw, or popular acclamation, will be used to select the recipient.
- Only one nomination will be entered in the draw for each nominee/achievement.
- The chair remains the sole authority for the acceptance of a nomination taking into consideration the ARMA 4WD Code of Conduct (see Section 8).
- Each nominee/achievement will be included in a list for selection and presentation of a yearly award at the club Christmas party.

THE PINK PIG

14. Members are encouraged to wear their membership badge to each monthly meeting. Members who forget to wear a badge (or a club shirt with their name and badge) are 'fined' a gold coin donation via the 'Pink Pig'. This money is collected and donated to a charity of the club's choice.

CLUB MEETINGS

15. Club meetings are held on the first Tuesday of each month (except January), usually at:

Kingston Eastlake Football Club, 1st Floor Function Room

3 Oxley St, Griffith ACT, Starting time: 7:30 pm

16. Any change to this venue or time will be advised through the club newsletter and the Club web site.

COMMITTEE MEETINGS

17. Committee meetings are held regularly to address club business. The time and venue will be advised as required by the Secretary to all Committee and club members through the newsletter or via email. Members wishing to have issues addressed by the Committee should raise the matter at a general meeting or in writing directly with the Secretary or other Committee member.

SECTION 3. MEMBERSHIP AND FEES

Membership Categories

18. The Club Constitution allows for the following membership categories:
- Full membership
 - Family membership
 - Honorary membership
 - Social membership
 - Life membership.
19. For full Club membership, a person must:
- be of sufficient age to obtain a license to drive in Australia, and
 - be an owner or part owner of a four-wheel drive vehicle registered in Australia
 - or have an interest in 4wding with the intention of purchasing a 4WD vehicle.
20. Full membership and family membership have the same prerequisite requirements and family membership allows for a maximum of two votes per membership. The fees are the same for both of these membership categories. Full members have complete voting powers and are required to pay both a joining fee and a 2 year membership fee on joining and an annual membership fee thereafter.
21. Honorary memberships are limited to five persons at any one time. Nominations for honorary membership are to be brought before the committee, who will present a recommendation to the next General Meeting. Honorary membership carries no financial obligation to pay subscriptions and maintains full voting rights. Honorary Membership applies for the club financial year it is applied to only and must be re-nominated for the following year.
22. Social membership of the Club may be open to any person (not an owner of a four-wheel drive) interested in the furtherance of the objects of the Club, provided that she/he is of sufficient age to obtain a licence to drive in Australia. Social members have no voting powers but are eligible to participate in all activities of the Club after paying both the joining fee and fifty (50) per cent of full membership fees in the first year and fifty (50) per cent of full membership fee annually thereafter.

23. Life membership nominations are to be brought before the committee, which will present a recommendation to the next General Meeting. Life membership carries no financial obligation to pay subscriptions and maintains full voting rights.
24. All new memberships are subject to being nominated by an existing Club member, being approved by the committee and payment of the membership fees.

Membership Fees

25. Membership fees are as follows:

- Nomination Fee: \$50.00
- Initial 2-Year Membership: \$120.00
- Annual Renewal Membership: \$60.00

Note: Membership fees are subject to change from year to year as set by the club committee.

Where a nominee has been under the umbrella membership of an immediate family member, e.g. son or daughter, the nominee fee may be waived as they become eligible for independent membership. This is at the discretion of the Club committee.

The annual membership fee shall become due on the first day of July.

Where a fee remains unpaid for three (3) months, membership is cancelled.

Any member joining within the first nine (9) months of the financial year will be required to pay the joining fee and the membership fee for that year.

Any member joining within the last three (3) months of the financial year will be required to pay the joining fee and the membership fee and will be financial until the end of the next financial year; any increases in fees are to be payable by the member where applicable.

SECTION 4. CLUB CONSTITUTION

Constitution

26. The Club Constitution provides the rules of the Club. It has been developed in accordance with the requirements of the Registrar General and a copy is held by the Registrar General's office. The Constitution can only be changed at the AGM or at an extraordinary general meeting called for that purpose. The Constitution is held by the Secretary and is available on the club web site.

SECTION 5. 4WD ORGANISATIONS

27. The ACT 4WD Club is a member of ARMA - the Australian Recreational Motorists Association and is covered by their insurance through the payment of an annual fee.
28. A component of each Club membership fee is applied directly to the annual association registration fee/insurance.

AUSTRALIAN RECREATIONAL MOTORISTS ASSOCIATION (ARMA).

29. ARMA is dedicated to opening public lands up to all recreational users and fighting to ensure legislation does not impede their legitimate recreational activities. .

ARMA is an incorporated association that provides our members with the following benefits:

- Access to our incorporated organisation insurance policy
- A national voice to fight for the reopening of closed access tracks / fire trails across all states and territories
- National fleet motor vehicle discounts

- A national voice to fight restrictive state-based vehicle modification legislation
- Specialised insurance for your recreational activities
- A national voice fighting for continued access to all public lands and recreational areas
- Access to affordable nationally accredited Four Wheel Drive and other outdoor specific training

SECTION 6. COMMITTEE

30. The Club Committee consists of a:

- President
- Vice President
- Secretary
- Treasurer
- Activities and Trip Coordinator
- Newsletter Editor.
- Public Officer

What Does the Committee Do?

31. The Committee controls and manages the affairs of the Club in accordance with the Regulations (ACT Associations Incorporation Act 1991); the Club Constitution and any resolution passed by the Club at a General Meeting or Annual General Meeting.

Committee Positions

(Detailed job descriptions are available in the constitution)

President

32. The President is the elected head of the Club. The President chairs all meetings and is responsible for the continued promotion of the Club's activities and the correct functioning of the committee.

Vice President

33. The Vice President stands in for the President during absences and is responsible for the development of social activities for the Club. The Vice President is usually the ARMA contact person but this role may be taken by another committee member?

Secretary

34. The Secretary conducts Club correspondence, maintains correspondence files and records and stores minutes of meetings.

Treasurer

35. The Treasurer is responsible for all financial matters, collection of subscriptions, presenting a monthly statement of accounts and presenting a financial statement at the AGM.

Activities and Trip Coordinator

36. The Trip Coordinator coordinates all Club social activities and trips.

Newsletter Editor

37. The Newsletter Editor produces and distributes the Club Newsletter.

Public Officer

38. The Public Officer is appointed by the Committee and must be at least 18 years old and be a resident of the ACT. The Public Officer has responsibilities in relation to the ACT Associations Incorporation Act 1991.

POSITIONS APPOINTED BY THE COMMITTEE

Driver Training Coordinator

39. The Driver Training Coordinator is appointed by the Committee and is a member that has training and experience in four wheel driving and 4WD mechanics. Among other things, the Driver Training Coordinator arranges and coordinates formal training sessions for Club members from time to time (see Section 9 for details).

Webmaster

40. The Webmaster is appointed to manage the Club's website and maintains the Club email distribution list, conjointly with regular updates from the Treasurer.

Property Officer

41. Maintains the register of club equipment and where it is stored or who has items on loan.

Memberships Officer

42. The Memberships officer maintains a list of current club members, conjointly with regular updates from the Treasurer.

ELECTION OF COMMITTEE MEMBERS

43. In accordance with the Constitution, committee members are elected at the Annual General Meeting (AGM) generally held in October of each year. The AGM is usually held in conjunction with a monthly Club meeting. Elections are held at the AGM. In summary:

- Any financial Club member may nominate for any Committee position.
- If the member cannot be present at the relevant election meeting, then the acceptance of the nomination must be submitted in writing to the Secretary prior to the meeting.
- If only one person nominates, then that person is taken to be elected.
- If more than one person nominates for a position, then a secret ballot is held to determine the successful nominee.
- The rules that apply to the appointment of positions are detailed in the constitution.

44. Current incumbents of Committee positions as well as Committee appointed positions are shown in the monthly Club newsletter and on the Club web site (<http://www.act4wdclub.org.au>).

SECTION 7. CLUB NEWSLETTER

45. The Club Newsletter is produced each month, except January. It is used to advise all members of Club activities, forthcoming events and trips, and provide reports from those Club trips undertaken. It is compiled and emailed out to members as a locked PDF document by the Newsletter Editor. The Newsletter includes:
- Minutes of the previous monthly meeting - these are submitted to the Newsletter Editor by the Club Secretary.
 - President's Page - this covers items of interest to members.
 - Trip calendar - the trip calendar is updated each month by the Trip Coordinator. The Newsletter always includes the most recent changes.
 - Trip reports - these are typically for any trips undertaken in the previous month.
 - Articles of interest to Club members - these include vehicle reports, kid's page, items for sale, etc. - anything that may be of interest to members. Any member may submit articles to the Newsletter Editor. Article will be included at the discretion of the Newsletter Editor.

- Essential equipment list for Club trips and a trip grading scheme adopted by the club to guide intending participants.
46. The Newsletter is generally only available electronically and sent out prior to each Club meeting. Hardcopies can be provided on request if individual members prefer. The Newsletter Editor will endeavour to ensure that members receive the Newsletter in the week before the meeting. This places an onus on the contributors to have their submissions to the Editor by the Friday two weekends before the first Tuesday of the next month, i.e. about 11 days prior to the meeting. This gives the Editor time to produce the newsletter.

SECTION 8. ARMA 4WD 'CODE OF CONDUCT'

47. The ACT 4WD club observes the ARMA 4WD Code of Conduct, which has been developed by ARMA (<https://www.arma.net.au/conduct>) as follows:

RESPONSIBLE DRIVING IN RECREATIONAL AREAS

- Minimise your impact by travelling only in areas open to four-wheel drive vehicles
- Every true recreational enthusiast should know the basics of minimising impact in the great outdoors. The following points follow the principles of the Tread Lightly campaign.

TRAVEL RESPONSIBILITY

- Travel responsibly on designated roads, tracks or areas
- Travel only in areas open to recreational vehicles and obey all state vehicle regulations and road rules
- Respect the cultural, heritage and environmental values of all lands
- Drive over, not around obstacles to avoid widening the track
- Straddle ruts, gullies and washouts even if they are wider than your vehicle
- Cross creeks only at designated crossing points, where the track crosses the creek
- When possible, avoid mud. In soft terrain, go easy on the accelerator to avoid wheel spin, which can cause rutting
- Don't turn around on narrow roads, steep terrain or unstable ground. Back up until you find a safe place to turn around
- Stop frequently and check ahead on foot. To help with traction, balance your load and lower tyre pressure to where you see a bulge (typically not less than 20 psi)
- Know where the differential or the lowest point on your vehicle is. This will help in negotiating terrain and prevent vehicle damage resulting in oil and fluid spills on the track
- Maintain a reasonable distance between vehicles
- Comply with all signs and respect closed gates
- Travel with a group of two or more vehicles. Driving solo can leave you vulnerable if you have an accident or breakdown. Designate meeting areas in case of separation
- When recovering a vehicle always inspect your equipment, use the right rated equipment for the situation. Attend a course to learn safe recovery techniques
- Don't mix driving with alcohol or drugs
- Take home all rubbish. Keep the environment clean.

RESPECT THE RIGHTS OF OTHERS

- Respect the rights of others, including private property owners, all recreational track users, campers and others so they can enjoy their recreational activities undisturbed
- Be considerate of others on the road or track. Learn the basics of track etiquette

- Leave gates as you find them. If crossing private property, be sure to ask permission from the landowner(s)
- Give way to those passing you travelling uphill. Give way to mountain bikers, hikers and horses
- Proceed with caution around horses and pack animals. Sudden, unfamiliar activity may spook animals—possibly causing injury to animals, handlers and others on the track
- Do not idly ride around in camping or picnicking, areas
- Keep speeds low around people and in camping areas
- Keep the noise and dust down.

EDUCATE YOURSELF

- Educate yourself prior to your trip by obtaining travel maps and regulations from public agencies, planning for your trip, taking recreation skills classes and knowing how to operate your equipment safely
- Obtain a map, (as detailed as possible) of your destination and determine which areas are open to off-road recreational vehicles
- Take a realistic plan and stick to it. Always tell someone of your travel plans
- Check with the land manager's websites for area restrictions, closures and permit requirements
- Check the weather forecast before you go. Prepare for the unexpected by packing necessary emergency items
- Take a Four Wheel Drive course to learn more about negotiating terrain in a Four Wheel Drive vehicle
- Make sure your vehicle is mechanically up to task. Be prepared with tools, supplies, spares and a spill kit for track-side repairs.

AVOID SENSITIVE AREAS

- Avoid sensitive areas such as lake shores, wetlands and streams. Stay on designated routes
- Other sensitive habitats to avoid include living desert soils and seasonal nesting or breeding areas
- Do not disturb historical, archaeological or paleontological sites
- Avoid "spooking" livestock and wildlife you encounter and keep your distance.

DO YOUR PART

- Do your part by modelling appropriate behaviour, leaving the area better than you found it, properly disposing of waste, minimising the use of fire, avoiding the spread of invasive species and restoring degraded areas
- Carry a rubbish bag on your vehicle and pick up rubbish left by others
- Practice minimum impact camping by using established sites, camping 70m from water resources and trails
- Observe proper sanitary waste disposal or carry your waste out
- Protect the soundscape by preventing unnecessary noise created by a poorly tuned vehicle or revving your engine
- Before and after a trip, wash your vehicle to reduce the spread of invasive species.

SECTION 9. 4WD TRAINING

48. When available, the club provides the opportunity for its members to obtain driver training through guidance from experienced members on organised club trips and or via more formalised training provided through the Training Coordinator.

49. Members are encouraged to participate in the formal training to ensure a solid grounding in the basic skills involved in four wheel driving is achieved prior to embarking on some of the clubs more challenging trips. As a minimum, new members would have to demonstrate a level of proficiency prior to participating on these types of trips; this is to ensure the safety of all and the protection of equipment and environment.
50. The club does not impose training levies on new memberships or on existing members. As such, unless the club decides by resolution relating to a particular case, each participant requiring or desiring to participate in formal training provided by a commercial provider pays the cost themselves.
51. Training conducted on trips by experienced members is limited to that necessary to cope with given situations on the particular trip being run and as such, broader experience can only be achieved over a long period of time on a number of different trips.
52. The club formalised training provides a basic understanding and limited experience in areas such as the following:
- Understanding of how the 4WD components of your vehicle differs from a standard passenger vehicle and how and when to employ the different 4WD features
 - Understanding the dynamics of your vehicle in relation to weight, height, ground clearance and power.
 - Packing guidelines for short and extended trips
 - Driving techniques including wheel placement techniques, engine braking and starting techniques for controlled ascent and descent situations
 - Water crossing techniques and protecting your vehicle from water ingress
 - Driving techniques and vehicle set-up for different terrain
 - Tire pressures to suit different terrain
 - Recovery equipment requirements and how and when to use them safely
 - Trip leading
 - Communication equipment and techniques
 - Observing the 4WD Code of Conduct.
53. There is no substitute for experience but the correct training will ensure the experience is not costly to equipment or environment and the experience can be enjoyed safely.

SECTION 10. CLUB INSURANCE

54. The club maintains insurance cover through ARMA. In short, this insurance covers:
- Public Liability
 - Directors and Officers Liability
 - Voluntary workers
 - Visitors and members on club trips.
55. To read more about this policy in detail, go to <https://www.arma.net.au/insurance>. Further information on club insurance policies may be obtained by contacting the club Secretary.
56. ARMA also offers 4WD vehicle insurance with special provisions for trailers and camping equipment. Club members seeking further information should contact ARMA directly.

SECTION 11. TRIPS

57. This section provides guidance on the conduct of trips and identifies the responsibilities of trip leaders and other members taking part in trips.
58. All members are encouraged to participate in trips and to organise a trip for the trip calendar. Any member, regardless of the level of 4WD expertise and experience, is able to lead a trip.
59. The club committee manages the trip calendar through the Trip Coordinator, who is available for trip suggestions and for help in preparing trips. Experienced trip leaders are also willing to mentor and help people wanting to lead a trip.

Trip Leader's Responsibilities

60. The trip leader determines the destination and general route, establishes the trip timings and coordinates any administrative requirements, such as campsite bookings, as appropriate. The following is a summary of the activities undertaken by the trip leader:
- Plan the trip (see Section 11)
 - Identify trip grade (see Section 11)
 - Contact the Trip Coordinator to ensure that trip is placed in the trip calendar
 - For one or two day trips, notification through the monthly newsletter and by the club email address should be arranged at least one month in advance
 - For longer trips, particularly those planned to extend over several weeks; several months' notice should be given through the newsletter and by the club email address
 - The trip leader is to ensure that all drivers are aware of the general program for each day, including the route to be taken and the rendezvous point on the first day
 - All attendees on the trip must have their names notified to the Trip Coordinator so records can be kept of who was on the trip for insurance purposes. This includes visitors and children who are not club members.
61. On the day of the trip, the trip leader should:
- Ensure that someone is nominated and agrees to record the trip and write the trip report and they are then responsible to send the trip report to the Trip Coordinator and Newsletter Editor within a week of the trip finishing
 - Ensure that someone is appointed as 'tail-end-Charlie'
 - If necessary, designate positions within the convoy to accommodate special requirements, such as inexperienced drivers
 - Observe the 4WD Code of Conduct (Section 8.)

Member's Responsibilities

62. When participating in club trips:
- Each driver is individually responsible for the safety of his/her own vehicle and passengers.
 - No driver is to drive in a manner that may endanger themselves or others
 - 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 or the club has radios to borrow
 - Each driver is to notify the trip leader when leaving the convoy for any reason. For further information, see Section 11
 - Each driver is to observe the 4WD Code of Conduct (See Section 8).

Visitors on Club Trips

63. 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.
64. 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.
65. Club members wishing to have a visitor attend a club trip should seek the agreement of the trip leader.

Convoy Procedures

66. A convoy comprises of a group of vehicles including a trip leader, a 'tail-end Charlie' at the end of the group, and any number of vehicles between the two. The club utilises the following convoy procedure on all club trips to help ensure safety and group cohesion.
- The trip leader will keep a record of all vehicles and attendees for safety and insurance purposes.
 - Fuel tanks must be filled prior to the start of a trip.
 - Seat belts must be worn at all times.
 - All vehicles must be road registered and well maintained.
 - The trip leader will appoint a 'tail-end-Charlie' for each day of the trip.
 - The convoy will utilise the normal club radio channel (channel 20), unless decided otherwise.
 - Please keep radio conversations short and relevant.
 - At the start of the trip, the trip shall check that radio communication is working effectively for all in the convoy. This will generally be a simple on air radio check by all cars.
 - The trip leader will call directions at each intersection. These are to be acknowledged and repeated by the vehicle at the end of the tail of the convoy ('tail-end-Charlie'). Vehicles in mid convoy need not acknowledge.
 - Where the intended route may not be obvious, each driver is to wait at the intersection until satisfied that the following driver had identified the proper route. The trip leader will determine at which intersections to wait.
 - Tail-end-Charlie is to radio the trip leader once he/she has cleared the intersection or hazard. The trip leader will acknowledge and repeat 'tail-end-Charlie' messages to confirm for all cars to hear for clarification.
 - When negotiating hazards such as steep grades or rivers, maintain sufficient convoy spacing so as not to endanger yourself or the vehicle in front. In particularly hazardous terrain, wait until the vehicle in front has negotiated the hazard before proceeding. At times it may be necessary to radio and check if it is ok to proceed, or the vehicle in front may need to advise it is clear of the hazard.
 - The trip leader will generally reply on the regular radio acknowledgements from "Charlie" to ensure that the convoy retains radio contact. In larger convoys and particularly in dusty or hilly conditions, when vehicle separation distances are likely to increase, radio relay through the convoy may be necessary to maintain contact - a 'centre Charlie', may be organised by the trip leader.
 - After negotiating a hazard, wait at a safe distance to ensure that the following vehicle has also negotiated the hazard, and if necessary, provide assistance.
 - At the start of the journey, or at any time after stopping, tail-end-Charlie is to identify themselves to the trip leader and advise the leader once underway.
 - The trip leader will advise by radio of any hazards.

- The trip leader will advise by radio of any oncoming vehicles when traveling on single-lane roads and tracks confirming number of vehicles and basic vehicle description and colour to help convoy vehicles identify when they are clear. Tail-end-Charlie will acknowledge when they are clear of all vehicles.
- The lead driver (generally the trip leader) is to report gates as either open or closed as they are encountered. Gates should be left as they are found. If gates were identified as being closed, a member of the convoy should remain at the gate to prevent the movement of stock through the open gate. Unless directed otherwise, tail-end-Charlie has the responsibility for any gate closures.
- In the event of a breakdown, the 'Tail End Charlie' will wait and organise assistance. The trip leader is to be informed of any breakdowns or hold-ups.
- Any driver leaving the convoy must notify the trip leader.

Trip Planning

67. The amount of planning required for a trip is variable and depends on the trip leader's familiarity with the intended track and the duration of the trip. The following points provide some guidance on things that should be considered:

- Determine locality of trip
- Estimate the distance to be travelled each day. Remember that low range 4WDing is likely to average no more than 20km/hour and in rough conditions could be considerably less with a lot of extra fuel used
- Check likely weather
- Assess track grading
- Consider access to fuel
- Select suitable camping grounds
- Check if permits are required and coordinate provision, if necessary
- Advise other participants of expected costs for camping, permits and access fees as necessary
- Arrange for bookings for camping sites if necessary
- Determine maximum number of vehicles, based on expected track or weather conditions and trip leader experience
- Generally, allow for breaks at least every 2 hour
- Plan on being at the overnight destination about 4pm to allow time for camp set up before dark and to allow families with young children to prepare the evening meal at a regular time
- Allow extra travel time for larger convoys
- Contact appropriate National Park's offices and State Forest staff as necessary to obtain an update on track conditions and any track closures.

68. Previous trip reports are a valuable source of information for trip ideas and for track conditions. A number of track guides are also available from various publishers.

Trip Grading

69. The club uses the four level trip grading taken from the 4WD National Track Classification. For more detailed information see <https://act4wdclub.org.au/about-us/track-grading>.

- | | | | |
|---|----------------|---------------------------|--|
| • | Grade 1 | Easy 4WD Trip | All Wheel Drive and High Range 4WD. Novice Drivers. |
| • | Grade 2 | Medium 4WD Trip | Mainly High Range 4WD but Low Range maybe required. Some 4WD experience or training required. |
| • | Grade 3 | Difficult 4WD Trip | Significant Low Range 4WD with standard 4WD ground clearance. Should have 4WD driver training. |

- **Grade 4 Very Difficult
4WD Trip**

Low Range 4WD with high ground clearance. Experienced Drivers.

Note: Bad weather will change trip grading.

Camping

Our club follows the ARMA 'Code of conduct on Responsible Driving in Recreational Areas'

- Minimise your impact by travelling only in areas open to four-wheel drive vehicles
- Every true recreational enthusiast should know the basics of minimising impact in the great outdoors. The following points follow the principles of the Tread Lightly campaign.

Trip Calendar

70. Once the trip planning has been completed, the trip will need to be placed into the trip calendar, which is published in the monthly newsletter and is available on the club website. Updating the trip calendar can be done by contacting the club Trip Coordinator and providing him/her the following details (this is available as a document on the club website):

- **Destination:** Indicate the planned trip destination
- **Trip leader:** State who is leading the trip
- **Trip grading:** Indicate trip grading in accordance with descriptions at paragraph 69 (further details are available in the newsletter and on the website)
- **Number of vehicles:** Indicate any limit on the number vehicles
- **Fuel:** Indicate if additional fuel is to be taken due to lack of fuel in a remote area or indicate where fuel stops are planned
- **Departure:** Provide the meeting place and time for departure
- **Maps:** List any maps that would be useful for participants to bring
- **Comments:** State any special requirements and give a brief description of the planned trip and activities.

Essential Equipment

71. The following items are the minimum items of safety and recovery equipment required for club trips:

- **Fire extinguisher** Each vehicle is to be fitted with an appropriate type and size fire extinguisher. *Don't forget that dry chemical is not unlike chalk or talc and will pack down. This will affect the performance of the extinguisher, so take it out and shake it every oil change or service.*
- **First aid kit** Suitable first aid kit should be carried in each vehicle.
- **Snatch strap** Don't rely on others; the protocol is that you are snatched with your snatch strap. Purchase a strap that you are confident will recover your loaded vehicle. Should not exceed 3 x the smallest vehicle GVM (Gross Vehicle Mass - see Annex for more detail).
- **Dampener** Two commercially available strap/cable dampeners or other suitable homemade device (such as a blanket) to restrain the recovery strap from hitting someone in case something let's go.
- **Shackles** Two 3.5T (minimum) SWL rated bow shackles should be carried to attach cables and chains as necessary.
- **Recovery points** All vehicles should be fitted with suitable recovery points both front and back. A Tow Ball should never be used as they can shear off and kill people.

- Tool kit Including flashlight and tire gauge
- Shovel A long handled shovel is recommended.
- Leather gloves
- UHF radio The club standard for inter-vehicle communication is UHF-FM, Channel 20.
(27Mhz is not supported for club events.)
- Chainsaw It is recommended that one member of the group has a chainsaw and be
trained and experienced in using it.

Chainsaws

72. Chainsaws should not be used unless you are a competent and trained user. Discounted training is available through the club via www.4wdnow.com/pages/chainsaw-training.

Chainsaws must always be used with safety in mind. Eye protection, earmuffs, chaps and gloves must be used. A chain saw can be used to aid recovery, clear fallen trees or to cut firewood. Chain saws are not permitted in national parks. When travelling on private property, you must gain the owner's permission before you start cutting up their supply of firewood, and only cut fallen trees.

Firearms

73. Firearms are not permitted on club trips.

Pets

74. Pets are banned from all National Parks and should not be taken onto private property without the property owner's consent. Some landowners place baits around their properties to eradicate feral animals, as do National Parks. Members should consult with the trip leader if they are considering taking pets on any trip.

Trip Reports

75. The trip reports are an important part of feedback to club members from those that undertake or participate in official club trips. So even if you don't get to go on a trip, you do at least get to read about the trip. Trip reports are also a way for the club to keep a record of who attended the trip for insurance purposes.

76. As a rule, the trip leader is not responsible for compiling the trip report. However, the trip leader is required to ensure that someone participating in the trip agrees to provide the trip report. Unless there is another volunteer, the 'honour' generally falls to the last member to arrive at the departure point for the trip, as advised in the trip calendar (or as otherwise advised by the trip leader). For trips extending over more than two or three days, the trip leader will make equitable arrangements for recording trip details.

77. Trip reports should be kept brief and interesting. They should show the date of the trip, the destination (as shown in the trip calendar), the members who participated, the trip leader and feedback about the trip itself. To make the reports a little more interesting, include a few trip photos; the Editor will arrange these for inclusion in the newsletter. You can also show your trip photos when presenting your trip report at the general meeting so long as you advise the Vice President to bring the club projector and the photos are on a USB.

78. Trip reports should be written using Microsoft Word or any text program or email and forwarded to newslettereditor@act4wdclub.org.au

79. Similarly, if there is a particularly long trip, it may be included in instalments in the newsletter. Discuss this with the Editor as you may have an extra month to complete that really long trip report and be able to submit it in sections.

SECTION 12. RADIO COMMUNICATIONS

80. The Australian (and NZ) UHF CB radio system uses 80 channels at 12.5Khz spacing on the UHF band between 476-477Mhz. No license is needed and max output power can be 5 watts. CB radios provide a cheap and reliable means of communications. The service operates in two distinct frequency bands—the High Frequency (HF) band (26.965 - 27.405 MHz) and the Ultra High Frequency (UHF) band (476.425-477.400 MHz).
81. The club standard for inter-vehicle communication is **UHF-FM** Channel 20 (476.900 MHz).

CBRS UHF Channels

Simplex and Repeater Operation

82. Normally, UHF transceivers transmit and receive on the same channel. This is referred to as Simplex operation.
83. A repeater system consists of a linked transmitter/receiver combination installed in a prominent location. The repeater is designed to receive signals on a designated channel and re-transmit them on another channel. Repeaters are usually located on hills, mountains or tall buildings. The increased elevation greatly increases the range of the repeater beyond that of a normal base or mobile station. Accordingly, repeaters are able to provide reception and transmission to radios that would otherwise be out of range.
84. The repeater function operates only on channels 1 to 8, which are paired with channels 31 to 38 to provide the separate transmit function.
85. Table 1 provides a listing of the UHF CBRS channels with allocations in accordance with the Australian Communications Authority guidelines.

General Calling

86. Channel 11 in the UHF band has been designated as a specific calling channel. Once you have established contact with another 4WD traveler, switch to another channel to continue talking. This frees up the call channel for other users.

Breaker

87. The correct way to announce that you are on the side and wish to come in and join traffic already on a channel is to put in a "breaker" followed by your call sign. This will announce to the operators already on the channel that there is someone wishing to come in and join them.

License Requirements

88. The operation of Citizen Band (CB) radios is authorised under the CBRS Class Licence. Class licences do not have to be applied for and no licence fees are payable but radios are restricted to 5W maximum.

Call Signs

89. As licenses are no longer necessary, and Government call signs no longer issued, you may call your station what you like. The club does not operate with call signs when communicating with members within a convoy. However, when on club trips, members may identify themselves as *ACT4WD Club* as necessary when communicating with other stations.

Using UHF Repeaters

90. The club does not utilise repeaters in the normal course of trip activities. However, repeaters can be very useful in emergencies or for communications over a distance not available during normal operation in the UHF band. Repeaters may not always be available, depending on location. A full list of repeaters in Australia

is available on <https://www.aulro.com/afvb/communications-car-audio-and-electronics/31467-uhf-cb-frequencies-usage-chart.html>.

91. To use repeaters, your UHF radio must have the 'Duplex' facility incorporated. Tune the radio to the appropriate receive channel (1 to 8, 41 to 48) as shown at Table 1. The radio will then transmit on the paired repeater channel 30 channels higher (31 through 38, 71-78). See Table 1 for details.
92. All repeaters are required to transmit their call sign or identification at regular intervals, whether it is in Morse code or voice. This will only happen while the repeater is being accessed. It does not interfere with transmission so just ignore it and carry on as normal.
93. All repeaters are required to have a "time out" on access. Usually, it is about 60 seconds. What this means is that you must limit your "overs" to about one minute in duration or the repeater will just cut your access off at the time out time.
94. It is normal practice to put in the customary "breaker" on any channel that is in use to join in the conversation, or to make a local contact for assistance or information. If you want to make a contact through a repeater that is in use, just put in your "breaker" and you will be called in to make your call. When you have finished, thank the stations that let you in, and state that you are going clear. The majority of operators are only too willing to help if the request is made. With over 400 repeaters Australia wide there are a lot of "ears" out there.

Offensive Behaviour

95. Under the self-regulation of CB, the majority of operators conduct themselves in a polite and cooperative manner whilst on the air. However, due to the nature of radio there is always an element that seems to get pleasure from trying its utmost to disrupt or cause disturbance to others by playing music or using bad language. The important thing to remember is that any feedback in the way of abuse or response from other operators, is reinforcing the motivation for acting in the offensive manner. Best to just ignore their activities and not acknowledge their presence.

Club Radio Operating Procedures

96. Radio communications is a vital part of convoy procedures. In addition, the radio is an important piece of a vehicle's safety equipment. 27MHz AM is not supported for club events, although that should not deter you from taking a set if it's part of your standard vehicle equipment. All vehicles undertaking club trips are required to be fitted with a UHF set and appropriate antenna. On specific trips (i.e. to the Aussie outback) HF communications sets or satellite phone may also be required, but not by all members of the group - the trip leader will advise on these additional requirements.
97. The trip leader will check radio communications at the start of the trip, either before starting off or shortly thereafter. This check will ensure that all members can hear all other members of the convoy. A vehicle radio with weak signal strength will generally be positioned in mid convoy, as 'tail-end-Charlie' has certain obligations and responsibilities that require good radio reception and transmission (refer to 'Convoy Procedures').
98. The following general rules for radio communications etiquette apply:
 - See 'Convoy Procedures' for trip leader and 'tail-end-Charlie' responsibilities.
 - If you are spoken to directly, you should promptly acknowledge - failure to acknowledge would generally indicate to other convoy members that you have an unserviceable radio or some more serious problem.
 - Don't be afraid to speak - it's quite fun chatting over the radio to other members as the convoy proceeds along. You'll find that experienced club members talk over the radio all the time. However, attempt to keep individual sessions ('overs') short so that the trip leader can cut in with important messages if necessary. Also remember that the CBRS is a public network and other operators may also be using the channel.

- Respect the convoy leader's responsibilities. If there is general chit chat and the trip leader calls back an important message (track intersection, track information, etc.) cut the chat and wait until 'tail-end-Charlie' has acknowledged the call. If you are in mid convoy and missed the information, ask the convoy leader to repeat the message after 'tail-end-Charlie' has acknowledged. Resume the chat at the appropriate time - an interruption from the convoy leader is not a rebuke to stop all radio communications (unless he/she specifically says so - this might happen if track conditions deteriorate or the track has many confusing intersections).
- Be aware that the convoy will likely pick up stray communications from other non-club people using the designated convoy channel. When this happens be prepared to change to another channel, if the trip leader asks for a change.
- Occasionally check that the radio is still tuned into channel 20 - sometimes you can inadvertently bump it onto 19 or 21 - if things get too silent check that the convoy leader can still hear you.
- Occasionally, two people will talk over one another, with a resulting unintelligible noise heard by others on their radio. If this occurs, someone hearing the interference should advise that the over transmission has occurred and that no message was received.

99. Handheld radios can be very effective for new members/visitors to stay in contact and if track conditions become tricky and convoy members leave their vehicles to survey the track or to call back hazards. They do not have the range of a fixed uhf radio.

SECTION 13. BUSH ETIQUETTE, RESPECT FOR THE ENVIRONMENT & OTHERS

Treading Lightly

100. Just one person 'bush bashing' in a 4WD can cause environmental damage and damage the reputation of our club and other environmentally conscious 4WD owners (i.e. club members).
Your behaviour when 4WDing, with or without the club should always be of the highest standard, especially if you have a club sticker on your vehicle. If a member is reported to the club for 'driving in a manner that damages the environment or endangers others', the Executive Committee will ask the member to 'please explain' and warn them they may be asked to leave the club unless their behaviour improves.
101. By treading lightly in the bush you can minimise the impact of your visit to the bush and not add to the growing pressures for restrictions on the areas that we are still able to visit with our vehicles.
102. Before heading out in your 4WD take the time to learn how to use the vehicle properly - take a driver training course or drive with more experienced drivers to improve your skill and knowledge. Only drive on roads and tracks that are open. 'Bush bashing' or making new tracks is a major cause of erosion and vegetation loss, not to mention calls for further restrictions on 4WD access.
103. Remove fallen trees or branches from the road - don't expand the track or create a new track by driving around them.
104. Stay off tracks that are excessively wet and muddy. When tracks are wet or muddy they are easily damaged - if you have to use a track that is very wet or muddy drive with care so that the tracks are not damaged. Avoid churning up the track surface (i.e. wheel spin). Wheel ruts can quickly become water channels causing rapid soil erosion making tracks impassable for other users.
105. Remember that repairing tracks is expensive and can result in track closure. Avoid steep tracks during wet weather. Excessive traffic in wet weather is responsible for much of the erosion you see on tracks, plan to use an alternate route if roads are very wet and you are likely to cause damage.
106. Drive through creeks and rivers slowly and carefully to avoid damage to the riverine environment. Use existing entry and exit points where these exist. Do not create new crossings as these hasten erosion of banks and add to silt problems in the creeks and rivers. Always check the water depth before attempting to cross any waterway.

107. Consider spending a few minutes to fill holes or repair ruts to prevent excessive water runoff that causes erosion.
108. Stop after a water crossing to allow water to drain from the vehicle prior to proceeding. The vehicle can carry a large quantity of water, which, after several vehicles, could make the track impassable.
109. Be courteous to other track users, slow down if you meet other people on the track and don't cover them in dust or mud.

SECTION 14. CLUB PROPERTY & LOAN EQUIPMENT

Club Equipment

110. The club has various pieces of 4WD equipment for use by club members on club activities. The equipment includes selected recovery equipment. A full list is available from the Property Officer.

Loan procedure

111. Items will be made available to members as required for club activities only.
112. The club maintains a register of equipment available for loan. The purpose of the register is to provide:
 - a list of equipment available to trip leaders
 - the basis for insurance of club equipment
 - a history of equipment usage as part of the maintenance cycle.
113. The Property Officer maintains the register, which details the following:
 - Item description
 - Quantity held
 - Replacement value
 - Storage location
 - State of repair
 - Usage history.
114. Prior to any loan the Property Officer will complete an *Equipment loan schedule*. The borrower will sign the schedule at the time equipment is collected and again on return. The Property Officer will ensure that any equipment used is identified on the schedule, and will update running totals of usage on the register.

TABLE 1 - UHF CHANNEL ALLOCATIONS

THE CHANNEL CHEAT SHEET

CHANNEL	TYPE	OFFICIAL OR ACCEPTED USE
1-4	○	Duplex channels (output)
5	▲	Duplex channel: For emergency use only
6-8	○	Duplex channels (output)
9	■	General chat
10	▢	4WD clubs/convoys/national parks
11	▲	Call channel (use for initiating calls, then move to another channel)
12-17	■	General chat
18	▢	Caravanners/campers convoy
19-21	■	General chat
22-23	▲	Telemetry/Telecommand (used for automated data communications only)
24-28	■	General chat
29	≡	Road safety (Pacific Highway, Pacific Motorway: NSW and QLD)
30	■	General chat
31-34	×	Duplex channels (input)
35	▲	Duplex channel (input): For emergency use only
36-38	×	Duplex channels (input)
39	■	General chat
40	≡	Road safety (Australia-wide)
41-48	○	Duplex channels (output)
49-60	■	General chat
61-63	▲	Reserved for future use (restricted)
64-70	■	General chat
71-78	×	Duplex channels (input)
79-80	■	General chat

Legend: ○ Duplex (output), ▲ Restricted use, ■ General use, ≡ Safety, ▢ Groups, × Duplex (input)



UNSEALED 4x4



ANNEXES - GLOSSARY

ACT4WD Club	ACT Four Wheel Drive Club Inc
ARMA	Australian Recreational Motorists Association
CBRS	Citizen Band Radio Service
HF	High Frequency
RFDS	Royal Flying Doctor Service
UHF	Ultra-High Frequency
ATM	Aggregate Trailer Mass (total mass of the trailer when carrying the maximum load recommended by the manufacturer)
GCM	Gross Combination Mass (total weight of your setup moving down the road including (inc Caravan or trailer)
GVM	Gross Vehicle Mass (maximum weight of your vehicle with everything in/on it and includes the tow ball weight)
SWL	Safe Working Load