

A MEMORANDUM OF UNDERSTANDING BETWEEN FORESTRYSA AND THE SOUTH AUSTRALIAN ASSOCIATION OF FOUR WHEEL DRIVE CLUBS

Terms and Conditions for Access and use of Forest Reserves in South Australia



A document to define, establish and implement terms and conditions under which member clubs of the SAAFWDC may access State Forest Reserves, and to form the basis of an ongoing working relationship between the SAAFWDC and ForestrySA

July 2000

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1. PURPOSE

The purpose of this Memorandum Of Understanding is to define, establish and implement terms, conditions and procedures under which member clubs of the South Australian Association of Four wheel Drive Clubs (SAAFWDC) may access and use State Forest Reserves. The Memorandum Of Understanding will form the basis of an ongoing working relationship between the SMFWDC and ForestrySA.

Whilst the intent is to provide a degree of regulation in activities in which member clubs of the SMFWDC are engaged in forest reserves, it is expected that flexibility and negotiation will occur where clarification is necessary or where an aspect of forest use is not covered specifically by this Memorandum Of Understanding or by other forest use policies.

2. BACKGROUND

State Forest Reserves have¹ over a long period of time, been popular venues for people and vehicles, particularly four wheel drive vehicles. Many tracks of varying complexity and appeal have provided enjoyable and, in some instances, challenging driving.

ForestrySA manages a large network of tracks and roads for the purposes of effectively managing commercial pine plantations and Native Forest Reserves. The tracks and roads are generally designed for limited access, although well designed logging tracks can sustain relatively high levels of use throughout the year.

There are a number of issues of concern to ForestrySA in regard to recreational vehicle use. These include:

- Impacts upon the environment including erosion, water quality and noise pollution.
- Compatibility with other recreational users. ForestrySA provides for a range of non-motorised forest based recreational activities which are not generally compatible with motor vehicle activities, except where they are used in support roles.
- Compatibility with a range of forestry operations that are potentially hazardous to visitors.
- Liability issues.

Consequently, ForestrySA has found it necessary to limit access and to develop regulations and policies in regards to recreational vehicle access to some forest tracks.

This Memorandum of Understanding has been developed to enable member clubs of the SMFWDC to have maximum benefit from the forests

by providing guidelines to address ForestrySA's concerns and to engender an effective working relationship between the SAAFWDC and ForestrySA.

3. APPLICABLE AREAS

This Memorandum Of Understanding applies to the State Forest Reserves of South Australia as listed in APPENDIX A.

4. TERMS AND CONDITIONS OF USE

4.1 Trip procedures

Visits to Forest Reserves will be conducted in accord with ForestrySA Policy CF-RI 1 'Public Vehicle Access' (APPENDIX B) and where appropriate, Policy CF-R12 'Motor Sport' (APPENDIX C) which includes 'Standard Conditions of Use - Motor Sport'. Trip leaders should familiarise themselves with these two policy documents prior to applying for approval to conduct trips.

The following steps are required to organise trips to Forest Reserves:

(See Figure 1. Flow Chart for Trips to Forest Reserves)

- 1) The trip leader is to contact the relevant Forest Ranger with as much prior notice as possible~(three to four weeks is considered a minimum considering the normal cycle time through clubs). The trip leader is to negotiate routes and other details with the Forest Ranger and, if necessary, visit the Forest Reserve to confirm route access and other details.
- 2) The trip leader needs to submit a completed ForestrySA Event Application form (APPENDIX E) to the Forest Ranger. This Application must include a list of driver names and vehicle details including make, model and registration number. A current copy of the 'Certificate of Insurance - Public and Directors & Officers Liability' (APPENDIX F) must be submitted.
- 3) Once received, the Forest Ranger shall consider the application and advise the trip leader of approval or otherwise.
- 4) In the event of approval not being given, further negotiation may need to take place between the Forest Ranger and the trip leader to resolve matters in question. Upon agreement, any amendments considered necessary shall be made to the documentation.

- 5) The trip leader is to check with the Forest Ranger a day or two beforehand to confirm the trip or whether the trip is deemed not possible or subject to alteration due to unforeseen or emergency situations in accord with 'Guideilnes for Events' as attached to Policy CF-R12 'Motor Sport' (APPENDIX C). Similarly, the Forest Ranger shall make all reasonable steps to contact the trip leader in the event of trip alteration or cancellation as outlined above.
- 6) If required after the event, any follow up or repair work shall be undertaken.
- 7) If required, fees shall be paid to ForestrySA within two weeks of the event.

MEMORANUM OF UNDERSTANDING – FORESTRYSA and SAAFWDC

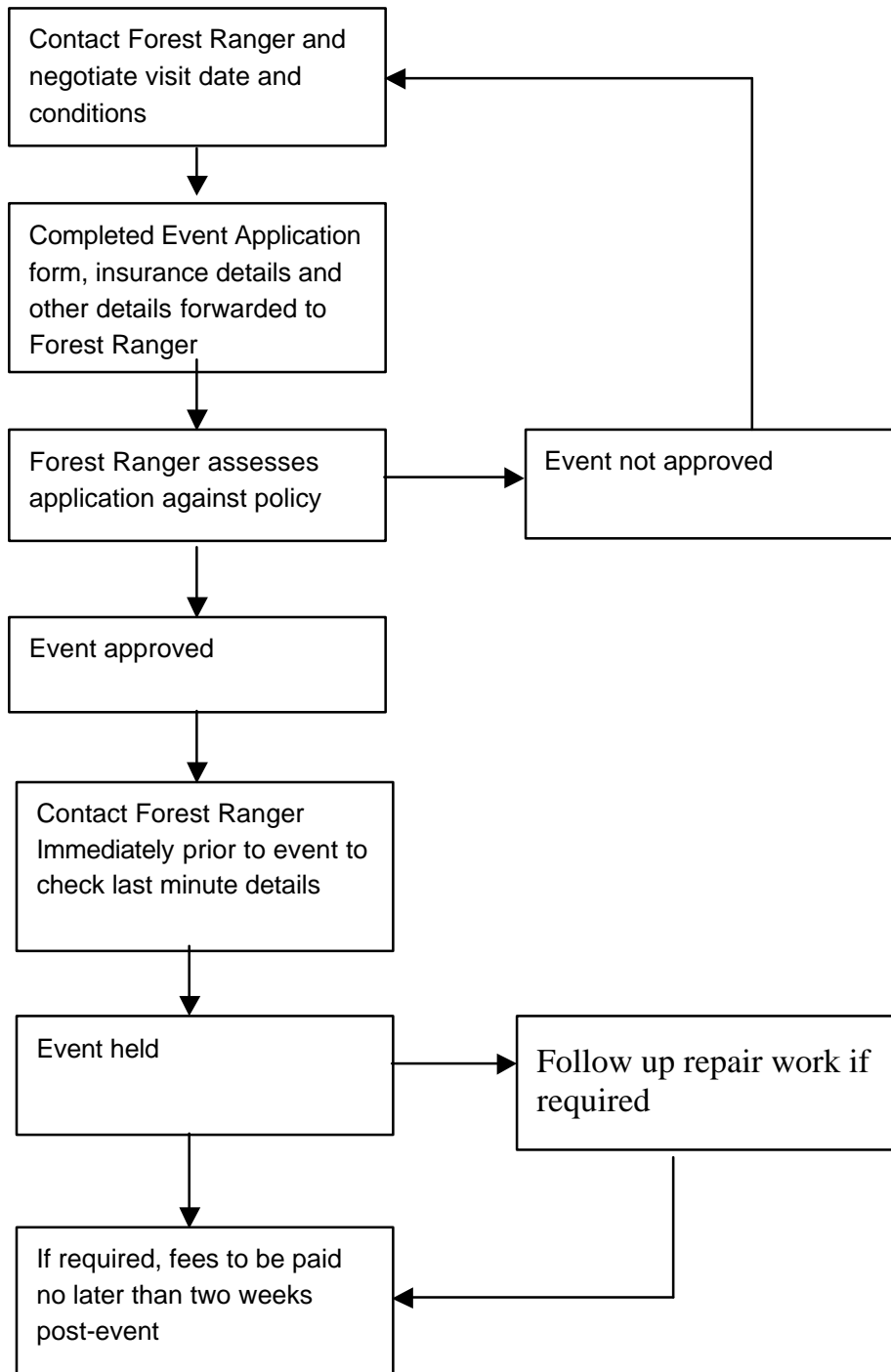


FIGURE 1. Flow Chart for Trips to Forest Reserves

4.2 Fees and charges

Permit fees apply for use of the Forest Reserves in accordance with '*Guidelines for Events*' as attached to Policy CF-R12 '*Motor Sport*' (APPENDIX C). Payment shall be forwarded to ForestrySA within two weeks of the event being held. However, fees may be negotiated in regard to 'in-kind' contributions by the Club. Additional charges may be invoked where costs are incurred, eg. repair of damage to tracks¹ over and above what is normally expected. This requirement, together with appropriate charges, will be advised as part of the approval process.

4.3 Public liability

Clubs which are affiliated with SAAFWDC are covered by the Australian National Four wheel Drive Council (ANFWDC) 'Public and Products Liability Policy' (APPENDIX G). All trips are to be formally recorded in the club minutes to ensure cover is in force.

Note: APPENDIX G is not attached to Clubs' copies of this Memorandum Of Understanding. Clubs can obtain copies or details of the Policy from the ANFWDC insurance broker.

This ANFWDC 'Public and Products Liability Policy' cover extends to include:

- ForestrySA for its respective rights and interests
- member to member liability
- liability to the landowner (ForestrySA)
- liability of the landowner (ForestrySA) for damage to third parties, ie. adjoining properties.

The limit of public liability is \$20,000,000 with an excess of \$250. Clubs organising trips under this agreement will be required to obtain a 'Certificate of Insurance' (APPENDIX F), for the specific trip naming ForestrySA as property owner. These certificates are available on written request to the ANFWDC insurance broker and are to be presented, as part of the trip documentation, to ForestrySA prior to access being granted.

4.4 Indemnities

Notwithstanding the indemnities provided by the Australian National Four wheel Drive Council, 'Public and Products Liability Policy', the

SAAFWDC specifically indemnifies the Minister for Government Enterprises within the provisions of paragraph 2.2 of this document.

4.5 Motor vehicles

Clubs must ensure that all participants hold a current drivers licence and have current registration, compulsory third party insurance and at least third party property damage insurance for their vehicles.

4.6 Driver behaviour, discipline and responsibility

Clubs running trips will be responsible, through trip leaders, for ensuring that the trips are conducted in accordance with the SAAFWDC 'Code of Ethics' which is contained in 'Minimum Impact Camping and Touring Guide' (APPENDIX H), including minimizing damage to tracks.

In the event of a misdemeanour occurring during a club trip, it shall be reported by ForestrySA to the SMFWDC for investigation. The SMFWDC Disciplinary Sub-Committee - Rules' (APPENDIX I) shall be applied. The outcome of the investigation shall be reported, in writing, to ForestrySA.

4.7 Camping and other activities

Forest Reserves provide tracks which may be used for club trips under the terms of this Memorandum Of Understanding. In addition, other facilities, such as camping, picnic, hiking, are available in many Forest Reserves. Information regarding facilities and forest amenities is available from relevant Forest Information Centres.

The guidelines contained in APPENDIX H are used by members to provide an ethic within which they are expected to conduct camping and related activities within the Forest Reserves.

5. VOLUNTEER PROJECT OPPORTUNITIES

ForestrySA encourages volunteers and volunteer groups to become involved in activities that meet the aims and objectives of improving the State's Forest Reserves for conservation and community use. Volunteer participation in a range of these activities will allow ForestrySA to extend its services to, and links with, the community. ForestrySA has developed Policy Cf-C3 '*Volunteers*' (APPENDIX 0).

ForestrySA has established a volunteer organisation known as the "Friends of the Forests" and will coordinate voluntary support from a range of other relevant organisations.

Opportunities exist for member clubs of the SMANDO to assist ForestrysA with volunteer projects in the forests. Projects initiated by ForestrySA will be offered to clubs through the SMFWDC. ForestrySA will specify details of the projects to ensure their requirements are met. Once allocated to a club, project planning, liaison with ForestrysA and undertaking of the project will be managed by the club concerned.

Advice on possible projects can be obtained from the Coordinator-Community Programs.

Such projects may include.

- cleaning up and removal of dumped cars and other rubbish
- clearing of fire breaks
- assisting ForestrySA with the management of forests for conservation and recreation

6. REVIEW

These guidelines may be reviewed at the request of either party.

7. ENDORSEMENT

We, the undersigned, on behalf of our respective organisations, hereby endorse and agree to the contents of this Memorandum Of Understanding.

Rob Robinson
MANAGER, COMMUNITY SERVICES
FORESTRYSA

28/7/2000

A. Metcalf
PRESIDENT
SOUTH AUSTRALIAN ASSOCIATION
OF FOUR WHEEL DRIVE CLUBS

28/7/2000

APPENDICES

- APPENDIX A SOUTH AUSTRALIAN FOREST RESERVES
- APPENDIX B FORESTRYSA POLICY CF-Rh - 'PUBLIC VEHICLE ACCESS'
- APPENDIX C FORESTRYSA POLICY CF-R12 - 'MOTOR SPORT'
- APPENDIX D FORESTRYSA POLICY CF-C3 - 'VOLUNTEERS'
- APPENDIX E FORESTRYSA EVENT APPLICATION
- APPENDIX F CERTIFICATE OF INSURANCE - PUBLIC AND DIRECTORS & OFFICERS LIABILITY (SAMPLE)
- APPENDIX G PUBLIC AND PRODUCTS LIABILITY POLICY – POLICY No. VG2741
(Not attached to Clubs~ copies of Memorandum Of Understanding - see 4.2.1 Public liability)
- APPENDIX H MINIMUM IMPACT CAMPING AND TOURING GUIDE
Including SAAFWDC Code of Ethics
(Not attached to Clubs' copies of Memorandum of Understanding)
- APPENDIX I SAAFWDC DISCIPLINARY SUB-COMMITTEE - RULES

APPENDIX A SOUTH AUSTRALIAN FOREST RESERVES

Contact Details

Forest Reserve

Forest Ranger
 Mount Crawford Forest Reserve
 WILLIAMSTOWN 5351
 Ph 85246004
 Fx 85246611
 Email forestry.recreation@saugov.sa.gov.au

Mt Crawford FR

Forest Ranger
 Kuitpo Forest Reserve
 PMB 2 MEADOWS 5201
 Ph 8388 3267
 Fx 8388 3756
 Email forestry.recreation@saugov.sa.gov.au

Kuitpo FR
 Second Valley FR

Forest Ranger
 PO Box 91
 WIRRABARA 5481
 Ph 86684163
 Fx 86684115
 Email forestry.recreation@saugov.sa.gov.au

Wirrabara FR
 Bundaleer FR

Forest Ranger
 P0 Box 162
 MT GAMBIER 5290
 Ph 8724 2876
 Fx 8724 2885
 Email forestry.recreationse@saugov.sa.gov.au

Comaum FR
 Penola FR
 Mt Burr FR
 Mt Gambier FR
 Myora FR

**APPENDIX B Community Forestry Policy number CF-R11
 ‘PUBLIC VEHICLE ACCESS’ January 999**



Policy number CF - RI I / January 1999

PUBLIC VEHICLE ACCESS

1. POLICY FOR PUBLIC VEHICLE ACCESS

ForestrySA will manage public vehicle access to ensure there is no adverse impact on the sustainable management of the Forest Reserves, including commercial timber production, conservation of Native Forest Reserves and recreation management.

2. BACKGROUND

There is a need to manage access by public vehicles in Forest Reserves where natural resource or social values may be threatened. This is particularly relevant in the Reserves of the Mount Lofty Ranges due to soil factors and the potential level of access.

It is appropriate to manage public vehicle access to ensure that forest values, particularly environmental values, are not threatened.

3. POLICY OBJECTIVES

The policy objectives are to:

- Define suitable areas for vehicle access by the public.
- Ensure vehicle access by the public is restricted to suitable areas of Forest Reserve.
- Ensure ForestrySA receives an adequate return for use of the Forest Reserve for approved vehicle access by the public.

4. DISCUSSION OF ISSUES

ForestrySA manages a large network of tracks and roads for the purposes of effectively managing commercial pine plantations and Native Forest Reserves. There are a range of operations that are carried out in these areas that are potentially hazardous to visitors.

In addition, the tracks and roads are generally designed for limited access, although well designed logging tracks can sustain relatively high levels of use throughout the year.

ForestrysA also provides for a range of non-motorised forest based recreational activities. These activities are not generally compatible with motor vehicle activities, except where they are used in support roles.

Therefore, ForestrysA will allow access for public vehicles (1) provided areas where there are forest operations occurring are avoided where practical or appropriate and (2) where general access to key community sites is required, such as major picnic and camping sites. These latter areas will generally have maintained roads suitable for all weather two wheel drive vehicle access. All other areas of Forest Reserve may have restricted access for privately owned vehicles, particularly where environmental constraints apply or access is incompatible with other forest activities such as grazing leases.

Tracks and roads generally available to the public may be closed at short notice for environmental protection or public safety purposes.

This policy will be managed by the placement of fences, gates and signs around restricted areas, with education and the use of law enforcement as required.

Where permission is granted for private vehicle access to restricted areas to conduct a recreational activity, it will be subject to the same conditions listed for Motor Sport events (CF - R12), unless otherwise agreed by the Forest Ranger. A fee may be applied for such access. All vehicle access in restricted areas will need to be environmentally acceptable.

All roads and tracks in the Forest Reserves are considered to be public roads for the purposes of the Road Traffic Act, 1961. For this reason, all vehicles using these tracks must be registered and roadworthy, and all drivers suitably licensed.

5. STRATEGIES FOR IMPLEMENTATION

- Maintain the permit system for approval of access to restricted areas of Forest Reserve.
- Maintain adequate signs and fences around restricted areas.
- Provide information to the public on suitable areas for public vehicle access
- Monitor compliance of access restrictions through education, patrolling, and law enforcement.
- Liaise with relevant motoring organisations on the implementation and monitoring of the policy.

6. RELEVANT LEGISLATION

- Forestry Act 1950
- Road Traffic Act, 1961.

7. RELATED POLICIES

CF-C1	Community Use
CF-C4	Law Enforcement
CF-R2	Day Visitors
CF-R12	Motorsport in Forest Reserves

8. REVIEW

Review August 2001

Approved

Ian B Millard
**GENERAL MANAGER, FORESTRYSA
DEPARTMENT FOR ADMINISTRATIVE
AND INFORMATION SERVICES**

APPENDIX C Community Forestry Policy number CF - R12
'MOTOR SPORT' December 1998



Policy number CF - R12 December 1998

MOTOR SPORT

1. POLICY FOR MOTOR SPORT

ForestrySA will permit approved and regulated motor sport events provided there is no adverse impact in the sustainable management of the Forest Reserves, including commercial timber production and the conservation of Native Forest Reserves.

2. BACKGROUND

Forest Reserves have been used as venues for motor sport for many years. This has involved the staging of several large car rallies and motorcycle events each year. In recent years, the larger rallies have continued, but substantial decline has occurred with regard to motorcycle events. There has been additional interest in new forms of motor sport - such as micro rallies, rally sport promotion days, rally practicing and vehicle dealer promotions

ForestrySA has maintained strict controls on motor sport activities in Forest Reserves. Fees for motor sport events in the Forest Reserves were introduced in 1990 to cover the costs of managing the events.

3. POLICY OBJECTIVES

The objectives of this policy are to:

- Sustainably manage motor sport activities within the Forest Reserves;
- Prevent damage to forest assets and the environment from motor sport;
- Require that organisers accept and manage public safety during motor sport events;
- Ensure ForestrySA receives an adequate return for use of the forest for motor sport activities.

4. DISCUSSION OF ISSUES

Forests are important places for rally motor sport in South Australia. Much of the appeal of the Forests Reserves is due to:

- having significant areas under the management of a single agency;
- large areas being available under certain conditions;
- the availability of a large number of well-made tracks;
- having attractive places in which to participate.

In some areas, closer settlement and more restrictive council attitudes have reduced the amount of land outside of Forest Reserves available for rallying. In this environment, it is expected that the demand for motor sport on Forest Reserves will increase.

Motor sport will generally be permitted within Forest Reserves, including the limited number of Native Forest Reserves listed in Appendix II, providing that a number of conditions are met by the organisers to the satisfaction of ForestrySA. These conditions are included in Appendix I : Standard Conditions of Use. Key issues to be addressed include:

- public safety;
- minimisation of damage to the environment and forest assets;
- timely and effective restoration of damaged areas;
- effective event planning and implementation;
- responsibilities of the event organisers;
- adequate financial return for the use of the forest.

If the conditions are met, it is anticipated that

- up to two major car events, endorsed by CAMS, can be held each twelve months in the combined Mount Lofty Ranges Forest Reserves;
- up to one major and one minor motorcycle event, endorsed by Motorcycle Australia may be held in the combined Mount Lofty Ranges Forest Reserves;
- up to three major and five minor car events, endorsed by CAMS, can be held each twelve months in the combined South East Forest Reserves.

For the purposes of this policy, a major event is one where there is a significant impact on the forest and may involve multiple laps by a large field of entrants covering a significant area of Forest Reserve. A minor event generally has a limited impact on the forest Reserve and may have a restricted field of entrants traversing a small area of forest.

Additional infrequent minor events can be considered at ForestrySA's discretion. These may include the following:

- Vehicle Demonstration Events conducted for commercial purposes by vehicle manufacturers and dealers.
- Rally Practice sessions prior to an event.
- Motor sport Promotion Events conducted as part of a broader motor sport program.

It is expected that these events will be professionally managed to ensure that ForestrySA assets and the community are protected from any impacts of the event. In particular, ForestrySA supports the concept of accreditation of race officials.

In managing motor sport events it is important to ensure that long term damage to the forest environment, including tracks, is prevented. This requires close consultation between ForestrySA staff and motor sport organisers.

Forest Reserves are closed to the public on days of declared Total Fire Ban. It is desirable that event organisers schedule events outside the fire danger season wherever possible. Appendix III details the issues that need to be considered when a day of Total Fire Ban is declared.

5. STRATEGIES FOR IMPLEMENTATION

- Maintain the motor sport event approval system.
- Review locations for motor sport events to minimise impacts.
- Monitor the direct and indirect costs of managing motor sport on the Forest Reserves.
- Continue to recognise the role of CAMS as a peak body in organising major car rally events and Motorcycle Australia as a peak body in organising motorcycle events in Forest Reserves.
- Liaise With motor sport organisations generally on policy matters.
- Liaise with stakeholders, including key Plantation Products personnel, and other forestry landowners on the implementation of the Policy.
- Review event fees for motor sport within Forest Reserves annually.
- Monitor compliance with ForestrySA - Standard Conditions of Use, including effective follow up after events to ensure damage is repaired.

6. RELEVANT LEGISLATION

Forestry Act 1950 and subsequent Regulations

7. RELATED POLICIES

CF - C1 Community Use Policy

CF - C4 Law Enforcement Policy

8. REVIEW

30 June 2001

Approved

Ian B Millard

**GENERAL MANAGER, FORESTRYSA
DEPARTMENT FOR ADMINISTRATIVE
AND INFORMATION SERVICES**

29/1/99

APPENDIX – I ForestrySA Standard Conditions of Use - Motor Sport

(As at April 2000)

1. APPLICATIONS FOR EVENTS

- 1.1. Event Organisers must complete and submit for approval a standard ForestrySA Event Application. For competitive events this must be submitted to ForestrySA at least three months before the proposed event.
- 1.2. ForestrySA must grant approval for the event before any publicity is permitted.

2. PERMITTED EVENT TIMES

- 2.1. Events are not normally conducted during the period 1 December to 31 March.
- 2.2. Preferred event period is from late winter till late spring.
- 2.3. Any event may be cancelled by the Manager, Community Services in consultation with the local Forest Ranger where, on the day of the event, a significant fire danger exists, or at any time where there is seen to be a threat to public safety or damage to forest property arising from the event.

3. GOVERNMENT STATUTORY REQUIREMENTS

- 3.1. The Minister for Government Enterprises is to be specifically indemnified for \$10,000,000 Public Liability Cover. Evidence to be provided to the Forest Ranger before the event.
- 3.2. All drivers to hold current Driver's Licences.
- 3.3. All vehicles should be registered, insured and roadworthy *.

4. ROUTE AVAILABILITY

- 4.1. Route to be approved by Recreation, Harvesting and Operations sections of ForestrySA.
- 4.2. No access to areas required for essential forest operations, unless it can be guaranteed that any repairs are effected in time to allow continued forest operations.
- 4.3. Routes should avoid harvesting areas.
- 4.4. No access to areas where public safety cannot effectively be guaranteed.
- 4.5. Routes should generally traverse forest tracks, although routes through plantations may be approved where damage can be minimised.

* The only exception to this requirement are the events organised by the Millicent Sand Buggy Club in the South East of South Australia where Offroad vehicles accredited by CAMS are permitted.

5. ENVIRONMENTAL REQUIREMENTS

- 5.1. No access through quarantine areas or Native Forest Reserves (unless listed in Appendix II).
- 5.2. No access to areas which may cause a dust or noise nuisance to forest residences or neighbours.
- 5.3. Routes near reservoir high water marks should comply with existing SA Water guidelines.
- 5.4. Routes should avoid first and second order streams.

6. SAFETY REQUIREMENTS

- 6.1. Event Organisers will be responsible for all matters of public safety and control in relation to the event.
- 6.2. Local CFS to be advised and involved where appropriate.
- 6.3. Fire extinguishers to be provided.
- 6.4. First Aid back-up to be provided.
- 6.5. Where necessary, Safety Marshals in attendance to control spectators and ensure safety standards are met.
- 6.6. Adequate mobile phone or radio communications.
- 6.7. Warning signage at appropriate points. Specifically 'Caution' signs where other forest users are likely to access route.
- 6.8. For motor sport events, bunting to be used to define route and to close off other tracks.
- 6.9. All rubbish to be removed, area and surrounds to be left as found.
- 6.10. Toilet facilities to be provided if groups of 20 or more are expected where no public toilets exist.

7. OTHER FORESTRYSA REQUIREMENTS

- 7.1. Motor sport Event Organisers shall advise all neighbours in the general vicinity of the route at least t~6 weeks prior to the event. A list of all neighbours contacted shall be available to ForestrySA if requested.
- 7.2. Route to be inspected before the event by the Forest Ranger and the organiser, and at the first practical time after the event to ascertain any repairs deemed necessary.
- 7.3. Arrangements for undertaking potential repair work are to be agreed prior to the event.

- 7.4. No signs, flags or bunting are to be nailed to trees.
- 7.5. All temporary structures, signs, flags, bunting and litter to be removed within one week of the event, unless otherwise agreed.

8. FORESTRYSA EVENT FEES (as at April 2000)

- 8.1. Competitive motor sport - 30c per km:per vehicle for first 25kms travelled, plus 10c per km per vehicle thereafter.
- 8.2. Non-competitive motorsport - A fee of up to \$400 per day.
- 8.3. Recreational - \$5 per vehicle per day.
- 8.4. Event Fees are to be paid no later than two weeks post-event.
- 8.5. The cost of all repairs carried out by ForestrySA will be recovered from event organisers and may be billed up to 12 months after event.
- 8.6. Additional fees apply for commercial photography, film or video production.
- 8.7. ForestrySA may require a bond be paid prior to an event. This bond may in full or in part be surrendered in respect to track damage.

9. FURTHER CONDITIONS OF USE

[Note any local requirements]

APPENDIX – II Native Forest Reserves available for Motor Sport Activities

The Native Forest Reserves listed here are available for limited motor sport events under the following conditions:

- the agreed route avoids locations with flora or fauna of significant conservation value;
- travel is on made tracks only;
- the event is subject to the normal terms and conditions of motor sport activities.

Breaks surrounding the Native Forest Reserves are generally available, subject to normal terms and conditions.

Northern Forests

No Native Forest Reserves available

Mount Lofty Ranges Forests

Tower Hill

Waterholes

Walpole Road

Mount Pleasant

Knott Hill

Christmas Hill

South East Forests

Kays

Native Wells

Nangwarry

Windy Hill

APPENDIX - III Fire Ban Days

Forest Reserves are closed to the public on days of declared Total Fire Ban. Approval to enter on such days for the purposes of a conducting a preplanned motor sport event may be given in extenuating circumstances by the Manager, Community Services in consultation with the Regional Fire Duty Officer and the local Forest Ranger. The issues considered in granting approval include:

- the level of fire danger forecast;
- the route (or part of it) in relation to the risks of fire starting, spreading and endangering life or property (including event competitors, officials and spectators);
- the availability of fire suppression forces - ForestrySA and CFS volunteer brigades (the latter as arranged by the event organiser);
- the ability of competitors, officials and spectators to comply with provisions of the Country Fires Act 1989 and Regulations thereto, and;
the status of the event and the time of day for the running of forest stage(s).

APPENDIX D

Community Forestry Policy number CF - 23

'VOLUNTEERS' February 1998



ForestrySA

Policy number CF – C3 February 1998

VOLUNTEERS

1. POLICY

ForestrySA encourages volunteers and volunteer groups to become involved in activities that meet the aims and objectives of improving the State's Forest Reserves for conservation and community use. Volunteer participation in a range of these activities will allow ForestrySA to extend its services to, and links with, the community.

ForestrySA will support a volunteer organisation, known as the "Friends of the Forests", and will coordinate voluntary support from a range of other relevant organisations.

2. BACKGROUND

ForestrySA recognises the valuable contribution that volunteers and volunteer groups can make to the management of the Native Forest Reserves, and of community use in all Forest Reserves, in South Australia.

Activities by volunteers in the past have included undertaking flora and fauna surveys, the removal of pine regeneration from native forest and the removal of rubbish from inaccessible areas.

Recognising the contribution that volunteers can make to the management and maintenance of the State's Forest Reserves, ForestrySA's policy on volunteers is as follows:

3. POLICY OBJECTIVES

Scope of the Volunteer Policy

The ForestrySA volunteer policy embraces a broad range of functions primarily supported by the "Friends of the Forests". These include:

- setting up locally based "Friends" teams
- students undertaking project work;

- schools developing a close working relationship with a part of the forest;
- conservation groups undertaking studies, information collection and a range of projects

This policy does not include arrangements with the Country Fire Service and their volunteers as these are subject to separate arrangements. The policy also excludes all decisions and operations in respect to ForestrySA's commercial operations, including the establishment, maintenance and harvesting of plantation products, both hardwood and softwood.

Benefits of involving Volunteers

The potential benefits of involving volunteers include:

- encouraging community participation supporting the management of the conservation and recreational areas of the forests
- promotion of the native forests as a community asset
- promotion of ForestrySA's active native forest management practices to the community in conserving biodiversity
- carrying out of native forest works programs suitable for volunteers
- extend the services available to the community in the forests
- providing the opportunity for the community to appreciate and understand the commercial, conservation and environmental values of forests
- providing opportunities to attract external funding for community based programs
- providing the opportunity for volunteers to participate in maintaining a local resource

Organisational Commitment of Involving Volunteers

The organisational commitment of involving volunteers include:

- maintaining a high level of commitment by staff and management to the volunteer program
- ensuring sufficient resources are available to manage volunteers effectively
- ensuring outputs from volunteer work is of acceptable standard
- ensuring volunteers are viewed as an integral part of Community Forestry

- ensuring volunteers receive suitable induction and training in OHSW issues
- ensuring an adequate public liability arrangement is maintained.
- ensuring ongoing meaningful work is available to be performed
- ensuring that the roles of management and volunteers are clearly defined
- ensuring close consultation with employees and Unions to ensure volunteer work complements, not reduces, paid work undertaken by employees.

Work Opportunities for Volunteers

Volunteers can participate in the Volunteer Program in one of two ways by:

1. joining the "Friends of the Forests" and undertaking work as an individual or working in a local Friends' team;
2. joining existing groups which are undertaking specific works.

Activities undertaken as part of the Volunteer Program will be based on the priorities identified in the Native Forest Management Plans or in the Recreational Management Plans.

Listed below are examples of activities available for volunteers and groups:

- Carrying out revegetation works
- Undertaking flora and fauna surveys
- Giving guided tours, with specific or non-specific interpretative information eg for school groups, tourists,
- Erecting interpretative signage
- Maintaining walking tracks
- Control of pine regeneration and woody weeds in conservation areas
- Providing information at Information Centres
- Carrying out information and data collection
- Documenting and preserving the history of the forests
- Removing rubbish from conservation areas

Management Structure for Volunteers

An organisational chart showing the position of the Volunteer Manager, and associated groups, is given in Chart 1. A Structural chart is shown in Chart 2.

Individuals and Groups working as volunteers will be managed through the Volunteer Manager, and liaise with local staff responsible for the local works program. The Volunteer Manager will be assisted by Volunteer Coordinators.

The Volunteer Manager will maintain a central register of volunteers involved with ForestrySA

4. STRATEGIES FOR IMPLEMENTATION

Roles in Volunteer Program

Management

The key role of management is to ensure that the Volunteer Program is recognised as an accepted function of ForestrySA's Community Forestry Section and is sufficiently resourced to undertake a range of activities to enhance the delivery of conservation and recreation programs.

Employees

The key role of ForestrySA employees is to work co-operatively with volunteers to achieve a range of outcomes that result in the achievement of Community Forestry objectives.

Volunteers

The key role of Volunteers is to undertake a range of appropriate activities required by management that increase the effectiveness of the delivery of Community Forestry services.

Rights and Responsibilities

Management Rights

Forestry SA Management has the right to:

- determine work priorities for the areas it manages;
- select volunteers who are competent and qualified to undertake the tasks required;
- allocate tasks to appropriately qualified personnel;
- ensure safe work procedures are developed, reviewed and followed;
- keep records of the contribution of volunteers.

Management Responsibilities

ForestrySA Management has a responsibility to:

- ensure the Volunteer Program is effectively resourced
- ensure volunteers do not replace paid staff
- ensure tasks for volunteers are clearly defined
- support volunteers as unpaid staff
- provide a safe work place
- ensure volunteers are adequately trained in safe work procedures
- provide meaningful work to volunteers
- ensure appropriate procedures are in place for recruitment and evaluation of volunteers, communications with volunteers, and for dealing with grievances.
- pay for materials used in volunteer programs

Volunteer Rights

Volunteers have the right to:

- undertake activities in a safe workplace.
- be given suitable induction and training in the tasks required
- carry out meaningful work that contributes to the provision of services by ForestrySA to the community

- have their roles and tasks clearly defined
- be selected on ability and skills for the task
- appropriate insurance cover

Volunteer Responsibilities

Volunteers have a responsibility to:

- work within the ForestrySA structure and guidelines
- undertake tasks approved by ForestrySA
- follow safe work-procedures, including not endangering themselves or others
- ensure sensitive material remains confidential
- communicate regularly with their supervisor on any issues affecting, or likely to affect, their ability to work.
- not undertake work for which they are not trained.

Procedures

A number of procedures are required to support the Volunteer Program. These include:

Activity Selection

Recruitment and Selection

Induction and Training

Evaluation of Volunteer Projects

Grievance Management

Setting up Friends Groups

These procedures will be contained in the Standard Operating Procedures Manual

5. RELEVANT LEGISLATION

The relevant legislation includes:

Forestry Act 1950

Occupational Health, Safety & Welfare Act 1986

6. RELATED POLICIES

Relevant Corporate, Recreation, Heritage and Native Forest Management Policies

7. REVIEW

By February 2001

Approved

Ian B Millard

**GENERAL MANAGER, FORESTRYSA
DEPARTMENT FOR ADMINISTRATIVE
AND INFORMATION SERVICES**

APPENDIX E FORESTRYSA EVENT APPLICATION

Contact ForestSA for proper application stationery, which naturally cannot be included in this pdf document.

ForestrySA
EVENT APPLICATION

THE HONOURABLE LEGISLATURE OF SOUTHERN AFRICA

Name of group: _____
Cell No: _____
Phone No: _____ Mobile No: _____ Fax No: _____
Address: _____
Contact during event: _____
Type of activity: _____
Date: ____/____/____ Time: ____:____ to ____:____
Where to hold: _____
Location within the forest: _____
Request for use of vehicles: _____
Does it require a permit? _____
Approximate number of people: _____
Date suitable for the location of site and level of forest utilization: _____
Use of the forest: _____
Signature: _____ Date: ____/____/____

OFFICE USE ONLY
Approved by: _____
Date: ____/____/____


<input type="checkbox"/> Not required	<input type="checkbox"/> Permitted	<input type="checkbox"/> Not permitted
<input type="checkbox"/> Not required	<input type="checkbox"/> Permitted	<input type="checkbox"/> Not permitted
<input type="checkbox"/> Not required	<input type="checkbox"/> Permitted	<input type="checkbox"/> Not permitted
<input type="checkbox"/> Not required	<input type="checkbox"/> Permitted	<input type="checkbox"/> Not permitted
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<input type="checkbox"/> Not required	<input type="checkbox"/> Permitted	<input type="checkbox"/> Not permitted
<input type="checkbox"/> Not required	<input type="checkbox"/> Permitted	<input type="checkbox"/> Not permitted
<input type="checkbox"/> Not required	<input type="checkbox"/> Permitted	<input type="checkbox"/> Not permitted

Approved by: _____
Date: ____/____/____


Department of Forestry and Fisheries
Government of the Western Cape

APPENDIX F

CERTIFICATE OF INSURANCE – PUBLIC AND DIRECTORS & OFFICERS LIABILITY (SAMPLE)



TCAIS
The Council of
Tennis Clubs of Australia Inc.



170 EGO AVENUE
MELBOURNE VIC 3000
Ph: 03 9594 7000
Fax: 03 9594 8888
Email: info@tcais.com.au
Web Site: www.tcais.com.au
AUSTIN ROADWAY 1001
MELBOURNE VIC 3000
Ph: 03 9594 7000

The Secretary/Public Officer
South Australian Association of 4WD Clubs Inc.

**CERTIFICATE OF INSURANCE
PUBLIC LIABILITY
PROPERTY OWNER CERTIFICATE**

ENSURED : Association National Free Wheel Drive Council and associated state bodies as defined as listed on the master policy.

PERIOD : 31/03/00 – 31/03/01

SUM INSURED :	1. Public Liability	\$ 20,000,000
	2. Property	\$ 20,000,000

EXCESS : \$

POLICY NO. : 07885

INSURER : Nancorp Midway Ltd Brisbane

BROKER : ANFWDC Insurance Brokers

EXCLUSION : This policy extends to indemnify the below mentioned property owner where the association or its local club is using the property.

CLUB : South Australian Association of 4WD Clubs Inc, and all member clubs

OTHER PARTIES : Forestry SA for their respective rights & interests as property owners

LOCATION : South Australia

Signed : _____ Dated : _____

APPENDIX H MINIMUM IMPACT CAMPING AND TOURING GUIDE
Including SAAFWDC Code of Ethics

NOT INCLUDED IN THIS PDF COPY OF THE MOU

The code of ethics is available at www.safwdc.asn.au

South Australian Association of Four Wheel Drive Clubs

Disciplinary Sub-committee – Rules

- a) A Disciplinary Sub-committee (the Sub-committee) shall be appointed as required by the S. A. Association of Four Wheel Drive Clubs (SAAFWD) for the purpose of investigating a complaint or complaints resulting from the activities of full members or members.
- b) The Sub-committee shall consist of five members, nominated from 5 affiliated full members or Units of the SAAFWD. The nominated members shall not be involved in any way with the complaint. Where possible, the sub-committee members shall be appointed from full members in the same geographical region as the alleged offender(s), or where the offence was alleged to have been committed. The alleged offender(s) shall have the right to question the appointment of each member of the sub-committee.
- c) The Sub-committee shall elect an Honorary Chairman and an Honorary Secretary from amongst its members.
- d) The sub-committee shall act in accordance with and be bound by these rules.
- e) Any vacancies on the subcommittee may be filled by the SAAFWD at an ordinary meeting of delegates.
- f) Every matter referred to the Sub-committee shall be in writing, in clear and unambiguous form, and shall clearly set out the matter required to be investigated.
- g) On the reference of an inquiry to the Sub-committee, the Secretary shall determine a suitable time and place for the inquiry. The inquiry shall be made as soon as possible after the matter has been referred
- h) Three members of the Subcommittee shall constitute a quorum.
- i) Any member(s) or full member(s) who infringes the conditions and regulations of the SAAFWD, Department of Environment and Natural Resources, National Parks and Wildlife Service, or any controlled access area, or who conduct themselves in such a manner as to be prejudicial to the objects of the Association may be called upon by the SAAFWD to appear before the Sub-committee after it has determined that there is a case to answer.
- j) The Secretary shall give the subject of the inquiry at least fourteen days written notice (the notice) of the investigation The notice shall clearly set out:-
 - (i) The matter to be investigated
 - (ii) The time, place; and date of the meeting.
- k) Where a club is called upon to appear before the Sub-committee, it shall be represented by two nominated responsible members.

- l) The Sub-committee shall have the power to require the attendance of any member or full member at any investigation by the Sub committee. The Secretary shall give the notice to such party at least fourteen days prior to the meeting. The subject of an inquiry may, at his or her own expense, call such witnesses as he/she sees fit.

- m) Any notice required by these rules to be given by the Secretary shall be given in writing, delivered personally, or sent by prepaid post, addressed to the member or secretary of the club of which the person is a member. On receipt of a notice intended for a member of their club, the club secretary shall forthwith inform the member concerned of the receipt and contents. A notice given by post shall be deemed to have been given on the fifth day following the day of posting.

- n) The sub-committee shall make recommendations to the SAAFWDC regarding action to be taken against any member or full member who fails without reasonable excuse to comply with the requirement of the notice and any club secretary who fails without reasonable excuse to comply with the above procedures.

- o) Pending investigation and deliberation by the Sub-committee, the subject of such inquiry shall continue to exercise all benefits of membership, unless the SAAFWDC directs to the contrary.

- p) The Sub-committee may adjourn an inquiry.

- q) The Sub-committee, after hearing the complaint and considering the evidence, may find the offence not proven, or may recommend expulsion or suspension of the member(s), or recommend such other action as it deems fit. When appropriate, land managers shall be consulted by the Sub-committee before any recommendation is made.

- r) The sub-committee shall report its findings and recommendations in writing to the next ensuing meeting of the SAAFWDC delegates.

- s) The finding(s) of the Sub-committee can only be approved by a two-thirds majority of those delegates present and entitled to vote at a SAAFWDC meeting. The delegates may refer the matter back to the Sub-committee for further consideration or the hearing of additional evidence. The grounds for such referral shall be clearly stated in writing.

- t) Where appropriate, the relevant land manager(s) shall be informed of the Association's decision by the Association Secretary.

- u) The decision of the SAAFWDC delegates shall be communicated to the subject of the enquiry by the Secretary of the SAAFWDC, in writing, within 7 days of the delegates meeting.

DEFINITIONS:-

- Association** means The South Australian Association of Four Wheel Drive Clubs (SAAFWDC).
- Member** means any person who is a financial member of a Four Wheel Drive club that is a full member of the Association.
- Full Member** means a club that is a financial member of the SAAFWDC.