



Veteran Car Club of WA (Inc)

**Bylaws,
Policies and
Procedures
Manual**

VCC of WA (Inc) Bylaws, Policy and Procedures Manual

Contents:

(as of July 2018)

Section 1	Introduction/General	Page 3
Section 2	Sections and Branches	Page 4
Section 3	Affiliations	Page 5
Section 4	Membership	Page 6
	(Fees, Metro, Country, Procedures,	Page 6
	Membership Registrar, Life Members,	Page 7
	Club Hosts)	
Section 5	Club Patron	Page 16
Section 6	Licencing	Page 17
Section 7	Vehicle Checks	Page 18
Section 8	Club Insurance	Page 19
Section 9	Building and Premises Committee	Page 22
Section 10	Restoration Shed	Page 29
Section 11	Club Property (Assets, Museum, Keys)	Page 33
Section 12	Spare Parts Facility	Page 37
Section 13	Events Coordinator, Events & Rally Rules	Page 42
	(Risk Management Page 49)	
Section 14	Club Awards	Page 64
Section 15	Council of Motoring Clubs	Page 65
Section 16	Appointment of Club Officers	Page 66
Section 17	Duty Statements	Page 67
Section 18	Library	Page 74
Section 19	Club Newsletter	Page 75
Section 20	Club Annual General Meeting	Page 78

Section 1

Introduction

The Veteran Car Club of W.A. (Inc) is a not-for-profit community organisation incorporated under the Associations Incorporation Act 1987 of Western Australia

Its constitution details the objectives of the Club as:

- a) To assist in the acquisition and authentic restoration, preservation, exhibition and maintenance of veteran, vintage and post-vintage vehicles as classified in Clause 3 hereunder.
- b) To obtain and maintain every form of historical and statistical record of such vehicles.
- c) To promote and assist in the promotion of social and other events in which such vehicles can participate
- d) To facilitate the exchange of information among members with an interest in such vehicles
- e) To encourage the retention of such vehicles in the State of Western Australia
- f) To do or cause to be done, anything which in the opinion of the Executive Committee may further our members' enjoyment of the vehicles, the function of the Club and its member bodies
- g) To maintain an active affiliation with such State and Federal bodies that the Executive committee of the VCC of WA (Inc) may determine from time to time
- h) To encourage affiliation and closer relationship with other organisations of similar interest
- i) To form various Sections and Branches throughout Western Australia.
- j) to encourage members to participate in activities relating to these objects and to use or allocate any or portion of funds that may be raised through such activities to organisations and institutions of a charitable nature where deemed appropriate by the executive committee.

The Club (often referred to as the VCCWA Inc) has classified vehicles referred to in a) above as:

- a) vehicles manufactured not later than 31st December 1918 to be known as Veteran Class
- b) vehicles manufactured from 1st January 1919 to 31st December 1930 inclusive to be known as Vintage Class
- c) vehicles manufactured from 1st January 1931 31 December 1949 to be known as Post-Vintage Class
- d) vehicles manufactured from 1st January 1950 to a date not less than 25 years from the current year inclusive to be known as Invitation Class

To assist members in achieving the objectives of the Club, the Executive Committee has undertaken the preparation of this set of Policies and Procedures for use by members in the conduct of club activities and functions.

Section 2

Sections and Branches

The interests and activities of members are diverse and to cater for these the Club is able to form Sections and Branches. The Executive Committee can approve the formation of a Section or Branch provided at least twenty members are prepared to undertake the tasks involved with running a Section or a Branch.

Sections

A Section can be a group of members who share a common interest in a particular class or type(s) of vehicle or it can be a group who share a common interest that are within the objectives of the Club.

As of June 2017, Sections have been formed as follows. The title of the Section indicates the particular aspect of interest.

Veteran Humber & Rootes Group	Vintage Model T Ford	Post Vintage Mustang & Shelby	Military Studebaker
----------------------------------	-------------------------	----------------------------------	------------------------

Branches

To meet the needs of members in various geographical locations around Western Australia, branches have been formed by members. As of June 2018 the following Branches have been formed.

Albany Esperance Warren/Blackwood	Busselton Katanning & Districts Chittering	Collie Mid West Donnybrook	Eastern Goldfields Peel York
---	--	----------------------------------	------------------------------------

The Sections and Branches elect their own operating committee and function in accordance with the provisions of Clauses 35 – 42 of the Club constitution.

Section 3 Affiliations

The Club constitution provides for participation in its events by members of other clubs whose interests and directions are towards historic motor vehicles and whose aims and objectives are in sympathy with the objects of the Veteran Car Club of WA Inc.

The nature and activities of such club are to be considered by the VCCWA Executive Committee, which has the sole discretion with regard to acceptance or not. Affiliations shall be considered on an annual basis with the consideration to be given at the first Executive committee meeting following the VCCWA annual general meeting. The Executive will set a subscription fee for affiliation.

It is noted that the VCCWA is a member of the Council of Motoring Clubs of WA (Inc) and as such has accepted that organisation as an affiliate member. Thus any member of a club that is also a member of the Council of Motoring Clubs of WA can participate in VCCWA events at the discretion of the rally organiser – refer Section 13 – Events and Rally Rules

Members of an affiliated club may avail themselves of the use of the club's Parts Shed on production of ID.

Section 4 Membership

Club Fees

Annual Club fees will be reviewed at each Annual General Meeting.

As from July 2018, the annual fees for metropolitan members will be \$80.00 and for country members \$75.00.

Fees include a component for the Club newsletter subscription

A pro-rata fee shall apply throughout the year.

A refund of a portion of the membership fee component of the subscription will be refunded to the country branches. Currently (2018) 20% of total country membership subscription returned.

Refunds to the country branches are made by post code allocation.

Refunds will be made in three tranches:

1. August, 70% of Country rebates sent to Branches.
2. Mid Financial Year, balance of rebate, plus full rebate of any new members sent to Branches.
3. End of Financial Year, any adjustments or new member rebates sent to Branches.

Procedure for a New Member's Application

- The Membership Registrar processes all new membership applications by entering their details in the Club's database.
- Membership registrar posts out all relevant information to the new member.
- Membership Registrar enters all Credit Card payments and forwards on to the Treasurer the new applications paid by cheques, money orders or cash for banking.
- Membership Registrar forwards copies of each new application to Section/Branch, Club Host, who will contact the new member inviting them to a General Meeting. A copy is also sent to the Vehicle Registrar for his records.
- A list of new member's names, home location and vehicles owned is passed on to the Club Secretary to be read out at the next General Meeting and Club Magazine Editor for publication.
- A copy of each new member application is sent for Name Badge ordering. Badges ordered are forwarded to members by post.

Membership Registrar Duties

1. Maintain an up to date database of Club members.
2. Mail a copy of the welcoming letter along with EA, history of the club and any concessional licence information.
3. List to Club Host with details of new metro members each month. Send copies of new members to Branches and sections.
4. Send list for badge ordering.
5. Ensure that latest list of membership applications is presented to the secretary each month for the general meeting and the editor of EA.
6. Mail out annual subscription renewals.
7. Receive subscription monies, amend database. Enter credit card payments and forward all cash, cheque and money orders to Treasurer for banking.
8. Enter payments of subscription on database from bank account.
9. Maintain files containing returned renewal forms for record purposes.
10. Monitor overdue membership and issue notices of overdue subscriptions.
11. Notify the Treasurer of any over payment of subscriptions.
12. Advise the Treasurer of refunds due to the country branches for payment and mail out lists and letter of amounts.
13. Advise Vehicle Registrar of membership changes.
14. Act as the focal point of all membership matters and queries from all sources.

Death of a Club Member

If the Club is advised of the death of a member, it will be referred to the Committee who on behalf of the Club will pass their condolences to the family. An obituary may be published in the Club magazine.

Life Membership

This new policy was designed to reflect improved wording around life membership, and introduces a uniform and formal process to deal with nominations.

This new policy was reviewed in 2013 by Management Committee, together with all Branches/Sections and its final form, incorporating adjustments made at the annual 2013 Branch/Section meeting, was presented and passed at the 2014 club Annual General Meeting.

Life Membership Policy and Process

Overview:

Life membership within the VCC is a very prestigious honour which has been granted to very few members since the club was formed some 57 years ago in 1958.

Due to the status life membership holds within the VCC, it is vital that the “process” to

evaluate and recommend this position be consistent and very structured right across the State wide organisation so that all nominations are treated the same way.

The Constitution:

“Life Members

1. Honorary Life Membership is the highest honour the Club can bestow on a member, so any decision on awards of this type should be taken only after diligent consideration of the criteria set out in the By Laws which includes a Life Membership policy.“

Life Membership

When a member is to be nominated for the award of Honorary Life Membership, it should be remembered that the Club consists of a large number of members, with a reasonable number of that membership giving a great deal of their time to the Club. However, not all can become Honorary Life Members, as this would diminish the honour.

Honorary Life Membership is the highest honour the Club can bestow on a member, so any decision on awards of this type should be taken only after diligent consideration of the criteria below.

Whilst numbers remain low, the status of Life Member will remain dignified and highly regarded. However, if there were to be a new Life Member each year, the award would soon lose its prestige.

One must remember that when a Life Membership is granted, there will be other members who might also consider that they deserve Life Membership, and so it is important that the person nominated is demonstrably worthy of this award for their outstanding efforts over a long period.

Life Membership is only extended to an individual.

While the Constitution allows the Executive Committee to recommend nominations for Life Membership to an AGM, the following criteria is provided to guide Branches and Sections:

Criteria

1. The person nominated must be a Financial Member of the VCC of WA and remain reasonably active within the Club;
2. The person must have been a member for at least 20 years;
3. The person must have held a committee position or been appointed to a specific role within the Club by either the Management Committee or the committee of a Branch of Section.

Explanatory note: The term “position” is wide ranging and is not restricted to

President/Chairman, Secretary or Treasurer. It ranges from committee person, librarian vehicle inspector, events co-ordinator etc.

4. The person must be thought of as exemplary for their effort and have materially assisted in the development of the Club. The honour should not be regarded as a reward for long membership.
5. There will be a maximum of two life members appointed by the Club in any year
6. All nominations are to be lodged with the Executive Committee who will review the nominations. All applications, either by an individual or by a Branch or Section, are required to be accompanied by an overview and rationale from the individual or the Branch or the Section making the application.
7. The individual, Branch or Section making the nomination is to be invited to attend the management committee meeting where the application is to be reviewed. In accordance with Clause 17 of the Club constitution, each Branch and Section is entitled to vote at an Executive Committee meeting.
8. The Executive Committee may decide whether to support the application or not and shall present all applications together with its advice of support or otherwise to the next Annual General Meeting of the Club or a Special General Meeting called for that purpose.
9. All voting on a life membership application at both Management committee and at an Annual General Meeting or Special General Meeting called for that purpose shall be by secret ballot.
10. Voting on a life membership application at an Annual General Meeting or Special General Meeting called for that purpose will require at least 90% of those present at the meeting who are entitled to vote to be in favour of the nomination for it to be accepted.”

Note: Where the word “Club” appears, it should be read as incorporating the VCC of WA, its metropolitan based Sections and country Branches.

The Process to Make a Submission:

All submissions (whether a member belongs to a Branch/Section or not) must follow the process as set out below:

(a) The Form:

Using the standard nomination form, submissions are to be completed and presented to the VCC Secretary for Management Committee processing. (See Pages 12 to 16 of this policy)

(b) The Nomination:

Any Branch/Section new life membership submission must be evaluated and supported by the Branch/Section Committee, and then if considered appropriate, presented to a Branch/Section meeting where 90% of members present must endorse the application by secret ballot for it to be successful. The completed Branch/Section endorsed submission, under cover of a supporting letter signed by the Branch/Section

Chairman shall be forwarded to the VCC Secretary. Whilst it is preferred that the nomination be submitted by a Branch/Section, a submission may however be made privately by nominating a member in their own right.

A covering letter of support is required from the person submitting the nomination form and this person must be a club member but cannot be the member's spouse or partner. If the nominated member is a member of a Branch or Section, the Management Committee will seek the endorsement of the Chairman of that Branch or Section as part of its consideration.

(c) The Timeframe:

Completed applications with all supporting documentation must be presented to the VCC Secretary no later than 30 April in any one year.

(d) The Evaluation Process:

On receipt of the completed Life Membership Nomination Form together with the supporting covering letter, the VCC Secretary will email this information to all VCC Management Committee members (except where the nominated person is a Management Committee Member that person would not be included on the email list and would also be excused from any committee discussions on the matter.) and then for the May Management meeting provide copies so that all committee members have the required documentation ready for discussion.

In the case of evaluating life membership applications, the nominated person's home Branch or Section is entitled to send a person to attend an Executive Committee for that occasion and to have a vote.

Where a private nomination is received for a member who is a member of a Branch or a Section, the VCC Secretary will forward a copy of that nomination to the Chairman of that Branch or Section to comment on the merits of the application prior to consideration by the Executive Committee.

If further research and/or debate is required around a particular nomination, the June/July management meetings are still available to finalise the matter.

(e) The Decision:

After general discussion, the VCC Executive Committee decision as to who (up to two members) is to be recommended to the VCC AGM for life membership is made by “secret ballot”. This keeps the process at a personal choice level and 90% of committee members present must be in agreement.

(f) Confidentiality:

Once a nomination is selected for presentation to the VCC AGM for ratification, the details must be classed as “confidential” by the Executive Committee.

Annual General Meeting Process:

The vote at the VCC AGM must be conducted by secret ballot and 90% of the members present must endorse the recommendation. Prior to voting, the President will outline who the Executive Committee has recommended for life membership and what the achievements of that person have been. The Branch/Section of the recommended person is also entitled to speak to their nominated person’s achievements before a vote is taken.

Register of Life Members:

The VCC Secretary will maintain a formal register of who has been granted life membership, when it was granted and which Branch/Section (or individual) the member belonged to.

Honour Board:

All life members will be added to the VCC Honour Board, although country Branches may do the same at a local level.

Veteran Car Club of WA (Inc)

NOMINATION FOR LIFE MEMBERSHIP

Part 1

(1) Details of Person Being Nominated:

Name:.....

Postal
Address:.....

Date Joined Club:

Branch/Section/Private.....

Phone Number:.....

Email Address:.....

(2) Details of Branch/Section/Person Submitting Nomination.

Name:.....

Postal Address:.....

Branch/Section/Private:.....

Phone Number:.....

Email Address:.....

Signature:

Veteran Car Club of WA (Inc)

NOMINATION FOR LIFE MEMBERSHIP

Activities undertaken by the person whom you are nominating

Part 2

In this section it is important that you record the achievements that the nominated member has undertaken: This is the justification for Life Membership.

1. The person nominated for Life Membership must be a financial member of the VCC of WA (Inc);
2. The person must have been a member for at least 20 years and must have remained reasonably active within the Club during that time;
3. No more than two new Life Members can be ratified in any one year State wide. "State wide" covers all Branches, Sections or private nominations;
4. The person must have held positions within the Club during that period and must be thought of as exemplary for their effort and have materially assisted the development of the Club. The focus is on the contribution to the club as a whole. The honour should not be regarded as a reward for long membership;
5. The term "position" is wide ranging and is not restricted to President/Chairman, Secretary or Treasurer. It ranges from Committee person, librarian, vehicle inspector, events co-ordinator etc.
6. Any nomination for Life Membership must use the club form for "Life Membership Nomination";
7. All nominations are to be forwarded to the VCC Executive Committee (by 30 April) who will evaluate and decide on any nominations to be submitted to the VCC Annual General Meeting. This form includes full details of the nominated member, together with achievements and referees.
8. In the case of a nomination by a Branch or Section, that nomination must be agreed by 90% of members present at a meeting (by secret ballot) and the nomination must be accompanied by a covering letter of support signed by the Branch/Section Chairman. In the case of a private nomination, a covering letter of support is still required and the nominating person must be a club member and not the person's spouse, partner or immediate family.
9. At the VCC Annual General Meeting, up to two nominations from the Management Committee must be ratified (by secret ballot) by 90% of the members present at that meeting.
10. Life membership is only extended to an individual.

Note: Where the word "Club" appears, it should be read as incorporating the VCC of WA (Inc), its metropolitan based Sections and country Branches.

Veteran Car Club of WA (Inc)

NOMINATION FOR LIFE MEMBERSHIP

Part 3

Details of Referees Who Are Able To Make Direct Comment on the Exemplary Contribution/Service to the Club by the Person You Are Nominating

Name:.....

Postal Address:.....

Date Joined Club:.....

Branch/Section:.....

Phone Number:.....

Email Address:.....

Name:.....

Postal Address:.....

Date Joined Club:.....

Branch/Section:.....

Phone Number:.....

Email Address:.....

Section 5 Club Patron

Club Executive Committee is to recommend an appointment of a Club Patron to the Club AGM, for a period of one year, renewable on agreement of both parties.

A respected person in the community is to be approached to hold the position. A number of State Governors have filled the role.

Section 6

Concessionally Licensed Vehicles

The concessional licensing of vehicles is a privilege afforded to the membership of the VCC of WA [Inc] and must not be abused. Adherence to the following is critical to the continuation of the privilege and compliance to the VCC of WA [Inc] insurance policy. Vehicles requiring a Concessional Licence must be examined and passed as roadworthy in accordance with Western Australia Department of Planning & Infrastructure (DPI) regulations, prior to a Concessional Licence being issued by the Department of Transport.

Whilst on public roads, Concessionally Licensed vehicles may only be used during VCC of WA [Inc] recognised events or during the testing of the vehicle in accord with the requirements of Code 404 licencing regulations. VCC of WA [Inc] recognised events are defined as any event organised by, or recorded with the VCC of WA [Inc], inclusive of all Sections and Branches, the CMC of WA [Inc] or any other affiliated club of either of these two bodies and include Competition Events, Runs, Club meetings and any registered gathering of members. A VCC of WA [Inc] Competition Event is defined as an event that participants, including passengers can gain a reward and/or a Trophy based on the participant's navigating and/or driving abilities.

Impromptu Runs - Single vehicle events

This is for VCC members with a vehicle(s) with a code 404 licence wishing to use their vehicle for a single event (e.g. weddings, funerals, picnics etc.) must complete the form on the Club website under the heading “ Impromptu Run, Vehicle Run Register”

It is a requirement of the VCC of WA [Inc] that the registered date of manufacture of a vehicle entering in a VCC of WA [Inc] event, must be at least 25 years prior to that of the year in which the event is taking place. Concessionally licensed vehicles can carry whatever payload the manufacturer certified as correct for the vehicle and are permitted to tow a trailer.

It is not a requirement that a fully licensed vehicle be examined and passed as roadworthy by the VCC of WA [Inc] prior to being used in a VCC of WA [Inc] event. However, it is a DPI requirement that a fully licensed vehicle be kept in roadworthy condition. Event Organisers have the authority to withdraw an entry.

It is a Club requirement that all vehicles on Concessional Licence (except motorcycles) must carry an approved fire extinguisher.

Section 7 Vehicle Checks

Membership of the Veteran Car Club of WA Inc gives member's access to the Concessional Club Licence Scheme, thereby reducing the cost of keeping one or more collectable vehicles on the road. This licence allows the vehicle to be used in conjunction with any club event including rallies, tours, meetings or any other function organised by the VCC or any other club that is a member of the Council of Motoring Clubs of WA Inc. (Annual vehicle examinations no longer required by law)

Full details are explained in a booklet published by the Council of Motoring Clubs of WA (Inc) and available from the VCC.

The Club, including its Sections and Branches may, from time to time, organise safety checks for members.

Section 8 Insurance Arrangements

Overview

The Veteran Car Club's membership is based in both the metropolitan and country areas and includes a variety of property holdings. The main Club premises are based in the metropolitan area at Wattle Grove and are used by many Sections of the Club and by other affiliated and non-affiliated vehicle clubs.

All Sections or Country Branches using owned premises or leasing premises other than the Wattle Grove premises are required to insure the property in accord with their lease obligations; however Public liability Insurance for events is covered by the VCC's umbrella Policy. The Public Liability Insurance Policy covers all branches and sections of the VCC no matter where they are based in Western Australia. The Policy does not cover the WACC or the VMCC or other organisations that may use club premises from time to time.

Premises

The Wattle Grove Property is subject of a 21 year lease with the City of Kalamunda which currently expires on the 30th June 2034. The City operates under a Management Order from the Minister for lands as the land is owned by the Crown.

As a result the City is deemed to own any infrastructure developed on the land and is therefore required to insure the premises under their own Policy. Premiums are paid by the City and there is no back charge to the club.

The VCC as the Lessee is required to comply with the requirements in Section 7 of their Lease with the City as set out below:-

7. Insurance

7.1 Public Liability Insurance

The parties AGREE THAT the Lessee must effect and maintain with insurers approved by the Lessor in the joint names of the Lessor and the Lessee for their respective rights and interests in the Premises for the time being, adequate public liability insurance for a sum not less than the sum set out at Item 8 (\$20 Million cover) of the Schedule in respect of any one claim or such greater amount as the Lessor may from time to time reasonably require.

7.2 Building Insurance to be effected by Lessor

The Lessor shall effect and keep effected insurance to the full insurable value on a replacement or reinstatement value basis of the Premises against damage arising from fire, tempest, storm, earthquake, explosion, aircraft, or other aerial device including items dropped from any device, riot, commotion, flood, lightning, act of God, fusion, smoke, rainwater, leakage, impact by vehicle and malicious acts or omissions and other standard

insurable risks.

NB....any excess related to a claim will be paid by the city except where factors outlined in Clause 7.8.b are involved.(source Felicity Peters May 2018)

7.3 Details and receipts

In respect of the insurances required by clause 7.1 the Lessee must:

(a) upon renewal of any insurance policy immediately forward to the Lessor copies of Certificates of Currency and details of the insurances as held by the Lessee;

(b) promptly pay all premiums and produce to the Lessor each policy or certificate of currency and each receipt for premiums or certificate of currency issued by the insurers; and

(c) notify the Lessor immediately:

(i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or

(ii) when a policy of insurance is cancelled.

7.4 Lessee May be Required to Pay Excess on Insurances

The Lessee AGREES with the Lessor that it shall be responsible to pay any excess payable in connection with the insurances referred to in clause 7.1.

7.5 Not to invalidate

The Lessee must not do or omit to do any act or thing or bring or keep anything on the Premises which might:

(a) render any insurance effected under clause 7.1 and clause 7.2 on the Premises, or any adjoining premises, void or voidable; or

(b) cause the rate of a premium to be increased for the Premises or any adjoining premises (except insofar as an approved development may lead to an increased premium).

7.6 Report

Each Party must report to the other promptly in writing and in an emergency verbally:

(a) any damage to the Premises of which they are or might be aware; and

(b) any circumstances of which they are aware and which are likely to be a danger or cause any damage or danger to the Premises or to any person in or on the Premises.

7.7 Settlement of claim

The Lessor may, but the Lessee may not without prior written consent of the Lessor, settle or compromise any claims under any policy of insurance required by clause 7.1 and clause 7.2.

7.8 Lessor as attorney

The Lessee irrevocably appoints the Lessor as the Lessee's attorney during the Term:

(a) in respect to all matters and questions which may arise in relation to any insurances required by clause 7.1 and clause 7.2;

(b) with full power to demand, sue for and recover and receive from any insurance

company or society or person liable to pay the insurance money as are payable for the risks covered by the insurances required by clause 7.1 and clause 7.2;
(c) to give good and effectual receipts and discharges for the insurance; and
(d) to settle, adjust, arbitrate and compromise all claims and demands and generally to exercise all powers of absolute owner.

Public liability Policy

A P/L Umbrella Policy covering all Branches and Sections of the VCC of WA (Inc) is arranged annually through Brokers (currently, 2018, AJ Gallagher and Sportscover Australia P/L).

This Policy is negotiated by AJG on behalf of the majority of Car and Motorcycle Clubs in WA to save on premium cost and ensure uniformity of cover. This Policy will often be required by external organisations where the Club is mounting a display or an event. The limit of indemnity is \$20 Million.

The Policy covers Public and products liability, Associations Liability, Fidelity, Personal Accident (voluntary workers), and items such as General Meetings, Static Displays, Fundraising, Barbeques, Club Dinners, all swap meets, Touring runs and picnics. It does not cover motor vehicle racing.

Workers Compensation

A separate Policy is held to cover the employment of the Caretakers at the Wattle Grove Site, brokered annually by AJG. The Treasurer/Secretary is required to complete an annual prediction for liability each year to set the level of cover.

Building Contents

A Building Contents Policy covering Theft, Fire and defined events at the Wattle Grove Site, is brokered annually by (AJG). The insurer is currently QBE. The current 2017/18 cover is \$112,000. This Policy also includes additional cover for 5 machinery items totalling \$10,000.

Vehicle Insurance

The Club's vehicles are insured directly through Shannons. These include the following:-

1. 1910 Fuller buggy
2. 1926 Flint Super Six
3. 1929 Excelsior R20 Bike
4. 1925 Dot Bradshaw Bike
5. 1912 Triumph Bike
6. 1958 Veloce Valiant Bike

Specific Club members are listed as the drivers of some vehicles with the Insurer.

Section 9 Building & Premises Committee

General

The Building & Premises (B&P) Committee is responsible for the overall running, maintenance and supply of equipment necessary for the efficient running of property and grounds at the corner of Hale Road and Tonkin Highway, Wattle Grove.

The Building & Premises Committee shall comprise of up to six Club members, Members of the B&P Committee, shall be appointed by the Executive Committee. Committee members will, where possible, portray the wishes of the V.C.C. Executive Committee.

The Building & Premises Committee shall be responsible for the engagement of a Warden to co-ordinate any maintenance, security, catering and booking arrangements as set out in the Wardens Agreement.

The Building & Premises Committee shall be responsible for the organisation of Busy Bees as and when deemed necessary.

Opening of the Spare Parts Facility to be authorised by the Coordinator before opening

Veteran Car Club of WA (Inc) On Site Warden Arrangements

To manage club room bookings, cleaning, gardening and security, the club employs Wardens who live on site in a club provided cottage.

To formalise this arrangement, three agreements have been framed and the details are as set out below:

Wardens Agreement:

This document defines the duties of the position, the fact that they will be paid as casual employees and the fact that they will pay rent for the on-site cottage plus the fact they report to the club Building and Premises Committee. This document is signed by the Wardens, together with the club President and Secretary. A sample of the Wardens agreement is shown below.

Wardens Employment Agreement:

This document defines the fact that the Wardens are paid on a casual basis, must work up to a defined number of hours and will be paid monthly. The Wardens are covered by Workers Compensation Insurance. This document is signed by the Wardens, together with the club President and Secretary. A sample of the Wardens Employment Agreement

is shown below.

Wardens Rental Agreement:

To detail rental conditions and entitlements as well as payment criteria, a standard rental industry form called “Residential Tenancy Agreement” is used and this document is signed by the Wardens, together with the club President and Secretary.



**VETERAN CAR CLUB OF WA (Inc)
WARDEN'S AGREEMENT**

This agreement dated 1st October, 2017 is made between The Veteran Car Club of WA (Inc) and Aaaa Bbbbb. (The Warden)

1. Definitions:

- VCC - The Veteran Car Club of WA (Inc).
- BUILDINGS & PREMISES COMMITTEE - the committee made up from the representatives of the Veteran Car Club of WA (Inc), as appointed by the VCC management committee, who coordinate functions of maintenance, security, catering, bookings and any other duties considered appropriate to ensure the integrity of the Centre is maintained. In the absence of the Building & Premises Committee, the VCC President is authorised to act on their behalf.
- WARDEN/S - the person/s appointed by the VCC Management Committee on behalf of the VCC in accordance with the Agreement.
- CENTRE - The grounds and buildings located at 265 Hale Rd, Wattle Grove occupied by the VCC.

This document sets out the basis of the agreement between the Veteran Car Club of WA (Inc) being occupiers of the land and buildings at 265 Hale Rd, Wattle Grove and Aaaa Bbbbb as the Warden, for the services to be supplied as defined in this document.

2. Maintenance:

2.1 Lawns and Gardens

- To be watered to maintain health of the lawns and plants and to comply with any water restrictions in place.
- Fertilise as necessary to maintain health of lawns and plants.
- Mow and edge lawns so that they look neat...at least monthly summer and winters required.

- The trimming and maintenance of plants and bushes around the Clubrooms will be undertaken by others.
- Inspect and where possible maintain any reticulation fittings, pipes and borders.
- Inspect and remove any rubbish and weeds from the garden area.

2.2 Hall

- Inspect and where possible maintain any fittings, furnishings and structures. ie. Blown light globes, tap washer replacement, in conjunction with cleaning duties.
- Window cleaning will be undertaken by others.

2.3 Other

- Report to the Building & Premises Committee any concerns regarding safety, risk or duty of care issues.
- Report to the Building & Premises Committee at its meetings any maintenance that:
 - has been carried out
 - needs to be carried out
 - matters of concern

3. Club Rooms Cleaning:

<i>Kitchen</i>	<i>Weekly</i>	<i>Monthly</i>	<i>2 Months</i>
Clean Floors	•	And as needed	
Scrub floor		▪	
Clean work surfaces	•		
Clean Shelves	•		
Clean sinks	•		
Clean Fridges			•
Clean microwave		•	
Dust Window Ledges		•	
Dust Venetian blinds		•	
Cups Scrubs			•

<i>Meeting Room</i>	<i>Weekly</i>	<i>Monthly</i>	<i>2 Months</i>
Vacuum Floor	•		
Dust desks & Shelving	•		
Clean window ledges	•		

Dust Venetian Blinds		•	
----------------------	--	---	--

Library	Weekly	Monthly	2 Months
Vacuum Carpet	▪		
Dust desks & Shelving			•
Clean window ledges			•
Clear rubbish bin	▪		

Hall	Weekly	Monthly	2 Months
Clean all floors & mop polished floors	•	And as needed	
Clean glass doors inside and out	•		
Clean window ledges		•	
Dust Venetian Blinds		•	

Toilets - Hall and Spare Parts Shed	Weekly	Monthly	2 Months
Sweep & clean floors	•	And as needed	
Clean vanity benches	•		
Clean sinks	•		
Clean toilet bowls	•		
Check toilet paper and refill holders (always leave spare paper)	Daily	And as needed	
Clean urinals & distribute blocks	•		
Clean mirrors	•		
Dust window ledges		•	

Other	Weekly	Monthly	2 Months
Empty rubbish bins and place out for collection	•		
Clean Red curtains	annually		

The above is to be carried out to an acceptable standard as required by the Building & Premises Committee.

4. Warden's Cottage:

A cottage will be made available for the warden Aaaa Bbbbb to rent and the terms

and conditions relative to any rental will be covered by a separate Residential Tenancy Agreement (dated 1st October 2017) in accordance with the WA Residential Tenancy act.

5. Other Duties:

5.1 Police the Security of the grounds and hall by:

- Users must leave buildings locked and security activated after meetings and functions. If in the morning it has been found that this has not happened, then a note must be taken and the Building and Premises Co-ordinator advised so that these groups can be warned/fined.
- Ensuring the gates are opened before meetings and functions. Users must lock the gate after the meeting/function, but as with the building, if it is found in the morning that this has not happened then the same procedure for the building applies.
- Inspect the perimeter fencing from time to time.
- Report any security concerns at Building & Premises Committee meetings.

5.2 Maintain a calendar of Hall and ground bookings with a copy on the white board in the Committee room.

5.3 Receive bookings for the premises and ensure that:

- a completed Hall hire form is received.
- a copy of applications is to be kept on file and produced on request to any member of the Building & Premises Committee.
- payment as required for a hire is received. Receipt issued then monies handed to the Building and Premises Treasurer.
- entry and exit requirements are made for hirers.
- report any failure of hirer's to comply with Hall Hire Guidelines to the Building & Premises Committee there-by allowing remedial action by that committee.

5.4 The Warden shall act at all times in liaison with the Building & Premises Committee. The point of liaison shall primarily be the Chairman of the Building & Premises committee or his/her delegate and secondarily the President of the VCC.

6. Remuneration:

The warden will be remunerated in accordance with a separate Employment Agreement made between the VCC and the Warden and dated

7. Other:

- 7.1 Should the Warden wish to utilise the club rooms for their own purposes the appropriate forms are to be completed and fees paid.

- 7.2 An inspection of the grounds and buildings to be carried out every 3 months by representatives of the Building & Premises Committee and Wardens.
 - Once the three month trial period has concluded the term of engagement shall be for a period of three (3) years from the signing of this agreement.
 - A review of the agreement and duties carried out as by the Warden will be undertaken annually by the Building & Premises Committee.
 - Should notice be given of termination of this agreement by the Building & Premises Committee it shall be in writing three (3) months before the date of termination.
 - Should resignation be intended by the Warden, then notice in writing shall be given to the Building & Premises Committee three (3) months before the date of termination.

Name

President VCC

Name.....

Secretary VCC

Name

Warden

Witnessed by:

Name.....

Chairman Building and Premises Committee



VETERAN CAR CLUB OF WA (INC)

WARDEN’S EMPLOYMENT AGREEMENT

THE AGREEMENT:

Employment agreement between the Veteran Car Club of WA (Inc) (VCC) and (Warden) of 265Hale Road, Wattle Grove date for a trial period of three months and then extending for a period of three years (subject to satisfactory conclusion of trial) as defined in the VCC Warden’s Agreement dated.....

WORK:

This agreement covers the employment of at the Veteran Car Club of WA (inc) facilities located at 265 Hale Road, Wattle Grove to undertake work as defined by the VCC Warden’s Agreement dated

CONDITIONS OF EMPLOYMENT:

- Employment will be on a “casual” basis and as such there will be no annual leave, sick leave, long service or public holiday entitlements.
- Payment will be at the minium Western Australian Casual hourly rate with a gross work financial ceiling of \$440 per month.
- As the monthly payment is below the threshold for an employer to pay superannualion contributions, no contributions will be paid.
- Work to be carried out under the direction of the VCC Building and Premises Committee and or President as outlined in the VCC Warden’s Agreement dated 1st October, 2017.
- As an employee of the VCC, workers compensation cover is provided whilst undertaking duties covered by the VCC Warden’s agreement dated
- Termination of this agreement is available to both parties on three months written notice in accordance with the VCC Warden’s Agreement dated

ACCEPTANCE OF AGREEMENT:

Name.....	Name.....
President VCC	Secretary VCC
Name.....	Date.....
Warden	

Section 10 **RESTORATION SHED**

VETERAN CAR CLUB OF WA (Inc) CLUB RESTORATION FACILITY

A Restoration Facility was built at the club rooms during the period 2016 to 2018 and officially opened on 13th October 2018. Development of the design and operational functions of this facility were managed by a small committee of club members.

The following “Statement of Purpose and Objectives” was approved by Executive Committee on 9th November 2017 and the detail is as follows:

Statement of Purpose:

The Restoration Facility is run by the club to provide its members with a common use workshop facility in which they can safely undertake minor vehicle restoration and maintenance projects on a self-help basis in a supportive technical and social environment.

Objectives:

The Restoration Facility exists to provide Club Members with:

1. A technical workshop in which short term, minor vehicle restoration and maintenance projects can be undertaken;
2. An environment in which basic technical skills can be acquired;
3. A safe operating environment;
4. A supportive social environment;
5. And deliver these objectives with a cost neutral outcome.

The Restoration Facility will be managed by an appropriately skilled team of volunteers to deliver these outcomes.

Range of Services:

It is envisaged that the facilities and services to support the following automotive disciplines will be provided within the workshop:

- Mechanical
- Woodworking
- Metal work
- Electrical
- Upholstery and trimming

Rules of Operation:

The above statement defines the broad operation of the facility, while the “Rules of Operation” set out below defines how the facility will physically operate.

Introduction:

The following set of rules has been established by the VCC to provide a safe, supportive and harmonious environment in which members can undertake their hobby of restoring VCC eligible motor vehicles. Continued access to the Shed by an individual is dependent on their adherence to these rules.

Safety:

- Safety is the number one priority –focus on both yours and the other person's.
- The Shed Supervisor has the final say in all decisions.
- Each member must undergo a Shed induction prior to using the Shed.
- You must know the location of the emergency evacuation muster point.
- You must sign the Attendance Register each day you attend the Shed.
- Suitable work shoes must be worn always. Open toed footwear is not allowed.
- No jewellery, ties, loose clothing, or other items that could become caught in machinery are to be worn. Long hair is to be tied back.
- Safety glasses or a face shield must be worn when using machinery with ear protection if noisy, and gloves and face masks when necessary.
- You must not operate any machinery until the Shed Supervisor or the Area Co-ordinator has deemed you proficient.
- You may not use the Metal or Wood Shops unless the Shed Supervisor or the Area Co-ordinator is present.
- You must know the location of the emergency stop buttons in the Metal and Wood Shops.
- Only one person may use a machine at a time.
- You must report any potential hazard to the Shed Supervisor or Area co-ordinator.
- Make yourself available to help others with heavy lifting unless you are physically unable.

Member Projects:

- Members wishing to undertake a project must seek permission from the Shed Supervisor or the relevant Area Co-ordinator.
- When working on personal projects, you are to supply your own material.
- Whenever practical you will take your project home at the end of each day.
- Overnight vehicle storage is only available by permission of the Shed Supervisor.
- You must remove waste materials from your project for off-site disposal. They are your responsibility.
- You must ensure that your work area is clean and clear at the end of the day.
- Tools are to be signed out of the Tool Store by the user and must be returned to the Tool Store and signed back in after use.
- You must not attend the Restoration Shed under the influence of alcohol or drugs that impair your safety.

Behaviour:

- Alcohol may not be consumed in the vicinity of the Shed unless during a VCC sanctioned event.
- The Shed is a non-smoking environment.
- You may only attend the Shed during official opening times.
- You must behave in a cordial, respectful and supportive manner to other members.
- You must refrain from Incivility, violence, intimidation or bullying.
- If a machine that you wish to use is currently being used by someone else, patiently wait your turn.

Risk Assumption and Adherence Agreement:

To become a member with access to the services of the Restoration Shed you will need to complete a "Restoration Shed Membership Card" which includes a statement from you agreeing to assume the risks associated with your work in the Shed and agreeing to adhere to the Shed Rules.

RESTORATION SHED MEMBERSHIP CARD

NAME: _____

ADDRESS: _____

_____ POSTCODE: _____

PHONE(S): Home: _____ Mobile: _____

EMAIL: _____

EMERGENCY CONTACT – NAME: _____ PHONE: _____

EMERGENCY HEALTH INFORMATION HELD?

YES	NO
-----	----

(Cross out which does not apply)

CLUB MEMBERSHIP FINANCIAL?

2018	2019	2020	2021	2022	2023
------	------	------	------	------	------

(Supervisor initial year if financial)

Date	Initials
------	----------

SHED INDUCTION COMPLETED?

TOOL COMPETENCIES: (Supervisor apply appropriate colour sticker and initial)

ASSUMPTION OF RISK AND DECLARATION OF ADHERENCE

I understand that my voluntary participation in activities associated with the Restoration Shed may expose me and my property, to risk of death, personal injury, loss or damage, which risks may or may not be foreseeable, and I hereby voluntarily assume all such risks as a condition of my application to participate. I agree not to take any action against the Veteran Car Club of WA Inc. in respect of any illness or injury I sustain during or in connection with my voluntary participation in activities associated with the Restoration Shed.

I have read the Restoration Shed Rules of the Veteran Car Club of WA Inc. I recognise these Rules exist both for my protection and that of others around me. I understand these Rules and I agree to adhere to them, and I agree to keep myself informed of any changes to the Rules from time to time. I certify that the personal details provided overleaf are accurate.

DATE _____

NAME _____

Section 11 Club Property

Items of Club Property should be classified as one of the following:

1. Keys
2. Equipment (Computers, furniture, sundry goods and chattels)
3. Asset (Library collection, Spare parts and Memorabilia)
4. Vehicle (Club vehicles and Museum Collection)

1. Keys

The keys to various sections of the VCC complex at Wattle Grove are registered and distributed by the Club Property Officer. Any new keys must be registered by the Property Officer prior to their issue. All keys are to be allocated by the Executive Committee.

A condition of key allocation is that it is returned to the Property Officer once the Executive Committee deems that the recipient no longer needs it.

A further condition of allocation is that no key is to leave the possession of the assigned member without the consent of the Executive Committee or the Property Officer.

Entry to the premises out of normal Club activity times is on the condition that, for security purposes, an attempt is made to contact the Warden prior to entering.

2. Club Equipment

An item of Club Equipment is defined as any piece of equipment donated to or, under authorisation of the Executive Committee, purchased by the VCC to carry out a specific purpose. Computers, barbecues, general furniture, hoists, tools etc. are items likely to fall into this category.

Should any item of Club equipment need to be borrowed by a financial member, the normal courtesy of informing the Club Property officer is mandatory. The borrower of the equipment shall be made responsible for the safe and timely return of the equipment and the Property Officer informed upon its return.

3. Club Assets

A Club Asset may be defined as any saleable item of property not defined as equipment in clause 2 above. Some collections and items of memorabilia owned outright by the Club might fall into this category. Library Books and Spare Parts also fall into this category but are to be treated in accordance with Sections 11 and 13 that specifically deal with these items.

Consumables are not itemised and not counted as Assets unless in unopened or unbroken quantities exceeding \$20 in value.

3.1 Acquisition of an Item of Equipment or Asset

A Club Member, Section or Branch may in writing to the Management Committee, propose that an item be purchased.

The Executive Committee will either approve or reject the proposal and notify the proposer. The Club Member will then obtain a cheque from, or make suitable arrangements with, the Treasurer and purchase the item.

The Club Member then advises a description and any model number, serial number, etc to the Property Officer.

3.2 Record of the Item of Equipment or Asset

The Treasurer records the purchase in the Club accounts.

The Property Officer records the details in the Club Property Register, assigns a property identification number and the location and/or custodian of the item.

3.3 Repairs to an Item of Equipment or Asset

A Club Member issues a written proposal for the repair of equipment to, wherever applicable, the Executive Committee, Section/Branch or Property Officer.

Upon Executive Committee approval the Treasurer arranges payment to effect repair work.

The Club Member nominated to have the repairs effected has the work carried out. Upon completion of the repair the Club member provides the Treasurer with a receipt and informs the Property Officer of the item's return.

3.4 Disposal of an Item of Equipment or Asset.

A Club Member, Section or Branch proposes to the Executive Committee in writing that an item of Equipment or Asset should be disposed of.

Should the decision be in the affirmative Executive shall set the disposal price, notify the Property Officer and authorise the proposer to dispose of the item.

The proposer places an advertisement in the Club's newsletter

The Executive Committee, Section or Branch receives offers and makes a decision. (Should no offers be forthcoming from Members, the item is to be advertised in the public media)

The Property Officer is to advise all unsuccessful bidders and arrange the item's transfer.

The Treasurer receives and records the purchaser's payment.

The Treasurer advises the Property Officer to record the disposal in the Club's Property Register.

4. Club Vehicles

Preamble

In June 1965 two vehicles were gifted to the Club by the late Joseph Henry Steddy. These vehicles are:

- a. A 1910 Fuller Buggy
- b. A 1925 Flint Tourer

Both vehicles are owned by the Club and are retained for safekeeping and for the enjoyment of Club members.

The donor's deed of gift expressed his desire that they be kept in a mobile condition and used at Club functions, not scrapped and/or stored out of the way. The deed also expressed his wish that custodians be appointed from time to time to ensure proper upkeep and care.

Under the spirit of this deed of gift, if at any time the Club fails to, or cannot maintain the operation of these vehicles, they should be placed in a Museum on permanent loan from the VCC. Should the VCC become defunct, these vehicles should be disposed of in accordance with the Constitution.

Custodianship

In August 1980, after some dissension within the Club regarding the care and maintenance of the vehicles, it was passed by Executive that "a vehicle under custodianship shall remain the property of the VCC and under the supervision of the relevant Section". i.e., The Fuller remains in the custodianship of the Veteran Section and the Flint remain in the custodianship of the Vintage Section.

Each Section shall maintain and operate its respective vehicle under the following conditions:

- a. The Section shall nominate to the Executive Committee a Principal Custodian.
- b. The Section shall ensure that the Custodian, and any other Member who drives the car, is competent to operate and maintain the vehicle.
- c. The Custodian shall have prime use of the vehicle, but must make the vehicle available to other Members for suitable Club events when not being used by the Custodian.
- d. The Custodian is to take good care of the vehicle, ensuring that it is regularly serviced, clean and roadworthy.
- e. The vehicle is to be garaged at all times when not in use.
- f. The costs of upkeep on the vehicle are to be shared as follows:
 - i. The Custodian is responsible for all consumables such as petrol, oil, etc.,
 - ii. The Club is responsible for all major mechanical, body upholstery repairs replacements
- g. Decisions relating to a vehicle under custodianship should be taken only after prior reference to the Custodian and the appropriate Section.

An Agreement shall be signed between the Principal Custodian, the Relevant Section and the Executive Committee outlining the conditions of the Custodianship. A form to this effect is located below.

5. Motor Museum Articles

Some of these motor cycles and motoring paraphernalia may be treated as Club Assets. Others that form part of an identifiable collection should remain so and, depending upon their tenure, should be treated similarly to those of the Steddy bequest.

Agreement between the VCC of WA (Inc) and the Custodian of a Club Vehicle

This Agreement is between the Executive Committee represented by the VCC Club President,

The Veteran* / Vintage* Section represented by the Chairman of the Section, and the Principal Custodian of the 1910 Fuller Buggy* / 1925 Flint *

I, the person named below as the Principal Custodian of the 1910 Fuller Buggy* / 1925 Flint Tourer*, agree to operate and maintain the vehicle in accordance with the following conditions:

1. I will take good care of the vehicle ensuring that it is regularly serviced and maintained in a clean and roadworthy condition.
2. The vehicle is to be garaged at all times when not in use
3. If at any time I am unavailable to take part in a Club event suitable for the vehicle, I will make the car available to any other Member endorsed by the Section as competent to drive and maintain the vehicle.
4. I will be responsible for consumables such as petrol, oil, etc. for the duration of my Custodianship, excepting for those consumed at events at which I do not attend.
5. The Club will be responsible for all major mechanical, body, tyres and upholstery repairs and replacements.
6. I will abide by the decisions of the Section to any matter in relation to the vehicle.
7. I understand that the Section reserves the right to withdraw my Custodianship at any time.

	Principal Custodian	Section Chairman	Club President
Name:
Signature:
Address:
Date:

* Delete as applicable

SECTION 12

Spare Parts Facility

Introduction

The Spare Parts Facility (SPF) encompasses the internals of the building colloquially known as the "Spare Parts Shed", the contents of the building including storage racks, shelving, the actual spare parts, VCC tools and equipment associated with the facility, the surrounding storage areas and the operation of the facility.

The SPF has been established primarily, but not exclusively, to store and make available rare and / or useful automotive parts to Members of the Veteran Car Club of W.A, (Inc) (VCC), and non-members under certain conditions, who are restoring or maintaining motor vehicles 25 years or older.

A secondary but no less important function is the role the SPF plays in bringing club members together during the week, to participate in tasks of mutual interest.

Management Structure

The SPF will be- operated by a Team of volunteers, who must be Club members. Members having a good mechanical knowledge and or a knowledge of parts in the era covered, are particularly welcome however all members are encouraged to volunteer.

The Team will be organised and coordinated by an SPF coordinator. The VCC Executive Committee will call for nominations for the position of SPF Manager and elect the preferred nominee at the first Executive Committee Meeting in August of each year.

The coordinator will be responsible for the successful operation of the SPF in accordance with these Policies and Procedures.

The coordinator is to call for volunteers from VCC members and select a Team. The names of the volunteers on the Team, together with details of any special qualifications they hold (ie Fork Lift Licence) are to be submitted to the Executive Committee for ratification. The number of members on the Team may vary, at the discretion of the coordinator.

From the Team of volunteers, the coordinator will select a deputy, whose name is to be submitted to the Executive Committee for ratification. The Deputy coordinator will act as coordinator in the absence of the coordinator. The names and contact details of the coordinator and the Deputy coordinator will be published in the Early Auto newsletter.

No payment for normal volunteer services rendered, will be made. However, should a member require financial assistance to achieve a specific task then prior arrangements need to be made and agreed upon, with the coordinator.

The coordinator must hold, at a minimum, bi-monthly meetings with the team of volunteers to discuss the operation of the SPF. The time and place of the meetings will be selected by the coordinator, bearing in mind the commitments of his Team members.

The coordinator is required to attend monthly Executive Committee Meetings, to table a prepared report on the SPF.

Safety, Health and Training

The SPF will be operated at all times to a safe environment. WorkSafe Western Australia practices will be adopted.

Team members must hold a current operator's Licence and are the only personnel allowed to operate the fork lift, crane or similar.

The SPF is to have sufficient fire extinguishers conveniently located and these are to be maintained in a serviceable condition.

The SPF is to have a substantial First Aid Kit which must be maintained in good condition.

There must always be two team members in attendance when items weighing greater than 50 kg are being moved and when 'naked flame' equipment is being used.

There must always be two team members in attendance when the Facility is being used.

All accidents, whether major or minor, are to be reported, in writing at the first instance, to the VCC Secretary.

The SPF is to be a "Non Smoking Environment" and sign-posted to this effect.

Team members should receive guidance in the use and operation of Club equipment and specific training in the use and operation of machinery as necessary to meet health and safety requirements.

Opening Hours

The SPF will be open for the sale and receipt of spare parts on Wednesday mornings; one hour prior to every VCC General Meeting, during Open Days, during the annual Country Branch Meetings and prior to Section Meetings, if an authorised Team member is in attendance. Other opening times may occur at the discretion of and by prior arrangement with, the coordinator.

Opening hours will be advertised regularly in the Early Auto newsletter.

During "opening hours", Team members in attendance, are to wear identifying name badges.

The coordinator has the right to authorise after hours access by VCC members, to suit the convenience of the operation. All VCC members visiting the SPF after hours must be accompanied by a Team member and the details of such after hours visits must be recorded by the Team member in the "after hours visitor book", specifically the Team member's name and Club member's name. Placement of parts, etc., is to be agreed with the coordinator or his delegate prior to delivery.

The Warden is empowered to allow people to deliver parts only, where prior arrangements have been made with the coordinator or his delegate.

Keys

The allocation of keys to the front gate for access to the SPF will be as per Section 12 of this Manual.

A key to the SPF will be issued to the coordinator. A further seven keys to the SPF will be issued to the Manager for distribution to Team members, at his discretion.

Keys must not be copied. Keys shall not be loaned to other persons, unless directed by the coordinator.

Maintenance

The coordinator is responsible for the ongoing maintenance of the SPF including VCC equipment, tools, storage racking, storage shelving, etc. and the maintenance of operations.

Although portions of the SPF building structure inclusive of roof, walls and floor is the joint responsibility of the VCC and Vintage Motor Cycle Club, the coordinator is to report any maintenance issue, to the VCC Secretary.

The coordinator is to seek endorsement from the Executive Committee for any extraordinary expenditure. Expenditure of a minor nature can be authorised by the VCC Treasurer.

Parts Acquisition

Parts, vehicles and equipment may be purchased, acquired by donation and or exchanged. Items acquired are to suit the needs of the VCC in respect of the era of the vehicles, the demand for the item and or the stock in hand.

The decision to purchase is to be made by the coordinator after discussion with appropriate Team members.

Sales

Parts may be sold to make a profit, however the main objective of the SPF is to assist VCC members in their restorations and maintenance of vehicles and as such, parts should be made available to VCC members, at fair and reasonable prices. Proceeds from the sale of parts or items made to Team members to order of VCC members or others may go back into purchasing other parts and items of SPF equipment.

Sale prices are to be set by the SPF Team using their own knowledge and expertise, relevant pricing catalogues and market demand. To assist customers, prices of items are to be displayed clearly where practical.

Parts may only be sold to VCCWA members or members of affiliated clubs or interstate Veteran or Classic car clubs.

Sales to commercial restorers and to business operators are to be restricted to situations where the restored vehicle for which the parts are required, is in the ownership of a VCC member. The SPF Team have the discretion to negotiate a fair price for any item taking into account these Policy and Procedures and the objectives of the VCC as a whole.

The coordinator has the discretion not to supply a part to any person where the coordinator believes the supply is not in accordance with VCC objectives.

Stock Control

Stock is to be regularly reviewed to ensure surplus and low demand items are culled to appropriate levels, to ensure storage space is available for 'new' incoming parts.

Surplus stock is to be offered to VCC members in the first instance through advertising in Early Auto, on the SPF Notice Board, or by word of mouth. Remaining surplus stock is then to be disposed of, either through advertising in appropriate newspaper publications and/or with other Clubs or disposed of via scrap metal dealers.

The loaning of SPF equipment and property should be kept to a minimum. However in cases where the coordinator grants approval, items are to be branded clearly with VCC identification and the loan recorded and signed for.

All donated equipment, parts and or tools are to be acknowledged by the VCC Secretary following advice from the SPF coordinator.

Marketing

A pro-active approach to marketing the SPF and its contents is to be adopted to ensure all metropolitan and country VCC members are aware of the items available for purchase.

The use of Early Auto for promoting the sale of parts and equipment, using graphics where possible, is encouraged.

Establishment of an inventory of items in stock would greatly assist in the marketing/awareness of items. Of necessity this inventory will be limited to one of a generalised nature.

Administration

The SPF is to have an Administration/Reception Centre (ARC) located adjacent to the personnel entrance to the SPF. The ARC provides a central point for sales activities and should be used to carry out administrative tasks, associated with the SPF.

The ARC is to have a Notice Board providing information on the SPF layout, sales procedures, safety and health issues and advertisements, etc.

All purchases and all sales associated with the SPF which are in excess of \$10.00, are to be recorded, detailing date of transaction, item description, sale or purchase price and person/agent involved together with the name of the Team member conducting the activity. The records of sales and purchases are to be audited annually as part of the general audit of the VCC finances.

.

SPF Development

The coordinator is to prepare and maintain, in consultation with SPF Team members, a long term SPF development plan. The coordinator is also responsible for the implementation of any long term development plans approved by the VCC Executive Committee.

Section 13

Events Coordinator, Events & Rally Rules

Introduction

The Events Coordinator should aid in the smooth running of Club events by being able to suggest possible dates of events so they are not in conflict with other events, advise coming events in the Club magazine '*Early Auto*', on the website, to members and Affiliated Clubs and maintain contact with other associations who would wish to use Club members and their vehicles for events.

Duties

1. To act as contact for all Club Branches/Sections/Affiliated Clubs/Members and outside associations, for events;
2. To act as Club's liaison officer over events dates;
3. Organise or delegate the arranging of displays, parades and requests for Club Vehicles at Charity Events and Fund Raising gathering, both for the Club and others if thought suitable;
4. To arrange through Branches/Sections and others, to have a yearly Calendar placed on the Club website in conjunction with the Club webmaster;
5. To send to the *Early Auto* Editor, a monthly update of events for the inside front cover;
6. To gather information on external events that may be of interest to members;
7. Prepare a monthly Events list and post on Club notice board;
8. Post or e-mail a monthly list to all Branches; and
9. Provide a report to the monthly General Meetings of coming events.

Members are encouraged to instigate or conduct events for others to enjoy and are free to consult the Events Coordinator as to the suitability of the concept. Once confirmed, they should request the Events Coordinator to include the event on the calendar.

Should it be a Tour, obtain a copy of the Club's documents on "How to Run a Tour" and "Tour Regulations" from either of the Library, the Events Coordinator or the Club's Secretary or seek assistance from others. Help can also be requested from the Executive Committee to be sure that publicity is given to any particular event via the Club's newsletter. On completion a report with photos if possible, should be compiled and submitted to the Editor for publication.

Policy on Major Events

The Club annually programmes a number of Major Events, including but not limited to, the Autumn, Winter, Spring, York and Mandurah Rallies. Volunteers, either individuals, groups, Sections or Branches are called upon to organise these events.

Procedure on Event Allocation

Event proposals and frequency are welcomed from all Members. Suggestions for events do not necessarily have to be organised by the nominator. The Executive Committee may invite an individual or internal body to conduct the event. Assistance can be requested from the Executive Committee or other Members. Major annual event allocations and results, are to be published with adequate notification in *Early Auto*

Organising a Club Rally

A Club rally can take on many forms. Before starting out it is a good idea to contemplate the type of event intended. The following is a simple planning process.

1. Plan the event.

Work out what type of rally is to be held.

- Will it be a competitive one or just a social run? Are those taking part used to being in a car rally and will they know the terminology used?
- Is it a half day, full day, weekend or longer event?
- Does it clash with school holidays, Mothers Day, Fathers Day, public holiday
- Is it just for club members or are affiliates able to participate? This is at the discretion of the rally organiser
- Who is it for - members, other car clubs, guests?
- What do you want to get out of the event?
- Are there sufficient resources to run the event - people, cash, time?
- What will you call the event?
- How much planning time is needed to get everything organised?
- How much will it cost to run - how much income can be generated to cover these costs?
- Plan where it will start - is there enough room for all the vehicles to assemble?
- Consider the vehicles which will be taking part - steep hills, etc
- Plan stops - are there the facilities at the stops you need? Toilets, shops, food outlets, accommodation, undercover area in case of rain, shade if it is hot, power points for the urn or whatever you need for your stop. Will the park be open on the day you want to attend?
- Consider the time behind the wheel - sometimes driving older vehicles can be tiring.
- Plan your route bearing the above in mind.
- Plan your finish point - is there plenty of room for everyone to gather at the end and have a chat or whatever?
- Consider whether you need any sort of approvals. Do you need to have a road closed, a parking area reserved, permission to park on the grass in a park and so on?
- A Risk Management Plan should be prepared for all events. (see example Page No.46).
- In short, make sure that your rally is practical.

Remember that every rally does not have to be bigger, better and grander or whatever, than the last one. You don't need special events for every rally - the whole idea of a rally for our Club is for the members to enjoy themselves and the vehicles they drive. Don't make the rally a hassle!

2. Prepare for the event

Once you have decided the above, get on with the arrangements.

- Make sure you have approval from the Executive committee or appropriate

committee of the Club. At the end of the day anything done in the name of the Club makes the Club liable.

- Remember that although the Club is an incorporated body, this does not cover any organiser from negligent acts. If something untoward happens and it is proven that you as the rally organiser have been negligent, then you personally can be held liable. If something untoward happens and you have taken all the correct steps and not been negligent, then the Club is liable. That's what we have public liability insurance for - but it won't cover you if you don't take the proper steps.
- Book the date and get it into the club calendar.
- Prepare your entry form and get it into Early Auto. Have spare copies available at club or section meetings.
- Work out your closing date for entries, taking into mind any preparation that have to be made with will be affected by the number of entries or the number of people on the run. Work out an entry fee taking into account what is needed to run the rally. Remember that rallies are not meant to be fundraising events from the rallyists - keep the fundraising to sponsorship. Rally fees should cover expenses incurred to run the rally only (or may be even less if you have a generous sponsor). This does not stop you running fund raising activities on the rally - ie lucky \$50 note, raffle, or whatever.
- Prepare your route. Drive over the route several times. Check out the road conditions, note any potential hazards such as:
 - stop signs which require a steep hill start etc.
 - Right hand turns into heavy traffic - is there an alternative with traffic lights.
 - Is there room on open roads for other road users to safely pass rally vehicles which may be travelling at slower speeds?
- Always check the route during the week before - just in case someone has dug the road up.
- If possible drive over the route in a vehicle, which is eligible to take part in the rally - often hills become a lot steeper when tackled in an older vehicle.
- Apply for any road closures, parking reservations or permission to enter parks etc. Remember that these sometimes take a while particularly if your application has to go to a committee and then onto a number of government departments. Road closure will certainly entail these procedures and may also incur a cost. Be prepared to put up any bonds that may be required - parking on a sports field may require a bond being lodged with the local council.
- Work with your sponsor if you have one. What requirements do they have? Do they want their name displayed in some form? Offer to take them on the run - get them a seat in a competitive vehicle. Do they want signage at the start/rally stops/finish? Do they want publicity - involvement of television or newspapers - before, during or after the event?
- Check out your morning tea and lunch or other stops.
 - Will the toilets be open when you get there?
 - Will the shop be able to cater for the influx of potential customers?

- Is there enough room for all the vehicles to park without causing traffic hazards?
- Check out your Check Points if applicable.
 - Can the vehicles pull off the road far enough to hand in their rally card (if you are using one) without causing a traffic hazard?
 - Can you fit more than one vehicle into the check point - rallyists have habit of banking up.
- Arrange the people you need to help run the event. People to issue rally sheets/packs etc, people to staff the checkpoint, someone to provide and drive the back-up trailer, people to help check the rally cards at the end or wherever, people to marshal vehicles at appropriate points if needed.
- Take into consideration where the public can or cannot go. Inevitably someone will be trying to take photos or wanting to stand just where you want the vehicles to enter or leave.

This is the most important part of running any rally. Effort put into the preparation stage will pay off on the event. Make sure you have covered all the details.

3. Run the Rally

Now that you have done all the hard work, it is time to run the event. Make sure that you have contingency plans in place in case something comes unstuck at the last minute. Sometimes you can plan for these things, other times you just have to grin and bear it.

4. Evaluation

Go back over the event afterwards and see how it ran. Compile any information from participants that will help you or someone else run the next rally.

Make a list of:

- What went wrong?
- What went right?
- Thoughts on what to do for next time.
- Did you and the entrants enjoy it?

The following gives some specific information relating to rallies for the Veteran Car Club of W.A. Inc. Remember that our rallies, because of the breadth of age of our club eligible vehicles, can be somewhat different from the work social club run.

5. Timing.

(This section only applies where a competitive run is being held).

Our timing procedures were laid down many years ago. They are based on set speed categories, nominated by the rally organiser and chosen by the entrant. Because of our affiliation with the national and international motoring movements, we technically run tours. The speed of entrants, in those sections of the run where timing takes place, is not to exceed 60 km/h. Generally rallies are conducted with speed limit choices of 40, 50 and 60km/h.

If you want vehicles of all ages to take part then make allowance for older vehicles. Veterans generally cannot maintain their nominated speed up or down steep hills.

Some vintage vehicles also have problems in this area.

Timing is worked on the minute early, nothing late basis. This means that if a vehicle is due into a checkpoint at, say 10:05 and arrives just after 10:04 but before 10:05, they are counted as being on time. No points lost. In other words 10:04:01 to 10:05:00 is on time. 10:05:01 is a minute late and 10:04:00 is a minute early.

This applies to all check points and it doesn't matter if it is a check point that requires a vehicle to stop or whether it is a rolling point where the time the entrant drives through is merely noted by the official.

Master sheet timing is best as it allows entrants to make up time.

Let's take a "for instance" at this stage where an entrant is due at the first checkpoint at 10:05 and the second checkpoint at 10:40. They arrived at the first checkpoint at 10:06:10 (in other words lost points for two minutes late). They can then make up time for the next stage by driving a bit faster and getting to the next checkpoint on time (for instance at 10:39:30 - and in this case lose no points for the second checkpoint as they arrived on time. The master sheet would have shown:

Entrant No	1 st Check Due	1 st Time arrived	Points Lost	2 nd Check Due	2 nd Time Arrived	Points Lost	Total points lost
1	10:05	10:07	2	10:40	10:40	-	2

As you can see the check point person has allowed for the minute early and written the actual time down as the next minute (10:39:30 became 10:40)

Naturally the more entrants and the more checkpoints the larger the piece of paper needed to record this (unless of course, you are using a spreadsheet in your lap top computer).

6. Entry Forms

Don't forget to include the date of the rally, the entry fee required, the closing date and an address for the return of entry forms.

A typical entry form would include:

- Name and date of rally.
- Entry fee (and who payable to) and return address for lodging of entries.
- Entry closing date
- Name and address of entrant including section belonged to if applicable. Some rallies may have special sections for drivers and for navigators. Ask for their names if this applies to your rally.
- Year, make and model of vehicle entered
- Speed category (give choices) and class (veteran, vintage, post vintage, commercial, military or any other categories which you consider applicable for your rally). Remember to add in the event of long rallies whether or not the entire event is under timed conditions or not.
- Any other requirements such as numbers for morning tea, meals, accommodation.

- Club indemnity – make sure you use the correct and latest form of indemnity.

7. Route Sheet

Make sure route sheets are double checked. The voice of experience will tell you that you cannot check your route sheet too thoroughly. Run over the route with the route sheet, preferably with someone driving the vehicle who has not been involved with setting the route. You will soon find the mistakes.

Use the club symbols or abbreviations for route sheets. Enquire of the Club Secretary or Events coordinator to get the current details. Remember that the aim of the rally is for everyone to enjoy themselves and not to get lost. Make sure you put in the occasional clue such as a street name. Always make sure that people know where the morning tea/lunch/finish points are, even if you have to give them the location in a sealed envelope.

Try and keep the passengers in the vehicle interested. Include kid's questions, navigator's questions, and things for people to collect. These items should be kept separate from the rally time requirements and not included in the calculation of points when working out the rally winner. They can be used for tiebreakers if necessary. Try and give separate acknowledgment to these ancillary requirements.

Normally check points are not marked on route sheets. Depending however on your rally, you may wish to show where they are. If you require people to stop at a checkpoint and get their route card signed then either tell them that no time has been allowed for stopping or that time has been allowed, (ie allow one minute for checkpoint stop). This should be noted at the start of the route sheet.

On occasion you may have the morning tea stop in between timed checkpoints. In these instances you should state something like "allow yourself 30 minutes for morning tea." Those people running late will take off again a little early or those running ahead of time will take a little longer over their cuppa.

If you require people to hand in their route sheet with answers to questions or the like, make sure you have a place for their name or rally number to be written as well as room for their answers.

8. Points System

These can be as varied as you like, as long as you tell people before hand what you are doing.

The normal system of allocating points is as follows:

- 1 point lost for every minute early or late - see section on timing
- 50 points lost for entering a check point from the wrong direction
- 50 points lost for stopping in sight of a checkpoint - the wheels must keep turning (and it is surprising just how slow a vehicle can go)
- 50 points lost for not stopping at a stop sign (and this means that the wheels

- must stop turning and the vehicle becoming stationary). This is a good one if you want to sort people out - particularly if you can have a rally official out of sight, but nearby!
- You may care to impose other penalties. Infringement of traffic laws may carry a disqualification.

Best to make sure that the committee approves of them before you get too carried away. Make sure that penalties apply to the rally. For example it is not appropriate that you apply a penalty for someone not wearing apparel appropriate to the age of their entered vehicle.

It is appropriate that you apply a penalty for someone not checking into the start on time - provided that you have advised them of the penalty before hand (either on the entry form or on the material sent out, if any, prior to the event).

9. Report

Organisers of Club rallies are responsible for the compilation of a report. This article which should to be submitted to the Editor Early Auto is to include the successful participants, the recipients of any trophies and a social comment.

10. Conclusion

Remember that the whole idea of the rally is enjoyment.

Some people will rally as though their life depends on it, and that is their right as they enjoy rallying that way. Other folk just want to go for a drive in their vehicle and enjoy the company of fellow enthusiasts. Try and cater for both groups of people. If you decide that your rally is only going to cater for one or the other, then say so and let everyone know that this is going to be a competitive rally with all sorts of challenges. Or that it is just a social run and the winners name will be drawn out of a hat. Either or neither is the correct one - it is really a case of personal preference. Just make sure those involved are told beforehand.

References:

Constitution - Veteran Car Club of W.A. (Inc)

How to: Plan and present a well run program - Ministry of Sport & Recreation - undated

How to: Obtain an event permit for your activity - Ministry of Sport & Recreation – undated

How to Run a Car Rally - Geoff Moor

Risk Management plan

For the
(Event / Rally)

Event organiser

Section / Branch

Veteran Car Club of WA

To be held at the (venue)

Date -----

Time-----

Contact numbers see page

This Plan is based upon AS/NZS 4360
Originally compiled by Graham McDonald
For the Vintage Section
Veteran Car Club of WA (Inc)

INDEX

1. Introduction
2. The Risk Management Process
3. Event: -Venue/Outline/Timelines
4. Event: - General Premise/Conditions ,etc

5. Attachments

- 1 Event trek notes
- 2 Event site map
- 3 Likelihood/consequences of risks and risk analysis matrix.
- 4 Risk register.
- 5 Risk action Plans.
- 6 Evacuation Plan.

1. INTRODUCTION

The following risk management arrangements for the Event / Rally have been developed by:

- . The event organiser
- . (Anyone else involved – i.e. VCC committee)

Objective of risk management for this event / rally

This Risk Management Plan (RMP) has been developed to identify key elements of organised event / rally, the risks associated with the event and the strategies used to manage those risks.

This RMP considers event history, including previous occurrences, and risk management responsibility to stakeholders.

Context of risk management for this event

This RMP aims to manage risks related to environmental (built and natural); behavioural (people, animals, etc); equipment and systems (e.g. electricity); and basic need (e.g. food) related risks from natural and man-made linked only to this event. The risks considered herein relate to the event location and activities only and not other events, etc.

2. THE RISK MANAGEMENT PROCEESS

Risk management is an iterative process consisting of well-defined steps which, taken in sequence, support better decision-making by contributing a greater insight into risks and their impacts.

The risk management process can be applied to any situation where an undesired or unexpected outcome could be significant or where opportunities are identified.

The Veteran Car Club of WA views Risk Management as being about identifying opportunities as much as avoiding or mitigating losses.

Risk Management is a logical and systematic method of identifying, analysing and treating risks associated with any activity, function or process that will enable organisations to maximise opportunities and minimise losses.

The main elements of the risk management process involve the following:

- . Identify risks - identify what, why and how things can arise as the basis for further analysis.
- . Analyse risks - determine the existing controls and analyse risks in terms of consequence and likelihood in the context of those controls.
- . Evaluate risks- compare estimate levels of risk against the pre-established criteria.
- . Treat risks – remove, transfer and / or accept and monitor low risks.
- . Monitor and review- monitor and review the performance of the risk management system and changes which might affect it.
- . Communicate and consult-communicate and consult with internal stakeholders as appropriate.

The section hereunder only goes in if you have done this:

A qualitative analysis matrix developed by Standards Australia 4360 (1999) is the general basis used throughout this particular risk management process and the matrix, risk register and risk action plans relevant to the event are attachments to this document.

3. EVENT: VENUE/ GENERAL OUTLINE/TIMELINES

3.1 The event / rally (enter name -----

Is an event conducted by the Veteran Car Club of WA and is scheduled to

be held on? (Date)-----

Time

ENTRANTS ARRIVE AT START: -----

FIRST VEHICLE AWAY: -----

LAST VEHICLE AWAY: -----

MORNING TEA STOP -----

LUNCH STOP -----

4. GENERAL PREMISE / CONDITIONS, etc

4.1 Advertising

These arrangements do not take into account full details of advertising for the event.

Persons requiring those details can obtain same from the Event Coordinator.

4.2 Participants

Based upon the previous events, in good weather the event has attracted ----- vehicles

and ----- participants.

The starting point can accommodate the required number of vehicles and the stopping points for morning tea and lunch have suitable parking areas, on route check points will be at suitable locations as not to cause any hindrance to traffic or public.

4.3 Participants demographics

The entrants are required to be members of the Veteran Car Club of WA or of an affiliated Club and must fill out and sign the Veteran Car Club indemnity form.

4.4 Alcohol consumption at the event and venue

Attendees participating in the consumption of alcohol will be asked to be aware of the limits of alcohol consumption in relation to driving of a motor vehicle.

4.5 Infrastructure / equipment

No equipment is required for the conduct of this event

4.6 Briefings

Planning briefings / other communications have occurred between:

Event coordinator -----
Event assistance -----
Back-up vehicle driver -----

Club President / Chairman

A final briefing occurred on

-----at-----

That briefing will be facilitated by the coordinator of the event-----
and involve all persons with coordination roles during the event.

4.7 Car Parking

4.7.1 Participants

Adequate car parking for vehicles is available at car parks at various stopping points.

4.7.2 Check Points

Check points will be located at sites where a minimum of five vehicles at any one time can pull off the carriageway and stop without interfering with other traffic.

4.8 Communications

Event Officials in attendance, who may possibly need to be contacted, will have the following mobile telephones:

Event Coordinator -----

Event assistance -----

4.9 Crowd Control / safety

See points:

- 4.10 - Emergency procedures
- 4.11 - Emergency services
- 4.12 - Emergency services access
- 4.13 - Event cancellation
- 4.14 - Event control
- 4.17 - First aid

- 4.19 - Incident report procedures
- 4.24 - Security
- 4.26 - Stop event policy and procedures

4.10 Emergency procedures

Emergency procedures will be directed initially by the event Coordinators of the circumstances and what actions they should take.

In the event that an emergency situation escalates and require control by other bodies, e.g. Police, Fire and Emergency Services, St John Ambulance, etc
The Event coordinator will follow instructions given by those authorities / persons.

Please also note / refer to points:

Emergency services

Emergency service access

Event cancellation

Event control

- 4.17 First aid
- 4.19 Incident report procedures
- 4.24 Security
- 4.25 Stop event policy and procedures

4.11 Emergency services

Have Police and emergency services were necessary been notified

4.12 Emergency services access

Unrestricted access to the start and en route will be dependent on location.

4.13 Event Cancellation

Prior to the event, cancellation will be at the discretion of the Event Coordinator.

During the event any cancellation / stop decision will rest with the Event Coordinator except in circumstances whereby cancellation is required to be exercised by other bodies, e.g. Fire and Emergency Services St John Ambulance, etc. In such situations the event coordinator will follow any 'stop event' instructions given by those authorities / persons (see also Stop event policy / procedures at 4.26 of this document).

4.14 Event control

Event operational control is vested with the Event Coordinator.

4.15 Event planning

The event planning has been conducted by the Event Coordinator in conjunction with the Veteran Car Club of WA management committee

4.16 Fire Extinguishers (portable)

A portable fire extinguisher is required under the requirements of the Veteran Car Club rules to be carried in each concessionally licensed vehicle.

4.17 First Aid

4.18 Food Vendors

Should a food vendor be required for the event the vendors will be required to provide their own public liability insurance (min \$10million)

4.19 Incident report procedures

Incidents will be diarized by the event Coordinator, and the diary containing the sequence of events, timings, actions/ taken, outcomes, etc will be collated and reported to the management committee following the event.

4.20 Pets / animals

It is recommended to participants that pets/animals do not be taken on the event.

4.21 Police involvement

4.22 Public Liability cover

The Veteran Car Club of WA holds Public liability insurance cover to a limit of indemnity of \$10million. The expiry date of this policy is-----
All entertainment and mobile vendors also have a minimum of \$10 million public Liability insurance cover and the Club will receive their certificate of currency.

4.23 Public transport

Not applicable for this event.

4.24 Security

Any security arrangements made should be included here.

4.24 Staff (volunteers)

The Veteran Car Club of WA will be providing volunteers to assist with managing this event

If volunteers from an outside organisation are involved then any briefing should include them.

4.26 Stop event police and procedures

General decisions to stop the event for safety/security or other reasons rest with the Event Coordinator.

In emergency situations requiring control to be exercised by other bodies e.g. Police Fire and St John Ambulance, the event Coordinator will follow any stop event instructions given by those authorities.

4.27 Weather

Weather forecasts for the event location will be monitored by the event coordinator leading up to the event date and start time. Provisions should be made in the event risk register/risk action plans for the monitoring of on-site weather and the cancellation of the event due to severe weather conditions.

4.28 Contacts

Event coordinator on the day -----

Emergency Services -----

Local Police -----

Others -----

Table 3: Risk analysis Matrix

Level of Risk

		Consequence				
		1	2	3	4	5
Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	A	Almost Certain	High	High	Extreme	Extreme
	B	Likely	Medium	High	High	Extreme
	C	Possible	Low	Medium	High	Extreme
	D	Unlikely	Low	Low	Medium	High
	E	Rare	Low	Low	Low	High

Appendix 4

Compiled byDate.....
Reviewed by..... Date.....

Risk Register

Function/Action.....

Category	Risk - What and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk

Appendix 5

Risk Action Plan Table

Risk Action Plan	
Item	
Risk	
Location / Function	
Summary (Recommended Response and Impact)	
(1) Proposed Actions	
(2) Resource Requirements	
(3) Responsibilities	
(4) Timing	
(5) Reporting / Monitoring	

Table 4: Risk Register

Compiled by:.....

Date:.....

Reviewed by:..... Date:.....

Function/Activity:

Category	Risk What and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority
Health/ Injury/ Disease (EXAMPLE ONLY)	Marquee Collapse	<ul style="list-style-type: none"> Event Evacuation (Economic Loss) Local Paper Coverage (Loss of Reputation) Legal action instigated (Financial loss) Injury to staff or patron (Economic loss) 	Unlikely	<ul style="list-style-type: none"> Employed a hire company to install Marquee. Obtained structural certification from Installation Company. 	3	D	Medium	1
		EXAMPLE						

7.0 Risk Action Plan EXAMPLE

For those risks that are High, Extreme or deemed to be unacceptable, they need to be evaluated and specific action plans need to be developed to manage the risk appropriately.

Table: Risk Action Plan Table

(Example of Risk Action Plan relating to “Marquee Collapse”)

RISK ACTION PLAN	
Item	1
Risk	Marquee Collapse
Summary (RECOMMENDED RESPONSE AND IMPACT)	
<p>To ensure that the Marquee Installer completes an inspection checklist, submits it to the event organiser and to develop a procedure to have the marquee dismantled in the event of unacceptable wind speed, to ensure that the risk of collapse is acceptable.</p>	
1) Proposed Actions	<ul style="list-style-type: none"> • Contact Marquee company and advise that they will need to complete it and submit it to the event organiser once the marquee is erected. • Develop a procedure for dismantling of the Marquee in response to unacceptable wind speed.
2) Resource Requirements	<ul style="list-style-type: none"> • Time of Event Organiser • Assess to computer • Phone
3) Responsibilities	<p>Responsibility of Event Organiser to contact Marquee Company, collect completed checklist from Installer, and to develop dismantling procedure. Marquee company to be contacted with regard to level of wind speed that is unacceptable.</p>
4) Timing	<ul style="list-style-type: none"> • Procedure to be completed prior to event. • Marquee company to be notified of checklist requirement one month prior to the event.
5) Reporting/Monitoring	<ul style="list-style-type: none"> • Event Organizer to remind Marquee Company of checklist requirement within seven days of the event. • Completed checklist to be obtained from Installer immediately after erection of Marquee.

Section 14 Trophies and Awards

Introduction

The Veteran Car Club of WA (Inc) has a number of Trophies and Awards that are bestowed on or earned by Members throughout the year.

The majority of the Trophies are won through the various events organised by the Club, its Sections and Branches. These are either housed at the VCC of WA (Inc) clubrooms, Branches clubrooms or retained by the recipient, for the duration of the year.

Trophies and Awards may also be presented to those members who are deemed to have contributed significantly to the Club over the year. These are determined by the Executive Committee, Sections and Branches.

The main trophies and awards are:

Event	Organised by	May Be Determined By
Autumn Rally	Vintage Section	Points through a timed section/s
Winter Rally	Post Vintage Section	Points through a timed section/s
Spring Rally	Military Section/Mustang	A variety of means
York Rally	Member of the Club	Points through a timed section/s
Albany Rally	Great Southern Branch	Points through a timed section/s
Collie Capers	Collie Branch	Points through a timed section/
Busselton Rally	Busselton Branch	Points through a timed section/s
Wagin Rally	Wagin Branch	Points through a timed section/s
Rally West	Appointed Committee	Points through a timed section/s
Trophy	Awarded By	Determined by
Clubman of the Year	Executive Committee	Executive Committee selects a member who has contributed to the benefit of the Club over the past year
President's Award	The President	The President selects a member who has been a significant contributor to the Club over the last year.
Vehicle/s of the Year		Appropriate Sections or Branches

Car of the Year Nominations

Nominators

All Club Scrutineers are requested to nominate suitable vehicles to the **Executive** Committee by 30th May each year. This includes all Sections and Branches.

Vehicle Eligibility

Club members' vehicles that have been subject to a restoration or major refurbishment and are newly registered in the year from June to May.

Section 15

Council of Motoring Clubs of WA Inc.

The Veteran Car Club of WA Inc. is an affiliated member of the Council of Motoring Clubs of WA Inc. (CMC), which is the statewide motoring body that liaises with such entities as the Department of Planning and Infrastructure, in regard to matters concerning the Club Concessional Licence system.

The Council also negotiates on behalf of all member clubs to obtain the best rates and conditions for Public Liability Insurance

Two annual events, the Classic Car Show and the Maurice Brockwell Memorial Run, are organised by the CMC with assistance from member clubs.

Club Delegates

The VCC Executive Committee may appoint up to two (2) delegates who have voting rights at the Council of Motoring Clubs of WA Inc. (CMC) meetings.

Responsibilities;

- Attend CMC general meetings at times as advised by meeting minutes posted to Delegates and the VCC Secretary.
- Advise VCC Executive should major CMC matters arise that require a vote and seek direction from VCC Executive committee.
- Ensure that relevant matters are followed to completion.
- Provide updated CMC calendar to VCC Events Coordinator and Early Auto editor.

Section 16

Appointment of Club Officers

The VCC Executive Committee may appoint members from the Club to various positions to assist the Executive Committee Members who accept these appointments must be capable and be prepared to perform the duties and accept the responsibilities of the appointment.

Positions

- Early Auto editor
- Website and Database Administrator
- Vehicle Scrutineers
- Librarian
- Club Host
- Council of Motoring Clubs delegates
- Advertising manager
- Property registrar

Section 17 Duty Statements

President

Introduction

The President is responsible to Club members as the premier Club officer and the spokesman where required.

Duties

1. Presides as Chairman over all Executive Committee and General Meetings.
2. Oversees the general running of the Club.
3. Delegates/requests assistance as and when required.
4. Represents the Club on formal occasions such as meetings with Government Authorities, media presentations or other official bodies.
5. Acts as the initial point of contact with similar associations in other States to establish rapport and agree on joint principles of operation. For example, joint sharing of information, joint submissions to national authorities where appropriate, collaboration on promotional activities or purchasing arrangements.
6. Plans and develops the programme of activities of the Club. In accordance with the Constitution and with reference to this Manual, The President will ensure that the entire committee performs their duties as required and on time.
7. Is a signatory to Club bank accounts.

Secretary

Introduction

The Secretary is the focus through which all the business enters and leaves the Club except as delegated by the Committee. To operate effectively, the Secretary must be aware of the duties and tasks assigned to all other Committee Members.

Duties

1. Maintain knowledge of the Constitution and the Policy and Procedures Manual.
2. Handle all correspondence.
3. Prepare Agendas for and Minutes of, Committee, Country Branch, General and Annual General Meetings.
4. Ensure that Club notices (such as forthcoming elections, AGM's etc) are presented to the Editor for inclusion in Early Auto.
5. Provide the Editor with a copy of General Meeting Minutes by the beginning of each month for inclusion in the Early Auto as well as other material such as advertisements or articles of general interest.
6. Maintain a close working relationship with other Management Members, especially the Treasurer and Membership Registrar.
7. Maintain close contacts with the Section and Branch Secretaries and generally strive to keep harmony within the Club.
8. Act as custodian of Club Seal and Club stationery.
9. Act as a signatory to Club accounts.
10. Arrange regular and timely clearance of the Club mail box.

Correspondence Procedures

1. All correspondence into and out of the Club is to be made through the Secretary, or as decided by the Committee on specific items. The Secretary is to respond to or initiate correspondence on behalf of the Committee and/or Club.
2. All correspondence into and out of the Club shall be recorded and/or filed such that at any meeting the Secretary shall be able to report on the receipt, despatch or status of correspondence. A copy of all outgoing correspondence is to be retained on file. Items of an advertising nature need not be retained. The summary of the correspondence in and out since the previous Committee Meeting is to be made available to Committee members at Committee Meetings by the Secretary.
3. Generally the Secretary shall decide what incoming correspondence should be passed to other members of the Committee for consideration and what action is to be taken. Given that some correspondence may have critical timing significance or involve the receipt of funds or payment of accounts, it shall be passed as swiftly as possible to the other members of the Committee as required and a note made of who might then be holding it and as to when a reply or other action is due.
4. The Secretary shall act on behalf of the Club and use the Club letterhead for all formal correspondence and shall sign as the Secretary, or on behalf of the Committee, if the Committee has duly authorised the correspondence. The Secretary may sign other correspondence on behalf of other officers of the Club or other members of the Committee if so authorised.

Vice President

Introduction

The Vice-President of the Club should be considered to be the relief President. The Vice-President should be completely familiar with the operation of the Club.

Duties

1. As required, relieve the President in all aspects of the Club including the chairing of meetings and representing the Club on formal occasions.
2. Arrange the venues of all General Meetings including the Annual General Meeting.
3. Arrange for guest speakers or activities for the General Meeting.

Treasurer

Introduction

The VCC of WA Constitution requires the Treasurer to produce a financial report for the AGM, at the end of the financial year and in addition, the Treasurer is required to provide a monthly financial statement for the Executive Committee and General Meetings. The Treasurer also needs to furnish whatever figures are required to produce and update the Club's annual budget.

Duties

1. Ensure that any amounts payable to the Club are collected and issuing receipts for those amounts in the Club's name;
2. Ensure that any amounts paid to the Club are credited to the appropriate account of the Club, as directed by the Executive Committee;
3. Ensure that any payments to be made by the Club that have been authorised by the Executive Committee or at a general meeting are made on time;
4. Ensure that the Club complies with the relevant requirements of Part 5 of the Act;
5. ensuring the safe custody of the Club's financial records, financial statements and financial reports, as applicable to the Club;
6. coordinate the preparation of the Club's financial statements before their submission to the Club's annual general meeting;
7. providing any assistance required by an auditor or reviewer conducting an audit or review of the Club's financial statements or financial report under Part 5 Division 5 of the Act;
8. Carry out any other duty given to the treasurer under these rules or by the Executive Committee.

Financial Procedures

The Club operates its financial accounts on a modified cash book basis with known contingent liabilities identified. The procedures and records may be maintained using a computer software package.

Records to Be Maintained

1. Cash receipt book, supporting vouchers and summary of deposits to the bank account.
2. Banking Pay-In book.
3. Summary of monthly receipts.
4. Cash payment book, payment voucher file and cheque books.
5. Bank statements for all the Club's accounts.
6. Monthly bank reconciliations for all accounts.
7. Cheque signatory register.
8. Fixed assets register
9. Taxation returns.
10. PAYG/BAS Returns where applicable

Currently (2018) the Club operates the following bank accounts:-

General Account – Veteran Car Club of WA (Inc)

Term Deposit Account – Property Depreciation Account.

Treasurer's Specific Tasks

1. Ensure that an operating and cash flow budget is prepared annually for the financial year - 1 June to 31 May.
2. Review the accounting system, policies and procedures from time to time, to ensure that they meet the needs of the Committee/Club and recommend changes where appropriate.
3. Accept monies due to the Club, prepare banking documentation and bank monies promptly.
4. Maintain a record of all bankings. Summarise details in a systematic order.
5. Maintain a cash receipts book.

6. Pay accounts owing by the Club within seven days of receipt. Ensure that the nature of the payment is relevant to the activities of the Club and that all supporting documentation is present and approved by the person responsible for the activity.
7. Ensure that all payment vouchers are filed systematically in cheque number order.
8. Enter all cheques/payments in a cash payment book and summarise all transactions monthly.
9. Prepare monthly bank reconciliations for all active bank accounts.
10. Prepare a monthly Treasurer's report including a summary of receipts and payments, cash position, estimate of unpaid commitments and net funds position for use by the Committee.
11. Provide the Committee with a list of all payments made in the previous month, showing cheque number, payee amount and nature of the payment. The Committee must formally approve these payments.
12. Provide the Committee, every three months, with a report of all items of income and expenditure (actuals versus budget) and an analysis of variances and recommendations to correct unfavourable variances.
13. Recommend annually to the Committee a membership fee structure.
14. Liaise with the Editor in setting advertising rates for commercial advertising in the club newsletter.
15. Recommend pricing policy for sale of Club merchandise.
16. Act as Treasurer of special events, eg. Motoring Shows, when organised by the Club.
17. Prepare annual accounts of the Club and present a report to members at the Annual General Meeting in accordance with the Constitution.
18. Recommend the appointment of the Auditor to the Committee. With the Committee's approval, the Treasurer will recommend the Auditor's appointment at the AGM. The Auditor must not be a member of the Association.
19. Ensure that appropriate insurance policies for the Club have been effected each year.
20. Conduct, with the Vice President, a physical stocktake of all merchandise on hand at 31 May each year, and other times if required. All stock is to be valued at the lower of cost or net realisable value for inclusion in the Balance Sheet.

Authorities

1. To sign cheques and other banking instruments and authorisations in accordance with the requirements of Section 17(e) of the VCC constitution adopted July 2017.
2. All cheques or withdrawals must be formally approved by the Committee at the first available meeting after preparation of the cheque or withdrawals.
3. Monthly Treasurer's reports must be approved at the next General Meeting of members.

Vehicle Registrar

Introduction

The VCC of WA (Inc) is an authorised Club under the Western Australian Concessional Licensing scheme. The terms and conditions applying to the Club are contained in the Council of Motoring Clubs of WA (Inc) Code 404 booklet.

The Vehicle Registrar is a member of the Executive Committee.

Duties

The Vehicle Registrar is appointed by the Committee to administer the Concessional Licensing Scheme in accordance with WA Government policy. The Vehicle Registrar must be fully conversant with the scope and detail of the scheme and have the ability to interpret the requirements on behalf of the Club and advise members accordingly.

Specific duties are to:

1. Accept responsibility for the preparation and maintenance of a register of concessionally licensed vehicles.
2. Notify the Department of Planning and Infrastructure or other government department as required of any changes of status relating to Club owners of concessionally licensed vehicles.
3. Attend the Council of Motoring Clubs when issues relating to the Concessional Licence scheme are to be debated.
4. Keep the Executive Committee informed of any changes to the concessional licence arrangements.
5. Supply "Historic" or similar designation plates.
6. Be responsible for periodical production of a current and accurate Vehicle Register either personally or by delegating this authority.

Property Manager

Introduction

In accordance with the Constitution, the Executive Committee has appointed a Property Officer to record all Club Property, assign a valuation and conduct routine stocktakes to ensure proper use of these stores.

Duties

1. Prepare an asset register accounting for all fixed assets and Club property.
2. Value the net insurable property at the conclusion of the insurance year and furnish the total value to the Treasurer and the Insurance representative on the Committee for their action.
3. Assume responsibility for all Club Property.
4. Where necessary, create and embed procedures for the loan of Club property.

Librarian

Introduction

In accordance with the Constitution, the Committee has created the position of Librarian. The Librarian is responsible for:

Duties

1. the efficient management of the Club Library, including the devising of a workable loans policy for country members.
2. encouraging members to provide assistance in the Library operations.
3. the maintenance of an accurate record of books loaned and the follow up process required with overdue books.
4. cataloguing new acquisitions.
5. recommending the purchase of new books to Executive Committee.
6. the selection and training of Section/Branch Library assistants.

Membership Registrar

Duties

The Membership Registrar is to:

1. Maintain an up-to-date database of Club Members and furnish copies to authorised members of the Executive Committee. Send copies of Branch Membership lists to the respective Branches every couple of months.
2. Receive subscription moneys and pass a detailed account to the Treasurer.
3. Prepare mailing list and arrange for the printing of labels for Early Auto.
4. Mail out the annual subscription renewals and send receipts for the amounts tendered.
5. Advise Secretary and Vehicle Registrar of membership changes.
6. Advise the Treasurer of refunds due to the Country Branches and mail the cheques to the Branches concerned.
7. Contact the Club Hosts with details of all new Metro Members each month.
8. Act as the focal point of all Membership matters and queries from all sources.
9. Ensure that the latest list of Membership applications is presented to the Executive Committee each month.
10. Maintain files containing returned renewal forms, for record purposes.
11. Notify the Treasurer of any over payment of subscriptions, obtain a rebate cheque from him and forward this to the Member concerned.
12. Mail a copy of the President's welcoming letter along with their receipt to new Metro members. Mail new Country Members the receipt only.
13. Monitor overdue membership and issue notices of overdue subscriptions.

Spare Parts Coordinator

Duties

1. Organise and manage the Spare Parts Building, in accordance with Chapter 13 of this Manual.
2. Responsible for purchase of, and receipt of spares.
3. Organise spare parts officers and staff.
4. Arrange busy bees to store spares as required.
5. Arrange collection of spare parts as notified.

Events Coordinator

Duties

1. Act as the Club's liaison officer with Sections/Branches/Affiliated Clubs over events and dates.
2. Organise or delegate the arranging of displays, parades and requests for Club vehicles at Charity Events and Fund Raising gathering, both for the Club and others if thought suitable.
3. Manage and update the VCC Events Calendar.

Club Host

Duties

1. After each Executive Meeting, collect from the Secretary a list of all Approved New Metro Members, their names, addresses, phone numbers and vehicles.
2. Contact all these approved New Members before the next General Meeting and invite them to the Meeting.
3. Sort out a list of existing regular attending Members who have similar vehicles and/or interests with a view to introducing the New Members at the Meeting.
4. Prior to the Meeting, stay near the entry door to welcome anyone who appears new and lost. Make their first impressions of the Club, one of being wanted.
5. At the appropriate time during the General Meeting, introduce the New Members to the President and Members.
6. Keep in contact with the new members until they are absorbed comfortably into the Club.

Website and Data Base Administrator

Introduction

The VCC has a website for the public to access information and activities of the club.

In addition it holds a private database of members and their vehicles. Both Website and Database need to be managed and maintained.

Duties

1. Assume responsibility for the VCC Website and Database.
2. Change and update the VCC Website and Database as required or directed by Executive Committee.
3. Change and update the VCC Calendar of events as required or directed by the Executive Committee or by the Events Coordinator.

Section 18 Club Library

Introduction

The Club will maintain a library of material related to Veteran, Vintage and other forms of classic motoring. The material may consist of printed, electronic and other forms of media as may be available from time to time.

The library will be located at the Club premises in Wattle Grove and available to all members. Branches and Sections may also maintain a library at other premises that the Club may hold in other locations.

A Librarian will be appointed by the Executive Committee to take on the duties of librarian/curator for the purposes organising and management of the library and does not have voting rights on the VCC Executive Committee in keeping with the Club constitution.

Duties:

1. Maintain a system to catalogue library contents.
2. Organise and maintain records for the purpose of lending books from the library to club members.
3. Assist country branches in borrowing books and advising what is available.
4. Make recommendations to Executive Committee on improvements for the workings of the library and purchases and discards.

Section 19

Club Newsletter

Introduction

Early Auto is the Club newsletter and is sent to members on a monthly basis. It is the lifeline of the Club, hence it needs to be informative, readable and of a quality to enhance the image of the Club and demonstrate the competence of the Committee.

Although the newsletter is the official organ of the Veteran Car Club of WA (Inc), it does not necessarily express the consensus view of the Committee and all members. The Editor operates under broad guidelines established by the Committee with respect to style and content.

The Editor is an appointment of the Executive Committee and does not have voting rights on the VCC Executive Committee in keeping with the Club constitution.

Duties of the Editor

1. Arrange overall editorial and news content of *Early Auto*.
2. Source and solicit articles from members, other clubs, Committee members and elsewhere.
3. Provide for the inclusion of an Events Calendar
4. Edit articles as required or considered desirable.
5. Ensure the newsletter is mailed to members in order that it is received prior to the monthly general meeting of the Club.
6. Assist the Committee and other projects requiring published material.
7. Undertake or arrange type-setting
8. Arrange printing of the newsletter
9. Arrange collation - either by printer or others.
10. Liaise with the Membership Registrar for distribution labels.
11. Be aware of postage regulations.
12. Arrange postage registration.
13. Arrange packing and mailing.
14. Solicit advertising.
15. In association with the Treasurer / Secretary arrange for invoices to be sent to advertisers.
16. Monitor costs and production quantities and keep within set budgets.
17. In conjunction with the webmaster arrange for an electronic copy of the newsletter to be placed on the Club website.

Personal Skills Required

1. A good grasp of the English language with good written and oral expression.
2. A basic knowledge of publishing.
3. A basic operating knowledge of Computer word processing.
4. Experience in producing a community organisation newsletter.
5. An awareness of Copyright laws and regulations as they affect community organisation newsletters.

6. Awareness of Club operations, policies and procedures

Newsletter Production Procedures

Contents

The following items are to be included in all issues of *Early Auto*:

- Committee and office bearer details with at least name and contact telephone numbers with the consent of the person
- The time and location of the General Meetings.
- Official Club postal address and contact details.
- Reports from the President and from sections and branches.
- Minutes of the previous General Meeting and AGM from the Secretary.
- Disclaimers stating that the contents are not necessarily reflecting the views of the Club and that the Club does not necessarily endorse the advertisers and products.

Other items as available including:

- Reports from Club members of general interest.
- Notices of events and/or entry forms as appropriate
- Reprints of period advertisements and other articles.
- Technical articles.
- Photographs and reports of recent events.
- Letters to the Editor.
- Commercial Advertisements.

Style and Layout

A consistent style throughout the newsletter is desirable to ensure consistency in appearance and also to enable maximum use of all space. To achieve this consistency the typeface (font and size), page size (usable area) and format (right/left justification, paragraph indents, and proportional spacing) shall be developed by the Editor.

Contributors to be encouraged to provide copy fully typed either in hard copy or in electronic format. If however word processing facilities are not available then the Editor will arrange retyping a handwritten version or hard copy version. It is recognised that retyping of these is necessary but takes time and may introduce errors.

Contributors are to be encouraged to provide material that is appropriate to a motoring club. Although other content may be included it should be as space-fillers and not be the prime content of the newsletter.

It is noted that the newsletter grows in 4 page increments and hence it is necessary to ensure that the total page limits for postage are not exceeded and therefore material, where appropriate, may be held over to the next issue to keep the costs down.

It is noted that the newsletter is primarily for Club members and that advertisement of a "for sale" nature will be accepted from both members and non-members as the

acquisition of vehicles or parts is of benefit to Club members. Advertisements of a “wanted” nature will only be accepted from Club members and persons wishing to advertise for vehicles, parts etc must become members of the Club in the normal manner before such advertisements are accepted.

Stages in Production

- Information from members, sections and branches to reach the Editor by the 1st of each month
- Articles and reports collated and typed
- Photograph preparation
- Late material of an urgent nature from Executive Committee including new members
- Printing
- Collation
- Newsletter Postage
- Prepare an electronic version for the club website
- General Meeting - further reports from the Committee and members. Other articles are solicited.

Financial Management

The newsletter is the major expense of the Club and therefore it is crucial that its costs are controlled and minimised. The major costs are printing and postage. The costs are defrayed by commercial advertising and although no charge is made for private advertising donations are invited.

All commercial advertising is to be charged for with the rates to be struck by the Committee, at the recommendation of the Editor, at the start of the financial (or calendar) year. The one page is reserved for club contact details.

The Editor, in collaboration with the Secretary / Treasurer, is to advise the advertisers of the rates for the forthcoming year and to confirm their continued advertising. If the advertisers agree, they will be billed for the **next** 12 months. The Editor is responsible for advising the Treasurer to raise an invoice for all advertisements appearing in *Early Auto*, and will supply advice to the Treasurer to ensure that all accounts are paid.

The Editor will to arrange the contract for printing in consultation with the Executive Committee. The printer will submit an account for payment in accordance with the normal business practices and club procedures (and delays).

The Editor is to arrange postage registration (for bulk mailing rates) at the most convenient post office

The Editor may do typing or if the facilities are not available, the typing can be contracted out.

Section 20

Club Annual General Meeting

At the Executive meeting held June 2008, the Committee decided on the following Procedure with regard to motions from members for consideration at the Annual General Meeting:

- a) Members to be advised that any member may propose a motion up to 1st June for consideration at the next Annual General meeting and that these motions may be submitted well prior to that time for the consideration of members.
- b) Notice to the above effect to be placed in the June edition of the club newsletter, Early Auto.
- c) This resolution to be incorporated as a procedure in the Bylaws, Policies and Procedures manual.

This Bylaws, Policies and Procedures Manual was revised and updated in July 2018 by Peter Carter with assistance from Geoff Moor, Alex Kirkwood, Graham McDonald, Ian Baxter, John Oldland and Aileen Stockdale.