

DARWIN SAILING CLUB TRACTOR USAGE POLICY

NOV 2023

CONTENTS:

1. PURPOSE OF THIS POLICY
2. AUTHORISED TRACTOR OFFICERS
3. AUTHORISED TRACTOR OPERATORS
4. PERMITTED USES OF THE TRACTOR
5. STANDARD TRACTOR OPERATING PROCEDURES
6. ATTACHMENT A: TRACTOR INDUCTION

Document Management

Managed by: Board	Reference Group: N/A	Version: 0.3
Date approved: 22/11/2023	Status: Board approved	Next review date: November 2024

Revision Record

Date	Version	Revision description
17/04/2023	0.1	GM consideration of draft
20/04/2023	0.2	GM reviewed – minor format and titles update
17/11/2023	0.3	Board Member 1 review
22/11/2023	0.4	Board reviewed & approved – minor format & title amendments

1. PURPOSE OF THIS POLICY

This purpose of this policy is to 1) specify the conditions under which Club Members and Club Staff shall be authorised to operate the Club Tractor, and 2) specify the circumstances under which authorised users shall be permitted to operate the Club Tractor.

This policy recognises also an overriding operational responsibility of the Darwin Sailing Club to ensure the safe and sustainable operation of the Club assets.

2. AUTHORISED TRACTOR OFFICERS

- a. The DSC Board shall declare Tractor Officers and will provide a list of Tractor Officers to members and employees.
- b. Tractor Officers shall provide Inductions to Tractor Operators.

3. AUTHORISED TRACTOR OPERATORS

3.1 Eligibility

To be eligible to be an authorised Tractor Operator a person must ...

- a) hold a current driver's licence
- b) be a current full member, a junior member and/or an employee of the club
- c) be prepared to volunteer to launch and retrieve boats at the DSC
- d) demonstrate the relevant competency specified by the DSC Tractor Induction Assessment (Attachment A), in the presence of an individual authorised by the Club to induct tractor operators
- e) be listed as a current authorised Club Tractor Operator at the time they are using the Club tractor
- f) adhere to all relevant Club policies, procedures, and standard of conduct relating to use of the Club tractor.

Tractors are motor vehicles for the purpose of the Motor Vehicles Act 1949 (NT) and therefore it is a legal requirement for operators to hold a licence.

3.2 Application to be listed as an authorised tractor driver

- a) Applications to be listed as an authorised tractor operator shall be made to the Tractor Officer or General Manager.
- b) In determining an application, the Tractor Officer or General Manager must ensure that the above eligibility criteria are met, and further may consider (without limitation) any of the following factors ...

- ® how the applicant's anticipated usage of the tractor may affect scheduled Club training and/or sailing activities. Club training and sailing activities shall have priority.
- ® availability of suitably authorised operators noting in particular the usual rostered working hours of staff
- c) The Tractor Officer's decision to accept or refuse an application to be listed as an authorised tractor operator may be overruled by the General Manager or the Board, and any such decision by the General Manager may be overruled by the Board.
- d) The General Manager may delegate his or her functions under this clause

3.3 Removal of person from authorised tractor operator list

- a) The Tractor Officer, General Manager or Board may suspend and/or remove a person from the authorised tractor operator list if they are reasonably satisfied that there are appropriate grounds to do so
- b) The Tractor Officer's decision to remove a person from the authorised tractor operators list may be overruled by the General Manager or Board, and any such decision by the General Manager may be overruled by the Board.
- c) The General Manager may delegate his or her functions under this clause

4. PERMITTED USES OF THE TRACTOR

4.1 Inner Boat Park

- a) Launch and retrieval of powerboats for use in recognised Club Training, Coaching and Sailing Activities.
- b) Launch and retrieval of Club's fleet of Elliott 7's
- c) To ferry boats and/or equipment between the clubhouse, storage areas and Bundilla beach launching area in front of the launching ramps
- d) To assist DSC staff and volunteers to perform routine maintenance and clean up tasks
- e) To assist members in the inner boat park to launch and retrieve privately owned boats

4.2 Beyond the Inner Boat Park

- a) To assist DSC staff and volunteers to perform routine maintenance and clean-ups in the outer boat park.
- b) At the request of club members who are current Boat Park tenants to launch and retrieve privately owned vessels. Consideration to size of vessel versus tractor capability, conditions of the trailer and whether the Tractor Operator is comfortable moving a privately owned boat.

The Club will recognise 2 levels of competency with regard to tractor operators:

- **Level 1** - The competencies required for using the Tractor within the Inner Boat Park to move only Club owned boats and/or equipment.
- **Level 2** - The competencies and driving experience to operate the Club Tractor on a public road and/or to launch, retrieve and safely manoeuvre larger, trailer-able boats within the outer boat park, and/or to drive the Tractor on the open road for the purpose of refuelling.

- 3 Darwin Sailing Club General Manager, Bosun and Authorised Individual
Induction nominees. Names available upon request.
- 4 For the purposes of this policy any tenant in financial arrears, or in breach of any aspect of the terms specified in the Club's Boat Park Storage agreement will not be considered "current".

5. STANDARD TRACTOR OPERATING PROCEDURES

- The Tractor key is stored on the key rack in the tower. (A spare is located in the key cabinet of the General Manager's office, which may only be accessed by approved staff).
- The tractor manual, induction register, list of authorised operators including approved persons who can conduct inductions, and a copy of this policy shall be in the Tower.
- Completion of the inspection check form is required by the first operator each day including diesel fuel level, engine oil, transmission and brake fluid levels and tyres prior to use.
- The operator is responsible for ensuring the tractor has adequate fuel (at least ¼ tank).
- For routine operations Low Range and 2WD should be used. Only engage 4WD, or 4WD + Diff Lock, if necessary and operating on sand or loose surfaces. When on hard surfaces 4WD must not be engaged
- Gears must NOT be changed while the tractor, or any attached trailer, is on a ramp, or incline. Select the correct gear before entering the grade.
- Do not immerse the tractor in salt water – Do not go deeper than the bottom of the rear wheels (only the rubber tyre in water)
- Use the southern boat ramp when Off The Beach boats are in use, or there are people in the vicinity of the rotunda.
- Launching/retrieving boats should only take place when the water level is at least 1.5M above chart datum. The tractor should not be driven on the mud.
- Keep a proper lookout when driving, reversing, and towing boats or operating attachments.
- Avoiding causing disruption to public recreating in the area.
- Limit, wherever possible, the area the tractor travels along the beach to launch and retrieve boats.
- Remove the tractor from the beach as soon as practicable after boats have been launched.

- n. Only use specified tow points.
- o. Safety chains on trailers must be used.
- p. Before dismounting, switch engine off and engage parking brake and/or fit wheel chocks. For added security the lowest gear may be selected.
- q. Remove the keys from the ignition when the vehicle is not in use and return them to the Tower keyboard.
- r. The specified roll bars may not be modified in anyway (it is an offence to do so).
- s. Promptly report maintenance issues – By submitting via the QR code (in the Tower) or by completing this [FORM](#).
- t. Under NO CIRCUMSTANCES is it permitted to carry passengers on the club tractor or attached trailers.
- u. The vehicle is to be thoroughly washed down to remove salt and sand at the end of each day of operation, to extend the life of the vehicle by the last operator. If you don't know who will be using the tractor after you, wash it down!
- v. Tractor is to be locked in the compound each evening, by the last operator. If you don't know who will be using the tractor after you, lock it up!
- w. Use of the Tractor for any purpose by any individual who is under the influence of drugs and/or alcohol is strictly prohibited.
- x. The Tractor is laced in protective storage during the wet season so may not be available.

6. ATTACHMENT A - TRACTOR INDUCTION

See next page ↓

DARWIN SAILING CLUB TRACTOR INDUCTION ASSESSMENT			Apr-23	
Name of Inductee:		Member No. & Expiry Date:	Car License & Exp Date:	
		Competent (Y/N)	Date	Assessor Initial
1. REQUIRED KNOWLEDGE ASSESSMENT				
1.1 The inductee has demonstrated they have read, understand and agree to comply with the following DSC Policies and Procedures				
1.1.1	DSC Tractor Usage Policy - Authorised Tractor Operators			
1.1.2	DSC Tractor Usage Policy - Permitted Uses of the Tractor			
1.1.3	DSC Tractor Usage Policy - Standard Tractor Operating Procedures			
1.1.4	DSC Boat Park Rules and Regulations (as per DSC yearbook)			
1.1.5	DSC Code of Ethics and Conduct			
1.1.6	Location of Tractor Key			
1.1.7	Awareness of QR Code to record incidents			
1.1.8	Awareness of QR Code to record breakages			
Overall Competency REQUIRED KNOWLEDGE				
2. REQUIRED SKILLS ASSESSMENT				
2.1 LEVEL 1 - The Inductee must, without assistance demonstrate the following 7 competencies				
2.1.1	Safely connect, disconnect and store safety chains			
2.1.2	Safely operate all controls including signals, transmission, parking brakes, ignition and linkages			
2.1.3	Safely operate the Tractor to negotiate in forward and reverse both DSC Boat ramps			
2.1.4	Safely operate the Tractor unassisted to enter and exit the beach area with a load			
2.1.5	Safely connect, tow, launch and retrieve a DSC Rhib from the Rhib Storage Compound			
2.1.6	Safely connect, tow, launch and retrieve a DSC Elliott from the Elliot Storage compound			
2.1.7	Safely refuel the tractor using the dedicated jerrican			
Overall Competency REQUIRED SKILLS - LEVEL 1				
2.2 LEVEL 2 - The Inductee must, without assistance demonstrate the following 5 additional Competencies				
2.2.1	Safely operate the Tractor unassisted to launch and retrieve a registered trailer able vessel from the DSC Ramp			
2.2.2	Safely operate the Tractor unassisted to tow a registered trailer able vessel from Inner to Outer Boat Park			
2.2.3	Safely operate the DSC Tractor unassisted to locate a trailer able vessel into a single Outer Boat Park allotment			
2.2.4	Safely operate the DSC Tractor obeying all road rules to navigate a lap from the DSC passing the Darwin Ski Club			
2.2.5	Safely operate the DSC Tractor unassisted obeying all road rules to refuel the Tractor at the nearest station			
Overall Competency REQUIRED SKILLS - LEVEL 2				
3. AUTHORISATION		PRINT NAME	DATE	SIGN
1. As the Inductee, I have completed all aspects of this induction as indicated above				
2. As the Assessor, I am satisfied this Inductee meets the requirements of a DSC Tractor User AND has demonstrated the required Knowledge and Skills to operate the DSC Tractor - Level 1				
3. As the Assessor, I am satisfied this Inductee meets the requirements of a DSC Tractor User AND has demonstrated the required Knowledge and Skills to operate the DSC Tractor - Level 2				
4. As the Assessor, I can confirm I have sighted the Inductee's member card and drivers licence				