

Mitsubishi 4WD Owners Club of WA (Inc)



TRIP LEADER BOOKLET

VERSION 2019-1

Introduction

This booklet has been prepared to assist members with their obligations as a Trip Leader (TL). Trip Leaders should familiarise themselves with the contents of this booklet and the appendices as part of their trip preparation.

The guidelines are by no means exhaustive as each trip will present different situations that will need to be considered. Trip Leaders need to be aware of potential risks and will need to mitigate these risks with common sense, logic and appropriate actions.

In the event that any content of this booklet (or interpretation of) should differ from the Club's Rules Of Association or the Club's Policies and Procedures, then the Rules of Association or the Policies and Procedures shall apply.

Trip Leader Selection

The club welcomes, encourages, and expects all members to run a trip or trips. It is a great 'step up' in involvement in the Club and greatly contributes to the sustainability of it. Being a Trip Leader can also be an advantage when mentioned in a job application. However the Club does reserve the right to determine the minimum skills and attributes required of a club member to be considered as a suitable and responsible Trip Leader.

A member may volunteer to be a Trip Leader (TL) for a specific event, or a member may be invited by the Trip Coordinator to lead an event. The determination of a members' suitability to act as a trip leader for any such event will be made by the Club's Trip Coordinator (TC).

For each club trip, the appointed Trip Leader has, at all times, the absolute discretion to make the final judgement to determine the suitability of vehicles or equipment proposed to be used. The Trip Leader also has the discretion to accept or decline any person's participation. This specifically includes drivers and passengers, whether before or after the commencement of the trip. This should be done in accordance with the Club's Policies and Procedures

Trip Planning Overview

The Club's Trip Coordinator is responsible for setting the Trip and Event calendar for each year, and is also required to match each event with a suitable Trip Leader.

Once a Trip Leader is allocated for a trip, the Trip Leader is then responsible for all the relevant trip arrangements. The Trip Coordinator will perform a mentoring role with regard to all Trip Leaders from the time of their appointment to the completion of all the tasks required following the actual trip.

All information relating to the particular trip including previous trip reports, mapping data, magazine articles that exist within the club's information systems will be available to the Trip Leader. The Trip Leader will confirm arrangements with the Trip Coordinator at least one month (for short trips) to three months (for long trips) prior to the date of the trip or event.

The Trip Leader is required to make suitable arrangements for the trip to be promoted and available to all members. This will be by inclusion in the Calendar available to all members or as an announcement at a club meeting, and may also include a flyer on the club Facebook page, or an email to all club members.

Including the Trip in the Calendar and Trip database is mandatory as we are required by the club's insurer to establish an event as a club activity and not just an impromptu trip run by a club member.

There are different types of club trips:

1. Day trip, an event that starts and finishes on the same day
2. Weekend Trip, with a maximum of three nights duration
3. Extended Trip, with more than three nights away
4. Other Events – such as Social or Training

Registered Visitors are not allowed to participate on trips of more than 3 nights – refer Policies & Procedures 20 for further information.

Following a club trip, whatever the duration, the Trip Leader must return the completed attendance lists to the Trip Coordinator for inclusion into the club recording system. This is, again, so that the Club can confirm to an insurer or authority that a person did, or did not, attend the trip.

Trip Leader

Once a member has been appointed as a Trip Leader there are actions which must be carried out prior to a trip. It is also strongly recommended that when possible the Trip Leader conducts a trial run of the proposed route to become as familiar as possible with the track conditions, potential hazards, points of interest and campsites that may be present on the day(s) of the proposed trip.

Where a trial run (or pre-trip) is conducted the TL must advise the TC of the pre trip and those attending. This is to ensure that those attending are covered by insurance.

The Trip Leader will also be required to advise the Trip Coordinator of the trip rating. Refer to Appendix 3 for a summary of the trip rating levels

The pre-trip requirements are included in the Pre-Trip Action List (Appendix 2) attached to these guidelines. All items on the Pre-Trip Action List must be completed to the satisfaction of the Trip Coordinator.

Each Trip Leader will be provided with documents including copies of club information or leaflets that the TC considers necessary. These may include the Duty of Care Statement, Convoy Procedure, and Incident Report Form. The Club can also provide the TL with a plastic folio case to hold these documents and the attendance records.

Trip planning

The Trip Leader should take into consideration when planning their trip -

Equipment

Identify any special equipment that will be required in addition to the mandatory equipment list as per the Club policy (Appendix 1, policy 19).

E.g. Club Sat phone, Club Defibrillator, recovery gear, light(s), club handheld radios, Sand Flag. A list of all of the Club's equipment is on the website. These must be booked via the TC or Property Officer.

Supplies

Consider where fuel, food and water can be obtained.

Trip leaders planning extended trips must supply participants with distances between fuel, water and food locations. Check with small towns / communities on fuel availability and how fuel is paid for – by cash or card.

An Example of a good plan is attached as Appendix 4

Emergency Supplies

Ensure emergency supplies, if relevant, are mentioned in pre trip brief email. Eg fuels, water.

Accommodation / Camping

- Bush Camping – when selecting a site take into consideration the number of vehicles / people, whether there is room for caravans, trailers or tents and what toilet facilities are or are not available.
- Caravan parks or Station stays – ring beforehand and check prices, availability and whether a deposit is required.
- Meeting place - ensure there is sufficient parking for all trip participants.
- Meeting time – Give people time to get through early morning traffic.
- Departure time – If at a coffee shop etc ensure participants have time to buy and consume their coffee.

Mitsubishi 4WD Owners Club of WA (Inc)

- Maximum number of vehicles – take into consideration camping spaces – as a general rule we recommended max of 10 for extended 4wd trips.
- Trip Details – Description of the trip should include what the aim of the trip is, places of interest, approximate distance and any special requirements such as: high clearance, long distance between fuel stops etc. Also, if an overnight trip mention whether caravans, off road caravans, camper trailers or off road camper trailers are permitted.

Permits and Access

Many areas of Australia are the responsibility of various Land Managers who require Permits to access these areas. The TL must research these and advise attendees about how to obtain these Permits. The TL must confirm prior to the trip that all attendees have these permits and carry a copy on the trip.

Aboriginal land

HEMA (and other) maps indicate Aboriginal Lands with a boundary, often with the name of the custodians.

An excellent source for all Australian States is: <https://www.tlcc.com.au/trips/track-permits>
(Although this may be several year old the contacts are relevant)

Reserves and National Parks: Access and Permissions

Many areas that we may consider are interesting places to visit and drive through may not be areas that are public land with public roads or tracks. Most of the forest areas around Perth, for instance, would be managed by various government authorities such as the Water Corporation and Department of Parks and Wildlife (DPaW). Such locations may be within water catchment areas or even dieback control areas and unauthorised entry should be avoided at all times.

While access on roads in these area may be available to single private vehicles, access for an organised event (such as a club trip) should be requested. Both the Water Corporation and DPaW have active permit systems and may allow access to land areas under their respective control with the completion of a simple permit application that provides details of such an event. This process may however take several weeks to submit an application and receive relevant permissions so early planning is beneficial. A copy of the DPaW application form is available on the Club Members Page on the website. DPaW may also liaise with Water Corp to include both approvals (or not) on the one application.

Government websites may provide details of such controlled areas and a simple phone enquiry may be sufficient to assist you to find out if you need to consult any authorities further. For National Parks and Conservation Areas it would be pertinent to contact the local DPaW office perhaps by phone to discuss your intentions.

Other Land

Other land areas may be part of mining or pastoral leases and while access to pass through such areas on gazetted roads is normally allowed, any plans to camp or stay on these places must only be made with the permission of a relevant lease holder. The Mines Department can provide more detail for both mining and pastoral lease locations.

If you are unsure or unable to confirm if your intended destination is subject to any required approvals, contact the Trip Coordinator to discuss how to make a determination of any other requirements.

Planning Resources

Any Club Trip is greatly enhanced by the TL providing information to the members about the area or sights in which they are travelling. The first source is the Clubs archive of Trip Reports (under the News and Trip Data headings on the website). Other members are a great resource, just ask at a meeting.

Rural Local Government websites are a great source of information (generally under a Tourism heading) and can provide mud-maps of trails or interesting places to visit. They often also list camping areas.

A quick Google search for the areas is also often useful.

The Wikicamps app provides great detail on camping, attractions and other useful sites. Its map view is very useful to locate sites and its Trip Planning section will snap to roads (although not all tracks) giving the user distances by road between points.

Another useful website is ExplorOz which has information which can be accessed without paying the fee.

Also look for You Tube videos of trips others have done, and review the Western 4WDriver magazine. (Many Club members get this and they may lend you a copy)

Pre Trip Briefer to Participants

Several weeks before the trip, email a Pre Trip Briefer to the participants.

Include a more detailed trip description with

- Trip Leader's mobile phone number – in case of any last minute delays.
- Club satellite phone number
- A Daily itinerary (from A to B) - encourage participants to also supply this to family members.
- Any special provisions required for the trip such as sand flag, or extra flour if doing campfire baking.
- Electronic map data – routes and waypoints. (If applicable)
- Provide a link to a copy of the Club's Mandatory equipment list and any special equipment recommended (e.g. Maxtrax). <http://www.mitsubishi4wd.org.au/information/recoverygear/>
- For an Extended trip - Emergency contact details so participants' family can contact the Trip Leader. (Club sat phone number or other available Sat phone number)
- Distance between Fuel/ Food and Water stops.
- For remote trips a copy of the Club's Essential Items for Remote Trips.
- For remote trips, a reminder to carry cash.
- For remote trips, a reminder to carry emergency rations and water.

Just Before the Trip

A few days before the trip runs make some final checks and to advise members of any changes:

1. Check the weather forecast
2. If in doubt ring the Local Government for the area to check for road and campsite closings
3. Check the Facebook page "Western Australian Weather Fire & Police Warnings", or www.emergency.wa.gov.au for advice about bushfires or Park closures.
REMEMBER: Club trips MUST NOT travel on Closed Roads.
4. Be prepared to check these emergency sites while on the trip.
5. Remind members to bring copies of permits
6. Remind members to prepare any emergency medical information which may be needed and advise the TL of the location of this information.

Running the Trip

At the Meeting Point

Brief participants

- on the location of the Sat phone, Defibrillator and First Aid Kit.
- on the day's activities, the distance to travel for the day and the morning tea and lunch stop locations.
- on Convoy Procedure, especially Marking the Corner and not getting behind Tail End Charlie.
- that they are to let the Trip Leader know if they are pulling over and stopping, even if it is only for a pit stop.
- If the convoy is long, arrange for a car to be a radio relay

Organise your Convoy nominating person(s) for

- Tail end Charlie
- First Aid person(s)
- Photographer
- Trip note taker

-
- Ensure all participants are aware of who is doing these roles, especially Tail end Charlie and the First Aid person.

If possible for extended trips organise these positions beforehand so nominees are prepared.

It is Best Practice to prepare a convoy order list beforehand and give every member a copy – this will assist new members to recognise the vehicles in front and behind them as well as names. It can also save time at the Meeting Point. An Example is attached as Appendix 5

Leaving the trip early – If a participant wishes to leave the trip early they will confirm with the Trip Leader a safe exit route. In remote areas or treacherous terrain no member should leave the convoy by themselves.

IF THERE IS NO MEETING POINT

On some trips, such as more social camping at caravan parks, attendees make their own way to the location and may arrive at different times. The Club Trip begins and ends at the times nominated by the TL: for example the TL may state that the event begins at the caravan park at midday Friday but some members may elect to arrive on Thursday.

Recording Attendance, including non-member attendees must be done by the Trip Leader when the TL arrives or when the attendees arrive after the stated start time.

Daily (for long trips)

Brief participants on the day's activities, the distance to travel for the day and the morning tea and lunch stop locations.

Do a head count – make sure you have not lost any one.

Weather check weather forecast prior to your trip and if possible daily on a multi-day trip.

Breaks – plan to stop for breaks not more than 2 hours apart, if someone needs to stop before then the convoy should stop with them.

The Role of Tail End Charlie

The role of the TEC is to inform the trip Leader

- that all vehicles have followed the Leader
- about things at the rear of the convoy the Trip Leader may be aware of.

TEC should inform the Trip Leader:

- when all vehicles have left the parking area,
- when all vehicles have turned left or right,
- the Trip Leader will acknowledge those transmissions.

Accidents and Incidents

All Accidents or incidents involving damage or injury, no matter how minor, must be recorded and the President of the Club advised as soon as possible.

The Trip Leader and any other Club Member must not make any statement which indicates that they or the Club accepts responsibility or liability for any accident or incident.

An Incident Report Form will be provided to the TL for each Trip.

Trip Coordinator

The Club Trip Coordinator has the task of monitoring a Trip Leader's planning of each event, and also the responsibility for ensuring the trip arrangements comply with the Club Policies and Procedures.

The Trip Coordinator also has the responsibility to manage the Club Trip Database System. This includes the data entry of trip details, listing member nominations for trips, forwarding attendance lists to Trip Leaders prior to each trip, and completion of the attendance listings post-trip for the allocation of Club Points.

The Trip Coordinator should have sufficient detail about each trip in order that a Trip Attendance Nomination List is printed and displayed on the Club Trip Notice Whiteboard at a minimum of two members meetings prior to a trip.

Trip Database System

The club has a database system for recording information about membership, visitors, equipment, and for recording attendance nominations for club events and for the actual attendance.

For a general club trip, of any duration, a Trip List is generated by the TC and is displayed on the Trip Notice Board at club meetings. Members and Registered Visitors may record their names on this list as a nomination to attend. They may also contact the Trip Leader directly to have their nomination to attend recorded. This General Trip List is updated regularly and it is printed for display at each meeting prior to an event date.

Following the last members meeting prior to the trip date the TC will email the updated list of nominations to the Trip Leader as a Record of Attendance List and Emergency Contacts for the attendees. The Trip Leader will print a hard copy of the list to record the actual attendance at the start of the trip.

At any time prior to the date of the event, this system may also be used to send information regarding the trip to all members and registered visitors who have nominated for the event. Trip Leaders will receive regular updates of the trip list, and this includes all email addresses for participants, which may be used by the Trip Leader to forward any information regarding the trip direct to those people listed for the event. The TL can request a copy of this from the Trip Coordinator at any time.

After the Trip

Following the trip the TL must return the marked Trip Attendance List to the Trip Coordinator who will update the database system. The TL must submit the attendance lists as soon as possible to the TC – by emailing a scan or photograph of the completed Attendance List or by handing the List to the TC. The entry of attendance details will also automatically make an allocation of club points for the Club Member of the Year Award.

The TL must also submit a Trip Report which includes:

- An outline of what the trip covered
- Any highlights
- Anything which might make a nomination for the Club's 'Piston Broke' Award.
- Recommendations for future trips in the area
- Any accidents or adverse incidents which occurred
- A few photos of the Trip – generally with Members doing things rather than landscape photos.

The Trip Report does not need to be prepared by the TL (it is good to get a person in the middle of the convoy to cover this) but the TL is responsible for submitting it within 3 weeks of the Trip ending.

The Trip Leader or a Member selected by the TL must make a verbal report to the Club Meeting following the end of the Trip. This may include photos and videos (but this is not required) but the Report should be no longer than 5 minutes UNLESS the Trip Leader arranges something else with the President (or the Chair of the meeting).

List of Appendices

- 1. Club Policies & Procedures about Trips**
- 2. Pre-Trip Action List**
- 3. Policy 16 – Grading of Trips**
- 4. Example of Trip Itinerary**
- 5. Example of Convoy Order Handout**

**Mitsubishi 4WD Owners Club
Trip Leader Booklet**

Appendix 1

Excerpts from the Policies and Procedures relevant to Club Trips

2. CODE OF ETHICS

1. As a member of a 4WD club we support four wheel driving and touring as a responsible and legitimate recreational activity.
2. Your vehicle should have comprehensive or third party fire and theft insurance.
3. Abide by the laws and regulations pertaining to 4WD vehicles.
4. Keep to constructed vehicle tracks. Do not drive 'off road' unless permission is granted from the landowner or land management authority.
5. Keep the environment clean. Carry your own and maybe other people's rubbish home.
6. Obey restrictions on use of public lands. Respect national parks and other conservation areas.
7. Obtain permission before driving on private land. Leave livestock alone and gates as found.
8. Keep your vehicle mechanically and legally roadworthy.
9. Take adequate water, food, fuel, relevant spare parts, tools and first aid kit on trips. In remote areas travel with another vehicle.
10. Respect our wildlife. Stop and look, but never disturb or chase animals.
11. Respect other peoples' rights to peace and solitude in the bush.
12. Obey all fire restrictions. Extinguish your fire before leaving. Don't let your exhaust emit sparks.

3. CONVOY PROCEDURES

1. At the start of the trip, the Trip Leader will nominate the convoy position of each vehicle and nominate a "Tail End Charlie" (TEC) and, if necessary, a Communications Relay Vehicle (CRV) and introduce them to all participants.
2. UHF channel for the convoy will be Ch25. The Trip Leader will advise of an alternative channel if necessary. The CRV is responsible for ensuring two way communication is maintained between the Trip Leader and TEC.
3. All vehicles shall travel in convoy with low beam headlights on at all times.
4. All vehicles should stay in the nominated convoy order unless directed to change by the Trip Leader. If you wish to change your convoy position during the trip, only do so by agreement of the Trip Leader
5. Maintain a safe stopping distance from the vehicle in front of you. Make the necessary adjustments to this distance as the weather and track conditions change.
6. When turning or deviating from the current track it is your responsibility to ensure the vehicle behind you makes the correct course change. Indicate the course change using your vehicle indicators, the following vehicle will respond with the same indicator signal allowing the first vehicle to continue on. i.e. mark the corner
7. Allow the vehicle in front of you to complete and drive clear of any obstacles, (such as water crossings, mud holes, sand hills) before you proceed. Confirm it is safe to proceed by UHF if the vehicle moves beyond your view while negotiating the obstacle.
8. After you have cleared an obstacle do not hurry to catch up with the vehicle in front. Proceed at normal convoy speed and avoid the "caterpillar effect" of vehicles bunching up and having to slow down or stop.
9. In the event of an emergency, or a problem with your vehicle, pull over to one side and advise Trip Leader by UHF radio. If there is no radio contact flash your headlights to attract the attention of the vehicle in front of you, or flag down the following vehicle
10. UHF transmissions are encouraged, but please keep transmissions brief and allow 5 seconds between each transmission. This will enable the Trip Leader, CRV and TEC to use the UHF for directions and advice.
11. In the event of a declared emergency or other problem, allow the vehicles experiencing the problem and those directly assisting the priority use of the radio channel.

The following protocols should be observed when using the radio:

- a) Trip leader will decide the method of calling, i.e. first and family name, first name only or nick name;
- b) Ensure no one else is transmitting before commencing to use the radio;

Mitsubishi 4WD Owners Club of WA (Inc)

- c) To make initial contact on the radio you might call "Outward bound, outward bound, this is [your name]. Does anyone have a copy? Over";
- d) When in convoy you should say "This is [your name], [your message]. Over";
- e) The use of bad language, jokes that contain offensive innuendo and any other inappropriate subjects that may offend participants is not permitted;
- f) Personal matters will not be discussed; and
- g) Critical or uncomplimentary comments about other drivers or road users, people on the street or locations should not be broadcast.

19. EQUIPMENT LIST FOR VEHICLES

1. Mandatory Equipment:

- a) Where possible, it is recommended that vehicle recovery points are mounted to the front and rear of each vehicle.
- b) A minimum of 3 rated shackles with a minimum of 3.25t safe working load (SWL) capacity;
- c) A dynamic recovery strap (Snatch strap) and a bridal strap if required for your vehicle and suitable recoil dampeners;
- d) First aid kit;
- e) Fire extinguisher;
- f) Tyre pump and pressure gauge;
- g) Shovel;
- h) Tool kit (to suit vehicle);
- i) UHF radio (see 4 Use of Radios and Comms Equipment);
- j) Spare drive belt(s) (if appropriate).
- k) Spare radiator hoses and other appropriate hoses (to suit vehicle);
- l) Spare fuses;
- m) Spare key and immobiliser control; and
- n) Jack plate - 300 x 300 x 25mm plywood or 300 x 300 x 50mm timber.

2. Other useful equipment (depending on age of vehicle):

- a) Hi-lift jack (if suitable for vehicle) or bull bag (air jack);
- b) Tow rope or chain and shackles;
- c) Tarpaulin – for bonnet blind (inc ropes);
- d) Whistle, waterproof matches;
- e) Axe or log saw;
- f) Maps, compass, torch, notepad and pencil;
- g) Jumper leads, roll of 3mm electrical wire;
- h) Insulation tape, gaffa tape;
- i) Tyre repair kit;
- j) Spare injector (diesel) or spark plug (petrol)
- k) Coil (if appropriate), points, distributor cap and leads (if appropriate);
- l) Fuel filter, dewatering spray;
- m) Tie wire;
- n) Light globes
- o) Front wheel bearings
- p) Gasket goo;
- q) Oils, brake fluid and lubricants;
- r) Sand flag.

31. SATELLITE PHONE

The Club Satellite Phone will be the responsibility of the Trip leader when taken on a club trip. The Trip Leader may delegate the custody and management of members use to another trip participant, however the Trip Leader will still retain the overall responsibility for the Satellite Phone and its use.

The Trip Leader will advise all participants of the following policy for use of the Satellite Phone :

1. MEDICAL EMERGENCY

The cost of all calls to Emergency Services will be paid by the club

2. VEHICLE BREAKDOWNS & RECOVERY

All calls made with the Club Satellite Phone by a vehicle owner or driver, or on behalf of the vehicle owner or driver, for the purposes of repair or recovery will not be considered as Emergency Calls. All such calls will be considered as Private Calls.

3. PRIVATE CALLS

Members will be required to reimburse the Club for all Private Calls made by the Member with the Club Satellite Phone. The Trip Leader will provide a call register to the Club Treasurer who will provide a suitable account or invoice to each trip participant for payment under the Club's terms and conditions. Where any call costs are not assigned by the call register to a specific member, the total amount of call costs that may not be invoiced to a specific member will be equally divided between the trip participants and invoiced as a trip cost to each participant. Such an account will be rendered under the Club's normal terms and conditions. Acceptance of all the above conditions by trip participants shall be a prerequisite of the use of the club Satellite Phone on any Club Trip.

Mitsubishi 4WD Owners Club of WA (Inc)

TRIP LEADER BOOKLET

APPENDIX 2

PRE-TRIP ACTION LIST

TRIP LEADER: Please provide as much information as possible and forward the completed list to the TRIP COORDINATOR at your earliest opportunity

TRIP NAME (DESTINATION)			
TRIP LEADER NAME			
CONTACT DETAILS -EMAIL			
CONTACT DETAILS -PHONE			
CO-TRIP LEADER NAME			
DURATION OF TRIP (VISITORS NOT ALLOWED ON TRIPS OF MORE THAN 3 NIGHTS)			
DATE OF TRIP START			
MEETING/START POINT			
MEETING TIME			
PROPOSED FINISH/END OF TRIP			
GRADE OF TRIP			
MAX NUMBER OF VEHICLES (>15 MUST HAVE CO-TRIP LEADER)			
DO YOU INTEND TO CONDUCT A PRE-TRIP?			
HAVE YOU BOOKED CLUB EQUIPMENT?			
DO YOU NEED ANY PERMITS FOR THIS TRIP?			
DO YOU HAVE OZIEXPLORER WPs OR TRACK FILES?			
ARE REGISTERED VISITORS ALLOWED ON THIS TRIP?			
ANY SPECIAL VEHICLE OR EQUIPMENT REQUIREMENTS			
A DESCRIPTIVE PARAGRAPH WHICH WILL GO ONTO THE WEBSITE EXPLAINING THE TRIP			

TRIP LEADER BOOKLET

APPENDIX 3

POLICIES & PROCEDURES

16. GRADING OF TRIPS

1. Grade 0
No four wheel driving involved. Driving on bitumen roads, social events etc.
2. Grade 1
Very easy going with little four wheel driving involved.
3. Grade 2
A moderate trip with some four wheel driving involved. Towing or winching not required. Suitable for all levels of experience.
4. Grade 3
A medium grade four-wheel drive trip with some skilful off-road driving required. Towing or winching not normally required. Suitable for experienced drivers.
5. Grade 4
A moderately hard four wheel drive trip, with skilful off-road driving required. Towing or winching may be required. Suitable for experienced drivers only. Visitors may not be permitted. The Trip Leader will ultimately decide on eligibility.
6. Grade 5
An extremely difficult four-wheel drive trip.
All participants must be experienced in driving over difficult terrain.
Towing or winching will be required.
All vehicles must have all of their own recovery equipment.
Trip should be limited to vehicles modified to suit the conditions as damage to stock standard vehicles may result.
Insurance limitations need to be considered when undertaking this grade of trip.
The Trip Leader will ultimately decide on eligibility.

TRIP LEADER BOOKLET

APPENDIX 4

Best Practice Example of Pre Trip Itinerary

Trip Log. Mitsubishi 4wd Club, Old Eyre Hwy, Googs Track etc

Trip Day		Date	From	To	Distance for Day	Fuel at	Distance this Fuel Tank		Comments
1	Saturday	27-Jul	Bakers Hill Bakery	Breakaways - Hyden Norseman rd	440 kms	Hyden	300 kms		Meeting at 0800 for 0830hrs Departure
2	Sunday	28-Jul	Breakaways	Camp 25km west of Balladonia	415 kms	Norseman	312 kms	612 kms	
3	Monday	29-Jul	Camp	Mundrabilla - Coach rd, camp	515 kms	Mundrabilla	475 kms	787 kms	
4	Tuesday	30-Jul	Coach rd camp	Koonalda	175 kms	Eucla	62 kms	537 kms	
5	Wednesday	31-Jul	Koonalda	Koonalda	20 kms		0 kms		Visit Koonalda Cave
6	Thursday	1-Aug	Koonalda	Bush camp east of Nullarbor Rdhse	171 kms	Nullarbor	284 kms	284 kms	Visit Head of the Bight - Whale season!
7	Friday	2-Aug	Bush Camp	Ceduna	255 kms	Ceduna	296 kms	580 kms	C.van park Wash clothes etc
8	Saturday	3-Aug	Ceduna	Ceduna			0 kms		Meet up with Libby
9	Sunday	4-Aug	Ceduna	Googs Lake camp	80kms		80 kms	80 kms	
10	Monday	5-Aug	Googs Lake	Googs camp 2, Mt Finke	81 kms		161 kms	161 kms	Climb Mt Finke?

with thanks to Peter Macgill

Mitsubishi 4WD Owners Club of WA (Inc)

Mitsubishi 4WD Owners Club of WA (Inc)

TRIP LEADER BOOKLET

APPENDIX 5

Example of a Convoy Order Handout

Convoy Order/ Car Number	Person/s	Vehicle
1	Gary Arcus	Tan Pajero
2	Chris & Liz Whitehead	White Pajero
3	Peter & Christine Mann	White Landcruiser
4	Brian & Chris Sercombe	White Landcruiser
5 TEC	Peter Cole	White Pajero