

Site Sub-Committee Duties and Responsibilities

INTRODUCTION

1. The Newcastle Hang Gliding Club (NHGC) operates and maintains a number of launch and landing sites through out Newcastle Coast and Hunter Valley regions for the purposes of foot launched Hang Glider and Para-Glider operations. The site Sub-Committee is responsible to the NHGC Committee for the Maintenance and Works carried out to these sites.

AIM

2. The aim of this Management plan is to provide guidance to members of the NHGC Site Sub-Committee on their duties and responsibilities.

AUTHORITY

3. The authority for this Management Plan is the NHGC Senior Safety Officer (SSO).

SCOPE

4. This plan applies all NHGC elected and duly appointed representatives of the NHGC Site Sub-Committee

INSTRUCTIONS

5. Members of the Site Sub-Committee are responsible for the upkeep of NHGC provided facilities and ongoing maintenance at the sites listed within the Site Management Plan (SMP). Although not specifically detailed to perform the work, the committee provides a single point of contact for pilots seeking to have maintenance conducted on a site (e.g. mowing), Repairs carried out to existing structures or new structures procured.

a. **Structure of the Committee** - The Site sub-Committee shall consist of a minimum of 3 members. One of which shall be the NHGC SSO. This is to ensure that any future works or upgrades to facilities will have a Flying Safety focus from the conceptual stage. The remaining two members shall consist of one pilot whom flies regularly from the coastal sites and one whom regularly flies inland. These members shall be elected and appointed to their positions at the Annual AGM.

b. **Site Maintenance** – The majority of site maintenance required to be carried out on a regular basis is the mowing and tree trimming of the launch and landing areas. During summer mowing should be carried out at least every 3 weeks for coastal sites. Inland sites can be left longer but should be carried out at a minimum of every six weeks, particularly when rain has been prevalent. Tree trimming should be carried out at least annually and should be a working bee called by the committee at a nominated Site location the weekend immediately following the Club Meeting.

Instructions Cont...

c. Site Maintenance Tools and Equipment – Maintenance carried out upon NHGC sites requires the purchase, Maintenance and use of Powered Mower and Brush cutter equipment as well as general hand tools (Shovels, Picks and Axes etc....). Tools supplied for this purpose are the responsibility of the property member. The property member's duties and responsibilities are detailed in annex B to the Site Management Plan.

d. New Capital Works – On occasion, there will be a need for new capital works to be carried out at sites provided under this instruction. The Site Sub-Committee is responsible for liaising with the appropriate body for planning purposes, Costing and providing funding for the project (including the submission of grant applications if required), providing detailed submissions the NHGC Committee and membership for ratification and the organisation of the volunteer workforce through to completion.

Review Period

6. These Instructions shall be reviewed at a minimum every 24 months.

Sponsor

President
Newcastle Hang gliding Club

17 Jan 2014