

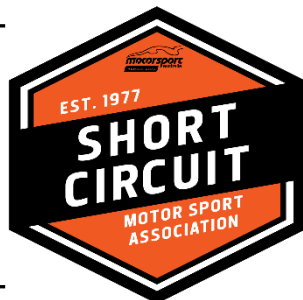
# SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

*Servicing motorsport in Queensland since 1977*

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President: Moss Lane  
Vice-President: Dan O'Mara  
Secretary: Charlotte Kelly  
Treasurer: Cassie Lepp  
ABN 52 502 752 630  
www.scmsa.com.au

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PO Box 2456  
Toowoomba Qld 4350  
Mobile: 0494 081 612  
secretary@scmsa.com.au

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## **Role Description: Carnell Raceway Operations Coordinator - Short Circuit Motor Sport Association Inc.**

### **Purpose of the Role**

The Carnell Raceway Operations Coordinator is responsible for overseeing working bees, coordinating event setup and cleanup, and ensuring the maintenance and safety of Carnell Raceway facilities. The role involves working closely with volunteers and reporting to the committee to address issues and plan repairs.

### **Key Responsibilities**

#### **1. Working Bee Coordination:**

- a. Organise and manage working bees to maintain the raceway and facilities.
- b. Recruit and coordinate volunteers for specific tasks during working bees.
- c. Ensure tools and materials are prepared for scheduled activities.

#### **2. Event Setup and Cleanup**

- a. Oversee the setup and cleanup of events, including organising equipment, signage, and facility readiness.
- b. Ensure the smooth execution of pre- and post-event tasks.
- c. Coordinate volunteer schedules for event setup and cleanup activities.

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#### **Clubs affiliated with SCMSA**

Downs Motorsport Club - Lotus Club of Qld  
Ipswich West Moreton Auto Club  
Tamworth Sporting Car Club - Millmerran Auto Club



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### **3. Toolbox Talk**

- a. Participate in pre-event and post-event toolbox talks with the Event Coordinator, Compliance Coordinator and other officials.
- b. Provide input on safety and operational matters during these sessions and ensure follow-up actions are implemented where necessary.

### **4. Facility and Track Maintenance**

- a. Identify, document, and prioritise required repairs for the raceway's facilities and track.
- b. Coordinate minor repairs and engage contractors for larger maintenance tasks when approved.
- c. Regularly inspect the track and facilities for wear and tear.

### **5. Hazard Identification and Safety**

- a. Conduct routine inspections to identify potential hazards requiring attention.
- b. Ensure the raceway complies with Workplace Health and Safety (WHS) regulations.
- c. Recommend safety measures and improvements to the committee.

### **6. Volunteer and Stakeholder Engagement**

- a. Build and maintain a roster of volunteers for working bees and events.
- b. Provide clear instructions and supervision to volunteers during activities.
- c. Communicate effectively with stakeholders to ensure cooperation and alignment.

### **7. Reporting and Communication**

- a. Report to the committee on issues, repairs, and maintenance needs.
- b. Provide updates on working bees, event setup, and cleanup activities.

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- c. Track progress on repairs and follow up on unresolved maintenance items.

### **Key Skills and Attributes**

- Strong organisational and coordination skills.
- Excellent communication and leadership skills.
- Hands-on experience with maintenance and facility management.
- Commitment to workplace safety and hazard management.
- Ability to motivate and manage volunteers effectively.

### **Qualifications and Experience**

- Experience in event logistics, facility maintenance, or a similar role.
- Knowledge of Workplace Health and Safety (WHS) standards.
- Experience working with volunteers and community organisations.
- Basic technical or handyman skills are a plus.

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