

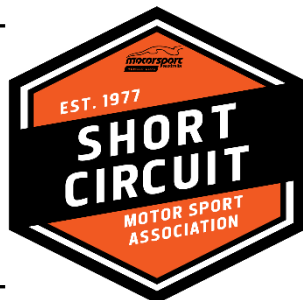
# SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

*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  
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Toowoomba Qld 4350  
Mobile: 0494 081 612  
secretary@scmsa.com.au

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## **Role Description: General Committee Member of the Short Circuit Motor Sport Association Inc.**

**Role:** Compliance Coordinator

### **Purpose of the Role**

The Compliance Coordinator ensures that SCMSA adheres to all Workplace Health & Safety (WHS) obligations, association policies, and legal requirements. This role supports volunteers by providing guidance and ensuring compliance with operational standards and procedures.

### **Key Responsibilities**

- Oversee the completion of all WHS documentation, including checklists, attendance sheets, and inductions.
- Monitor compliance with the association's Standard Operating Procedures (SOPs) and assist in developing new procedures as required.
- Coordinate and deliver WHS training for volunteers and staff, ensuring they are equipped to fulfil their roles safely and effectively.
- Manage the BrightHR platform, ensuring all records, online training modules, and Health & Safety Handbooks are updated and shared with volunteers.
- Conduct regular reviews of WHS practices and propose improvements to enhance safety and compliance.
- Work closely with the Secretary to ensure all compliance records are accurate and accessible.

Page 1 of 2

### **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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Gambling

**Community Benefit Fund**

Queensland Government

## Legal Obligation

- Ensure compliance with the Work Health and Safety Act 2011 (QLD), including risk management and hazard reporting requirements.
- Maintain accurate compliance records as required by the Associations Incorporation Act 1981 (QLD).
- Act in accordance with SCMSA's constitution and ensure volunteers and officials follow all relevant legal guidelines.
- Support SCMSA in meeting insurance obligations by ensuring risk management processes are documented and followed.

Page 2 of 2

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