

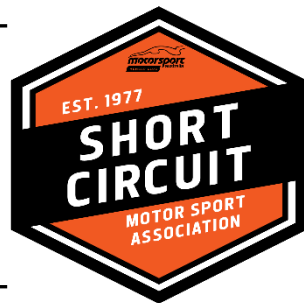
# SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

*Servicing motorsport in Queensland since 1977*

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Secretary: Charlotte Kelly  
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## General Committee - Short Circuit Motor Sport Association Inc.

### Role: Compliance Coordinator

#### Purpose of the Role

The Compliance Coordinator ensures that the Short Circuit Motor Sport Association Inc. (SCMSA) adheres to all Workplace Health and Safety (WHS) obligations, Motorsport Australia rules and regulations, association policies, and legal requirements. This role provides critical support to volunteers and officials, offering guidance on compliance with operational standards and procedures while fostering a culture of safety and continuous improvement. The Compliance Coordinator also plays a key role in facilitating toolbox talks to ensure effective communication and collaboration among event officials.

#### Key Responsibilities

##### 1. WHS Oversight and Documentation

- a. Oversee the completion of all WHS documentation, including checklists, attendance sheets, inductions, and incident reports.
- b. Regularly review and update the association's WHS practices to ensure they align with current legislation and best practices.

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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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- c. Identify and address potential risks or hazards, ensuring they are logged and managed effectively.

## 2. Standard Operating Procedures (POS)

- a. Monitor compliance with SCMSA's Standard Operating Procedures (SOPs) and assist in the development or revision of procedures as required.
- b. Ensure all volunteers and officials are familiar with and adhere to the SOPs during events.

## 3. Training and Education

- a. Coordinate and deliver WHS training for volunteers and officials, ensuring they have the knowledge and skills to perform their roles safely.
- b. Provide onboarding and ongoing education through resources like the BrightHR platform, Health & Safety Handbook, Motorsport Australia policies, and training modules.
- c. Provide avenues for previous training certification to be recognised by providing that as evidence of compliance.

## 4. Toolbox Talks

- a. Assist the Event Coordinator in facilitating **pre-event toolbox talks** to align event officials, including the Event Secretary, Officer, Clerk of Course, Deputy Clerk of Course, Eligibility Officer, Scrutineers, Timing Official, Motorsport Australia Delegate, and the Carnell Raceway Operations Coordinator on safety protocols, responsibilities, and communication plans.
- b. Assist with leading **post-event toolbox talks** to gather feedback, review incidents, and identify opportunities for improving compliance and safety practices.

## 5. Collaboration with Officials

- a. Work closely with the Event Coordinator to address compliance-related concerns and ensure all WHS requirements are met during events.
- b. Support the Event Secretary by maintaining accurate and accessible compliance records.
- c. Collaborate with Scrutineers to ensure safety standards are enforced for vehicles, equipment, and competitor apparel.
- d. Communicate regularly with the Motorsport Australia Delegate to ensure event operations comply with national standards.

## 6. BrightHR and Record Management

- a. Manage the BrightHR platform, keeping all records, online training modules, and WHS documentation up to date and accessible to volunteers.
- b. Maintain accurate compliance records in accordance with the Associations Incorporation Act 1981 (QLD).

## 7. Incident Response and Risk Management

- a. Assist in managing and documenting incidents or emergencies that arise during events.
- b. Ensure all risk management processes, including hazard reporting, are documented and followed in alignment with the Work Health and Safety Act 2011 (QLD).

## Legal and Ethical Obligations

- Act in the best interests of SCMSA, avoiding conflict of interest.
- Ensure adherence to all relevant legal and regulatory requirements, including safety, health, and financial compliance.
- Maintain confidentiality and uphold the integrity of SCMSA and its affiliated clubs.

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## Key Relationships

- **Executive Committee:** Report on all compliance matters within the club, Carnell Raceway, and report on any new requirements or changes to be made to policies and procedures.
- **Event Secretary:** Collaborate on risk assessments, toolbox talks, and compliance monitoring during events.
- **Event Coordinator:** Support accurate record-keeping and provide compliance documentation as required.
- **Eligibility Officer:** Ensure all competitors meet WHS and compliance requirements.
- **Scrutineers:** Collaborate to uphold safety standards for vehicles, equipment, and competitor apparel.
- **Timing Official:** Ensure timing operations adhere to compliance and safety protocols.
- **Motorsport Australia Delegate:** Communicate regularly to address compliance issues and maintain adherence to national standards and regulatory requirements.

## Key Behaviours

- Demonstrate fairness, respect, and professionalism in all interactions with volunteers, officials, and stakeholders.
- Be proactive in identifying and addressing compliance or safety issues.
- Foster a collaborative environment during toolbox talks to improve communication and operational efficiency.
- Maintain confidentiality and ensure all compliance matters are handled with integrity.

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