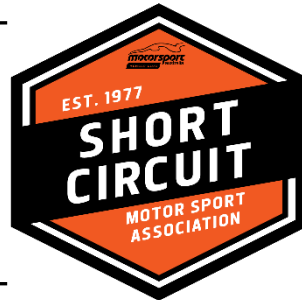


SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

Servicing motorsport in Queensland since 1977

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



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

Role Description: Scrutineer - Short Circuit Motor Sport Association Inc.

Purpose of the Role

The Scrutineer ensures the safety and compliance of all vehicles and equipment participating in motorsport events. This role involves conducting inspections, verifying adherence to technical and safety regulations, and working closely with competitors and officials. The Scrutineer serves as the primary point of communication for vehicle compliance and collaborates with the Event Coordinator. Participation in pre- and post-event toolbox talks is required to review safety measures, discuss operational improvements, and ensure seamless event execution.

Key Responsibilities

1. Pre-Event Duties

- a. Attend the pre-event toolbox talk with the Event Coordinator and other officials to review roles, safety protocols, and event plans.
- b. Plan and prepare scrutineering activities, ensuring all required tools and documentation are ready.
- c. Review event regulations and communicate with the organising team to align on compliance requirements.

2. Vehicle and Equipment Inspections

Page 1 of 4

Clubs affiliated with SCMSA

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



Funded by



Community Benefit Fund
Queensland Government

- a. Conduct thorough inspections of vehicles, equipment, and driver apparel to ensure compliance with technical and safety regulations.
- b. Use appropriate measuring instruments and verify they are fit for purpose.
- c. Ensure all findings are documented and reported accurately.

3. Safety and Compliance Monitoring

- a. Prioritise safety in all inspections, flagging any non-compliant or unsafe vehicles or equipment for immediate resolution.
- b. Collaborate with competitors to address and rectify compliance issues, providing guidance as needed.
- c. Respond to requests for additional checks from the Stewards, Clerk of the Course, or Event Coordinator.

4. During the Event

- a. Act as the main point of communication for all vehicle compliance issues.
- b. Ensure ongoing safety checks are conducted as required.
- c. Maintain clear communication with the Event Coordinator, reporting any critical safety or compliance concerns promptly.

5. Post-Event Duties

- a. Attend the post-event toolbox talk to provide feedback on scrutineering activities and suggest improvements for future events.
- b. Submit all inspection records and reports to the Event Coordinator and Event Secretary for archiving.
- c. Reflect on the effectiveness of scrutineering operations and provide recommendations for refining processes.

6. Reporting and Documentation

Page 2 of 4

Clubs affiliated with SCMSA

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



Funded by



Gambling

Community Benefit Fund

Queensland Government

- a. Prepare and sign all necessary inspection reports and compliance records.
- b. Ensure scrutineering results are only shared with authorised officials, including the Clerk of the Course and Event Secretary, prior to final publication.
- c. Maintain confidentiality of all inspection data and findings.

Key Qualities and Knowledge

- **Technical Aptitude:** Proficiency in understanding and applying technical and safety standards.
- **Attention to Detail:** Ability to identify non-compliance issues accurately and thoroughly.
- **Effective Communication:** Ability to provide clear, respectful, and professional communication with competitors, volunteers, officials, and the event team.
- **Team Collaboration:** Works effectively with other volunteers and officials, including the Event Coordinator and Event Secretary.
- **Problem-Solving:** Capable of addressing and resolving compliance challenges quickly and fairly.
- **Integrity and Fairness:** Commitment to impartiality, fairness, and maintaining the integrity and safety of the competition and the Association.

Key Behaviours

- Uphold professionalism in all interactions with competitors, volunteers, officials, and stakeholders.
- Follow all organisational policies, Motorsport Australia regulations, policies and procedures, and safety requirements.
- Be proactive in identifying and addressing areas for improvement during toolbox talks.
- Take responsibility for decisions and maintain accurate records of all inspections and actions.

Page 3 of 4

Clubs affiliated with SCMSA

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



Funded by



Gambling

Community Benefit Fund

Queensland Government

Relationship with Other Officials

- **Event Coordinator:** Collaborate closely to ensure smooth operations of scrutineering and resolve any compliance issues.
- **Clerk of the Course:** Provide updates and escalate unresolved technical or safety concerns.
- **Event Secretary:** Work on submitting and archiving all scrutineering reports and records.

Clubs affiliated with SCMSA

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



Funded by



Gambling

Community Benefit Fund

Queensland Government