

# 1 Presidents report (9<sup>th</sup> January 2018)

The final event for 2018 was a great success. The setters and vetters (Jane, Judith, Sue and Gerard) organised everything with help from Paul Dowling (map), John Herzfeld (shed/equipment access) and volunteers on the day. Results, map, questions and volunteer details were updated on the web site. From my understanding there was little additional committee help required.

Looking forward DSR/DLGSC may be able to help facilitate communications with departments and ideally aid us in land access and other barriers. The current proposal is attached to this meeting's agenda/minutes archive. No significant DSR/DLGSC liasing has been done. In short no major breakthroughs have been made for event permissions. For further detail see the president reports for committee meetings through 2017.

Looking forward we are lacking setters and vetters, and main volunteer positions. This has been communicated with our members (see appendices, first section for email/details). As a result the newsletter has been discontinued until further notice. And we have had to cancel the first event of 2018. Web site upgrades, data archiving, promotional material, and other desirables are also on hold or have been suspended until more volunteers step up.

To conclude 2017 I'd like to thank the current committee for going above and beyond to ensure that we ran all of our scheduled events in 2017 (with a shortened 24 hour).

## 2 Correspondence / timeline / etc

Since the last correspondence summary I have 109 emails tagged as correspondence. Here are the highlights:

24/8/2017 Event date changed for August 2017 due to clash with nationals.

25/8/2017 Received cold call (marketing) from a Nick (0451 052 653) flying in from the east coast. Regarding council funding, land access and council approval/support. He was to contact me the following week, but did so too late. Received email from Nick Simmons 30/8/2017. See appendices.

29/8/2017 DSR/ DLGSC *Meet Kate Palmer*. Invite for 7/9/2017.

30/8/2017 Received 10 packs from Ian Maley, Wilderness Equipment. Sponsorship.

4/9/2017 DSR/ DLGSC Grant correspondence. Approved for next year. *Grant agreement - OSP 17/18 - Western Australian Rogaining Association Inc - METRO 13064*

4/9/2017 ARA Payment for insurance levies. WA fallen to 3rd smallest behind NT and Tassie.

5/9/2017 Selina Wilson request paper copy of John Forrest Map. Potential setter?

17/9/2017 Rowena Beaton (member?) suggested *Acknowledgement of country at rogaines*. Email in appendices. Was brought to the committee.

19/9/2017 Nick Lethbridge provided ideas for DSR/DLGSC. Email in appendices.

24/10/2017 Breakfast with Minister (Mick Murray) attended by Ian Spencer.

24/10/2017 Meeting at DSR. Facilitator first presented. Emma and I attended and met with Louise Haywood and Yvette Peterson.

10/10/2017 Andre indicated that three teams did not receive badges from October event (Wil, Matthew 1F; Christina Stadler, Shelly Arthur 3W,2WV – [teamturquoise@gmail.com](mailto:teamturquoise@gmail.com); Leonie Feddema, Peter Feddema, Pam Riordan - 1XUV - [fedds2@iinet.net.au](mailto:fedds2@iinet.net.au) ) and suggested a general eNews message for getting trophies plaqued (which went out). Nothing was done or followed up with either.

17/10/2017 Jamie Bennett <[jamie@outdoorswa.org](mailto:jamie@outdoorswa.org)> informed of *Review of Policy 13* (water catchment restrictions). DSR/ DLGSC has made us aware already. More on the 26<sup>th</sup> indicating that Minister Mick Murray would include recreational groups in the process (Emma and I were independently informed from Lousie at DSR/DLGSC).

18/10/2017 Owen Horton pushed for life membership to Gerard Massam and Sue Monter (rehash of 2016 submission that was *too late*). Sent to secretary.

18/10/2017 Nick Lethbridge made direct contact to DSR/DLGSC. Send information to Andre and I. Email body in appendices.

19/10/2017 Tony Simpkins information for OAWA embargoes for the Orienteering National Carnival. They are basically near Malmalling (Mt Gorrie, etc). WARA agreed not to run events in this area prior to the 12 hour in October 2018. In short anything east of Yarra Road is no issue.

30/10/2017 Lousie Haywood from DSR/DLGSC emailed a Project Doc. Attached as doc12528120171030153602.pdf

8/11/2017 The IRF approved the ARA recommendation for the WRC (World Rogaining Championships) to be held every two years.

14/11/2017 Received email from Gary Carroll following up possible bugs from October event.

15/11/2017 Talked to Sam Harris regarding working with children. Ann Smithson to get accreditation (as training officer). See Appendices for message (16<sup>th</sup> Nov 2017).

17/11/2017 Jaime Bennet (Outdoor WA) sent email updating Policy 13 review approach. Email in appendices.

17/11/2017 Andrew Crawford <[crawfordmonks@iinet.net.au](mailto:crawfordmonks@iinet.net.au)> enquired about 8<sup>th</sup> place badge. Postal mailed him. Did we forget anyone else?

18/11/2017 DSR/DLGSC. Lousie Haywood. (Emma and I) Received project brief. See meeting attachments Project Brief – Rogaining.docx with request for feedback.

20/11/2017 DSR. Lousie Haywood following up on proposal. From initial follow up 8<sup>th</sup> November with response based on committee feedback. See Appendices for message (20<sup>th</sup> Nov 2017).

22/11/2017 Newsletters registered with National Library thanks to Nick Lethbridge. Message in Appendices.

27/11/2017 Paul Guard (ARA) sent emails regarding grant application and wrist band feedback. Reminder: If we need money we can ask the ARA for grants (particularly for national entries or web systems). Feedback on WARA not yet using wrist bands.

6/12/2017 Andrew Molnar (committee) indicated he may have someone interested in liaising with DSR. Followed up on the 19<sup>th</sup> with email, section included in appendices.

6/12/2017 Received written Honourary Life Membership submission from Owen Horton (to the WARA secretary) to meet procedural requirements.

7/12/2017 Received suggestion (via Paul Szijarto) to update the *City of Bayswater Community Directory*. Send (future proof) updated details with generic emails and links to web site, PO Box for address.

11/12/2017 Paul Guard, ARA: *I have uploaded the new Certificate of Currency for 2018 to the Insurance Documents page: <https://rogaine.asn.au/Insurance/Insurance-Documents.html>*

19/12/2017 Phil Dufty (long time member and volunteer) asked how to renew membership (since there is no longer a newsletter).

21/12/2017 USD Cancelled. No vetters and unforeseen issues.

27/12/2018 Email from HH volunteers for the cancelled USD. Of note enquiring about information for setting/vetting. Kristen and Kirk Phillips 0423 740 472 & 0487 220 924.  
[kirkphillips022@gmail.com](mailto:kirkphillips022@gmail.com).

1/1/2018 Trophy enquiry. Pam Riordan, [pamela.riordan@gmail.com](mailto:pamela.riordan@gmail.com).

4/1/2018 Sophie Giles current facebook volunteer: *I reckon I might bow out shortly as away for half of the year and trying to reduce my FB use. If you could please look out for a WARA FB replacement? Bryce?*

## 3 Appendices

### 3.A) Committee Meeting Emails

For the record the following two emails opened the meeting to members. The first (sent 31<sup>st</sup> December 2017) to the committee and the second send to all members.

**Subject:** Committee volunteers for 2018

Committee AGM roles

Hello Committee Members,

In the hopes of attracting more members to help it has been proposed that we open the first committee meeting to any member who is interested in taking on a role. All too often we have less than the required number of attendees for the volume of tasks and earlier this year I attended a Meeting with just 3 others (none office bearers) so we were unable to move any motions or conduct important business.

To assist with this and to promote sustainability for future Rogaining committees I would like you all to write a brief description of your role within the organisation. Please let me know your feedback regarding this.

Volunteer fatigue is a real problem and rather than rely on the same familiar faces doing the work I would welcome any new members stepping up.

As stated in Our Constitution - All roles become vacant at the AGM.

Often time poor people are hesitant to volunteer to the unknown, a warm welcome and a little information can set future members at ease.

In regards to this I will be hosting the first meeting at my home so folks can "Meet us in our natural habitat"

I'd like to propose some minor changes in regards to sustainability for this committee - it is vital that we as a committee are forward thinking about how WARA moves into the New Year and beyond.

Your feedback as always is welcome and is necessary as you all work so hard. It would be beneficial to take your ideas to improve committee members experiences too, please respond to this email with any suggestions on how to engage more support for us all.

You will also notice that I have CC'd my wife Liza onto this email - I have asked her for some assistance with committee correspondence.

Can you please respond by close of business Tuesday 2nd Jan,

Wil

PS: The 10 day notice period for the Jan 10 meeting will have lapsed but I intend to honour the 21 day notice period for the AGM (section 32, *At least 21 days before an annual general meeting, the secretary must send written notice to all the members...* )

## eNews content:

**Subject:** Rogaining - Invitation to WARA committee meeting Wed 10th Jan 2018

Hello Rogainers - Welcome to 2018 !

If you've ever been curious to see how the committee works or are interested in a role ( whether it be a one time volunteer or committee position ), now is the perfect time to join in - we would love for as many folks to join us as a welcome to the rogaining season of 2018 and to meet us in a relaxed atmosphere.

Our committee will be available to answer your questions and as always feedback from members is valued and important - so please come along and let us know how we can help.

The first of our general meetings for this year is

Wed 10th Jan at 7pm The meeting will start promptly at 7.15pm at 105 Wellington Street Mosman Park ( Wil and Liza's House ).

In an effort to promote sustainability for the future we do need more members stepping up to help.

The Upside Down Rogaine has been cancelled due to lack of volunteers and last year we had a meeting where we were unable to move forward with committee business due to the low numbers ( our Constitution requires a minimum quorum of 5 ).

We understand the reluctance of busy people to volunteer but many hands make light work and we are seeking more volunteers to share the load instead of our committee doing all the heavy lifting ( so to speak ).

The AGM is scheduled for the 9th of February and as per our constitution all positions are declared vacant.

Many of the committee positions could be shared and we are endeavouring to make it easier for those who do volunteer ( a shared role would mean that you could attend fewer meetings ).

All future meetings ( Except AGM ) will be capped at 1 hr.

Committee positions not currently filled for 2018 are:

Vice President(s)

Secretary

Publicity officer Web page & coordinator e-news

Equipment officers ( Minimum 3 people )

DSR / WASF Liaison

Admin Coordinators

Volunteer positions not currently filled are

Maps and Data Volunteer Coordinator

Safety Officer / Camp Manager

March Event - 6hr - 10th March. Veters

Autumn Event - 12 hr - 28th April. Setters and/or Veters

We hope to see you on Wednesday and at our AGM on the 9th of Feb.

Kind Regards

Wil (WARA President)

## 3.B) Role Descriptions

Role descriptions received by email. Varied in nature. Thanks to all for their contribution.

### Secretary

Outlined in constitution as indicated by Emma Firth (email 4<sup>th</sup> Jan 2018)

Duties for Secretary are as follows as per our WARA Constitution.

The Secretary has the following duties —

- (a) dealing with the Association's correspondence;
- (b) consulting with the chairperson regarding the business to be conducted at each committee meeting and general meeting;
- (c) preparing the notices required for meetings and for the business to be conducted at meetings;
- (d) unless another member is authorised by the committee to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- (e) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
- (f) unless another member is authorised by the committee to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
- (g) ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
- (h) maintaining full and accurate minutes of committee meetings and general meetings;
- (i) carrying out any other duty given to the secretary under these rules or by the committee.

### Equipment Officer

See attached documents prepared by John Najar, emailed to committee members 1<sup>st</sup> Jan 2018.

Control Preparation and maintenance 20170501.pdf

Equipment Check Sheet 20180101.pdf

### Hash House Coordinator

Received by Steve Sertis (2<sup>nd</sup> Jan 2018) indicating this has been done before and likely published in a newsletter.

I am sure done this before and that it was published in a newsletter (and for all positions). Of course I can't find it – so here is what the role involves. J

Hash House (HH) Coordinator

- Set dates for the HH volunteer briefing (for events that have a HH) and liaise with the Vol Coordinator throughout the event planning.
- Contact Home Country Foods (HCF) at the start of each year to advise the dates of each order placement and the pickup date and time of the order.
- Contact and confirm the WARA food auditor the start of each year to advise the pickup date and time of the order for each event.
- Conduct a stock take of supplies in the WARA shed no later than a fortnight prior to each event.
- Conduct the HH volunteer briefing the week (or fortnight) prior to the event. Organise a HH leader, collection of lunch for vols and the washing and return of tea towels/aprons.
- Place the food order with HCF no later than the Friday the week prior to collection.
- Supply the HH leader and the WARA food auditor with the food order.

- Ensure the roster is either set or that the HH leader will complete it prior to the start of food prep at the event.
- Liaise with the equipment officer for any equipment maintenance or stock issues.
- Liaise with the equipment officer for any special equipment needs for specific events.
- Deal with any HH related issues post event.
- Thank all HH volunteers post event.
- Ensure all food expenses/invoices are given to the treasurer in a timely manner.
- Handle any HH related general enquiries from rogainers.
- Update the stock order matrices as required.
- Update the HH leader and Volunteer duty lists for each event as required.

## Training Officer

As indicated by Ann Smithson by email (4<sup>th</sup> Jan 2018) she is happy to stand again for training officer in 2018.

I am happy to stand again for training officer.

The training officer role involves:

1. Running a short navigation intro at each event
2. Running training workshops/weekends each year including Dryandra and Setters&Vetters
3. Engaging with any groups requesting rogaine training (eg Scouts).

I propose Dryandra dates for this year as evening Friday 25<sup>th</sup> to morning Sunday 27<sup>th</sup> May 2018.

Any objections please let me know, I will try to call Lions Dryandra before the weekend.

## Membership, Publicity, Website, IT

As indicated by Andre by email 2<sup>nd</sup> Jan 2018 “I am happy to continue with my roles, detailed below.”

As Event entry and membership coordinator:

- keeper of the membership database, backup, make data and reports available as needed
- processor of events and event entries into the database - download the online entries data (from the online entries and payment website) and process this into the system, manually process late entries, chase up any payment variances, produce the pre-event files and report of entries for the event admin team including the teams.txt file for Pebbles
- processor of post-event attendance data (not results) back into the database, including recording volunteer activity and report refunds for overpayments to treasurer
- make mailing list data available to the Newsletter publisher if needed

As Enews publicity officer:

- produce and send a regular issue of the Enews newsletter
- maintain the Enews mailing list and account, import in new members after each event

As Website event publicity officer:

- create and maintain the info page for each event, coordinate with event team for information
- act as a second/backup webmaster

Additional - IT systems design

- lead the upgrade for the website, event entries and membership database with planning, guidance, design and sourcing of development effort
- lead the change of membership and event pricing structure to best integrate with future IT systems

## ePunching

As received from Andrew Molnar by email 2<sup>nd</sup> Jan 2018.

Great idea, as my role has been a temporary one I don't see how I can give you a job description.

### 3.C) Correspondence Email Sections

#### 30<sup>th</sup> August 2017. Marketting (Council focus).

Sorry Will,

I only just received a notification that the email I sent last week was undeliverable. It looks like I had your email written down incorrectly. Please see the below summary and attached document regarding the Sports Marketing Australia Event Attraction Program. If your available to catch up on Friday it would be great to discuss options regarding local government support for events and whether there's an opportunity to work with you and your team.

I look forward to hearing from you.

[cut]

Subject: Local Government Funding and Support for Events - Sports Marketing Australia

Hi Wil,

Thanks again for your time on the phone earlier today, it was great to catch up. I'll be in Perth next week and would love the opportunity to catch up to go through our program in more detail. At this stage I'm free most of Friday 1 September so feel free to suggest a time that best suits? I'm happy to come and meet you wherever is most convenient.

As discussed Sports Marketing Australia (SMA) has long term contracts with 47 Local Government Areas (LGAs) throughout Australia. Our objective is to grow and develop Sports and Events Tourism as an industry for all of our partnering Councils. Each of these LGAs are highly motivated to attract events to their region and are prepared to provide incentives in the form of commercial and logistical support. All these Councils outsource event attraction to SMA and allocate us with budgets to lure sporting events to their regions.

Our local government partners are looking to host events that provide economic, community and branding benefits within their regions. The result is a "Win - Win" scenario for both sporting organisations, the LGAs, and wider communities. In 2016 our program delivered \$3 million worth of funding for event owners, and \$483 million in direct economic impact into our partnering Council economies through major events.

Please see the below list of Local Government Areas that we're currently contracted to in Western Australia:

- City of Albany
- City of Bunbury
- City of Kalgoorlie-Boulder
- Mandurah and Peel Tourism Organisation
- Shire of Augusta-Margaret River

Importantly, SMA is NOT paid any fees or commission by sporting associations under the program, we are paid by the Councils who are our clients.

Please find attached paper which will give you a high level overview of the process we follow.

SMA's partnering Councils are prepared to provide incentives including funding and other Value In Kind (VIK) support to encourage event owners to bring events to their regions. The various types of funding and support available through our program includes:

- Event attraction funding - Funding is based on the economic, branding and community benefits that your event brings to our partnering regions. In 2016 our program delivered just over \$3 million in funding to sporting organisations.
- Value in kind support - Vik support varies from council to council but could include:
  - Free venue hire if the venue is council owned and managed
  - Temporary infrastructure
  - Council services i.e. Rubbish removal, traffic management etc.
- Marketing & media liaisons - Because councils have a vested interest in seeing a successful outcome for your event, it receives maximum media and marketing exposure locally and regionally. This, in turn, will help grow your event and the footprint of the sport locally.

- Accommodation & tourism services - Councils have access to special rates, along with a wealth of local knowledge and they can give you friendly advice on where to stay, what to do, and help book your accommodation and activities while competitors are staying in the area.

I look forward to hearing from you if you're interested in exploring any of our partnering areas as host locations for your events.

Regards,

Nick Simmons; Business Development Manager; Sports Marketing Australia Pty Ltd;

Tel: 02 6652 1112; Mobile: 0451 052 653; Fax: 02 6652 1118; Email: [nick@sportsmarketing.com.au](mailto:nick@sportsmarketing.com.au)

## 17<sup>th</sup> Sep 2017. Acknowledgement of Country

Rowena Beaton <[rowenabeaton@gmail.com](mailto:rowenabeaton@gmail.com)>

Hi Wil!

I am an occasional/social rogainer of several years now. I volunteered in the hash house at Ninghan Station. I've also converted a few mates into fans and my partner Simon is planning to compete at the Welly rogain in a few weeks. I have really enjoyed the rogaines I've been a part of.

I wondered if WARA has ever considered having an acknowledgement of country at the start of rogaines? It occurred to me at the last rogain that there is always a lovely culture of thanking volunteers, and land owners where applicable - but I don't remember hearing an acknowledgement of traditional owners (having said that I only go once a year so maybe it is occasionally done and I've just missed it). It could be quite brief but would be a respectful thing to do.

If that sounds like something WARA might want to do, I note that the next rogain is on Gnaala Karla Booja (booja=land) <https://www.noongarculture.org.au/gnaala-karla-booja/> and there's some guidance here <http://www.reconciliation.org.au/nrw/get-involved/perform-an-acknowledgement-of-country/#.Wb4EXRnmjqA>

I won't be at the next rogain but hopefully at another one (or more than one? Here's hoping) next year.

Cheers

## 19<sup>th</sup> Sept 2017. "Developing People and Clubs" from DLGSC

... The email/letter itself is promising a separate survey (or two) on future strategy. So no need to reply till survey links arrive.

... But early and interested contact -- from WARA to SR(WA) -- will be good as (at least) PR for WARA.

... I'd bet that the survey is not yet written.

... Someone must attend the focus group.

... They must be prepared to talk -- but ready to accept that there may be no formal opportunity to talk.

... Be ready to chat to anyone and everyone at the meeting (not just SR(WA) people). To say, at least, This is what we are hoping to achieve with the new DLGSC.

... We may be "hoping to achieve" no more than understanding of how we will be able to work with the new department.

... Obvious enthusiasm for rogaining -- and its future directions -- is good. But the surveys and focus group are to explore the formation of a sound working relationship with the new DLGSC.

... If this is actually about the new DLGSC TELLING sports associations how it will all work then we smile, nod and will have to work even harder on building that relationship.

Some of the thoughts below may sound cynical. I claim, practical :-). BUT: whoever is dealing with SR(WA) must BELIEVE that WARA is presenting ideas which we really do support, which really will be good for our future -- and that do match the as-we-understand-them-now directions of the SR(WA) in its new position within DLGSC.

... The WARA ideas may vary depending on who meets with SR(WA).

... Try to not directly contradict each other.

... Be prepared with 2 or 3 key issues which we (WARA) "hope will be within the SR(WA) scope of responsibility". (My ideas are somewhere below.)

... At this stage we have problems, beginnings of some possible solutions, looking for what help & ideas may be available within the new DLGSC.



... We certainly don't have demands :-)

... We definitely have enthusiasm for key -- preferably unique -- aspects of rogaining; what attracts us -- as individuals -- to rogaining.

... Each rogainer talking with SR(WA) may describe their own view of what is "key", that just shows how much we can offer.

... Other aspects may not be "key" -- to you -- but they are never negative. We accept that other rogainers see other aspects as more important, "I'm looking for ideas & support for my ideas, I'm happy to introduce you to so-and-so who sees different priorities but is just as keen to support rogaining..."

... Overall theme could be, We have some rogain-specific issues, we have some ideas towards solutions, we are looking to improve those ideas and perhaps get help getting started on solutions.

... We do want to maintain & build a good relationship with whoever may give us government money. That used to be DSR.

... Now we need to maintain a good relationship with SR(WA)... probably much the same people but pushed in as a "division" within the brand new, much larger, less coherent DLGSC.

... SR(WA) will be trying to find -- and justify -- its own new position.

... The person who sent the email (Lou) will also be trying to find out where she fits in the new DLGSC.

... If surveys are still being written, our early interest -- questions & informal discussions, not demands -- will raise our profile in a positive way.

... This may even lead to a few survey questions which are relevant to WARA :-)

... Best way for us to build a better relationship -- is to support the developing individual, division... and even department.

... NOT by "doing things" for them.

... We discuss what WE want to do -- in a way that gives SR(WA) ideas about how THEY can support us within the wider roles of DLGSC.

... The more that SR(WA) feels that WARA is a positive organisation -- the more support (formal or informal, doesn't matter) SR(WA) will be willing to offer WARA.

Um. Slowing down on the ideas. So, here's a few thoughts that \*I\* would take to meetings, focus groups, whatever.

... Other people would take their own ideas, or different OPTIONS for the same ideas, but not negative contradictions.

Current key problems are:

... access to "new" land for each event (unique problem for rogaining)

... reduction in volunteering by people who have essential rogain-related skills, eg setting (this is also unique to us)

... lack of generic volunteers (a very general problem)

... The unique problems show that rogaining is unique -- so, we are well worth supporting & preserving

... The generic volunteers problem gives SR(WA) a problem they already understand, a place to start offering support.

Our current ideas for "volunteer" solutions are:

... next year's free membership for volunteers... etc etc ...??

... If you -- personally -- do not support an attempted solution -- for any of the "current ideas" -- admit it. But do NOT run it down (outside WARA)! Say that you are "not sure" that is "the best idea" but that it is "worth trying" while other ideas are being developed into "practical" solutions... Or something.

... Strength in (apparent) unity :-)

... We have some ideas, some will work better than others, some need time & effort to develop.

... We are looking to SR(WA) and DLGSC for more ideas, for us to select and develop -- based on our own understanding of the way that we operate and think.

... It would be really nice if we could also get some practical help... eg Access to a database of "generic volunteers". (Giving them back an idea... I would and do have a couple more ready to suggest.)

... The feeling to give is, we are trying the best so far -- ideas which are ready to try immediately -- but we are still looking for better.

Our current ideas for land access are:

... Support for well managed groups to access and use state forest (etc) for a safe, tested, all those positive words... group such as WARA

... Access permissions to be managed -- or at least coordinated -- by a single group within DLGSC. Giving them a great idea for a new role... which is, hopefully, a positive.

... One contact point for all access requests would certainly simplify things for WARA.

... And it would help lots of other groups, eg the Kep run organiser. Another "where do we fit" bonus for the new department.

... We are looking at further-out events being developed in close cooperation with a local community. eg My thoughts of working with Quairading Shire for a rogaine in their area. I think Brian A is thinking along the same lines.

... The World Champs in Cheviot, NZ is a great example. WARA could do even better ... :-)

... This allows SR(WA) -- sport -- to link in with Local Government. A visible tick for them.

... And we are looking at ways in which we can shift the "one-off event" approach" to leave behind ideas for similar-but-smaller "local" events in future years.

... So WARA wants to give back -- long term -- to the local govt which supports us for the "main" event.

===

Anyway, I have to start fasting in just over an hour :-( So it's time to go stuff my face :-)

Always full of ideas, pick & choose/change any that may work. I'm always willing to expand on them... Just can't guarantee to be continuously available :-)

... Nick

## 18<sup>th</sup> Oct 2017. DLGSC and land access

Nick Lethbridge <[nickleth@gmail.com](mailto:nickleth@gmail.com)>

Hello Wil, Andre,

Congratulations -- you two are on my I'll-send-it-to-them list for rogaing ideas... Rather than bothering the entire committee...

I just linked with the new DLGSC boss, Duncan Ord, through LinkedIn. I think he was sending invitations to a department contact list... Anyway, I thought I should do more than just see what he would push out, so I sent a message about access to land. And blow me! he replied! So I was forced to send an email to keep the conversation going...

I hope no-one else is going in different directions on this ! But here is what I just sent:

====

Hello Duncan,

Thanks for your contact via LinkedIn.

Our Rogaining Association has good relationships with land owners and managers. This includes farmers, companies and several government & local government agencies. We get a lot of help and support -- but the various agencies are under increasing pressure to protect the land that they manage. Water catchment areas and bushfire risks make us all nervous. Unfortunately the simplest approach to protection often involves blanket restrictions on access. This affects both un-managed and well managed activities.

Of course Rogaines are all well managed :-). We do, in fact, take care to protect the areas that we use, to leave them at least as clear and tidy as when we arrived.

Our possibly unique problem is that a Rogaine is a 12 or 24 hour event -- with a central "hash house" -- camping area -- for the entire weekend of each event. Permission to use government managed land is a challenge. Permission to camp in many areas is getting close to impossible. Local government paperwork is also getting more complicated.

Our Association is run by volunteers. We had an excellent "liaison" volunteer -- until last year. I've put my "editor" signature to this email -- but I'm having to retire as editor. Every time a volunteer moves on -- our expertise (including landowner contacts) has to be rebuilt.

Perhaps your DLGSC could provide a small group which maintain contacts between Rogaining -- and other outdoor adventure sports -- and as many government & local government land owners & managers as possible. Having a single point of contact for Rogaining would help our volunteers. Especially if your group could provide knowledgeable advice on what information is required for each agency, each shire, each form to be completed.

Over time, the group could perhaps standardise the information required by each agency. The group could also keep records of good and bad results of land use by each Association. This would allow us to learn and improve. Perhaps there is -- or could be developed -- a WA bush version of the various "take care of the environment" standards (eg <http://www.lnt.org.au/programs/7-principles.html>).

As a retiring editor I'm backing off from Association "management". I'm even slowing down on my efforts at events :-). But I'm always happy to talk about the strengths and benefits -- and enjoyment -- of Rogaining. Our sport attracts people who like to be active outdoors, preferably in the natural environment. There is a lot of that environment across WA -- as long as we are allowed access.

Our current committee members are all keen Rogainers. We would be happy to meet and discuss any way in which WARA and DLGSC could work together to help us maintain access to the bush and forest areas which are essential to our sport.

Our 2017 committee contacts are at <https://wa.rogaine.asn.au/index.php/information/10-wara-contact-information>. Some are already in regular contact with DLGSC. Not -- as far as I know -- on this same topic! I will circulate this email to the committee. I would be happy to meet with you or one of your team -- or to pass the baton to another Rogaining committee member.

Thank you.

## 17<sup>th</sup> Nov 2017. Working With Children

**Subject:** WWC and child safeguarding

Hi Wil,

Thanks for the chat yesterday.

As I mentioned to yourself (and Ann previously), as a member of the WA Sports Federation, we're here to support Rogaining WA in the area of child safeguarding. There are some legislative requirements around keeping children safe (the WWC Check), but there is also a broader opportunity for all of us to ensure sport remains safe and fun for children.

I understand that Ann is now in the process of obtaining a Working with Children Check in connection with her child-related work for Rogaining WA. I also wanted to point out that along with applying for the Check the organisation has other responsibilities which includes demonstrating it's compliance with the WWC Act. To learn more about your responsibilities, please refer to the resources below.

To learn more about your organisation's responsibilities under the Act, please see below:

Working with Children Checks: Information for the Western Australian sport and recreation industry (in particular pages 19 and 20)

Factsheet 18: WWC Checks in the Sport and Recreation Sector

SC4K Video Series. Specifically, Video 4: The Screen Test

Working with Children Check website

Also, after speaking with yourself and Ann, I understand that Rogaining WA run approximately nine events per year which include juniors -- sometimes as part of a scout or school group or with their family. It's important that for these events you go through the process of finding out who requires a Working with Children Check as all people who engage in child-related work in WA (as defined in the WWC Act) are required to obtain a Check and organisations have responsibilities to ensure that this has occurred.

There are three questions that help to determine who needs a WWC Check:

1. Is the person doing paid, unpaid or volunteer work in connection with any of the categories of child-related work?

To see all the categories on Factsheet 1: What is 'Child-Related Work'? click here.

YES - please consider Question 2, below.

NO - a WWC Check is not required.

2. Do the usual duties of the work involve, or are they likely to involve, contact with a child? To see what 'contact' is defined as, click here.

YES - please consider Question 3, below.

NO - a WWC Check is not required.

3. Does an exemption apply? If a person is exempt they are ineligible to apply for a WWC Check. For a full list of exemptions click here to access Factsheet 2: Child-Related Work and Exemptions and Factsheet 4: The Parent Volunteer Exemption

YES - a WWC Check is not required.

NO - the person is in child-related work and must apply for a WWC Check.

Remember that the Working with Children Check is one important screening strategy (and it is a legal requirement to comply with the Act). In addition to complying with the WWC legislation, there are other steps you can consider to create an environment which is safe for children and young people. As we discussed, considering the nature of your events and some of the risks (overnight, in the bush, potential for minimal supervision, shared and easily accessible accommodation, shared use of facilities, large number of people, teams under 18 years old etc) it is important to look at your broader strategy for risk management and child safeguarding. Ann explained to me that there are very strict safety protocols, rules and procedures which focus on getting lost, first aid and evacuations but perhaps this could be expanded to look at some simple strategies to keep children safe in your sport and at events?

You can have a look at our Safe Clubs 4 Kids website <http://www.dsr.wa.gov.au/support-and-advice/safety-and-integrity-in-sport/sportsafe/safe-clubs-4-kids> to learn more or as I said, I'm more than happy to meet with you and discuss.

Please don't hesitate to contact me if you have any questions.

Thanks,

Sam Harris

Phone: 0474 131 160 Email: [samharris@wasportsfed.asn.au](mailto:samharris@wasportsfed.asn.au) Web: [www.wasportsfed.asn.au](http://www.wasportsfed.asn.au)

## 17<sup>th</sup> Nov 2017. Policy 13 - finding a collaborative approach

Jamie Bennett <[jamie@outdoorswa.org](mailto:jamie@outdoorswa.org)>

To: [wil@amristar.com](mailto:wil@amristar.com), [peta.demidenko@westcycle.org.au](mailto:peta.demidenko@westcycle.org.au), [matt.fulton@westcycle.org.au](mailto:matt.fulton@westcycle.org.au), [desccook@iinet.net.au](mailto:desccook@iinet.net.au), [tim@recfishwest.org.au](mailto:tim@recfishwest.org.au), [linda@bibbulmuntrack.org.au](mailto:linda@bibbulmuntrack.org.au), [steve@rtra.asn.au](mailto:steve@rtra.asn.au), [cameron@lnt.org.au](mailto:cameron@lnt.org.au), [eo@paddlewa.asn.au](mailto:eo@paddlewa.asn.au), [osborne196@iinet.net.au](mailto:osborne196@iinet.net.au), [melina@perthtrailseries.com](mailto:melina@perthtrailseries.com), [mike@peregrinewa.com.au](mailto:mike@peregrinewa.com.au), [shekinah@iinet.net.au](mailto:shekinah@iinet.net.au), [AlexWade@westnet.com.au](mailto:AlexWade@westnet.com.au), Andy Wahid <[andywahid@hotmail.com](mailto:andywahid@hotmail.com)>

Hi All,

A big thanks for those that made it along last night, we had bushwalking and trail running in the room discussing the merits and joys of both.

Thanks also to those that sent their apologies, I know it is a busy time of year, and I'm open to how people would like to take this further.

If you have a space and time we can meet, please put your hand up.

It was a productive meeting on a number of fronts, and it would be good to have your feedback on areas where there may be potential agreement.

Do people want to see?

- Active consideration of the growing needs of outdoor recreation for the community and the planning and development of services close to population areas to suit.
- Individual activity considered on their own merits – so the needs and potential impacts are considered individually in policy 13, not just lumped together.
- Recognition that we value diversity in the outdoors and that the diversity of opinion can be as diverse as the user groups.
- That the Policy 13 review has a clear open process that allows for the highest level of engagement possible
- A proactive management process that ensures outdoor recreation access at least at 2012 levels and preferably increasing outdoor recreation opportunities
- Recognition of negative impacts from the policy – i.e. denied recreation opportunities, a lack of community surveillance of the water supplies.
- Recognition that the events policy is not working – only results in events being moved on, not managed.
- Changes – what could be changed to make some positive steps towards increased, measured, managed recreational opportunities i.e. the ability to backpack camp overnight in an area.

It was also recognised that there was limited knowledge on what had been either achieved or blocked under Policy

13.

- So what has been de proclaimed?
- What recreation development has happened on de proclaimed areas, and is this being used, or useful land for outdoor recreation?

So it may be worthwhile to ask what the outcomes have been for the interdepartmental working group in terms of promoting outdoor recreation, what new facilities have been developed and what improvements have been made in outer water catchment to ensure participation at 2012 levels.

Next actions.

So far we have a number of groups committing to prepare a response to Policy 13 and any changes. This means they are either part of this collective or looking to find someone with more knowledge and expertise. That's a great step, the more people with specific knowledge on the impacts of Policy 13 the better.

If you can confirm who's going to make a submission, and is willing to share that so we can all make stronger submissions – recognising that whilst we may hold divergent opinions, we can work to find out common ground.

I attached a copy of an advocacy tool to last night's agenda and I've shared it here.

It will hopefully be useful in clarifying with your own groups the work involved and the importance of providing a positive voice for the value of the outdoors community.

I look forward to further discussion, also do people think it is useful to organise another time to meet?

Kind regards

Jamie

Jamie Bennett, Executive Officer, Outdoors WA, 9468 0102, [jamie@outdoorswa.org](mailto:jamie@outdoorswa.org)

## 20<sup>th</sup> Nov 2017. DSR Facilitator (from [Louise.Haywood@dlgsc.wa.gov.au](mailto:Louise.Haywood@dlgsc.wa.gov.au))

Hi Paul and Emma,

Thanks for the feedback, just a couple of questions for you before we move forward if you don't mind clarifying:

When you say observable results, can you go into more detail about what you mean/require exactly?

Who from Rogaining will be the contact to work with the consultant? We have a few consultant candidates in mind – we will ask them to submit their business case back to us before we allocate the project out

Timeframe – is it within Rogaining's capability to begin the project in partnership with the consultant prior to the new year? Or would a mid-Jan start be more appropriate.

Thanks!

Lou

From: PS Williams [<mailto:wil@amristar.com>]

Sent: Monday, 13 November 2017 8:53 PM

To: Louise Haywood <[Louise.Haywood@dlgsc.wa.gov.au](mailto:Louise.Haywood@dlgsc.wa.gov.au)>

Cc: Emma Firth <[emmaf.77@hotmail.com](mailto:emmaf.77@hotmail.com)>; Yvette Peterson <[yvette.peterson@dlgsc.wa.gov.au](mailto:yvette.peterson@dlgsc.wa.gov.au)>

Subject: Re: Rogaining Proposal

Hi Louise,

As indicated below the committee supported the way forward. Other feedback is best summarised as follows (collated mainly from email feedback post meeting):

- Want to see a streamlined and clear process for events permissions result from this process

- Aim for observable results within 4-6 months

- .. agree ... there needs to be a goal/result timeline (along with the project timeline) within the document. This includes regular and scheduled projects updates to the committee. The scope should also be very specific and clear in what we need at the end of the project.

[cut]

On 9 November 2017 at 09:42, Louise Haywood <[Louise.Haywood@dlgsc.wa.gov.au](mailto:Louise.Haywood@dlgsc.wa.gov.au)> wrote:

Hi Wil,

Happy to work with and clarify anything that needs fine tuning – let's wait until Monday after your event and move forward from there.

Thanks,

Lou

From: PS Williams [mailto:wil@amristar.com]

Sent: Wednesday, 8 November 2017 4:24 PM

To: Louise Haywood <Louise.Haywood@dlgsc.wa.gov.au>

Cc: Emma Firth <emmaf.77@hotmail.com>; Yvette Peterson <yvette.peterson@dlgsc.wa.gov.au>

Subject: Re: Rogaining Proposal

Hi Lou,

The proposal was discussed at our committee meeting. It was agreed that this is of high value but definitely requires clear direction to ensure it is very beneficial and appropriately focused. There was curiosity over the candidate you have in mind!

There is a 4 hour rogaine (novelty/metro) this weekend. It may be useful to wait until Monday before proceeding to make it more focused, but am happy to proceed to the next step. Either way I'll email you on Monday morning with any applicable feedback from the committee and engaged members,

Wil

On 8 November 2017 at 13:45, Louise Haywood <Louise.Haywood@dlgsc.wa.gov.au> wrote:

Hi Emma and Wil,

Hope you are both going well – just following up with you around how the proposal went at your committee meeting, and if there is any further questions/follow up from our end that needs to occur before we move forward.

If you can let me know of any issues or if you are happy to proceed so we can take the next steps that would be great!

Many thanks,

Lou

## 22<sup>nd</sup> Nov 2017. Newsletters in national library

On 22 November 2017 at 19:32, Nick Lethbridge <[nickleth@gmail.com](mailto:nickleth@gmail.com)> wrote:

Hello Wil,

Forget about the NLA -- they now have *\*all\** WARA newsletters deposited. Including the latest (Sep 2017) newsletter which I pulled down off the website.

Luckily enough, generations of careful editors had made it a simple enough process. Just a couple of minutes per newsletter... pity there are 200 of them !

Hmmm... and I even managed to find them on the NLA site and browse a WARA newsletter online. It seems to have worked :-)

Tick "NLA" off your to-do list ! Though if another newsletter is published ... we'll need a process to make sure it also gets deposited to NLA.

... Nick

btw: I also plan to load event maps... but not just yet.

## Also, on the 23<sup>rd</sup>:

Hello Wil,

No worries. There are a few things that I still want to do as handover to the next editor... Let me know if ever there is a next editor!

fyi: Just ignore any newsletter that is not a pdf. I created them as an informal version to improve "online" readability. They have a link to website results but do not include the actual results... So no good as WARA "history".

If we ever decide to drop the pdf version and go (for example) pure EPUB -- we could create a "results only" newsletter as pdf and deposit that (along with the EPUB main version) with NLA. That would get a full history into NLA.

The EPUB version is *\*far\** easier to create than the pdf (via Publisher) version.

... Nick

## 19<sup>th</sup> Dec 2017. DSR Liaison to Facilitator.

Hi Andy

I have looked at the Project Brief and conducted a Risk Analysis - Government Departments are far too unpredictable. There is a revolving door, not just on personnel, but also on policies and procedures (depending on the government of the day).

I would suggest designing one document that acts as a check list for the organiser and the different Government Departments. This would then give you flexibility to run groups in any location.

For example:

Location: Kalamunda National Park

Date:

Will you need permission from:

DPaW? If yes, go to page 2

Water Corporation? If yes, go to page 3

etc etc

Pages allocated to different Departments would follow the guidelines for approval achieved in this project.

I would need to meet with all possible Departments, as mentioned in a previous email, the departments vary depending on the location. You will always have your regular Departments - though I would say it is reasonable to expect that things would change in the 5 year plan and a location that once did not require permission from DPaW - may now require permission, depending on environmental conditions.

I would recommend that you incorporate at least 2 reviews in the 5 year plan to confirm currency of information

I would break the project down as follows & quote on this:

- Planning Meeting with WARA committee = 5 hours
- Meeting Department and external stakeholders x 2 meetings per stakeholder @ 2 hours per meeting
- Planning, development and design of draft = 24 hours (3 x 8 hour days)
- Present draft to WARA Committee & workshop any required adjustments = 6 hours
- Conduct review of draft and design final document = 16 hours (2 x 8 hour days)
- Present final to WARA Committee for sign off = 4 hours
- Meeting Department and external stakeholders x 1 meeting per stakeholder @ 1 hour per meeting to present final document to establish service level agreement
- Structure individual SLA's with all Departments (3 -5 years) to streamline WARA approval process = 12 hours (1.5 days) per stakeholder for design and sign off
- General administration - client adhoc email contact. phone calls = 10 hours
- Travel, Accommodation and expenses at cost.

My regular base rate is \$175 per hour, though I charge a discount rate for volunteer organisations of \$125 per hour (& expenses).

My estimate for this piece of work would be (based on 6 external stakeholders): \$13,375 & GST & expenses.

I hope this helps Andy. Thank you for asking for my assistance.

Warmest Regards

Corina

Corina Docking; Director, Docking Consulting; 0439 113311