



Track Adoption Program Process

1. TrackCare WA or club through TrackCare identify a track that they are interested in “adopting”.
2. TrackCare WA or club through TrackCare complete Track Adoption Proposal and forward to DEC 4wd Liaison Officer.
3. DEC 4wd Liaison Officer reviews Track Adoption Proposal and forwards to relevant DEC district for processing.
4. DEC District processes and assesses Track Adoption Proposal completing the DEC Track Adoption Checklist.
5. DEC District forwards completed DEC Track Adoption Checklist and other relevant documentation to DEC 4wd Liaison Officer.

If Proposal Approved

1. DEC 4wd Liaison Officer to advise TrackCare or club through TrackCare.
2. DEC District Liaison Officer and TrackCare and/or club to meet and determine track maintenance standards and conditions.
3. Track Adoption Agreement signed by both DEC District Liaison Officer and Club representative.
4. Project commencement.
5. On-going monitoring and recording of Volunteer hours contributed and works achieved.
5. Quarterly Volunteer Returns to be completed By club and forwarded to DEC District Liaison Officer.
6. At the end of the term of the agreement, the DEC District Liaison Officer and Club Representative to review past 12 months and re-sign agreement for continuation of project or cancellation of agreement or project.

If Proposal Not Approved

1. DEC 4wd Liaison Officer to advise TrackCare or club through TrackCare.
2. DEC 4wd Liaison Officer to advise TrackCare or club reasons for non-approval of proposal.