

PERMISSION FROM SECONDEE'S LINE MANAGER TO DRIVE ON DIRT ROADS AND FLY IN LIGHT AIRCRAFTS DURING SECONDMENT

BACKGROUND

All of NEAL's Indigenous Partners work with a variety of remote homelands and communities in the region. These homelands and communities can be as little as 14kms away or as far as 500kms. During dry season it is normal to drive on dirt and sand to reach these communities, however in wet season, these roads can be extremely dangerous to drive and at times impassable. As a result light aircraft is the main form of transportation during this season, it is also a much quicker form of transportation to use when you need to visit multiple homelands and communities in a day.

4WD TRAINING

The safety of all secondees is paramount and ALL secondees will go through 1.5days of 4WDrive Training during Induction Week and will cover the following areas:

- Corrugation and dirt driving
- Stopping at speed
- Swerving
- Sand driving
- Getting bogged and recovery
- Changing a tyre
- Basic understanding of the engine
- 4WD Theory

NEAL AIRLINES

Our Indigenous Partners use the following airlines

- Marthakal Yolngu Airlines
- Black Diamond
- Laynhapuy Aviation
- MAF
- Air Arnhem
- Air Frontier
- Katherine Aviation

PRE-APPROVAL

As part of your NEAL Jawun secondment, there is a very high chance that you will be required or may have the opportunity to, travel to remote homelands or communities. Although we encourage these trips to be organised in advance, sometimes due to last minute changes you might be notified the day before a trip.

It is important that you speak to your Line Manager before you arrive in NEAL, to ensure that you have approval from your organisation to travel in a Light Plane and on dirt roads during your secondment. Although you will have an overarching approval from your organisation, you will still need to seek approval to travel on EVERY occasion from your NEAL RM and must follow the below process and policies.

PROCEDURES AND POLICIES FOR WORK TRAVEL

- Complete Jawun Travel Form. This includes how you are travelling, where you are going, who you are travelling with, contact numbers for satellite phone and community phone, expected return time, etc.
- Email the completed Travel Form to your NEAL RM, Ccing in your Line Manager and Jawun Coordinator.
- If the turn around time is tight, you may need to call your RM to ensure they see the form.
- Your RM will approve or not approve the travel depending on the situation and conditions.
- If the travel is approved, secondee will need to notify RM when they are departing, when they arrive back safely in town.

- **4WDrive Policies**
 - No driving on dirt or sand roads at dawn, dusk or at night.
 - Car must be checked as per the checklist before heading out. This includes checking the tyre pressure, lights, water, fuel, oil, coolant etc.
 - Must take UHF radio.
 - Must take a satellite phone.
 - Must take 20 litres of water
 - Must take Car Kit which includes: shovel, first aid kit, emergency response procedures,
 - Enough food for the trip
 - Hydrolytes

- **Light Aircraft Policies**
 - Must take a satellite phone.
 - Must take 2 litres of water
 - Enough food for the trip
 - Hydrolytes

Please Complete

I _____ (INSERT NAME & JOB TITLE), give permission for
_____ to travel to homelands and communities by either light
plane or by 4WD.

1. Line Manager's full name & signature: _____

Date: _____

2. Secondee's full name & signature: _____

Date: _____

Once you have signed approval from your Line Manager please return this form ASAP to:

Sandra Hoelscher
shoelscher@jawun.org.au