

Reporting on an alternative section or campsite



It is possible for *any registered volunteer* to submit an inspection report on any Track maintenance section or campsite (only registered volunteers have access to the Volunteer Website).

This might be appropriate if you come across something obviously recent in occurrence and significant to other walkers e.g. a large tree obstructing the Track, or an issue with the water or toilet at a campsite. Feel free to report such issues, giving the same detail as you would if it was your allocated section/campsite, and email photos to MAdmin as usual.

In cases like these we might've heard from general public walkers as well (through the Report a Problem form on the website), but there's no harm in duplication if it's a high priority task – and you're likely to know more about what to usefully include in a report!

Keep in mind that the allocated volunteers have the primary inspection responsibility, and most issues will have been identified and reported by them on their previous visits.

Pointers for reporting on an alternative section:

- Go to the Track reporting form on the volunteer website (refer to the factsheet **Submitting timesheets and maintenance reports** if you are unfamiliar with the reporting process).
- Find the section in the drop-down list. If you know where you are, the appropriate section should be obvious in most cases. If in doubt, make your best guess – it's likely to be the adjacent section!
- The same goes for District, but this information is less critical. If we have the section, we can make the correct District designation.
- Fill in the relevant reporting fields for the observed problem. All other elements (where we would normally ask you to indicate Problem = 'No') may be left blank. In these circumstances, you're not expected to be considering every element of this section!
- In the comments box, please indicate that you are NOT the allocated volunteer for the section. This will greatly help MAdmin in following up the problem.
- If you have photos, email them to MAdmin. Use the same email subject line format as usual (refer to the factsheet **Essentials of Reporting**): make a note of the section number when you submit the report; it's ok to leave out the MAdmin name since you probably won't know it! (But see **The MAdmin Team**).

The process for reporting on an alternative campsite is very similar; identification of the campsite in the drop-down list is simpler!