

Checklist for Track maintenance volunteers

Please work safely, when completing these tasks.

Do not undertake any tasks that you are not comfortable in completing.

Walk the section of the trail you are responsible for:

- Check the condition of the track for tread erosion, water erosion and damage to water drainage structures
- Clear accumulated soil/debris from water drainage structures
- Check the condition of any steps, board walks, bridges and culverts
- Check for signs of bicycles/motor bikes/horses/four-wheel drive vehicles
- Remove excess foliage that blocks the track
- Remove isolated weeds where practical
- Remove small tree branches that will restrict a walker from passing. Consider leaving small straight branches at/just above ground level and less than 40cm diameter, as they help exclude mountain/trail bikes.
- Report any large trees that block the trail and restrict access – include accurate details on location (follow advised protocols) and estimated diameter of branches/trunks.
- Remove all rubbish
- Replace trail markers that have been removed or damaged (where they are still required)
- Check the condition of any sign boards and trailheads
- For trailheads: clean the structure and information panels; remove (if possible) any notices that are not the most recent authorised versions from the BTF or DBCA.

Take photos of any items of concern. Think about the angle, light and detail – the photo needs to be of value to someone arranging repair or maintenance.

Clearly report any items of concern. Imagine you are reading the report and needing to pass on the information to someone arranging repair or maintenance. Remember to add your photos!