



Activity Coordinator's Role

v03.17

Conservation and Wildlife Management (SA) Inc. (C&WM) provides members with opportunities to participate in a variety of sporting, habitat protection, monitoring and associated conservation activities. It also encourages members to take leadership and mentoring roles that foster participation for new members and enriches the visible image of our organization.

Activity Coordination

Establishing an activity or contact on the basis of, or on behalf of C&WM shall be undertaken in the best interests of the Branch. Every C&WM activity must be approved by Council and have a Council endorsed Activity Coordinator and Team Leader. This occurs through the submission of an Activity Proposal via the C&WM Secretary (secretary@conservation-wildlife.asn.au) to Council. This proposal must be approved prior to the commencement of the activity. For on-going activities an Activity Description is also required.

The Activity Coordinator is responsible for the organisation, execution and reporting of the activity in accordance with the objectives, policies and procedures of the Branch, as well as adhering to any legal or legislative requirements associated with the activity. Coordinators shall have access to the *Quick Response* and *Preferred Species* lists, to assist in the successful compilation of a team(s).

All accredited members have an equal right to attend activities. Wherever possible, activities will be advertised in the *C&WM News* and included in the *Activity Program*, with the coordinator's contact details, providing the opportunity for general membership participation.

Any member undertaking an activity or contacting a landholder/manager (where an agreement already exists) on behalf of C&WM, without the knowledge or authorization of the Council or Activity Coordinator will be acting against the best interests of the Branch. This type of action is not condoned and will be addressed.

The Activity Coordinator shall endeavour to undertake the following:

Pre-activity

- Liaise with the landowner/manager and inform Council regarding the objectives, guidelines and timing of the activity.
- Develop a Risk Assessment form for the activity as well as selecting the Safe Work Instructions (SWI) that are applicable, along with any additional documents that relate to the safe implementation of the activity. These documents must be reviewed and endorsed by the C&WM Safety Committee prior to undertaking the activity.
- Receive and record activity registrations that have been verified by the Assistant Secretary. Only applications received from the Assistant Secretary are to be accepted.
- It is the Assistant Secretary's role to confirm membership status of all applicants, firearms licence (POU 7 – WM/Category 7 (contract shooter)) and hunting permit expiry dates as well as appropriate/current accreditations or declarations. If this information is not valid they will not be able to participate, or their participation will be limited to that of an observer. This will be determined and they will be advised by the Assistant Secretary.
- Confirm receipt of application and advise applicants they have been accepted to attend the activity.
- Ensure discussions with the Team Leader(s) occurs prior to the final area and team determination being made, where changes in nominated areas or teams occurs. Ensure this takes place as early as possible in the planning process.

- Confirm the area members/teams will be based. If the nominated area or their team allocation has changed, after discussions with the Team Leader(s), this will need to be explained.
- Advise applicants of any skills, knowledge and equipment requirements specific to the activity, and provide them with a Field Activity Checklist (if one exists). This will include providing the applicant with the activity Risk Assessment (RA) form and any other documents relevant to the activity.

Selecting Teams

- When selecting teams, all accredited members who commit to the wellbeing and spirit of the activity and who possess the attributes as laid out in the Activity Description, and associated activity documents, have an opportunity to attend. An exemption to this is where a member may be serving a limited-participation order from the Council, advice on their level of participation would be provided by the Assistant Secretary.
- Coordinators should endeavour to involve new members, both to C&WM who may be on probation and to the activity (where possible).
- Team Leaders will need to be consulted where new members (especially probationary) are concerned and agree to their participation prior to allocation to their team, ensuring suitable mentors are willing and available. Through having the appropriate team members present it will give new members the opportunity to be mentored and exposed to the differing requirements of the activity and location.
- The actual number of new members involved in an activity will be left to the prudence and wise judgment of the Coordinator. The availability of an experienced member(s) to mentor new participants will limit the number of new members attending an activity. However, it can be expected that the makeup of teams and participating members will change from one occasion to the next.

Activity Management

- Through a briefing prior to departure, or once on site; ensure all participants are aware of the Activity Risk Assessment, Standard Work Instruction documents and any specific safety or activity protocols. Relevant boundaries, number and locations of each team, allocated areas, species to be targeted and any restriction or hazards, etc. will be covered.
- Confirm all requirements; blaze orange clothing visible from 300 metres through 360 degrees, suitable UHF radio + agreed channel, appropriate calibre firearm, GPS, map, compass, first aid kit, any WH&S requirements, etc.
- If a participant arrives without all the required equipment, hopefully missing items can be loaned by other team members, *if they have a spare*. If this is not possible a decision needs to be made by the Activity Coordinator/Team Leader as to whether the person can participate.

Depending on the outcome, it may be that they cannot shoot but can participate as an observer, or opt to return home. At the end of the day it comes down to the safety of all participants undertaking the activity.

- Liaise with Team Leaders to ensure smooth operation and high spirits during the activity; rotate hunting areas (where possible) so all participants become familiar with the whole area.

Grievance Procedure

- It is hoped that if a grievance occurs during an activity it can be mediated and resolved quickly and fairly in the field by the Activity Coordinator/Team Leader.
- If a grievance occurs, please refer to the *C&WM GRIEVANCE PROCEDURE* document. This procedure has been adopted from 'Procedures Part C' of the "Sporting Shooters' Association of Australia (South Australian Branch) Incorporated Member Protection Policy". It aims to embody the Core Values and Code of Conduct of the SSAA as it applies to the Local or Club Level.

Post-activity

- Upon the activity's completion undertake a de-brief either on site or at a location central to most participants. This should be used to review the activity and address any issues, document observations, etc.
- Submit an Activity Report, completed tally-sheet and any other required information. This should be submitted in a timely manner (preferably within two weeks of activity completion) to the C&WM Council and Branch record managers through the central email address: activityreports@conservation-wildlife.asn.au. A copy of the report should also be provided to the land-manager and activity participants.
- If applicable, lodge any Grievance/Conflict Report or Near Miss/Incident/Injury form(s) with the relevant people within 72 hours of the activity's completion, if not lodged during the activity.
- Follow up on any matters, whether they are reports of significant interest or concerns with the Secretary (secretary@conservation-wildlife.asn.au), Assistant Secretary (assistant.secretary@conservation-wildlife.asn.au) and/or President (president@conservation-wildlife.asn.au) as soon as possible. The application of contemporaneous* written notes is strongly recommended. The C&WM Secretary will pass such reports on to the relevant people.

**A set of notes that are written on the spot at the time of the incident, signed and dated.*