



Activity Coordinator & Team Leader Activity Documents

v03.17

Establishing an Activity

- How we can help you - provide to Landholder/Manager
- Advice to Landowner - provide to Landholder/Manager
- Activity Proposal Form - Lodge with Council, approval must be granted prior to activity commencing.
- Risk Assessment; relevant for the activity - Lodge with Council for endorsement, this must occur prior to commencement of activity. Government departments or private organisations may have their own version for us to work with. The Activity Coordinator should still review and provide comment to their Risk Assessment before being accepted.
- Permission to Hunt on Private Land: C&WM - Have the form completed and provide copies to participants at commencement of activity (where applicable).

Registering for an Activity

- Activity Registration + Pre-existing Injury or Medical Condition

To be completed by the participant and sent to the Assistant Secretary (assistant.secretary@conservation-wildlife.asn.au) who will review the application and forward it to the Activity Coordinator. Copy of documents to be provided to the relevant Team Leader by the Activity Coordinator.

Prior to an Activity; e-mail to participants, or have them download from the C&WM website (www.conservation-wildlife.asn.au/downloads.htm):

- Field Activity Checklist
- Activity First Aid Kit Contents (vehicle) (optional)
- Relevant: Risk Assessments (RA); Safe Work Instruction (SWI) or Standard Operating Procedure (SOP); Codes of Practice (COP) (where applicable). Current examples of these documents are; SWI: Hunting in Teams & Handling Firearms, SWI: Spotlighting Checklist & SWP, SWI: Stalking to Contact Pest Animals, SWI: Alighting from Vehicle

All relevant documents are to be in a folder on-site and run through with all participants prior to the activity commencing.

During an Activity

Complete the following documents (obtained via: www.conservation-wildlife.asn.au/downloads.htm) during the activity:

- Activity Induction, Registration and Attendance Record
- Activity Tally Sheet
- Activity Report Form
- SWI: Spotlighting Checklist & SWP; Spotlight Datasheet; Spotlighting Summary Sheet (where applicable)

At completion of activity, summarise and send through to Council (activityreports@conservation-wildlife.asn.au).

Most recent version (obtained via: www.conservation-wildlife.asn.au/downloads.htm) of the documents below (as well as those already listed) are to be in a folder which is on hand during the activity:

- Member Guidelines and Information
- Health and Safety Guidelines
- Drug and Alcohol Policy
- Grievance Procedure
- Activity Coordinator's Role (optional)
- Field Activity Roles (optional)
- Field Activity Checklist
- Approved Calibres
- Missing Person - Retrieval Request
- Report of Inappropriate-Unsafe Behaviour
- Incident or Bodily Injury Notification & Action
- Witness Statement
- Kangaroo Accreditation Target (optional)
- SSAA – Practice Target – 100 yrd Benchrest (optional)
- SSAA – Practice Target – Feral Cat (optional)
- SSAA – Practice Target – Rabbit (optional)