



Field Activity Roles

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This document is to be read in conjunction with the three levels of training in SSAA – Conservation & Wildlife Management (SA) Inc. (C&WM), namely the; Activity Coordinator, Team Leader, and Volunteer Member (Field Operatives Accreditation) training courses. Appointment to each role only occurs once the individual has successfully passed the required training and assessment, as well as being mentored in the role (where applicable).

A C&WM Activity can involve from 2 to 20 or 40 volunteer members. In most instances members operate in small teams of 2 to 8 (known as a Field Team), within a specified area and then break down into units of 2 to 4 when operating in the field.

The one current exception is Brookfield Conservation Park, where a single team of 12 or so members operate as a unit under specific conditions of Transect Hunting (see separate document).

The roles in a C&WM Field Activity are:

Activity Coordinator: Has the overall responsibility for the establishment, conduct and administration of the Activity. They liaise with the land manager/Project Officer around all aspects of the activity, ensures that briefings and debriefings are undertaken, assign team members and areas (as required), collate activity information and reporting. This is primarily an *administrative* role. The Activity Coordinator may not be present on an activity, in which case they would nominate a suitably qualified Team Leader to be the central point of contact during the activity. All Activity Coordinators are accredited Team Leaders, as the roles may be filled by the same person during an activity.

Team Leader: Manages their Field Team (may be up to 8 people) during the activity – conducting briefings, determining the daily area of operation, etc. Teams are often located in pre-determined distinct areas.

Throughout an activity the Team Leader may be required to conduct scheduled calls to the Activity Coordinator or land manager/Project Officer to report on daily progress, receive messages or discuss changes to the activity. Upon completion of the activity, Team Leaders report to the Activity Coordinator.

Volunteer Member: Is the individual member being responsible for their own health and safety, as well as the members of their Field Team. They work collaboratively with their fellow members in undertaking the activity. While involved in discussions around the daily activities, the Team Leader has over-all management and responsibility.

Field Teams: Are small teams formed from members of the larger Activity Team, being allocated individual areas throughout the activity location. These teams consist of up to eight people, who usually operate together through their allocated area, or at least in pairs, maintaining radio contact. All members of this Field Team are based at the same site and coordinate their daily activities.

Field Teams are allocated to clearly defined individual areas so that teams can operate safely. A number of Field Teams may be involved in the one activity and can be separated by large distances. Radio contact between all Field Teams may not be possible; however, communication between Field Teams may occur via satellite phone, or scheduled meetings.