



Member Guidelines and Information

v04.17

The information contained in this document outlines the various guidelines, requirements, roles, practices and rules applicable to Conservation and Wildlife Management (SA) Inc. (C&WM) members. Further information can be obtained from the *Health and Safety Guidelines* document and other documents via our website (www.conservation-wildlife.asn.au/downloads.htm).

Achieving membership

Requirements for membership are as follows:

- Current financial membership of the Sporting Shooters' Association of Australia (SSAA) is required, SSAA Branch should be S09 for C&WM.
- Standard C&WM Membership Application forms are available from our website (www.conservation-wildlife.asn.au/downloads.htm). There is a joining fee and an annual membership fee.
- Application approved by C&WM Council.
- Possession of current firearms licence is mandatory for full membership and must be sighted prior to membership being confirmed.
- For any field activity where animals will be taken, members must have a current SA Hunting Permit (obtained from the Department of Environment, Water and Natural Resources (DEWNR)).
- Before undertaking any field shooting activity, members must satisfactorily pass the C&WM Field Operatives Accreditation Course (one day theory course with written test, attendance fee applicable) as well as the marksmanship and safe firearm handling practical assessment. Additional accreditations may need to be obtained for specific field activities (*Training Registration Application* form via www.conservation-wildlife.asn.au/downloads.htm).
- Once accreditation has been achieved through successfully passing these two components, an application will need to be made to SAPOL to vary your firearms licence, having Category 7 (contract shooter) (referred to as *licence endorsement*) added. Any member wanting to use a firearm on an approved field activity must have this category on their firearms licence.
- Once a new member has their licence endorsement they enter a probation period with the Branch.
- Probation is for a period of not less than 12-months from the time of obtaining the licence endorsement and includes the successful completion of at least three supervised field activities. The field activities are completed under the supervision (mentoring) of a number of current and experienced C&WM members recognised by Council. Therefore, a probation period may go beyond 12-months. C&WM Council is responsible for confirming the successful completion of the probation period.

Membership renewal

At the AGM (usually September) membership fees for the next financial year will be set, with the following renewal process undertaken:

- A Renewal Notice will be sent out within two weeks of the AGM, having a due date for membership to be paid by.
- Members should aim to complete, sign and date their renewal form, returning it with the appropriate fee by the due date.
- In the case of hardship/illness/absence, or other need for Council validation, please contact the Membership Secretary and advise them of your situation at the earliest opportunity.

- A 28 day grace period exists past the due date for payments to be received. If renewal is not received at the end of this period a Final Renewal Notice will be sent with the member having one calendar month from being sent this notice for the membership to be paid.
- Unless the completed, signed and dated, Final Renewal Notice and full payment is received by the Membership Secretary within one month of the final renewal notice being sent, **membership will cease on 1st January**.
- Renewal must include payment and all information requested must be completed, and the form signed and dated.
- If you have POU 7 – Wildlife Management/Category 7 (contract shooter) licence endorsement and you have not renewed your membership by 1st January, your expired membership will be reported to SAPOL as per our statutory obligation. As a result your licence endorsement will no longer be valid.
- If you choose to renew your C&WM membership after the 1st January, full new membership with associated joining fees and training will apply, plus the associated costs for your licence endorsement.
- Membership may be declined or cancelled in line with our Constitution (www.conservation-wildlife.asn.au/constitution.htm).

Change of address or contact details

Members are required to inform the Membership Secretary within 14-days of changing their address. To keep our records up to date and ensure, as a member, you continue to receive correspondence from the Branch, this also applies to your e-mail address and telephone numbers.

Active membership

In order to maintain your licence endorsement and be eligible to participate in C&WM activities (with a firearm), you must undertake reaccreditation (theory) every three years. Reaccreditation is required regardless of how many activities you may have participated in throughout the previous three years.

If current financial members have not been on a field activity for three years or more they are not considered Active Members. SAPOL - Firearms Branch advise they are no longer accredited and will be required to re-sit the *Field Operative Accreditation Course* as well as the marksmanship and safe firearm handling practical assessment, before attending a field activity.

The marksmanship and safe firearm handling practical assessment may be witnessed by a Council approved person if attending a formal range session is not practical. This assessment requires the person to place five shots (fired in succession) from the *standing-unsupported position* within the target (200 m SSAA Field Rifle) at 100 m. This will also be followed by supervision in the field on their next activity.

Members who participate in at least one activity on DEWNR lands of three days duration or more, or participate in three single day activities, during their 12-month membership are eligible to apply for the Friends of Parks, Park Pass. This pass is issued annually by DEWNR and has benefits such as free entry to National Parks around the state. Application can be made through contacting the C&WM Secretary, however, applications are only processed annually in line with DEWNR requirements. This is only available to current financial members having participated in activities on DEWNR lands in the previous 12-months. If you hold this pass through another source you cannot apply through C&WM as well.

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 or Team Leader.

If a grievance occurs, please refer to the *Grievance Procedure* document (www.conservation-wildlife.asn.au/downloads.htm). 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.

Duty of care

Each member has a duty of care to themselves and to each other member while in the field. Refer to our *Health and Safety Guidelines* and *Drug and Alcohol Policy* (www.conservation-wildlife.asn.au/downloads.htm).

Activities

At the beginning of the year an Activity Program is produced, this includes listing the dates for planned activities such as; field activities, range days, wildlife surveys, Council meetings and quarterly General meetings.

Some of our activities do not appear on the program as they are undertaken as the opportunity arises due to changes in environmental conditions, time availability, grazing pressures, politics of the situation, etc., that face the landowner/manager at the time.

Off-program activities occur on demand and may take place within a very limited timeframe (Quick Response) and could involve controlling; pigeons, rabbits, hares, and foxes, goats and deer, or native species under a destruction permit.

At times activities may include the control of larger feral animals such as donkeys, horses and camels in very remote parts of South Australia, as such, to be eligible you will have to meet specific requirements relating to fitness and equipment. Nominating an interest to attend these activities can be made when renewing your membership or by contacting a nominated Coordinator.

Each activity has an Activity Coordinator, being responsible for liaising with the landowner/manager and coordinating the members for the activity. A Team Leader will be appointed to manage the members while in the field, often operating in teams of 2 to 8 members.

Access to hunting and properties

The Branch requires that any activities undertaken on the basis of the C&WM membership will follow standard Branch practices, procedures and guidelines, and that there will be no attempt to create "private access" arrangements for personal use.

Any member with sufficient knowledge and experience, as well as an understanding of a coordinator's responsibilities is invited to apply to Council to serve as an Activity Coordinator.

Activity Coordinator and Team Leader

Activity Coordinators and Team Leaders are appointed once they have attended and successfully completed an accreditation and assessment process. Nominees are approved by Council to hold these positions and a mentoring or probation period may be placed over an individual if deemed necessary by the Council or Training Coordinator.

Activity Coordinators are assigned the responsibility of managing a C&WM Activity. Aside from having completed the required training they have significant experience in C&WM field activities and are also accredited Team Leaders, having a range of skills and knowledge relevant to the coordination and management of activities.

Some of the duties they perform include:

- Liaise with the Landowner/manager on program schedule and specific management or location requirements.
- Review procedures and documents, undertake pre and post-activity briefings on the area covering; plans, timetables and communications, assess weather conditions, create/review Risk Assessment, etc.
- Accept nominations and allocate teams to areas.
- Prepare emergency procedures and contact numbers.
- Liaise with teams on placement of new members or members new to the location, and mentoring of these members.
- Receive and collate activity data and feedback from Team Leaders to provide reports to C&WM and the Landowner/manager.
- Receive and act on any reports (safety, etc.).

Team Leaders are responsible for leading a team of volunteer members in the field during an activity. Aside from having completed the required training they have significant experience in C&WM field activities, having a range of skills and knowledge relevant to leading teams in the field.

Some of the duties they perform include:

- Attend and receive coordinator briefing on the area, plans, timetable and communications, investigate weather conditions, and pass information on to team members that were not present at the briefing.
- Check and confirm team members have the appropriate equipment such as; maps, GPS (correct datum), radio, batteries, first aid pack, food & water, high visibility clothing (blaze orange headwear or vest), the appropriate calibre firearm, etc.
- Undertake communications with adjoining teams.
- Mentor and assess new members, or assign a suitable team member to undertake this task.
- Collate information and pass on to Activity Coordinator such as; tally cards, document, report field issues such as weeds, animal abundance, fence damage, water trough problems, health and safety issues.

Observers

Family, friends, or new members who have not yet gained their licence endorsement are welcome to participate in activities, however, for legislative reasons as well as safety, insurance cover, and convenience of others, the requirements on attendance are as follows:

- Each observer must complete a registration form and pay any registration fees (if applicable).
- The presence of an observer must be agreed upon by all team members prior to undertaking the activity. The activities of the observer must be subject to the Team Leader's approval.
- Observers must not shoot or handle firearms during a field activity.
- Each observer must be in the company and under the supervision of a team member whenever outside the camp area.
- Excepting direct family members, observers are expected to take SSAA and C&WM membership after two activities.

Mentoring new members or new participants on an activity

Embedded within the *Aims and Objectives* of our Constitution we have the following expectations:

- To provide assistance and education for all eligible people in the art of shooting, safe handling of firearms, field etiquette and knowledge of laws relative to shooting.
- To raise the sporting shooter in public esteem by promotion of a better understanding between public, land holders and sporting shooters.
- To encourage all hunters to abide by a strict code of ethics.
- To promulgate, in the interests of safety, knowledge and information of firearms and ammunition.

Mentoring seeks to achieve synchronisation of theory and practise that best attains the above aims and objectives in the mind set of members who are new to C&WM, sporting shooting, or new to an activity.

The role of mentoring applies in two situations:

- (1) Members who are new to sporting shooting, as undertaken by activities carried out by C&WM.
- (2) Members who may well be quite experienced and proficient in sporting shooting but are participating in an activity that entails either a new and unfamiliar location, or form of shooting.

In the case of members who are new to sporting shooting, the connection between *theoretical knowledge*, as learnt in a classroom, and *practical undertaking* of that knowledge as skills in the field, is essentially underpinned by the one-to-one mentoring or "buddying" process. The length of time required for this process will vary from activity to activity and member to member.

New members can expect that a report will be made of their performance and that they will have to undertake a number of activities as part of a probationary period of at least 12-months. At present, at least three activities must be successfully completed under the guidance of a mentor(s), prior to consideration being given to lifting of the probation status. It is likely that the probation period will go beyond 12-months to allow for at least three activities to be completed.

In the case of experienced and proficient members, mentoring will more often than not require a briefing or outline of unfamiliar features inherent in the new location or form of activity. Undoubtedly, this kind of member will be able to adjust and accommodate their repertoire of knowledge and skills to the new task at hand.

In the make-up of teams and areas to be covered in an activity, Coordinators should work with Team Leaders to plan for and ensure that contingencies are put in place to accommodate the two situations where mentoring may occur. Where a new member to C&WM is concerned the Team Leader needs to be aware and accept responsibility for this new member and the requirement of their mentoring prior to the commencement of the activity. This ensures discussion can be had prior to embarking on the activity and that the team is aware and accepting of the mentoring process that will be taking place.

With respect to new members in the field of sporting shooting, it could be expected that any experienced and active member, on the particular activity, should play a role in mentoring. However, common sense and wisdom would require that mentors should be people with commitment, patience, sound knowledge and skills in the form of the activity taking place and a keen eye for the safe handling of firearms and the carrying out of activities in a team situation. Competence and confidence in our sport will be best achieved when the new member learns in a safe and respectful environment.

Undertaking field activities

Once a field activity has been approved a designated Activity Coordinator is appointed to manage it, identifying timelines and the number of people/teams required. The Activity Coordinator and Team Leader(s) have the final say on how the activity will be undertaken, as well as the responsibility for developing a *Risk Assessment* and *Activity Induction*, ensuring the appropriate permission has been sought and permits obtained. Their guidance and direction is to be followed throughout the activity.

The following points identify a number of requirements applicable during the lead-up to, and throughout an activity:

- Completed activity registration and medical advice forms (if applicable) must be received by the Activity Coordinator (via the C&WM Secretary or Assistant Secretary) at least eight weeks prior to the commencement of the advertised activity (unless advised otherwise), accompanied with any registration fees (if applicable).
- A minimum of two financial, accredited C&WM members are required for a field activity to proceed.
- You should familiarise yourself with all requirements for the activity prior to leaving home, ensuring you have all of the equipment required to safely and adequately undertake the activity. Information may be provided through an activity checklist or covered in a pre-activity briefing.
- A current First Aid accreditation is desirable for active members, especially Team Leaders. Financial assistance is available through Council to obtain your initial accreditation.
- The Team Leader is responsible for each member and visitor/observer's location, supervision and safety, with no less than two person teams operating in the field. Every individual must be in visual and/or radio contact with another team member at all times.
- For safety reasons, all team members must wear an item of "blaze orange" or "blaze orange camouflage" clothing (e.g. hat, cap, or vest) that is clearly identifiable to other persons at a range of not less than 300 metres through 360 degrees.
- If undertaking the destruction of native wildlife the appropriate permits must have been obtained. Where controlling kangaroos are concerned, members must have successfully passed the C&WM *Kangaroo Marksmanship Accreditation* course to participate.
- When undertaking control programs where spotlighting is the primary method, regardless of species (native or introduced), you must have successfully passed the C&WM *Kangaroo Marksmanship Accreditation* course to participate.

- Communicate within your team on a regular basis and on hearing shot(s).
- Monitor UHF channel 14 (or other agreed channel) whenever possible and at all times when outside your allocated area.
- Stay in allocated area – only enter adjoining areas once approved by the other team or by coordinator's direction.
- When hunting, never travel with a round in chamber and bolt up as a safety measure - ***It isn't!*** Unless otherwise agreed, always have the action closed on an empty chamber, ***only*** chamber a round once you have a target in your sights and a clear and safe firing zone (fore and background).
- Try and target dominant and mature animals first (especially when targeting large herbivores).
- Follow up any wounded animal and put down ASAP.
- Locate and put down any juveniles ASAP.
- Do not leave carcasses in watercourses or visible near walking trails.
- For large species such as goats, pigs, kangaroos and deer, open up carcasses (sternum to pelvis) for quick decomposition.
- Record species age, sex and any other data as required.
- For feral goats, once shot cut off ear tips to identify a C&WM kill - collect ear tips only if requested.
- Only shoot other non-target species if instructed by the Activity Coordinator.
- Unload and bag firearms on completion of shooting or on entering campsite.
- Observe and note location of anything unusual such as rare species of birds, animals or plants, geological features, structures, etc., and include in the Activity Report.
- When driving, stay on defined roads or tracks (where possible).
- No alcohol is to be consumed before or during the daily activity.
- Collect all rubbish and clean all sites and facilities before leaving.
- No wood fires unless specifically authorised.

Clothing

Members are expected to be neatly dressed and not wear all black or military camouflage clothing in public when travelling to/from an activity, however camouflage clothing may be worn during the field activity.

Communication

It is the responsibility of the Activity Coordinator to liaise with the landowner/manager regarding all aspects of the activity. Should the need arise to communicate with the landowner/manager prior to or post the activity, it is first to be discussed with or sent (email/letter) to the Activity Coordinator who is the designated contact. If an issue is sensitive, it should first be presented to the C&WM President or Council.

Any communication with the media or supplying information to be published in any external format is to be reviewed and approved by the C&WM President (president@conservation-wildlife.asn.au) or Council (secretary@conservation-wildlife.asn.au), prior to release.

Activity Reports

When members undertake approved C&WM activities they must be carried out within the guidelines of the Branch. The completion and return of an Activity Report (activityreports@conservation-wildlife.asn.au) is mandatory to record activity results, member participation (licence renewal), and ensure insurance cover. A copy of this report should also be provided to the landowner/manager and activity participants.

Activity Report forms are available from our website: www.conservation-wildlife.asn.au/downloads.htm