



### Mentor Field Activity Report

v04.17

Probationary Member: \_\_\_\_\_ C&WM Membership No.: \_\_\_\_\_

Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor: \_\_\_\_\_ C&WM Membership No.: \_\_\_\_\_

Team Members: \_\_\_\_\_

This report is to review a Probationary Member's capabilities and competencies, as well as providing them feedback and inform future Activity Coordinators and Mentors of their abilities.

Prior to attending a field activity the Probationary Member must have successfully completed C&WM's theory as well as marksmanship and safe firearms handling assessments. The *C&WM Member Guidelines & Information* as well as *C&WM Health & Safety Guidelines* documents (via C&WM website; [www.conservation-wildlife.asn.au/downloads.htm](http://www.conservation-wildlife.asn.au/downloads.htm)) must have been read and understood.

The Mentor shall be a suitably experienced Team Leader or Activity Coordinator. While the Mentor is given the primary responsibility for overseeing the Probationary Member and compiling the report; assistance, guidance and feedback from team members during the activity is encouraged.

Mentor Review	Competency demonstrated	
	Yes	No
<b>Field Equipment</b>		
1. Had all appropriate equipment as specified in the activities' <i>Field Activity Checklist</i> , and is familiar with its use.		
2. Carried the appropriate equipment (including spares) in the field.		
3. Wore appropriate hunting attire (long pants, long sleeved shirt in dull/natural tones/camouflage), appropriate boots (broken in), correct personal protective equipment (PPE) such as; high visibility blaze orange clothing (hat, vest or shirt), hearing protection, etc.		
<b>Firearm Safety</b>		
4. Firearm(s) and ammunition are in good condition and appropriate for the species targeted.		
5. Demonstrated safe firearm handling: muzzle pointed in safe direction at all times; opens action and shows clear when required; safely loads/unloads firearm; only chambered round when ready to shoot; clear chamber at end of target engagement.		
6. Stored and transported firearm(s) and ammunition appropriately.		
7. Didn't consume alcohol or illicit drugs, or legal drugs that impair judgement, reflexes, vision, etc., while hunting or handling firearms.		
<b>Navigation</b>		
8. Demonstrated competency in map reading and navigation (topographical and/or station type maps) i.e. can decipher land marks, tracks, boundaries, find locations, etc.		
9. Competently used GPS (marked waypoints, navigate to waypoint, enter coordinates and refer GPS coordinates to map position).		
10. Competently used a compass to navigate (took back bearing from landmark).		

Mentor Review	Competency demonstrated	
	Yes	No
11. Observed surroundings and land marks, demonstrated a situational awareness, became familiar with the area of operation and was aware of the appropriate boundaries.		
<b>Team work</b>		
12. Worked well within a team environment.		
13. Followed Team Leaders / Mentors / team members' instructions.		
<b>Communication</b>		
14. Effectively communicated with other team members in the field and around camp.		
15. Competently operated UHF radio and clearly communicated with team members; radio etiquette, clear concise instructions/conversation.		
16. Conducted themselves well around Landholder / Manager / camp guests.		
<b>Target engagement &amp; operating</b>		
17. Clearly identified target animals before engaging and only took clear shots (not through brush and trees, skyline, or at sound, movement or a dark shape).		
18. Safely engaged animals (calm, 45° arc of fire when in hunting group, took animals that were within their capabilities/range).		
19. Only fired when all team members accounted for and in suitable/safe positions.		
20. Moved position once all clear had been given by Team Leader (or Field Leader).		
21. Knows kill zones on target animal and effectively placed shots. If animals were wounded they were followed up.		
22. Safely and adequately processed animals (opened up for decomposition & removed ear tips).		
23. Aware of surroundings and observant of changing environmental conditions (wind/rain).		
<b>Around camp</b>		
24. Had all appropriate personal equipment; tent/swag, adequate food, esky/fridge, chair, etc.		
25. Kept camp area clean and tidy, disposed of rubbish appropriately.		
26. Practiced good personal hygiene i.e. washed hands after processing animals before eating.		
27. Helped out around camp.		
28. Always let someone know where they were going.		
29. Was prepared for a couple of extra days in the field (had adequate provisions).		
<b>Emergency response &amp; Incident reporting</b>		
30. Discussed emergency protocols (emergency muster point/ Communication procedures/Evacuation route) and identified where camp First Aid Kit and Activity Document Folder were located.		
31. Aware of protocol of reporting incident/accidents to Team Leader or Activity Coordinator as well as the required injury forms and witness statements.		
<b>4WD Vehicle (if applicable)</b>		
32. Had a well maintained & roadworthy 4wd vehicle, with adequate recovery gear and tools, as well as First Aid Kit, spare water & shovel.		
<b>Administration</b>		
33. Supplied all appropriate paperwork as required prior to activity and carried all appropriate licenses, permits and membership cards during activity.		
34. Attended required pre and post activity briefings.		
35. Kept appropriate records/notes.		

**Please provide comment on their overall performance and strengths:**

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**Please provide comment on areas for improvement:**

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**Probationary Member's comments:**

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**Competency achieved:**      YES      NO

This Report has been discussed with the new member and areas for improvement recommended along with how the improvements could be made.

Probationary Member: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

Mentor: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

**Copies to:** New Member, Secretary, Assistant Secretary, Training Coordinator – will also be provided to the designated Mentor (Activity Coordinator / Team Leader) when registering for the next activity.