

## CHECKLIST FOR NPA WORK PARTY LEADERS

This checklist should be read in conjunction with the [‘Guide for leaders’](#).

There are two work party categories:

- Varied work parties in the ACT and surrounding NSW, and
- Gudgenby work parties in the Gudgenby Valley in Namadji National Park.

Each is published quarterly on the website and in the *NPA Bulletin*. These quarterly events are extracted from annual work party programs developed by the relevant work party conveners and agreed by the Senior Rangers at the Namadji Visitors’ Centre (NVC) and the Murrumbidgee Corridor Depot (MRC). Work party conveners coordinate activities with the Senior Rangers.

Work party leaders are responsible for the following:

### Prior to the work party

- At least **two weeks** before a work party:
  - Contact the relevant convener to determine the location and work required and the ranger’s contact details.
  - Determine what tools and personal protective equipment (PPE) are required and their location (usually in the green NPA and Bushies trailers at the NVC). If insufficient NPA tools are available, ask participants if they can assist.
- At least **10 days** before a work party:
  - For work parties departing from the NVC, email the NVC ([namadginationalpark@act.gov.au](mailto:namadginationalpark@act.gov.au)) and the responsible ranger to confirm that the work party can proceed, to request a radio and, if required, a gate key or lock combination.
  - For work parties departing from the MRC, call MRC (6207 1808) and ask for the responsible ranger to confirm that the work party can proceed, to request a radio and, if required, a gate key or lock combination.
  - Ensure that sufficient vehicles, suitable for the terrain, are available to transport the volunteers.
  - For work parties using herbicide, ensure spray bottles and dabbers are appropriately charged and obtain the spill kit from the trailer.<sup>1</sup>
  - Monitor the weather and advise participants if a cancellation is likely.
  - Collect tools if the work party is not departing via a tool trailer.
  - Encourage participants to carry a whistle.
  - After registration cut-off, add attendees’ details to the Attendee and Acknowledgement of Risk Form (version specialised for work parties is included below).

### On the morning of the work party

- If the weather is unsuitable, text all registrants to advise them that the work party is cancelled.
- Text or phone the convener and the NVC (6237 5307) or MRC (6207 1808) to advise of the cancellation.

---

<sup>1</sup> For Varied work parties, spray bottles are kept in the NPA trailer and dabbers are kept at the convener’s home. Official herbicide stores are at the NVC and MRC. Accesses to these must be coordinated with the responsible ranger. For Gudgenby work parties, Isobel Crawford coordinates herbicide arrangements.

## At the meeting place and parks depot

- Per the 'Guide for Leaders', **PLUS** record the sign-on time on the Attendee and Acknowledgement of Risk Form.
- Ensure all drivers are aware of the next destination (NVC, MRC or direct to the worksite).
- Collect tools, keys, defibrillator and radio from the NVC or MRC as applicable.

## At the worksite

- Ensure that:
  - participants understand the task, and
  - bottlenecks for tools or working locations are avoided.
- Distribute tools and PPE as necessary.
- Ensure participants are aware of the risks involved in the activity.
- Brief participants on use of the spill kit, if applicable.
- Communicate hours of work, including breaks and finishing time.
- Supervise any participants who are unsure about the task and/or the tools to be used.
- Check-in on the radio with the NVC to advise that work has started and when you next plan to be in touch (usually prior to departure) – NVC callsign is *Namadgi Base* and the leader's callsign is *NPA work party*
- **In the event of an incident or accident** provide first aid and complete the Incident Reporting Form (see below).
- Monitor the radio throughout the work party
- **DON'T LOSE THE RADIO!**

## After the work party

- Record the sign-off time and hours worked (period between sign-on and sign-off) on the Attendee and Acknowledgement of Risk Form when you return to the meeting place. Also record the individual details for any member who does not attend for the whole work party.
- Phone or text the check-in officer (the outings convener, or in their absence, the relevant work party convener) to advise of safe return and whether there have been any incidents.
- **In the event of an incident**, send a copy of the Incident Reporting Form to the NPA president.
- Email the responsible ranger with the results of the work party.
- Email the completed Attendee Record and any Incident Reporting Form to NPA outings record keeper, Brian Slee [brianslee@iprimus.com.au](mailto:brianslee@iprimus.com.au) and [ParkCare@act.gov.au](mailto:ParkCare@act.gov.au)
- Consider writing a short (200 – 300 words) report for the *Bulletin* and social media.



**National Parks Association of the ACT  
INCIDENT REPORTING FORM**

As soon as practical after an *incident* the outing leader should complete this form and forwarded to the *Outings Convener*. An *incident* is where an event takes place which may result in an insurance claim being made, such as in the case of an *accident, serious injury*, death, damage to third party property, loss of possessions or *serious missing person incident*. (An *accident* is where a person is injured. A *serious injury* is one requiring medical attention. A *serious missing person incident* is one requiring third party assistance, cancellation or significant modification of the outing.)

<b>Type of Incident:</b> (Injury/missing person/damage/ etc.)	
<b>Date and time of incident:</b>	
<b>Name:</b> of the person subject to an incident.	
<b>Address or contact details:</b> of the person subject to an incident.	
<b>Walk / Event / Outing Title:</b>	
<b>Location of incident:</b>	
<b>Causal factors:</b>	
<b>Description of what happened:</b> type of accident, injury (describe body part), loss or damage, medical attention if required.	
<b>Witnesses and contact details:</b>	
<b>Outcome:</b> (if known, or to be filled in later)	
Report Prepared by:	Date Prepared:
Contact Details:	Signature:

