Hunting Risk Assessment Report
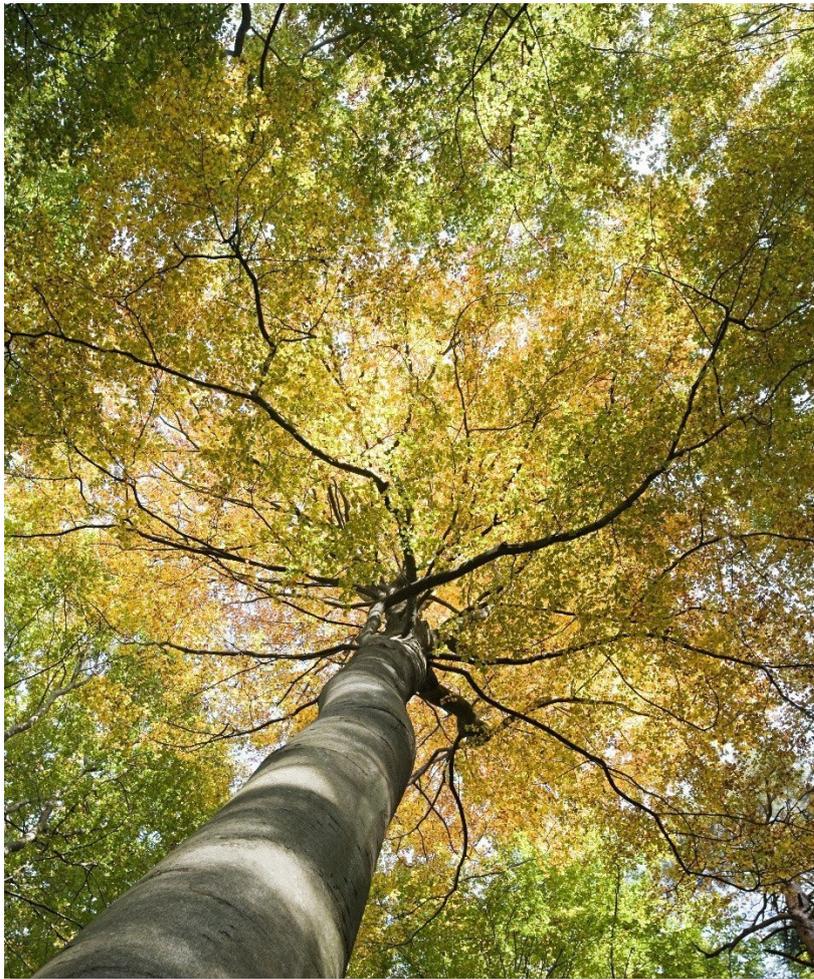
Report detailing the 2018 risk assessment of hunting activities conducted in NSW State Forests.

21 January 2018

Background and Introduction

Shortly prior to the resumption of hunting in NSW state Forests, a risk assessment was undertaken in December 2013 to ensure that potential safety risks associated with hunting were identified and controlled. As part of the continuous improvement cycle, the risk assessment had been reviewed annually. The annual risk assessment methodology was reviewed and modified in 2016. A review of the hunting risk assessment was undertaken at the SMC Conference Centre, Sydney on Thursday 6 December 2018. This follows on from similar assessments undertaken in 2016 and 2017. The review team comprised of management and workforce representatives from the Forestry Corporation of NSW (FCNSW), the NSW Department of Primary Industries (DPI) Game Licensing Unit (GLU), the Public Service Association (PSA) and the Australian Workers Union (AWU). Also, there were two representatives from the National Parks and Wildlife Service (NPWS) in attendance to observe and learn from FCNSW's approach, due to the NPWS being allocated management of certain State forest areas where some hunting activities may occur.

The workshop was supported by external safety risk assessment specialists from Ernst & Young who facilitated the risk assessment review as part of the workshop.

In the 2018 review, changes were made to the hunting assessment, namely:

- Commitment to re-establishing a working group to identify and resolve actions on an ongoing basis.
- Update of some control details.

This review tracks progress against commitments from prior year; tables the action items arising from this year's meeting; and items arising from this year's meeting to be added to the working group agenda for further discussion.

As the current risk register and process has been in place for three years, it was agreed to perform a more detailed assessment of the risks, risk treatments and associated controls in the 2019 risk assessment, and how they are presented.

Objectives of the hunting risk assessment review

The objective of the hunting risk assessment review was to:

- Provide a forum for stakeholders to provide an update on incidents, concerns and improvement activities.
- Review existing risks to confirm, amend or update the risk description, assessment and associated controls.
- Agreement upon a risk improvement plan for 2019.

The outputs of the risk assessment review were documented in this report for the purpose of communicating with stakeholders.

Methodology

The risk assessment process used was guided by the FCNSW Risk Management Guideline (D00160648), which is consistent with the framework detailed in AS/NZS ISO31000:2009 Risk Management – Principles and Guidelines. The risk assessment review process involved a cross disciplinary team that included the following personnel:

- Chair – Nick Roberts [NR], CEO Forestry Corporation NSW.
- Rahmat Khaiami [RK], Executive Officer, Forestry Corporation NSW.
- Adrian Cormick [AC], Health, Safety and Wellbeing Business Partner, Forestry Corporation NSW.
- Judith McArthur [JM], Program Leader, Licensing, Stakeholders and Education, Game Licensing Unit (GLU).
- Kylie Middleton [KM], Senior Project Officer Business Support, Game Licensing Unit (GLU).
- Paul Noack [PN], Assistant Secretary, New South Wales Branch, Australian Workers Union (AWU).
- Charlie Taylor [CT], Stewardship & Fire Manager, Softwood plantations Snowy Region, Forestry Corporation NSW.
- Dan Kirby [DK], Harvesting and Roading Manager, Softwood plantations Northern Region, Forestry Corporation NSW.
- David Smith [DS], Senior Project Officer (Operations and Intelligence), Game Licensing Unit (GLU
- David Giles [DG], General Counsel, Forestry Corporation NSW.
- Andrew Condie [AC], AWU Delegate, Forestry Corporation NSW.
- Rachel O'Shea [RO], PSA Industrial Officer, CPSU.
- Steve Campbell [SC], CPSU delegate, Forestry Corporation NSW.
- Greg Pringle [GP], Coordinator, Licensing, Customer Service and Public Land, GLU.
- Ben Owers [B0], National Parks and PSA Delegate (observer)
- Rob McKinnon [RM], Senior Project Officer, Reserve Establishment, National Parks and Wildlife Service
- Karel Zejbrlik [KZ], Forest Protection Manager, Forestry Corporation NSW.

The facilitators were Sophie Taylor-Price and Lilli Goddard from EY. The facilitation method selected was round-table discussion and a structured whiteboard risk assessment method.

Hunting in 2018

There were no serious incidents in NSW State Forests reported in the period since the previous risk assessment. Per FCNSW's incident register, there were twenty-six near miss incidents or compliance breaches related to unlicensed, illegal and non-compliant hunters.

Since the reintroduction of hunting in NSW state forests in 2014, there had been a period of continuous improvement in terms of ensuring regulatory and licensing requirements and compliance activities promote safe and legal hunting activities.

Across this period, NSW Department of Primary Industries (DPI) Game Licensing Unit (GLU) conducted a range of compliance and implementation programs including:

- Ongoing targeted compliance activities, enhanced through collaboration with FCNSW and other stakeholders, and also through effective monitoring and reporting programs.

- Ongoing advertising campaigns and engaging the hunting community via social media, including the release of educational videos.

- The introduction of the ballot process in the Southern areas by which hunters apply for and are allocated hunting timeslots by the GLU, to increase fair allocation for participants, thus encouraging participation in legal hunting.

The GLU reported seeing an increased number of license holders over time, and positive responses from consumers engaging in their education and awareness campaigns.

The key issues being reported by the GLU and Forestry Corporation were in relation to incident reporting process and the level of detail provided in incident reports. There was a concern raised that there was an unclear approach to reporting and escalating incidents such that all parties were aware of incidents relevant to other parties. There was a need noted, to update procedures in line with this, and potentially introduce some systems/automation processes, in order to ensure that incident management across organizations was more reliable, and to update/refresh staff on the appropriate processes. Furthermore, there was a noted lack of detail in a number of reports, which could inhibit successful investigation and follow-up and limit the continuous improvement process, if analysis is not performed due to a lack of detail and therefore potential learnings were not incorporated. An example of this was an incident relating to a hunter hunting in a closed area, in which a hunter was supposed to stay out of the area given a map exclusion for a FCNSW inventory operation that occurred. There was not a lot of detail in the incident report and GLU was not notified of this event. AWU reported the event to FCNSW but there was breakdown in reporting to GLU so it was not investigated further.

There were a number of positive examples raised in the incident review where there had been effective reporting, investigation and feedback between FCNSW and the GLU. This included incidents that had appropriate levels of detail, that were reported to all relevant parties, and had investigations performed and appropriately documented with learnings incorporated.

During 2018, the Australian Workers Union (AWU) reported less concerns being raised from its members regarding safe hunting practices. The AWU noted that there had been a reduction in complaints around the fear associated with hunting activities. This was anecdotally attributed to the fact that AWU members may be becoming more comfortable that the correct controls were in place, as no incidents have occurred since the introduction of licenced recreational hunting in 2006.

The biggest concern raised by the AWU, GLU and the Forestry Corporation during the workshop was the dangers associated with illegal hunting activities. Although this was outside of the scope of this assessment, this highlighted the importance of the work that the GLU was doing in terms of promoting compliance, and onboarding people who engage in illegal hunting activities onto legal channels.

There was discussion around the context of the handover between the National Parks and Wildlife Service. This included discussion of potential transition risks to Forestry Corporation workers. As the transition plan has been finalised, this was an item to follow up on in the future.

Findings

Table 1 below outlines the risks identified and the associated risk ratings. Appendix A details the risk assessment in full, along with associated controls and risk management plans. Appendix B details the risk matrices used in the assessment.

Table 1: Summary of risk register

ID	Risk	Inherent Risk Rating	Are the Risk Controls working well?	Residual Risk Rating
Risk 1: The risk of a person being struck by a Projectile				
1.1	Forest worker struck by a projectile	Severe	Yes	Severe
1.2	Other worker struck by a projectile	Severe	Yes	Severe
1.3	Visitor struck by a projectile	Severe	Yes	Severe
1.4	Forest neighbour struck by a projectile	Severe	Yes	Severe
1.5	Hunter on hunter interaction - results in hunter being struck by a projectile	Severe	Yes	Severe
Risk 2: Hunting dog attack				
2.1	Person attacked by hunting dogs	Low	Yes	Low
Risk 3: Psychological harm				
3.1	Psychological harm to forest worker caused by fear of harm as a result of interaction with people undertaking hunting activities.	Moderate	Partial	Moderate

No risk ratings were amended on the prior year assessment.

For Risks 1 & 2, controls were assessed as working well. Discussion indicated that some risk treatments identified in the previous year were implemented, and that some controls (such as access to GPS maps) were more available/effective. However, while the likelihood of each risk was moderated by the controls in place, as the consequence remained extreme (possibility of fatality or serious injury), the residual risk rating remained severe.

For Risk 3.1, the inherent risk rating was discussed but not amended. This was because of the reduction in concerns raised around the perceived danger in the workplace, however this was judged not to alter the inherent risk given that the likelihood and impact did not change.

There was a discussion over the potential safety risks associated with use of drones. The group noted no salient hazards associated with drones that would involve the possibility of causing harm to people.

There was a discussion over use of quad bikes in hunting. The group noted continued agreement to support a policy in which hunters were not allowed to utilise quad bikes or other conditionally registered vehicles as part of hunting activities. Given that hunters using quad bikes would therefore be illegal hunting activity, this was agreed to be outside of the scope of the risk matrix and therefore not added to the risk register.

The following pages detail the risks identified, the controls in place to explain the residual risk rating, and the actions that individuals should take to mitigate exposure to the risk. They have been prepared in a format that could be used for communication with relevant stakeholders.

Observations for consideration

1. Consideration of testing the effectiveness and reliability of controls.
As part of an effective risk management framework, FCNSW could consider:
   a. If/how controls should be integrated into their existing assurance activities
   b. How reporting and incident investigation feeds back into assessing control effectiveness.
Audit and verification activities are an important part of an effective health and safety management system. These activities help identify and prevent incidents by identifying and reporting potential hazards that could be removed or avoided and whether or not controls are working as expected. The approach of the risk review's assessment of control effectiveness was primarily based on the absence of serious reported incidents, and discussions regarding incident reports. However, to provide assurance relies on the evaluation and measurement of controls/results/outcomes against a criteria. Therefore the absence of incidents alone cannot be taken as a robust conclusion that risk management is working as intended. The benefit of an audit and verification system is that it enhances the confidence of intended users other than the responsible party that the FCNSW's risk management framework is working as intended. An audit and verification system might involve periodic inspections against a criteria, review and collation of findings and incorporation of findings into risk management framework.

2. *Review of Reporting and investigation procedures.*

It was reported that there were process breakdowns in reporting between GLU and FCNSW this may impact how FCNSW receives information for risk assessments and therefore, decision making relevant to the risk. Specifically, inaccurate reporting will affect:

      a. Visibility of hazards and risk events
      b. Visibility of control failures.

Furthermore, there should be an improvement in the ability of the operational layer of the FCNSW to provide information on incidents/near misses, facilitating managers to report on how effective the risk management process has been, which would demonstrate systematic process of closing the loop and incorporation of this information back into risk assessment process.

Risk 1: Person struck by a Projectile

RISK The risk is a person (a Forest Worker, a Worker who is in a State Forest but performing other work, a Visitor, a Neighbour or another Hunter) being struck by a Projectile.

Rated as: **SEVERE**	EXTREME (fatality) CONSEQUENCE but *that's Unlikely.*

Why? The Game Licensing Unit (GLU) Requires hunters to:

- Have a NSW Restricted Game Hunting Licence (R Licence) to hunt on declared public land in NSW.
- Successfully pass an open book test based on hunter safety, ethics, animal welfare and hunting. Hunters must be a member of an Approved Hunting Organisation (AHO) which has its own constitution, incorporating a disciplinary procedure.
- Meet the theory & practical firearm licence assessment of the NSW Police Force.
- Follow the general and specific licence conditions and written permission conditions when hunting on public land and require that Hunters obey the signage and directions of DPI Compliance Inspectors, NSW Police.

The Forestry Corporation of NSW Requires:

- That Hunters comply with the GLU Booking and Notification Systems and that they must carry a working GPS enabled device containing the correct quarter maps supplied by the DPI at all times. Minors licence holders are exempt as they are under the direct supervision by a fully licenced adult who requires a working GPS.

The Joint Consultative Committee with Unions Requires:

- That this hunting risk assessment is reviewed annually.

As a forest user or worker, what do I need to do to prevent this risk from affecting me?

1. You need to read and share the GLU's 'Licensed Hunting on State Forests in NSW Information Sheet' and encourage all Hunters work to it at all times.
2. You need to actively participate by promoting the importance of the requirements (above) and by reporting any Hunting Activity that does not comply with the requirements immediately.
3. If you are a Hunter you must be familiar with the NSW Game Hunting Guide and role-model best practice hunting behaviours at all times.

Risk 2: Person attacked by a hunting dog

RISK   The risk is a person being attacked by a hunting dog.

Rated as: **LOW**	MODERATE (medical treatment injury) CONSEQUENCE but *it's Rare.*

Why?   The Game Licensing Unit (GLU) Requires:

- Hunters who have hunting dogs to have a NSW Restricted Game Hunting Licence (R Licence) to hunt on declared public land in NSW.
- Hunters who have hunting dogs are to follow the general and specific licence conditions and written permission conditions when hunting on public land and require that hunters obey the signage and directions of GLU Inspectors and NSW Police.
- Hunters who have hunting dogs are to ensure their hunting dogs comply with Companion Dog Regulations to hunt on declared public land in NSW.
- Hunters who have hunting dogs comply with all of the GLU "Responsible Pig Dogger's Initiatives" and work favourably with Inspectors.
- Hunters must comply with the GLU Booking and Compliance process for their hunting dogs at all times.

The Joint Consultative Committee with Unions Requires:

- That this hunting risk assessment is reviewed annually.

As a forest user or worker, what do I need to do to prevent this risk from affecting me?

1. You need to actively participate by promoting the importance of the requirements (above) and by reporting the activities of hunters and hunting dogs that do not comply with the requirements immediately.

2. If you are a hunter and you don't have a hunting dog you need to do nothing. If you are a hunter with a hunting dog you must be familiar with the NSW Game Hunting Guide and role-model best practice hunting behaviours and ensure that at all times your hunting dog is under control.

Risk 3: Psychological harm to forest worker caused by fear of harm as a result of interaction with people undertaking hunting activities

RISK	Psychological harm occurs to a forest worker as a result of fear of encountering hunters in the field.
Rated as: **Low**	MODERATE (medical treatment injury) CONSEQUENCE but *it's Possible.*

Why?

The Forestry Corporation of NSW, in collaboration with the Game Licencing Unit and the Joint Consultative Committee recognises that fear and anxiety can occur if forest workers encounter hunters in the field.

Collectively, all parties are expected to:

- Educate themselves about Hunting activities in State Forests, familiarise themselves with the requirements for undertaking safe and legal hunting, and to report any illegal activity.
- Openly and honestly "come forward" and report any real or potential psychological fears and concerns that they may have to their Operational Supervisor or to FCNSW Health & Safety Manager immediately.
- Consider their Employee Assistance Program and the work of Beyond Blue and Lifeline (in the event of escalation of any psychological symptoms).
- Participate and support Mentally Healthy Workplace activities and raise the level of education by participating in Joint Patrols when and where possible.

The Forestry Corporation of NSW will:

- Continue to develop their mental health and wellbeing strategy, to improve the resilience and mental health of FCNSW workers.

What do I need to do to prevent this risk from affecting me?

- You need to read and share the GLU Prime Fact Information Sheet on 'Licensed Hunting on State Forests in NSW Information Sheet' and the NSW Game Hunting Guide.
- You need to actively participate by promoting the importance of the requirements and report any Hunting Activity that does not comply with the requirements immediately.
- You must report any fears, anxieties and other psychological harms immediately to your Operational Supervisor or FCNSW Health & Safety Manager immediately.

Risk treatments implemented in 2018

As part of the 2017 review, recommendations were put forward and agreed. Updates on the agreed actions are outlined in Table 2.

Table 2: Summary of action taken following risk treatment plans agreed in 2017 review

#	Agreed action / risk treatment plan	Status
1.1 1.2 3.1	Finalise and distribute 'Licensed Hunting on State Forests in NSW Information Sheet' to all employees, contractors, Hunters, the Joint Consultative Committee and to the DPI GLU and FCNSW websites.	Rahmat Khaiami noted that this was successfully carried out. *Closed.*
1.4	An agreement for the Memorandum of Understanding (MOU) between the FCNSW CEO and DG of DPI to be reviewed and updated	The MOU was reviewed by FCNSW and GLU and it was agreed that no amendments were required. *Closed.*
1.1	**FCNSW to undertake a** review of the incident reporting procedure to ensure that there is: • Consistency of reporting all incidents to GLU. • Implementation of a feedback loop linking GLU close out of incidents to FCNSW reporting system. • Mechanism for communicating GLU action undertaken to the worker reporting the original incident. • Education of FCNSW workers on reporting and distinguishing between legal and illegal activity. GLU to undertake reporting of relevant incidents to FCNSW.	This remains an open item, with ongoing breakdowns in the reporting process. This is to be considered as part of actions going forward, with action items to be tabled at the Working Group. Furthermore, there could be more education of workers and field staff around risk and incident reporting with relation to hunting activities. This is particularly in relation to seasonal or temporary workers. *Open item.* *See table 4 below for summary of Working Group agenda items*
2.1	FCNSW to undertake a review of the 'working at night' procedure to consider risk controls related to hunting, e.g. signage and high visibility controls.	Under new Integrated Forestry Operations Approval requirements night surveys have diminished and been replaced by landscape-wide surveys. Therefore this is considered a less relevant item in this period. *Closed.*
ALL	GLU and FCNSW to facilitate engagement with Western NSW stakeholders to review risk assessment process and mapping concerns.	This was noted that it was raised in prior year from concern from GLU that FCNSW was excluding large areas of forest. This was considered to be an operational item to be struck off the agenda for the purpose of this risk assessment, but to be tabled at the Working Group. *Closed.*

		See table 4 below for summary of Working Group agenda items.
All	FCNSW to undertake a preliminary scoping exercise to understand if real time mapping is feasible or applicable for discussion at the next risk review meeting in 2018.	The GLU is in the process of developing a new IT platform. Real time mapping capabilities are being considered, however subject to change. This was agreed to be kept as an agenda item going forward, and at an operational level for action items that come out of this to be added to the Working Group agenda. *Open item.* *See table 4 below for summary of Working Group agenda items.*
ALL	Scope and cost the implementation of using QR code technology to enable access to FCNSW risk assessment or other applicable information such as permanent hunting activities in the area.	Per GLU's research, very minimal number of people took up the QR code technology. Further investigation indicated not a usable solution. *Closed.*
3.1	Further develop and continue with implementation of the FCNSW Wellbeing Strategy.	FCNSW noted that the implementation of the WHS strategy is in progress and includes a key area of Health and wellbeing. *Ongoing.*
ALL	Ongoing education of FCNSW on legal hunting in state forests, to enable improved reporting and understanding of controls in place to ensure the safety of workers and others. This is to include: - GLU to attend the staff safety days and regional safety days to provide education and information about compliance activities. GLU to provide information for inclusion in FCNSW newsletters about compliance activities and outcomes.	There was no progress on this item from last year. Agreed to keep this item on the agenda and for the Working Group to discuss action points coming out of this. *Open item.* *See table 4 below for summary of Working Group agenda items.*
3.1	GLU to develop a preliminary outline of behaviours and expectations of hunters and how to interact with inspectors and forest workers. Draft guidelines to be presented at the next risk assessment workshop in 2018.	Agreed by GLU and Forest Corporation that instead of creating a specific document, for the GLU to continue to include this messaging via website and social media. *Closed.*
1.3	An agreement for the GLU to develop a Discussion Paper on Organised Events and Exclusion Timeframes for review by FCNSW.	This was considered to be an operational item to be struck off the agenda for the purpose of this risk assessment, but to be tabled at the Working Group. *Closed.* *See table 4 below for summary of Working Group agenda items.*

Opportunities for Improvement in 2019

Recommendations were put forward for improvement of existing risk controls by the team. These recommendations are to be implemented in 2019 and reviewed at the subsequent meeting. The plans are summarized in Table 3, and outlined in the risk register (Appendix A).

Table 3: Summary of risk treatment plans and other actions

#	Risks	Agreed action / risk treatment plan	By who?
1	1.1	**FCNSW to undertake a** review of the incident reporting procedure to ensure that there is: • Consistency of reporting all incidents to GLU. • Implementation of a feedback loop linking GLU close out of incidents to FCNSW reporting system. • Mechanism for communicating GLU action undertaken to the worker reporting the original incident. • Education of FCNSW workers on reporting and distinguishing between legal and illegal activity. • GLU to undertake reporting of relevant incidents to FCNSW.	FCNSW HSW Manager
2	All	FCNSW to undertake a preliminary scoping exercise in conjunction with GLU as work progresses on GLU's new IT platform to understand if real time mapping is feasible or applicable for discussion at the next risk review meeting in 2019.	RK
3	All	Ongoing education of FCNSW on legal hunting in state forests, to enable improved reporting and understanding of controls in place to ensure the safety of workers and others. This is to include: • GLU to attend the staff safety days and regional safety days to provide education and information about compliance activities. • GLU to provide information for inclusion in FCNSW newsletters about compliance activities and outcomes.	JM, CT, DK
4	All	Perform a detailed review of the risk register, what risks are present, how risks and controls are presented (as part of the next risk assessment workshop).	All parties
5	All	Formalise procedures for incident reporting, including formalising communications/escalations process between parties, and a chain of command that ensures that FCNSW notifies AWU and GLU appropriately.	RK

Agenda items for the Working Group to Consider

Previous recommendations were put forward as agenda items for the Working Group to review. Additionally, new items were raised for the Working Group to discuss. These recommendations are to be discussed in 2019 at the first Working Group meeting and reviewed at the subsequent meeting. The plans are summarised in Table 4 below.

Table 4: Summary of items for the Working Group to table

#	Agenda items for discussion
1.1	Relating to the open item in table 2: FCNSW to undertake a review of the incident reporting procedure to ensure that there is: • Consistency of reporting all incidents to GLU. • Implementation of a feedback loop linking GLU close out of incidents to FCNSW reporting system. • Mechanism for communicating GLU action undertaken to the worker reporting the original incident. • Education of FCNSW workers on reporting and distinguishing between legal and illegal activity. GLU to undertake reporting of relevant incidents to FCNSW. The subpoints to discuss include: • Ongoing technical difficulties with triggering notifications to the GLU and AWU • Increased education of workers and field staff around risk and incident reporting with relation to hunting activities. This is particularly in relation to seasonal or temporary workers.
ALL	The operational aspects associated with the item: the GLU and FCNSW to facilitate engagement with Western NSW stakeholders to review risk assessment process and mapping concerns.
All	Action items and operational aspects related to the agenda item in table 2, for the FCNSW to undertake a preliminary scoping exercise to understand if real time mapping is feasible or applicable for discussion at the next risk review meeting in 2018.
ALL	Action items and operational aspects related to the agenda item in table 2, for the Ongoing education of FCNSW on legal hunting in state forests, to enable improved reporting and understanding of controls in place to ensure the safety of workers and others. This is to include: - GLU to attend the staff safety days and regional safety days to provide education and information about compliance activities. GLU to provide information for inclusion in FCNSW newsletters about compliance activities and outcomes.
1.3	To discuss the operational items around the GLU developing a Discussion Paper on Organised Events and Exclusion Timeframes for review by FCNSW.

Appendix A: Risk register

Risk Description				Inherent Risk			Residual Risk					Risk Treatment Plan
Risk ID	Risk Category	Division	Risk	Consequence	Likelihood	Inherent Risk Rating	Risk Controls	Are the Risk Controls working well?	Consequence	Likelihood	Residual Risk Rating	Control Description
Risk iden tifier	*What type of risk is it?*	*Which Division is responsible?*	*What is the risk? Describe the risk, its sources and what the potential impacts are.*	*What is the worst case result / effect of the event?*	*How likely is the event to occur, assuming no controls?*	*Product of consequence x likelihood*	*What controls are currently place to manage the risk? How effective are the existing controls in eliminating or reducing the risk?*	*Are the risk controls suitable, adequate and generally working well?*	*What is the consequence of the risk, with the controls in place?*	*How likely is the event to occur, assuming controls are in place?*	*Product of consequence x likelihood*	*What additional controls should be put in place to reduce the residual risk? How effective are the proposed controls going to be?*
1.1	Safety	CEO	Forest work struck by a projectile	Extreme	Unlikely	Severe	**GLU** Hunters require a NSW Restricted Regulations such as the Firearms Act ensuring acquisition of firearms are monitored and persons are rigorously tested for behavioural and knowledge requirements. Game Hunting Licence (R Licence) to hunt on declared public land in NSW. Hunters must successfully pass an open book test based on hunter safety, ethics, animal welfare and hunting. Hunters must be a member of an Approved Hunting Organisation (AHO). Hunters are required to meet the theory & practical firearm licence assessment of the NSW Police Force. Hunters must abide by general and specific licence conditions when hunting on public land and must obey the signage and directions of DPI Compliance Inspectors, NSW Police and Public Land Managers. Hunters must comply with the GLU Booking and Compliance process. The density of hunters in a forest / square meter range is monitored to ensure safe numbers of persons at the site for roaming *New:* Improved GPS technology for mapping hunting zones has resulted in an increased adoption of technology. GPS provides much more accurate and reliable information compared to printed maps. *New:* NSW Game Hunting Guide developed and released to public in May 2017 which details the rules and regulations that apply to game hunting in NSW **FCNSW** Hunters must carry a working GPS enabled device containing maps and comply with signage and direction of FCNSW Field Worker, Booking and Notifications Systems. Joint Consultative Committee (JCC) Hunting Risk Assessment is reviewed annually at JCC and Risk Advisor Working Group / Hunting Liaison Management Groups	Yes	Extreme	Rare	Severe	Action 1: Finalise and distribute 'Licensed Hunting on State Forests in NSW Information Sheet' to all employees, contractors, Hunters, the Joint Consultative Committee and to the DPI GLU and FCNSW websites. Action 2: FCNSW to undertake a review of the incident reporting procedure to ensure that there is: • Consistency of reporting all incidents to GLU. • Implementation of a feedback loop linking GLU close out of incidents to FCNSW reporting system. • Mechanism for communicating GLU action undertaken to the worker reporting the original incident. • Education of FCNSW workers on reporting and distinguishing between legal and illegal activity. • GLU to undertake reporting of relevant incidents to FCNSW. Action 5: GLU and FCNSW to facilitate engagement with Western NSW stakeholders to review risk assessment process and mapping concerns. Action 6: FCNSW to undertake a preliminary scoping exercise to understand if real time mapping is feasible or applicable for discussion at the next risk review meeting in 2018. Action 7: Scope and cost the implementation of using QR code technology to enable access to FCNSW risk assessment or other applicable information such as permanent hunting activities in the area. Action 9: Ongoing education of FCNSW on legal hunting in state forests, to enable improved reporting and understanding of controls in place to ensure the safety of workers and others. This is to include: - GLU to attend the staff safety days and regional safety days to provide education and information about compliance activities. - GLU to provide information for inclusion in FCNSW newsletters about compliance activities and outcomes.

	Risk Description			Inherent Risk			Residual Risk					Risk Treatment Plan
Risk ID	**Risk Category**	**Division**	**Risk**	**Consequence**	**Likelihood**	**Inherent Risk Rating**	**Risk Controls**	**Are the Risk Controls working well?**	**Consequence**	**Likelihood**	**Residual Risk Rating**	**Control Description**
Risk iden tifier	*What type of risk is it?*	*Which Division is responsible?*	*What is the risk? Describe the risk, its sources and what the potential impacts are.*	*What is the worst case result / effect of the event?*	*How likely is the event to occur, assuming no controls?*	*Product of conseque nce x likelihood*	*What controls are currently place to manage the risk? How effective are the existing controls in eliminating or reducing the risk?*	*Are the risk controls suitable, adequate and generally working well?*	*What is the consequence of the risk, with the controls in place?*	*How likely is the event to occur, assuming controls are in place?*	*Product of consequenc e x likelihood*	*What additional controls should be put in place to reduce the residual risk? How effective are the proposed controls going to be?*
1.2	Safety	CEO	Other worker struck by a projectile	Extreme	Rare	Severe	**GLU** Hunters require a NSW Restricted Game Hunting Licence (R Licence) to hunt on declared public land in NSW. Hunters must successfully pass an open book test based on hunter safety, ethics, animal welfare and hunting. Hunters must be a member of an Approved Hunting Organisation (AHO). Hunters are required to meet the theory & practical firearm licence assessment of the NSW Police Force. Hunters must abide by general and specific licence conditions when hunting on public land and must obey the signage and directions of DPI Compliance Inspectors, NSW Police and Public Land Managers. Hunters must comply with the GLU Booking and Compliance process. *New:* NSW Game Hunting Guide developed and released to public which details the rules and regulations that apply to game hunting in NSW **FCNSW** Hunters must carry a working GPS enabled device containing maps and comply with signage and direction of FCNSW Field Worker, Booking and Notifications Systems. Joint Consultative Committee (JCC) Hunting Risk Assessment is reviewed annually at JCC and Risk Advisor Working Group / Hunting Liaison Management Groups.	Yes	Extreme	Rare	Severe	Action 1: Finalise and distribute 'Licensed Hunting on State Forests in NSW Information Sheet' to all employees, contractors, Hunters, the Joint Consultative Committee and to the DPI GLU and FCNSW websites. Action 5: GLU and FCNSW to facilitate engagement with Western NSW stakeholders to review risk assessment process and mapping concerns. Action 6: FCNSW to undertake a preliminary scoping exercise to understand if real time mapping is feasible or applicable for discussion at the next risk review meeting in 2018. Action 7: Scope and cost the implementation of using QR code technology to enable access to FCNSW risk assessment or other applicable information such as permanent hunting activities in the area. Action 9: Ongoing education of FCNSW on legal hunting in state forests, to enable improved reporting and understanding of controls in place to ensure the safety of workers and others. This is to include: - GLU to attend the staff safety days and regional safety days to provide education and information about compliance activities. - GLU to provide information for inclusion in FCNSW newsletters about compliance activities and outcomes.
1.3	Safety	CEO	Visitor struck by a projectile	Extreme	Unlikely	Severe	**GLU** Hunters require a NSW Restricted Game Hunting Licence (R Licence) to hunt on declared public land in NSW. Hunters must successfully pass an open book test based on hunter safety, ethics, animal welfare and hunting. Hunters must be a member of an Approved Hunting Organisation (AHO). Hunters are required to meet the theory & practical firearm licence assessment of the NSW Police Force. Hunters must abide by general and specific licence conditions when hunting on public land and must obey the signage and directions of DPI Compliance Inspectors, NSW Police and Public Land Managers. Hunters must comply with the GLU Booking and Compliance process. NSW Game Hunting Guide developed and released to public which details the rules and regulations that apply to game hunting in NSW **FCNSW** Hunters must carry a working GPS enabled device containing maps and comply with signage and direction of FCNSW Field Worker, Booking and Notification Systems. *New:* FCNSW places signs at each road entrance into a Total Public Exclusion Zone. The signs advise that only authorised people are able to enter those areas, are in large format and highly visible.	Yes	Extreme	Rare	Severe	Action 5: GLU and FCNSW to facilitate engagement with Western NSW stakeholders to review risk assessment process and mapping concerns. Action 6: FCNSW to undertake a preliminary scoping exercise to understand if real time mapping is feasible or applicable for discussion at the next risk review meeting in 2018. Action 7: Scope and cost the implementation of using QR code technology to enable access to FCNSW risk assessment or other applicable information such as permanent hunting activities in the area. Action 9: Ongoing education of FCNSW on legal hunting in state forests, to enable improved reporting and understanding of controls in place to ensure the safety of workers and others. This is to include: - GLU to attend the staff safety days and regional safety days to provide education and information about compliance activities. - GLU to provide information for inclusion in FCNSW newsletters about compliance activities and outcomes. Action 11: An agreement for the GLU to develop a Discussion Paper on Organized Events and Exclusion Timeframes for review by FCNSW.

	Risk Description			Inherent Risk			Residual Risk					Risk Treatment Plan
Risk ID	Risk Category	Division	Risk	Consequence	Likelihood	Inherent Risk Rating	Risk Controls	Are the Risk Controls working well?	Consequence	Likelihood	Residual Risk Rating	Control Description
Risk identifier	*What type of risk is it?*	*Which Division is responsible?*	*What is the risk? Describe the risk, its sources and what the potential impacts are.*	*What is the worst case result / effect of the event?*	*How likely is the event to occur, assuming no controls?*	*Product of consequence x likelihood*	*What controls are currently place to manage the risk? How effective are the existing controls in eliminating or reducing the risk?*	*Are the risk controls suitable, adequate and generally working well?*	*What is the consequence of the risk, with the controls in place?*	*How likely is the event to occur, assuming controls are in place?*	*Product of consequence x likelihood*	*What additional controls should be put in place to reduce the residual risk? How effective are the proposed controls going to be?*
1.4	Safety	CEO	Forest neighbour struck by a projectile	Extreme	Unlikely	Severe	GLU Hunters require a NSW Restricted Game Hunting Licence (R Licence) to hunt on declared public land in NSW. Hunters must successfully pass an open book test based on hunter safety, ethics, animal welfare and hunting. Hunters must be a member of an Approved Hunting Organisation (AHO). Hunters are required to meet the theory & practical firearm licence assessment of the NSW Police Force. Hunters must abide by general and specific licence conditions when hunting on public land and must obey the signage and directions of DPI Compliance Inspectors, NSW Police and Public Land Managers. Hunters must comply with the GLU Booking and Compliance process. Neighbours require compliance to Shut the Gate signage and work with GLU Inspectorate and Field Worker resources. *New:* New educational material available for neighbours detailing ways to protect themselves *New:* NSW Game Hunting Guide developed and released to public which details the rules and regulations that apply to game hunting in NSW	Yes	Extreme	Rare	Severe	Action 2: An agreement for the Memorandum of Understanding (MOU) between the FCNSW CEO and DG of DPI to be reviewed and updated Action 7: Scope and cost the implementation of using QR code technology to enable access to FCNSW risk assessment or other applicable information such as permanent hunting activities in the area. Action 9: Ongoing education of FCNSW on legal hunting in state forests, to enable improved reporting and understanding of controls in place to ensure the safety of workers and others. This is to include: - GLU to attend the staff safety days and regional safety days to provide education and information about compliance activities. - GLU to provide information for inclusion in FCNSW newsletters about compliance activities and outcomes.
1.5	Safety	CEO	Hunter on hunter interaction - results in hunter being struck by a projectile	Extreme	Unlikely	Severe	GLU Hunters require a NSW Restricted Game Hunting Licence (R Licence) to hunt on declared public land in NSW. Hunters must successfully pass an open book test based on hunter safety, ethics, animal welfare and hunting. Hunters must be a member of an Approved Hunting Organisation (AHO). Hunters are required to meet the theory & practical firearm licence assessment of the NSW Police Force. Hunters must abide by general and specific licence conditions when hunting on public land and must obey the signage and directions of DPI Compliance Inspectors, NSW Police and Public Land Managers. Hunters must comply with the GLU Booking and Compliance process. *New:* NSW Game Hunting Guide developed and released to public which details the rules and regulations that apply to game hunting in NSW FCNSW Hunters must carry a working GPS enabled device containing maps and comply with signage and direction of FCNSW Field Worker, Booking and Notifications Systems.	Yes	Extreme	Rare	Severe	Action 7: Scope and cost the implementation of using QR code technology to enable access to FCNSW risk assessment or other applicable information such as permanent hunting activities in the area.

	Risk Description			**Inherent Risk**			**Residual Risk**					**Risk Treatment Plan**
Risk ID	**Risk Category**	**Division**	**Risk**	**Conseque nce**	**Likelihood**	**Inherent Risk Rating**	**Risk Controls**	**Are the Risk Controls working well?**	**Consequence**	**Likelihood**	**Residual Risk Rating**	**Control Description**
Risk iden tifier	*What type of risk is it?*	*Which Division is responsibl e?*	*What is the risk? Describe the risk, its sources and what the potential impacts are.*	*What is the worst case result / effect of the event?*	*How likely is the event to occur, assuming no controls?*	*Product of conseque nce x likelihood*	*What controls are currently place to manage the risk? How effective are the existing controls in eliminating or reducing the risk?*	*Are the risk controls suitable, adequate and generally working well?*	*What is the consequence of the risk, with the controls in place?*	*How likely is the event to occur, assuming controls are in place?*	*Product of consequenc e x likelihood*	*What additional controls should be put in place to reduce the residual risk? How effective are the proposed controls going to be?*
2.1	Safety	CEO	Person attacked by hunting dogs	Moderate	Rare	Low	**GLU** Hunters are required to comply with Companion Dog Regulations to hunt on declared public land in NSW. Hunters must comply with all "Responsible Pig Doggers Initiatives" and the supportive/educative work of GLU Inspectorate and Field Workers. Hunters must comply with the GLU Booking and Compliance process. Dogs to wear collars that are high visibility and to be harnessed with a breastplate. Continued education of hunters by way of AHO's and the targeting of Inspectorate activities in those areas where Illegal Hunting (and hunting dogs) are known.	Yes	Moderate	Rare	Low	Action 4: FCNSW to undertake a review of the 'working at night' procedure to consider risk controls related to hunting, eg signage and high visibility controls. Action 7: Scope and cost the implementation of using QR code technology to enable access to FCNSW risk assessment or other applicable information such as permanent hunting activities in the area. Action 9: Ongoing education of FCNSW on legal hunting in state forests, to enable improved reporting and understanding of controls in place to ensure the safety of workers and others. This is to include: - GLU to attend the staff safety days and regional safety days to provide education and information about compliance activities. - GLU to provide information for inclusion in FCNSW newsletters about compliance activities and outcomes.
3.1	Safety	CEO	Fear of harm as a result of interaction with people undertaking hunting activities	Moderate	Possible	Moderate	**FCNSW** Employee Assistance Program (EAP), Primefact Education Sheets and Coaching for individuals who 'come forward' and declare an actual or potential report of psychological harm. FCNSW Wellbeing Strategy has been initially developed only. Joint Inspectorate Patrols have dropped off in 2015 - 2016. *New:* Improvements in GPS mapping has helped improve the sense of security of persons entering the NSW State Forests	No	Moderate	Possible	Moderate	Action 1: Finalise and distribute 'Licensed Hunting on State Forests in NSW Information Sheet' to all employees, contractors, Hunters, the Joint Consultative Committee and to the DPI GLU and FCNSW websites. Action 5: GLU and FCNSW to facilitate engagement with Western NSW stakeholders to review risk assessment process and mapping concerns. Action 6: FCNSW to undertake a preliminary scoping exercise to understand if real time mapping is feasible or applicable for discussion at the next risk review meeting in 2018. Action 7: Scope and cost the implementation of using QR code technology to enable access to FCNSW risk assessment or other applicable information such as permanent hunting activities in the area. Action 8: Further develop and continue with implementation of the FCNSW Wellbeing Strategy. Action 9: Ongoing education of FCNSW on legal hunting in state forests, to enable improved reporting and understanding of controls in place to ensure the safety of workers and others. This is to include: - GLU to attend the staff safety days and regional safety days to provide education and information about compliance activities. - GLU to provide information for inclusion in FCNSW newsletters about compliance activities and outcomes. Action 10: GLU to develop a preliminary outline of behaviours and expectations of hunters and how to interact with inspectors and forest workers. Draft guidelines to be presented at the next risk assessment workshop in 2018.

Appendix B: Risk Matrices

Likelihood categories

Event Occurrence	Rating
Event will probably occur in most circumstances (e.g. daily)	Almost Certain
Event will probably occur in most circumstances (e.g. monthly)	Likely
Event might occur occasionally (e.g. annually)	Possible
Event could occur at some time (e.g. once in 10 years)	Unlikely
Event may occur in exceptional circumstances (e.g. once in 100 years)	Rare

Consequence Matrix:

		Consequence Categories				
		Insignificant	**Minor**	**Moderate**	**Major**	**Extreme**
Risk Types	Business	Financial impact of less than $50k	Financial impact of less than 0.5% of last year's total revenue and greater than $50k	Financial impact of less than 1% or greater than 0.5% of last year's total revenue	Financial impact of less than 5% and greater than 1% of last year's total revenue	Financial impact of greater than 5% of last year's total revenue
	Health and Safety	No injury or illness	Minor first aid	Medical treatment for injury/illness (less than two months)	Medical treatment for injury/illness (greater than two months)	Fatality or serious injury/disability
	Community/ reputation/ media/ employee relations	Off-hand comment, phone call or front-line complaint	Minor formal complaint, one article in local media, minor local group interest	Minor protest, several regional /local media articles, multiple formal complaints	Major protest, national media attention, multiple regional/local media articles. Local/regional government representations - response required	Prolonged and extensive community outrage, international media attention. State/national questions in parliament. Calls for resignation of CEO/Board
	Legal non-compliance	Potential or technical breach of legislation that will not result in warning letter or Penalty Infringement Notice (PIN)	Breach of legislation leading to a warning letter	Breach of legislation leading to (PIN)	Prosecution of the Corporation in court	Prosecution of Directors and/or Managers in court
	Environmental	Minimal damage. Low loss or degradation of values. Minimal overall impact	Short term damage. Noticeable loss or degradation of values. Self-correcting in time (no rehabilitation)	Medium term damage. Significant loss or degradation of values. Rehabilitation required (<$50k)	Severe long term damage. Major loss or degradation of values. Major rehabilitation required (>$50k)	Extreme, long term damage. Complete and permanent loss of values. Not repairable

Risk Matrix

		Consequence				
		Insignificant	**Minor**	**Moderate**	**Major**	**Extreme**
Likelihood		5	4	3	2	1
Almost Certain	A	5A Moderate Risk	4A Moderate Risk	3A Severe Risk	2A Extreme Risk	1A Extreme Risk
Likely	B	5B Low Risk	4B Moderate Risk	3B Severe Risk	2B Severe Risk	1B Extreme Risk
Possible	C	5C Low Risk	4C Low Risk	3C Moderate Risk	2C Severe Risk	1C Severe Risk
Unlikely	D	5D No Risk	4D Low Risk	3D Low Risk	2D Moderate Risk	1D Severe Risk
Rare	E	5E No Risk	4E No Risk	3E Low Risk	2E Moderate Risk	1E Severe Risk