



Draft Black Fallow Scheme Incorporated Operating Procedures.

DRAFT Dated: 18/05/12

NOTE:

THESE PROCEDURES ARE SUPPLEMENTARY TO THE ACT, THE REGULATIONS AND THE ASSOCIATION'S CONSTITUTION AND CANNOT OVERRIDE THE CONTENT OF ANY OF THOSE DOCUMENTS

Draft Black Fallow Scheme Inc. Operating Procedures

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NOTE: The definitions set out in Part 1 of the Constitution apply to these Operating Procedures.

1. Incorporation Number

The Incorporation Number of the association is **INC???????** having been incorporated under the Associations Incorporation Act 1999.

2. Membership Application Procedure

- (a) Applicants for membership shall be required to complete the Membership Application Form shown as Appendix 1 to these Operating Procedures. The completed form must be submitted to the secretary.
- (b) Applicants for membership of the association shall attach to the Membership Application Form evidence that they are a current financial member of the NSW Deerstalkers Association and hold a current R licence and possess a current firearms licence. Where no such evidence is included the application will not be considered.
- (c) The application will be voted upon (by secret ballot) at the next meeting of the BFS members.
- (d) The secretary will advise the applicant of the outcome of the meeting.
- (e) Where the application is successful and all criteria for membership of the BFS are satisfied, the applicant will be placed on the Approved BFS Waiting List.
- (f) To remain on this list, the applicant must remain as a financial member of the NSW DA and abide by the Game Council of NSW Code of Practice for ethical, safe and responsible hunting. Successful applicants will have their names entered on the List in order of the secretary receiving the (successful) membership application form.
- (k) **To remain on the Approved BFS Waiting List, an annual Renewal form (see Appendix 3 to these Operating Procedures) must be completed each year and forwarded to the secretary on or before November 1 each year.**
- (g) When a vacancy arises in the Black Fallow Scheme, the Secretary, with the agreement of the Committee, will advise the next applicant on the List that he/she is now eligible to become a member of the BFS.
- (h) The Secretary will notify the applicant to this effect and request the applicant to pay, within the period of 28 days of the date of notification, all the fees indicated.
- (i) Once the correct payment has been received within the time-frame indicated, the applicant becomes a member of the BFS.
- (j) **Where an offer of membership in the BFS is declined, the applicant will be removed from the Approved BFS Waiting List, however is eligible to re-apply for membership but will not retain their position on the List.**

OR

Where an offer of a position in the BFS is declined once, the applicant will remain on the Approved BFS Waiting List and retain their position on the List. Should the applicant decline a second time, their name will be removed from the list.

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3. Membership Renewal Procedure

- (a) Members are required to complete the Membership Renewal form (shown as Appendix 2) each year. This form can be submitted to the treasurer either in hard copy or electronically as a scanned document.
- (b) Members renewing their membership of the association shall be required to provide evidence of current financial membership of NSW DA and that they hold a current R licence. Evidence of a current firearms licence must also be provided.
- (c) Where an R licence or a firearms licence falls due for renewal within the members' hunting period, a photocopy of the renewed licence(s) must be provided to the secretary **before the hunt period**.
- (d) The treasurer will issue to each member an invoice before the 31st July in each year. The amount due must be paid before 1 November each year.
- (e) Completed membership renewal forms, shown as Appendix 2 to these Operating Procedures, must be forwarded to the treasurer no later than 1st November each year.
- (f) The treasurer will issue a receipt for the fees collected and forward same to the member.
- (g) The treasurer will forward to the secretary, on a regular basis, the list of financial members to enable the membership register to be updated.

4. Continuity of family membership

4.1 Where a long-standing financial member of the BFS (not less than five (5) years membership) retires due to ill-health or other circumstances, then prior to retiring that member can nominate his/her son/daughter to replace him/her as a member of the BFS, subject to the members agreeing (to the nominee) in a secret ballot. The nomination must be in writing to the secretary, stating the name of the person being nominated and their contact details.

4.2 Should a long-standing financial member of the BFS (not less than five (5) years membership) die before being able to nominate a son/daughter to succeed them, the child or one of the children of the member may nominate for a (single) membership of the BFS within a period not exceeding ninety (90) days from the death of the member, subject to the members agreeing (to the nominee) in a secret ballot.

4.3 The nominee will be advised of the outcome of the secret ballot by the secretary as soon as possible after the meeting.

4.4 Where a nominee who has been accepted for membership by this process does not currently meet the requirements for membership of the BFS, they will have ninety (90) days from the date upon which they are notified in order to complete these requirements. Should these requirements not be completed and the secretary so advised within the ninety (90) days, the offer of this position will lapse.

4.5 No nomination will be accepted where a member is currently suspended or expelled from the BFS under clause 12 or 14 of the constitution.

5. Conduct of ballot for committee members

In the event of a ballot being required for the election of a committee member then the following procedure shall be adopted:

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- (a) The ballot shall be a secret ballot.
- (b) The members shall elect a returning officer to conduct the ballot and one assistant returning officer to oversee the conduct of the ballot.
- (c) If there are only two candidates, the candidate with the highest number of votes is elected.
- (d) If there are only two candidates and the voting is equal, the ballot shall be determined by the drawing of lots.
- (e) If three or more candidates have the same number of votes, a further vote is to be taken of candidates and those with the lowest number of votes will be excluded.
- (f) If after that, three or more candidates still remain, the procedure set out in clause 5(e) is to be repeated until only two candidates remain.

6. Duties of Committee Members

Each member of the committee should be familiar with the association's constitution, operating procedures and its statutory obligations.

The statutory obligations include:

- (a) ensuring that the association's full name appears in legible characters on all official documents;
- (b) ensuring that the association does not act contrary to its objects and does not exercise any power contrary to a prohibition or restriction in its constitution (section 18 of the Act);
- (c) notifying NSW Fair Trading if the position of public officer becomes vacant and the appointment of a new public officer within 14 days (section 23 of the Act);
- (d) ensuring that an annual general meeting is held each year within 6 months after the end of the association's financial year and that a statement regarding the accounts of the association is submitted to the members at that meeting (section 26 of the Act);
- (e) ensuring that two committee members, who are authorised by a resolution of the committee to do so, certify that the annual statement has been submitted to the members, and ensuring that the public officer lodges the annual statement with NSW Fair Trading within one month after the annual general meeting (section 27 of the Act);
- (f) ensuring proper accounting records are kept which correctly record and explain the transactions of the association and its financial position (section 28 of the Act);
- (g) ensuring that minutes of all committee and general meetings are kept (section 28 of the Act);
- (h) ensuring that the association does not incur debts if there are reasonable grounds to expect that the association will not be able to pay all its debts as and when they fall due (section 38 of the Act);
- (i) ensuring that the association does not do any act with intent to defraud creditors or any other person (section 38 of the Act);
- (j) ensuring that any documents addressed to the association are brought to the attention of the committee as soon as practicable after receipt (section 63 of the Act); and

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- (k) ensuring that documents provided to the NSW Fair Trading or submitted to members do not contain false or misleading statements and that such documents do not omit any matter that has the effect of making the document misleading.

6.1 President

In addition to the requirements of the Act, the Regulations and the constitution, the president is to:

- (a) preside at all of the association's meetings including annual, committee and special meetings;
- (b) ensure that meetings are properly convened and that a quorum is maintained at all times;
- (c) conduct all association meetings in accordance with the constitution;
- (d) be seen to be impartial, and conduct all association meetings in a confident, firm, and friendly manner;
- (e) preserve good order, prevent interjections, heckling and private conversations at all association meetings;
- (f) call on any speaker to withdraw any offensive statements, or imputations of improper motives, and where considered appropriate have the speaker apologise;
- (g) set time limits for each speaker and ensure discussion is relevant to the matter before the meeting;
- (h) represent the association as required; and
- (i) offer assistance (as immediate past president) to the incoming president and committee members.

6.2 Vice Presidents

Each vice president is to:

- (a) in the event that the president is unable or unwilling to act, carry out the duties of the president as set out in rule 6.1, be prepared to carry out the duties of the president as set out in that rule; and
- (b) assist the president, and when required, other members of the committee in the running of the association.

6.3 BFS Scheme Coordinators

The Scheme Coordinators will consist of the President and the two Vice Presidents. Jointly they will have control of the day-to-day management of the Scheme in all matters relating to accessing the property, assessing cull heads, etc.

The Scheme coordinators will also act in the best long-term interests of the Scheme and in accord with the objectives established under the constitution.

Unless otherwise authorised, only the Coordinators will undertake any form of negotiations with the property owner and /or manager on behalf of the Black Fallow Scheme members.

The Scheme Coordinators will have the authority to close the season before the due date should circumstances require.

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6.4 Secretary

In addition to the requirements of the Act, the Regulations and the constitution, the secretary is to:

- (a) ensure compliance with the requirements of rules 3, 6 and 8 of the constitution as they relate to the secretary's position; and
- (b) keep minutes of all association meetings that will normally include the following:
 - (i) details of the day, date and place of the meeting, type of meeting and the time of commencement,
 - (ii) the names of those present and details of any apologies received,
 - (iii) that the chairperson announced that a quorum was present and the meeting was duly constituted (if this announcement was made),
 - (iv) a reference to minutes of the previous meeting and their signing as a correct record,
 - (v) details of all motions put to members and whether they were passed,
 - (vi) details of members voting against a motion, or abstaining from voting, if those members request that such details be recorded,
 - (vii) details of any appointments made, and any leave of absence granted to a member or committee member,
 - (viii) overview of discussions concerning decisions made at the meeting,
 - (ix) the date and time for the next meeting, if this is determined during the meeting,
 - (x) the time that the meeting closed, and
 - (xi) ensure that the minutes of each meeting are entered in books kept for that purpose. (The Act prescribes penalties for failure to comply with this requirement.)
- (c) receive incoming correspondence and bring same to the attention of the committee
- (d) to ensure that where monies are received, that they are forwarded to the treasurer at the next meeting
- (e) handle outgoing correspondence as authorised by the committee, and
- (f) maintain a register of members including name, address, contact details, date of joining and date of cessation of membership status.

6.5 Treasurer

In addition to the requirements of the Act, the Regulations and the constitution, the treasurer is to:

- (a) ensure compliance with the requirements of clause 19 of the constitution,
- (b) ensure that all payments authorised by the association are made promptly,
- (c) submit to the members at each Annual General Meeting the Annual Statement as required under Section 26(6) of the Act. This statement should be prepared on an accrual basis so that the income and expenses shown are only those that relate to that year's operations,

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- (d) arrange, prior to the Annual General Meeting, for two members of the committee to be authorised to sign the Annual Statement for lodgement with the Registry of Co-operatives and Associations, NSW Fair Trading (together with the prescribed fee).

6.6 Hut Maintenance Officer

The Hut Maintenance officer is to:

- (a) establish and maintain an asset register detailing all assets and equipment owned by the association,
- (b) include in the asset register a description of all assets/equipment, date of purchase and cost of purchase,
- (c) maintain the association's assets/equipment in good order and safe condition,
- (d) provide to the treasurer a list of assets/equipment for inclusion in the Annual Statement to Members,
- (e) report to the committee any defects in the assets/equipment and obtain quotations to repair or replace the association's assets/equipment for consideration of the committee.

6.7 Public Officer

In addition to the requirements of the Act, the Regulations and the constitution the public officer is to:

- (a) be at least 18 years of age and be a resident of New South Wales
- (b) within 14 days of appointment (section 25 of the Act), a new public officer must lodge a notice of vacancy/appointment/change of address of public officer (Form 9) notifying of their appointment,
- (c) give the Registry notice of any change of address, within 14 days, by lodging a notice vacancy/appointment/change of address of public officer (Form 9) (section 25 of the Act),
- (d) maintain and keep a register of the association's committee members, the register to be kept at the Public Officer's residential address and must be made available for inspection by any person, free of charge, at any reasonable hour. Where an incorporated association has ceased to exist, its last public officer must keep the register for a period of at least two years after the date on which the association ceased to exist (section 21A of the Act),
- (e) lodge an annual statement (Form 12), with the prescribed fee, within one month after the date of each annual general meeting of the association. The statement is a summary of the year's financial transactions. A penalty may be imposed on the public officer for failure to lodge the form on time.
- (f) If the public officer is unable to lodge the annual statement on time an application for extension of time for holding annual general meeting or lodging statement (Form 11) setting out the reasons for the delay should be lodged, with the prescribed fee, before the due date (section 27 of the Act).
- (g) apply to the Commissioner for approval of a change of name within one month after the passing of a special resolution to change the association's

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name. An application for approval for change of name (Form 4) must be lodged, together with the prescribed fee (section 14 of the Act),

- (h) after the passing of a special resolution altering the statement of objects or constitution of the incorporated association, lodge a notice of alteration of objects or constitution (Form 6), with the prescribed fee, setting out the particulars of the alteration. A penalty may be imposed on the public officer for failure to lodge the form in the required time (section 20 of the Act),
- (i) to bring all documents addressed to the association to the attention of the committee as soon as practicable after their receipt. This obligation continues for a period of 12 months after a person has ceased to be the public officer of the association (section 63 of the Act),
- (j) upon vacating the position, pass on all information held on behalf of the association to his or her successor.

7. Committee meetings

The Management Committee should, where possible, meet prior to each association meeting.

8. Meetings

- (a) Meetings of the association will be held at such times (subject to the requirements of the constitution) as the committee may determine. Notice of the meeting will be in accordance with clause 29 of the constitution.
- (b) The annual general meeting will be held in the month of January each year or at such other time as the committee shall determine in accordance with the constitution. Notice of the meeting must clearly state that it is the annual general meeting.

9. Official address of the association

The official address of the association will be PO Box OR -----??

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10. Association Expenditure

- (a) No officer or member of the association shall expend any money greater than one hundred dollars (\$100) on behalf of the association, without first obtaining the approval of the committee.
- (b) All expenditure on behalf of the association shall be supported by vouchers, receipts, invoices or other suitable documentation.
- (c) All reimbursements or claims shall be submitted to the Treasurer before the association meeting immediately following the expenditure.
- (d) All expenditure shall be ratified at the next association meeting.

11. Association fees and levies

All fees and levies shall be paid within one (1) month of the due date or the member shall be declared unfinancial and will not receive any of the rights and privileges of membership. If after three (3) months from the due date the fees/levies remain unpaid, the person ceases to be a member of the BFS. A note to that effect shall be recorded in the Register of Members.

A member must have paid all fees or levies prior to entering the property.

Where a member is suspended, all fees and levies remain payable for the duration of the suspension.

12. Members unable to hunt in their allocated period due to other commitments.

Members will be required to pay all fees and subscriptions, even if the member is not able to hunt due to other commitments.

Members may swap groups **provided** all members of the group being swapped into agree to it. If there is already a big group, you may be refused. Please confirm this before advising the secretary of any changes.

As far as possible, the committee will use Invited Hunters (see clause 16 below) to hunt those periods a member is not able to hunt on a cost recovery basis. Any amount received by Invited hunter(s) will be used to off-set the member's payment by providing a credit of the amount paid towards the next year hunting fees. This provision will also apply to suspended members.

13. Financial year

The financial year of the BFS will be from 1 January until 31 December the same year.

Member fees and subscriptions for the following year are due and payable on 1 November each year.

14. Privacy

As far as permitted by law the association may use the member information provided to it for any association purpose.

15. Insurance

Members must have appropriate insurance to participate in all BFS organised activities. This insurance may be effected by membership of the NSW DA and the member holding a current R licence.

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This is essential, as members, Invited Hunters and accompanying family members are not permitted to hunt on the property without a current R licence and current membership of the NSW DA.

16. Invited Hunters

Invited Hunters will be on the Approved BFS Waiting List (and thus will be financial members of the NSW DA). They will be invited to fill in for an absent (or suspended) member and pay the appropriate fee. This will be the fee the member would pay for that period (or part thereof) as established by the Committee.

Invited hunters who pay those fee(s) and levies as determined by the Committee will be entitled to the hunting rights and responsibilities as a member of the BFS, but with this exception, will not receive any of the rights and privileges of membership.

In the event that an Invited Hunter receives any penalty under clause 12 or 14 of the BFS constitution the committee will review that person's position on the Approved BFS Waiting List. The committee will have the authority to remove a person from the Waiting List if required.

Invited hunters will not be permitted to bring any other person onto the property at any time.

17. Accompanying Family Member

An accompanying family member will only be the immediate family member ie spouse, son/daughter of the BFS member.

No more than one accompanying family member will accompany the BFS member at any time on the property.

An accompanying family member may only be present if the member of the BFS is present. The BFS member will be responsible for their family member(s) at all times.

BFS members wishing to bring an accompanying family member must obtain the approval of the rest of the group members **before** bringing the family member onto the property.

Before entering the property, accompanying family members must provide written evidence to the secretary that they:

- (a) comply with relevant legislation (ie hold an appropriate firearms licence if hunting with a firearm),
- (b) are financial members of the NSW DA; and
- (c) hold a current R licence.

The secretary must be advised in writing of the date(s) during which family members will be attending the scheme prior to the actual date(s).

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Accompanying Family Members who pay those fee(s) and levies as determined by the Committee will be entitled to the same hunting rights and responsibilities as a member of the BFS, but with this exception, will not receive any of the rights and privileges of membership.

In the event that an accompanying family member receives a penalty under clause 14 of the BFS constitution involving suspension, that penalty will also be applied to the member of the BFS and the family member will not be able to participate in any further BFS organised hunting activities.

18. Safety

18.1 An item of Blaze orange safety clothing must be worn so it is visible externally while hunting (eg cap, vest).

18.2 No loaded firearms in the hut.

18.2 Coordinate your hunting so two parties do not hunt the same area. Indicate on the map (in the hut) where you will be hunting.

18.3 It is suggested that each group select a UHF channel and arrange a radio schedule.

Tell someone else where you are going each session, just in case! A GPS is handy if you are injured and calling for help.

19. Accessing and staying on the property

Please remember this is a privilege – not a right.

Members must comply with any reasonable direction given by the property manager.

From time to time, additional regulations may be posted. For these, please check the notice boards in the hut BEFORE hunting.

(a) Prior to your hunting period, ring or email the property manager to advise your intention to visit and hunt. Your name on the roster is not sufficient. Make sure you have the correct date. Do not enter the property unless you have advised the manager beforehand.

(b) **Do not enter the property unless you hold a current firearms licence, a current R licence and are a financial member of the NSW DA.**

(c) Members and accompanying family members must, on entry to, and exit from the property, **sign both the Property Visitors book and the BFS members' book**, kept in the property mail box. Include your R licence number each time.

(d) Hunters must stay in the hut during their stay.

(e) **No fly camping** or fires are permitted away from the hut.

(f) No poaching. Hunting is permitted only on Paraweena Highlands, excepting "The 4 Mile" section unless otherwise notified. See map and aerial photos in the hut for our boundaries.

(g) Hunting is permitted only in daylight; **no spotlighting** is allowed, with or without a firearm except as indicated under (h) below.

(h) Should culling of deer by spotlight be required, this will be for a specified period for specified members and under the direct control of the committee.

(i) Leave all gates exactly as you find them. If wired, re-wire after closing. Report any domestic stock which are injured, caught up in a fence, etc. to the property manager ASAP.

(j) New members must hunt the first day on the property in company with an experienced scheme member who will point out the property boundaries, tracks etc.

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20. Vehicles must not be driven on wet tracks.

If you are parked away from the hut and there is a significant fall of rain, check with the property manager before driving back (UHF channel 10 or phone). Damage to tracks and paddocks must be avoided. Quad bikes can be used in the wet provided they are kept off tracks and don't cause damage. Members must NOT drive up the track which goes straight up the hill behind the hut. Take care with creek crossings not to cut up steep banks.

21. Trophies: only one species per hunter per season.

A lower limit of 230 DS applies to Fallow bucks and 6 X 6 to Red or Wapiti, with penalties for lower scoring heads.

In most years a "no penalty" situation will apply, but check before hand. This will be specifically addressed under section 22 below.

Our fallow deer mature quickly and often their antlers may reach the minimum DS at 3½ years.

Please consider the herd quality and try to take heads which are bigger than the minimum and therefore probably older.

Fallow reach maximum potential at around 7 years.

22. Culls.

22.1 Coloured fallow deer and any bucks:

(a) with a missing trez tine, or

(b) with a severely unbalanced head, or

(c) where there is a significant split in the palm, eg where the split extends to the level of the guard tine.

22.2 If so advised, members may be required to cull a number of does.

22.3 Spikers are not to be shot.

22.4 Generally a "no-fault" attitude is taken to culls which are misjudged. However, if there is in any doubt, don't shoot.

22.5 All cull heads must be presented at the end of season general meeting unless alternative arrangements have been made with the committee.

22.6 The committee will make the final determination on whether a cull is a legitimate cull.

23. Rules for Season hunt: Penalties and declaration of 'No Fault' seasons

23.1 At the Pre-season general meeting, penalties will be identified for the following hunting season or a 'No fault' season will be declared.

23.2 When there is no declaration of a 'No fault' season, the penalties below will apply.

23.3 **Fallow deer:**

(a) For the first 10 points below 230 DS, the fine is \$25 per point.

(b) Below 220 DS, there is the \$250 fine plus at least one (1) year suspension from hunting on the scheme (all fees to be paid regardless).

(c) The committee may decide to waive the suspension or increase it to two (2) years.

23.4 **Red deer:**

(a) **Only one (1) Red Deer trophy to be taken per season.** This limit will be increased if Red stag numbers increase to allow additional stags to be taken.

(b) No Red Deer to be culled.

(c) Penalty for taking a Red deer stag of less than 6 X 6 is \$250.

(d) The committee may also impose a suspension from hunting on the scheme for a period of up to two years (all fees to be paid regardless).

23.5 Should circumstances require, the Scheme Coordinators have the authority to close the season before the due date.

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24. Venison

Try to recover most of the meat from a trophy or cull. There is a meat room at the hut and a freezer for members use inside the rear of the old house at Chesney Oaks.

You are required to keep both clean; to scrub out and disinfect the meat house before leaving. Don't leave carcass remains lying about in plain sight out in the paddocks.

25. Record all animals harvested on the Summary sheets (in folder in the cupboard)

25.1 For each buck, please measure and record the "vital statistics" using the latest buck record sheets provided (see Appendix 3 attached). Take a photo showing both antlers to their best advantage. Extract the lower jaws, boil, clean and dry them. Write on each jaw; shooter, date shot, trophy or cull, deer colour, and if you have taken more than 1 cull buck, number them and write that number on the jaws, the photo, the record sheet and the Douglas score sheet.

25.2 For culls, a Douglas score sheet, official or unofficial would be appreciated. You are required to send your buck records to Dal Birrell by the end of June that year. Sign the scheme book in the cupboard, to show the dates hunted and any brief comment you wish to make.

26. Complete deer sight forms to assist our research

As a part of our on-going research, please fill out at least one slip per week showing the hours hunted in one session, the area and the number of quality bucks (over 220 DS) sighted. It would be appreciated if several forms were returned as these provide valuable data for deer population estimation. Also, as a purely voluntary activity, you might like to assist our research by filling out the other return slip showing numbers of each sex and age etc sighted. If you do this please only include actual counts, not estimates. These two slips should be placed in the jar in the cupboard. From these slips, it is possible to estimate the deer population changes and the hunting success chance for each area of the property and report back to members.

27. In and around the hut

27.1 Record in the scheme book any problems you find, repairs needed, unsatisfactory state of cleanliness of the hut or meat room, empty wood box, etc. Report any problems you cannot fix to the Hut Maintenance Officer(s) ASAP.

27.2 Please take no risks with the open fire in the hut. It has to be out when everyone is away and burned well down with the fire screen in place before you turn in. Please keep the wood box reasonably full for following groups.

27.3 Clean up the place (**including the cook top!!**) before you leave. Sweep all floors, carpet sweep, take out the fire ash, remove all garbage and leave new bags in the bins.

27.4 **At the end of your stay**, empty and turn off the refrigerator and open its door. Turn off gas under the sink, power at the wall and water at both tanks.

27.5 If a gas bottle empties while you are there, at least take it into Willowtree to be filled when you leave and make a note in the scheme book. Someone in the following group should be able to collect it. The spanner needed to swap over gas bottles is in the cupboard under the cook top. The solar power system **is inadequate** to run an Engel (or similar) fridge continuously.

27.6 No food scraps are to be placed in the garbage pit behind the hut.

27.7 No target practice sessions near the hut.

27.8 Dump all animal remains well away (at least one km) from the hut

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28. Keep Records of any non-BFS activity on the property.

Record any poaching, especially car number plates, spotlighting by anyone, date and time. Ring the property manager if there is any chance that they could be apprehended (use UHF only if no phone connection; the smart ones will be monitoring Ch 10). No one should be spotlighting during our hunting period.

29. Code of Practice

Members of the association shall be required to adhere to the Game Council of NSW "Code of Practice" for ethical, safe and responsible hunting. This is shown as Appendix 4 to these Operating Procedures.

30. Amendments to Operating Procedures

These Operating Procedures may be amended by a simple majority of members at a general meeting.

31. Attachments

1. Appendix 1 - Membership Application Form
2. Appendix 2 - Membership Renewal Form
3. Appendix 3 – Approved BFS Waiting List Renewal form
4. Appendix 4 - Trophy & Cull Buck Information Return Sheet for 2010 & after.
5. Appendix 5 - Game Council "Code of Practice"

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These Operating Procedures were adopted by Special Resolution of the members ???, 2012?????.

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Appendix 1. BFS Inc Membership Application Form.

I the person indicated below hereby apply to become a member of the Black Fallow Scheme Inc.

I understand that if my application is successful I will be placed on the Approved BFS Waiting List until a membership position in the BFS becomes available.

I understand that I must remain a financial member of the NSW Deerstalkers Association Inc and always hold an R licence to remain on the Approved BFS Waiting List.

If admitted to membership of the Black Fallow Scheme Inc., I agree to be bound by the Constitution and Operating Procedures of the Black Fallow Scheme Inc. and such other rules that may apply from time to time. I agree to pay all due fees or other levies owing to Black Fallow Scheme Inc. by the due date.

I recognize that failure to comply with the above may result in my removal from the Approved BFS Waiting List or termination of my membership.

PLEASE NOTE: For this application to be considered, you must provide:

- (i) a photocopy of your current NSW Deerstalkers Association membership card (front only)
- (ii) a photocopy of your current R licence (front only)
- (iii) a photocopy of your current firearms licence (front only)

For convenience, these documents may be photocopied on a single sheet.

Family Name		Given Name(s)	
No & Street			
Suburb; State		Postcode	
Ph Home		Ph Work/Mob	
Email		Date of birth	
NSW DA No.		Exp Date	
R licence No.		Exp Date	
Firearms licence		Exp date; class	

I certify that all statements made in this Application are to the best of my knowledge true and correct.

Applicant Signature.....**Date**.....

Please forward the completed form and attachments to the Secretary, BFS Inc.

Secretary use only.

Date received: Date presented to general meeting : Approved: Yes/No

Applicant advised :Entered on Approved BFS Waiting list: Member BFS:..... Ver 11.05.12

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Appendix 2. BFS Membership Renewal Form for the year: _____

Please complete the information below (please print legibly; insert appropriate year above) and return to the treasurer, BFS **before 1 November**.

Family Name		Given Name(s)	
Street address			
Suburb; state		Postcode	
Ph Home		Ph Work or Mob	
Email		NSW DA No.	
R licence #		Exp Date	
Firearms licence #		Exp Date Class	

Please attach the following:

1. A photocopy of your current R licence (front only)
 2. A photocopy of your current firearms licence (front only)
 3. A photocopy of your current NSW Deerstalkers Association membership card (front only)
- For convenience, these may be on a single sheet.

Note: where this form is submitted electronically, please print the form, scan the completed (signed) sheet together with the additional documentation and email to the treasurer.

I agree to be bound by the Constitution and Operating Procedures of the Black Fallow Scheme Inc. and such other rules that may apply from time to time.

Should any of the above licences/memberships fall due for renewal during my hunting period I will forward a copy of the renewed licences/membership to the Secretary, BFS Inc.

I recognize that failure to comply with the above may result in termination of my membership.

Member Signature.....Date.....

Treasurer received.....Date..... Secretary advised:

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Appendix 3. Approved BFS List Renewal Form for the year: _____

Please complete the information below (please print legibly; insert appropriate year above) and return to the secretary, BFS before 1 November.

Family Name		Given Name(s)	
Street address			
Suburb; state		Postcode	
Ph Home		Ph Work or Mob	
Email		NSW DA No.	
R licence #		Exp Date	
Firearms licence #		Exp Date Class	

Please attach the following:

1. A photocopy of your current R licence (front only)
 2. A photocopy of your current firearms licence (front only)
 3. A photocopy of your current NSW Deerstalkers Association membership card (front only)
- For convenience, these may be on a single sheet.

Note: where this form is submitted electronically, please print the form, scan the completed (signed) sheet together with the additional documentation and email to the secretary.

Should I be granted membership of the Black Fallow Scheme, I agree to be bound by the Constitution and Operating Procedures of the Black Fallow Scheme Inc. and such other rules that may apply from time to time.

I recognize that failure to submit this form, together with copies of the documents indicated above by the due date may result in my removal from the Waiting List.

Member Signature.....Date.....

Treasurer received.....Date..... Secretary advised:

Ver 17/05/12

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Appendix 4

Black Fallow Scheme Trophy & Cull Buck Information Return Sheet for 2010 & after. Please complete ALL sections carefully.

Name (please print).....

Date animal taken / / 20....

Time of day animal taken

Stalking conditions; Good, Fair, Poor, (circle ONE)

Animal harvested was: (circle ONE)

Black Fallow Buck ... Coloured Fallow Buck...Hungarian coloured buck...Red Deer Stag...Wapiti Bull

And was taken as a trophy / a cull (circle ONE)

If more than one CULL taken, which NUMBER is this?

If a CULL state defect(s).....

This animal was;

grunting / roaring? YES / NO (circle ONE);

rutting? YES / NO (circle ONE)

If animal was holding females, *their approximate number*

Body size: *large / average / small* (circle ONE)

Condition: *fat / store / thin* (circle ONE)

Please list any injuries to animal (e.g. to eyes, legs, feet, testicles)

.....
.....

Please **PHOTOGRAPH** the head from the side to show both antlers clearly.

Measurements to be taken in the field (preferably in centimeters). *Indicate units of measurement.*

• **Circumference of chest** *just behind front legs*

• **Total Body Length** *i.e. tip of nose to tip of tail (not including hairy tip) along back*(tape to touch animal along its length). *See diagram over for clarification.*

For taxidermy you might also want to also record the following measurements for yourself.

• *Centre of nose to nose corner of eye* • *Centre of nose to coronet*

• *Distance between coronets* • *Circumference of neck just behind head*

Thank you for completing this return. Please hand it personally OR post to Dal Birrell, 14 Blackall Street Bulli NSW 2516 by July 31st of the year shot, together with;

- ⤴ A photo of this animal's antlers taken from the side to show them both (write *on the back or label emailed photos with; your name, the year, trophy, cull & cull number*),
- ⤴ A copy of an official Douglas Score sheet if it is a trophy; (optional if a cull),
- ⤴ Both clean dried lower jaws (*for both trophy & culls*).

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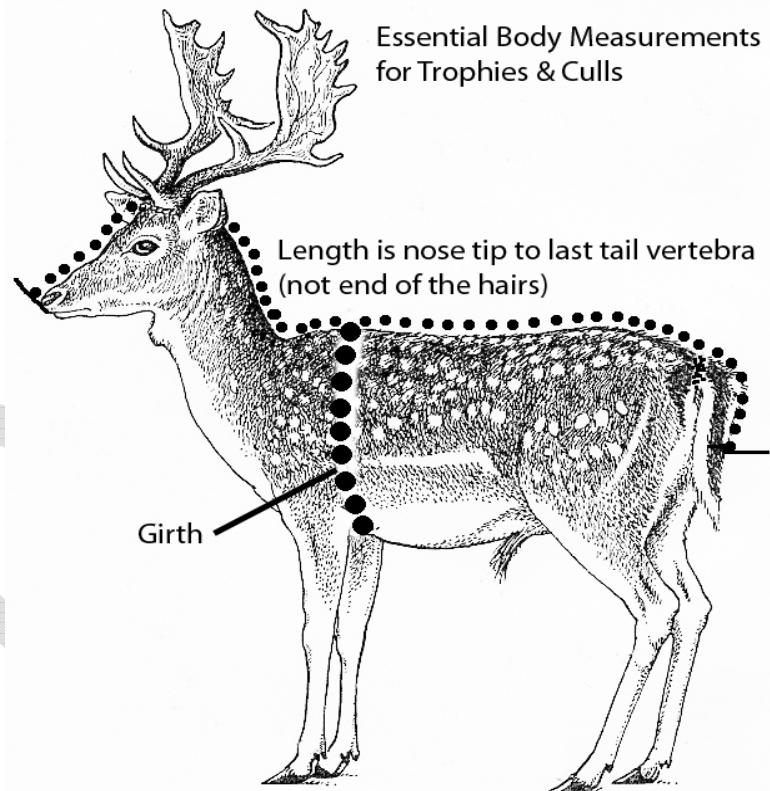
The Guidelines for culling Fallow Bucks are as follows:

Please read carefully so you will understand what is expected of you.

- There is *not* an open invitation to shoot anything. We are culling mainly to improve the herd. Always take plenty of time to judge the animal. If in doubt, don't shoot.
- In some seasons a "no fault / no penalty" rule may apply to culls. Be very sure of when this rule applies because otherwise existing trophy buck rules apply if a mistake is made (penalties will be imposed if the Douglas score is below the minimum DS).
- **Spikers are not to be culled.**

Coloured bucks are no longer treated differently from blacks.

- Our culling program is chiefly aimed at removing mature malformed heads which show major genetic faults, such as missing trey tines, or genuine split palms. A broken antler is *not* defined as a genetic fault.
- There is no limit per hunter on the number of cull bucks which may be taken.
- The jaws (both left & right sides) of all trophy & cull bucks must be cleaned and dried. Label with your name, year, "trophy" or "cull number" in texta pen or similar.
- In addition to this record, a Scheme Summary sheet needs to be filled out. This is in a folder in the hut cupboard.



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Appendix 5: GAME COUNCIL of NSW CODE OF PRACTICE

Ethical, safe and responsible hunting

1. **AWARENESS** of relevant legislation: It is the responsibility of the holder of a NSW Game Hunting Licence to be aware of and comply with all relevant legislation relating to hunting, animal welfare and the use of firearms.
2. **SAFE** handling of firearms: Where firearms are used, the rules for safe handling set out in the NSW Firearms Safety Awareness handbook published by or under the authority of the Commissioner of Police must be complied with at all times.
3. **PERMISSION** required to enter land: A NSW Game Hunting Licence does not automatically authorise the holder of a licence to hunt on any land. The holder of a game hunting licence must not hunt on any land without the express authority of the occupier of the land.
4. **TARGET IDENTIFICATION** and safety: A game animal must not be fired at unless it can be clearly seen and identified, and the shot taken poses no discernible risk of injury to any person or damage to any property.
5. **OBLIGATION** to avoid suffering: An animal being hunted must not be inflicted with unnecessary pain. To achieve the aim of delivering a humane death to a hunted animal:
 - (a) It must be targeted so that humane kill is likely;
 - (b) It must be shot within the reasonably accepted killing range of the firearm and ammunition or bow being used, and,
 - (c) The firearm, ammunition, or bow and arrow, used must be such as can be reasonably expected to humanely kill an animal of the target species.
6. **Lactating female with dependant young**: If a lactating female is killed, every reasonable effort must be made to locate and kill any dependant young.
7. **Wounded animals**: If an animal is wounded, the hunter must take all reasonable steps to locate it, so that it can be killed quickly and humanely.
8. **Use of dogs**: Dogs and other animals may be used to assist hunters but only if (a) their use is not in contravention to the Prevention of Cruelty to Animals Act 1979 and, (b) their use is with the permission of the occupier of the land concerned.