

Schedule 2: Responsibilities 2024

Responsibility	Name	Role
Oversight of health and safety policy and procedures	Dave Chalmers/ Marita Eisenlohr	Trustee/ Secretary
Liaison with Department of Conservation	Paula Cross	Operations Manager
Custodian of Personal Details Forms	Paula Cross	Operations Manager
Register of volunteers - collation	Marcia Dale/ Maggie Evans	Community Engagement
Register of volunteers - contact in event of emergency	Marita Eisenlohr	Secretary
Register of volunteers - contact in event of emergency	David Chalmers	Trustee
Register of volunteers - contact in event of emergency	Marcia Dale	Community Engagement
Register of volunteers - contact in event of emergency	Paula Cross	Operations Manager
Bird monitoring coordination	Marcia Dale	Community Engagement
Bird monitoring health & safety plan	Marcia Dale	Community Engagement
Lizard and invertebrate monitoring coordination	Paula Cross	Operations Manager
Lizard and invertebrate health and safety plan	Paula Cross	Operations Manager
Vegetation monitoring coordination	Paula Cross	Operations Manager
Vegetation monitoring health and safety plan	Paula Cross	Operations Manager
Community trapping coordination	Marcia Dale/ Maggie Evans	Community Engagement
Community trapping health and safety plan	Marcia Dale/ Maggie Evans	Community Engagement
Possum shooting coordination	Ben McConnell	Technical Lead
Possum shooting health and safety plan	Ben McConnell/ Ric Carlson	Technical Lead/ Trustee
Possum monitoring coordination	Marcia Dale/ Paula Cross	Community Engagement/ Operations Manager
Possum monitoring health and safety plan	Marcia Dale/ Paula Cross	Community Engagement/ Operations Manager
Possum poisoning coordination (contractors)	Paula Cross	Operations Manager
Possum poisoning health and safety plan (contractors)	Paula Cross	Operations Manager
Possum shooting coordination (contractors)	Paula Cross	Operations Manager
Possum shooting health and safety plan (contractors)	Paula Cross	Operations Manager
Possum trapping coordinator (contractors)	Paula Cross	Operations Manager
Possum trapping health and safety plan (contractors)	Paula Cross	Operations Manager
Track clearing coordinator	Paula Cross	Operations Manager
Track clearing health and safety plan	Paula Cross	Operations Manager
Vehicle use coordinator	Paula Cross	Operations Manager
Vehicle use health and safety plan	Paula Cross	Operations Manager
Investigation of hazards referred to the Board of Trustees	Paula Cross	Operations Manager
Register of hazards reported and actions taken	Paula Cross	Operations Manager
Investigation of work related injuries, illnesses and near misses	Paula Cross	Operations Manager
Register of work related injuries and illnesses - collation	Paula Cross	Operations Manager

Approved by the Board of Trustees (Dated and signed by the Chair):



18/12/2023