

# Approved Hunting Organisations (AHOs) approval and management

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VERSION 2

AUTHORISED BY Director Game Licensing

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ISSUED BY Game Licensing Unit

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## Policy Statement

It is a requirement of the *Game and Feral Animal Control Act 2002* (the Act), Part 3, Division 3, Section 19 that NSW Game Hunting Licence Holders must be a member of a hunting club or organisation that is approved by the Regulatory Authority. The Regulatory Authority is the Secretary Department of Industry, Skills and Regional Development, delegated to the Department of Primary Industries (DPI) Game Licensing Unit.

Approved hunting clubs or organisations are called Approved Hunting Organisations (AHOs) for the purposes of Section 19 of the Act. This policy is in place to ensure that a consistent approach is applied to the management and monitoring of AHOs under this legislation.

## Scope

This policy applies to a hunting club or organisation who applies to, or who is currently approved by, the Regulatory Authority as an AHO. This includes hunting organisations approved by the Game Council of NSW before its dissolution, in accordance with the Act.

This policy does not apply to any other role performed by the AHO (such as accreditation as a training provider).

## Requirements

### 1. Application to be an Approved Hunting Organisation

Applications by hunting clubs or organisations to be Approved Hunting Organisations must:

- a. Be on the approved form provided on the DPI Game Licensing Unit webpage, [www.dpi.nsw.gov.au/hunting](http://www.dpi.nsw.gov.au/hunting).
- b. Nominate a minimum of two office bearers from the hunting club or organisation as contacts.
- c. Be accompanied by a copy of the hunting club or organisation's constitution that contains a hunting code of practice in line with the NSW Hunters' Code of Practice (see Attachment A) and disciplinary procedures for members who breach relevant legislation (as listed in Attachment B) or the NSW Hunters' Code of Practice.

### 2. Maintaining Approved Hunting Organisation status

In order to maintain Approved Hunting Organisation status hunting clubs or organisations must:

- a. Ensure that the provisions listed in 1b and 1c above remain current for the period that they retain Approved Hunting Organisation status.
- b. Notify the Game Licensing Unit within 14 days of any circumstances that may give rise to the organisation no longer being compliant with the AHO requirements listed in this policy.
- c. Comply within the nominated timeframe with any requests for information from the DPI Game Licensing Unit as part of Approved Hunting Organisation audit processes.

- d. Notify the Game Licensing Unit of any changes to the organisations details, including the name and contact details of nominated contact officers within 14 days of the change occurring.
- e. Ensure that a current actively monitored phone number and email address is provided to the DPI Game Licensing Unit, for the purposes of effective communication;
- f. Notify the DPI Game Licensing Unit of any breaches to relevant legislation (as listed in Attachment B) or to the NSW Hunters' Code of Conduct (as listed in Attachment A), by any member that holds a NSW Game Hunting Licence.
- g. Ensure the timely communication of material supplied by the DPI Game Licensing Unit to their members.

### 3. *Audit of Approved Hunting Organisations*

Audits will be conducted by the Game Licensing Unit on Approved Hunting Organisations using the following guidelines:

- a. Audits will be conducted annually on a randomly selected basis.
- b. AHOs will be notified of their audit in writing via email.
- c. AHOs must provide evidence of compliance with this policy to the DPI Game Licensing Unit within six weeks of the date of the email referred to in 3 (b).
- d. Audit records will be retained for all audits for evidentiary purposes.
- e. Where there is concern of non-compliance, additional information may be sought by the DPI Game Licensing Unit from the AHO by a nominated date.
- f. Approved Hunting Organisations who do not respond to the Audit within the nominated timeframe will be determined as being non-compliant and may have their AHO status suspended or cancelled.
- g. Non-compliance with an audit request or a finding of "non-compliant" after an audit may see the organisation's AHO status suspended or cancelled.
- h. All audited AHOs will receive correspondence within six weeks of the completion of an audit that details the audit outcomes.
- i. Hunting clubs or organisations that have their AHO status cancelled must immediately inform their members that they are no longer an approved organisation to ensure their members can find an alternate AHO for the purpose of maintaining a NSW Restricted Game Hunting Licence.

### 4. *Suspension or cancellation of Approved Hunting Organisations*

- a. Hunting clubs or organisations may have their AHO status suspended when:
  - i. They fail to respond, comply or cooperate with an AHO audit conducted under this policy
  - ii. They have a "non-compliant" audit finding.
- b. Suspended AHOs may have their AHO status reinstated when:
  - i. They have responded to and complied with audit requests and have returned a "compliant" audit result.
  - ii. They have completed the recommended actions from a "non-compliant" audit report.
- c. Hunting clubs or organisations may have their AHO status cancelled when:
  - i. They fail to respond, comply or cooperate with an AHO audit under this policy on two separate occasions.
  - ii. They fail to comply with actions in a "non-compliant" audit report within three months.
- d. Hunting clubs or organisations that have had their AHO status cancelled will not be considered for AHO status for three years from the date of cancellation.

Hunting clubs or organisations that have had their AHO status cancelled may appeal the decision within 30 working days by writing to:

Director Game Licensing Unit  
 Department of Primary Industries  
 Locked Bag 21  
 Orange NSW 2800

### Procedures

The following internal procedures are associated with this policy:

- Approved Hunting Organisations (AHOs) approval procedure
- Approved Hunting Organisations (AHOs) audit procedure
- Approved Hunting Organisations (AHOs) suspension or cancellation review procedures

### Roles and responsibilities

| Role                                  | Responsibility  |
|---------------------------------------|---|
| Approved Hunting Organisations (AHOs) | <ul style="list-style-type: none"> <li>▪ Comply with this policy and associated procedures</li> <li>▪ Maintain up-to-date contact information</li> <li>▪ Maintain contact with the Game Licensing Unit</li> </ul>             |
| Team Leader Strategic Services        | <ul style="list-style-type: none"> <li>▪ Approval of AHOs</li> <li>▪ Maintenance and management of AHOs and associated policy and procedure</li> <li>▪ Audit of AHOs</li> <li>▪ Suspension or cancellation of AHOs</li> </ul> |
| Director Game Licensing               | <ul style="list-style-type: none"> <li>▪ Rule on appeal to suspension or cancellation of AHOs</li> </ul>  |

### Safety considerations

- N/A.

### Delegations

The Regulatory Authority has delegated the following function relating to approval of AHOs to the Game Licensing Unit:

| Delegation  | Role  |
|---|---|
| Approval of a hunting club or organisation<br>(Part 3, Division 3, Section 19 Game and Feral Animal Control Act 2002) | Director General, Department of Primary Industries<br>Director Game Licensing<br>Team Leader Strategic Services |

### Definitions

- Regulatory Authority: Secretary Department of Industry, Skills and Regional Development, delegated to the Department of Primary Industries (DPI) Game Licensing Unit.
- AHO: Approved Hunting Organisation as constituted under the *Game and Feral Animal Control Act 2002*.
- R-Licence: NSW Restricted Game Hunting Licence

### Related policies

- N/A.

### Other related documents

- N/A.

## Revision history

| Version | Date issued | Notes   | By                      |
|---------|-------------|---|-------------------------|
| 1       | 01/09/2014  | N/A   | Director Game Licensing |
| 2       | 19/10/2015  | Updated 3 (a) (b) (c)<br>Updated Departmental naming conventions. | Director Game Licensing |

## Review date

01/09/2018

## Contact

Game Licensing Unit  
Department of Primary Industries  
Locked Bag 21  
Orange NSW 2800  
(02) 6391 3750  
game.licensing@dpi.nsw.gov.au  
www.dpi.nsw.gov.au/hunting

## **Attachment A: NSW Hunters' Code of Practice**

### **1 Awareness of relevant legislation**

It is the responsibility of the holder of a game hunting licence to be aware of and comply with all relevant provisions of 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 game hunting licence does not automatically authorise the holder of the 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 when taken poses no discernible risk of injury to any person or significant 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 the hunted animal:

- (a) it must be targeted so that a humane kill is likely, and
- (b) it must be shot within the reasonably accepted killing range of the firearm and ammunition or bow and arrow being used, and
- (c) the firearm and ammunition, bow and arrow, or other thing used must be such as can reasonably be expected to humanely kill an animal of the target species.

### **6 Lactating females with dependent young**

If a lactating female is killed, every reasonable effort must be made to locate and humanely kill any dependent 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 of the *Prevention of Cruelty to Animals Act 1979*, and
- (b) their use is with the permission of the occupier of the land concerned.

## **Attachment B: Relevant Legislation**

AHOs must notify the Game Licensing Unit of any member who has:

1. In the previous 10 years been found guilty of an offence under the *Firearms Act 1996* that is, in accordance with section 84 of that Act, an offence that may be (or is required to be) prosecuted on indictment?
2. In the previous 10 years been found guilty of any other offence relating to firearms in NSW or elsewhere?
3. Been found guilty of any offence in NSW or elsewhere in the past 10 years involving cruelty or harm to animals, personal violence, damage to property or unlawful entry onto land?
4. Been found guilty of an offence in NSW of releasing a game animal into the wild for the purpose of hunting the animal or its descendants?
5. In the previous 10 years been found guilty of an offence under section 32C of the *Forestry Act 1916* (before its repeal on 31 December 2012) or under Section 68 of the *Forestry Act 2012* (Offences relating to hunting and using firearms)?
6. In the previous 10 years been refused a hunting permit under section 32B of the *Forestry Act 1916* (before its repeal on 6 August 2004) or under Section 68 of the *Forestry Act 2012* or have had such a permit cancelled?