

# DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

## ADMINISTRATIVE INSTRUCTION 70

### REPORTING OF ILLEGAL OR POSSIBLE ILLEGAL ACTIVITY (Other than offences against the Conservation and Land Management Act and the Wildlife Conservation Act)

This instruction deals with illegal or possibly illegal activities that are not offences against the Conservation and Land Management Act or the Wildlife Conservation Act.

All Departmental staff are required to report to their supervisor or their manager when evidence of illegal or possible illegal activity is found in the course of their duties or in the workplace. Illegal activity would include crops or pots of illicit drugs, drug making facilities or chemicals, firearms, explosives, stolen goods, stolen vehicles or vehicle parts and dumping of toxic wastes. Discovery of human remains, gravesites and suicides are also to be reported.

Reports should be made in person or by telephone to the District Manager. Reports should not be made over the Departmental radio network.

District Managers are required to promptly and confidentially report all discoveries of suspected illegal activity firstly to the Police and then to their Regional Manager and the Director Regional Services. Reports of toxic wastes should be made to the Department of Environment. The Director will liaise with the office of the Executive Director to determine whether additional reporting within Government is required.

When staff find a drug crop or other suspicious activity in the field the following procedure must be followed:

- Do not approach people associated with suspicious activity and behave in a manner that protects individual safety.
- Leave the site as soon as practicable by the safest route.
- Observe closely but do not disturb or interfere with any items found at the site.
- Physically record the site location for later reference either on a map or using a GPS.
- Report the finding to a supervisor or manager as soon as possible by telephone or in person (do not use the Departmental radio network).
- Prepare a brief written report of the incident. In this regard each person who deals with a report of illegal or suspected illegal activity is to formally record the actions taken by them in dealing with the matter and ensure that each report is filed so that Departmental records will present a complete account of how each incident was dealt with. These records are to be held on a confidential file accessible only at Regional/Branch Manager level.
- In the case of a suspected crime scene, planned disturbance activities, including prescribed burning that might interfere with the crime scene, should be deferred.

CALM staff are to refer any media inquiries on these matters to the Police (or to the Department of Environment in the case of toxic wastes) and make no other comment.

Managers are to arrange more detailed briefings to staff by local police officers on a needs basis.

Managers are required to support staff who are required to appear as a witness to illegal activity.



Keiran McNamara  
EXECUTIVE DIRECTOR

16 November 2005