

# Risk Assessment and Management Plan – Darwin Rifle Club (Inc.) 2026

Please refer to the [How to manage work health and safety risks Code of Practice](#) for information on how to conduct a risk assessment and use this template.

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|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Workplace /location:                    | Darwin Rifle Club Incorporated, 240 Brandt Rd, Micket Creek NT 0830.                                                                                                                                             |
| Name of person/s conducting assessment: | Stephen Martin (Author and Club Captain), David Mickel (Club Vice-Captain), Warren Gibson (DRC Treasurer) and DRC committee members, Heather Thompson, Peter Hakes, Andrew Grott, Matt Dunkley and Xavier Esiau. |
| Date:                                   | 08 October 2026                                                                                                                                                                                                  |

| Identify the Hazard                                                        |                                                                                                                                                                                                                                                                                                   | Assess the risk                                                      | Fix the problem                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Evaluate:                                                                                                 |
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| Identify the task or activity                                              | What are the hazards associated with each activity?                                                                                                                                                                                                                                               | Is the risk associated with the hazard low, medium, high or extreme? | If the risk is deemed unacceptable, what will be done to eliminate or minimise the risk?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | By whom?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Go through the first 3 steps again to ensure risk levels are now at acceptable level. Revised risk level? |
| The use of firearms during authorised club shoots and training activities. | Whilst target and Precision sports (including shooting) is the safest sport in Australia according to the Federal Government's Australian Institute of Health and Welfare, there remains the risk of a person getting shot and killed or seriously injured and / or damage is caused to property. | High                                                                 | <p>This risk is unlikely however the consequence is severe. In order to further reduce this risk, the DRC:</p> <ol style="list-style-type: none"> <li>1. Adheres to the requirements of the Northern Territory Firearms Act and Regulations (as amended)</li> <li>2. Adheres to the National Rifle Association of Australia (NRAA) Standard Shooting Rules (as amended); and</li> <li>3. Adheres to the Darwin Rifle Club Range Standing Orders (RSO) (as amended); and</li> <li>4. Conducts training, coaching and mentoring of potential new members through the 'New Shooters Program'; and</li> <li>5. Conducts Range shoots with an NRAA qualified Range Officer; and</li> <li>6. Requires all participating members of the DRC to have a shooters licence.</li> <li>7. Requires all shooters to have been briefed on their safety responsibilities and are required to follow them; and</li> <li>8. Requires all firearms to be inspected and cleared before any classroom firearm training is conducted. Live ammunition is prohibited during these training sessions.</li> </ol> | <p><b>The DRC Committee</b> is responsible for ensuring education of, publication of and compliance with, these rules and regulations whilst members and visitors are on or within the DRC range complex and premises.</p> <p><b>All DRC Club members</b> are responsible for reading, understanding, adhering to and promoting all safety related legislation, regulation and policies.</p> <p>All approved shoots and training are supervised by <b>NRAA qualified Range Safety Officers (RSO)</b>.</p> <p><b>All visitors</b> are required to follow safety instructions and directions.</p> | Medium                                                                                                    |

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| Identify the Hazard                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Assess the risk                                                      | Fix the problem                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Evaluate:                                                                                                 |
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| Identify the task or activity                | What are the hazards associated with each activity?                                                                                                                                                                                                                                                                                                                                                                                                                | Is the risk associated with the hazard low, medium, high or extreme? | If the risk is deemed unacceptable, what will be done to eliminate or minimise the risk?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | By whom?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Go through the first 3 steps again to ensure risk levels are now at acceptable level. Revised risk level? |
| Medical episode or injury and lead exposure. | <p>Whilst the DRC has very stringent rules and regulations governing the safe use of firearms and ammunition, there remains the possibility of a member or visitor suffering a medical episode or injury whilst on the club range and/or premises.</p> <p>And:</p> <p>Lead contamination may occur as a result of inhalation, ingestion or absorption of lead particulates in contaminated areas. Extended exposure can cause long term ill-effects to health.</p> | High                                                                 | <p>The risk of this is possible however the consequence is Major. This risk is mitigated as follows:</p> <ol style="list-style-type: none"> <li>1. All members and visitors are to ensure they wear appropriate clothing, footwear, hat and use hearing protection at all times whilst on or near the firing point.</li> <li>2. Ample water is bought and consumed (DRC to bring drinking water as well).</li> <li>3. The DRC provides sunscreen and insect repellent. Members and visitors are encouraged to be sun-smart and hydrated at all times.</li> <li>4. A safety brief is provided to all new shooters.</li> <li>5. A first aid kit and defibrillator are on hand and readily accessible on the range and returned to the club-house at the completion of the shoot.</li> <li>6. A First Aid provider will be nominated.</li> <li>7. Immediate first aid will be provided in the event of a medical episode or injury.</li> <li>8. A medical evacuation plan is in place (as per range standing orders).</li> <li>9. If a medical episode or injury occurs on or immediately in the vicinity of the firing point during a shoot, the Range Officer will order 'Cease Fire' and all firers will then be directed to unload, clear and remove their firearms from the firing point.</li> <li>10. If a firearm is involved in causing an injury, it will be secured (isolated) in-situ as evidence for the Police / Worksafe investigation that will ensue.</li> <li>11. When working in the stop-butts / mantlet areas, personnel are to ensure they wear respiratory protection / gloves when handling lead contaminated soil or items. All exposed skin and footwear are to washed ASAP and eating drinking and / or smoking is not to occur until decontamination is conducted. Contaminated clothing should be washed separately.</li> </ol> | <p><b>The DRC committee</b> is responsible for ensuring hearing protection, water, sunscreen and insect repellent are available during range shoots. They are also responsible for ensuring the maintenance of first aid supplies and the upkeep of the defibrillator.</p> <p><b>The Range Safety Officer</b> is responsible for ensuring the safety brief is delivered to new-shooters, clearing and closing the range (if necessary), ensuring first aid is provided, an ambulance is called (if required) and the medical evacuation plan is enacted. They are also responsible for securing and preserving all evidence.</p> <p><b>DRC members and visitors</b> are required to adhere to range rules and instructions at all times.</p> | Low                                                                                                       |

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| Identify the task or activity            | What are the hazards associated with each activity?           | Is the risk associated with the hazard low, medium, high or extreme? | If the risk is deemed unacceptable, what will be done to eliminate or minimise the risk?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | By whom?              | Go through the first 3 steps again to ensure risk levels are now at acceptable level. Revised risk level? |
| Activities conducted in adverse weather. | Lightning strikes on the open range during electrical storms. | Medium                                                               | <p>The risk of this is unlikely however the consequence is severe. The DRC has mitigated this risk by adopting the Northern Territory Football League (NTFL) '<b>30/30 rules</b>' which are:</p> <ol style="list-style-type: none"> <li>1. Heightened Awareness: The first flash of lightning or clap of thunder, no matter how far away, signals the need for heightened awareness of lightning risk. The severity depends on your location relative to the storm.</li> <li>2. Estimating Distance: To estimate the storm's distance, count the seconds between seeing lightning and hearing thunder. For every 3 seconds, the storm is approximately 1 km away. Since light travels faster than sound, this provides a rough distance.</li> <li>3. Safe Distance: A storm within 10 km is considered a threat. When the time between lightning and thunder is <b>30 seconds</b> or less, all individuals in exposed areas will be directed to seek shelter.</li> </ol> <p>Wait Time: After the last flash of lightning or thunder, wait at least <b>30 minutes</b> before resuming activities. This accounts for the average movement of storms at 40 km/h, ensuring the storm is safely 20 km away.</p> <p>These instructions are included in the range standing orders.</p> | Range Safety Officer. | Low                                                                                                       |

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| Identify the Hazard                          |                                                                                                    | Assess the risk                                                      | Fix the problem                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            | Evaluate:                                                                                                 |
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| Firearm and ammunition storage and security. | Firearms and / or ammunition are stolen from the club and used in the commission of other crime/s. | Medium                                                               | <p>This risk is possible and the consequence is major. It is mitigated as follows:</p> <ol style="list-style-type: none"> <li>1. All firearms and ammunition are stored in the DRC armoury when not in use.</li> <li>2. The DRC armoury has been constructed in accordance with the security requirements of the Firearms Act and Regulations.</li> <li>3. The DRC armoury has been inspected and approved for use by the NT Police.</li> <li>4. Only authorised DRC and Northern Territory Rifle Association (NTRA) committee members have been issued keys to access the armoury.</li> <li>5. A firearms register is maintained in the club along with a movement journal inside the armoury.</li> <li>6. An ammunition register is maintained in the armoury.</li> <li>7. The DRC caretaker is <b>NOT</b> issued with armoury keys.</li> </ol> | Authorised DRC and NTRA committee members. | Low                                                                                                       |

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| Identify the Hazard           |                                                               | Assess the risk                                                      | Fix the problem                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                 | Evaluate:                                                                                                 |
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| Fraud and theft control       | Property and / or money is stolen or defrauded from the club. | Medium                                                               | <p>This risk is possible and the consequence is moderate. This risk is mitigated as follows:</p> <ol style="list-style-type: none"> <li>1. The DRC maintains a property register / depreciation schedule.</li> <li>2. The DRC operates as an incorporated entity and complies with the requirements of the Associations Act NT and subordinate Regulations.</li> <li>3. The DRC Committee appoints a dedicated club treasurer.</li> <li>4. The DRC treasurer tables monthly finance / treasury reports to the DRC committee for review and approval.</li> <li>5. The DRC's finances are audited annually by an independent auditor.</li> <li>6. Valuable property items and cash belonging to the DRC and the NTRA are secured in locked offices and rooms within the clubhouse and sheds.</li> <li>7. The Secretary is to maintain a key register.</li> <li>8. Only select committee members of the DRC and NTRA and the caretaker have keys to access buildings where valuables are stored.</li> </ol> | DRC and NTRA Committee members. | Low                                                                                                       |

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| Bushfire / Structure fire.    | Every dry season, bushfires break out in scrubland surrounding the Micket Creek shooting complex with those fires threatening the DRC range, buildings and ancillary infrastructure. | High                                                                 | <p>The risk is likely and the consequence is moderate. This risk is mitigated as follows:</p> <ol style="list-style-type: none"> <li>1. A live-in caretaker monitors the range and conditions throughout the year, calling the Northern Territory Fire and Rescue (NTFRS) and the NT Bushfires Council as required to deal with fire management and response.</li> <li>2. The Firearms Council has purchased a small utility buggy fitted with water tank and firefighting spray unit. The caretaker has access to this vehicle.</li> <li>3. The DRC also has a larger water tank and spray unit which can be carried by the club tractor. The caretaker also has access to this vehicle.</li> <li>4. The DRC, through the NT Firearms council is required to maintain fire-breaks around the perimeter of the DRC range complex.</li> <li>5. Club members have access to the club tractor which is fitted with a grass slasher and a smaller ride-on mower to regularly mow the range and areas around buildings and infrastructure to reduce potential fuel load.</li> <li>6. DRC Clubhouse arrangements are as follows: <ol style="list-style-type: none"> <li>a. Fire extinguishers and inspections are conducted in accordance with regulatory guidelines</li> <li>b. In the event of a fire, the most senior committee member / club member or the caretaker will act as Fire Warden and ensure all personnel are accounted for at the Muster Point.</li> <li>c. The Muster Point for a fire on the DRC complex is the carpark in front of the clubhouse.</li> </ol> </li> </ol> | DRC Committee | Low                                                                                                       |

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| Dangerous Goods Handling.<br><br>and<br><br>Electrical Safety. | The risks associated with handling fuel, oils, lubricants and chemicals.<br><br>and<br><br>Potential electrocution. | Medium                                                               | <p>The risk is possible and the consequence is moderate. This risk is mitigated as follows:</p> <ol style="list-style-type: none"> <li>1. All refuelling is to take place outdoors (not within sheds or buildings) on concrete / bitumen surfaces in order to reduce environmental impact of any spillage.</li> <li>2. Chemicals are to be handled and used; and the appropriate personal protective equipment (PPE) is to be worn, in accordance with the relevant material safety data sheet (MSDS) and manufacturer's instructions.</li> <li>3. MSDS sheets for the various chemicals stored are to be readily available and visible where those chemicals are stored.</li> <li>4. Members are to only use commercially available products purchased by the DRC from retail outlets.</li> <li>5. No chemicals are to be decanted into or used from any form of empty drink bottle.</li> <li>6. A chemical spill kit is to be maintained in the near vicinity of the chemical storage area.</li> <li>7. All electrical powered devices and outlets are to be tested and tagged in accordance with WH&amp;S guidelines.</li> <li>8. The person conducting electrical tagging and testing must be a competent person in accordance with WH&amp;S guidelines.</li> </ol> | All      | Low                                                                                                       |

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| Identify the Hazard           |                                                                                                                                                                                           | Assess the risk                                                      | Fix the problem                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          | Evaluate:                                                                                                 |
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| Identify the task or activity | What are the hazards associated with each activity?                                                                                                                                       | Is the risk associated with the hazard low, medium, high or extreme? | If the risk is deemed unacceptable, what will be done to eliminate or minimise the risk?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | By whom? | Go through the first 3 steps again to ensure risk levels are now at acceptable level. Revised risk level? |
| Workspaces and work tasks.    | <p>The risks associated with slips, trips, falls, strains and sprains.</p> <p>These tasks can include lifting, lowering, pushing, pulling, carrying, moving, holding, or restraining.</p> | Medium                                                               | <p>The risk is possible and the consequence is moderate. This risk is mitigated as follows:</p> <ol style="list-style-type: none"> <li>1. All workspaces (sheds, offices, buildings and the range Firing Point) are to be kept clean, neat and tidy at all times.</li> <li>2. Trip hazards are to be mitigated as much as practicable and are to be removed before members leave that workspace.</li> <li>3. Spills of liquid or other materials that may result in slipping, tripping and/or falling are to be cleaned up as soon as practicable before members leave that workspace.</li> <li>4. Members are only to carry out tasks within the limits of their own physical capabilities.</li> <li>5. For lifting tasks, it is recommended that the items weigh not more than 16 to 20 kg for an individual.</li> </ol> |          | Low                                                                                                       |

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| Identify the Hazard                |                                                                           | Assess the risk                                                      | Fix the problem                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                       | Evaluate:                                                                                                 |
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| Operating DRC Plant and Equipment: | Injury or damage caused by incorrectly operating DRC plant and equipment. | Medium                                                               | <p>The risk is possible and the consequence is moderate. This risk is mitigated as follows:</p> <ol style="list-style-type: none"> <li>1. All DRC plant and vehicles must be operated by a member who has a valid NT licence for the category of the plant or vehicle operated.</li> <li>2. All vehicles used on public roads must be registered and roadworthy.</li> <li>3. The DRC tractor may only be operated by a member who, in addition to holding a valid licence, has been provided with induction and safety training with regard to the operation of the tractor and slasher attachment. A register of members authorised and trained in the operation of the tractor will be kept with the DRC WHS register.</li> <li>4. A ground guide is to be used for all reversing situations.</li> <li>5. Fire extinguishers are to be maintained on the Tractor and the Club utility.</li> </ol> | DRC Committee and Authorised members. | Low                                                                                                       |

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| Identify the Hazard           |                                                                                                                                                                                                               | Assess the risk                                                      | Fix the problem                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Evaluate:                                                                                                 |
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| Sports Integrity.             | That a member or members of the DRC engage in conduct that is unlawful, negligent, discriminatory, offensive or in contravention of the legislation, policy, procedures and instructions governing our sport. | Medium                                                               | <p>The risk is unlikely however the consequence is major. These risks are mitigated as follows:</p> <p>The DRC requires all members and visitors to adhere to:</p> <ol style="list-style-type: none"> <li>1. All legislative and regulatory requirements relating to firearms ownership and use; and</li> <li>2. The legislative and regulatory requirements of the Associations Act; and</li> <li>3. Sports Integrity Australia – National Integrity Framework (as amended); and</li> <li>4. The NRAA Standard Shooting Rules (SSR) (as amended); and</li> <li>5. The DRC Range Standing Orders (RSO) (as amended); and</li> <li>6. The DRC Constitution (as amended); and</li> <li>7. The DRC Code of Conduct (as amended).</li> </ol> | <p>The <b>DRC Committee</b> is responsible for ensuring education of, publication of and compliance with, these rules and regulations whilst members and visitors are on or within the DRC range complex and premises.</p> <p><b>All DRC Club members</b> are responsible for reading, understanding, adhering to and promoting all integrity related legislation, regulation and policies.</p> <p><b>Range Officers</b> are to ensure standards are maintained on the range.</p> <p><b>All visitors</b> are required to follow instructions and directions.</p> | Low.                                                                                                      |

# Risk Assessment and Management Plan – Darwin Rifle Club (Inc.) 2026

## RISK MATRIX

| Likelihood     | Consequence   |        |          |         |         |
|----------------|---------------|--------|----------|---------|---------|
|                | Insignificant | Minor  | Moderate | Major   | Severe  |
| Almost Certain | Medium        | High   | Extreme  | Extreme | Extreme |
| Likely         | Medium        | Medium | High     | Extreme | Extreme |
| Possible       | Low           | Medium | Medium   | High    | Extreme |
| Unlikely       | Low           | Low    | Medium   | Medium  | High    |
| Rare           | Low           | Low    | Low      | Medium  | Medium  |

Consequence - Evaluate the consequences of a risk occurring according to the ratings in the top row

| Descriptor    | Level | Definition                                                                                                                                                                                |
|---------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Insignificant | 1     | No injury and/or No financial cost/loss and/or No legal action and/or No reputational damage to the DRC or the sport.                                                                     |
| Minor         | 2     | Injury/ ill health requiring first aid and/or Small financial cost/loss and/or Potential minor legal action and/or Potential minor reputational damage to the DRC or the sport.           |
| Moderate      | 3     | Injury/ill health requiring medical attention and/or Some financial cost/loss and/or Possible moderate legal action and/or Possible moderate reputational damage to the DRC or the sport. |
| Major         | 4     | Injury/ill health requiring hospital admission and/or Serious financial cost/loss and/or Serious legal action and/or Serious reputational damage to the DRC or the sport.                 |
| Severe        | 5     | Fatality and/or Catastrophic financial cost/loss and/or Catastrophic legal action and/or Catastrophic reputational damage to the DRC and the sport.                                       |

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Likelihood - Evaluate the likelihood of an incident occurring according to the ratings in the left hand column

| Descriptor     | Level | Definition                                                                                                             |
|----------------|-------|------------------------------------------------------------------------------------------------------------------------|
| Rare           | 1     | May occur somewhere, sometime ("once in a life time / once in a hundred years")                                        |
| Unlikely       | 2     | May occur somewhere within the Darwin Rifle Club over an extended period of time                                       |
| Possible       | 3     | May occur several times across the workplace or a region over a period of time                                         |
| Likely         | 4     | May be anticipated multiple times over a period of time. May occur once every few repetitions of the activity or event |
| Almost Certain | 5     | Prone to occur regularly It is anticipated for each repetition of the activity of event                                |

Section 2.2.5. of the National Rifle Association of Australia's (NRAA) Standard Shooting Rules (SSR) Dated 01 January 2026 states:

## Safe Place (Environment):

This document is to be read in conjunction with the DRC Range Standing Orders.

This document is to reviewed and amended as necessary to deal emerging work health and safety issues.

*S. J. Martin*

Stephen Martin  
Captain  
Darwin Rifle Club

08 October 2026