FV-28 | Twilight Workshop Policy

APPROVED BY THE COMMITTEE
Reviewed November 2026

Scope

Any proposed Fishcare activity extending beyond daylight.

Purpose and approval

Provide additional controls for the risks of reduced light, fatigue, water and child supervision. It does not authorise night fishing generally.

An activity extending beyond daylight requires written EO approval before promotion or booking, a site-specific risk assessment, a named competent leader and a planned finish time. Ordinary daylight activities remain the default. Apply the Code of Conduct, Working Around Water, Weather and Child Safe policies. Any higher-risk boating or exposed rock activity requires separate authorisation and is not covered by this approval.

Planning and consent

Assess the site in daylight and expected evening conditions, safe access, tides, water edge, lighting, casting separation, visibility of hooks and trip hazards, toilets, shelter, emergency vehicle access and communications. Identify a safe assembly point and a route out that remains usable after dark. Do not rely on mobile phone torches as the only lighting.

Set staffing and participant limits appropriate to ages, needs and risks, with at least two suitable adults and no lone delivery. Allocate active water-edge supervision and ensure first aid and safe land-based rescue capability. Plan breaks and safe travel home, including fatigue from setup and pack-down. No alcohol or impairment.

Tell participants, schools and carers about timing, clothing, transport, collection and supervision. Obtain appropriate parent/carer consent for children and their assent. Agree carers' responsibilities and accessible support. No unauthorised private transport, isolated one-to-one contact or unplanned personal care.

On-site controls and stopping

Arrive and brief in daylight where possible. Mark boundaries, maintain headcounts, use effective lighting without blinding others and keep hooks and sharps secure. Fit serviceable lifejackets wherever the assessment requires them; no wading or water entry. Maintain observation and partner supervision throughout, including toilets and collection.

Stop if lighting, staffing, weather, participant control or emergency access becomes inadequate. Finish early if anyone cannot be safely supervised. Account

for all participants and use agreed handover arrangements; do not leave a child waiting alone. Call 000 for emergencies and follow the site plan.

Review and expenses

Record approval, risk controls, briefings and incidents or near misses. Debrief and revise before repeating the event. Expenses are governed only by the current Volunteer or Staff Reimbursement Policy; obsolete meal and travel rates in the former twilight document are removed.

Activity staffing cross-reference

Apply the Hazard Management Policy and Activity Risk Assessment: the 5:1 participant-to-Fishcare-volunteer ratio applies as an organisational maximum for ordinary clinics, with more support where risks or participant needs require it. No lone participant delivery is permitted. Agree teachers' and carers' separate duties; they do not automatically count as assigned Fishcare volunteers.

References and review

Reviewed November 2026. Review again in November 2027, or earlier after a relevant legal, service or risk change.

Occupational Health and Safety Act 2004 (Vic): incident notification
https://www.worksafe.vic.gov.au/notifiable-incidents-under-occupational-health-and-safety-act-2004

Victorian Child Safe Standards; Child Wellbeing and Safety Act 2005 (Vic)
https://www.vic.gov.au/child-safe-standards