

Chapter 8: Tracking & reporting

It is vital that you maintain up to date and accurate recordings of your TNR activities as well as report any new hazards and accidents to the CCC Committee.

8.1. Community Cat Tracking card

The **Community Cat tracking form** (Annexure K) is to be completed for **EVERY** cat trapped and transported to the Vet clinic. This tracking form will accompany the cat in the trap for its entire journey from being trapped to being returned to its trapping site. .

The form consists of 5 parts:

- **Section A** – Volunteer to complete all the details about the trapped cat and trapped site. The voucher nr to be entered if you already have this information if not leave this field blank. Enter the **CAT ID** for **EACH CAT**. The creation of this unique CAT ID is the trapper's initials followed by 3 numerical digits in ascending order from 001 – 900. For example the CAT ID for Sharon Jackson's first cat = **SJ001** or Zoe Brown's seventh cat is **ZB007**.
- Section B – Volunteer responsible for the transportation of the trapped cats to the vet clinic.
- Section C – Vets and Vet nurses to update all results of the medical assessments, treatments and interventions (i.e. desexing surgery, euthanasia, etc.).
- Section D – Cat is ready to be discharged from the Vet clinic and the relevant information is entered on the form by the responsible person at the Vet clinic.
- Section E – Volunteer responsible for the transportation and return of the cats back to their original trap site.

All completed cat tracking documents **must** to be posted or delivered to CCC for the attention of the Secretary, who will capture all the details onto a confidential Master database. This database serves a three-fold purpose:

- To maintain vital statistics about the TNR activities which can assist the CCC to secure grants and donations to support future colony cat care
- To track and audit veterinary interventions of stray/colony cats
- To gather learnings to inform best practice for colony cat care



It is recommended that all CCC members either keep a copy of the complete community cat tracking form or maintain their own cat colony information on their respective systems (albeit electronically or paper-based) .

The cat trapping cards will be provided to all coalition members and may be re-ordered at any time through the secretary.

8.2. Hazards register

The **Hazard register** (Annexure O) lists all the potential hazards and locations, the potential harm to volunteers, the risk/severity rating and the control actions to manage the hazard.

All hazards should have a **Hazard identification form** (Annexure Q) completed prior to being added to the Hazard Register if required. This includes encounters with aggressive people.

8.3. Accident/incident reporting form

When any accident/incident occurs during the performance of your daily activities as a Community Cat Volunteer, we have provided the **Accident/Injury reporting form** (Annexure R) should you want to forward it to the CCC Committee for information.

