



**General Meeting 22 of the  
New South Wales Wildlife Council**

**Date:** 29 Nov 2011 **Time:** 9:30am

**Place:** Bridge St, Hurstville

---

**Chair opened the meeting at 9:30am**

**1. MEMBERS PRESENT / APOLOGIES**

Name	Group
Lorraine Vass	Friends of the Koala
Meredith Ryan	FAWNA
Joanne Kelly	Wildlife Aid
Leanne Taylor (Alt)	WIRES
Caroline Enfield	WIRES
Rochelle Ferris	Australian Seabird Rescue
Jackie Maisey	NTWC
Geoff Bartlett	HKPS
Audrey Koosmen	NATF
Julia McConnell	IGLs
Coralie Tarlinton	Wildcare Qbn
Shirley Lack	NARG
Ilona Roberts	TVWC
Samantha Kendal	NRWC
Jane Mills	Wildlife Rescue South Coast

**Apologies:** Helen Kennedy (Sydney Wildlife) Kerry Ellis (Sydney Wildlife, Alt.), Shona Lorigan (ORRCA), Jan Brazel (Wildlife Arc), Gwen Parry-Jones (Wildlife Arc, Alt); Paul McLeod (Koalas in Care).

**2. DECLARATIONS of INTEREST:** Nil.

Lorraine took time to explain the definitions of conflict of interests for the information of the members. Pecuniary Interest, Non-pecuniary interest: and who has them – i.e. representatives, their partners, relatives, etc. Each case will be considered on merit, it is the responsibility of the member to declare the interest as soon as practicable, at the beginning of the meeting, or in the case where a declaration needs to be made later in the meeting as discussions progress.

**3. CONFIRMATION OF MINUTES OF GENERAL MEETING 21**

**Motion:** That the minutes of the NWC Meeting No. 21 tabled are a true and accurate record.

**Moved:** Rochelle Ferris

**Seconded:** Sam Kendal

**Carried**

**3.1. BUSINESS ARISING FROM THE MINUTES**

**NWC Recognition and Profile**

**3.1.1 NCC Annual Conference – Lorraine Vass (and Ilona Roberts)**

Two motions were put to the NCC Annual Conference. 1, call for a moratorium on dispersals of the Grey-headed Flying-fox, 2, call for some visible commitment by the State government to koala conservation by organising a koala summit. Both motions were carried. Letters to the responsible Ministers are being actioned.

Keynote Speaker, the Hon. Luke Foley, MLC, Shadow Minister for the Environment spoke on NSW Labor's need to re-establish its environmental credentials. He has taken on the State government to keep its election promise to improve koala protection. He expressed interest in

reporting back to Tony Burke regarding the EPBC listing and asked for some assistance. The NCC agreed. A working group was suggested to formulate an NCC koala conservation policy.

Lorraine provided documentation and literature related to the conference.

Iлона, who also attended, added her impressions. The NCC has a huge scope, including the Murray Darling Basin Plan. The conference included interesting workshops at the end which was productive for informing the members. She recommended that NWC members read the NCC newsletters which are circulated via the NWC List to get an idea of scope of involvement.

Audrey proposed a vote of thanks to Lorraine and Iлона for their efforts raising wildlife issues at conferences such as this. All members were vocal in agreement.

### 3.1.2

#### **Grey-headed Flying-fox Relocation Steering Committee – Iлона Roberts**

The Relocation Steering Committee is being disbanded. The RBGDT is responsible for implementing the relocation of the colony from the Gardens and have received approvals from OEH (NSW) and DSEWPac (Federal). The RBGDT has requested a variation of OEH to disband the Steering Committee, replacing it with the Expert Panel required by the Federal approval.

The NWC is greatly concerned that the welfare of the GHFF during the planned dispersal is not being taken fully into account, and no animal welfare representatives have been invited on the Expert Panel. Of particular concern is the fact that the dispersal is planned to be continual, and that the practice of placing two metal bands on each thumb of any flying foxes captured could well result in serious injury and possible necrosis of the digit.

Submissions have been made to the Ethics Committee, the Gardens and the government, but to date there has been little response.

The purpose of the meeting was to establish a line of communication with the colony land managers (i.e. local government, State agencies) and wildlife groups (i.e. NWC and RSPCA), which is required by the EPBC Act. The communication flow with wildlife rehabilitation groups will be maintained through the NWC.

The dispersal has been postponed until May 2012. A communications plan to include the public, wildlife carers, the land owners and colony community groups is in preparation.

The RBG Trust has made an agreement with Taronga Wildlife Hospital for the care of any flying foxes requiring assistance although there are wildlife carers in the area with existing relationships and expertise in flying fox rehabilitation, including trained personnel in WIRES and Sydney Metropolitan Wildlife.

The major concern for the NWC is the care of flying foxes that may become distressed as a result of the dispersal. Total reliance on the TWH appears to be a move by the Gardens to control the situation.

The NWC will maintain a close watch on the situation, and provide information to care groups in the area leading up to and at the time of the dispersal, as it becomes available.

The question was raised regarding the TWH's management plans for this incident. NWC needs re-assurance that any flying foxes taken to the Hospital would not necessarily be euthanased.

Lorraine had approached the Chair and the Director and attended the meeting.

Motion: It is recommended to Council members that all injuries evident on rescued Grey-headed Flying-foxes be photographed by the wildlife care group involved, and detailed vet reports obtained where possible.

**Moved: Audrey Koosmen**

**Seconded: Jane Mills**

**Carried**

**Action:** Appoint an appropriate person to receive and collate the reports referred to above (anyone willing please contact Ilona.)

### 3.1.3 Website

In Greg Tarlinton's absence, Lorraine gave a brief update on the progress. The new website account in the NWC's name will be set up with VentraIP.

The Council gratefully acknowledges the past assistance of Steve Amesbury who set-up the website and has paid the domain account to date.

Motion: That a note of thanks be sent to Steve Amesbury. (**Action Lorraine**)

**Moved: Lorraine Vass**  
**Seconded: Caroline Enfield**  
**Carried**

### 3.1.4 8<sup>th</sup> Wildlife Rehabilitation Conference, 16-20 July 2012 – Executive

The Conference Committee will be accepting abstracts for presentations, including any by state groups up to March 2012.

## Policy Development

### 3.1.5 Governance Issues: Declaration of Interest Register.

The draft Declarations of Interest Register which was to have been prepared by the previous Secretary had not been circulated. The Register as proposed in motion 6.2.1. (GM 21) was re-affirmed.

**Action:** The Secretary to prepare and circulate a register of annual declarations of interest for completion by representatives and alternates.

James Fitzgerald, Phil Machin and Pete Graham arrived at the meeting at approximately 10.20am

### 3.1.6 Review of the NWC Constitution – Phil Machin and Meredith Ryan

Phil and Meredith have commenced reviewing the NWC constitution so it complies with the requirements of the *Associations Incorporation Act 2009* and *Association Incorporation Regulation 2010*.

They sought confirmation of the following points which had been circulated in advance:

- Inclusion of the two additional members of the executive committee.
- from the Model Constitution include a privacy clause; clarify dispute processes, include not entertaining trivial complaints; people prohibited from being a member of the management committee; timing to hold AGMs; written and postal ballots; financial year to be 30 June; and delete the need for a common seal.
- the Model Constitution suggests proxy voting not be undertaken for general meetings, but the NWC constitution can include this.
- custody of books, correspondence and records to be clearly identified depending on the relevance to a particular position - involves the Public Officer, Treasurer and Secretary.
- tidying up some terminology. The current constitution is confusing: Council, an Executive and a committee. We would like to revert back to more normal terminology - Council, management committee and office bearers. This will help the reader and clarify the management structure. We can better define 'Council' and 'Management Committee' to ensure the level of authority is clear too.

The underlying content of the current NWC constitution will not change; draft changes will be circulated and at the Special General Meeting the Council will be asked to agree to a new constitution.

The delegation to Phil and Meredith to review the NWC constitution, along the lines outlined above to draft stage for circulation to members, was ratified.

Action: Phil and Meredith lodge the 21 days notice required for a Special General Meeting to be

held in conjunction with the February General Meeting, to completely update the NWC Constitution.

### **3.1.7 Shared Database Working Group – Rochelle Ferris**

Rochelle reported on the meeting held with WIRES on Monday November 28, 9 Cook St, Forestville, 11am – 12:30pm. Present: Leanne Taylor (WIRES), Caroline Enfield (WIRES), Andrew Burton (WildlifeAid), Rochelle Ferris (ASR), Stuart Ferguson (SMWS)

Stuart Ferguson is a database technician who is working on technical issues with Andrew Burton.

Caroline and Leanne gave a demonstration of the WIRES records database CarerHQ, used by their members. A discussion took place about the current limitations such as getting easy access for all members particularly in country branches where broadband supply can be an issue. Incentives such as reduced rates for animal food supplies /equipment were suggested as a tool that groups might use, to encourage their own members to input data as promptly as possible.

Members have already had the opportunity to view one other alternative, the Long Grass Systems product.

Caroline and Leanne will ask Patrick Connors if additional access to the WIRES database program can be enabled without breaching the security of the database, in order that Council members can make an informed decision about their own needs, based on the technology currently available.

Stuart gave a demonstration of an integrated mapping project for rescue calls, based on GoogleMaps, which allows 10,000 data entry points per day. It looked very useful for locating available rescuers closest to the animal, as well as live updates of rescuers' availability.

All present raised the issue of maintaining privacy for groups and their members.

Stuart, Andrew and Rochelle discussed the viability of developing an iOS application as an alternative data entry method for a new system, concluding that any system needs to allow multiple types of data entry, from reading a sheet of paper, to a web-based data entry, or an iOS app.

The current status of the project hinges on a question from Rob Haering, 'Are you going to use the WIRES database or not?' The Council must make that decision.

Recommendation: That the Council continues its investigations by developing a new iOS framework capable of incorporating all needs identified. It is expected that delivery will require a small team of developers for a short period of time to deliver a Pilot Project for members to trial.

The Council members present were in agreement with the further recommendation of the working group, that neither Long Grass Systems nor WIRES met the needs of a state-wide database.

A message was left for Ron Haering requesting some time to discuss and clarify certain aspects, including database ownership.

Break for morning tea. 11:30am

## **Funding**

### **3.1.8 Grants to Wildlife Carers – James Fitzgerald**

James will develop for the Council's consideration application guidelines, a budget and assessment and evaluation procedures for groups to apply for funding from the NWC for the primary care of wildlife.

## **Administration**

### **3.1.9 Consultancy Register – Rochelle Ferris**

Expressions of Interest were received from the following people:

Steve Amesbury, Liina Flynn, Gordon Fraser-Quick, Colin Gersbach, Jann Gilbert and Keith Williams.

It was agreed to accept all the persons listed and include them in the NWC Consultancy Register

**Action:** Rochelle to forward the EoIs (excluding portfolio material) to the Executive List

### 3.2 AGM Actions

- 3.2.1. Financial Reports – Lorraine and Shirley  
[Signed and lodged](#)
- 3.2.2. Notification of Special Resolution – Lorraine  
[Submitted and approved.](#)
- 3.2.3. Notification of Change of Public Officer – Rochelle and Meredith  
[Submitted and approved.](#)
- 3.2.4. Confirmation of Auditor – Shirley Lack  
[Ron Witham contacted and agreed.](#)
- 3.2.5. Authorised signatories – Lorraine, Shirley and Rochelle  
[All paperwork finalised.](#) Lorraine pointed out the inadvertent change in practice from reducing the number of authorised signatories from all Office-bearers to the Chair, Treasurer and Secretary.
- 3.2.6. Thanks and gift – Rochelle Ferris  
[All thanks sent.](#)

### 4. CHAIR’S REPORT

Lorraine referred to the summary of activity by the Executive noted in the October Newsletter, adding further detail related to the disbanding of the Grey-headed Flying-fox Relocation Steering Committee, which included correspondence with the Minister and very recently contact by OEH regarding the release of correspondence under GIPA.

Other matters reported included preparations for NWC’s presence at the NCC Annual Conference, accidental destruction of financial records, and unsuccessful follow-up with the Minister’s office regarding meeting.

Motion: That the Chair’s report is received and noted.

**Moved: Audrey Koosmen**

**Seconded: Coralie Tarlinton**

**Carried**

### 5. SECRETARY’S REPORT

#### Correspondence IN:

09/08/11	WPSA	Membership renewal
06/09/11	NCC	Membership renewal - receipt
26/09/11	NSW Office of State Revenue	Exemption of duty on insurance
20/09/11	NSW Fair Trading	Change to constitution registered. Ensure compliance with Associations Incorporations Act 2009
20/09/11	Wildlife Rescue South Coast	Notification of delegates
12/10/11	Friends of the Koala	Notification of delegates
14/10/11	NSW OEH	Lisa Corbyn, flying foxes RBG
16/10/11	NSW Office of Robyn Parker	Flying Foxes RBG (acknowledgement only of letter dated 11/10)
16/10/11	Hunter Koala Preservation Society	Jill Taylor resignation.
09/11/11	EDO (NSW) Ltd	Advising closure of the file regarding the submission on the Draft NSW Commercial Kangaroo Harvesting Management Plan 2012 - 2016
09/11/11	NSW Roads and Maritime	Recently launched policy on the Payment of Accounts
09/11/11	Parliamentary Secretary for Sustainability & Urban Water	Responding to letter written to Minister Burke regarding Flying-Foxes RBG

**Correspondence OUT:**

29/8/11	OEH, Kangaroo Management Section	Response to Draft NSW Commercial Kangaroo Harvesting Management Plan 2012-2016
23/09/11	Media release Sydney Morning Herald	Koala Inquiry Welcomed by Wildlife Carers Letter to Editor: Koala Carers Care
25/09/11	To Lisa Corbyn OEH	Flying Foxes RBG
05/10/11	Dept SEWPC	Vulpes Vulpes, red fox, silver fox
11/10/11	To Minister Parker	RBGT's application to disband the GHFF Relocation Steering Committee
24/10/11	Sydney Morning Herald	Letter to Editor: Pilliga's Wildlife in the Balance

**Changes to delegates:**

Group	Delegate	Alternate
TVWC		Julie Firkins
WRSC	Jane Mills	Ian Ross
ORRCA	Shona Lorigan	Alison Cooper
NTWC	Jackie Maisey	Colin Wood
HKPS	Geoff Bartlett	

**6. TREASURER'S REPORT – Shirley Lack**

Motion: That the Treasurer's Report, noting expenditure of \$1,910.94 and a balance of \$72,230.29 is received and accepted.

**Moved: Meredith Ryan**

**Seconded: Jackie Maisey**

**Carried**

**7. INSURANCE REPORT – Shirley Lack**

Three potential insurance claims are under consideration. Those members are pursuing paperwork with the assistance of the Insurance Officer and the Secretary.

**8. MEMBERSHIP REPORT – Shirley Lack****Matter arising:**

Timing of and commitment to member groups' notification of representation to the Council. Given that member groups' AGMs do not necessarily coincide with the Council's AGM and management committee election, streamlining of the present method of notification of delegate and alternate is desirable.

Motion: To include in the review of the Constitution suggestions for standardising the timing of member groups' notification of representation to the Council, which can currently adversely affect the retention of representation throughout the year.

**Moved: Coralie Tarlinton**

**Seconded: Audrey Koosmen**

**Carried**

**9. GENERAL BUSINESS****9.1 Funding for Wildlife Groups and IGLs – Phil Machin**

Regional NPWS offices provide ad hoc funding to a few wildlife groups and WIRES branches across the State. There is a lack of equity and most wildlife groups and WIRES branches receive no funding assistance. Phil Machin asked for the action arising from the NWC meeting of February 2011 - to discuss OEH funding for wildlife groups and IGLs, be followed up.

**Action:** The Chair will take up the matter with Ron Haering early in the New Year.

### **9.2 Koala Inquiry EPBC nomination - Lorraine Vass**

Motion: That the Council delegates authority to the Chair to write a letter to Federal Environment Minister Tony Burke in consideration of listing the Koala as vulnerable to extinction under the EPBC Act.

**Action:** Lorraine to write a letter to the Federal Environment Minister Tony Burke in consideration of listing the Koala as vulnerable to extinction under the EPBC Act.

**Moved: Rochelle Ferris**

**Seconded: Meredith Ryan**

**Carried**

### **9.3 Koalas Port Stephens – HKPS**

Geoff Bartlett reported the following statistics for 2011:

97 rescues, 55 releases, 37 deaths (including 15 road strikes). 60% success rate.

### **9.4 DPI Agriculture and Animal Services Functional Area Sub Committee Meeting, Sydney, 13 October 2011 – Rochelle Ferris**

Rochelle reported briefly on oiled wildlife response, and policy issues relating to the provision of services in emergency management.

#### **Matter arising:**

Audrey Koosmen suggested NWC invite Suzanne Robinson, GM Emergencies Preparedness & Response, DPI to address the February meeting.

**Action:** Refer to the Executive meeting for consideration.

### **9.5 Impact of flooding on Wildlife – Phil Machin**

**Action:** The Executive will follow up on the letter sent to Sally Barnes in March 2011 regarding the impact of flood on native wildlife and why some species are still culled in flooded areas.

### **9.6 Companion Animal Taskforce – Lorraine Vass**

Lorraine has been in contact with the Taskforce Chair, Dr Andrew Cornwell, identifying the Council as an interested stakeholder, specifically in relation to the impact of companion animals on wildlife.

There will be an opportunity for the Council to respond to the Companion Animal Act when it goes on public exhibition in 2012.

### **9.7 The Role of NWC in Disputes – Shirley Lack**

Motion: That should the NWC be in receipt of signed written complaints against individual carers or groups, those complaints will be forwarded to the Secretary of the group involved. Anonymous complaints will not be accepted.

**Moved: Jane Mills**

**Seconded: Jackie Maisey**

**Carried**

### **9.8 Wildlife Rescue Inc. – Jane Mills**

Concerns have been raised regarding a NSW-wide call centre service for the rescue of native wildlife being established in the Coffs Harbour region. Audrey noted that NATF and FAWNA had both been contacted by a Wildlife Rescue Inc. office-bearer. They may meet with the new group in the near future, to determine more information. If that happens they will report back to NWC.

Jane said that this new group was unsuccessful in obtaining their own rehabilitation licence. She asked everyone to note the new organisation is nothing whatever to do with her group, Wildlife Rescue South Coast.

Concerns were raised that the new group is asking for access to existing groups' membership contact details.

### **9.9 NWC Flyer/brochure options: Lorraine Vass**

Lorraine tabled a generic NWC flyer that members are invited to comment on. The idea behind the flyer was that it could be tailored to promote the member group by insertion of a photo and printed in small quantities when and if a need for it arose.

**Action:** Lorraine to circulate an electronic copy to the List.

#### **Break for lunch 1:25 – 1:45**

##### **9.10 Infomail list proposal: Greg Tarlinton (via Lorraine)**

Greg has suggested setting up a mailing list that any licensed wildlife carer or interested party can subscribe to and receive updates from the NWC, newsletters, etc. already approved by the Executive and on the website. He would set it up so that posting to the mailing list is limited, e.g. the Media Officer.

Motion: That the Council approves the concept of an infomail list and authorises Greg Tarlinton to trial the concept for a period of three months and report the outcomes of the trial to the Committee at the General Meeting in February. Material to be circulated via the Infomail list must be posted by the Media Officer.

**Moved: Coralie Tarlinton**  
**Seconder: Julia McConnell**  
**Carried**

##### **9.11 Facebook/Twitter proposal – Rochelle Ferris**

Motion: Council approves the concept of a Facebook and Twitter pages and requests Rochelle Ferris to set up and trial both accounts for a period of three months and report the outcomes of the trial to the Committee at the General Meeting in February. Material posted to the pages other than that already posted on the NWC website must have the prior approval of the Media Officer.

**Moved: Rochelle Ferris**  
**Seconder: Coralie Tarlinton**  
**Carried: (Caroline Enfield, Audrey Koosmen, Iona Roberts, and Julia McConnell abstained).**

**Action:** Rochelle to claim accounts and set up pages

##### **9.12 Training for Council Members – Lorraine Vass**

Ron Haering has invited the Council to provide him with a proposal for training needs which might assist the operations of the NWC.

Representatives were asked for their ideas and also their availability to attend such training should it be forthcoming.

A few suggestions were put forward, including Governance, Team Building, Professional Development, Fire Training, First Aid and Understanding and Working with Government.

**Action:** the Executive investigate Ron's invitation further and report back to the Council.

#### **10. ANY OTHER BUSINESS**

##### **10.1 *Work Health and Safety Act* – Meredith Ryan**

The new Act comes into effect on 1 January 2012, replacing the previous *Occupational Health and Safety Act*. Information sessions are being held across the state to explain some of its ramifications.

**Action:** Meredith will report back from a community workshop to be conducted by Safe Work Australia for volunteer groups she will attend in Port Macquarie.

##### **10.2 Rehabilitation of Protected Fauna Policy Audit – NATF Audrey Koosmen**

NATF have been audited under the guidelines of the new *Rehabilitation of Protected Fauna Policy*. Selected species carers' and rescuers' premises were inspected. The audit team also requested access to management committee documents. Vet clinics and neighbouring wildlife care groups were interviewed.

##### **10.3 NSW Wildlife Rescue Referral Number – Jackie Maisey**

In response to a question, the NWC agreed it is not pursuing a state-wide rescue call centre at this time.

##### **10.4 Draft NSW Commercial Kangaroo Harvesting Management Plan 2012 – 2016 – Phil Machin**

Motion: That the Chair seeks a detailed response to the NWC submission to OEH regarding the Draft



Kangaroo Harvesting Management Plan.

**Moved: Lorraine Vass**

**Seconded: Phil Machin**

**Carried**

**Action:** As above.

**10.5 Bullying – Rochelle Ferris**

Rochelle referred representatives to: <http://www.workershealth.com.au/facts027.html> proposing that NWC develop a policy to deal with bullying/harassment

Bullying can take many forms:

- Direct verbal and physical threats.
- Unfair use of disciplinary and assessment procedures
- Blocking access to promotion, training, overtime, etc.
- Setting impossible deadlines and targets.
- Withholding information essential to do the job properly.
- Excessively tight supervision.
- Public humiliation including being shouted at.
- Persistent and undue criticism including inaccurate accusations about quality of work.
- Undermining responsibility.
- Abusive references to age, sex, race, disability or other personal characteristics.
- Spreading malicious rumours.
- Physical isolation from other workers.

**Action:** Caroline Enfield to provide the WIRES anti-bullying/harassment policy appended to the WIRES Code of Conduct, for use as a basis for discussion by the Executive.

**11 NEXT MEETING**

**Tuesday 28th February, 2011**

**12 MEETING CLOSED**

**3.05pm.**