

**NSW Wildlife Council – Minutes – General Meeting No. 42 – 1000 hours - Tuesday,
22 November 2016 – Room 1.02 - OEH 43 Bridge St., Hurstville**

Chair: Audrey Koosmen

MEETING OPEN: TIME 10.03 a.m.

In Attendance

Meredith	Ryan	FAWNA
Lorraine	Vass	Friends of the Koala
Fiona	Dawson	Friends of the Koala
Greg	Saunders	Justice-Correction Services, Wildlife Care Centre
Peter	Graham	LAOKO-Snowy Mtns Wildlife Rescue
Jill	Dean	NATF-Hunter Wildlife Rescue
Audrey	Koosmen	NATF-Hunter Wildlife Rescue
Shirley	Lack	Native Animal Rescue Group
Shona	Lorigan	ORRCA
Miriam	Hazel	Wildcare Queanbeyan
Jacky	Hunt	Wildlife ARC
Deirdre	Henshaw	Wildlife ARC
Josh	Mesilane	Wildlife Carers Network Central West – until 14.50
Richard	Woodman	Wildlife Rescue South Coast

	VISITORS:	Office of Enviro. Heritage NPWS
11.15	Robert Oliver	Manager, Biodiversity Reform Implementation
	Blake Shuttleworth	Project Officer, Biodiversity Reforms
11.30	Ron Haering	Project Officer, Biodiversity and Wildlife Team

APOLOGIES:

Rod	Miller	FAWNA
Nikki	Main	ASR
Don	Eagleton	ASR
Carmel	Northwood	HKPS
Julie	Jennings	HKPS
Paul	McLeod	Koalas In Care

Sandy	Norris	NRWC
Jacque	Maisey	NRWC
Sonja	Elwood	Syd Wildlife
Joanne	Kelly	Wildlife Aid
Lorraine	Yudaeff	WINC

Meeting Program Outline:

Welcome by Chair, Audrey Koosmen including introductions around the table to welcome new Reps and Alternates present for the first time.

Bronwyn Vanjaarsbeob (Vanyarsfelt); Bonnie Dench, Julie McInnes and Adam Birnbaum visitors from OEH Wildlife Licensing to attend the Corrective Services presentation.

Guest Speaker – Greg Saunders | 1st Class Correctional Officer | Wildlife Care Centre | Outer Metropolitan Multi Purpose Correctional Centre, NSW Justice, Corrective Services.

Greg will outline the wildlife rehabilitation work at the John Morony Wildlife Care Centre.

Morning Tea - 11.15 following the morning tea break, introduction to Robert Oliver and Blake Shuttleworth including an outline of the Biodiversity Reform program at OEH.

Welcome by chair to OEH reps. NWC delegates introduced themselves.

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Notes on discussions in separate file: **16 11 22 NPWS Discussion Notes**

Luncheon

Meeting start: 13.55 p.m.

1. Confirmation of the Minutes of the 27 August 2016 General Meeting No. 41

Motion: That the Minutes of the 27 August 2016 General Meeting are a true and correct record.

Proposed: M. Ryan; Seconded: P. Graham: **Carried**

2. Business arising from that meeting. Action list update

There is a separate Agenda item regarding the Cruelty to wildlife proposed reporting process – M. Hazel

3. Correspondence

Letter from Robert Quirk was read and is appended to Minutes.

Motion: That the Emails and Correspondence as noted August to November are accepted

Proposed: M. Ryan Seconded:P. Graham: **Carried**

Business arising from correspondence.

Discussion on delegation of powers from the Minister to other agencies as raised in Quirk letter. We need to ensure that enforcement powers can be delegated to other agencies so enforcement can actually take place.

Firearms in Parks Estate matter further discussed. Delegating agencies eg. Police and NPWS are rarely available to attend to humane euthanasias in NPs and it is unacceptable on humane grounds that animals are left to suffer simply because firearms can not be taken into National Parks Estate..

AWRC re. organisation of the 2018 conference. The outgoing AWRC Secretary replied saying we would get a response from the new Committee after 28 September. ¹Secretary to enquire whether there will be a response forthcoming.

Wildlife Land Trust letter – to invite to ²speak at NWC February meeting.

4. Chair Report – A. Koosmen

¹ Secretary enquire AWRC

² Secretary confirm WLT Evan Quartermain to be February meeting as Guest Speaker

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Chair updated meeting on her current health situation. Welcome to new representatives and alternates to the Council. Chair stated importance of good representation from groups particularly over this time of great reforms for the rehabilitation sector.

Tribute was given to Jan Brazel who has been involved with the Council since 2002. She helped form the Steering Committee that formed the Council. We wish to recognise and thank Jan for her contribution over many years to the Council. Jan is no longer a representative.

Lorraine Vass has stepped down from the Rep position for Friends of the Koala but remains as the alternate delegate. Lorraine was involved from the start and put a lot of effort into the Council – as Secretary in the early days. She was Chair for one year. Personal thanks, and thanks from the Council with a small gift in appreciation.

Both Jan and Lorraine were thanked by applause in the age-old fashion of a hearty hand-clap.

One of the highlights this quarter is publication of the Code of Practice for the Rehabilitation of Bird of Prey. Thanks to Shona Lorigan.

Macropod Code of Practice is a work in progress.

NWC should be proud of the joint effort in getting the Codes running.

Working Team have been putting together a training checklist for groups.

Move: L. Vass that the Chair's report is accepted: Seconded:P. Graham **Carried**

5. Treasurer's Reports tabled: - S. Lack

PROFIT & LOSS SUMMARY REPORT 1-8-16 TO 19-11-2016

INCOME

Paypal Donations	250.00
Interest received	153.48
Total Income	403.48

EXPENDITURE

Subscriptions	110.00
AWRC Conference	1,090.51
Accommodation	3,717.00
Parking	241.58
Macropod COP	2,395.22
Catering	429.00
Grants	5,000.00
PrintPostStationery	28.45
Website Expenses	1,000.00
Meal allowance	300.73
IT Expenses	44.00
Travel	1,971.29

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Accountant Fee	550.00
Total Expenses	16,877.78
Nett Profit/Loss	-16,474.30

Bank Balances: \$115643.15

Motion: That the Treasurer's Reports as presented are accepted.

Proposed S. Lack, Seconded: M. Ryan; **Carried**

Members advised they can claim their travel costs on the NWC form.

- 6. Insurance Officer Report** – J. Dean Jill was a late apology and no report is provided. No outstanding matters we believe.
- 7. Public Officer Report** – M. Ryan. All required documents/reports lodgement is up to date with all Government bodies. A transposition error was made in the financial figures in the 2015 ACNC Annual Information Statement but this has been rectified and lodged and accepted.
- 8. NCC Representation Report** – L. Vass. Distributed via email to Reps line and attached to Minutes.

Motion: That the report on the NCC 2016 Annual Conference is received and noted.

Proposed: L. Vass; Seconded: A. Koosmen **Carried**

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9. **Biodiversity Legislation Review** – Meeting with Policy Adviser to Minister Speakman – **A. Koosmen** Letter from R. Quirk attached to Minutes.

10. **Bird of Prey Code of Practice** – approved, published and now in force. A copy has been sent to all NWC Member Group Reps and Alternates. **S. Lorigan**

People appear to be coming forward since publication of the Birds of Prey and it is important that we refer any enquiry about handling birds of prey to the licensed rehabilitation group where the enquirer resides.

11. **Update on Macropod Code of Practice** – **S. Lorigan**

First Draft was distributed and responses have come in. This is still under review and Shona hopes to have Draft 2 distributed at the end of this week for a 4 week review period. This time the draft will go to Taronga and another independent macropod rehabilitator following a request to OEH.

Corrective Services will now be included in the process due to contact being re-established.

12. **Wildlife Rehabilitation Grants 2016-2017 – update report** – **S. Lack**

All Grants have been paid. Final report has been received from one Grant for Rowan Wigmore of NWC and details are up on the NWC Website and should also be included on Facebook.³

Secretary has been given a disc of photos from the 2015 grants and will be ⁴passed to Webmaster for appropriate action.

13. **Code-based Training Segments** – **J. Dean, J. Hunt**
Extract from Minutes of NWC Committee Meeting 11/10/2016

- 1) *Progress on Code-based Training segments – J. Dean*
Jacky Hunt and Jill Dean met re. Code based Introductory training components. J. Dean presented COP Checklist (appended to Minutes) – both were thanked and congratulated for excellent work in putting together the checklist.

Move: *J. Dean That the NWC Training Team’s Code-Based Training and Assessment work document be immediately distributed by the Secretary to all NWC Group Reps and Alternates as background to discussions at the November General Meeting. Aim of discussions in November are to formulate plan for next step to be taken to meet Strategic Plan Objective 2 Strategy 3D. **Seconded** A. Koosmen – **Carried**.*

Suggestion that 1. Fauna rehabilitation means the temporary care of injured, sick or orphaned fauna with the aim of successfully releasing it back into its natural habitat.

³ Secretary to ask Webmaster to send Grant information on to Shona for Facebook

⁴ Secretary liaise webmaster re. Grants reports/photos

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⁵Recommended that this checklist be sent to all NWC member groups with a recommendation that each multi-terrestrial-species groups check that its induction training covers all items included.

Thanks given to Jacky Hunt and Jill Dean for their hard work in producing this helpful checklist.

- 14. OEH – Rehabilitator Survey** – any matters not discussed during talk by R. Haering.
- 15. Wildlife Rescue App – update** – IFAW is unable to advise an expected completion date. J. Sharrad apologised for non-attendance. Nothing further to report.
- 16. Animal Cruelty Database Development – M. Hazel**

List distributed of data items to be collected. It is appended to Minutes as file:

16 11 22 NWC Cruelty database items

Feedback ⁶is to be sought from member groups on proposed list. Two formats for data entry – online and paper based. Hope to arrange access via the NWC Website.

List to go out with Minutes with response time last week in January with reminder to be sent two weeks before deadline.

- 17. Australian Wildlife Rehabilitation Conference 2018 – A. Koosmen**
Funding request from organisers of the Conference. To be dealt with when NWC gets a formal response to its letter.
- 18. NWC – other Stakeholders – A. Koosmen** We have discussed expanding the NWC to include other environment groups e.g. NCC, IFAW, etc. Minister’s Office seemed to approve of this consideration. This should remain as a carried forward item.
- 19. Security of Draft Minutes of NWC Meetings – A. Koosmen.** Until ratified these are not for circulation outside the Reps/Alternate delegates. They should not be circulated to non-member groups.
- 20. Independent General Licences** – OEH has agreed to send out a letter from NWC to all IGL’s. No progress has been reported. To be ⁷followed up on return of PS/RH from vacation leave.
Three independents were audited (advice from OEH).
- 21. Strategic Plan Review** – A. Koosmen
Sharing of Group Policies and resources for the purpose of helping groups support and enhance governance by having resources available on the NWC Webpage. e.g. Social Media, Member Support (e.g. Food, Facilities and Fuel, Intellectual Property, Mentoring, WH&S., Risk Management). So much good work has been done by individual groups it would be good not to have to “reinvent the wheel, and have massive duplication of effort”.

⁵ Secretary send to all groups with note

⁶ Secretary send out and flag a reminder mid January. Miriam to email list to Secretary.

⁷ Chair to follow up with OEH re. IGL letter

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Example was Northern Tablelands Wildlife Carers Risk Assessment provided to Insurance Officer.

⁸Sub Committee of Jacky Hunt, Miriam Hazel, and Audrey Koosmen as a starting point to develop a list of possible subjects for groups to share.

22. General and Other business:

Geoff Ross is no longer with NPWS. Invite him to the February meeting.

23. Wombat Conference in March 2017. Proposal: The NWC gives a \$500 donation towards operational expenses. Proposed A. Koosmen; seconded: J. Hunt; **Carried**

Secretary ⁹to liaise with Treasurer over letter to accompany donation.

24. Koala Conference in June 2017. Proposal: The NWC gives a \$500 donation towards operational expenses. Proposed A. Koosmen; seconded: F. Dawson; **Carried** ¹⁰

25. D. Henshaw advises CWA groups locally are available for catering and other types of support.

26. L. Vass reported Friends of the Koala was successful in allocation of grant funding from Environmental Education Trust of nearly \$80,000.

27. Shark Nets are becoming a real issue. Proposed S. Lorigan NWC ¹¹sends a letter of support to Australian Seabird Rescue over its opposition to shark nets. Seconder ; A. Koosmen **Carried**

Meeting Close: Time 3.50 p.m.

Dates of next general meetings:

Tuesday 21 February	OEH Hurstville
Tuesday 23 May	OEH Hurstville
Saturday 26 August	The Centre Randwick
Sunday 27 August Annual General Meeting	The Centre Randwick

Signed/Chair Date

⁸ Sub Committee JH, MH and AK liaise/meet to develop plan for sharing of information between groups.

⁹ Secretary/Treasurer letter and send funds

¹⁰ See action 7

¹¹ Secretary liaise with S. Lorigan over letter content.

Code-based training and assessment checklist

Scope:

A. Develop a Code-based training and assessment checklist approved by OEH				
H	(ii) Develops a training and assessment checklist and power point presentation that will assist member groups to deliver training that meets the <i>Code of Practice for Injured, Sick and Orphaned Protected Fauna (OEH 2011)</i> and <i>Rehabilitation of Protected Fauna Policy (OEH 2010)</i>	Certification committee	2018	Training by NWC member groups assessed

Application

Induction Training

1. What is Rehabilitation
2. Organisation & Administration (need to change to 2.1, etc.)
 - 6.1 Structure of the group (Management Committee, Senior Rehabilitators etc)
 - 6.2 Group policies/procedures (Code of Conduct, Grievance/Disputes, Privacy, Social media, etc)
 - 6.3 Roles within the group (rescue, rehabilitation, phone operator etc)
 - 6.4 Communication (newsletter, website, Facebook etc)
 - 6.5 Member Support (food assistance, fuel, facilities etc)
3. Safety Induction
 - 3.1 Personal Safety- Risk management, PPE
 - 3.2 Incident Reporting
 - 3.3 Insurance
4. NSW Wildlife Council (NWC)
 - 4.1 Role as peak body
 - 4.2 Insurance
 - 4.3 Member grants
5. Office of Environment & Heritage (OEH)
 - 5.1 Role of OEH & fauna rehabilitation sector (Rehabilitation Policy)
 - a. Objective: The maintenance of biodiversity through the successful return of temporarily disadvantaged animals to their natural habitat
 - 5.2 Group licence
 - a. Species covered under the licence
 - b. Age restriction
 - c. Compliance Inspection
 - d. Non-releasable fauna
 - 5.3 Individual authority conditions
 - a. Standards & guidelines
6. **Code of Practice**
 - 6.1 **Case Assessment:** The primary objective of rehabilitation is the successful reintegration of fauna back into the wild population and all decisions are to be informed by this goal.
 - a. Explanation of Case Assessment flowchart/decision tree
 - b. Working with vets
 - 6.2 **Rescue** – Objective: to minimise further stress and injury to fauna
 - a. Situational risk assessment
 - b. Observation and rescue assessment
 - c. Equipment analysis

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- d. Other considerations – leaving baby birds with parents
- 6.3 **Transportation** - Objective: to minimise further stress and injury to fauna
 - a. Method and container sizes
 - b. Set-up and secured to prevent further injuries or escape
 - c. Escape-proof
 - d. Kept at a temperature appropriate for the species and age
 - e. Well ventilated
 - f. Positioned to minimise light, noise and vibrations and prevent contact with young children and pets
 - g. Clear visible warning labels for snakes and bats
 - h. Fauna must not be transported in the back of uncovered utility vehicles or car boots that are separate from the main cabin.

6.4 Euthanasia

- a. **When to euthanase**
 - is suffering from chronic, un-relievable pain or distress, or
 - is carrying (or suspected to be carrying) an incurable disease that may pose a health risk to wild animals, or
 - its ability to consume food unaided is permanently impaired due to missing or injured jaw, teeth or beak (prosthetic beaks must not be used as they are ineffective over the long-term).
 - there is no suitable release location, or
 - its ability to reproduce is lost due to an injury, disease or procedure, or
 - its ability to locomote normally (i.e. run, climb, crawl, hop, fly or swim) is permanently impaired due to a missing or injured limb, wing, foot, back bone or tail, or
 - its ability to sense it's environment (i.e. see, hear, smell, taste or feel) is permanently impaired due to a missing or injured organ (e.g. eye, ear or nose), or
 - its ability to catch or handle food is permanently impaired due to a missing or injured digits (e.g. missing rear toe in raptors), or
 - its advanced age renders it unable to survive in its natural habitat, or
 - it is an amphibian (due to the risk of spreading chytrid fungus).

In certain exceptional circumstances, OEH may grant permission to hold it in permanent care

- b. **Method of euthanasia**
 - produces a rapid loss of consciousness immediately followed by death.
 - death must be confirmed prior to disposal of the carcass. The absence of a heart beat and the loss of corneal reflexes indicate death has
- c. **Disposal of carcasses and animal waste**
 - ensure the risks of disease transmission are minimised.
 - carcasses and organic waste suspected of disease contamination or that have been exposed to chemicals (e.g. barbiturates) must either be incinerated or buried at a depth that will prevent scavengers from reaching them.
 - Protected fauna that have died from disease or chemical means (e.g. barbiturate overdose) must not be fed to other fauna.

6.5 Training – Objective: fauna rehabilitators are in possession of appropriate knowledge and skills to ensure the welfare of fauna in their care.

- a. New fauna rehabilitators must undertake an introductory training course
- b. All fauna rehabilitators must attend an advanced training course every three years
- c. Training will be competency based

6.6 Recording

- a. Licensed fauna rehabilitation groups must maintain a current register of all protected fauna reported, encountered or rescued.
- b. Fauna rehabilitators must record the weight of fauna in their care
- c. Fauna transferred to another fauna rehabilitator or organisation for any reason, copies of its records must be transferred with it.
- d. Death of fauna suspected to be the result of a serious disease outbreak, the fauna rehabilitator must immediately inform their fauna rehabilitation group.

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Next Step

Section A. General Induction

- Develop generic information sheets for Section 1- 5 hyperlinked
- Develop On-line modules for Section 1-5
- Develop teaching modules for Section 6, Code of Practice
Including generic:
 - a. Powerpoint presentation
 - b. On line module
 - c. Competency based activities

Draft - Confidential