

# Permit Endorsement Policy

Version 6 (April 2017)



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## BACKGROUND

Wildcare Australia Inc (“Wildcare”) holds two (2) Rehabilitation Permits issued by the Department of Environment and Heritage Protection (“EHP”), one Permit for common species and one for koalas, echidnas and venomous snakes.

Wildcare is able to “endorse” its group Rehabilitation Permits to current Wildcare members, provided that they are able to satisfy the requirements set down by Wildcare to be issued with such Permit Endorsement.

## PURPOSE

The purpose of this Policy is to document the requirements to be satisfied by Wildcare members to obtain a Permit Endorsement, and the procedures to be adopted by the organization when assessing requests for endorsements.

## PROCEDURE FOR ASSESSING REQUESTS

### *Prescribed Form*

All requests for a Permit Endorsement should be made in writing on the appropriate current prescribed form as developed by Wildcare. The *Permit Endorsement Application (General)* is to be used for all common species and the *Permit Endorsement Application (Specialised Species)* is to be used for koalas, echidnas and venomous snakes.

The form must be fully completed including details of what facilities and equipment the member has as well as any other rehabilitation permits that they hold either directly from EHP or through another wildlife organization. Incomplete forms will not be processed.

Failure to honestly disclose any other rehabilitation permits held by the Wildcare member will automatically void any Permit Endorsement issued by Wildcare.

### *Definition of ‘Year’*

For the purposes of this Policy, the “year” shall be deemed to be 1 July to 30 June of the following year, which aligns with the Wildcare membership period.

### *Assessment of Membership Status*

All requests shall be received by the Wildcare Management Committee who shall enter the details of each request into a spreadsheet including information relating to the member’s membership status and residential address.

### *Assessment of Record Keeping Requirements*

The WILDCARE Record Keeper will provide details regarding whether the member is current with the lodgment of his/her Rescue/Carer Records.

It is a requirement that all members holding a Wildcare Permit Endorsement lodge Rescue/Carer Records at least once every 6 months (due at the end of December and June of each year).

### *Assessment of Training Requirements*

Details of workshops undertaken will be completed from the Training Database maintained by the Wildcare Education Team.

### *Geographical Limit*

Wildcare is reluctant to issue Permit Endorsements to members that are outside of the geographic limit of the organization. Wildcare acknowledges that it cannot provide support in the form of training, Species Coordinators and mentoring to regions outside of South-east Queensland.

Wildcare will generally only issue new Permit Endorsements to member that reside in the council areas of Gold Coast, Logan, Scenic Rim, Brisbane, Redlands and Moreton Bay. Renewal applications from existing active carers residing in council areas outside those listed aforesaid, will still be considered.

The Wildcare Management Committee retains the right to make exceptions in this regard.

### *Assessment of Other Requirements*

The Wildcare Management Committee will assess the request based on the contents of this Policy and will determine whether a Permit Endorsement will be granted or denied.

### *Limit of Animals in Care*

All Permit Endorsements will be limited to up to 20 animals. There is provision for members to apply for this condition to be extended to an increased number in certain circumstances (e.g. some group species such as native ducks, small mammals etc). Application can be made by members to this effect, by making a note on the bottom of the prescribed Request form and such request will be considered.

## PERMIT ENDORSEMENT REQUIREMENTS

### *Requirement 1 - Initial Requirements*

A Permit Endorsement will only be issued if all of the following requirements are met:-

1. The member must be a current financial member of Wildcare Australia Inc.
2. The member must be actively involved in Wildcare.
3. The member must be 18 years and older.
4. The member must be residing in a geographical area covered by Wildcare.

When assessing whether a member is “active”, the following will be considered:-

1. The member should be listed on the Wildcare Rescue List and actively be involved with the rescue and/or transportation of wildlife.
2. The member should be regularly submitting Rescue/Carer Records which would indicate that they are actively caring and/or rescuing wildlife.
3. The member should be actively involved in other aspects of Wildcare such as attending training workshops, manning the emergency telephone service etc.
4. The member must be maintaining regular contact with their relevant Species Coordinators and/or appointed mentor.

### ***Requirement 2 - Record Keeping Requirements***

The Wildcare records data provide valuable information on figures and trends about our native wildlife and why they come into care. This assists authorities, such as EHP, Main Roads and local governments, to plan strategies to reduce hazards that impact on our wildlife. It also assists Wildcare in increasing community awareness of the need to conserve and protect our unique biodiversity. Our records data is also an integral part of funding/grant applications.

All Wildcare members who have been issued with a Permit Endorsement are required to submit regular Rescue/Carer Records which should include details of all wildlife rescued and/or rehabilitated by such member. Records must be submitted at the end of each six-month period (i.e. at the end of December and June of each year).

If a Wildcare member is overdue with submitting their Rescue/Carer Records, a Permit Endorsement may be issued to them conditional upon them submitting their outstanding records within a set time. However, members that are more than six (6) months overdue with submitting their Rescue/Carer Records may be denied a Permit Endorsement until such Records are received.

New Wildcare members who have only recently commenced rescuing/caring, will be issued with a Permit Endorsement on the basis that they will commence lodging regular Rescue/Carer Records once issued.

### ***Requirement 3 - Education Requirements***

All Wildcare members must attend initial training workshops through Wildcare before being granted a Permit Endorsement, including:-

1. Wildcare Orientation Program.
2. Wildcare Rescue and First Aid for Wildlife (Basic)

The Wildcare President retains the discretion to grant an exemption from attending such initial training in very limited circumstances.

Members who have only completed the above initial compulsory training may apply for a Permit Endorsement to rescue and provide emergency care only.

All existing Wildcare members must attend at least one (1) relevant workshop each year for each of the species that they are actively caring for. If a member has failed to satisfy this requirement, a Permit Endorsement may be issued conditional upon the member updating their training within a set time at the discretion of the President. However, members that have not completed any training for more than 18 months will generally not be provided with a Permit Endorsement.

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## **Permit Endorsement Policy**

At the discretion of the Wildcare President, experienced Wildcare members may be able to satisfy this requirement by attending non-species specific workshops such as the Advanced Rescue, First Aid for Wildlife (Advanced), Wildlife Anatomy & Physiology and other similar training workshops.

If a Wildcare member wishes to care for orphaned mammals of any species, then they must complete the Caring for Orphaned Mammals (Basic) workshop.

When assessing permit applications the President may take into account other training completed by the member through other wildlife care organizations or facilities. The President has the absolute discretion as to whether such training will be accepted by Wildcare for the purposes of issuing a Permit Endorsement.

#### ***Requirement 4 - Existing Permits held by Members***

Wildcare encourages all members to hold only one active Rehabilitation Permit. This is to ensure that supervision and reporting responsibilities for wildlife in care is well-defined.

If a Wildcare member holds a current Rehabilitation Permit either through another wildlife care organization or directly from EHP, then the member will generally be asked on what basis they require multiple Permits.

Wildcare will generally not issue Permit Endorsements to members that hold key positions within other wildlife care groups (such as committee members, coordinators, mentors etc.) to ensure that there are no conflicts of interest.

The Wildcare President shall have the absolute discretion as to whether a Permit Endorsement is issued to a member that holds a Rehabilitation Permit from another source.

#### ***Requirement 5 – Endorsement by Species Coordinators***

When assessing a permit application, the President will liaise with the relevant Wildcare Species Coordinators to obtain endorsement from them as to the member's caring ability. This endorsement is generally based on whether the member has maintained regular contact with them and that they have followed all directions. This is an essential element of being licensed under Wildcare.

If the relevant Species Coordinator(s) is not able, or prepared, to endorse the member's rehabilitation activities for a particular species then it is unlikely that the Permit Request will be approved.

#### ***Requirement 6 – Appropriate Facilities***

When assessing a Permit Request, consideration will be given as to whether the member has the appropriate facilities and/or equipment required to care for the species for which the Permit is requested.

Members must be able to provide evidence that they have appropriate facilities to ensure compliance with the *Code of Practice – Care of Sick, Injured or Orphaned Protected Animals in Queensland*.

### *Requirement 7 – Appropriate Level of Experience*

Some species require a higher level of commitment and experience than other species, and therefore consideration will be given as to whether the member is able to meet these requirements. If the member has not as yet gained the level of experience required, then a Permit for a particular species may not be granted. Members are encouraged however to continue to aim to reach that level of experience and to re-apply at a later time.

### REJECTION OF PERMIT ENDORSEMENT REQUESTS

If a Wildcare member has failed to satisfy the requirements set out herein, then the Management Committee shall forward to the member a letter/email outlining that their request for a permit was denied and referring them to this Policy for the reasons why.

The Wildcare member is able to re-apply for a Permit Endorsement once any outstanding requirements have been satisfied or if they are able to provide additional evidence to support their application.

### DISCRETION OF WILDCARE PRESIDENT

The Wildcare Group Rehabilitation Permit is held in the name of the Wildcare President and by endorsing such Permit over to a Wildcare member, the President becomes responsible for the rehabilitation activities of the member. Accordingly, the Wildcare President retains the absolute discretion as to whether a Permit Endorsement is issued to a member. This responsibility also allows the President to have the authority to reject or revoke a Permit Endorsement at any time at his/her absolute discretion.

The President has the authority to impose any conditions that he/she deems necessary or relevant to a Permit Endorsement.