



HUNTER WILDLIFE RESCUE (NATF^{INC})

Minutes of Management Committee Meeting Sunday 20th July 2025 Meeting held at the HWR Wetlands Centre

Chairperson: Kate Randolph

Meeting commenced: 10:12am

Present: Kate Randolph, Rae Boyd, Kerry Walker, Bronwyn Shields, Christine Beer, Lisa Thomson, Garth Christian, Jodie Isaacs, Gabrielle Witter

Apologies: Nil

Acknowledgement of First Nations People: Kate Randolph

Minutes of previous committee meeting (20th June 2025):

Moved as true and correct by: Bronwyn Shields

Seconded by: Chriss Beer

Accepted by all.

1. General Business:

i) Update on Avian Flu:

Discussion:

Carcass Management Guidelines distributed

Sponsorship re: PPE – Kerry still to investigate.

Kate Randolph: DPI email re Avian Influenza training in Port Stephens

Social Media Plan: Too early to discuss, and needs to be in line with other Govt departments

Social Media needed currently (in order of need):

1. Plovers & Duckling: "Don't Steal Me"
2. Fledglings: Leave alone
3. Shearwaters

Action:

- Kate Randolph to continue feeding back to Management Committee re: outcome of Avian Preparedness Group
- Kerry Walker to look into sponsorship of PPE from Protector Safety.
- Social Media Plan: Lisa Thomson to forward to Gabi Witter the "Don't Steal Me" info to send out ASAP; Gabi Witter to distribute "How to create a nest".

ii) Pets Life Stall:

Discussion:

Bronwyn has sent email to Hunter Events and specifically Pets Life Event re: not attending

Action: RESOLVED

iii) Bushfire Training:

Discussion:

Had 45 HWR members interested in completing. Some already have completed the online training.

Feed back from the online course was that it was "good".

Action:

- HWR Members to complete the training. No further action.

iv) Swap Day at Wetlands:

Discussion:

Chriss Beer may have another contact, to order 200 baskets

When to do Swap Day? New Member course (9th August), or after General Meeting (27th Sept)?

Purpose was to get goods to Members, and to share resources.

Resources available via handout/WhatsApp/those shared from Social Media

Action: RESOLVED.

v) University of Newcastle Animal Care & Ethics Committee Request:

Discussion:

Bronwyn Shields has sent email response back to say HWR will not be involved.

Action: RESOLVED.

vi) Upper Hunter HR Issues:

Discussion:

Two letters have been drafted to three Upper Hunter carers: All responses to a Grievance made

Cessnock grievance: Letter to be drafted from own response to a grievance

Upper Hunter grievance (current): Awaiting "two weeks to respond" timeframe to finalise before response letter can be written.

Action:

- Kate has drafted two letters to the three Upper Hunter carers, to be finalized
- Bronwyn to draft letter for the Cessnock grievance as a response from the Committee
- Awaiting timeframe to pass for other grievance

vii) Corella Disaster Update:

Discussion:

NSW Biosecurity Feedback – Award

ABC National – Stated EPA no longer active – Case closed.

Action: RESOLVED

viii) Cardiff High School Textiles/Woodwork Opportunities:

Discussion:

Creation of a "Sewing Ark" for Wildlife Rescue donations

Cardiff High has donated possum boxes and can donate material good also

Certificate of Appreciation to be sent to Cardiff High School.

No action due to school holidays

Action:

- Bronwyn to liaise with Cardiff High School re: a woodwork and textile program
- Kate Randolph to provide Bronwyn with templates.

ix) Fundraising via Muswellbrook Cats Football Club:

Discussion:

3. Biosecurity Feedback:

Already discussed above (Corella Disaster Update)

4. Charlestown Bird Poisoning:

Discussion:

- Five birds (4 Magpies, 1 Magpie Lark); EPA informed, still dead birds to be picked up from Mt Hutton vets.
- 3 Magpies initially to Mt Hutton (2 x euth; 1 x fluids & midazolam). Fluids & Midazolam/good diet saved three birds.

Action:

- Kate Randolph to contact EPA for outcome and action on birds still at Mt Hutton.

5. Vet Complaint

Discussion:

- Resolved. No further action can be taken with the Vet.

Action:

- Lisa Thomson to contact Wires for this particular Vet not to be recommended as a vet for wildlife to be taken to.
- Bronwyn Shields to write to the HWR carers with a response to their grievance.

6. Soft Release Cages:

Discussion:

- Kate Randolph showed pictures of release cages used by other Wildlife groups for possums.
- NPWS: Possums can't be released any further than 50km away from site where found.
- Need for soft release sites, especially in the Newcastle/Lake Macquarie areas.
- Soft release cages are aviaries on trailers. Would need to be located on people's property, not parked on a street, due to possible damage by public.
- Disaster trailer repurposed? No.
- Grants?
- Water trailer repurposed? Possibility.

Action:

- Kate Randolph & Jodie Isaacs to talk with possum carers/other Wildlife groups re their soft release trailers/alternatives for release of possums.
- Chriss Beer to talk to Dee and Carol re size of water trailer.

7. Review of FoodBank Discounts & FoodBank Review for Muswellbrook

Discussion:

- Bulk carer/Member discounts too generous?
- Raising of prices of food – there has been an increase in food costs at Newcraft.
- Product and delivery and GST costs to be added.
- Teresa Purnell to liaise with Garth for live food payment processes.
- Muswellbrook: All in region invoice Garth. On 11/12/24, all "out of date" items from Upper Hunter

were collected. Benefit of having Upper Hunter versus all from Garth and Evy? FoodBank to take control, and provide service for pickup of orders from Jen Carter

Action:

- Teresa Purnell to liaise with Garth for live food payment processes.
- Newcraft prices to be increased – Lisa Thomson to support Garth Christian in increasing prices on the Apple Square.
- Garth Christian to talk with Belinda Watson re: shutting that part of FoodBank down.

8. Fundraising Update: (Kerry & Gabi)

Discussion:

- Lead & Support roles to be taken for individual activities
- Fundraising activities need to be income streams. Expenses last year were approx.. \$144,000.
- Susan Nunn not doing Grants – all information to be handed over to Gabi Witter. Same with Donation boxes.
- Kerry: Corporate partnerships, and workplace giving?
- Gabi: Father's Day sock fundraising campaign via Sydney Socks to come, if approved. Management Committee have unanimously agreed to go ahead.
- Other "income" streams: Return & Earn, Donation boxes, Bequests, Memberships.

Action:

- Kerry Walker to work towards Workplace/Corporate donations.
- Gabi Witter to launch the Father's Day Sock campaign for Father's Day.
- Someone to be allocated to Grants.

9. Training Registrations Moving Online & Online Membership Cards:

Discussion:

- Connection with PayPal for training needs to be explored.
- Uniforms also to be ordered online to streamline Uniforms processes. Garth then to be informed of orders made.
- Option to move Membership to Online Membership cards? – Membership cards currently regarded as an unnecessary expense to HWR.
- Membership cards can sit as part of the Membership account for Members.
- Change on Membership card: 7 day notification to Co-Ordinators to 24 hour notification.
- User ID to become Member ID?

Action:

- Gabi Witter to set up Membership cards online
- Gabi Witter to set up Uniforms to be paid online via PayPal.
- Gabi to set up Membership cards being online.
- Chriss Beer/Gabi Witter to change on Membership card: Membership card from 7 day notification to Co-Ordinators to 24 hour notification.
- Gabi Witter to fix up User ID becoming Member ID.
- Members to be encouraged to update details when renewing membership.

10. Google Drive:

Action:

Carried over to next meeting

11. Landholders Membership:

Action:

Carried over to next meeting

7. Business from the Floor:

1. NCC Membership: Focus - Protection of environment & works with the NWC. Membership to be taken – Medium yearly once-off fee: \$220.
Action: Rae Boyd to follow up and pay membership.
2. Marketing/Fundraising: Request for an ongoing item on Agendas to follow.
Action: Bronwyn Shields to add as an ongoing Agenda item to further Management Committee agendas.
3. Request for Wildlife Endorsement with Firearms Licences: Requested by Courtney Mullard and Louise Vickory. Both already hold Firearms Licences, and held for greater than 3 years. Currently take macropods back to their own properties to shoot. Policy needing to be put in place prior to endorsements. Many considerations.
Action: Garth Christian to devise a list of considerations required for future endorsements.
4. Marine Seabird Rescue: Pelican at Wangi Wangi has been difficult to rescue (on water). Was rescued by Rob from Marine Seabird Rescue. He said he was happy to help with rescues. And offered training of us re: Pelicans/Seabirds. Kate Randolph mentioned Marine Seabird Rescue is not accredited and therefore training may not be viewed as “valid”. To be explored further next meeting.
5. Education Officer: Expression of Interest needing to be advertised for the Education Officer role.
Action: Bronwyn Shields to advertise Education Officer role as a vacant position on WhatsApp/Email.
6. Snake Training: Code of Practice for Snakes states training for venomous snakes needs to occur every three years. No plan in place currently to address this. ?John Mosdyn to undertake training?
Action: Kate Randolph to confirm with NPWS who needs to undertake the training, and contact John to see if he is available to do.

Meeting Closed: 1.55pm

Next meeting:

Management Committee Meeting: Sunday 10th August at 10am
General Members Meeting: Saturday 27th September at 10am

SUMMARY OF MOTIONS: JULY MC MEETING 20.07.25	
	NIL MOTIONS

SUMMARY OF ACTIONS: JULY MC MEETING 20.07.25	
GB1.1	<u>Update on Avian Flu:</u> <ul style="list-style-type: none"> • Kate Randolph to continue feeding back to Management Committee re: outcome of Avian Preparedness Group • Kerry Walker to look into sponsorship of PPE from Protector Safety. • Social Media Plan: Lisa Thomson to forward to Gabi Witter the “Don’t Steal Me” info to send out ASAP; Gabi Witter to distribute “How to create a nest”.
GB1.6	<u>Upper Hunter HR Issues:</u> <ul style="list-style-type: none"> • Kate has drafted two letters to the three Upper Hunter carers, to be finalized • Bronwyn to draft letter for the Cessnock grievance as a response from the Committee • Awaiting timeframe to pass for other grievance
GB1.8	<u>Cardiff High School Textiles/Woodwork Opportunities:</u> <ul style="list-style-type: none"> • Bronwyn to liaise with Cardiff High School re: a woodwork and textile program • Kate Randolph to provide Bronwyn with templates.
GB1.9	<u>Fundraising via Muswellbrook Cats Football Club:</u> <ul style="list-style-type: none"> • Rae to count cash, Bronwyn to follow up with Muswellbrook Cats re donations. Then, RESOLVED.
TR4	<u>Treasurer’s Report:</u> <ul style="list-style-type: none"> • Department of Fair Trading info to transfer over to Rae Boyd.
HAWG5	<u>Habitat Advocacy Working Party report:</u> <ul style="list-style-type: none"> • HAWP to follow up HWR involvement in Bat Survey/Bats with the Hunter Transmission Project • HAWP to engage Senior HWR members in relation to HTP EIS when it is released.
BA6.1	<u>Lower Hunter HR Issues:</u> <ul style="list-style-type: none"> • Email to be drafted by Kerry Walker/Kate Randolph • Kerry Walker/Gabi Witter/Kate Randolph to offer sit down meet with main carer.
BA6.2	<u>Net Launcher Consideration:</u> <ul style="list-style-type: none"> • Garth Christian to devise a list of considerations required.
BA6.4	<u>Charlestown Bird Poisoning:</u> <ul style="list-style-type: none"> • Kate Randolph to contact EPA for outcome and action on birds still at Mt Hutton.
BA6.5	<u>Vet Complaint:</u> <ul style="list-style-type: none"> • Lisa Thomson to contact Wires for this particular Vet not to be recommended as a

	<p>vet for wildlife to be taken to.</p> <ul style="list-style-type: none"> • Bronwyn Shields to write to the HWR carers with a response to their grievance.
BA6.6	<p><u>Soft Release Cages:</u></p> <ul style="list-style-type: none"> • Kate Randolph & Jodie Isaacs to talk with possum carers/other Wildlife groups re their soft release trailers/alternatives for release of possums. • Chriss Beer to talk to Dee and Carol re size of water trailer.
BA6.7	<p><u>Review of FoodBank Discounts & FoodBank Review for Muswellbrook</u></p> <ul style="list-style-type: none"> • Teresa Purnell to liaise with Garth for live food payment processes. • Newcraft prices to be increased – Lisa Thomson to support Garth Christian in increasing prices on the Apple Square. • Garth Christian to talk with Belinda Watson re: shutting that part of FoodBank down.
BA6.8	<p><u>Fundraising Update: (Kerry & Gabi)</u></p> <ul style="list-style-type: none"> • Kerry Walker to work towards Workplace/Corporate donations. • Gabi Witter to launch the Father's Day Sock campaign for Father's Day. • Someone to be allocated to Grants.
BA6.9	<p><u>Training Registrations Moving Online & Online Membership Cards:</u></p> <ul style="list-style-type: none"> • Gabi Witter to set up Membership cards online • Gabi Witter to set up Uniforms to be paid online via PayPal. • Gabi to set up Membership cards being online. • Chriss Beer/Gabi Witter to change on Membership card: Membership card from 7 day notification to Co-Ordinators to 24 hour notification. • Gabi Witter to fix up User ID becoming Member ID. • Members to be encouraged to update details when renewing membership.
BA6.10	<p><u>Google Drive:</u></p> <ul style="list-style-type: none"> • Carried over to next meeting
BA6.11	<p><u>Landholders Membership:</u></p> <ul style="list-style-type: none"> • Carried over to next meeting
BftF7.1	<p><u>NCC Membership:</u></p> <ul style="list-style-type: none"> • Rae Boyd to follow up and pay membership.
BftF7.2	<p><u>Marketing/Fundraising:</u></p> <ul style="list-style-type: none"> • Bronwyn Shields to add as an ongoing Agenda item to further Management Committee agendas.
BftF7.3	<p><u>Request for Wildlife Endorsement with Firearms Licences:</u></p> <ul style="list-style-type: none"> • Garth Christian to devise a list of considerations required for future endorsements.
BftF7.4	<p><u>Marine Seabird Rescue:</u></p> <ul style="list-style-type: none"> • . To be explored further next meeting

BftF7.5	<u>Education Officer:</u> <ul style="list-style-type: none">• Bronwyn Shields to advertise Education Officer role as a vacant position on WhatsApp/Email.
BftF7.6	<u>Snake Training:</u> <ul style="list-style-type: none">• Kate Randolph to confirm with NPWS who needs to undertake the training, and contact John to see if he is available to do.