



HUNTER WILDLIFE RESCUE (NATF^{INC})

Minutes of Management Committee Meeting Thursday 18th September 2025 Meeting held via Zoom, at 6pm

Chairperson: Kate Randolph

Meeting commenced: 6:05pm

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

Apologies: Kerry Walker

Acknowledgement of First Nations People: Kate Randolph

Minutes of previous committee meeting (10th August 2025):

Moved as true and correct by: Jodie Isaacs

Seconded by: Lisa Thomson

Accepted by all.

1. General Business:

i) Update on Avian Flu:

Discussion:

NWC – Preparedness Program ongoing; DPI – have requested HWR undergo the training for testing for avian flu, which has been rejected (limited man power, decontamination needed for other birds in care and Health/Safety issues; and no response re a debrief from Corellas).

Biosecurity FB pages (open to Public): starting to mention Avian Flu preparedness for Shearwaters

Previous Discussion:

Phillip Osland Management Plan – copy to access?

NSW Wildlife Council – Bulk kits: All groups having access to PPE and handouts.

IFAW: Offering of cardboard boxes (made from corflute) – Boxes to come free of charge; Emergency management training yet to come.

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”.
- Kate Randolph to follow up with IFAW re corflute boxes, bulk kits from NWC, and information about Emergency Training

ii) Upper Hunter HR Issues:

Discussion:

Letters are drafted and to be sent this week.

Action:

- Bronwyn to send out letters this week

iii) Cardiff High Textiles/Woodwork Opportunities:

Discussion:

Bronwyn has liaised with the Head Teacher and Deputy Principal – both are keen to assist where they can.

Discussion re possum boxes and basket liners to be made.

Action:

- Kate Randolph to provide Bronwyn with templates for basket liners.

iv) Lower Hunter HR Issues:

Discussion:

Issues related to HWR carers and possible separation group discussed

Issues related to alleged Code of Conduct re: bad mouthing of HWR's name, and re one carer/rescuer raised

Food and food discounts to only be available to HWR members, and those who are caring for animals

Recognition of NPWS rules re: release of possums <50km

All parties heard and "productive"

Action:

- Kate and one other to meet with specific HWR Member in question to outline breaches of Codes of Conduct;
- FoodBank has become aware of who is currently caring and those that aren't – if unsure moving forward, FoodBank to contact Species Co-Ordinators to check.
- Membership Officer to check list of current Members related to these circumstances

v) Charlestown Bird Poisoning:

Discussion:

Kate Randolph rang Karen Gallagher (EPA) – no phone call follow-up by EPA

EPA are aware of Cooks Hill poisoning

Action:

- No further action to be taken.

vi) Net Launchers:

Discussion:

Garth has reviewed the NPWS Firearms Policy; Garth has not been able to make contact with Ron Haering (no replies) (WIRES)

Policy doesn't stand alone – dovetails into Government Policy; Current Firearms Laws related to euthanasia not catching (WIRES/NPWS)

Prices of Net Launchers are expensive: Platinum \$1300, to Spiderman version (\$800)

Concerns re areas that would potentially require a Net Launcher (public places, on beaches, edges of waterways) not suitable for these devices.

Unanimous decision by Management Committee for Net Gun Launchers to not be purchased or used by HWR Members – risk of injury/legal action too high, and no current supporting documentation by WIRES/NPWS/Govt Depts.

Action:

- Kate Randolph & Garth Christian to feed this information back to HWR Members at next General Meeting
- Decided no further action will be taken on this topic.

vii) Release Cages:

Discussion

Awaiting suitable grants for mobile aviaries.

Action:

- Awaiting suitable grants for mobile aviaries.

viii) Training Registrations Moving Online & Membership Cards Online:

Discussion:

Already occurring and working well.

To potentially progress it further where Training completed by each individual Member is logged online as a Training Record (is required by NPWS)

Action:

- Gabrielle Witter to think further of how to create individual Member training logs online.

ix) Education Officer Role:

Discussion:

Role of Education Officer to be sent out for Members to apply.

Still yet to be completed.

Action:

- Bronwyn Shields to send out Education Officer role for Members to apply.

x) Venomous Snake Training:

Discussion:

Teresa/Dan unaware of training requirements – Dan to talk with trainers (Tina and John Mostyn)

Bulk training every three years needed; concern re cost of training

Duty of care to do training; \$1000 per person for training.

Tina currently unwell, ARC to be included in training and costs.

Action:

- Kate Randolph to liaise with Dan re training for snake catchers

- xi) Marine Sea Rescue Training:
Carolyn & Rob: Need MOU with HWR

Action: Ongoing. Review progress at next Management Committee meeting

- xii) Living Smart Festival/Opening Day AREC:

Discussion:

AREC opening has been postponed (no date set)

Living Smart: Tania to give Sea Turtle talk; possum boxes and drey available for public to see; donation boxes and opportunity for volunteers to sign up available.

Action:

- Gabi Witter to be present on the day (20/9/25) of Living Smart Festival.
- Await new date for AREC Opening.

- xiii) Father's Day Campaign, Donation Boxes & Spring Raffle Fundraiser

Discussion:

Covered in Fundraising and Marketing Report

2. **Secretary Report:** Correspondence in and out (August/September 2025).

Moved as true and correct by: Bronwyn Shields Seconded by: Lisa Thomson Accepted by all.

3. **Membership Report:** Provided by Chriss Beer for August/September:

Moved as true and correct by: Chriss Beer Seconded by: Kate Randolph Accepted by all.

4. **Treasurer's Report: August 2025**

Moved as true and correct by: Rae Boyd Seconded by: Bronwyn Shields Accepted by all.

Discussion:

Current Treasurer needing approval from previous Treasurer for expenses due to Bank issue

Uncertainty remains re Grant money and what each are allocated for.

Donations currently down.

FoodBank: Expense related to FoodBank moved to 'Wildlife Expenses'

Rae on leave 8th October to 27th October.

Action:

- Rae to organize a time to meet with the previous Treasurer re grant allocations
- Rae adding Chriss Beer to the accounts as another signatory to assist with the approval of expenditure

Previous Action:

- Dept of Fair Trading info to be handed over to Rae

5. **Habitat Advocacy Working Party report:** August/September 2025

No report provided.

Discussion regarding EIS for Energy Co. Correspondence from Desiree Marshall (HAWP Member and writer of EIS) stating the tight timeframes prior to submission, and the input from Members she has received. Also requesting feedback from the

Management Committee prior to submission (to be submitted on 22/9/2025)

Action:

- Bronwyn to email all Management Committee members the EIS, for feedback to Desiree. Timeframe set for feedback to Desiree is by Saturday 20th September 9am.

6. Fundraising/ Marketing/Website Report

Report provided by Gabi.

In addition to report, Father's Day Socks to be sold at the Living Smart Festival, and for Xmas.

Ideas discussed re: launching a calendar for next year (time, sponsors and distribution of the calendars were raised as potential hurdles, based on previous years).

Feedback from Uni Student videos was mixed: 1 x good, 1 x average. Still potentially be involved again though.

HWR has been added as a Collaborator with Taronga now (with fairy penguin).

Possible marketing options can happen with Councils

Grants: Many due in September; ideas for grants have included pledges (community engagement ideas), tacklepacks (Eraring grant).

7. Business Arising:

1. Google Drive & Member Upload Stories: (Gabi)

Discussion:

Continued progress

Action:

- Gabi to continue working on Google Drive and Member upload stories
- Bronwyn to remove Item off Agenda

2. Species Co-Ordinator Meeting

Discussion:

Organised for the Sunday 19th October at 10am

Agenda to include: More inspections, Membership Officer – Needing to know who can rescue vs Who can care.

Action: Bronwyn to draft an Agenda for the 19th October and send out reminder for meeting.

3. Launch of App for Data:

Discussion:

App for Data to be released to HWR Members at the General Meeting by Drew Edwards

Explanation of how it works was given to Management Committee by Lisa T

Action: To be added to the Agenda for the General Meeting

7. Business from the Floor:

1. Wetlands Spring Festival 28th September:

HWR will not be engaging in this year

Action: RESOLVED

2. Change of PO Box:

Discussion:

Change of PO Box due to PO closing – Was PO Box 17 SHORTLAND 2307, now PO Box 117 WARATAH 2298

To commence on 22/9/25, and mail redirection in place for 12 months.

Meeting Closed: 9:10pm

Next meeting:

Management Committee Meeting: Saturday 11th October at 2pm

General Members Meeting: Saturday 27th September at 10am

SUMMARY OF MOTIONS: SEPTEMBER MC MEETING 10.09.25

NIL MOTIONS

SUMMARY OF ACTIONS: SEPTEMBER MC MEETING 10.09.25

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”.• Kate Randolph to follow up with IFAW re corflute boxes, bulk kits from NWC, and information about Emergency Training
GB1.2	<u>Upper Hunter HR Issues:</u> <ul style="list-style-type: none">• Bronwyn to send out letters this week
GB1.3	<u>Cardiff High School Textiles/Woodwork Opportunities:</u> <ul style="list-style-type: none">• Kate Randolph to provide Bronwyn with templates.
GB1.5	<u>Lower Hunter HR Issues:</u> <ul style="list-style-type: none">• Change needs to be made from “Grievance” to “Issue resolution”• Kate and one other to meet with specific HWR Member in question to outline breaches of Codes of Conduct;• FoodBank has become aware of who is currently caring and those that aren’t – if unsure moving forward, FoodBank to contact Species Co-Ordinators to check.• Membership Officer to check list of current Members related to these circumstances
GB1.6	<u>Net Launchers:</u> <ul style="list-style-type: none">• Kate Randolph & Garth Christian to feed this information back to HWR Members at next General Meeting

	<ul style="list-style-type: none"> Decided no further action will be taken on this topic.
GB1.7	<u>Release Cages:</u> <ul style="list-style-type: none"> Awaiting suitable grants for mobile aviaries.
GB1.8	<u>Training Registrations Moving Online & Membership Cards Online:</u> <ul style="list-style-type: none"> Gabrielle Witter to think further of how to create individual Member training logs online.
GB1.9	<u>Education Officer:</u> <ul style="list-style-type: none"> Bronwyn Shields to advertise Education Officer role as a vacant position on WhatsApp/Email.
GB1.10	<u>Venomous Snake Training:</u> <ul style="list-style-type: none"> Kate Randolph to liaise with Dan re training for snake catchers
GB1.11	<u>Marine Sea Rescue Training:</u> <ul style="list-style-type: none"> Ongoing. Review progress at next Management Committee meeting
GB1.12	<u>Living Smart Festival/Opening Day AREC:</u> <ul style="list-style-type: none"> Gabi Witter to be present on the day (20/9/25) of Living Smart Festival. Await new date for AREC Opening.
TR4	<u>Treasurer's Report:</u> <ul style="list-style-type: none"> Rae to organize a time to meet with the previous Treasurer re grant allocations Rae adding Chris Beer to the accounts as another signatory to assist with the approval of expenditure <p><u>Previous Action:</u></p> <ul style="list-style-type: none"> Dept of Fair Trading info to be handed over to Rae
HAWG5	<u>Habitat Advocacy Working Party report:</u> <ul style="list-style-type: none"> Bronwyn to email all Management Committee members the EIS, for feedback to Desiree. Timeframe set for feedback to Desiree is by Saturday 20th September 9am.
BA7.1	<u>Google Drive & Member Upload Stories: (Gabi)</u> <ul style="list-style-type: none"> Gabi to continue working on Google Drive and Member upload stories Bronwyn to remove Item off Agenda
BA7.2	<u>Species Co-Ordinator Meeting</u> <ul style="list-style-type: none"> Bronwyn to draft an Agenda for the 19th October and send out reminder for meeting.
BA7.3	<u>Launch of App for Data:</u> <ul style="list-style-type: none"> To be added to the Agenda for the General Meeting
	8.