**SPECIES LIASON OFFICERS GUIDELINES**

* **Communicate** with the carers you are responsible for, on a regular bases. This should also include the committee. This keeps everyone (that needs to be) informed on the progress and/or the release of the animal in care.
* **To actively seek to increase knowledge and expertise regarding care of** **the species on an ongoing basis**. You should endeavour to attend all workshops, conferences, meetings, relevant to your species that are held in the area covered by Fauna Rescue Whitsundays. This is Bowen in the North and to Sarina in the South and Scottville in the West and Hamilton Is., in the East.
* **To assist any member in attaining the skills needed to competently manage the care of the selected species.** Encourage your carer to attend relevant workshops, conferences and meetings relevant to the species in care. Offer assistance in making this happen. Eg. Asking committee for assistance with travel or registration fees. Encourage them to use the internet and the FRW library for info.
* **To be available to all carers in an advisory capacity and to help answer any questions they may have.** If you don’t have an answer research the question so you both learn. Diarise these conversations for future reference.
* **To make at least weekly contact with your carers and a regular visit where possible.** This is to ensure the carer is coping and the species in care is thriving.
* **To know which, members, has the necessary knowledge, skills and suitable facilities for care of specific fauna.**  **To allocate placement of animals accordingly and fairly.** This is only happens by having visited and inspected the facilities and interviewed the member.
* **To be the interface between the Property Officer and the carer for placement of equipment from the lending pool.** A property agreement form needs to be **completed for everything** that is lent to a carer. This includes structures such as fencing and aviaries to cages.
* **To notify DES (DEHP) & responsible SLO within 24hrs of taking possession of, as per attachment.** This is not negotiable and must occur also notifying at least the President of the association.
* **To inform the committee of any specialised training that may be needed.** This is to ensure that the education organised is appropriate and timely.
* **To ensure all fauna is appropriately prepared for planned release.** Again this comes down to communication between SLO and carer.
* **To promote the welfare of the species and maintain high standards of care. To ensure carers are aware of their responsibilities which are:**

1. A carers primary responsibility is to provide appropriate care and facilities (duty of care) to maximise the animals chances of rehabilitation and release.
2. To maintain a accurate record of all animals that comes into their care. The records should include details such as weight, age sex diet, behaviour, progress, release dates and any other relevant details. For example:

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| |  |  |  | | --- | --- | --- | | Carers Name: | Address: | Phone:  Email: | | Species Type: |  | M 🗌 F 🗌 | | Species: |  | Name: | | Call Outcome | In Care 🗌  Euthanased 🗌  Escaped 🗌 | Died 🗌  Select for Release 🗌  Found it’s Home 🗌 | | Estimated Birth Date | Growth Stage | Unknown 🗌 | |  | SOURCE DETAILS |  | | Received from: | Rescuer or Initial Carer: | Place of Origin: | | Reason for Entering Care: | Attack 🗌  Hit by car 🗌  Found abandoned 🗌 | Orphan 🗌  Other see notes 🗌  Unknown 🗌 | | Arrival Date: |  | Animal No. | | Arrival Details: |  |  | |  | **SIZE AND WEIGHT** |  | | Weight: | Head Length: | Ear Length: | | Arm Length: | Leg Length: | Foot Length: | | Tail Length: | Wing Length: | Total Body Length: | | Size and Weight Notes |  |  | | Identification Markings: |  |  | |  | **DIET** |  | | Formula: | Feeds per Day: | Amount per Day: | | Diet Notes: |  |  | |  |  |  | |
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Regular monitoring of weight may indicate a problem that would otherwise go undetected.

1. To record their “in care records” direct entry into the FRW database, or manually using the “Initial record” sheets. These could be forward monthly to species liaison officer for entry onto the database.
2. To develop skills by attending training sessions and also networking with other members and carers.
3. To consult the appropriate SLO when receiving animals into care and seeking advice with regard particular species.
4. To update the SLO weekly of the progress of animals in their care.
5. To perform the role of carer with due regard to the Queensland Governments’ Code of Practice for wildlife care volunteers.
6. To refer to the Carers Kit and other available reference material in the library. This is situated at 121 Orchid Rd., Cannonvale. In order to deliver the best care possible.
7. To have /hold access to the possible equipment, cages, heat sources, blankets, pouches, teats, bottles, food sources and wombaroo.

* **Contact new members that have expressed interest in caring for the species you coordinate. This is detailed in the Membership Register. Establish their level of experience, available time, resources, training needs, etc. Contact details can be obtained from the Membership Officer if not already supplied to you.**
* **Furnish a quarterly report to the monthly committee meetings.**

**FOR EXAMPLE:**

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| --- | --- | --- | --- | --- |
| **ANIMAL** | **CARER** | **AGE/WEIGHT** | **DATE INTO CARE** | **RELEASE DATE** |
| Agile Wallaby | *Andrea Gottke* |  | *05/06/14* |  |
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* **To present reports to the AGM.** A detailed report as of the 31st March for inclusion in the annual report which is presented at the Annual General Meeting each year.