

<p>ORDINARY MEETING</p> <p>24 JULY 2019</p>	<p>5</p>
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FLYING-FOX ADVISORY COMMITTEE QUARTERLY REPORT

Brett Spencer/Marcelle Kentwell | 10/23/37 | #6006630v1

RECOMMENDATION:

That Council:

1. **Notes the Minutes of the Flying-fox Advisory Committee (FFAC) meetings of 30 August 2018, 2 November 2018, 8 February 2019, 4 April 2019 and 27 June 2019.**
2. **Adopt the reviewed Flying-fox Advisory Committee Terms of Reference.**
3. **Adopt the Flying-fox Emergency Heat Stress Plan.**

EXECUTIVE SUMMARY:

The Flying-fox Advisory Committee (FFAC) was established in September 2015 as a key strategy to support the management of flying-foxes within the Cairns Regional Council area. This report provides the minutes of the past five FFAC meetings, recommendations to Council arising from those minutes and the activities of the committee generally.

In addition, Council resolved in March 2019 to review the Terms of Reference (ToR) for the FFAC. This has been completed with input from FFAC members and Council staff. The refocus of the draft Terms of Reference reflects the original intent of the FFAC, to develop marketing and communication strategies to assist in increasing community awareness and understanding of flying-foxes.

Further the FFAC, with support from Council Officers have established a draft Flying-fox Emergency heat stress plan as a guide for future heat stress events based on the learnings of the events that occurred in November 2018 and again in February 2019 where tens of thousands of animals died as a result of the abnormal heat wave experienced in Cairns in those periods.

COMMENT:

General Meetings

Minutes of the meetings of 30 August 2018, 2 November 2018, 8 February 2019, 4 April 2019 and 27 June 2019 are listed as Attachments 1, 2, 3, 4 and 5 respectively.

Key matters arising from committee meetings

- The Minister approved the transfer of the *Pteropus conspicillatus* Spectacled flying-fox from the Vulnerable to Endangered category, effective from 22 February 2019.
- An application for a Permit to Disperse and Relocate the Cairns City Library roost was submitted mid-March to the State and Federal government. The federal Minister for the Environment has determined the CRC proposal to implement deterrent measures to disperse and relocate the (nationally listed) population of Spectacled Flying-fox at the city Library, **is a controlled action** under the federal EPBC Act.

This means the proposal requires further assessment/s and a decision about whether approval for it should be given under the EPBC approval before it can proceed.

For example, this must include:

- the likelihood of success of the proposed dispersal activities in relocation the SFF, and;
- potential and likely long term impacts of dispersal and relocation of the SFF camp on the short and long term health and behaviour of the species, including breeding and recruitment,
- an Impact Assessment must consider current environmental stress on the SFF population in Cairns (in the relation particularly to the heat stress event November 2018 and March 2019).

Council is seeking to prepare further information to progress the application and engaging (expert) ecological assistance to assist in the preparation of the preliminary information required.

There is a fee schedule that applies to the different levels of information progressing over '5 stages' of the further application.

- A special meeting of the FFAC was called on Friday 8 March 2019 to discuss the change in the status of the flying-fox and future deterrent and relocation practices dependant on the Federal approval. Bats and Trees Society of Cairns representative indicated that they do not support the relocation of City Library SFF camp and have submitted an objection to the Federal Minister and Department of Environment & Science.
- The Release enclosure at Arthur Strike Park (east) is completed and specific on-site induction with Wildlife Carers is to occur in December 2019. Only Wildlife Carers with a current Wildlife permit and necessary vaccinations will be permitted to enter the release enclosure.
- Flying-fox Emergency Heat Stress Event Plan is completed and ready for adoption which determines the roles of the internal stakeholders and responsibilities of the various agencies as listed as Attachment 8.

Flying-fox Heat Stress Background

- The first heat stress event started Saturday 24 November 2018 with numerous camps affected with Mt Peter Road, Edmonton suffering the greatest impact. The final clean-up operations ended Wednesday 5 December 2018 with a combination of 30 people being Council staff and Department of Environment & Science staff to collect the remaining deceased corpses.

Camps affected were;

- Cairns City Library
- Mt Peter Road – Edmonton
- Murray Street Park - Manunda
- Anderson Street Conservation Park – Manunda
- Gordonvale camp

The total deceased is approximately 23,000 and resulted in 847 live flying-foxes going into home care. Council's main assistance in this event was the collection of waste and supply of waste resources, irrigation at the City Library and cordoning off the footpaths in and around the City Library. After this event, a meeting was called with key stakeholder agencies to devise a Flying-fox Heat Stress Event Plan listed as Attachment 8.

- The second heat stress event was activated on Monday afternoon 11 February 2019 at the Cairns City Library due to the animals' behaviour indicating that they were suffering from heat stress. The behaviour was at the stage of clustering and clumping, and the animals were situated very low in the trees which are all indications of heat stress. In conjunction and advice from FNQ Wildlife Rescue, a full triage activation was planned for Tuesday to Thursday 12 – 14 February 2019. Due to the weather forecast of high thirties for the following week, the triage remained in place until Friday 21st February 2019. The total deceased from this event was 132 mainly adult males and 91 in care expected to survive, again mostly adult males. All deceased animals were collected by the Wildlife Carers and disposed into the secure biohazard bin situated at the Cairns City Library. During the heat stress event Council organised a freezer and process for dead bats to be collected for research purposes on behalf of CSIRO. After the development of the SFF Heat Stress Emergency Response Plan, CSIRO is to take ownership of organising the freezer and informing the Bat Carers of their requirements. Council (where possible) can provide a secure location for the freezer and power. Overview of the heat stress event is listed as Attachment 7.
- The Advisory Committee reviewed and provided input into the Terms of Reference listed as Attachment 6.
- Cairns Bat Festival was held Saturday 4 May 2019 on the Western Lawn, Cairns Esplanade Foreshore. Bats & Trees Society of Cairns (BatSoc) received a grant from Council for \$4,000 part in-kind and part cash payment. The approved Event Acquittal for the Cairns Bat Festival is listed as Attachment 9.

- The 3rd Annual National Flying-fox Forum was held on Thursday 8 November 2018 at the Rydges Esplanade Resort Cairns. The forum was attended by 100 people bringing together individuals from all levels of government, non-government organisations, universities, environmental consultancies and community groups across the country to explore the issues of flying-fox management and conservation.

Operational Works

- Various operational activities have been occurring during the last quarter including:
 - Deterrent works have been ongoing seven days per week as required. The contractor has successfully maintained the area covered by the CRC notification to be clear of flying-foxes as required without any incidents. CRC is currently investigating other methods of deterrents using noise, in an attempt to find some project efficiencies and develop some more management tools.
 - After all the rain and the heats waves events, Council have applied extra horticultural resources at the Cairns Library to bring it back up to standard between February and April and now back to normal horticulture schedule for the City Library.
 - Review of contract monitoring operations by Parks Central is complete and contract assigned for CBD bat monitoring and daily deterrent program along the Esplanade and other noted within the CBD.
 - Nursery tree at the City Library bracing has taken place and complete 28th June 2019.
 - Palm was planted in mid-May at the City Library to replace dead palm that was removed.
 - Exterior maintenance works on the City Library is delayed due to juvenile bats in the surrounding trees. No maintenance schedule has been determined due to restrictions regarding the SFF camp at the City Library site.
- Operational activities to occur in the next quarter including:
 - Routine horticultural works by Parks Central team – Thursday mornings.
 - Deterrent works are based on monitoring and deterring as required at Shields St (from the Esplanade to Sheridan St), the Esplanade (Spence St to just before The Riley) and MMP (no deterrent works has had to occur there, just monitoring).
 - External works on the City Library will commence on the 24th July with an external clean of the building then site establishment will commence to begin painting and patching including the reinstatement of the damaged cornice/parapet.
 - **Dates of activity:** Monday the 22nd July (approx 2 weeks)
 - **Times:** (approx) 7am – 5pm daily
 - **Scope of works:**
 - cleaning of the building (low pressure and manual cleaning)
 - repairs of external building soffits, fascia and plaster
 - complete painting application (by hand and airless spray equipment) to the entire building
 - use of electric work platforms (EWP)
 - All staff and contractors will be inducted prior and made aware of all site risks and controls. It is anticipated there will be minimal disturbance to

roosting Flying foxes. Works shall be conducted under the low Code of Practice (Low-impact activities affecting flying-fox roosts). An ecologist shall be made available if required during any aspect of the works.

Key marketing strategies planned for the next quarter:

- 'Flying-fox Living Under One Sky' content review and update on Cairns Regional Council Website as reviewed by FFAC and BatSoc.
- Review of the interpretation brief for 'Flying-fox Living Under One Sky' roost sites to include cultural, ecological aspects of sites (e.g. Murray Street) plus No Touch No Risk messaging.
- Production of the flying-fox brochure and fact sheets.
- Bat Birthing signage strategy and public awareness campaign - September – December.
- Increased use of Social Media for the BATSOC (i.e. information sharing for events, Bat Festival, Bat Chats, etc.).
- Continued media and promotional support of Bat Chats.
- Review of community engagement requirements in relation to other possible roosting sites (e.g. Murray Street) and management initiatives.

OPTIONS:

Option 1 (Recommended)

That Council:

1. Notes the Minutes of the Flying-fox Advisory Committee (FFAC) meetings of 30 August 2018, 2 November 2018, 8 February 2019, 4 April 2019 and 27 June 2019.
2. Adopt the reviewed Flying-fox Advisory Committee Terms of Reference.
3. Adopt the Flying-fox Emergency Heat Stress Plan.

Option 2

That Council provides an alternative direction on the matter.

CONSIDERATIONS:

Corporate and Operational Plans:

The undertakings of the FFAC are consistent with Council's Corporate Plan 2017-2022 Strategic Objective 2 - That our iconic natural assets are maintained, enhanced and connected; and

Strategic Objective 3 - A safe and secure city that is easy to live in and connected to the world.

Financial

All the requests for funding were anticipated in the development of the FFAC budget for 2018/19 and as such the following funding was made available to accommodate the requests. The exception to the FFAC budget are expenses related to the heat stress event in November 2018 & February 2019 at the Cairns City Library and Edmonton. The expenditure for the support of the FFAC year to date is as follows:

Item	2018/19 Actual	2018/19 Budget
Bat Chats (signage)	630	
Bat Festival	4,000	4,000
Promotional (brochures)	964	
RnP Wildlife Carers	14,500	14,500
Annual flying-fox Forum	4,323	5,000
Consultant	375	
Heat Stress Events (Nov & Feb)	5,550	
Other	898	6,500
Total Expenditure	\$ 31,240	\$ 30,000

The final costs to construct the enclosure (including associated minor infrastructure, such as fencing and water connection, etc.) was \$80,332.

Additionally, Council spent approximately \$215K on deterrent works and maintenance works in the CBD related to flying-foxes in 2018/19.

Statutory:

- Flying-fox Roost Management Plan Activities – Code of Practice #4200182
- Cairns Spectacled Flying-fox (SFF) Colony Roost Management Plan #4026496.

Policy:

General Policy for the Management of Flying-fox Colonies #4191916.

CONSULTATION:

The minutes of the committee meetings are published on Council's web site.

ATTACHMENTS:

1. Minutes 30 August 2018
2. Minutes 2 November 2018
3. Minutes 8 February 2019
4. Minutes 4 April 2019
5. Minutes 27 June 2019
6. Flying-fox Advisory Committee – Terms of Reference
7. Flying-fox debrief report – Cairns City Library – Heat Stress Emergency Event
8. Flying-fox Emergency Heat Stress Plan
9. Bat Festival Grant Acquittal



Brett Spencer
Manager Community Development



Linda Kirchner
General Manager – Community, Sport and Cultural Services

ATTACHMENT 1 – MINUTES 30 AUGUST 2018



Meeting Minutes				
Date	30 August 2018	Start Time 10.00am	Finish Time 11.30am	Location Cairns Regional Council Committee Room
Meeting Purpose	Flying Fox Advisory Committee			
Attendees	Maree Treadwell-Kerr, Brett Spencer, Marcelle Kentwell, Cr John Schilling, Cr Ritchie Bates, Sera Steves, Rebecca Koller, Dion Eades, Stephen Bailey, Janelle Evans, Lucy Friend, Steven Coulson, Travis Mitchell			
Apologies	Mel Tortike, Dr. David Westcott, Dr. Martin Cohen			
Observers	Nil			
Actions and Agreements				
No	What	Who	When	Complete
1	Meeting opened by Maree Treadwell-Kerr with welcome and acknowledgment of traditional owners, councillors and committee members.	Maree Treadwell-Kerr	30/08/2018	Complete
2	Minutes of the Previous Meeting Recommendation: Minutes of the meeting held 22 June 2018 were adopted as a true and accurate record of the proceedings. Moved: Cr John Schilling Seconded: Sera Steves	Maree Treadwell-Kerr	30/08/2018	Complete
3	Business Arising			

	<ul style="list-style-type: none"> • Brett Spencer advised the committee; <ul style="list-style-type: none"> ○ Quarterly report to Council of 25 July 2018 ○ Invitation to Cairns Airport to attend meetings ○ Trimming work at the Cairns City Library ○ Will ask for the undergrowth under T3 & T5 to be cleared ○ Cairns City Library is scheduled to be painted in 2019 • Steven Bailey advised the committee: <ul style="list-style-type: none"> ○ Call for external quotes has now closed for the contract to monitor and deter Flying-foxes within the CBD. This currently excludes the Library Roost site. CRC will establish an evaluation panel to undertake a full scoring process to evaluate the quotes. ○ Flying-foxes numbers in the CBD outside of the library camp are currently low which is considered seasonal and normal for this time of year. • Dion Eades advised the committee: <ul style="list-style-type: none"> ○ Copy of draft DL brochure has been made available to the Committee; feedback is requested before the final draft is approved. Sera Steves will email Dion Eades with amendments ○ Web page review in progress Sera Steves to email Dion Eades with design and information amendments ○ Airport billboard has been declined by the committee ○ Way Finders are now out in the CBD ○ Need to build communication strategy for the release enclosure and education program 	Brett Spencer	30/08/2018	Complete
		Steven Bailey	30/08/2018	Complete
		Dion Eades	Next meeting	In progress
4	New and General Business			
	<ul style="list-style-type: none"> • Release Enclosure; <ul style="list-style-type: none"> ○ Site location investigation in progress, Marcelle Kentwell will advise updates via email on a weekly basis • VR concept of the Cairns City Library roost has been proposed as part of the interpretation and education program, is in consideration for the overall communication strategy with Dion Eades 	Brett Spencer, Marcelle Kentwell	Next meeting	In progress
		Maree Treadwell-Kerr, Dion Eades	Next meeting	In progress
			Next meeting	In progress

	<ul style="list-style-type: none"> Cairns Bat Festival is scheduled for Saturday 20 April 2019 with the preferred location at the Cairns Esplanade Western Lawn. Cairns Esplanade Venue Hire online link has been sent to BatSoc and Local Community events community grant to be discussed with Marcelle Kentwell outside the FFAC Cairns Oasis Novotel trees trimming begins the start of September 2018 Ecosure has advised the National Flying-fox forum will be held in Cairns on Thursday 8 November 2018 and Cairns Regional Council is the event sponsor. Marcelle Kentwell to work with Ecosure in regards to Council requirements Bat Carer assistance, Marcelle Kentwell to work with BatSoc to develop a Resource and Performance Agreement to assist carers for this financial year, this will occur in separate meetings at Kuranda Bats and Trees Society of Cairns; <ul style="list-style-type: none"> AGM will be held in October 2018 Bat Chats at the Cairns City Library 22 September to 7 October 2018 	Maree Treadwell-Kerr, Marcelle Kentwell Brett Spencer Marcelle Kentwell BatSoc, Marcelle Kentwell BatSoc BatSoc	30/08/2018 Next meeting Next meeting Next meeting 30/8/2018	Complete In progress In progress In progress Complete
9	Next meeting date: <ul style="list-style-type: none"> Council Chambers – Thursday 25 October 2018 	All	30/08/2018	Complete
10	Meeting Closed: 11.30am			

Note: These minutes are considered to be a true and accurate record of the meeting. Should you not agree with this record of the meeting please advise by return email within 48 hours of the time of receipt of these minutes.

ATTACHMENT 2 – MINUTES 2 NOVEMBER 2018

**Meeting Minutes**

Date	2 November 2018	Start Time	9.30am	Finish Time	11.00am	Location	Cairns Botanic Gardens Meeting Room
Meeting Purpose	Flying Fox Advisory Committee						
Attendees	Maree Treadwell-Kerr, Brett Spencer, Marcelle Kentwell, Cr John Schilling, Cr Ritchie Bates, Sera Steves, Dion Eades, Stephen Bailey, Steven Coulson, Mel Tortike						
Apologies	Dr. David Westcott, Dr. Martin Cohen, Rebecca Koller, Travis Mitchell						
Observers	One						

Actions and Agreements

No	What	Who	When	Complete
1	Meeting opened by Maree Treadwell-Kerr with welcome and acknowledgment of traditional owners, councillors and committee members.	Maree Treadwell-Kerr	02/10/2018	Complete
2	<p>Minutes of the Previous Meeting</p> <p>Recommendation: Minutes of the meeting held 30 August 2018 were adopted as a true and accurate record of the proceedings.</p> <p>Moved: Sera Steves</p>	Maree Treadwell-Kerr	02/10/2018	Complete

	<ul style="list-style-type: none"> Bat Tourism Trail – BatSoc to email link to FFAC and discuss with Dion about linking to Council website 	BatSoc	Next meeting	In progress
9	Next meeting date: <ul style="list-style-type: none"> Council Chambers – Thursday 31st January 2019 	All	02/11/2018	Complete
10	Meeting Closed: 11.30am			

Note: These minutes are considered to be a true and accurate record of the meeting. Should you not agree with this record of the meeting please advise by return email within 48 hours of the time of receipt of these minutes.

ATTACHMENT 3 – MINUTES 8 FEBRUARY 2019

**Meeting Minutes**

Date	8 February 2019	Start Time	9.30am	Finish Time	11.00am	Location	Barlow Park Corporate Room
Meeting Purpose	Flying Fox Advisory Committee						
Attendees	Brett Spencer, Marcelle Kentwell, Cr John Schilling, Cr Ritchie Bates, Dion Eades, Mel Tortike, Maree Treadwell-Kerr (conference call), Dr. David Westcott, Dr. Martin Cohen, Rebecca Koller, Travis Mitchell, Chris McCarthy, Daniel Guymer, Jade Monda, Lindsay Popple						
Apologies	Sera Steves.						
Observers	Seven						

Actions and Agreements

No	What	Who	When	Complete
1	Meeting opened by Martin Cohen with welcome and acknowledgment of traditional owners, councillors and committee members.	Dr. Martin Cohen	08/02/2019	Complete
2	Minutes of the Previous Meeting Recommendation: Minutes of the meeting held 2 November 2018 were adopted as a true and accurate record of the proceedings. Moved: Cr Schilling	Dr. Martin Cohen	08/02/2019	Complete

	Seconded: Cr Bates			
3	<p>Business Arising</p> <ul style="list-style-type: none"> • Dion Eades advised the committee; <ul style="list-style-type: none"> ○ Signage budget for Bat Chats is more effective by printing fewer signs, ○ Cancellation of Bat Chats is directed to the BatSoc Facebook page, ○ In wet weather is it approved to move the table under the bus station, ○ Banners need to be checked and either replaced or renewed. BatSoc to check and advise Dion. • Mel Tortike advised the committee; <ul style="list-style-type: none"> ○ The Thursday morning maintenance crew will be using a small marquee under the library trees to protect from bat droppings, ○ The marquee will dark green and that the 30% lift rule will apply, ○ Rebecca Koller has offered to speak to the Council crew about health and bats, ○ Mel Tortike to contact Wayne Mann to organise a time for the above talk. 	Dion Eades	Next meeting	In progress
		Mel Tortike	Next meeting	In progress
4	<p>New and General Business</p> <ul style="list-style-type: none"> • Heat Stress Event; <ul style="list-style-type: none"> ○ Dr. David Westcott explained how he counts the number of dead and percentage of decline from November 2004 to November 2018, is an 80-85% decline. ○ Dr. David Westcott has made a recommendation to the Minister to list the species as 'critically endangered', expects to hear outcome next week. • Flying-fox Draft Heat Stress Emergency Plan; <ul style="list-style-type: none"> ○ Marcelle Kentwell advised the plan is in draft and waiting for feedback from DES and CSIRO. 	Dr. David Westcott	Next meeting	In progress
		Marcelle Kentwell	Next meeting	In progress

	<ul style="list-style-type: none"> ○ Rebecca Koller and Travis Mitchell to communicate on internal design. ○ Maree Treadwell-Kerr has a risk assessment document for bat caring operations. <ul style="list-style-type: none"> • QLD government response to ABS letter to be conveyed next FFAC meeting; <ul style="list-style-type: none"> ○ Maree to table after hearing a response. • Update on current figures of flying-foxes statistics; <ul style="list-style-type: none"> ○ To provide next week via email. • Cairns Bat Festival is scheduled for Saturday 20 April 2019; <ul style="list-style-type: none"> ○ Waiting for the outcome of the grant application. • School Holiday Bat Chats at the Cairns City Library; <ul style="list-style-type: none"> ○ Future to be determined by BatSoc. • BatSoc Resource and Performance Agreement to assist carers for this financial year, going to plan. • Bat Tourism Trail – BatSoc to email link to FFAC and discuss with Dion about linking to Council website. • Community Education; <ul style="list-style-type: none"> ○ Develop an educational signage plan for Murray Street Park. ○ Maree Treadwell-Kerr to communicate with Dion Eades. • School Education; <ul style="list-style-type: none"> ○ Develop a virtual reality experience and use of drone where possible. 	<p>Maree Treadwell-Kerr</p> <p>Rebecca Koller</p> <p>BatSoc</p> <p>BatSoc</p> <p>BatSoc</p> <p>BatSoc</p> <p>Maree Treadwell-Kerr & Dion Eades</p> <p>BatSoc</p>	<p>08/02/2019</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>	<p>To table upon response</p> <p>In progress</p> <p>In progress</p> <p>In progress</p> <p>In progress</p> <p>In progress</p> <p>In progress</p> <p>In progress</p>
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8	Resolution of Committee <ul style="list-style-type: none"> • To review and update the Terms of Reference for the FFAC. • Current Terms of Reference attached <p>Moved: Dr. Martin Cohen Seconded: Dr. David Westcott</p>	FFAC	Next meeting	In progress
9	Next meeting date: <ul style="list-style-type: none"> • Botanic Gardens Visitor Centre Corporate Meeting Room – Thursday 4 April 2019 	All	08/02/2019	Complete
10	Meeting Closed: 11.30am			

Note: These minutes are considered to be a true and accurate record of the meeting. Should you not agree with this record of the meeting please advise by return email within 48 hours of the time of receipt of these minutes.

ATTACHMENT 4 – MINUTES 4 APRIL 2019

**Meeting Minutes**

Date	4 April 2019	Start Time	10.00am	Finish Time	11.00am	Location	Botanic Gardens Visitor Centre
Meeting Purpose	Flying Fox Advisory Committee						
Attendees	Brett Spencer, Marcelle Kentwell, Cr John Schilling, Dion Eades, Maree Treadwell-Kerr, Dr David Westcott (conference call), Dr Martin Cohen (conference call), Rebecca Koller, Travis Mitchell, Jade Monda, Lewis Defranciscis, Sera Steves, Linda Kirchner, Andrew D'Addonna (QLD Health), Carlie Thirlwell (QLD Health)						
Apologies	Cr Ritchie Bates Mel Tortike, Steve Coulson						
Observers	Five						

Actions and Agreements

No	What	Who	When	Complete
1	Meeting opened by Sera Steves with welcome and acknowledgment of traditional owners, councillors and committee members.	Sera Steves	04/04/2019	Complete
2	Minutes of the Previous Meeting Recommendation: Minutes of the meeting held 8 February 2019 were adopted as a true and accurate record of the proceedings. Moved: Cr Schilling	Sera Steves	04/04/2019	Complete

	Seconded: Maree Treadwell-Kerr			
3	<p>Business Arising</p> <ul style="list-style-type: none"> • Dion Eades advised the committee; <ul style="list-style-type: none"> ○ Acknowledgment to QLD Health for the previous meeting to partner with public communication projects regarding flying-foxes in the Cairns community. • Brett Spencer advised the committee; <ul style="list-style-type: none"> ○ Permit to disperse/relocate the Library Roost has been lodged to the Department of the Environment & Energy and waiting for the outcome. ○ Department of Environment and Science are to confirm that Council can disperse/relocate 'as-of-right' authority to manage flying-fox roosts. ○ Water and Waste works are going to plan and deterrent works apply to this site as per the code of practice. ○ Rebecca Koller has offered to speak to the Council crew about health and bats, Marcelle Kentwell to contact Wayne Mann to organise a date and time. 	Dion Eades	04/04/2019	Complete
		Brett Spencer	Next meeting	In progress
4	<p>New and General Business</p> <ul style="list-style-type: none"> • Flying-fox Draft Heat Stress Emergency Plan; <ul style="list-style-type: none"> ○ Marcelle Kentwell advised the plan is in draft and waiting for feedback from Department of Environment and Science. ○ Flying-fox heat stress plan will become part of Council over-arching Heat Stress Emergency Plan, still in discussion. ○ The working group meeting will be for early May 2019. 	Marcelle Kentwell	Next meeting	In progress
			04/04/2019	Complete

	<ul style="list-style-type: none"> • Memorandum of Understanding (MOU) between BatSoc and Cairns Regional Council would need further review and a clear objective. Brett Spencer advised that he cannot see the need for MOU at this time however will put to Council once the MOU document has been developed. • Release Enclosure; <ul style="list-style-type: none"> ○ Site works are on target and flood immunity is holding up well in the current wet weather. Cage to be erected next week (weather dependent) and Fencing to completed around the end of April (weather dependent). ○ Update and photos sent to the FFAC by email 4 April 2019. ○ Induction of Cairns Bat Carers to occur December 2019, Far North Qld Wildlife Rescue Bat Coordinator will contact Council when ready for this to take place. Brett Spencer has indicated a strong desire for the Wildlife Rescue Bat Coordinator to be Cairns based. • Terms of Reference Review; <ul style="list-style-type: none"> ○ All comments to Marcelle Kentwell and or Brett Spencer by 1 May 2019, to be prepared for the next report to Council. • Update on current figures of flying-foxes statistics; <ul style="list-style-type: none"> ○ Following a similar to last year. ○ Rebecca to email the FFAC in the near future. • BatSoc Resource and Performance Agreement to assist carers; <ul style="list-style-type: none"> ○ Grant monies have been used and RnP can be acquitted. ○ Total cost for Bat Care this season is estimated \$62 000, an average of \$100/animal. ○ 2019/2020 grant to be developed in September 2019 and include financial support for Wildlife Carers in Cairns. 	<p>Marcelle Kentwell</p> <p>Travis Mitchell</p> <p>All</p> <p>Rebecca Koller</p> <p>Rebecca Koller</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>	<p>In progress</p> <p>In progress</p> <p>In progress</p> <p>In progress</p> <p>In progress</p>
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	<ul style="list-style-type: none"> Cairns Bat Festival is scheduled for Saturday 4 May 2019 on the Western Lawn, Cairns Esplanade between 11 am to 4 pm. Sera Steves is the Festival Coordinator and aims to target the tourism and local business sectors. Easter School Holiday Bat Chats start at the Cairns City Library this Friday. BatSoc (Maree Treadwell-Kerr) is working on the current QLD Flying-fox legislation review with other Stakeholders Recruitment of Wildlife Carers in Cairns; <ul style="list-style-type: none"> BatSoc to liaison with Dion Eades to assist with marketing <p>Noted after meeting: Maree Treadwell-Kerr to send Jade Monda the tree species recommended for the revegetation on Arthur Strike Park in December 2019</p>	<p>Maree Treadwell-Kerr & Sera Steves</p> <p>Maree Treadwell-Kerr & Sera Steves</p> <p>Maree Treadwell-Kerr</p> <p>BatSoc</p> <p>Maree Treadwell-Kerr & Jade Monda</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>	<p>In progress</p> <p>In progress</p> <p>In progress</p> <p>In progress</p> <p>In progress</p>
9	<p>Next meeting date:</p> <ul style="list-style-type: none"> Barlow Park Corporate Room – Thursday 30 May 2019 	All	04/04/2019	Complete
10	Meeting Closed: 11.30am			

Note: These minutes are considered to be a true and accurate record of the meeting. Should you not agree with this record of the meeting please advise by return email within 48 hours of the time of receipt of these minutes.

ATTACHMENT 5 – MINUTES 27 JUNE 2019

**Meeting Minutes**

Date	27 June 2019	Start Time	9.30am	Finish Time	11.00am	Location	Spence St Committee Room
Meeting Purpose	Flying Fox Advisory Committee						
Attendees	Brett Spencer, Marcelle Kentwell, Cr John Schilling, Dion Eades, Maree Treadwell-Kerr, Jade Monda, Sera Steves, Linda Kirchner, Carlie Thirlwell, Jenny Maclean, Mel Tortike						
Apologies	Steve Coulson, Dr. David Westcott, Dr. Martin Cohen, Andrew D'Addonna						
Observers	Three						

Actions and Agreements

No	What	Who	When	Complete
1	Meeting opened by Maree Treadwell-Kerr with welcome and acknowledgment of traditional owners, councillors and committee members.	Maree Treadwell-Kerr	27/06/2019	Complete
2	Minutes of the Previous Meeting Recommendation: Minutes of the meeting held 4 April 2019 were adopted as a true and accurate record of the proceedings. Moved: Cr Schilling Seconded: Maree Treadwell-Kerr	Maree Treadwell-Kerr	27/06/2019	Complete

	<ul style="list-style-type: none"> ○ Induction of Cairns Bat Carers to occur December 2019. ○ Revegetation of site will be the 1st Sunday in December – Tropical Tree Day with a capacity to plant 600 trees <ul style="list-style-type: none"> ● Update on current figures of flying-foxes statistics; <ul style="list-style-type: none"> ○ Rebecca is collecting statistics and will email Jenny Maclean. ○ Jenny Maclean will present statistics at future meetings. ○ Jenny Maclean mentioned there is a higher number of bats in care from this time last year, mainly due to ticks and barb wire. ○ Rebecca has est. 200 bats currently in care ● School Holiday Bat Chats start at the Cairns City Library this Friday. ● Bat Carer Program in progress to build a volunteer base. 	Jenny Maclean	Next meeting	In progress
		Sera Steves	27/06/2019	Complete
		Maree Treadwell-Kerr & Sera Steves	Next meeting	In progress
9	Next meeting date: <ul style="list-style-type: none"> ● Spence Street Committee Room – Thursday 26 September 2019 	All	27/06/2019	Complete
10	Meeting Closed: 11.00am			

Note: These minutes are considered to be a true and accurate record of the meeting. Should you not agree with this record of the meeting please advise by return email within 48 hours of the time of receipt of these minutes.

ATTACHMENT 6 – FLYING FOX ADVISORY COMMITTEE – TERMS OF REFERENCE

CAIRNS REGIONAL COUNCIL



General Policy

FLYING FOX ADVISORY COMMITTEE - TERMS OF REFERENCE

- Intent** Council wishes to engage the community and vested stakeholders in assisting with the education and awareness t of flying-foxes in the Cairns Regional Council area as per its Management Approach adopted by Council on 29 July 2015 (#4391461).
- Scope** The Flying Fox Advisory Committee (FFAC), referred hereafter as the Advisory Committee, will provide advice, advocacy, reporting, a monitoring and reporting roles, community feedback and recommendations to Council and Council officers in relation to matters of education and awareness strategies. The FFAC will contribute to the on-going development and implementation of flying-fox education, awareness strategies and animal welfare support to the community of Cairns.

OBJECTIVES

The Advisory Committee will have the opportunity to assist Council to provide a communication linkage to and from Council to sector interest groups, and the community in general. This Advisory Committee will enable Council to be better informed how to raise awareness and education about flying-foxes.

RESPONSIBILITIES

The primary responsibility of this Advisory Committee is to work in partnership with Cairns Regional Council to increase the understanding of issues relating to the education and awareness of flying-foxes particularly in an urban setting. At all times the Advisory Committee is to be aware of its obligations and responsibilities to the wider community of the Cairns Regional Council local government area.

All communication with the media will be undertaken by Council unless otherwise approved by the CEO or delegate. Advisory Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Advisory Committee or the matters of interest to the Advisory Committee without the authority of Council. Advisory Committee members must at all-time act in the best interests of Council.

The Advisory Committee uses its expertise, influence and local knowledge to provide feedback to Council on its adopted education and awareness strategies. The Advisory Committee is responsible for:

- Initiating and Interpreting research material for the purposes of developing community education and awareness strategies and programs.
- Undertaking projects, programs and activities that raise the awareness and education of the communities understanding of flying-fox behaviour and their importance to biodiversity.
- Providing quarterly reports to Councils on the effectiveness of its adopted education and awareness of flying-foxes in the Cairns Regional Council area.
-
- Providing recommendations to Council on other matters pertaining to the education and awareness of flying-foxes in the Cairns Regional Council area.
- Provide a monitoring and reporting role on various aspects of maintaining a healthy flying-fox population. This can include but is not limited to guidance on the likely behaviours during different times of the year and during times of environmental stress.

Any advice from the Advisory Committee is non-binding and adoption will be at the discretion of Council.

Should any conflict of interest arise, it is the obligation of the Advisory Committee member to declare that conflict and act accordingly or as directed by the CEO's delegate on the Advisory Committee, being the Manager Community Development.

ADMINISTRATION

Membership

Membership of the Advisory Committee is voluntary in capacity and no reward or remuneration is permissible.

The Advisory Committee comprises of 9 people from the local community and one (1) nominated Council Officer.

Call for membership (or replacement of members) of the Advisory Committee is by public advertisement. Council shall appoint Committee members based on their skills, expertise, knowledge and abilities. It is important that the membership as a whole has sufficient breadth of experience and skills to represent the needs and aspirations of the broader community. Committee membership will be for the balance of the term of the current Council, unless changed by Council resolution.

To be eligible for membership of the Advisory Committee, potential members must:

- Have strong and demonstrable community links and knowledge.
- Be able to represent the community through an understanding and expertise regarding the requirements of flying-fox education and welfare.
- Be committed to working in partnership with the Cairns Regional Council to achieve successful and productive outcomes.

Committee Structure

To ensure adequate participation the committee structure will include:

- 2 Specialist practitioners and advisors as deemed necessary by Cairns Regional Council.
- 2 Community representatives, (not representing an animal welfare group).
- 2 Endorsed Elected members of the Cairns Regional Council.
- 1 representative from a suitable animal welfare group.
- 1 representative from State and or Federal Government agencies.
- Council officers as determined by the CEO.

Council retains the right to appoint additional members should the need arise during the term of Council or private persons to participate for short periods of time either as members or advisors.

Advisory Committee members are required to act impartially and represent the interests of the broader community or their particular agency above their personal interests. Whilst members have a role in providing specific sector or interest group opinions, the Advisory Committee must on balance strive to meet the needs and aspirations of the whole community in an unbiased and objective manner.

Council appoints the Advisory Committee Chair. The Chair will be empowered by Council to ensure the good order and conduct of the Advisory Committee meetings.

Members of the Advisory Committee are to adhere to Cairns Regional Council's Code of Conduct Admin Instruction at all times. Failure to adhere to the Code of Conduct shall result in termination of membership.

Councillors are welcome to attend Advisory Committee meetings in an observer capacity so that Councillors can fulfil their obligations and responsibilities under the *Local Government Act 2009*. Only Councillors endorsed by full Council by resolution are entitled to propose recommendations for the Advisory Committees consideration.

The Manager Community Development or delegate will be present at all meetings and will approve the attendance of deputations or external agency/organisation or individual presentations to the Advisory Committee.

Meetings

QUORUM

- The quorum for any meeting will be five (5) committee members.
- Where a quorum is not reached for any particular meeting, the Advisory Committee may decide to:
 - Proceed with the meeting as an informal meeting. Determinations of the meeting will be noted as discussion and ratified at the next formal meeting.
 - Postpone the meeting to another time.

Should the Chair be absent then a Council officer will be selected by the Manager Community Development, or delegate, to preside for that meeting.

The Manager Community Development, or delegate, has the function and responsibility for the preparation of meeting agendas and minutes. The dates, times, agenda and meeting minutes will be displayed on Council's webpage and information will be provided to members electronically.

Members are required to demonstrate due diligence by their preparation, attendance and participation in Advisory Committee meetings.

Meetings shall be held monthly to commence with, however will revert to bi-monthly or quarterly as deemed by the Advisory Committee at the appropriate time. Special meetings of the Advisory Committee may be convened at the request of the Chair.

The Advisory Committee meetings will be regularly hosted at a Council facility however can be convened at other venues as agreed by the membership.

Where a member fails to attend three (3) consecutive meetings without providing an apology or excuse, or is demonstrably unable to maintain an adequate level of participation or meet the responsibilities of membership, it shall be recommended to replace with a new appointee of the same category.

Authority

The Advisory Committees role is limited to the provision of advice on education and awareness strategies and to act as a conduit for community feedback.. The Advisory Committee or its members have no authority over staff and should not get involved in day to day operational issues of Council and may not direct staff in any matter or action.

All members of the Advisory Committee have access to the Chair so that emergent matters can be tabled for consideration at Advisory Committee meetings in general business.

Council Reporting

The Manager Community Development, or delegate, ensures that (endorsed) minutes of the Advisory Committee meetings are tabled for Council consideration following each meeting and to the next available and appropriate committee of Council. The Advisory Committee Chair may be invited to address the Council Committee meeting should the need arise.

Confidentiality

All matters discussed at Advisory Committee meetings together with all material provided to members of the Advisory Committee is for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release unless so directed by the Chair for the purposes of sector / community engagement.

All matters discussed by the Advisory Committee will be in accordance with the requirements of the *Information Privacy Act* and *Right to Information Act*. The views of other Advisory Committee members will be treated with respect but will not be discussed with external parties.

Performance Indicators

- At least four (4) meetings each year.
- Regular attendance by a minimum of five (5) Advisory Committee members.
- Regular contact and communication with individual Advisory Committee members.
- Quarterly reports to Council on the effectiveness of the flying-fox education and awareness strategies have been achieved.
- Annual list of Council outcomes that have been based on the guidance, direction and recommendations of the Advisory Committee.

- Changes and/or additions to Council policies and procedures that have been a direct result of Advisory Committees input and recommendations.

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This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: Community, Sport & Cultural Services

ORIGINALLY ADOPTED: 16/09/2015

CURRENT ADOPTION: 09/01/2018

DUE FOR REVISION: 09/01/2022

REVOKED/SUPERSEDED:

**John Andrejic
Chief Executive Officer**

FLYING FOX ADVISORY COMMITTEE – TERMS OF REFERENCE (AMENDMENTS)

CAIRNS REGIONAL COUNCIL



General Policy

FLYING FOX ADVISORY COMMITTEE - TERMS OF REFERENCE

Intent Council ~~wishes seeks to continue to~~ engage ~~with~~ the community and vested stakeholders in assisting with the education and awareness management of flying-foxes ~~Flying Foxes~~ in the Cairns Regional Council area as per its Management Approach adopted by Council on 29 July 2015 (#4391481).

Scope The Flying Fox Advisory Committee (FFAC), referred hereafter as the Advisory Committee, ~~will provide~~ advice, advocacy, reporting, a monitoring and reporting roles, community feedback and recommendations to Council and Council officers in relation to matters of education and awareness strategies, ~~and report quarterly to Council on the progress and effectiveness of the Management Approach. The FFAC will contribute to the on-going~~ development and implementation of flying-fox education, awareness strategies and animal welfare support to the community of Cairns.

OBJECTIVES

The Advisory Committee will have the opportunity to assist Council to provide a ~~vital~~ communication linkage to and from Council to sector interest groups, ~~state agencies~~ and the community in general. This Advisory Committee will enable Council to be better informed how to raise awareness and education about flying-foxes. Through this Advisory Committee, Council is better informed of the community's aspirations and expectations in regard to raising awareness and education about flying foxes. In addition, the Advisory Committee provides a mechanism for Council to engage with the broader community during future policy formulation and future direction setting on its strategic approach to the management of these animals and their habitat in the Cairns Regional Council area.

RESPONSIBILITIES

The primary responsibility of this Advisory Committee is to work in partnership with Cairns Regional Council to increase the understanding of issues relating to the education and awareness of flying-foxes management of flying-foxes particularly in an urban setting. At all times the Advisory Committee is to be aware of its obligations and responsibilities to the wider community of the Cairns Regional Council local government area.

All communication with the media will be undertaken by Council unless otherwise approved by the CEO or delegate. Advisory Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Advisory Committee or the matters of interest to the Advisory Committee without the authority of Council. Advisory Committee members must at all-time act in the best interests of Council.

The Advisory Committee uses its expertise, influence and local knowledge to provide feedback to Council on its adopted education and awareness strategies, management approach. The Advisory Committee is responsible for:

- Initiating and Interpreting research material for the purposes of developing community education and awareness strategies and programs.
- Undertaking projects, programs and activities that raise the awareness and education of the communities understanding of ~~flying-fox~~ the flying-fox's behaviour and their importance to biodiversity.
- Providing quarterly reports to Councils on the effectiveness of its adopted ~~education and awareness of flying-foxes in the Cairns Regional Council area~~ management approach.

#4838605/76128856

- Providing recommendations to Council on other matters pertaining to the education and awareness of flying-foxes management of flying-foxes in the Cairns Regional Council area.
- Provides a monitoring and reporting role on various aspects of maintaining a healthy flying-fox population in relation to the active management of the CBD Library Camp to encourage flying-foxes to move to a safer environment. This can include but is not limited to guidance on the likely behaviours during different times of the year and during times of environmental stress.

Any advice from the Advisory Committee is non-binding and adoption will be at the discretion of Council.

Should any conflict of interest arise, it is the obligation of the Advisory Committee member to declare that conflict and act accordingly or as directed by the CEO's delegate on the Advisory Committee, being the Manager Community Development, Parks and Leisure.

ADMINISTRATION

Membership

Membership of the Flying Fox Community Advisory Committee is voluntary in capacity and no reward or remuneration is permissible.

The Advisory Committee comprises of 9 people from the local community and one (1) nominated Council Officer.

Total membership comprises as follows:

- specialist practitioners and advisors as deemed necessary by Cairns Regional Council
- two community representatives, (not representing an animal welfare group)
- endorsed elected members of the Cairns Regional Council
- one representative from a suitable animal welfare group
- one representative from the State and Federal Government's EHP agencies
- Council officers as determined by the CEO.

Call for membership community and animal welfare group representation (or replacement of members) of the Advisory Committee is by public advertisement. Council shall appoint Advisory Committee members based on their skills, expertise, knowledge and abilities. It is important that the membership as a whole has sufficient breadth of experience and skills to represent the needs and aspirations of the broader community. Advisory Committee membership will be for the balance of the term of the current Council, unless changed by Council resolution, during this period.

To be eligible for membership of the Advisory Committee, potential members must:

- Have strong and demonstrable community links and knowledge.
- Be able to represent the community through an understanding and expertise regarding the requirements of flying-fox education and welfare.
- Be committed to working in partnership with the Cairns Regional Council to achieve successful and productive outcomes.

Committee Structure

To ensure adequate participation the committee structure will include:

- 2 Specialist practitioners and advisors as deemed necessary by Cairns Regional Council.
- 2 Community representatives, (not representing an animal welfare group).
- 2 Endorsed Elected members of the Cairns Regional Council.
- 1 representative from a suitable animal welfare group.
- 1 representative from State and or Federal Government agencies.
- Council officers as determined by the CEO.

Council retains the right to appoint additional members should the need arise during the term of Council or private persons to participate for short periods of time either as members or advisors.

Advisory Committee members are required to act impartially and represent the interests of the broader community or their particular agency above their personal interests. Whilst members have a role in providing specific sector or interest group opinions, the Advisory Committee must on balance strive to meet the needs and aspirations of the whole community in an unbiased and objective manner.

Council appoints the Advisory Committee Chair. The Chair will be empowered by Council to ensure the good order and conduct of the Advisory Committee meetings.

Members of the Advisory Committee are to adhere to Cairns Regional Council's Code of Conduct Admin Instruction at all times. Failure to adhere to the Code of Conduct shall result in termination of membership.

Councillors are welcome to attend Advisory Committee meetings in an observer capacity so that Councillors can fulfil their obligations and responsibilities under the *Local Government Act 2009*. Only Councillors endorsed by full Council by resolution are entitled to propose recommendations for the Advisory Committees consideration.

The Manager Community Development or delegate will be present at all meetings and will approve the attendance of deputations or external agency/organisation or individual presentations to the Advisory Committee.

Meetings

QUORUM

- The quorum for any meeting will be five (5) committee members.
- Where a quorum is not reached for any particular meeting, the Advisory Committee may decide to:
 - o Proceed with the meeting as an informal meeting. Determinations of the meeting will be noted as discussion and ratified at the next formal meeting.
 - o Postpone the meeting to another time.

A quorum consists of half, plus 1 of the members endorsed via Council resolution. Should the Chair be absent then a Council officer will be selected by the Manager Community Development, or delegate, to preside for that meeting.

The Manager Community Development, or delegate, has the function and responsibility for the preparation of meeting agendas and minutes. Council is committed to sustainability and as such this Advisory Committee operates in an environmentally sustainable manner. The dates, times, agenda and meeting minutes will be displayed on Council's webpage and information will be provided to members electronically.

Members are required to demonstrate due diligence by their preparation, attendance and participation in Advisory Committee meetings.

Meetings shall be held monthly to commence with, however will revert to bi-monthly or quarterly as deemed by the Advisory Committee at the appropriate time. Special meetings of the Advisory Committee may be convened at the request of the Chair.

The Advisory Committee meetings will be regularly hosted at a Council facility however can be convened at other venues as agreed by the membership.

Where a member fails to attend three (3) consecutive meetings without providing an apology or excuse, or is demonstrably unable to maintain an adequate level of participation or meet the responsibilities of membership, it shall be recommended to replace with a new appointee of the same category.

Authority

As the Advisory Committees role and responsibility is limited to the provision of advice on education and awareness strategies and to act as a conduit for community feedback, advocacy, reporting and community feedback there are no formal voting rights and members must respect and abide by any subsequent decision of Council arising out of the Advisory Committee endorsed minutes.

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The Advisory Committee or its members have no authority over staff and should not get involved in day to day operational issues of Council and may not direct staff in any matter or action.

All members of the Advisory Committee have access to the Chair so that emergent matters can be tabled for consideration at Advisory Committee meetings in general business.

Council Reporting

The Manager Community Development, or delegate, ensures that (endorsed) minutes of the Advisory Committee meetings are tabled for Council consideration following each meeting quarterly and to the next available and appropriate committee of Council. The Advisory Committee Chair may be invited to address the Council Committee meeting should the need arise.

Confidentiality

All matters discussed at Advisory Committee meetings together with all material provided to members of the Advisory Committee is for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release unless so directed by the Chair for the purposes of sector / community engagement.

All matters discussed by the Advisory Committee will be in accordance with the requirements of the *Information Privacy Act* and *Right to Information Act*. The views of other Advisory Committee members will be treated with respect but will not be discussed with external parties.

~~All communication with the media will be undertaken by Council unless otherwise approved by the CEO or delegate. Advisory Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Advisory Committee or the matters of interest to the Advisory Committee without the authority of Council.~~

Performance Indicators

- ~~a~~At least four (4) meetings each year.
- ~~r~~Regular attendance by a minimum of five (5) Advisory Committee members.
- Regular monthly contact and communication with individual Advisory Committee members.
- ~~Advisory Committee member's positive satisfaction ratings with each meeting; and that the issues raised and outcomes being achieved and delivered are seen as being valued by Council and meaningful and relevant to the endorsed Flying Fox Management Approach~~
- qQuarterly reports to Council on the effectiveness of the flying-fox education and awareness strategies Flying Fox Management Approach have been achieved.
- ~~a~~Annual list of Council outcomes that have been based on the guidance, direction and recommendations of the Advisory Committee.
- ~~c~~Changes and/or additions to Council policies and procedures that have been a direct result of Advisory Committees input and recommendations.

This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review:

Community, Sport & Cultural Services

ORIGINALLY ADOPTED: 16/09/2015

CURRENT ADOPTION: 09/01/2018

DUE FOR REVISION: 09/01/2022

REVOKED/SUPERSEDED:

John Andrejic
Chief Executive Officer

ATTACHMENT 2: Composition of the Flying Fox Advisory Committee**FLYING FOX ADVISORY COMMITTEE**

Name	Organisation
Dr. Martin Cohen	Wildlife Ecologist
Dr. David Westcott	Principal Research Scientist (CSIRO)
John Schilling Division 2	Nominated Elected Member
Ritchie Bates Division 5	Nominated Elected Member
Maree Treadwell Kerr	Community Representative
Sera Steves	Community Representative
Jenny Maclean	Representative from the animal welfare group
Steven Coulson	Federal or State Government Officer
Brett Spencer	Cairns Regional Council Appointed Officer

ATTACHMENT 7 – FLYING FOX DEBRIEF REPORT – CAIRNS CITY LIBRARY – HEAT STRESS EMERGENCY EVENT

Flying-fox debrief – Cairns City Library – Heat Stress Emergency Event

DATE: MONDAY 11 FEBRUARY TO FRIDAY 22 FEBRUARY 2019

INTRODUCTION

A flying-fox heat stress emergency event was activated on Monday afternoon 11 February at the Cairns City Library due to the animals' behaviour indicating that they were suffering from heat stress. The behaviour was a stage of clustering and clumping and situated very low in the trees which are all indications of heat stress for the flying-fox, hence between Cairns Regional Council and FNQ Wildlife Rescue a full triage activation was planned for Tuesday to Thursday 12 – 14 February 2019. The triage was activated successfully over these days.

Due to the pending weather forecast for temperatures to reoccur in the high 30s the following week for Wednesday and Thursday, the infrastructure of the triage was to remain in place and the area cordoned off until the following week. A full triage was again activated on Tuesday morning 19 February (10 am) through to 5 pm on Friday 22 February 2019. The high temperature of the second week resulted in higher deaths and in-care for the flying-foxes.

The successful process and support for a full triage requires input from a number of different stakeholders, mainly Cairns Regional council services and supplies, and volunteer support and efforts from FNQ Wildlife Rescue. It must be noted that working conditions are adverse due to the heat and that services needed to be provided in a very short timeframe.

This document will detail the timeframe of the event, fatality and in-care numbers, list of stakeholders, list of resources, cost summary and notes for improvement for a future event.

FATALITY AND IN-CARE NUMBERS

- Live 91 (City Library) however 10 have died in care
- Deceased– 132 (City Library). 12 (Anderson Street).

Live: final number 81

Deceased: final number 144

**** Tally @ Monday 25 February 2019**

TIMELINE

Date	Comment
Monday 11 Feb	<ul style="list-style-type: none"> • Marcelle sent Rebecca an email (1.00pm) to check on the library roost and temperature is 37 degrees with low humidity, as a precaution. • Met with Wildlife Carer on-site (2.15pm) and declare that triage will be needed to set-up tomorrow as Flying-foxes are suffering from heat stress and acting erratic. • Met with Dave Parsons on-site and he will organise fencing/barriers to be in place 6 am on Tuesday morning. • Buy Wildlife carer some laundry baskets to help collect live on Monday afternoon, that had already dropped to the ground
Tuesday 12 Feb	<ul style="list-style-type: none"> • Fencing and barriers in place at 6 am. • Triage is erected with the help of Esplanade team by 10 am. • Irrigation turned on hourly. • Report from Rebecca that no other camps are affected. • Yellow bin and bags are already on-site. • Organise free parking for Wildlife carers at the library. • Buy wire cages and cooling mats from Pet Barn by 12noon. • Buy esky, ice, food, drinks by 12noon. • Buy spray bottles by 12noon.
Wednesday 13 Feb	<ul style="list-style-type: none"> • Irrigation signage put-up. • Dr. Tania Bishop is providing triage advice over the phone to Wildlife carers. • General green bin for triage delivered with extra green bags. • Supply extra sharps bin. • CSIRO contacted asking if they want to provide a freezer and collect the deceased bats. (declined) • Win News 9 arrive on-site to interview Wildlife carers. • ABC interview Wildlife carer. • Triple M Interview Wildlife carer. • Buy a box of 10ml syringes. • Buy ice, food, drinks.
Thursday 14 Feb	<ul style="list-style-type: none"> • Provide extra high vis vests to Wildlife carers for WHS purposes. • Start the water truck service along Aplin, Lake and Abbott Sts, every 1.5 hours to cool roosts in the medium strips. • Buy 30m hose and spray extension head. • Buy ice, food, drinks plus cleaning items. • Signage in medium strips is not allowed. • Council sends out Media Release – do not touch. • Win News on-site again to interview. • Cairns Hospital distributes its own media statement and health warning. • Check Anderson Street camp at 4 pm, couldn't find any deceased bats.
Friday 15 Feb to Mon 18 Feb	<ul style="list-style-type: none"> • Triage in activation until 4 pm. • Buy ice, food, drinks.

Date	Comment
	<ul style="list-style-type: none"> • Triage infrastructure to remain in place over the weekend in case Wildlife carers need to activate or can use when on-site making checks. • Barriers/Fencing to remain in place over the weekend due to slip hazard. • Irrigation and water truck on standby until Tuesday. • Wildlife free parking extended until the following Friday. • Empty green waste bin into the dumpster (already on-site).
Tuesday 19 Feb	<ul style="list-style-type: none"> • Advise that Wildlife carers will be in full triage Wednesday to Friday. • Signage put up: Wildlife Rescue in progress, do not enter. • Irrigation reactivated for the rest of the week. • Water Truck reactivated for the rest of the week. • Marquee and 1 table replaced as requested by Tim Dendle. • Clean-up assessment and actions completed (Wayne/Marcelle) as directed by Tim.
Wednesday 20 Feb	<ul style="list-style-type: none"> • Triage in activation until 10pm. • Buy ice, food, drinks. • All council services in operation. • Buy hose replacement head.
Thursday 21 Feb	<ul style="list-style-type: none"> • Triage in activation until 10pm. • Buy ice, food, drinks. • All council services in operation.
Friday 22 Feb	<ul style="list-style-type: none"> • Triage in activation until 10pm. • Buy ice, food, drinks. • All council services in operation until 4pm. • Need Yellow bin emptied and replace with 2 yellow bins for 1 week, plus a packet of yellow bags. • Triage was packed down by 6 pm. • Wildlife carers doing 3 daily checks over the weekend.

STAKEHOLDERS AND ROLES

- **Cairns Regional Council**

Marcelle Kentwell – CRC coordinator
 Dan Mosbauer – Irrigation
 Jamie Miano & Matt Beh - Water Truck
 CBD Regulated Parking – Parking
 Wayne Mann & Dave Parsons – Cairns Works Services
 Dion Eades – Communications
 Eamonn Gilbert – infrastructure
 Samantha Kay-Spratley – Yellow Bins
 Tim Dendle – Library Services

- **FNQ Wildlife Rescue & BatSoc**

- Rebecca Koller and Amanda Milligan – Wildlife rescue coordinators
- Numerous wildlife carers – vaccinated and operating under the FNQ Wildlife Rescue Permit.

- Jessie Smart (FNQ Wildlife)
- Kim Sandford (FNQ Wildlife)
- Rebecca Mansfield (FNQ Wildlife)
- Lisa Thomson (FNQ Wildlife)
- John Potter (FNQ Wildlife)
- Sharlene Hudson (FNQ Wildlife)
- Chanika Tweeddale (FNQ Wildlife public relations)
- Gaby Schierenbeck (BatSoc & FNQ Wildlife)
- Maree Kerr (BatSoc & FNQ Wildlife)
- Heather Owen (FNQ Wildlife)

Other

- Sophie Barrett (Council)
- Michelle O'Loughlin (Council)
- Monica Hayes
- Shai Ager (The Agile Project)
- Tanya Jones (Tanyas Wildlife Care)

PURPOSE OF WATER TRUCK – TREES IN ROAD MEDIANS

Trees located in within the road footprint are often surrounded by asphalt and pavements that have been found to heat up to +60 degrees and radiate excess heat back into the environment. Spraying the road surface adjacent to the tree area reduces the temperature of the road seal under resulting in lower reflective heat. The spraying also increases the humidity under these trees giving relief to the flying-foxes and allowing them to move higher up into the tree. This will also reduce the risk to the general public that park and drive along these medium strips.

COST SUMMARY:

Items	Cost
Replace Esplanade infrastructure	\$681.70
Pet Barn – cages and cooling mats	\$559.23
Food and Drinks for Volunteers	\$456.55
Signage – Irrigation times	\$303.00
Signage – Wildlife Rescue in Progress	\$247.12
Hose and Fittings	\$89.30
Box of 10ml syringes	\$60.72
Esky on wheels	\$56.85
Washing baskets and Spray bottles	\$46.90
Ice	\$33.60
Parking	\$19.20
Water Truck service	\$1,189.98
Water and Ziplock bags (Nov 18)	\$31.94
Ice (Nov 18)	\$13.18
Signage (Nov 18)	\$201.82
Freezer for dead bats (Nov 18)	\$1,378.40
Extra Yellow Bin Service for 1 week	\$180.00
TOTAL	\$5,549.49

NOTES FOR FUTURE EVENTS

- Recommend that a register is kept of Wildlife Rescuers and any other people on-site that are given a short induction, to understand PPE requirements, and what their role will entail.
- Recommend that a First Aid is on-site.
- Recommend that FNQ Wildlife Rescue have a dedicated person to manage the media.
- Recommend that a break-out area (outside the triage) is provided for volunteers to break.
- Recommend that backpack sprayers be introduced as part of operations.
- Ensure everyone is wearing correct PPE and taking adequate rests/rotations.

ATTACHMENT 8 – FLYING FOX EMERGENCY HEAT STRESS PLAN

**Cairns Region Council
Flying-Fox Emergency Action Plan: Heat Stress Event**

BACKGROUND

- Importance of Spectacled Flying-Fox to the Wet Tropics bioregion
- Risk Analysis

PART 1 ADMINISTRATION

- Introduction
- Purpose
- Objectives
- Strategic Framework
- Structure and Governance
- Agency Roles and Responsibilities
- Factors for consideration for Operations

PART 2 EMERGENCY RESPONSE HUMAN RESOURCES

- Emergency Response Coordinators
- Emergency Response Team

PART 3 SCOPE & RISK MANAGEMENT ROOSTS

- Scope
- Flying-fox Roost Context
- Weather and Climate effects

PART 4 PREPAREDNESS

- Triggers
- Event Coordination
- Cycle for response preparedness
- Communication between Operational Responders
- Communication and Media
- Response Capability/Operational Limitations

PART 5 RESPONSE

- Initial Impact Assessment
- Response Logistics
- Media Management
- Management of Volunteers
- Roles, Actions and Responsibility

PART 6 EVENT COORDINATION

- Event Coordination
- Phases and actions and tasks
- Response Sizing and Scale
- Wildlife Carers Response

PART 7 HUMAN HEALTH & SAFETY

- Human Health & Safety
- Zoonosis

PART 8 RECOVERY

- Recovery Coordination
- Community Communication and Warning
- Response Capability/Operational Limitations

PART 9 REVIEW

- Debrief and Review
- Evaluation Guidelines

APPENDIX

- Event Management Plan

Introduction

The need for a Cairns Region Flying-Fox Emergency Action Plan - Heat Stress Event is evident by the November 2018 heat stress event which saw the loss of estimated 30,000 Spectacled Flying Foxes due to unprecedented temperatures over 3 days.

Cairns Regional Council recognises that Spectacled Flying Foxes (SFF) is currently listed as a national-significant threatened species and that the species' welfare in the local government area is managed by multiple agencies. Council's coordination of The Plan is consistent with Council's holistic, long-term approach to Flying-Fox management, supported by the Flying Fox Advisory Committee.

Purpose

This Flying-fox Emergency Action Plan – Heat Stress details the actions that agencies and community groups are recommended to take in response to a heat stress event.

The purpose of the Flying-fox Emergency Plan – Heat Stress (FFHS) is to:

- Effectively manage the risk to the community,
- Inform responses within Government and non-government agencies,
- Promote effective liaison between the Council and other agencies involved.

Objectives

The Objectives of the Flying-fox Emergency Plan – Heat Stress (FFHS) is to facilitate the implementation of effective and efficient emergencies strategies and arrangements including:

- The development, review, and assessment of effective FFHS management for the local government area, including arrangements for mitigating, preventing, preparing for, responding to and recovering from a heat stress event,
- Clarify the roles and responsibilities of agencies involved in the FFHS operations and management in the area,
- Coordination of the heat stress emergency operations and activities relating to the FFHS management performed by the agencies,
- Strategies and priorities for FFHS management of the affected roosts,
- The development, implementation, and monitoring of priorities for FFHS management for the local government area and,
- Manage public health risks associated with FFHS events.

Strategic Framework

Flying-fox Emergency Plan - Heat Stress management in the Cairns Region will sit under the with the Council's Local Disaster Management Plan and connected to the BOM Special Weather Forecasting Working Group which is currently in development. This is achieved by:

- Ensuring a comprehensive, all hazards, all agencies approach by achieving the right balance of prevention, preparedness, response, and recovery.
- Adopting an integrated approach to ensure the engagement of all stakeholders, recognising no single agency can manage it alone
- Engaging a cycle of continuous improvement through knowledge, collaboration, communication, and evaluation.

Structure and Governance

All wildlife response efforts must be coordinated, enacted and carried out in compliance with the Commonwealth and Queensland state law being *Queensland Nature Conservation Act 1992* and the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act), for the species *Pteropus conspicillatus* (Spectacled Flying-fox).

Commonwealth Legislation

The Australian Government Department of the Environment (DotE) administers the *Environmental Protection and Biodiversity Conservation (EPBC) Act 1999*. This Act provides a legal framework for the protection and management of Commonwealth areas.

Commonwealth Legislation	Purpose	Authority
Environmental Protection Amendment Act 2003	Management of Australia's environment	DotE
Environmental Protection and Biodiversity Conservation Act 1999	Protection of Australia's environment and biodiversity values	DotE
Environmental Protections Biodiversity Conservation Regulations 2000	Protection of Australia's environment and biodiversity values	DotE

State Legislation

Department of Environment and Science

The Queensland Government appreciates that flying-fox roosts can be a source of unpleasant noise and smells in some places and recognizes the need for flying-fox management arrangements to achieve a balance between addressing the concerns of impacted residents with the need to protect and retain flying-fox populations in the wild which play an essential role as pollinators for many native plant species.

A balanced approach to flying-fox roost management empowers local governments to act more responsibly in the interests of their communities when flying-fox roosts are causing problems.

The Department of Environment and Science (DES) is the lead agency in Queensland for management of SFF. DES has the responsibility and statutory authority to treat, protect and destroy wildlife as outlined in the *Queensland Nature Conservation Act 1992*.

DES State Legislation	Purpose	Authority
Queensland Nature Conservation Act 1992	Management Flying-fox roosts	DES
Wet Tropics World Heritage Protection and Management Act 1993		WTHP

Queensland Health– *Public Health Act 2005*

The aim of this Act is to protect and promote the health of the Queensland public. The Act provides the basic safeguards necessary to protect public health through cooperation between the State Government, local governments, health care providers and the community.

Although Qld Health is the custodian of the *Public Health Act 2005*, Local Government are required to ensure compliance with certain aspects of the Act, for which Qld Health have no direct responsibility. (QLD Health 2019).

Section 10 of the Public Health Act outlines public health risks for which responsibility sits with either the Local Government and/or Queensland Health. The section that relates to Bats (section 11 (1)(b)(vi)) sits with Local Government to enforce. As such although Queensland Health can provide advice and assistance in identifying and assessing public health risks were required the responsibility for managing these risks sits with Council, in particular, the Environmental Health Team.

QLD Health State Legislation	Purpose	Authority
The Public Health Act 2005	Protect and promote public health	QLD Health / CRC
Public Health Regulation 2018	Specific measures to prevent and control public health risks	QLD Health / CRC
QLD Health Heatwave Response Plan	Outline the arrangements for heatwaves in Queensland	QLD Health

Local Government

Local governments' as-of-right authority to manage flying-fox roosts.

The government also recognises the important role local governments continue to play in managing issues around flying-fox roosts in urban areas. Local governments have an as-of-right authority under the *Nature Conservation Act 1992* (the Act) to manage flying-fox roosts in Urban Flying-Fox Management Areas (UFFMA).

The as-of-right management activities are limited to non-lethal methods, and may only be undertaken in accordance with the [Code of practice—Ecologically sustainable management of flying-fox roosts](#) (PDF, 393K) The code of practice ensures acceptable welfare outcomes for flying foxes.

If a local government does commit to roost management activities under the code of practice, it has a number of actions at its disposal including destroying a roost, dispersing the roost, or modifying a part of the roost through tree trimming and/or removal of roost trees. The code of practice and the [Flying-fox roost management guideline](#) (PDF, 872K) assists decision-making regarding management options at flying-fox roosts.

Activities affecting the spectacled flying-fox and grey-headed flying-fox may be subject to referral to the Commonwealth under the EPBC Act in the event of likely significant impact.

Local Government has responsibilities under the *Public Health Act 2005* to manage public health risks that are or are likely to be hazardous to human health, or that contributes to, or are likely to contribute to, disease in humans or the transmission of an infectious condition to humans. This includes public health risks associated with waste or dead or living animals that have been or are likely to have been exposed to an infectious condition.

Cairns Regional Council	Purpose	Authority
CRC Biodiversity Strategy 2012-2022		CRC
CRC Management of Flying-foxes General Policy	Outline CRC position of SFF management	CRC
CRC Flying-fox Assessment Matrix	Assessment criteria of flying-fox roosts	CRC
CRC Local Disaster Management Plan	Collation and application of resources in times of disaster	CRC
LDMG-CR Special Event Weather Plan	Collation and application of resources in special weather events	CRC

Agency Roles and Responsibilities

The following table describes the roles and responsibilities of agencies that may be involved in the FFHS Management arrangements. All agencies are involved in the formulation of the Flying-fox Emergency Plan strategies.

Prevention: measures to reduce the likelihood of an event occurring if an event occurs to reduce the severity.

Preparedness: preparatory measures to ensure that if an event occurs communities, resources and services are able to cope with the effects.

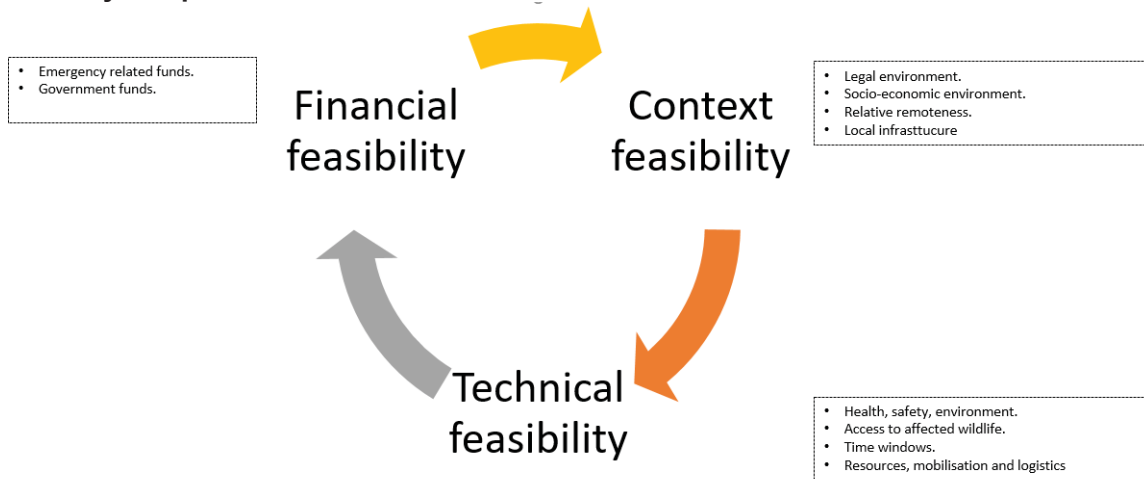
Agency	Roles and Responsibilities
Cairns Regional Council (CRC)	<p>Prevention</p> <ul style="list-style-type: none"> • Management and administration of the Flying-Fox Heat Stress Emergency Plan and Flying Fox Advisory Committee. • Provide access to Council services and facilities to assist in response by agencies. • Ongoing community awareness and education. <p>Preparedness</p> <ul style="list-style-type: none"> • Provide access to Council services and facilities to assist in response by agencies. • Assessment of public health risks. • Vaccination and Training of Council staff. <p>Response</p> <ul style="list-style-type: none"> • Coordinate emergency operations. • Advise on the management of public health risks. • Monitoring and control of public health risks. • Coordination of communication between the entities. • Issue public warning and information. • Cordoning off of public land.

Agency	Roles and Responsibilities
	<ul style="list-style-type: none"> • Waste management. • Signage. • Water connection where possible. • Water Truck where possible. • Ice and refreshments. <p>Recovery</p> <ul style="list-style-type: none"> • Collection and disposal of dead bats on Council land, maybe private land. • General clean-up the site.
Queensland Health (QLD Health)	<p>Primary hazard-specific agency for biological (human related) and heat wave hazards.</p> <p>Prevention</p> <ul style="list-style-type: none"> • Availability of vaccinations and treatment for flying fox health risks. <p>Response</p> <p>Health advice and warnings to participating agencies and the community.</p> <ul style="list-style-type: none"> • Psychological and counselling services for disaster affected person. <p>Recovery</p> <ul style="list-style-type: none"> • Ongoing medical services required to preserve community health.
FNQ Wildlife Rescue & Wildlife Carers	<p>Prevention</p> <ul style="list-style-type: none"> • Monitoring of Flying-fox behaviours at various sites. • Notification to Council that triage needs to be set-up which will activate the FFHS plan. <p>Preparedness</p> <ul style="list-style-type: none"> • Ongoing recruitment and capacity building of flying-fox rescue carers, including identification of further training. • Management of the Flying-fox wildlife carers' communication. • Ensure all Wildlife carers are up to date with vaccinations. <p>Response</p> <ul style="list-style-type: none"> • Activate and manage flying-fox rescue response teams. • All rescue response capabilities: spraying with trigger bottles, triage, transport, veterinary and aftercare. <p>Recovery</p> <ul style="list-style-type: none"> • Data management of outcomes of all animals taken into care and provision to agencies.

Factors affecting the feasibility of the different operations that may be considered during a wildlife response

The objective of the FFHS Plan is to minimize the impact on animals, their populations and habitat. The decision-making process will need to take a large number of factors into account to assess the feasibility of different response options and their expected success in consideration of specific conditions at stake. This includes the context of the event (including local infrastructure and the legal framework), the technical feasibility of mounting a wildlife response (including the health and safety of responders), financial feasibility and any cultural values (Aboriginal) that may influence response options and objectives. All these elements are best considered as part of a proactive planning process to ensure an efficient response and unity of effort.

Feasibility of Operations



PART 2 **EMERGENCY RESPONSE HUMAN**
RESOURCES

The FFHS Response Team has been established to facilitate a fast and effective recovery response to FFHS Management.

Emergency Response Coordinators

Emergency Response Coordinators are responsible for the ongoing delivery of the FFHS Emergency Plan and can activate the FFHS Emergency Response Team.

Cairns Regional Council	Role: Manager Cairns Works Name: Gary Everson
Cairns Regional Council	Role: Team Leader Natural Areas Name: Jade Monda
Cairns Regional Council	Role: Media and Communications Officer Name: Dion Eades
Cairns Regional Council	Role: Local Disaster Coordinator Name: Ian Fell
FNQ Wildlife Rescue	Role: Wildlife Coordinator Name: Rebecca Koller
QLD Health	Role: Team Leader Environmental Health & Public Health Nurse Name: Andrew D'Addonna & Carlie Thirlewell

Emergency Response Team

The Emergency Response Team is responsible for providing on the ground assistance including:

- Wildlife response,
- Site management,
- Infrastructure support and,
- Service support.

Agency	Role	Name	Contact	Responsibility
Cairns Regional Council	Manager Cairns Works Maintenance	Gary Everson	g.everson@cairns.qld.gov.au 4044 3414	CRC Operations
	Team Leader Natural Areas	Jade Monda	j.monda@cairns.qld.gov.au 4044 3372	CRC Operations
	Marketing Account Manager	Dion Eades	d.eades@cairns.qld.gov.au 4044 3370	CRC Communications and media officer
	Manager Community Development	Brett Spencer	b.spencer@cairns.qld.gov.au 4044 3334	Flying-fox Advisory Committee
	Project Admin	Marcelle Kentwell	m.kentwell@cairns.qld.gov.au 4044 3701	Flying-fox Advisory Committee
	Coordinator Central Parks	David Parsons	d.parsons@cairns.qld.gov.au 4044 3951	City Library and central parks
	Coordinator South Parks	Eddie Perez	e.perez@cairns.qld.gov.au 4044 3443	Southern Parklands
	Supervisor Permit Compliance	Nathan Mills	na.mills@cairns.qld.gov.au 4044 3404	Public health risk assessment & control
	Manager Waste	Steve Cosatto	S.Cosatto@cairns.qld.gov.au 40443408	Provision of waste services.
FNQ Wildlife	Senior Bat Carer	Rebecca Koller	beckoller@icloud.com 0424 810 840	Wildlife Coordinator
QLD Health	Team Leader Environmental Health	Andrew Daddona	Andrew.daddona@health.qld.gov.au	QLD Health
	Public Health Nurse	Carlie Thirlwell	Carlie.thirlwell@health.qld.gov.au	QLD Health

Scope

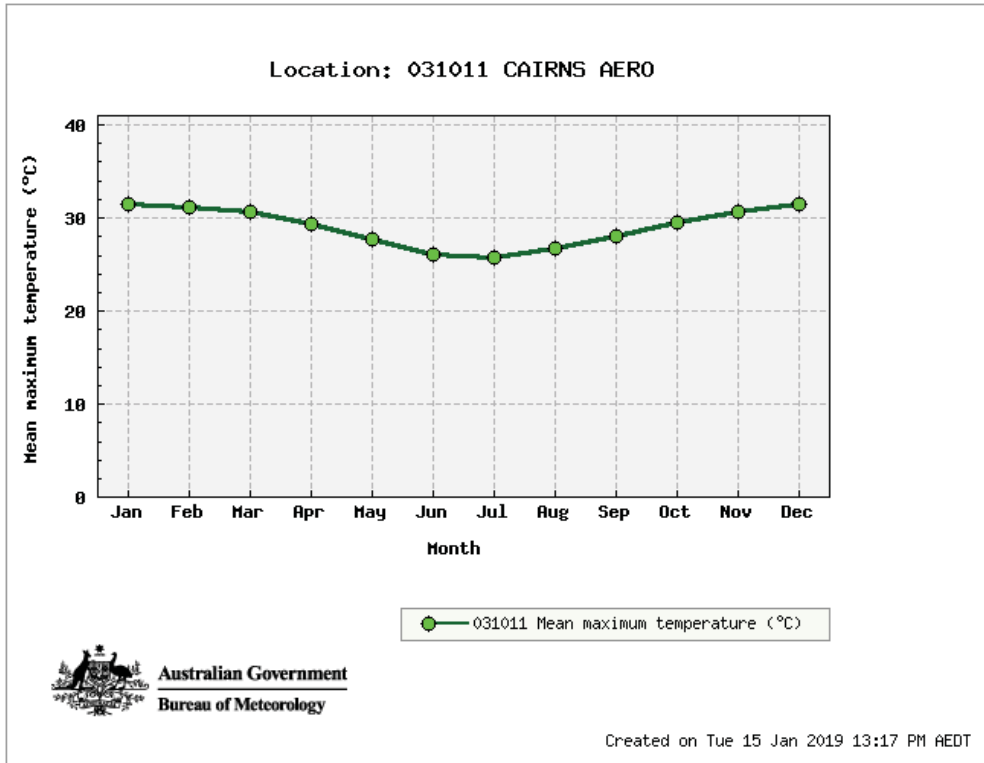
The FFHS sets out the minimum standard required for a heat stress event in the Cairns Regional Council boundaries. The FFHS details the legislative responsibilities, relationships to other plans, roles and responsibilities, wildlife response and standards of best practice procedures. There are three main locations identified as potential hot spots to be the first to access and monitor as shown at the 'stars' in the map below.

Location of known Flying-fox Roosts (@ May 2019)



Climate and Weather

Cairns Regional Council lies on the coast of Queensland at approximately 17 degrees' south latitude and experiences hot humid summers and milder dryer winters. During the summer months the region experiences temperatures between 23-31 degrees and high humidity. Temperatures rarely exceed 35 degrees or go below 15 degrees for extended periods.



PART 4**PREPAREDNESS**

Preparedness is having “arrangements or plans to deal with the threat situation or a disaster, that is, the mobilisation of the disaster response structure and resources” (Emergency Management Australia, 2004).

Triggers

The triggers for a potential heat stress event are based on the animals’ behaviour at the individual roosts and the predicted weather forecast.

- Pre Trigger: Weather Forecast predicting heat wave event
- Animal behaviour: Usually at Category 3 when Flying-foxes are clustering.
- Activation: Temperature over 37 degrees to start checking camps.

Category	Who	Action	To be notified
1. Normal behaviour	Wildlife Coordinator	Inform Stakeholders	<ul style="list-style-type: none"> • Council
2. Wing Fanning	Wildlife Coordinator	Alert Stakeholders	<ul style="list-style-type: none"> • Council • QLD Health • DES • CSIRO
3. Clustering	Wildlife Coordinator	Alert Stakeholders	<ul style="list-style-type: none"> • Council • QLD Health • DES • CSIRO

How it relates to LDMG Activation levels

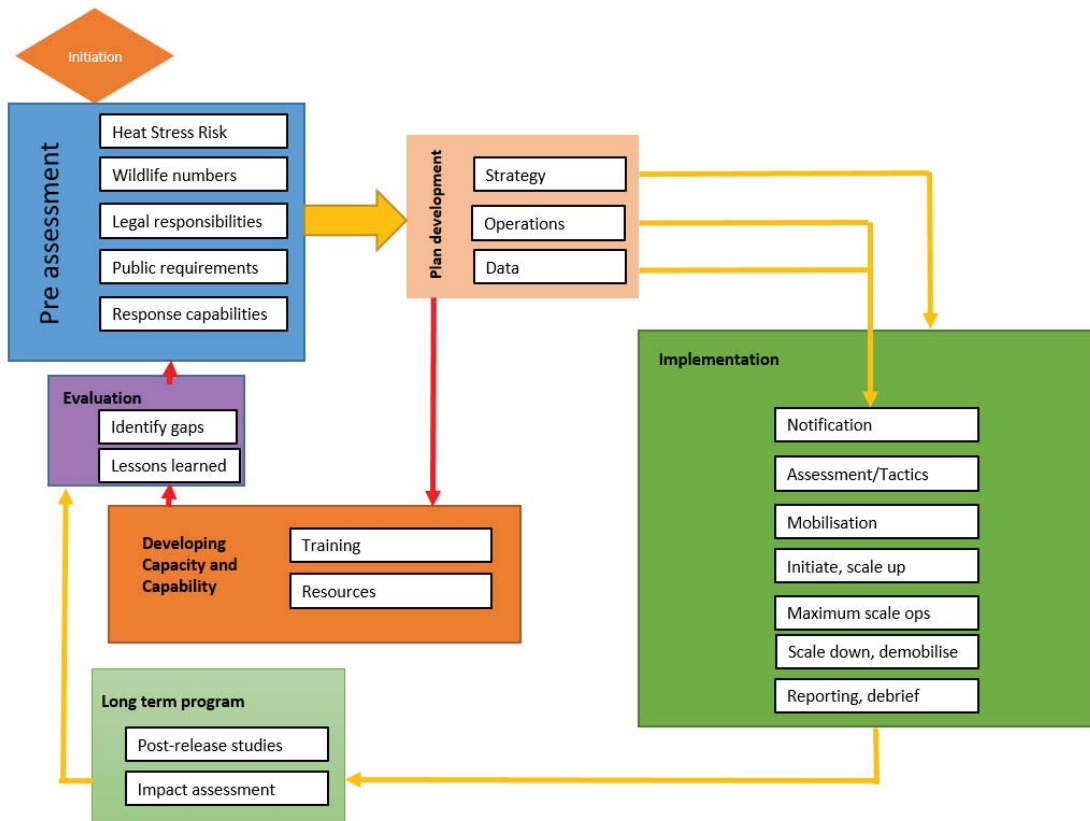
- LDMG @ Alert – BOM extreme Heat Event
- LDMG @ LEAN FORWARD – Activation of this Plan
- LDMG @ STAND UP – Resources are exhausted at plan level – assistance required

Event Coordination

Overall management of the coordinated response will be managed by Cairns Regional Council in cooperation with Queensland Health, Wildlife agencies and Department of Environment Services. A meeting will be called at Council Chambers Spence Street with the key contacts to determine and activate response plans.

The diagram following shows how wildlife response preparedness can be built through a series of consecutive steps – assessment, planning, implementation, and evaluation – that form a continuous, cyclical process.

The cycle for developing wildlife response preparedness



Communication between Operational Responders

There could be various stakeholders living in prominently at roost sites, the following table is a guide to identify stakeholders and who should be informed.



Communication and Media

The release of information to the community regarding the likely event and associated threats will be drafted between Cairns Regional Council and Queensland Health. This will be approved by the CRC General Manager and distributed through the Communications Officer. Public information and warnings will be strategically provided to the media so that consistent, appropriate and reliable messaging with consideration to factors like target audience, frequency of messaging, demographics and geographic situation.

Forms of communication

- Letter drop to local residents near effected roosts,
- Cairns Regional Council social media,
- Wildlife agencies social media,
- Information signage at roosts with contact details for coordinator, rescue group and QLD Health,
- CRC Disaster Dash Board,
- My Cairns App.

How can the media and public be informed so that the response will be understood and supported?	<ul style="list-style-type: none"> • Communicate the response plan and immediate challenges. • Provide daily updates on the response. • Provide information to the public - what to do if an animal is found. • Allow the media to report on the wildlife response.
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Response Capability/Operational Limitations

Cairns Regional Council has human, plant and equipment resources available to respond to FFHS. If additional resources are required, the resources will initially be sourced through a local supplier.

List of Council resources available to response

• Coordinator and meeting venue
• PPE – masks, gloves, tongs
• Infrastructure – marquees, tables, chairs
• Waste Management – bins and disposal
• Communications – Council staff
• Manpower – cordon off areas
• Maps of Roost and land ownership
• Water Truck
• Irrigation where possible
• Signage
• Ice and refreshments to volunteers

List of Wildlife Agencies resources available to response

• Vaccinated Bat Carers and support crew
• All animal medical supplies
• PPE for handling live flying-foxes

PART 5**RESPONSE**

The ability and timeliness of responses will depend on the roost most affected, availability of resources, environmental and site conditions. The timing of the triggers and communication to the various agencies will affect the agency's' ability to respond.

Initial Impact Assessment

- The Wildlife Coordinator will carry out the inspections and assessments of flying-fox roosts and update Council on conditions and potential activation.
- Council assessment to mitigate steps and plan public announcements, restricting access, signage.

Initial Response Actions: 0-48 hours

The first 24-48 hours of a response impact in the flying-fox are critical to the success of operations (i.e. reducing or avoiding impacts to wildlife).

Within the first 24 hours of the trigger

- Report incident to all Coordinators
- Activate designated Flying-fox carers/team
- Complete a risk assessment – all coordinators
- Activate Council ground irrigation systems where possible

Following is a list of action items to be initiated in within 24-48 hours of the incident.

Within 24-48 hours of an incident

- Advise surrounding residents
- Establish communications to the general public
- Determine locations to be secured from the public
- Disperse Supplies and PPE equipment where needed

FFHS Response Logistics table

Feature	Details	Action
Site Access	Approval required for both public and private sites by bat carers.	Wildlife carers to advise Council and ask private landowners. Council to provide maps and identify land tenure.
Access Logistics	Unlock gates Parking Footpaths Signage No go zones (barriers) Triage set up	Council to prepare a plan to include site controls, barriers, info signage, meeting points, assist with triage set-up.
Health and safety	PPE Vaccinated workers Communication Hydration and Heat Stress Appropriate training Safe work methods	Check appropriate PPE is being used Wildlife carers to ensure all bat handlers are vaccinated Induction/signed forms Check for any health or safety hazards

Feature	Details	Action
	Public health risks	Start communication process, do not touch. Ensure adequate drinks and rests are taken. Assess and provide advice on public health risks as required.
Infrastructure	Water Power Shade structures Toilets	Wildlife coordinator to advise Council coordinator what is needed.
Rescue and care practices	Wildlife carers' emergency plan.	Wildlife coordinator to action.
Waste Collection and disposal	Landholder Council Wildlife carers.	Council to provide bins and disposal methods of carcasses and general waste. Wildlife carers need sharps disposal if needles are being used.

Media Management

Public Information and warnings will be strategically provided to the media that is consistent, appropriate and reliable with consideration to factors like target audience, frequency or messaging, demographics and geographic situation.

Management of Volunteers

Volunteers, who contact Council, are directed to FNQ Wildlife Queensland, so they can be deployed to assist according to their experience and set of skills. Donations from the community will be directed to FNQ Wildlife Queensland.

FFHS Roles, Action and Responsibility

Role	Responsibility	Who
Coordination	Each Agency to nominate a coordinator	All agencies
Colony monitors	Monitors of roosts	Wildlife Responders
Communication	Carers Facebook page Trigger Local residents General public	Wildlife responders Wildlife responders Council & QLD Health Council & QLD Health
Set-up and pack-up	Rescue equipment Infrastructure equipment Barriers to the general public Signage	Wildlife responders Council Council Council
Safety and PPE	PPE check Health check Provide PPE	Wildlife Responders Council Council
Public Health Risk Assessment	Environmental Health Officers	Council

Role	Responsibility	Who
Data recording of live and dead	Refer to Bat Carers Manual	Wildlife Responders
Rescue	Vaccinated people only	Wildlife Responders QLD Health to monitor
Spraying & Irrigation	Spraying by Vaccinated Wildlife Responders Council Irrigation	Wildlife Responders Council
Triage and post monitoring	Vaccinated Wildlife Responders	Anyone who is vaccinated and trained in flying-care includes vets and vet nurses
Euthanasia	A veterinarian or Licensed Trauma Carer	Anyone who holds a valid drug permit from QLD Health and training in euthanizing flying-foxes
Carers on stand-by	Vaccinated Wildlife Responders	Anyone who is vaccinated and is trained in flying-fox care
Food and water provision	Various	Support personnel
Dead Body Removal	Wildlife Responders working with government	Wildlife Responders Council & DES

Purpose of Water Truck – Trees in road medians

Trees located within the road footprint are often surrounded by asphalt and pavements that have been found to heat up to +60 degrees and radiate excess heat back into the environment. Spraying the road surface adjacent to the tree area reduces the temperature of the road seal under resulting in lower reflective heat. The spraying also increases the humidity under these trees giving relief to the flying-foxes and allowing them to move higher up into the tree. This will also reduce the risk to the general public that park and drive along these medium strips.

PART 6
COORDINATION

EVENT

Event Coordination

The Wildlife Coordinator will provide a daily update to the Council Coordinator to distribute to the emergency team members, in order to build an ongoing successful response. The Council Coordinator will determine what actions and resources need to occur or be distributed between the various roosts. The table below outlines summaries the phases in the emergency response and refer to Appendix 1 for a full response overview.

Phases in the Response

Phase in the response	Action	Tasks
Activating the wildlife plan	Notification, assessment, and mobilisation	<ul style="list-style-type: none"> Notify decision makers: determine whether the wildlife plan should be activated or, and under which circumstances. Wildlife responders begin. Make an assessment of reliable information on the event, and carry out field inspection to assess the potential scale of impact at the various locations. Decide what mobilisation is needed for each response option that is considered. Ensure the mobilisation of appropriate resources.
Emergency management	Anticipate and react to the unfolding scenario	Quickly develop a response system to the appropriate scale: <ul style="list-style-type: none"> Ensure the functioning of communication systems and data flow. Develop a response action plan (24-48 hours), which is updated every day for each operational area. Continue field assessments to monitor potential changes in scale and new developments. Scale up existing operations as necessary
Project management	Deliver on plan objectives	Ensure stability of operations, effectiveness, cost-efficiency: <ul style="list-style-type: none"> Confirm continued communication flows Ensure efficient use of resources
Demobilisation	Scale back down to zero	Demobilisation of personnel Demobilisation of wildlife equipment Formal close of wildlife response
Post demobilisation	Reporting	Classification and analysis of all data Conclusions and recommendations Financial round-up.

Response Sizing and Scale

Based on all available information, the Wildlife Coordinator must make recommendations to the Emergency Team on the scope and scale of wildlife response efforts necessary to implement an effective wildlife response. The Wildlife Coordinator will continually assess incident conditions to appropriately size the wildlife response efforts. Right-sizing the wildlife response may mean increasing or decreasing efforts as needed. Appropriate scale of response effort may not be consistent during the event. Typically, search and capture of living bats will be initiated before the later stage of the response being the removal of the dead animals. Recommendations for adjusting response efforts should be fully coordinated with FNQ Wildlife Rescue and government agencies prior to implementation.

In order to make decisions appropriate to the size, scale, and potential threat to the community the following information should be used to help determine the best strategy:

- Location of roosts,
- Identifying the most sensitive or highest risk location to the community,
- Weather forecast,
- Resource availability (bat carers, equipment, specific expertise, facilities),
- Health and Safety with regards to search and capture efforts.

Wildlife Carers Response

FNQ Wildlife Rescue will follow the Flying-fox Heat Event Response Guidelines prepared by Dr. Tania Bishop in September 2018. The document covers the logistics, detailed role delineation, triage protocol, and various information resources for Wildlife responders to use for this type of event, and will not be documented in this plan. Wildlife responders' field of operations encompass all aspects of 'on-the-ground' wildlife response activities;

- Reconnaissance and monitoring,
- Pre-emptive capture of Flying-foxes in need of treatment,
- Chain of Custody and evidence of storage (if being frozen),
- Field stabilization (evaluation and medical care for SFF) and,
- Field transport (transport from field to wildlife care centre/place).

Human Health & Safety

Human health and safety is the first priority in any heat stress response. In addition to hazards from high temperatures, numerous physical hazards may be associated with wildlife rescue and rehabilitation activities. Safety for all responders, as well as the safety of each individual animal, must be considered.

All personnel involved in the wildlife response must maintain proper levels of safety and wildlife training.

Wildlife responders will comply with all health and safety training as required by all the agencies. Personnel may be given specific on-site safety training as identified by the agency. Safety measures may vary depending on the conditions such as the following;

- Location of roost
- Environmental conditions
- Biological hazards
- Potential hazards when working with impacted wildlife

Appropriate personal protective equipment (PPE) is required for all personnel, such as gloves and protective footwear. To guard against injury from wildlife, all workers should wear approved PPE that is appropriate to their task. To protect against injury from wildlife, appropriate clothing (closed-toed shoes, long sleeved shirts, long pants, etc.). Respiratory protection from organic vapour hazards may also be required for some operations. Workers should be aware of temperature, weather, and other environmental conditions and use PPE to guard against, heat-stress and other hazards.

Council Environmental Health Officers can assess public health risks associated with FFHS events and provide guidance on the management of these risks. Enforcement options are available to prevent and control public health risks where necessary to protect public health and safety.

Zoonosis

Zoonosis is infective diseases that may be transmitted between animals and humans under natural conditions. Personnel handling or coming into contact with wildlife has the potential of exposure to zoonosis.

Australian Bat Lyssavirus

Australian bat lyssavirus (ABLV) is a virus that can be transmitted from bats to humans, causing serious illness. The virus was first identified in 1996 and has been found in four kinds of flying foxes / fruit bats and one species of insect-eating micro bat. Blood tests have shown the previous infection in a number of other bat species, so it is assumed that any bat in Australia could carry the virus.

While ABLV is more likely to be found in a sick or injured bat, bats that appear healthy may also be infectious. Surveys of wild bat populations have indicated less than one percent of bats carry ABLV. In sick and injured bats, around 7% have been found to carry the virus.

ABLV is one of twelve types of lyssavirus which are found around the world. ABLV is the only one of these known to occur in Australia. ABLV is closely related but not identical to the rabies virus, which causes serious and usually fatal disease in humans.

Signs and Symptoms:

ABLV infection in humans causes a serious illness which results in paralysis, delirium, convulsions, and death. Since November 1996, three people have died as a result of ABLV infection, after being bitten or scratched by bats.

Treatment:

Rabies vaccine that is given after exposure to ABLV, but before a person becomes unwell, will prevent the disease. However, once a person develops the disease there is no specific treatment for ABLV.

Proper cleaning of the wound reduces the risk of infection. If bitten or scratched, immediately wash the wound thoroughly with soap and water for at least five minutes. If available, an antiseptic with anti-virus action such as povidone-iodine or alcohol (ethanol) should be applied after washing. If bat saliva contacts the eyes, nose or mouth, flush the area thoroughly with water for several minutes.

Seek medical advice about the need for rabies vaccination as soon as possible, preferably on the same day or early in the day after the exposure to the bat occurred.

A tetanus injection may also be necessary after a bat bite or scratch.

While bat faeces, urine, and blood are not considered to pose a risk of ABLV, contact with any bat fluids should generally be avoided. If you have any contact with bat fluids, wash your hands (or other affected area) immediately.

Transmission:

The virus can be transmitted from bats to humans when infected bat saliva enters the human body, usually by a bite or scratch, but also by getting bat saliva in the eyes, nose or mouth (mucous membrane exposure) or onto a pre-existing break in the skin.

The virus is also found in the nervous system of affected bats. Therefore needle sticks or cuts from a sharp item that has been used on a bat, or coming into contact with brain tissue from a bat, are also possible ways of transmitting ABLV.

ABLV is unlikely to survive outside the bat or in a dead bat for more than a few hours, especially in dry environments that are exposed to sunlight. Coming into contact with bat faeces, urine or blood do not pose a risk of exposure to ABLV, nor do living, playing or walking near bat roosting areas. There is no evidence to suggest ABLV could be contracted by eating fruit partially eaten by a bat. However, any fruit that has been partially eaten by any animal should be discarded as it could be contaminated by a variety of germs.

The time from exposure to the virus to the start of symptoms is variable; of the three known human cases of ABLV infection, one became ill several weeks after being bitten by a bat and another became ill more than two years after a bat bite. The timeframe around the exposure of the third case is not confirmed. Classical rabies virus also shows a wide variability in the time between exposure and illness, from weeks to years. Therefore, it is vital to seek medical advice even if some time has elapsed since the exposure.

Prevention:**1. Do not touch bats, even if they are injured.**

Only vaccinated people who have been trained in the care of bats should ever handle bats or flying foxes. People who come across an injured bat should contact the Department of Environment and Heritage Protection (1300 130 372), RSPCA (1300 ANIMAL) or local wildlife care groups/rescuers/carers for assistance. Do not touch the bat.

2. Rabies vaccination

Rabies vaccine is used to protect against ABLV infection. Even if a person has had a rabies vaccine before, further rabies vaccinations will be required if they are exposed to ABLV.

There are two types of vaccine that may be used:

- **Rabies Vaccine** contains killed virus that cannot cause the disease. The vaccine stimulates a person's immune system to develop antibodies that will recognise and kill the virus before it has time to cause illness.
- **Human Rabies Immunoglobulin (HRIG)** is made from blood donated by people who have been vaccinated against rabies. It is a concentrated form of antibodies against the rabies virus. HRIG may be recommended for immediate protection for people who are exposed to ABLV and have never had rabies vaccination before. As much as possible of the HRIG dose is injected around the exposure site, with any remainder given as an injection into a muscle such as the buttock or thigh.

Pre-exposure vaccination

Pre-exposure vaccination is recommended for anyone who plans to care for bats, or will come into contact with bats during the course of their work. A course of three rabies vaccine injections is given over one month (days zero, seven and 28). **The vaccine does not offer protection until after the third dose is given and people should not handle bats until two weeks after the course is complete.**

People at ongoing risk of exposure should have a blood test to check their immunity every 2 years and receive a booster vaccination if not immune.

Post-exposure vaccination

Anyone who has possibly been exposed to ABLV, but who has never had a course of rabies vaccine before, will require four rabies vaccine injections over two weeks (on days zero, three, seven, and 14) and also may require an injection of Immunoglobulin (HRIG). People with a weak immune system will require a further (fifth) dose of vaccine given at day 28 and a blood test after this last dose.

Anyone who has previously had rabies vaccinations will require two further doses of vaccine after a possible exposure to ABLV (day zero and three).

Because the disease caused by ABLV is lethal, all people who are exposed to this virus should have the injections. This includes where there is a possibility of allergic reactions, or during pregnancy, or for women who are breastfeeding. If problems are encountered during the vaccination course, specialist advice is sought about the risks of the reactions compared with the risks of developing the disease.

Post-exposure vaccination is recommended regardless of how long ago the exposure occurred.

Queensland Health funds post-exposure vaccinations, and your local public health unit will arrange for the injections to be delivered to your GP or hospital.

If the bat is available to be tested for ABLV, post-exposure vaccination can be postponed for up to 48 hours after the exposure while waiting for results. There is no need for a rabies vaccination if the bat does not have ABLV. If more than 48 hours will pass before results are available, the rabies vaccination course is commenced but stopped if the bat does not have ABLV.

Testing for the bat is arranged by the local public health unit. The bat should only be euthanized by an authorised wildlife organisation, state agricultural department or veterinarian.

Contact your local veterinarian if you suspect that your pet might have been bitten or scratched by a bat.

Recovery is a remedial and development process encompassing the following activities;

- Public Health risk assessment,
- Clean up of affected land areas,
- Carcass collection and disposal,
- The emotional, social and physical well-being of individuals and communities, and
- Reducing exposure to hazards and associated risks.

Recovery Coordination

Public Health

- Public health risk assessment to be conducted by Council Environmental Health Officer/s with particular consideration to disease transmission, management of carcasses and potential effects on recreational water and public access areas.

Collection of dead wildlife

- Clean-up occurs after all live flying-foxes have been removed unless the person has been vaccinated.
- Carcasses can provide essential information for an impact assessment and wider ecological interest. Systematic collection, evaluation, and storage of dead animals are therefore essential.

Community Communication

- Notification to the public
- Contact numbers of Wildlife rescue groups

Response Capability/Operational Limitations

- Permission needed to enter private land. (Note: Councils Environmental Health Officers have enforcement powers to manage public health risks on private land).
- Clean-up team has a limited time they can work in hot and rotting conditions.
- Clean-up occurs after all live flying-foxes have been removed unless the person has been vaccinated.

Debrief & Review

The success of a wildlife response is dependent on many factors:

- The level of integration into the overall response, so that facilities are ready by the time animals arrive and the project phase becomes an integral part of the wider response effort,
- The availability of technical and logistical resources for setting up and the running the facilities,
- In remote responses, the ability of the wildlife effort to capture and transport animals to facility operations,
- The level of integration of local resources into the response; and
- The increased local response capacity and integration of the local community into ongoing preparedness and response efforts.
- FF EAP HS will be reviewed annually or after activation of the plan.

Evaluating an existing preparedness system for a wildlife response is of paramount importance. Bringing participants together in meetings that allow a multidisciplinary evaluation of how a response went versus 'best practice' is an important element in building and firming up preparedness.

Evaluation Guidelines

Task	After the incident
When	<ul style="list-style-type: none"> • Evaluation by Wildlife Carers as they demobilise • Internal evaluation within each participating agency • All agency evaluation (within 1-2 months) • Formal evaluation of the partners of a plan within weeks rather than months
Purpose	<ul style="list-style-type: none"> • Identify strengths and weaknesses in performances in relation to the real-time developments of an incident. • Purpose to include public health risks and management.
Lessons learned	<ul style="list-style-type: none"> • Because a real-time incident puts considerable pressure on the performance of all individuals involved, the consequences of mistakes may be more severe or at least perceived as such. • It is therefore essential that a constructive atmosphere is created by the organisers and moderators of the evaluation session. In the end, it may appear that mistakes were not due to ignorance or misconduct, but were situation driven, or due to lack of guidance from the plan.
Gap analysis	<ul style="list-style-type: none"> • The experience gained from responding to an incident will lead to various new insights regarding potential scenarios and their effect on current response capabilities and the current response capabilities and the content of the underlying plan. • In extreme cases, there may be a reason to change the preparedness targets on the basis of the experience from the incident, and issue a complete reassessment of structures, expertise, training systems, equipment and facilities and a (partial) re-write of the wildlife response plan.

EVENT COORDINATION OVERVIEW

	Actions	Decisions	Planning and operational conditions	Resources: personnel	Resources: facilities and equipment
Initial impact assessment	<ul style="list-style-type: none"> Assess wildlife at risk Assess public health risks 	<ul style="list-style-type: none"> Develop response strategies Determine response levels Determine response resource needs <ul style="list-style-type: none"> Personnel Facilities equipment 	<ul style="list-style-type: none"> Wildlife responders notified Response agencies notified Human health and safety plan 	<ul style="list-style-type: none"> Wildlife reconnaissance teams All agencies 	<ul style="list-style-type: none"> Communication systems Mapping resources Wildlife rescue equipment
Dealing with live casualties	<ul style="list-style-type: none"> Search and collection Primary treatment Remote site stabilisation Wildlife transport Wildlife evidence processing: <ul style="list-style-type: none"> Live wildlife Dead wildlife Medical examination and triage Stabilisation 	<ul style="list-style-type: none"> Develop a wildlife response plan Develop search and collection plan: <ul style="list-style-type: none"> Teams Sectors Methods Equipment Rehabilitation facility procurement <ul style="list-style-type: none"> Location Power and water resources Security Develop a euthanasia policy Develop care protocols Volunteer management guidelines 	<ul style="list-style-type: none"> Activate wildlife response plan Site safety and health plan Health and safety training for volunteers Dead wildlife collection authorisation Equipment procurement authorisation 	<ul style="list-style-type: none"> Safety Officer Wildlife Response team Transport team Stabilization team Veterinarians Dead wildlife processing team Volunteers Volunteer manager Logistics and finance liaison Facilities manager/team 	<ul style="list-style-type: none"> Capture equipment Transport vehicle, equipment, communication system Veterinary supplies Volunteer area Communication systems Waster and hazardous material disposal
Demobilization	<ul style="list-style-type: none"> Scaled demobilization of resources 	<ul style="list-style-type: none"> Develop a demobilisation plan and timeline: <ul style="list-style-type: none"> Personnel Equipment Facilities services 	<ul style="list-style-type: none"> Assessment of current response levels resource needs 	<ul style="list-style-type: none"> All associated wildlife personnel in a staged manner 	<ul style="list-style-type: none"> All wildlife facilities, equipment, and services in a staged manner
Post demobilization	<ul style="list-style-type: none"> Post monitoring 	<ul style="list-style-type: none"> Develop a post monitoring plan 	<ul style="list-style-type: none"> Monitoring scope and resources 	<ul style="list-style-type: none"> Data management team 	<ul style="list-style-type: none"> Post monitoring equipment



Local Community Events Assistance Acquittal Kit

APPLICANT DETAILS

Organisation Name	Bats and Trees Society of Cairns
Applicant Contact Name	Maree Treadwell Kerr
Contact Number	0412 3114 03
Email Address	president.batsoc@gmail.com

EVENT SPECIFICATION

Event Name	Cairns Bat Festival 2019
Event Location	Western Lawns, Esplanade Cairns
Event Date	Saturday 4 May 2019
Grant Program Funded	Local Community Festival and Events Grant
Funding Received (Cash)	1470.85
Funding Received (In-Kind)	2529.15

Did your event take place as originally advised?

YES <input type="checkbox"/>	
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EVENT REPORT**Overall Event Assessment:**

Please provide an overview of the event's successes and failures

The event was run in partnership with CAFNEC and all of the stalls that attended in 2018 returned again as well as new stalls for a total of 13 community stalls and 7 activity stalls.

Due to a series of unfortunate events, key volunteers were not available before the event for pre-organising and marketing and the event was not promoted as well as desired. The election restricted media attention and partner involvement. The lack of volunteers on the day was also due to the federal election and the event coinciding with a long weekend. Many of our volunteers belong to groups who were actively campaigning and others were away.

The additional space provided by the Western Lawns allowed for the growth of the stall holders and activities. It also was easily visible to people passing by who stayed to check out the activities.

The amount of 300 dollars was again raised for bat carers, this is congruent with the last three years. Lack of volunteers to encourage donations on the day reduced the potential. At next year's festival, we will promote the raffle beforehand according to our marketing plan as well as bringing back our "hungry bat" donation tin.

Two volunteers counted over 750 people in attendance with very positive feedback. Stallholders reported excellent community engagement and were busy all day.

The only concern was that our sound system was quieter than the busker at the markets and therefore the expert talks were harder to hear. This was due to our concerns to minimise noise to surrounding businesses and residents, but in hindsight, this is not necessary at this venue. That is easily rectifiable.

We are researching whether a Sunday is better than a Saturday, although we did get some visitation from people attending the markets.

40 people attended the bat chat afterward, 60% from the festival.

There was very good interest from wildlife tourism operators for displaying their activities, many including bats in their operations, and interest in Wildlife Art stall. Unfortunately, the venue was too windy and one wildlife artist had to pack up because of the potential of damage to her goods. We are investigating whether walls to the marquee may alleviate this problem.

There was no Welcome to Country and the Gimuy art gallery (which had painted a number of bat themed coolamons and other objects in preparation for the event), were unable to come due to an all community meeting to discuss the return of remains of an ancestor.

However, we had additional artists volunteering to give a Blessing and an African drumming session, which were very well received.

Overall, the festival was a success due to some very good volunteers on the day and the quality of the activities.

Event Attendees:

How many people attended your event?

750-800

How did you arrive at the above estimate? Describe, if any, surveys or research which were conducted.

Two volunteers did a head count and averaged the number.

We had prepared surveys but due to a lack of volunteers, we were unable to conduct them.

Community Benefit:

1. How did your event involve the whole community? Was it inclusive and accessible by all? If so, detail how.
2. How did the event assist in enhancing the overall quality of life in the community?
3. What feel-good factors such as enjoyment, satisfaction, and happiness were brought to the event and how?

The event was and promoted to all of the community. The Venue was wheelchair accessible and signage, on the whole, was easily legible being in large font. Unfortunately, due to funding constraints, additional corflute signage to clearly delineate and assist way-faring to the various tents and activities was not possible this year. Also, as it was the first time it was held here, we did not really know what signage was needed at the venue.

Event comprised activities of interest to all members of society, including all components of families, individual attendees, students, and serious seekers of information about bats.

Feel good and informative activities included:

- Event features on how to live with bats- tips to reduce human-wildlife conflict, mitigate impacts and help people enhance habitat for flying-foxes, and thus contributed to the quality of life in the community.
- Bat craft for kids
- Bat tattooing
- Bat face painting
- Community information eco-stalls
- Zoo to you and Hartley's live animal displays
- Storytelling - very popular
- Expert talks
- Live music from Wednesdays band with a special fruit bat song and African drumming.
- Interview with a flying fox and bat costume parade
- Community stalls including native trees for sale, wildlife art, and wildlife tourism, and other environmental information from various groups.
- A Blessing ceremony to begin the event- very moving

Feedback was very positive; the guests particularly enjoyed the play and music.

Local businesses were involved through the promotion of special bat cocktails which reports after the festival showed that they were well received by both locals and visitors. Splash had such a good reception they extended the offering for another week. Next festival we will expand the number of businesses and the duration of the promotion, both before and afterward.

Marketing and Promotions:

Detail how the event was promoted to the whole community to maximise attendance

The event was marketed;

- as part of the national Australian Bat Night program, run by the Australasian Bat Society (ABS)
- through press releases and stories in print, television, and radio. However, coverage was down due to media focus on the election
- by fliers throughout Cairns notice boards and tourist accommodation, cafes, bars, and visitor centres
- Radio interviews were conducted by Sera Steves and Maree Kerr
- Fliers outside Cairns in surrounding communities in the Tablelands and Cape York Peninsula to encourage regional attendance.
- in Kuranda local paper
- Invitations to the school community and notices in school newsletters.
- Facebook event and co-hosting with national and local events (e.g. CAFNEC, ABS, Wildlife Tourism Australia)
- Instagram and other social media
- Word of mouth and organic communication

The budget was insufficient for paid advertising outside Facebook or for roadside corflute signage.

Our marketing strategy was affected by an untimely accident to one of our key personnel which left that individual with one month to do what that person would have in four. Other pressures on volunteers were due to the severity of the bat season reducing their capacity to assist with promotion and impacted our marketing efficiency.

Enhancing the Event Profile:

Did your event utilise the following marketing and promotional methods?

<i>Please ✓ those which your organisation used for your event</i>			
Radio Advertising	x	Radio Interviews	x
Cairns Sun Newspaper Ads		Cairns Post Newspaper Ads	
Media Releases	x	Paid Facebook Advertising	
Television Advertising		Community Announcements	
My Community Connect (Cairns Community Connect)		Social Media (Facebook, Twitter, Instagram, YouTube)	x
e-newsletters		Event Website	
Flyers/posters	x	Corflute road signage	
Partner activation	x	Search engine marketing	
Digital advertising		Cross promotion at other events	x
Video advertising		Promotional products	
Other paid online approaches	x	Magazine advertising (Cairns Life, PakMag, Oasis Magazines)	

Is there the opportunity to grow your event in future years?

YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
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If so, how do you plan on doing this?

We will instigate the marketing plan and organize our volunteers starting immediately after the event. Our volunteers are attending event marketing workshops as well. We are securing our expert speakers, entertainment, and activities in advance as well to ensure promotion can start months in advance.

We will be looking to see if we can get attendance by children's book authors for storytelling and engaging new artists and performers from the local community- e.g. "bats" on stilts and other roaming performers.

Speaking to new people in the local community to enhance our current program and continuing to develop our relationships with local businesses, schools, and community groups.

Corflute road signage will be purchased and put along all major routes. We believe this will have a marked impact on our attendance.

Is your event reliant on Council funding?

YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
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If so, how do you plan on minimising the reliance on Council funding over time?

We will continue to look for and source funding from sponsors with mutual aims.
We will also continue to look for suitable grants in the community.
We will continue to partner with community organisations for in-kind assistance.
We will also look to the business community in Cairns.

Description of how Council's funds were used:

List how Cairns Regional Council's support was used (enclose receipts for Council's support allocation)

In-kind assistance was used for venue hire and associated expenses.
The financial support was used for engaging entertainment and activity providers and marketing.
See attached Excel spreadsheet for further details.

Details of Sponsor Contributions:

Please provide details of contributions received by supporting agencies or sponsors for your event:

Due to the lack of availability of volunteers, our sponsorship opportunities were not realized.

Description of how Council's support was acknowledged:

List how Cairns Regional Council's support was acknowledged to the community (enclose copies)

N.B. Include whether the engagement was had with or invitations extended to local Councillors

CRC logo was used on all promotional material (e.g. fliers/postcards see example)
CRC was acknowledged in opening remarks at the opening of the event and in pre and post media and interviews.
All councillors and mayor were invited individually to the event.

FINANCIAL REPORT

Income:

1. Identify and itemise all grants and sponsorship (include Council and other funding).
2. Detail any income generated from the project/activity.

Expenditure:

635282744. Receipts should be provided for all Council grant funded expenditure items.

635282745. Cost for expenditure items using Council grant funding should match the items listed in the application form under “short description of funding use”.

In-Kind Contributions:

1. Voluntary labour and donated support should detail the value of the “In Kind” contribution from the members of the recipient organisation (as nominated in your grant application). Itemise the “In-Kind” Contributions for your project (include Council In-Kind and contributions from other sources) in the “In Kind” Contribution table.

FINANCIAL REPORT

Revenue Income	Budgeted \$	Actual \$	
Council grant funding (CASH)	1470.85	1470.85	
Council grant funding (IN-KIND)	2529.15	2529.15	
Other grant funding	1000		
Sales (including sale revenue from tickets, merchandise, retail outlets, food, and beverage)			
Donations Received			
Other funding Sources (<i>please list</i>)			
Other Income (<i>please list</i>)			
TOTAL INCOME	5000	4000	
Expenditure Items			\$ Funded by CRC
Staff Costs (Short term specialised personnel) cleaners after the event	409.60	409.60	in kind
Venue Hire including bump in and out (390.01+117.01+78)	585.02	585.02	in kind
Equipment Hire (marquees 720.06, tables 354.09, chairs 150.15, power board and cable covers 180.26)	1404.56	1404.06	in kind
Marketing and Promotion	200	80	80
Hire of temporary infrastructure--wheelie bins waste and recycling station	129.97	129.97	in kind
Appearance fees and travel costs	100		
Entertainment	1665	1295	1295
Event Operations	100		
Other Expenditure Sources (<i>please list</i>)			
• Facebook advertising	150		
• Materials (e.g. craft)	156	115.85	95.85
• PA and projector hire etc.	100		
TOTAL EXPENSES	5000.15	4020	4000
NET GAIN/ (LOSS)	(0.15)	(20)	
External In-Kind Contributions (<i>non-Council in-kind</i>)	Budgeted Units	Actual Units (hrs, \$)	
Volunteer Time	28,000 800 hours @ \$35.00/hr	29,000 800hrs @ \$36.25/hr	
Donated Materials		160.95	
TOTAL IN-KIND	28,000	29,160.95	

Certificate

I certify that the above grant was used for the approved purpose(s). To the best of my knowledge and belief, the Statement of Income and Expenditure covering the above grant is true and fair.

Signed:



Person Completing this Acquittal

Date:

30 June 2019

Please print name of person completing this acquittal: Maree Treadwell Kerr