



Bats Qld (Flying Foxes & Microbats) Inc.

Responsibilities of Committee Members Executive Committee 2014-2015

BATS QLD members and other organizations that BATS QLD liaises with, expect a high level of service from the BATS QLD Committee and key volunteers.

The following information is provided to help assist members in deciding whether they hold the necessary skills and time to commit to a position on the BATS QLD Executive Committee. Becoming a Committee member is a serious responsibility and we encourage members to carefully consider whether they are able to devote themselves to a position before accepting a nomination. There are a number of skills that are preferable to enable you to become an integral part of the Committee.

The BATS QLD Executive Committee consists of a CORE COMMITTEE which includes the President, Vice-President, Treasurer and Secretary. The Core Committee has elected to also incorporate a "Committee Member" as part of the Management Committee. The aim of creating this position is to engage more people in relation to committee matters and to share the work load associated with the operational-side of the organization. **Nominations for these positions must be made on the prescribed Nomination Form and must be submitted to the BATS QLD Secretary by the said date.**

Listed overleaf is a list of the current obligations of the Core Committee and Committee Member.

Other positions and sub-committees in areas such as Community Awareness, Education, Media, Fundraising and Grants require additional volunteers to assist the Coordinators. Positions on these sub-committees entail less responsibility and commitment than a Management Committee position.

If you require any additional information on what is involved with being on the Committee, please feel free to contact the BATS QLD Secretary.

Current Obligations and Responsibilities of Bats Qld Committee Members

	Skill / Attribute / Responsibility	President	Vice-President	Secretary	Treasurer	Committee Member
1	Able to attend quarterly Committee Meetings (<i>Meetings held once a quarter. Must be able to attend at least 3 meetings a year.</i>)	✓	✓	✓	✓	✓
	Be able to devote the necessary time to deal with Committee issues – <i>listed are minimum number of hours per week that you would be expected to be able to devote</i>	20 hrs.	15 hrs.	10 hrs.	10 hrs.	8 hrs.
	Be proficient with the use of emails (<i>there are many issues that are dealt with by email – you would be required to be able to check emails and respond to issues at least 4 to 5 times a week.</i>)	✓	✓	✓	✓	✓
	Be proficient with Microsoft products such as Word, Excel - (or the Mac equivalent).	✓	✓	✓	✓	✓
	Ensure that Committee members fulfill BATS QLD's aims and objectives	✓	✓	✓	✓	✓
	Ensure compliance with BATS QLD Rules of Association / Constitution	✓	✓	✓	✓	✓
	Have a firm understanding of relevant legislation including:- <ul style="list-style-type: none"> • <i>Nature Conservation Act 1992 and Nature Conservation (Wildlife Management) Regulation 1996;</i> • <i>Code of Practice – Care and rehabilitation of orphaned, sick and injured protected animals by wildlife care volunteers</i> • <i>Animal Care and Protection Act 2001</i> 	✓	✓	✓		✓
	Liaise with DERM in relation to Permit and legislation requirements and ensure compliance by BATS QLD (<i>must be familiar relevant legislation governing volunteer wildlife care organizations, DERM Permit requirements etc.</i>).	✓	✓	✓		
	Have formed a relationship with other animal welfare organizations and facilities (<i>such as QWRC, RSPCA, Currumbin Wildlife Sanctuary Hospital, Australia Zoo Wildlife Hospital, Queensland Wildlife Preservation Society and other wildlife care organisations</i>)	✓	✓			
	Assess and process Requests for Permit Endorsements (<i>in accordance with appropriate Policy & Procedure</i>)	✓		✓		
	Ensure regular communication with members (<i>use of email notifications through online database</i>)	✓	✓	✓		✓
	Deal with disciplinary action involving BATS QLD members	✓	✓	✓		

	Skill / Attribute / Responsibility	President	Vice-President	Secretary	Treasurer	Committee Member
	Deal with complaints/grievances from BATS QLD members	✓	✓	✓	✓	
	Deal with complaints from the general public	✓	✓	✓	✓	✓
	Ensure compliance by all members of BATS QLD standards and practices	✓	✓	✓	✓	✓
	Ensure compliance of all BATS QLD Committee members and general members of the organization's Privacy and Confidentiality policy	✓	✓	✓	✓	✓
	Have sufficient time to be able to help with projects/events that BATS QLD may be involved with <i>(there are times when special projects take considerable time to organize – Committee members should be available to assist with these projects in order to provide support to other supporting roles such as Community Awareness Coordinator and Fundraising Committee)</i>	✓	✓	✓	✓	✓
	Chair monthly Committee Meetings	✓	✓			
	Assist other Committee Members to fulfill their responsibilities as and when required	✓	✓			
	Liase with BATS QLD Media Team in relation to distribution of press releases <i>(in accordance with appropriate Policy & Procedure)</i>	✓	✓			
	Ensure compliance with Approval granted by DERM in relation to the use of flying foxes and microbats for display purposes <i>(sound knowledge of Section 213 of Nature Conservation (Wildlife Management) Regulation 2006)</i>	✓	✓			
	Ensure compliance of DERM requirements in relation to records pertaining to vulnerable or endangered wildlife <i>(This includes liaising with DERM in relation to wildlife to be placed on QSMP)</i>	✓				
	Prepare & monitor funding applications for grants and other sponsorship opportunities	✓	✓		✓	
	Review all BATS QLD advertising	✓	✓	✓	✓	✓
	Contribute regular articles to the BATS QLD quarterly newsletter	✓	✓	✓		✓
	Develop new BATS QLD policies, procedures and guidelines <i>(a good understanding of the way in which Bats Qld is operated is required)</i>	✓	✓	✓	✓	✓
	Review and revise existing BATS QLD policies, procedures and guidelines	✓	✓	✓	✓	✓

	Skill / Attribute / Responsibility	President	Vice-President	Secretary	Treasurer	Committee Member
	Develop and review Job Descriptions for Committee Members and other key volunteers	✓	✓	✓	✓	✓
	Develop, review and revise BATS QLD risk assessment documentation	✓	✓			✓
	Review and revise key documentation including Volunteer Manual, Information Portfolio, Office Volunteer Manual	✓	✓	✓	✓	✓
	Liaise with the website administrator to ensure the BATS QLD website is kept up to date <i>(changes are required to the website on a fairly regular basis which includes the replacement of documents etc)</i>	✓	✓	✓		-
	Liaise with BATS QLD Education Coordinators in relation to education program	✓	✓			
	Liaise with BATS QLD Telephone Coordinator in relation to emergency telephone service. <i>(This currently includes assisting with the phone roster, telephone training, maintaining all telephone documentation, updating the membership database and preparation of all training manuals and Operators Phonebook).</i>	✓		✓		
	Liaise with BATS QLD Coordinators in relation to issues pertaining to Carers Records, members not complying with record keeping requirements and the regular review of record keeping templates and guidelines	✓				
	Deal with incoming correspondence (including emails)	✓		✓		
	Maintaining the Correspondence Register			✓		
	Outgoing correspondence including the engrossing of letters for a wide range of purposes/reasons <i>(this includes letters to sponsors, other animal welfare organizations, responses to complaints, completion and lodgment of Annual Return of Association and Charity,)</i>	✓	✓	✓	✓	✓
	Processing new memberships			✓	✓	
	Deal with general enquiries	✓	✓	✓		
	Ensure compliance with regulatory requirements <i>(including Office of Fair Trading and Department of the Environment, Water, Heritage and the Arts)</i>	✓	✓	✓	✓	
	Coordinating quarterly Committee Meetings , collating agenda items and preparing minutes of meetings			✓		

	Skill / Attribute / Responsibility	President	Vice-President	Secretary	Treasurer	Committee Member
	Coordinating Coordinators Meetings and other general meetings	✓		✓		
	Prepare all necessary documentation in relation to Annual General Meeting including nomination forms, voting and proxy forms and other requirements as set out in the Rules of Association	✓		✓		
	Chair the Annual General Meeting and Extraordinary Meetings	✓	✓			
	Prepare all documentation in relation to Annual General Meeting including distribution of appropriate documentation to all members and organizing AGM venue	✓	✓	✓		
	Preparation of Certificates of Appreciation and letters of thanks to sponsors, donors, BATS QLD members and other appropriate persons/entities	✓	✓	✓		
	Maintenance of all financial records in relation to all accounts held by BATS QLD				✓	
	Liaise with auditor in relation to preparation of annual financial reports				✓	
	Ensure that adequate insurance is maintained	✓			✓	
	Assess and authorize financial payments (<i>Core Committee members are required to be bank account signatories</i>)	✓	✓	✓	✓	
	Have a solid understanding of requirements set down by the Department of Heritage and Environment and ensure compliance by BATS QLD (<i>to ensure that BATS QLD maintains Deductible Gift Recipient Status</i>)	✓	✓		✓	
	Prepare and submit annual statistical return to Department of Heritage and Environment (<i>prepared in conjunction with President</i>)	✓		✓	✓	
	Prepare and submit annual return of association to the Department of Employment, Economic Development and Innovation (DEEDI)			✓		
	Prepare and submit annual return for charity or sanction and lodge these returns with the Office of Fair Trading			✓		
	Ensure compliance with Office of Fair Trading requirements in relation to collection of donations	✓	✓		✓	
	Ensure compliance with regulations for Deductible Gift Recipients with Australian Tax Office	✓	✓		✓	



Bats Qld)Flying Foxes & Microbats) Inc.

Job description - Treasurer

Responsible to	BQ organisation, Committee, plus outside interests (compliance)
Reporting responsibilities to:	The Committee meeting in person or by way of a report

Purpose of Role

To manage and maintain the Financial management and accountability of the organisation including legal compliance.

Tasks

1. Maintain the organisations bank accounts and ensure accounts are balanced each month and recorded on financial software such as Quicken or MYOB.
2. Ensure that all information about the organisation's financial position can be readily extracted from the records as reports for Committee and Auditor
3. Maintain a hard copy of receipts and ensure all payments have corresponding receipts.
4. Record all payments in a folder in consecutive order and dated in preparation for annual audit
5. Pay bills by the due date and requests for reimbursement by members in a timely manner. This is for items purchased such as fruit, training materials and similar as approved by the committee.
6. Follow up on unidentified direct transfer to accounts
7. Follow up on un presented cheques
8. Manage and report on the paypal account
9. Bank funds in a timely manner
10. Transfer money from high interest and paypal as required to ensure operational funds are always available
11. Organise annual audit of accounts as a requirement of DGR status (I organised this Free of charge however a new Auditor will need to be found in the vicinity of new Treasurer)
12. Report finances to management committee meetings

13. Make recommendations on expenditure of funds
14. Liaise with Secretary re financial reports required to complete compliance returns.
15. Liaise with grants officer to oversee and ensure that grants are acquitted appropriately
16. Issue DGR receipts for donations made as required (Many donations are from the USA and our DGR receipts cannot be used)
17. Maintain the assets of the organisation and ensure they are stored correctly and know where they are. Keep the assets up to date on the records system.
18. Store archived financial records by year for a minimum of five years complete with audit report.
19. Abide by the Bats Qld constitution & the code of practice



Bats Qld (Flying Foxes & Microbats) Inc.

Job description - Secretary

Responsible to	BQ organisation, Committee, plus outside interests (compliance)
Reporting responsibilities to:	The Committee meeting in person or by way of a report

Purpose of Role

To manage and maintain the Secretarial duties of the organisation including legal compliance.

Tasks

1. Maintain the organisations master documents (for all positions)
 - 1.1. ATO DGR endorsement
 - 1.2. QWALC for insurance
 - 1.3. Australian Charities portal
 - 1.4. ABN
 - 1.5. Certificate of incorporation
 - 1.6. Register of Environmental Organisations
 - 1.7. ECO Access permit
2. Distribute incoming correspondence to appropriate members of the Team for action. ie: Newsletters to newsletter editor, membership forms to Membership Secretary, grants information to grants officer, requests for information and so on.
3. Provide outgoing mail on request and maintain a high standard of spelling, grammar and presentation
4. Attend and Provide a written report of mail highlights noteworthy of the team, (disregard operational traffic) for the committee meetings. If unable to attend a written report is adequate and arrangements made for minutes to be taken.
5. Be observant of any opportunities and pass onto the appropriate officer ie: sponsorship, letters of commendation, newsletter articles
6. Maintain the organisations correspondence records in an appropriate fashion. (Please note most of the organisations records are electronic which requires that outgoing Secretary passes these on as requested or required as there are many 100s.)
7. Record highlights on a regular basis and submit to newsletter secretary for inclusion in the quarterly newsletters

8. Call all general meetings as directed by the management committee members
9. Organise venue and requirements for committee meetings
10. Maintain minutes of management committee meetings and Annual General meetings
11. Prepare agenda items for management committee meetings and Annual General meetings
12. Complete annual return to Dept of Fair trading, Register of Environmental Organisations (DGR), & Australian Charities compliance return
13. Liaise with Treasurer re financial reports required to complete compliance returns.
14. Maintain and ensure the group insurance is current
15. Maintain and ensure the Eco-Access permit is current and reflects the responsible officer (President)
16. Request Permits for Display from Dept EHP and send to requesting members
17. Abide by the Bats Qld constitution & the code of practice "point 12 approved corporation responsibility"

Baby Coordinator's Role Description

Purpose

- To ensure the best outcome for orphans and juvenile rehab bats.
- To ensure that carers are supported and encouraged.

Administration duties

- Keep up to date with baby rearing techniques
- Maintain and update baby manual
- Organize and present the annual baby care workshops
- Organize babies into groups for crèche Liaise with crèche coordinator on arrival of baby intakes

Baby care duties

- Ensure that all facilities to which babies are sent have the basic requirements. This should be done before any babies are placed.
- Allocate placement to babies when taken into care to ensure that they are placed in the most suitable facility. Try to ensure that all carers have at least one or two babies before giving additional babies to specific carers.
- Communicate regularly with mentors.
- Check the records to ensure that each carer is maintaining weekly records
- Maintain a watch for sucking or other behavioural problems
- Ensure that each baby is maintaining a healthy growth rate and arm length.
- Immediately contact any carer where baby records indicate that there may be a problem. Contact the Baby Sub Committee and organize an inspection of the carer's facilities if concerns are raised.
- In collaboration with the Baby Sub Committee, remove any baby from a carer when the welfare of the baby is compromised.

Baby Carer duties

- Ensure that each carer has had suitable training; preferably attendance at a baby care workshop
- Ensure that each carer is kept up to date with activities during the baby season
- Check that each carer is maintaining the level of care required by Bats Qld for the care of babies

Baby Carer Mentor

Purpose

- To support and encourage inexperienced baby carers
- To work with Baby Coordinator to ensure the welfare of baby bats

Duties

- To be available to the carer at all times to answer questions and provide solutions to problems
- To demonstrate and advise on care and feeding techniques
- To ensure that the carer understands the manual
- To alert the Baby Coordinator of any potential problem with the care of the baby
- To ensure that the carer is maintaining weekly records

Baby and Crèche Sub-Committee

Purpose

- To ensure the best outcome for orphans and juvenile rehab bats.
- To ensure that baby carers are fully trained and supported
- Appoint monitors to inexperienced carers

Members

- Baby coordinator
- Baby stabilizer
- Crèche coordinator
- Any interested members

Administration duties

- Write and maintain baby coordinator role description
- Annual review, maintain and update baby manual
- Organize the annual baby care workshops
- Review and maintain crèche coordinator role description
- Annual review, maintain and update crèche manual
- Compile a list of assets (Bats Qld and privately owned) that can be used for baby care.
- Write a report on activities for Executive Committee and the newsletter.

Baby Care duties

- Each season, baby coordinator and baby stabilizer to visit all carers' home to ensure that the facilities for raising babies are adequate.
- Address any issue concerning baby welfare.

Method of Communication

- Sub-committee meetings to initially establish the committee and allocate roles and responsibilities to committee members
- Telephone to communicate where necessary to reduce the need of too frequent committee meetings
- Emails for updates of manuals and role descriptions. (nice emails only)

Bats QLD position responsibilities for
Membership Administrator

- Maintain and update membership records on Wildman
- Filing and maintaining of hard copies of membership forms
- Send out membership renewal forms
- Maintain pathology results on Wildman
- Send out annual pathology forms
- Generate welcome packs
- Bank all money and cheques associated with membership fees and donations received through membership forms
- Generate and send out membership cards
- Liaise with new members, providing current membership information
- Update Hotline operator with and change of rescuer details
- Inform Newsletter of any new members
- Try to increase the potential for new members by continual campaigning

Bats QLD position responsibilities for
Shop Keeper

- Implement and maintain stock levels
- Maintain stock levels on Wildman
- Send invoices to treasurer for payment
- Update members with new items
- Keep track and maintain loan kits
- Observe web and shops for new items that may assist our members and more affordable prices on original stock

Bats Qld – Education Sub-Committee Draft

August 2014

Proposed by Ali Sammel

The Education subcommittee is open to all vaccinated and non-vaccinated member of Bats Qld. It will focus on 2 main educational agendas:

1. Informal Education
2. Formal Education

1. Informal education incorporates any educational activities not relating to k-12 formal education.

For Bats Qld this incorporates 2 aspects – *Community education* and *Bats Qld courses*.

Community education includes: staffing events, educational materials (developed by the group and developed externally to the group), presentation PowerPoints, displays, permits, organisation, internal and external communication and promotion for any talks or displays within the community. This may also involve working/liaising with other organisations and/or groups.

A proposed aim of this working group would be to generate engaging, enjoyable, informative and interesting presentations based on up-to-date science and statistical evidence, that are age-appropriate and lead to Bats Qld developing a strong educational reputation within the community.

Bats Qld courses includes: Internal and external communication and promotion, staffing of courses, educational materials (developed by the group or developed externally but approved for use by the group), presentation PowerPoints, displays, permits and organisation. This may also involve working/liaising with other organisations and/or groups to promote our events.

A proposed aim would be to generate a high level of participant satisfaction with all Bats Qld courses, so we develop a reputation for delivering interesting, enjoyable and informative courses, based on up-to-date science and statistical evidence, that participants want to reengage with. As such, this group will work on creating teaching and learning activities that are delivered confidently, effectively and are enjoyable to the participant.

2. Formal Education involves the development and delivery of educational presentations (aligning with the Australian Curriculum) to formal school groups or the distribution of educational materials to school communities. A member who is a QCT (Queensland College of Teachers) registered teacher will be needed in this group. This will involve working/liaising with other organisations and/or groups to promote our events.

An aim of this working group would be to develop and distribute age-appropriate, up-to-date science and statistical based educational materials and programs to educate teachers, students and the wider educational community. Specifically, resources will be created as exciting games that are fun to play and inform the participant as they interact with the game. An educational resource

for teachers will accompany these games. Online and in school promotion of these online games will also be the agenda of this working group.

As such, it is proposed that this subcommittee has 2 interrelated, but separate working groups:

- The Informal education subgroup will administer, develop, promote and oversee aspects relating to the informal education carried out by the group.
- The Formal education group will research, write, produce and develop education resources and programs suitable for teachers and students within the K-12 education system. This group will also promote, organise and deliver materials and programs to school communities.
- Members of both working groups will be invited to co-write specific educational grants to fund both informal and formal educational activities.
- Members of both working groups will be invited to develop and maintained an online educational presence within the Bats Qld website. This online material can be original or linked to other reputable and working group-approved websites.

RESCUE PHONE JOB DESCRIPTION

Welcome to the RESCUE PHONE

1. ALWAYS have it charged
2. ALWAYS have it on you (or somewhere you can get to it quickly)
3. ALWAYS have pen and paper
4. ANSWER with a polite tone (no matter what time it is)
5. ASK correct questions and give CORRECT answers (If you don't know don't answer)
6. RECORD every phone call in WILDMAN quickly.
7. Check phone regularly for missed calls/Messages and answer them.
8. Keep Phone contacts up to date
9. Have a backup plan if you are unavailable
10. REPORT any issues with the phone URGENTLY.
11. NEVER leave phone OFF

1. Have a special place in your home for the phone. Somewhere where you know where it is and it can be charged. At every opportunity charge the phone as you never know how long the next phone call will be or how busy it will get. Especially around baby season.
2. ALWAYS have it on you. Make sure it is always close. When you hang out the washing, duck to the local shops, having a shower. ANSWER calls as prompt as possible. It is nice for caller to hear a human voice quickly when an injured animal is in need. Hearing the phone ring out or answered after 15 rings is frustrating and important information can be forgotten.
3. It will be good to have a pen and paper and computer. Pen and Paper to record call information and computer to look up who is closest to rescue. You can do this on the smart phone but computer is quicker and bigger
4. BE POLITE EVERY CALL no matter what time it is. Even 2.30am. The Caller has gone to the trouble of finding our number and calling us to advise of an injured animal. Some calls will be for other animals so be polite and grateful of the call. Some people are angry at the bats for being on their property. Be calm and the caller soon calms as well.
5. ASK correct Questions. Name, Address, Situation BITTEN/SCRATCHED etc. Record all information. **BITTEN/SCRATCHED see C3 information URGENT ACTION REQUIRED.** Be correct with your answers. If you do not know DO NOT MAKE UP INFORMATION. Advise what you do know and offer follow-up call with more information when you get it. Wrong information can cause more harm than good for rescue groups.

6. RECORD information on WILDMAN as soon as possible. If you have no access to computer and are unsure how to use the Smartphone Please record all information on a piece of paper and pass it onto someone who will record for you as often as possible. Record ALL calls. Even that 2am call for a spider on the toilet. (yes it does happen)
7. CHECK phone regularly for missed calls/Messages. It is possible you do not hear the phone whilst driving or vacuuming. If missed, call person back as soon as you are aware. Apologise for not answering call and offer any assistance. Caller will be grateful for the effort.
8. Regularly check the membership database for new members and add them to the contacts in the phone.
9. Have a backup plan/Call forwarding. If you are not going to be available for awhile (Doctors appointment, Holiday, Out of range) Have a backup phone operator. Call forwarding can be done through the phone if you are unavailable for a few hours. Please advise the next operator you will be forwarding all "Bat calls" to their phone and advise them again when you have returned. If you are away for more than a few hours, you can organise to hand the phone over to another operator. If you feel the calls are getting a bit much (repetitive, early morning wakeups, aggressive callers, the phone constantly ringing) you do not need to ALWAYS be there. If it is getting a bit much feel free to hand it over to another operator. Having a break from the phone is not a sign of weakness. It's a sign of respect for yourself.
10. If you are having difficulties with the phone REPORT it ASAP. It may be something simple as turning it off/on to fix the situation or a major overhaul is required.
11. NEVER leave phone OFF for any reason. All Calls must be answered or Forwarded to another operator. We are a 24hour service. Not a "when it suits me" service.

CALL INFORMATION NEEDED TO COLLECT

DATE	
TIME	
REASON	dog attack, Barbed wire, On side of road, Netting
NAME	
ADDRESS	
PHONE	
REFERER	If they give it or you can ask
ACTION REQUIRED	rescuer sent, advice given, referred elsewhere (Can be done)
ASSIGNED TO	rescuer name, other group (in WILDMAN)
NOTES	Give all information available.

WHAT TO DO AFTER THE CALL

Check area of rescue and CALL closest rescuer.

Alternatively a generic SMS can be sent to ALL rescuers.

Send rescuer Job information.

Enter information into Wildman.

WILDMAN CALL LOG ENTRY

1. Obtain WILDMAN from Bats QLD website (Under Members tab)
2. Enter your log in details and password
3. Click on "calls" tab
4. Click green "+"add
5. Enter correct details using either dropdown tabs or enter manually
6. Click "save"

C3 BITE OR SCRATCH HUMAN

If someone has been bitten or scratched **IMMEDIATE ACTION** is required.

1. Keep calm, If Caller hears stress in your voice then they panic.
2. Advise caller to wash wound in warm soapy water for 5 min. Do Not scrub. Apply alcohol if available after washing.
3. Get all information FULL name, Address, Contact phone number and where injury is located (right hand . bite mark) also information for rescue. Location of bat, Equipment required, ect.
4. Advise caller to seek urgent medical advice and advise you will be in contact with QLD Health.
5. Inform caller of the process as this gives them knowledge of their situation. DO NOT give information you do not know. If unsure advise you will seek information and call them back if necessary.
6. Send rescuer to collect bat and advise rescuer it is a C3 Bat. Bat needs to be taken for euthanizing and testing.
7. Call QLD Health and advise of ALL information asked and record in WILDMAN as soon as possible.

C2 BITE OR SCRATCH PET Dog/Cat

This is a work in progress and more information is coming. So for now this is the information we will pass onto pet owners.

- **raise awareness** of the **low** but possible **risk** of a transmission and the **consequences**
- **strongly encourage** the pet owner to seek **veterinary advice** (Biosecurity has a very **comprehensive information sheet for vets** on their website as many vets don't have much experience with such cases.)

<http://www.daff.qld.gov.au/animal-industries/animal-health-and-diseases/a-z-list/australian-bat-lyssavirus>

- a post-exposure **vaccination** for pets is available, but needs to be given before symptoms occur (**at owners expense**)
- Biosecurity is willing to **test the bat** for the virus (requires a brain biopsy, lab is in Brisbane)
 - If the bat has already died or needs to be euthanized because of its injuries, sending it for testing would give the pet owner peace of mind - however, we have no obligation to arrange the transport to the lab, this is supposed to be done by the vet and at the **owners expense** - nevertheless, we could offer to assist

If the bat is still alive and has a good chance of rehabilitation, we, of course, don't want to have it euthanized, thus **observing the bat for 10 days** and if it does not show any symptoms of ABLV or die, the risk of a transmission is negligible - if it does show symptoms or dies, it's recommended to arrange testing of the Bat.

“If the bat is likely to be suitable for rehabilitation and release – whether to recommend the bat be killed and testing is up to the carer/carer organisation. However, if the carer does not recommend testing to the owner – the risk is that the infection isn’t recognised and as a result a person or animal does not get medical or veterinary advice/vaccination and progresses to get ABLV disease. Admittedly that risk is low – but if it did occur, the impact for bats and the families involved, the carer and the all carer organisations would be severe.

Dr Janine Barrett
Principal Veterinary Officer
Biosecurity Queensland
Department of Agriculture, Fisheries and Forestry