

Endorsing a relevant person under a rehabilitation permit

This information sheet is issued by the Department of the Environment, Tourism, Science and Innovation to provide guidance to rehabilitation permit holders on the requirements and process for endorsing a relevant person to carry out authorised activities under the authority.

Background

The Department of the Environment, Tourism, Science and Innovation (the department) is the administering body for the *Nature Conservation Act 1992* (the Act) and its subordinate legislation, which includes, but is not limited to the *Nature Conservation (Animals) Regulation 2020* (the Animals Regulation).

The department is also responsible for administering the following Codes of Practice:

- Code of Practice – Care of Sick, Injured or Orphaned Protected Animals in Queensland
- Code of Practice – Rehabilitation of Sick, Injured, or Orphaned Koalas in Queensland.

The Act and its subordinate legislation can be accessed via the Queensland Legislation website (<https://www.legislation.qld.gov.au/>). The Codes of Practice can be accessed via the department's website (<https://www.detsi.qld.gov.au/>) by searching for the relevant title.

Rehabilitation permit requirements

Section 201 of the Animals Regulation provides that:

The chief executive must not grant a rehabilitation permit for a protected animal—

- a) for a person—unless the chief executive is satisfied the person intends to rehabilitate the animal and return it to a prescribed natural habitat for the animal; or*
- b) for a voluntary wildlife care association—if the association engages in commercial activities, other than fundraising for the objects of the association.*

Endorsing a relevant person

The holder of a rehabilitation permit may endorse a relevant person to conduct activities authorised under their rehabilitation permit. Section 5 of the Animals Regulation provides that:

- 1) Subject to the below subsections, a **relevant person**, for the holder of an animal authority, is—*
 - a) if the holder is an individual—an employee or agent of the individual acting under the direction of the individual; or*
 - b) if the holder is a corporation, other than an incorporated association—*
 - (i) the person in charge for the authority; or*
 - (ii) an executive officer, employee or agent of the corporation acting under the direction of the person mentioned in subparagraph (i).*

Endorsing a relevant person under a rehabilitation permit

- 2) A **relevant person**, for the holder of a rehabilitation permit, if the holder is an incorporated association, is—
- the person in charge for the authority; or
 - an officer, member, employee or agent of the holder acting under the direction of the person mentioned in paragraph (a).

The holder of a valid rehabilitation permit (the holder) **cannot** endorse a relevant person (a person) to conduct an activity or care for a species that is **not authorised** on the rehabilitation permit (the permit). This includes not endorsing more than the total permissible number of each animal species, as specified in the 'quantity' section or outlined in the conditions section of the permit.

To be clear, the total number specified on the permit for each species, or outlined in permit conditions, is the **maximum** number permitted at any given time across **all** persons operating under the authority, including the permit holder and any endorsed persons.

Documenting an endorsement

Section 249(1) of the Animals Regulation prescribes the information that must be stated in an animal authority, including:

- the day the authority is granted or automatically issued, or if different, the day it takes effect
- the authority's term or end date
- the name and address of the holder of the authority
- each category or species of animal to which the authority applies
- the number of animals authorised, if applicable
- the licensed premises for the authority
- any conditions imposed by the chief executive on the authority.

Section 79 of the Animals Regulation provides that:

The holder of an animal authority must ensure a person carrying out an activity under the authority, while carrying out the activity, has the following documents available for inspection—

- if the person is the holder of the authority—the authority or a copy of the authority;*
- if the person is not the holder of the authority—a copy of the authority endorsed by the holder of the authority with the person's name and residential address.*

To assist the holder in complying with section 79 of the Animals Regulation, the department has developed a template that includes the required information for endorsing a person under the permit. The template can be downloaded from the department's website (<https://www.detsi.qld.gov.au/> - search: Rescue and rehabilitation permits). A completed copy of the template, signed and dated by both the permit holder and the endorsed person, and accompanied by a copy of the permit and its conditions, satisfies the requirement of section 79(b) of the Animals Regulation.

The holder may choose to use a document other than the department's template to endorse a person, provided it contains all the information included in the department's template.

Regardless of whether the holder uses the department's template to endorse a person, a copy of the permit and its conditions must be attached to the endorsement and given to the person. The holder should keep a copy of the endorsement for their records. As required by the relevant Codes of Practice, voluntary wildlife rehabilitation

Endorsing a relevant person under a rehabilitation permit

organisations must maintain a current list of relevant persons endorsed under their permit and provide this list to the department within 20 business days of the close of the financial year.

It is not appropriate for the holder or person to modify and/or deface the copy of the permit in any way unless the holder is limiting the species and number of animals a person may obtain in accordance with section 202 of the Animals Regulation. Subsection 202(2) of the Animals Regulation provides that:

(2) This section does not authorise a relevant person for the holder of a rehabilitation permit to obtain or keep an animal under the permit if the holder instructs the relevant person not to obtain or keep the animal.

Example of way in which instruction may be given—

the holder gives the relevant person a copy of the permit with the animal crossed out

(3) In this section—

obtain, an animal, means—

- a) take the animal from the wild, other than hunt, shoot, wound, kill, skin, poison, spear, injure or harm the animal; or*
- b) accept the animal from someone who has taken the animal from the wild in the State or another State.*

The department recommends that the holder use the department's template, accompanied by a copy of the permit and conditions. Additionally, it is recommended that the holder specify an expiry date for the endorsement, ensuring it does **not** exceed the expiry date of the permit. Unless an earlier expiry date is specified by the holder in writing, the endorsement to operate under the authority will expire on the same date as the permit.

Responsibilities

When the holder endorses a person, they are responsible for ensuring that the person complies with the Act, its relevant subordinate legislation, the relevant Code of Practice, the permit, and any limitations placed on the endorsement. Additional obligations under other legislation may also apply.

The holder should periodically review a person's ability to carry out authorised activities under the permit, ensuring the person's activities are compliant with the relevant Code of Practice.

Section 318 of the Animals Regulation provides that:

- (1) The holder of an animal authority must, unless the holder has a reasonable excuse, comply with the conditions of the authority applying to the holder.*
- (2) For subsection (1), the holder is taken to comply with a condition of the authority if a relevant person for the holder complies with the condition for the holder.*
- (3) A relevant person for the holder of an animal authority must, unless the person has a reasonable excuse, comply with the conditions of the authority applying to the person.*

If the holder becomes aware that a person is not compliant, or they choose to no longer endorse a person under the permit, the holder is obligated to:

- make reasonable attempts to notify the person that they are no longer authorised to operate under the permit, and
- remove any animals under the person's care.

The holder should not jeopardise their safety or the safety of others when notifying or removing animals from a person who is no longer endorsed. The holder must notify the department in writing at

Endorsing a relevant person under a rehabilitation permit

wildlife.operations@detsi.qld.gov.au within 20 business days of the first reasonable attempt to notify the person, advising that the person is no longer endorsed and the outcome of any reasonable attempts to notify the person.

Reasonable attempts to notify the person include, for example:

- sending an email to the person advising that they are no longer authorised to operate under the permit
- sending a letter to the person's last known postal address advising that they are no longer authorised to operate under the permit
- using another method of communication previously used to correspond with the person and making a file note of the communication attempt.

Section 17 of the Code of Practice – Care of Sick, Injured or Orphaned Protected Animals in Queensland and section 18 of the Code of Practice – Rehabilitation of Sick, Injured, or Orphaned Koalas in Queensland outline the obligations for voluntary wildlife rehabilitation organisations regarding their members operating under a group permit.

Additional obligations

The permit holder must be aware of their obligations under the *Animal Care and Protection Act 2001*. Under section 17 of the *Animal Care and Protection Act 2001*, a person in charge of an animal during its rescue, treatment, care, or release has a statutory duty of care to appropriately provide for the animal's welfare.

The permit holder must also be aware of their obligations to minimise biosecurity risks under the *Biosecurity Act 2014*. For more information, please visit the Department of Primary Industries website (<https://www.dpi.qld.gov.au/> - search: General biosecurity obligation). Additionally, the permit holder should consider their obligations under Workplace Health and Safety Queensland (<https://www.worksafe.qld.gov.au/>).

Endorsing a relevant person under a rehabilitation permit

Human Rights Act 2019 compatibility

The department is committed to respecting, protecting and promoting human rights. Under the [Human Rights Act 2019](#), the department has an obligation to act and make decisions in a way that is compatible with human rights and, when making a decision, to give proper consideration to human rights. When acting or making a decision under this information sheet, officers must comply with that obligation (refer to [Comply with Human Rights Act](#)).

Approved By

Ben Klaassen

Signature

13/09/2026

Date

Deputy Director-General
Queensland Parks and Wildlife Service
Department of the Environment, Tourism, Science
and Innovation

Enquiries: Wildlife and Threatened Species
Operations – Strategic Wildlife Operations
Email. wildlife.management@detsi.qld.gov.au