Handbook for Kangaroo Harvesters

Revised August 2017
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Note:
The *Biodiversity Conservation Act 2016* replaces:

- the *Threatened Species Conservation Act 1995*
- parts of the *National Parks and Wildlife Act 1974* relating to private land conservation and native animal and plant management.

Links to information about the commencement of the new Act can be found at the Kangaroo Management section of the [OEH website](https://www.oeh.nsw.gov.au).

The revisions in this document include:

- References to the BC Act and Biodiversity Conservation Regulation 2017
- References to the public register of wildlife licences required under the BC Act
- Offences under the BC Act
Introduction

Office of Environment and Heritage (OEH) has prepared this handbook to help kangaroo harvesters meet the NSW Government’s requirements for the commercial kangaroo industry. It will also help anyone considering applying for a Commercial Fauna Harvester’s Licence by providing information in advance about licence conditions and other requirements.

It contains general information about the commercial kangaroo industry from OEH’s perspective, and serves as guide in relation to applying for licences and tags, harvesting kangaroos and filling in returns. Contact details for OEH’s Kangaroo Management Section are also provided.

Kangaroo harvesting in NSW involves several groups of people.

Government and other regulatory and support agencies

- The Commonwealth Department of the Environment is responsible for regulating the export of native animals and products derived from them. Because a lot of kangaroo products are exported overseas, the commercial kangaroo harvest industry in NSW must operate in accordance with a management plan. For the period 1 January 2017 to 31 December 2021, this is the NSW Commercial Kangaroo Harvest Management Plan 2017–21, available at the Kangaroo Management Program page.

- OEH, which incorporates the former NSW National Parks and Wildlife Service (NPWS), administers the Commercial Kangaroo Harvest Management Plan. OEH develops the plan; conducts aerial surveys; calculates annual commercial quotas; grants licences to kangaroo harvesters, processors and retailers; collects harvest data; monitors compliance with licence conditions and legislation; and reports to the Commonwealth Government.

- The NSW Food Authority is responsible for ensuring hygienic production methods for food intended for human or animal consumption. All vehicle equipment and premises used to transport, store and process food animals must be licensed with the NSW Food Authority.

- The Firearm Safety and Training Council Ltd runs an accreditation program specifically for kangaroo harvesters. The course includes a shooting accuracy test; a safety check of harvesters’ rifles; and instruction to ensure harvesters know their legal responsibilities when using firearms and are able to meet the National Code of Practice (CoP) for the Humane Shooting of Kangaroos and Wallabies for Commercial Purposes. The Code of Practice requires all harvesters in NSW to successfully complete this course. Accreditation is valid for five years.

- OTEN TAFE (Open Training Education Network) provides the course Statement of Attainment 357-R1011V01 Game Harvester Skill Set that has been designed for game meat industry workers, including kangaroo harvesters. The course includes detailed methods of shooting and field dressing game meat animals to ensure that the meat product is safe for human consumption. The NSW Food Authority requires that kangaroo harvesters complete this course before they are granted a licence.

People involved in kangaroo harvesting

Kangaroo harvesters must obtain a Commercial Fauna Harvester’s Licence from OEH, after completing firearms accreditation and meat handling training courses. A harvester’s vehicle
rack also needs to be licensed with the NSW Food Authority to ensure that hygiene and construction standards are met. Kangaroos must be shot in accordance with the Code of Practice. Each kangaroo must then be field dressed and a commercial tag, supplied by OEH, for use on that particular property attached to the carcass immediately. At the end of each month harvesters use the supplied forms to provide activity reports to OEH by the specified date. Harvesters may register their own field chillers, but only they are able to consign kangaroos to chillers registered in their name. A separate handbook is available for chiller managers.

**Landholders** (owner or occupier) who want to remove kangaroos from their property must apply to OEH for an Occupier’s Licence. There are two types of Occupier’s Licences:

1. **A Non-commercial Occupier’s Licence** allows the landholder and/or one nominated licensed person to shoot the kangaroos. Kangaroos shot under a non-commercial licence cannot be used for commercial purposes, and this handbook does not discuss these licences further. These licences are granted by the NSW National Parks and Wildlife office that manages the region that the landholder’s property is located within. Contact Environment Line on Phone: 1300 361 967 whom will determine the correct National Parks and Wildlife office to contact.

2. **A Commercial Occupier’s Licence** allows the landholder to nominate a licensed harvester to shoot the kangaroos and sell the whole dressed carcasses to licensed fauna dealers. Landholders cannot shoot the kangaroos themselves for commercial purposes unless they obtain a Commercial Fauna Harvester’s Licence (see the Glossary of Licence Types, page 21). Landholders must provide the plastic tags supplied with the licence to nominated harvesters, who then attach them to the whole dressed carcasses.

Occupier’s Licences state the name of the nominated licensed harvester, how many kangaroos of a particular species are authorised to be shot, the licence conditions and its expiry date. A set of pre-printed ‘returns’ is also provided.

Kangaroo processors, called **fauna dealers**, must obtain a Fauna Dealer (Kangaroo) Wholesaler’s Licence from OEH, as well as a Certificate of Registration for each of the chiller premises they operate. Each of their chiller premises must also be licensed with the NSW Food Authority and chillers must display a current NSW Food Authority licensing sticker. Fauna dealers buy kangaroo carcasses from harvesters and process them or transport them to processing works. It is common for fauna dealers to have their own field chillers and processing works and to employ managers at these sites. Fauna dealers must send OEH weekly reports from their field chillers and monthly reports from their processing works. Fauna dealers can also obtain licences from OEH to import carcasses from other states where commercial harvesting is allowed and to export kangaroo meat and hide products to interstate and overseas customers.

**Skin dealers** purchase frozen or salted skins from fauna dealers. They cannot buy skins direct from harvesters. They must be licensed by OEH to process kangaroo skins, and their processing works must also be registered. Skin dealers must submit returns to OEH each month, detailing how many skins they buy and from which dealers.

The success of the commercial kangaroo industry depends on OEH knowing what is happening throughout the supply chain, and this is achieved by licensing each step in the process. The information in the returns submitted by each licensed operator is critical in ensuring that the industry is accountable.
About commercial kangaroo harvesting

Legal basis
OEH regulates the commercial harvest of kangaroos in NSW in accordance with the Biodiversity Conservation Act 2016, the Biodiversity Conservation Regulation 2017 and the NSW Commercial Kangaroo Harvest Management Plan 2017–21.

The Biodiversity Conservation Act 2016 (‘the Act’) commenced on 25 August 2017 and replaced parts of the National Parks and Wildlife Act 1974 relating to private land conservation and native animal and plant management. Kangaroos are ‘protected animals’ for the purposes of the Act and cannot be harmed except in accordance with an appropriate licence granted by OEH or in accordance with one of the defences or exceptions set out in the legislation.

Commercial harvesting
Commercial harvesting allows the carcases of the kangaroos shot to be sold for either pet food or human consumption.

Under a Commercial Occupier’s Licence, only the nominated harvester may shoot the kangaroos. The landholder is not permitted to shoot the kangaroos unless they are also the nominated harvester.

Commercial harvesting benefits landholders by giving them the opportunity to have licensed professional kangaroo harvesters remove kangaroos from their properties. This reduces the cost of kangaroo control to landholders, and the problem of carrion being available to feral carnivores. Commercial harvesting ensures that the kangaroos are taken by harvesters who have been accredited by the NSW Firearms Safety and Training Council Ltd, and are appropriately licensed.

Species that can be harvested
In NSW, only red kangaroos (Macropus rufus), eastern grey kangaroos (Macropus giganteus), western grey kangaroos (Macropus fuliginosus) and wallaroos (Macropus robustus robustus and Macropus robustus erubescens) may be taken commercially. However, not all of these species can be taken commercially in all zones. If a landholder needs to cull species for which there is no commercial quota, a non-commercial licence will be required and the kangaroos cannot be bought or sold.

How the commercial harvest is regulated
The annual quota limits the number of kangaroos that can be shot commercially in any Kangaroo Management Zone. The quota is calculated each year from population estimates derived from aerial surveys, according to the proportions specified in the NSW Commercial Kangaroo Harvest Management Plan 2017–21 approved by the Australian Commonwealth Government. Because kangaroo populations change in response to seasonal conditions and the availability of feed and water, the annual quota also changes from year to year.

Every step in the kangaroo supply chain is licensed and monitored. All types of licences have conditions attached, and all licensees are required to submit activity reports (‘returns’) to
OEH for monitoring purposes. As well as providing information about the harvest, this information helps OEH to monitor changes in kangaroo populations between surveys.

**Commercial harvest zones**

NSW is divided into two main regions for kangaroo management – the **Commercial Zone** which covers approximately 80% of the state, and the **Non-commercial Zone**, which covers the remainder. Within the Commercial Zone, there are 14 Kangaroo Management Zones (see map on page 29). Each has its own quota for the different commercial species, and is administered from the Dubbo OEH office. Non-commercial licences are available across NSW, regardless of whether or not commercial quota is available.

**How the quota is allocated**

Within each Kangaroo Management Zone, the quota is usually allocated on a ‘first in, first served’ basis until the quota has been filled. **This can mean that the quota runs out before the end of the year.** An authorised OEH officer assesses each application before approving it, and may contact the landholder if there is concern about any of the information on the application. A licence may not necessarily be approved for the full number of tags on the application.

Sometimes it is necessary to restrict the number of tags that can be issued on any commercial licence, or to stop issuing tags in a particular zone for a period of time. This is most likely to occur in zones where there are large areas of high value crops and/or pastures, and is done to make sure there is still commercial quota available when crop protection needs are greatest. If such restrictions are necessary, harvesters and landholders in that zone will be notified before the restrictions come into force.

**Code of Practice**

Shooting in accordance with the National code of Practice is the only acceptable method of killing kangaroos. This means that all kangaroos should be killed by a single shot to the brain, resulting in an instant and painless death. For pouch joeys, the Code specifies acceptable methods for humane destruction.

Copies of the Code are available from OEH’s Kangaroo Management Section or via the [OEH website](#).

Compliance with the Code is a condition of Commercial Fauna Harvester’s Licences and Occupier’s Licences. It is your responsibility to ensure you are familiar with its contents.

You will need a licence to keep kangaroos in captivity. It is against the law to capture joeys and keep them as pets.

A kangaroo taken under a Commercial Occupier’s Licence that is wounded then euthanased, as specified in the Code, must still have a tag attached. However, the harvester must not remove that kangaroo or attempt to sell it. That kangaroo must be left in the field and recorded on the harvester’s returns for that licence.

**Where kangaroos can be shot**

Commercial harvesting of kangaroos is prohibited within national parks and other reserves managed by OEH. It can only occur on private landholdings with the permission of the landholder (owner or occupier).
Kangaroos can only be shot in accordance with a valid Occupier’s Licence granted under Part 2 of the *Biodiversity Conservation Act 2016* and applying to a single property. Tags are issued for the number of kangaroos approved on the licence and can only be attached to kangaroos shot on that property in the period covered by the licence. The Occupier’s Licence states which licensed harvester may shoot the kangaroos; which species and how many may be shot; which tag numbers were issued; when the licence expires and what conditions apply. Every kangaroo carcase must be tagged, whether or not it is sold.

**Who can shoot kangaroos commercially?**

Only people who are licensed by OEH as harvesters (in other words, who hold a Commercial Fauna Harvester’s Licence) can shoot kangaroos and sell the carcases. A commercial tag must be attached to every carcase taken. Carcases must only be sold to licensed fauna dealers, and must only be transported and stored in correctly registered vehicles and premises.

**The role of the landholder**

A harvester must have the landholder’s permission to shoot kangaroos on the landholder’s property. The landholder gives permission by applying to OEH for a Commercial Occupier’s Licence, which authorises their nominated harvester to undertake the shooting. Landholders cannot shoot the kangaroos themselves unless they obtain a Commercial Fauna Harvester’s Licence.

**Who can shoot kangaroos commercially on their own property?**

Landholders can apply for an *Occupier Harvester’s Licence* if they want to shoot kangaroos commercially only on properties they either own or occupy (see the Glossary of Licence Types, page 21). The training requirements and conditions are almost identical to those for a Professional Harvester’s Licence, except that under an Occupier Harvester’s Licence, shooting is restricted to properties owned/occupied by the licensee. These properties are listed on the licence.

**How to find properties to shoot on**

It is the responsibility of landholders and harvesters to arrange commercial shooting. Privacy laws prevent OEH from providing contact lists for landholders and harvesters who want to undertake commercial kangaroo harvesting.

Some harvesters advertise their services in local newspapers, or look for ‘grazers’ in the Yellow Pages and call landholders. Some landholders also advertise in local newspapers for harvesters, but word of mouth seems to be effective in most small communities.

_It is a good idea to contact one or more fauna dealers (processors) before you commence work in an area, to make enquire if they will accept the kangaroos you shoot. Some chiller managers prefer to work with a particular group of harvesters, and they are not obliged to buy your kangaroo carcases. A list of fauna dealers licensed at the date of publication of this handbook is provided on page 25._
Public liability

Public liability insurance is the responsibility of the landholder and the professional harvester. OEH strongly recommends you take out insurance for your own protection, although it has no role in regulating public liability. Carrying public liability insurance may also increase the number of properties you can access, as some landholders will not allow harvesters on their properties unless they are insured.

About application forms

Application forms are updated occasionally to reflect changes in legislation and OEH’s legal requirements. Check with the Kangaroo Management Section to make sure you are using the correct forms, as applications submitted on outdated forms may not be accepted. Current forms are available from the Kangaroo Management Program’s web page.

Application forms that are not properly filled in or are not legible will not be processed. Please make sure all the required information is completed to prevent any delays. Note that it is the landholder, not the nominated harvester, who fills in an application for an Occupier’s Licence.

Submitting a forged or fraudulent application form is a criminal offence and may result in enforcement action.
Applying for a Commercial Fauna Harvester’s Licence

Application forms for Commercial Fauna Harvester’s Licences are available from the Kangaroo Management Program web page or from the Kangaroo Management Section. See the Glossary of Licence Types (page 21) for descriptions of the two types of Commercial Fauna Harvester’s Licences available.

There is an important Privacy Statement at the bottom of the form. Read this carefully, as it describes what the information you provide will be used for, and what other organisations the information can be shared with. By signing the form, you acknowledge that the information you provide can be used as described in the statement.

As required by the Biodiversity Conservation Act 2016, a public register of wildlife licences will be published on the OEH website. The public register will NOT include personal information of individuals (e.g. name, postal and email address, phone number and date of birth). Information about the location of kangaroo harvesting will only include the relevant kangaroo management zones.

It is an offence to provide misleading or false information. By signing the form you are stating that the information you have provided is correct. Applications for Commercial Fauna Harvester’s Licences that appear to OEH staff to have been falsified, or are suspected of containing misleading information, will be investigated. If the application is found to be fraudulent, you could be fined.

There are three requirements that must be satisfied for OEH to grant a Commercial Fauna Harvester’s Licence.

These are:

- A valid Firearms Licence from the state in which you live, listing an appropriate ‘genuine reason’.
- Successful completion of the Kangaroo Harvester Accreditation course through the Firearm Safety and Training Council Ltd. The accreditation is valid for five years. Phone: 02 9486 3077.
- Successful completion of the Statement of Attainment 357-R1011V01 Game Harvester Skill Set. Completion of this course is a requirement of the NSW Food Authority. Contact the NSW Food Authority on (02) 6552 3000 or OTEN TAFE on 1300 362 346 or go to the website www.oten.edu.au for more information.

When you apply for your Commercial Fauna Harvester’s Licence, you need to supply certified copies of your Firearms Licence and completion certificates for both of the above courses. This means that you need to get a Justice of the Peace (JP) to certify that each photocopy is a true copy of the original, so the JP will need to see the original documents with the photocopies. If you don’t do this, your application will be rejected.

There are conditions attached to every Commercial Fauna Harvester’s Licence. The current conditions are included at the back of this handbook, on page 21, but be aware the conditions are subject to change. It is your responsibility to make sure you understand these conditions and comply with them. If you don’t, you can be fined or prosecuted. If there is any change in the conditions attached to your licence, you will be notified in writing.
Costs

The fee for a Professional Harvester’s Licence in 2017 is $894 per year. Occupier Harvester’s Licences cost $223 for 2017. Each licence is valid until 31 December in the year granted. If you apply for your licence on or after 1 July, half the annual fee applies.

Contact the Firearm Safety and Training Council Ltd for information about the cost of the Kangaroo Harvester Accreditation course, and OTEN TAFE for information about the cost of the Statement of Attainment 357-R1011V01 – Game Harvester Skill Set (contact details on page 20).

OEH recommends you take out public liability insurance and shop around for the best available cover for your situation.

There are also costs associated with the set up and licensing of vehicles to transport kangaroos to meet NSW Food Authority requirements. Contact NSW Food Authority for details about fees and applying for a Food Authority registration (contact details are on page 20). Registration is compulsory, and you can be fined for operating without a valid registration.

Renewing your Commercial Fauna Harvester’s Licence

Commercial Fauna Harvester’s Licences all expire on 31 December in the year granted. Renewal notices are sent to all currently licensed harvesters in November each year. If you choose not to renew your licence for the following year, you don’t have to do anything. You can renew your licence at any time during the year. You can also choose to skip a year, however renewal notices are only sent to people who have been licensed during the current year.

What you need to do

If you decide to renew your licence:

1. check all the details listed on your renewal notice are correct (for example, has your phone number or address changed?)
2. read the form carefully, and fill in all the required information
3. get certified copies of your Firearms Licence and Kangaroo Harvester Accreditation (that is, photocopy them and get a Justice of the Peace to certify the copies are true copies of the original documents)
4. mail your renewal, along with the certified copies of documents, and payment to the Office of Environment and Heritage, Reply Paid 2111, Dubbo NSW 2830.

If you do not provide all the required information, your application will be rejected.

You do not need to send in an application for an Occupier’s Licence and tags with your Commercial Fauna Harvester’s Licence renewal.

Change of address

You must notify the Kangaroo Management Section within 21 days if you change address – this is a condition of your licence, and will ensure that you receive your renewal notice and any other documents mailed to you without delay.

If you have changed address and not notified the Kangaroo Management Section, you may not receive your renewal notice, and there could be a delay in renewing your licence.
Firearms Licence renewal

You can still renew your Commercial Fauna Harvester’s Licence if your Firearms Licence has expired and you haven’t yet received your new licence **provided you applied for your Firearms Licence renewal before the expiry date**. If this happens, you need to get a letter from the NSW Firearms Registry stating that it has received your renewal application, and that you are allowed to continue using your expired licence until you receive your new one. OEH will accept this as proof that you have a Firearms Licence so that your Commercial Fauna Harvester’s Licence can be renewed. When you get your new Firearms Licence, send a certified copy to the OEH office that processed your licence so our records can be updated.

If your Firearms Licence expires during the year, and you do not present either your new licence or a letter from the Firearms Registry acknowledging your application for renewal, OEH may refuse to grant any more Occupier’s Licences that nominate you as the harvester until you provide proof that you have a new licence. If the Firearms Registry confirms that you no longer hold a current Firearms Licence, OEH will cancel your Commercial Fauna Harvester’s Licence.

Harvester accreditation renewal

The Firearm Safety and Training Council Ltd keeps a database of all people who have completed the Kangaroo Harvester Accreditation course. Renewal notices are sent to people whose accreditation is about to expire several months before the expiry. If you want to remain licensed as a harvester, you will need to be re-accredited. It is **your** responsibility to ensure your accreditation is current, as OEH will not renew your Commercial Fauna Harvester’s Licence if it has expired. Evidence that you have booked in to do your re-accreditation **will not** be accepted for renewing your Commercial Fauna Harvester’s Licence. You must have completed the course before OEH can process your renewal.

Like harvester renewal notices, harvester accreditation renewal notices are sent to the address that is currently on file. If you do not notify the Firearms Safety and Training Council Ltd that your address has changed, there may be delays in renewing both your accreditation and your Commercial Fauna Harvester’s Licence. Contact the Firearm Safety and Training Council Ltd on (02) 9486 3077.

Registering a harvester chiller

OEH will allow a harvester to register a chiller for their own use. Only the harvester who has registered the chiller is allowed to put kangaroo carcasses into that chiller. No other harvester is authorised to use it. The conditions currently attached to a Harvester Chiller Certificate of Registration are included on page 23, but be aware that the conditions are subject to change. If there is any change to the conditions that apply to your Chiller Certificate of Registration, you will be advised in writing.

Application forms for Chiller Certificates of Registration are available from the OEH Kangaroo Management Section in Dubbo.

The annual cost of registering a harvester chiller is $390 for 2017. The chiller box may be moved to different locations during the year, but you must register each site and notify OEH of the new location each time by completing an application to change/transfer chiller details. This form is available from the Kangaroo Management Section in Dubbo.
Applying for a Commercial Occupier’s Licence and tags

Kangaroos can only be shot in accordance with a valid Occupier’s Licence under Part 2 of the Biodiversity Conservation Act 2016. An Occupier’s Licence relates to an individual property. For commercial shooting, a Commercial Occupier’s Licence and commercial tags are required, and only a person who holds a current Commercial Fauna Harvester’s Licence may be nominated to shoot the kangaroos.

Where to get application forms and tags

Commercial Occupier’s Licences and tags are issued from the Dubbo office of OEH’s Kangaroo Management Section:
Kangaroo Management Program
Reply Paid 2111
Dubbo NSW 2830

Use a current form

Forms need to be modified periodically, and old forms may not be accepted. Contact the Kangaroo Management Section where you get your tags to check you have the current forms. You can also get the current forms from the Kangaroo Management Program’s web page.

Filling in the Occupier’s Licence application form

Who fills in the form

The application form is completed and signed by the landholder, not the harvester. Only forms with original signatures (not faxed or photocopied) will be accepted for Commercial Occupier’s Licence applications, and the form must be received by OEH within six weeks of the landholder signing it. Forms that have been altered (for example, with white-out) may not be accepted. Incomplete or illegible forms will not be processed, and will be returned to the landholder.

It is an offence to provide misleading or false information. Applications for Occupier’s Licences that appear to OEH staff to have been falsified will be investigated. If the application is found to be fraudulent, you could be fined, prosecuted or have your Commercial Fauna Harvester’s Licence cancelled.

Location details and a sketch map should be included on the application form for new properties so that OEH knows which zone the property is in. If you are not sure if the property is already on the database, please include these details anyway. For example, describe the location like this:

‘32 kilometres north-east of Anytown on the Going Somewhere Road’.

A copy of a recent Local Lands Services Rates Notice will be required before new properties are created in the licensing database. This allows OEH to verify details of the property and owner.
A postage fee applies for tag parcels, and must be paid at the time of application. Postage rates are listed on the application form. You can choose to have the tags sent to an address different to your usual address by completing this information on the application form.

How many tags to apply for

In some zones, OEH puts a limit on the maximum number of tags that can be requested per licence, based on the size of the property. The application can request less tags than the limit, however the minimum number of tags that will be issued depends on the size of the property. Refer to the table on page 27. You should check with the Kangaroo Management Section to see if a limit applies to the property that you want to shoot on.

You will need to talk to the landholder and agree on how many tags to apply for on their property. The number of tags that you buy on that licence at the start is final for that licence. A new application form will need to be submitted if additional tags are requested for that property.

Each application must be approved by an authorised OEH officer. If there is any doubt about information on the form, OEH may contact the landholder for more information.

The conditions that currently apply to every Commercial Occupier’s Licence are included on page 24 of this handbook, but be aware that licence conditions are subject to change. Both the landholder and the harvester nominated on the application form receive a copy of the Occupier’s Licence and conditions. It is your responsibility to make sure you understand these conditions. If there is any change in the conditions that apply to Commercial Occupier’s Licences, both you and the landholder will be advised in writing.

Costs

There is no cost to apply for a Commercial Occupier’s Licence except for the cost of the commercial tags (for 2017 these cost $1.17 each and are GST free). Tags must be paid for either by the landholder or the harvester – discuss with the landholder who will be paying for the tags.

Payment can be made by personal cheque, bank cheque, money order or credit card. If you have a Debit MasterCard or Debit Visa card, you can also use these. However, please ensure that there are sufficient funds available, as the application may be rejected if your card payment is declined.

If you pay by personal cheque, and your bank dishonours the cheque, OEH will not accept cheques from you in the future and action will be taken to recover the money owing. An administration charge may also apply.

You may choose to give OEH the authority to charge your credit card automatically when applications are received, so that you don’t need to complete your card details on every form. A Letter of Authority form is available from the Kangaroo Management Section.
How to submit harvester’s returns

- It is a condition of your Commercial Fauna Harvester’s Licence that you send in returns for every month of the licence, by the due date (10th of the month following the return period). Do not stockpile your returns and send them all in at the end of the licence.

- Returns must be sent to:
  Manager, Kangaroo Management
  Reply Paid 2111
  Dubbo NSW 2830

- If you don’t shoot any kangaroos for a particular month during the licence, you still need to submit a ‘nil’ return by the due date – this is a condition of your licence. Even if you use all your tags before the end of the licence period, you are still required to put in ‘nil’ returns for the other months. In this case, you can send all the remaining returns together.

- You must make an entry for each night that you shoot. It is not acceptable to provide a summary for the whole month.

- It is important to record males and females separately, and that the weights are accurate. Do not assume that half the kangaroos you shot were female and the other half male, and that their weights were the same.

- The returns you submit must be a true and accurate record of your shooting activities on that property. Please take care when completing the returns, and make sure you put the numbers in the correct column for each species and sex, and that you list the chiller correctly. If for some reason you can’t get the correct chiller registration number, provide the name of the operator and the location of the chiller.

- Returns must be signed and dated. If you don’t do this, OEH will send them back to you for completion.

- If you have a problem with your returns, please telephone the Kangaroo Management Section on 1300 1RED ROO (1300 1733 766). Most problems can be sorted out quickly.

- Record books to help you keep track of your shooting are available free from the Kangaroo Management Section. These are very helpful if you lose returns, if they get lost in the mail or there is some other problem. You are still required to provide the information if your returns do not reach the OEH office.
How to use harvester’s tags

- Tags are only valid for the period of the licence – the expiry date is shown on your licence, and is always the last day of a month. Note that this is not the same as the due date for returns to be submitted.
- Any kangaroos that are not sold (for example, under-weight, or shot in the body) must be recorded at the bottom of the return form, along with any tags that have been lost.
- All unused tags must be returned to OEH after the licence expires – this is a condition of your licence, and you can be fined if you don’t do this. Send them to the Kangaroo Management Section with your last return for that licence, and note on the bottom of the return how many tags have been sent.
- The Kangaroo Management Section provides a Reply Paid postage option. You do not need to pay postage on your returns and unused tags if you use this address: Kangaroo Management Program Reply Paid 2111 Dubbo NSW 2830
- Government policy on financial accounting does not allow OEH to hold credits for tags.
- An application can be submitted for another licence and more tags on a property before all tags have been used or the licence expiry date. It is possible to have overlapping licences, although restrictions may apply in zones where there is strong demand for quota. You need to get a new form filled in by the landholder, and it will be a different licence number and have a different series of tags to the original licence.
- Sometimes tags are lost in the paddock. If you lose tags, please write on your return form for that property how many tags were lost. OEH does not provide refunds or replacements for lost tags. If you lose a large number of tags, you will be asked to provide a Statutory Declaration to explain the circumstances.
- Applications for Occupier’s Licences for the following year will not be processed prior to 1 December, to commence on 1 January the following year.
- Licence applications will not be processed between Christmas and New Year.
- Licences cannot overlap years, so all licences for a particular year must expire no later than 31 December.

Refunds and extensions

Applications for refunds or extensions must be made on an Extension/Refund Request form available from the OEH Dubbo office.

In general, refunds for current unused tags will not be granted. However, in exceptional circumstances you can apply for a refund. Your application will be referred to the Manager, Kangaroo Management Program for consideration.

Extensions are only considered for exceptional circumstances. This is usually something like an injury or illness to you or someone in your immediate family, and does not include things like chiller closures, your vehicle or a chiller breaking down. If you have been ill or injured, supply a medical certificate to support your application.

Refunds and extensions will only be considered for unused tags that are current (that is, the licence has not already expired), and where there are no overdue returns or unused expired tags on any licence nominating you as the harvester. This means you need to apply for a refund or an extension before your licence expires. Don’t wait until the last day of your
licence to apply for an extension or refund – there may not be time to gather any required additional information before the licence expires.

Think carefully about how many tags you buy. If you buy too many, you might get stuck with unused tags that you can’t get a refund or an extension for.

**Unused and returned tags**

If you do not use all the allocated tags before your licence expires, you must return the unused tags to OEH. Only after OEH receives the unused tags can they be added back into the available quota, and new licences granted so the kangaroo industry has the opportunity to use the entire approved quota. Note that OEH never uses the same tag numbers, new licences are always granted with new tags. If, for example, a harvester returns 50 tags that were issued for red kangaroos, OEH can grant a new licence for 50 red kangaroos, with a new range of tag numbers. The original tags are destroyed.

Even after the entire approved quota for a particular species has been issued in a zone, there may be some unused tags returned. These tags are issued to the first valid Occupier’s Licence application in the queue, regardless of who is nominated as the harvester.

When 50 or more tags become available from unused tag returns, the first application for that species in the queue can be processed.

To be in the queue for returned tags, the application form should be clearly marked ‘**For returned tags**’ and lodged at the office responsible for that zone. Don’t include payment with your application, because OEH does not know in advance how many tags will be returned or when, and is unable to hold credits under government accounting rules. Where an application for returned tags has ‘expired’ by the time tags become available (that is, the landholder’s signature is more than six weeks old), the licensing officer will confirm with the landholder that the licence is still required before contacting the harvester to arrange payment. This allows OEH to make the quota available faster than if new forms needed to be submitted.
Licence numbers

This section explains what the various licence numbers mean and how to recognise different types of licences by their numbers.

Having correct licence numbers on application forms and returns is important. Putting incorrect or incomplete licence numbers on your return forms causes delays in processing because they will have to be sent back to be correctly completed. OEH cannot correct returns on your behalf.

Tags

Commercial kangaroo tags are a different colour each year and can only be used in the year of issue (that is, between 1 January and 31 December). Each tag has information printed on it in a contrasting colour. The information looks like this:

**NSW17 1181853**

NSW indicates the tag is issued by the NSW Office of Environment and Heritage.

17 indicates the tag is issued for use only in calendar year 2017.

1181853 is the unique number that allows OEH to track the property, species and harvester for which the tag was issued.

Occupier’s Licences

Each Occupier’s Licence has a unique 11 digit number. It looks like this:

**16012341701**

16 indicates it is granted for Zone 16 (South East NSW)

01234 is the number allocated to the particular property

17 is the year.

01 is the sequential licence for that property in that year (the next licence for that property would be 16012341702).

Commercial Fauna Harvester’s Licences

Each harvester has a unique licence number with two letters and five digits:

- For professional harvesters, the number will start with PT (for example, PT01234). For licences granted after 25 August 2017 it will start with PKH (for example, PKH01234).
- An Occupier Harvester’s Licence number will start with OT (for example, OT98765). For licence granted after 25 August 2017 it will start with OKH (for example, OKH98765).

All licences will begin with PHK or OKH from 2018.

When you contact the Kangaroo Management Section with an inquiry about your Commercial Fauna Harvester’s Licence or returns, it helps to have this number handy.
**Processor’s Licences**

Fauna dealers and skin dealers have licence numbers consisting of two letters and three digits.

- Fauna dealer wholesalers, who are authorised to buy kangaroos directly from harvesters, have a licence number that looks like this: WS999.
- Restricted fauna dealers (who cannot buy kangaroos directly from harvesters) have a licence number starting with WR.
- Skin Dealer’s Licence numbers start with SD.

**Chiller Certificates of Registration**

Chillers must be registered with OEH and have two-part registration numbers. A fauna dealer chiller registration number looks like this:

`WS999-CP001`

**WS999** shows that the chiller is registered to fauna dealer wholesaler WS999.

**CP001** shows that this site is the first chiller premise for that wholesaler.

A professional harvester chiller registration number looks like this:

`PT01234-CP001`

For an occupier harvester, this would be an OT or OKH number instead (for example, OT01234-CP001 or OKH9876-CP001).

Chillers must also be licensed with NSW Food Authority to ensure hygiene standards are met. NSW Food Authority licence numbers are different to the OEH numbers, and are printed on stickers with the NSW Food Authority logo.
Compliance

This section outlines the main types of offences (but not all of them) relevant to the kangaroo shooting industry, and the range of penalties that applies to each type of offence. This is only a guide – for more information refer directly to the Biodiversity Conservation Act and Regulation. It is your responsibility to know what activities require a licence and what conditions are attached to your licence.

Offences under the law

The four main offences under the Biodiversity Conservation Act 2016 that are relevant to kangaroo shooting are:

1. **Harm protected animals** – under section 2.1 of the Act, it is illegal to harm (kill, injure etc.) protected animals unless you have an appropriate licence to carry out that activity. Shooting kangaroos without the appropriate licence is an offence under this section of the Act and may result in a fine or prosecution by OEH. Anyone found guilty faces a fine of up to $22,000 for each offence plus $2200 for each animal harmed.

2. **Buy, sell or possess protected fauna** – under section 2.5 of the Act, it is illegal to buy, sell or possess protected animals unless you have an appropriate licence. Anyone prosecuted by OEH and found guilty of buying, selling or possessing protected animals such as a kangaroo without the appropriate licence faces a fine of up to $22,000 for each offence.

3. **Contravene condition/s of licence** – section 2.14 of the Act makes it an offence to breach any condition of a licence or registration certificate granted by OEH. A person who breaches a condition of a licence may be issued with an on-the-spot fine by a OEH officer or the police, or may face prosecution. For example, if a person is found in possession of kangaroo carcasses without tags, they can be fined $300 for each untaged kangaroo. Failing to meet any of the conditions on a Commercial Fauna Harvester’s Licence can also result in a fine or prosecution. Where a court finds a person guilty of breaching a licence condition, they can face a fine of up to $22,000 for each offence.

4. **Provide false information** – under section 13.10 of the Act it is an offence for anyone to make a statement or provide information or other material in connection with an application for a licence or registration certificate that they know, or ought reasonably to know, is false or misleading. Anyone who submits an application form that is falsified can be guilty of this offence, even if they do not hold a Commercial Fauna Harvester’s Licence. This also includes anyone lodging a falsified form on behalf of a harvester or occupier. Fines of $3300 on the spot apply or, where prosecuted by OEH and found guilty, the court may apply a significant fine.

Monitoring

OEH staff carry out a range of monitoring activities, including:

- cross-checking returns from harvesters, chillers and fauna dealers
- random, unannounced inspections of chillers and processing works
- random inspections of harvester vehicles
- investigation of alleged illegal shooting activities.
If your chiller is kept locked, the Kangaroo Management Section must hold a key to allow inspections to be carried out. It is a condition of a Chiller Certificate of Registration that the premises are available for inspection at any time by authorised OEH officers.

If the chiller is located on property owned by another person, it is important that the property owner understands that OEH may conduct inspections without prior notice.

OEH has a Memorandum of Understanding with the NSW Food Authority. Under the terms of this agreement, authorised OEH staff include in their inspections matters of importance to the NSW Food Authority (such as valid licence stickers, clean condition, thermostat operating correctly, other game in pet-food chillers), and record details of any potential breaches. These details are reported to the NSW Food Authority for follow-up. The NSW Food Authority does the same for OEH matters.

OEH, NSW Police and NSW Food Authority officers sometimes undertake joint investigations and surveillance operations. Joint monitoring operations are also carried out along state borders by OEH and interstate agencies.
Where to find out more

Office of Environment and Heritage – Dubbo Office

Commercial kangaroo licences are granted only by the Dubbo office of OEH.

For general enquiries, call 1300 1RED ROO (1300 1733 766) to talk to a licensing officer, or email kangaroo.management@environment.nsw.gov.au

The Dubbo office processes all Commercial Fauna Harvester’s Licence applications and issue all Commercial Occupier’s Licences and tags

Kangaroo Management Program
Reply Paid 2111
Dubbo NSW 2830

The Kangaroo Management Section prepares a newsletter yearly – supplied with the licence renewal package, to let harvesters know about any changes in the way licences are granted under the Kangaroo Management Program, changes to licence conditions or any other relevant information. Other updates may also be provided throughout the year by mail direct to each licensed harvester. These will be sent to harvesters at the address on file at the time. If you move and do not advise OEH of your new address, you may not receive this important information.

Other information, including current application forms, is available from the Kangaroo Management Program’s web page.

Non-Commercial applications

Non-commercial Licence allows the landholder and/or one nominated licensed person to shoot the kangaroos. Kangaroos shot under a non-commercial licence cannot be used for commercial purposes.

These licences are granted by the NSW National Parks and Wildlife office that manages the region that the landholder’s property is located within.

Contact Environment Line on Phone: 1300 361 967 whom will determine the correct National Parks and Wildlife office to contact.

Firearm Safety and Training Council Ltd

To enrol in the Kangaroo Harvester Accreditation course, for general enquiries about the kangaroo harvester accreditation or public liability insurance for harvesters, contact:

Firearm Safety and Training Council Ltd
PO Box 393
Terrey Hills NSW 2084

Phone (02) 9486 3077
Email training@firearmtraining.com.au
Web http://www.firearmtraining.com.au
NSW Food Authority
For registration of racks, chillers and other premises with the NSW Food Authority, contact:

NSW Food Authority
PO Box 232
TAREE NSW 2340
Phone (02) 6552 3000 or 1300 552 406
Email contact.foodauthority.nsw.gov.au
Web www.foodauthority.nsw.gov.au

OTEN TAFE NSW
For information about the OTEN TAFE Statement of Attainment 357-R1011V01 - Game Harvester Skill Set contact OTEN TAFE NSW on

1300 362 346, or go to www.oten.edu.au and enter ‘Australian Game Meat’ in the Search Courses box.
Appendix

Glossary of licence types

A **Commercial Fauna Harvester’s Licence** is a type of biodiversity conservation licence granted under Part 2 of the *Biodiversity Conservation Act 2016*. The licensee is allowed to shoot kangaroos for the purposes of sale. These licensees were called ‘trappers’ under previous legislation.

OEH grants two types of Commercial Fauna Harvester’s Licence:

- **Professional Harvester’s Licences** allow the licensee to shoot kangaroos for sale on any property where the occupier has nominated him/her as the harvester.
- **Occupier Harvester’s Licences** allow the licensee to shoot kangaroos for sale ONLY on properties that they own or manage. This is NOT the same as an Occupier’s Licence (see below).

In this handbook, ‘harvesters’ refers to both of these types licensee.

An **Occupier’s Licence** is a type of biodiversity conservation licence granted under Part 2 of the *Biodiversity Conservation Act 2016*. It is sometimes called a ‘property licence’, because it relates only to an individual property. This licence specifies the property; the number and species of kangaroos that can be shot; the nominated harvester; start and expiry dates; and the conditions that apply.

OEH grants two types of Occupier’s Licence:

- **Non-commercial Occupier’s Licences** allow the landholder and/or one nominated licensed person to shoot kangaroos, but the carcases must not be sold.
- **Commercial Occupier’s Licences** allow the landholder to nominate a licensed harvester to shoot kangaroos and sell the whole dressed carcases to licensed fauna dealers. Landholders cannot shoot kangaroos themselves for commercial purposes unless they are also the nominated harvester.

A **Fauna Dealer’s Licence** is a type of biodiversity conservation licence granted under Part 2 of the *Biodiversity Conservation Act 2016* and allows the licensee to buy, process and/or sell kangaroo products in accordance with the conditions attached to it.

OEH grants two types of Fauna Dealer Licences:

- **Fauna Dealer (Kangaroo) Wholesaler’s Licences** allow the licensee to register field chiller sites and purchase carcases from licensed harvesters. Most of the information in this handbook relates to this type of Fauna Dealer Licence. In this handbook, ‘fauna dealers’ refers to this type of licensee, unless stated otherwise.
- **Restricted Fauna Dealer’s Licences** allow the licensee to purchase whole or partially processed carcases from holders of Fauna Dealer (Kangaroo) Wholesaler’s Licences. Restricted fauna dealers are not entitled to register field chillers or to purchase carcases directly from harvesters.
Current conditions on Commercial Fauna Harvester’s Licences

The above mentioned is hereby licensed to harm kangaroos or wallaroos and possess carcases in accordance with a current Commercial Occupier’s Licence where the licensee is the nominated harvester.

The period of this licence is from ___________ to ___________

For the purpose of this licence and conditions, the term:

- ‘OEH’ means: the Office of Environment and Heritage (NSW)
- ‘kangaroo’ means: both kangaroos and wallaroos in the singular and plural
- ‘carcase’ means: the entire body (including the skin) of the kangaroo, excluding the head and viscera
- ‘licensee’ means: the person named in this licence as the Commercial Fauna Harvester
- ‘registered premise’ means: a premise registered by the OEH in NSW for the temporary storage or processing of kangaroo carcases
- ‘sell’ means: to sell, to offer for sale, to supply and to send forward or deliver for sale.

The licensee must carry this licence whilst in possession of any kangaroo carcase. The licensee must produce this licence to an authorised officer of OEH when requested by that officer.

The licensee must be the holder of a current Firearm Licence, and a current Firearms Accreditation for Kangaroo Harvesters issued by the Firearm Safety and Training Council Ltd.

The licensee must only harm kangaroos in accordance with the ‘National Code of Practice for the Humane Shooting of Kangaroos and Wallabies for Commercial Purposes’.

The licensee must not have in their possession or sell any live kangaroo.

Where the licensee is the nominated harvester on an Occupier’s Licence, the licensee must not supply tags issued with that licence to any other person.

The licensee must only use tags supplied with an Occupier’s Licence on the property to which the Occupier’s Licence relates.

The licensee must only use valid tags for the period for which they have been issued.

The licensee must only harm the number and species for which the Occupier’s Licence has been granted.

The licensee must permanently fix a commercial tag on any kangaroo carcase immediately the kangaroo is shot. The tag must be fixed adjacent to the rectum. The licensee must not remove the tag or cause the tag to be removed.

The licensee must not store or sell the carcase of any kangaroo at any location other than a registered premise.

The licensee must not sell any kangaroo carcase except to the holder of a current Fauna Dealer (Kangaroo) Wholesaler’s Licence.

All kangaroo carcases that are to be sold in accordance with this licence must be delivered to a registered premise by the licensee. No other person may possess or deliver the carcases.

The licensee must not sell a kangaroo carcase that weighs less than:

i. kilograms, from which the heart liver, lungs, tail, forearms (below elbow) and feet (below tarsals/fibula joint) have been removed
ii. kilograms, to which any of the above listed body parts are still attached when weighed at the point of delivery to a registered premise.

The licensee must not possess or sell any kangaroo carcase containing a bullet wound in the body. Any kangaroo that has been shot in the body must be tagged in accordance with Condition 10 and left in the field.

For each Occupier’s Licence where the licensee is the nominated harvester, the licensee must provide one true and accurate Harvester’s Return Form. The form must be provided to the OEH office of issue within 10 days of the end of each month. Where no kangaroos are shot, a NIL return must be provided.

Within 10 days of the date of expiry of any Occupier’s Licence under which the licensee is the nominated harvester, the licensee must return to the OEH office of issue all tags that were issued to the licensee which remain unused and in the possession of the licensee as at that date.

If a licensee changes their residential address, they must notify the Office of Environment and Heritage (Reply Paid 2111, Dubbo NSW 2830) in writing within 21 days of their new address.

**Current conditions on Harvester Chiller Registrations**

The period of this registration is from __________ to __________

For the purpose of this registration certificate and conditions, the term:

- ‘OEH’ means: the Office of Environment and Heritage (NSW)
- ‘kangaroo’ means: both kangaroos and wallaroos in the singular and plural
- ‘carcase’ means: the entire body (including the skin) of the kangaroo, excluding the head and viscera
- ‘chiller’ means: the same as the registered premise, registered by OEH for the temporary storage of kangaroo carcasses
- ‘licensee’ means: the licensed harvester to whom this chiller is registered
- ‘registered premise’ means: a premise registered by OEH for the temporary storage or processing of kangaroo carcasses
- ‘sell’ means: to sell, to offer for sale, to supply and to send forward or deliver for sale.

Only kangaroos shot in accordance with the licensee’s Commercial Fauna Harvester’s Licence may be consigned to this chiller.

The licensee must only store kangaroo carcasses at a registered premise.

No person other than the licensee may consign kangaroo carcasses into this registered premise.

The licensee must make the registered site open to inspection by an authorised officer of OEH at all times.

The licensee must display in a prominent position at the registered premise the current Commercial Fauna Harvester (Chiller) Registration Certificate.

The licensee must display in a prominent position at the registered premise the current registration number of the premise in letters and numbers not less than 15 centimetres high.

In relation to record-keeping, the licensee must:

- Record each transaction relating to kangaroo immediately upon completion.
• Keep at each premise registered to the licensee true and accurate records in the form provided by OEH.
• Make these records available for inspection by an authorised officer of OEH whenever requested.
• Ensure returns are completed for each week (for the period Sunday to Saturday) and forwarded to OEH (Reply Paid Box 2111 Dubbo, NSW 2830). Each return must be received no later than the Friday following the end of each weekly period. If no kangaroos are received or despatched within any week, a NIL return must be lodged.

Current conditions on Commercial Occupier’s Licences

The period of this licence is from ___________ to ___________

For the purpose of this licence and conditions, the term:

• ‘OEH’ means: the Office of Environment and Heritage (NSW)
• ‘kangaroo’ means: both kangaroos and wallaroos in the singular and plural
• ‘carcase’ means: the entire body (including the skin) of the kangaroo, excluding the head and viscera
• ‘occupier’ means: the person/s named in this licence as the occupier of the property
• ‘sell’ means: the same meaning as in the National Parks and Wildlife Act 1974 and includes to sell, to offer for sale, to supply and to send forward or deliver for sale
• ‘harvester’ means the licensed harvester nominated by the occupier and named on this licence.

The occupier must not transfer tags from one property to another property. The tags recorded on this licence are valid only for the property specified and for the period specified in this licence.

The occupier must ensure that the harvester receives a copy of this licence, the relevant return forms and the tags issued for this licence.

Within 10 days of the date of expiry of this licence, the occupier must return to the OEH Dubbo office all tags that were issued to the occupier which remain unused and in the possession of the occupier as at that date.

Only the harvester nominated by the occupier and named on this licence is authorised to harm kangaroo under this licence.

Kangaroo must only be harmed in accordance with the ‘National Code of Practice for the Humane Shooting of Kangaroos and Wallabies for Commercial Purposes’.

No more than the number of kangaroos stated on this licence may be harmed. If more than one species is authorised to be harmed, no more than the stated number of each species may be harmed.

Pouch young or young at foot must be euthanized in accordance with the Code of Practice. Pouch young or young at foot euthanized in accordance with the aforementioned Code of Practice are not included in the total number of kangaroos that may be harmed in accordance with this licence.
Current Fauna Dealer (Kangaroo) Wholesaler’s Licence holders in NSW

WS005: Mr Brian Tink
PO Box 31
Dubbo NSW 2830
Phone: (02) 6881 8550
Fax: (02) 6882 9170

WS026: Mr G Bates
Vacik Distributors Pty Ltd
Unit 1/ 5 Stanton Road
Seven Hills NSW 2147
Phone: (02) 8825 8300
Fax: (02) 9624 2377

WS135: Ms Anne Longhetti
Petcare Corporation Pty Ltd
PO Box 2847
Tarren Point NSW 2229
Phone: (02) 9531 2633
Fax: (02) 9531 2677

WS171: Mr David Stanborough
PO Box 303
Merbein Vic 3505
Phone: (03) 5027 6374
Fax: (03) 5025 1379
Mobile: 0428 251 215

WS176: Game Meats Pty Ltd
PO Box 6310
Yatala Qld 4207
Phone: (07) 3202 3688
Fax: (07) 3202 3688

WS179: Mr John Burey
UGP Holdings Pty Ltd
PO Box 692
Lot 60, Warrego Street
Charleville Qld 4470
Phone: (07) 4656 8777
Fax: (07) 4656 8799

WS181: Macro Investments
PO Box 222
Kilkenny SA 5009
Phone: (08) 8341 2533
Fax: (08) 8341 0345
WS184: Macro Meats Gourmet Game (Exports) Pty Ltd
PO Box 222
Kilkenny SA 5009
Phone: (08) 8341 2533
Fax: (08) 8341 0345

WS185: Macro Meats Gourmet Game (Exports) Pty Ltd
PO Box 222
Kilkenny SA 5009
Phone: (08) 8341 2533
Fax: (08) 8341 0345

WS186: Stokari (Vic) Pty Ltd
PO Box 126
Camperdown Vic 3260
Phone: (03) 5593 1986
### 2017 Kangaroo Management Office Quick Reference Guides

<table>
<thead>
<tr>
<th>Zone</th>
<th>Species available by zone</th>
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- **No formal restrictions but applications that appear unreasonable may be queried**

- **Species availability by zone**:
  - **Southeast**: [ ]
  - **CT North**: [ ]
  - **CT South**: [ ]
  - **Armidale**: [ ]
  - **Glenn I**: [ ]
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Figure 1: Map of New South Wales Kangaroo Management Zones