



# Wildlife Demonstrator Licence Guide

THINGS YOU NEED TO KNOW  
2024

CONSERVATION  
REGULATOR VICTORIA

# Wildlife Demonstrator Licence Guide

[Read online](#)

[vic.gov.au/wildlife-demonstrator-licence-guide](https://vic.gov.au/wildlife-demonstrator-licence-guide)

### Traditional Owners acknowledgment

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.

### Accessibility

If you would like to receive this publication in an alternative format, please telephone the DEECA Customer Contact Centre on 136 186, email [customer.service@deeca.vic.gov.au](mailto:customer.service@deeca.vic.gov.au), or via the National Relay Service on 133 677 or [accesshub.gov.au](https://accesshub.gov.au). This document is also available on the internet at [conservationregulator.vic.gov.au](https://conservationregulator.vic.gov.au)

### Produced by the Conservation Regulator

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# Introduction

The purpose of this guide is to assist wildlife demonstrators in complying with the conditions of their wildlife demonstrator licences.

Wildlife demonstrators must hold a wildlife demonstrator licence and meet minimum standards of care and welfare for exhibited wildlife. This also includes safeguarding the community. These standards are outlined in the legislation and as conditions of wildlife demonstrator licences.

All regulatory references in this guide (for example, Reg 14) refer to the specified regulation of the Wildlife Regulations 2024. The regulations are available online.

➤ Visit Wildlife Regulations 2024

[legislation.vic.gov.au/in-force/statutory-rules/wildlife-regulations-2024](https://legislation.vic.gov.au/in-force/statutory-rules/wildlife-regulations-2024)



## Wildlife demonstrators educate the public about ecology

A key goal of [Protecting Victoria's Environment – Biodiversity 2037](#) is for Victorians to value nature. This aligns with the purpose of wildlife demonstrator licences, which is to promote an understanding of the ecology and conservation of wildlife.

As passionate advocates for biodiversity, ecology and conservation, wildlife demonstrators have an important role in connecting Victorians with nature.

Wildlife demonstrator licences are created under the *Wildlife Act 1975* (Wildlife Act) and defined under the Wildlife Regulations 2024. A wildlife demonstrator licence allows the holder to:

- Keep and temporarily display certain species of wildlife at any location within Victoria. This must be for the purpose of promoting an understanding of ecology and conservation of wildlife.
- Provide wildlife for use in commercial films.

By conducting engaging and impactful demonstrations, wildlife demonstrators help foster a deeper appreciation of the natural environment in the community and inspire positive action towards its conservation.

[Visit environment.vic.gov.au/biodiversity/biodiversity-plan](https://environment.vic.gov.au/biodiversity/biodiversity-plan)

## Wildlife licences in Victoria

All wildlife in Victoria is legally protected. The Conservation Regulator administers licences, permits and authorisations under the Wildlife Act, which allows the holder of a certain licence type to engage in specific activities relating to wildlife that are illegal for non-licence holders. Information about the different types of wildlife licences, and how to apply, can be found [on our website](#).

All wildlife licence types fall into two categories:

<b>Commercial wildlife licence</b>	Commercial licences allow the holder to engage in business activities relating to wildlife. <b>The wildlife demonstrator licence is an example of a commercial licence.</b> These licences can be issued to a person, corporation, company or other business entity.
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<b>Private wildlife licence</b>	Private wildlife licences are designed for individuals who want to keep small numbers of wildlife at home. Private wildlife licence holders are not permitted to engage in commercial activities relating to wildlife, and the wildlife must be kept at the address specified in the licence.
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[Visit vic.gov.au/wildlife-licences-and-permits](https://vic.gov.au/wildlife-licences-and-permits)

There are two sets of conditions that may be attached to a wildlife licence:

- 1 Conditions that are stipulated in the Wildlife Regulations 2024. The Regulations state who those conditions apply to, and that ranges from all wildlife licence holders, to all commercial wildlife licence holders, to holders of a wildlife demonstrator licence.
- 2 Additional conditions that are applied by the Conservation Regulator that are needed to further protect animal welfare, biodiversity, public safety, or to ensure that the regulator can perform its role effectively. The power for the Conservation Regulator to apply these conditions is provided in Section 22(3)(ii) of the Wildlife Act.

### This licence guide is separated into three sections



<b>Wildlife demonstrator licence conditions</b>	Conditions that are specified in the Wildlife Regulations and apply to all wildlife demonstrator licences.  This includes additional wildlife demonstrator conditions applied by the Conservation Regulator
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<b>Commercial wildlife licence conditions</b>	Conditions that apply to all commercial wildlife licence holders, including wildlife demonstrators, as specified in the Wildlife Regulations
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<b>General wildlife licence requirements</b>	Legal requirements that apply to all wildlife licence holders, as specified in the Wildlife Regulations
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This guide sets out the objectives of each regulation and provides information on how you can comply. Some guidance provided is not mandatory but will assist you in meeting the conditions.

You may be required to comply with additional conditions set out under your wildlife demonstrator licence. Please ensure you read your licence conditions carefully. If you have questions about how to comply with specific conditions in your licence, contact the Department of Energy, Environment and Climate Action (DEECA) by phone or email.

 Call	DEECA Customer Contact Centre <b>136 186</b>
 Email	<a href="mailto:conservationregulator@deeca.vic.gov.au">conservationregulator@deeca.vic.gov.au</a>

## Wildlife Act 1975

The legislation referred to in this guide are the *Wildlife Act 1975* and the *Wildlife Regulations 2024*. The *Wildlife Regulations 2024* contain the schedules (lists) of wildlife that may be possessed by different types of wildlife licence holders.

- Visit [legislation.vic.gov.au/in-force/acts/wildlife-act-1975](https://legislation.vic.gov.au/in-force/acts/wildlife-act-1975)
- Visit [legislation.vic.gov.au/in-force/statutory-rules/wildlife-regulations-2024](https://legislation.vic.gov.au/in-force/statutory-rules/wildlife-regulations-2024)

### What does reference to the Secretary mean?

The Secretary leads a government department and is referred to in legislation. A Secretary often has many powers under different Acts and regulations. For wildlife licences, this is the Secretary of the Department of Energy, Environment and Climate Action (DEECA). Under the *Wildlife Act*, the Secretary has the discretion to delegate powers they hold in the Act to other persons. Delegations allow other people to also exercise these powers, without preventing a Minister or Secretary doing so when required. Where the Secretary is given a power under legislation, and that power has been legally delegated to the Conservation Regulator, this guide will simply refer to the Conservation Regulator. Similarly, references to the Secretary in legislation quoted in this document can be taken as references to the Conservation Regulator.

## What a wildlife demonstrator licence allows you to do

A wildlife demonstrator can possess and keep certain species of wildlife at a specified premises. This wildlife is then able to be taken from that premises for displays and demonstrations within Victoria.

Specifically, a wildlife demonstrator can:

- Possess and keep any wildlife taxa listed in Schedules 2,3 or 4 of the *Wildlife Regulations 2024*, at the premises specified in the licence.
- Possess and keep wildlife taxa not listed in Schedules 2, 3 or 4 if they are listed in the licence, at the premises specified in the licence, with prior written approval from the Conservation Regulator.
- Breed, buy, and dispose of this wildlife to other people with an appropriate wildlife licence.
- Take wildlife from the premises specified in the licence for travelling or temporary displays or demonstrations. This must be for the purpose of promoting an understanding of ecology and conservation of wildlife.
- Allow photography of wildlife being displayed.

- ✉ Email [wildlifelicencing@deeca.vic.gov.au](mailto:wildlifelicencing@deeca.vic.gov.au)
- Visit [vic.gov.au/wildlife-commercial-films](https://vic.gov.au/wildlife-commercial-films)

Please note that the Conservation Regulator may apply additional conditions to your licence that restrict the above entitlements, in accordance with section 22(3)(b) of the *Wildlife Act*.



## What you cannot do under a wildlife demonstrator licence

A wildlife demonstrator cannot:

- Display wildlife for any purpose other than promoting an understanding of the ecology and conservation of wildlife
- Provide wildlife for use in commercial film without prior written approval from the Conservation Regulator
- Take wildlife from the premises specified in the licence for any reason other than:
  - Taking it to a registered vet for treatment
  - Conducting a demonstration for the purpose of promoting an understanding of the ecology and conservation of wildlife
  - Use in commercial film with prior written approval
  - To trade wildlife with another licence holder at the specified premises of either of the licence holders entering into the transaction
- Undertake activities that would pose a risk to the health and safety of the community or the wildlife you are demonstrating
- Keep wildlife taken from the wild, which is illegal. If you find injured or orphaned wildlife, please contact an authorised wildlife rehabilitator. If you are not sure who is authorised in your area, visit [Help for Injured Wildlife](#) or phone DEECA.

➤ Visit	<a href="http://wildlife.vic.gov.au/injured-native-wildlife/help-for-injured-wildlife">wildlife.vic.gov.au/injured-native-wildlife/help-for-injured-wildlife</a>
☎ Call	DEECA Customer Contact Centre <a href="tel:136186">136 186</a>

## The role of Authorised Officers

Authorised Officers, including the Conservation Regulator's Forest and Wildlife Officers, monitor compliance with and enforce laws relating to our natural resources, public land and wildlife. Authorised Officers work with the community, including wildlife licence holders, to support them to understand and meet their responsibilities.

Authorised Officers wear uniforms and are authorised under specific legislation to enforce the law, including issuing infringement notices that carry penalties for not complying. Under the *Wildlife Act 1975*, Authorised Officers have the power to, at any reasonable time, and having regard to the circumstances:

- Enter, inspect or search any property, buildings, structure, vehicles or boats for the purposes of the Act. This can occur with or without notice.
- Ask to see, inspect or take photos of any wildlife held under your authorisation or wildlife licence
- Ask to see, inspect or make copies of your record books and any other documentation associated with your authorisation or wildlife licence

- Inspect any parcel, bag or receptacle the officer reasonably believes is being used or is likely to be used in contravention of the Act (for example, a cardboard box they believe holds wildlife; a hunter's bags or esky)
- Investigate reports of alleged illegal activity relating to wildlife
- Seize wildlife in your possession, if the officer reasonably believes an offence against the Act has been, is being, or is about to be, committed
- Seize anything which the officer believes has been used or has assisted with an offence against the Act
- Direct you in writing to make specific changes or alterations to animal enclosures. This must be done within the period specified in the direction.

If requested, you must:

- Give the Authorised Officer your name and address
- Allow an Authorised Officer to inspect wildlife held by you (including inside your house at any reasonable time) for monitoring compliance with the Wildlife Act, regulations and conditions of your licence. If you don't provide reasonable access to all wildlife you hold, your licence may be cancelled.
- Produce your record book for inspection
- Allow the Authorised Officer to search your vehicle, boat or property
- Provide anything the Authorised Officer tells you is seized
- Comply with any legal notice issued under the *Wildlife Act 1975* regarding wildlife in your possession
- Not obstruct, threaten or abuse an Authorised Officer during the conduct of their duties

You can expect our Authorised Officers will act with honesty, impartiality and in a way that is procedurally fair. We will engage with you respectfully and in good faith and we ask that you do the same. Whilst we will undertake a number of activities to support you to understand and comply with the laws we regulate, the responsibility for complying with these laws rests with you as a wildlife licence holder.

You have rights when interacting with an Authorised Officer, including the right to ask to see an Authorised Officer's identification, not answer any questions that you think might incriminate you, request a receipt for anything seized from you (including wildlife), and request that an officer visit your home at a more reasonable time. You will be informed of your rights if you are being interviewed about an offence. You must, however, state your full name and correct address if asked.

If you have a complaint about the way an Authorised Officer or Forest and Wildlife Officer has interacted with you, you can submit a complaint to the Department by emailing or writing to us. Further information about our complaint handling process is available on the DEECA contact webpage.

 Email	<a href="mailto:CR.internalreview@deeca.vic.gov.au">CR.internalreview@deeca.vic.gov.au</a>
 Write	Conservation Regulator Internal Review, PO Box 500, East Melbourne VIC 8002
 Visit	<a href="https://deeca.vic.gov.au/our-department/contact-us">deeca.vic.gov.au/our-department/contact-us</a>

## Failure to comply with the law

Failure to comply with the conditions, limitations or restrictions of your licence is an offence under section 22(6) of the Wildlife Act. Failure to comply can result in fines of up to 100 penalty units (over \$19,000) and may result in your licence being suspended, cancelled, or not renewed.

## Penalties for cruelty

In addition to your wildlife licence conditions, you are obligated to adhere to other relevant legislation. The welfare of all animals in Victoria is protected under the *Prevention of Cruelty to Animals Act 1986* (POCTA Act). Anyone who commits an act of cruelty is liable for an offence under the POCTA Act. Failure to comply with some of the conditions of your licence may also be an offence under the POCTA Act. For example, displaying nocturnal wildlife in a bright or noisy environment may be both a breach of your licence conditions and an offence under the POCTA Act.

The penalties for offences under the POCTA Act are serious. Penalties include fines of over \$40,000 or jail for up to 12 months for animal cruelty (for individuals), and fines of over \$80,000 or imprisonment for up to two years for aggravated cruelty. Aggravated cruelty is cruelty that causes the death or serious disablement of an animal.

## Penalties for illegally obtained or traded wildlife

When obtaining or trading wildlife, you must ensure that the other person has a current and valid wildlife licence. If you are not sure if a wildlife licence is valid or required, email us. It is illegal to obtain or trade wildlife without a valid licence.

You must also ensure that:

- The wildlife is a prescribed taxa of wildlife listed in the Schedules to the [Wildlife Regulations 2024](#)
- The wildlife is a species that you and the other person can legally obtain and trade. This information is attached to your licence conditions.

Under no circumstances can you possess wildlife obtained from the wild. In Victoria, sick, injured or orphaned wildlife can only be rehabilitated by a wildlife rehabilitator. A wildlife rehabilitator is a wildlife shelter operator or foster carer who is authorised under section 28A of the Wildlife Act.

It is an offence to possess wildlife from an unlawful source under sections 45 and 47 of the Wildlife Act. This includes animals from the wild.

Offences under section 45 carry a penalty of 240 penalty units (over \$45,000) or 24 months imprisonment, or both the fine and imprisonment and an additional penalty of 20 penalty units (over \$3,500) for every head of wildlife in respect of which an offence has been committed.

Offences under section 47 carry a penalty of 50 penalty units (over \$9,500) or six months imprisonment, or both the fine and imprisonment and an additional penalty of five penalty units (over \$900) for every head of wildlife in respect of which an offence has been committed.

If wildlife is offered to you from an unlawful source, do not accept the animal and call or email us.

 Visit	<a href="https://legislation.vic.gov.au/in-force/statutory-rules/wildlife-regulations-2024">legislation.vic.gov.au/in-force/statutory-rules/wildlife-regulations-2024</a>
 Call	DEECA Customer Contact Centre <b>136 186</b>
 Email	<a href="mailto:wildlifelicencing@deeca.vic.gov.au">wildlifelicencing@deeca.vic.gov.au</a>



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## Report illegal possession of wildlife and non-compliance

You can report wildlife crime to **Crime Stoppers**.

This includes if you suspect that someone is holding wildlife unlawfully.



Call Crime Stoppers Victoria

1800 333 000



Visit

[crimestoppersvic.com.au/report-a-crime](https://crimestoppersvic.com.au/report-a-crime)

Report someone not complying with the conditions of their authorisation by phone, email or in person.



Call DEECA Customer Contact Centre

136 186



Email us

[wildlifelicensing@deeca.vic.gov.au](mailto:wildlifelicensing@deeca.vic.gov.au)



In person

[deeca.vic.gov.au/communities-and-regions/regions-and-locations](https://deeca.vic.gov.au/communities-and-regions/regions-and-locations)







# 1 Wildlife demonstrator licence conditions

Conditions that are specified in the Wildlife Regulations and apply to all wildlife demonstrator licences

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Additional wildlife demonstrator conditions applied by the Conservation Regulator

## Keeping and trading wildlife

### Wildlife that can be kept under a demonstrator licence

- 1 A wildlife demonstrator licence authorises the licence holder to buy, sell, acquire, receive, dispose of, keep, possess, breed and display—
  - a any wildlife specified in subregulation (2) for the purpose of promoting an understanding of the ecology and conservation of wildlife; and
  - b any wildlife specified in subregulation (2) for the purpose of displaying the wildlife in commercial films; and
  - c any wildlife specified in the licence that is not listed in Schedule 2, 3 or 4.
- 2 For the purposes of subregulation (1)(a) and (b), the following wildlife are specified—
  - a a taxon of wildlife that is listed in Schedule 2, 3 or 4 and specified in the licence;
  - b if no taxon of wildlife is specified in the licence, any wildlife listed in Schedule 2, 3 or 4.

➤ WILDLIFE REGULATIONS 2024, REG 14

#### Objective

This regulation sets out the entitlements of a wildlife demonstrator licences, and specifies which taxa of wildlife can be kept and traded under this licence type. Taxa is the plural of taxon, meaning any formal name in the classification of living organisms (e.g. phylum, class, order, family, genus, species).

#### How to comply

The schedules are found in the Wildlife Regulations 2024. They are listed according to species needs and the availability of captive-bred individuals.

Unless otherwise specified in the conditions on your licence, you are entitled to hold the taxa listed in Schedules 2, 3, or 4 of the Wildlife Regulations 2024.

If no taxa of wildlife are listed on your wildlife demonstrator licence, that means you can buy, sell, acquire, receive, dispose of, keep, possess, breed and display any taxa listed in Schedule 2, 3 or 4 of the Wildlife Regulations 2024.

If taxa of wildlife are specified on your licence, you can only buy, sell, acquire, receive, dispose of, keep, possess, breed and display those taxa. In these circumstances, if a taxa is listed in Schedule 2, 3 or 4 but is not listed in your licence, you cannot keep that taxa.

You can also buy, sell, acquire, receive, dispose of, keep, possess, breed and display any taxa, including those not listed on a schedule, with prior written approval from the Conservation Regulator. Applications must be emailed to us and will be assessed against set requirements on a case-by-case basis. Applications must include details of the lawful source of the wildlife and information about the benefits that demonstrating the species will provide to the community and conservation.



## Keeping wildlife

It is a condition of any wildlife demonstrator licence that the licence holder must keep the wildlife at the premises specified in the licence unless—

- a** the licence holder has obtained the prior written approval of the Secretary to keep the wildlife at a different premises; or
- b** the licence holder is participating in an approved wildlife event; or
- c** the licence holder is displaying wildlife to the public in a travelling display or demonstration or another temporary display or demonstration in Victoria; or
- d** the wildlife is being used in the making of a commercial film in accordance with the prior written approval of the Secretary at the location specified in the approval; or
- e** the licence holder is undertaking a transaction in accordance with regulation 38.

➤ WILDLIFE REGULATIONS 2024, REG 77

### Objective

To ensure wildlife are kept in a consistent and appropriately equipped location when they are not doing demonstrations.

### How to comply

You must have a permanent home for wildlife held under your wildlife demonstrator licence, and that address will be listed in the licence. This address is where you keep your wildlife when not demonstrating.

Anyone who possesses living wildlife must provide for the good health and welfare of the wildlife. You must provide adequate shelter, prevent escape or injury, protect the wildlife from predators, restrict access by anyone not authorised under the licence, and comply with relevant Codes of Practice. More information about standards of care and the relevant Codes of Practice is included in the [Wildlife welfare and care](#) section of this guide.

Keeping wildlife at a location other than the specified premises is a breach of licence conditions and penalties may apply. If you need to keep wildlife at an alternate location, you must seek prior written approval from the Conservation Regulator.

You can do this by emailing us with details of your request, including:

- Why you need to house your wildlife at another location
- The species and number of wildlife
- Details of appropriate enclosures and facilities at the alternate location.

You may transport wildlife held under a Demonstrator Licence to and from demonstrations. You must meet the transportation requirements. Further information is available in the **Transportation** section of this guide.

→| [Page 30 Wildlife welfare and care](#)

→| [Page 32 Transportation](#)

✉ Email [wildlifelicencing@deeca.vic.gov.au](mailto:wildlifelicencing@deeca.vic.gov.au)

## Wildlife transactions, sale and disposal

- 1 It is a condition of any wildlife demonstrator licence that the licence holder must not buy, acquire or receive wildlife from a person unless—
  - a the person—
    - i holds a wildlife licence that authorises that person to sell or dispose of that wildlife;
    - ii or is an exempt person for the purposes of selling or disposing of that wildlife; or
  - b the licence holder has obtained the prior written approval of the Secretary to buy, acquire or receive wildlife from that person.
- 2 It is a condition of any wildlife demonstrator licence that the licence holder must not sell or dispose of wildlife to a person unless—
  - a that person—
    - i holds a wildlife licence that authorises that person to buy, acquire, or receive that wildlife
    - ii or is an exempt person for the purposes of buying, acquiring or receiving that wildlife; or
  - b the licence holder has obtained prior written approval of the Secretary to sell or dispose of that wildlife to that person.

➤ WILDLIFE REGULATIONS 2024, REG 79

### Objective

To ensure the welfare and sustainability of wildlife being possessed or traded. All wildlife transactions are required to be traced to reduce the illegal possession and trade of wildlife.

### How to comply

Prior to entering any transaction to buy, acquire, sell, gift or dispose of wildlife, check that the person has an appropriate licence which is current and valid. You can ask to see a person's licence prior to agreeing to the transaction.

In some cases, a person may have a valid exemption from holding an appropriate licence. These exemptions are issued by the Conservation Regulator for a specific wildlife transaction. If so, you can ask to see a copy of this exemption.

It is your responsibility to ensure the person you are transacting with has an appropriate and valid licence or exemption for the wildlife being transacted. To confirm an exemption or to seek information about obtaining written approval from the Conservation Regulator, call or email us.

All transactions must be recorded in your record book by the close of the same business day. Further information about record keeping is available in the [Record keeping requirements](#) section of this guide.

Information on the different types of wildlife licences and which wildlife can be held under each type can be found on our website.

→| Page 36 [Record keeping requirements](#)

➤ Visit [vic.gov.au/wildlife-licences-and-permits](https://vic.gov.au/wildlife-licences-and-permits)

☎ Call DEECA Customer Contact Centre **136 186**

✉ Email [wildlifelicencing@deeca.vic.gov.au](mailto:wildlifelicencing@deeca.vic.gov.au)

## Minimum period of ownership

It is a condition of any wildlife demonstrator licence that the licence holder must not sell or dispose of any wildlife within 6 months of the holder buying, acquiring or receiving the wildlife unless the holder has obtained the prior written approval of the Secretary to do so.

➤ WILDLIFE REGULATIONS 2024, REG 74

### Objective

To ensure acquisition of wildlife is a considered decision, to reduce the risk of wildlife being treated as a commodity, and to ensure that the wildlife can settle into its new surroundings. It also reduces the spread of disease and regulates the trade of wildlife in Victoria.

### How to comply

Do not sell or dispose of wildlife that has been in your possession less than six months.

If you are seeking to sell or dispose of wildlife prior to the six month threshold, you must seek prior written approval from the Conservation Regulator. You can do this by emailing the Conservation Regulator with details of your request, including:

- The species, age and condition of the wildlife
- Where the wildlife was acquired from including licence number
- Why you need to sell or dispose of the wildlife within six months.

Your request will be considered and you will be notified of the outcome in writing. Approval will not be issued retrospectively. Sale or disposal of wildlife you have held for less than six months without prior approval is a breach of licence conditions and penalties may apply.

✉ Email [wildlifelicencing@deeca.vic.gov.au](mailto:wildlifelicencing@deeca.vic.gov.au)

## Disposal of deceased wildlife

It is a condition of any wildlife demonstrator licence that the licence holder must, if wildlife dies while in the possession of the licence holder-

- sell or dispose of the dead wildlife to the holder of a wildlife taxidermist licence; or
- dispose of the dead wildlife by incineration or burial; or
- keep the dead wildlife.

➤ WILDLIFE REGULATIONS 2024, REG 78

### Objective

To prevent secondary poisoning and spread of disease to other animals and people, and regulate the trade of deceased wildlife.

### How to comply

If selling or disposing your dead wildlife to a wildlife taxidermist, ensure their licence is current and document the transaction in your record book by the close of the same business day.

Carcasses of wildlife euthanised by barbiturates should be disposed of via burial or incineration, to prevent secondary poisoning of scavengers (for example, dogs, ravens, hawks).

The Conservation Regulator recommends:

- Burial at least 60cm deep to prevent scavenging by other animals.
- Handling all animals with care and wearing personal protective equipment to avoid potential zoonotic disease exposure.

## Demonstrations and events

### Demonstration frequency

It is a condition of any wildlife demonstrator licence issued for more than 3 months that the licence holder must give at least 5 demonstrations involving wildlife to the public in every 6 month period that the licence is in force.

➤ WILDLIFE REGULATIONS 2024, REG 73

### Demonstration record

1 It is a condition of a wildlife demonstrator licence that the licence holder must record the date, time and venue of all demonstrations conducted under the licence in a form and manner approved by the Secretary.

➤ WILDLIFE REGULATIONS 2024, REG 35

### Objective

Wildlife demonstrators help people understand ecology and wildlife conservation in Victoria. This condition makes sure that is happening and that people are not utilising demonstrator licences for the wrong purposes.

### How to comply

You must conduct a minimum of five demonstrations within every six month period of your licence. You must also maintain a written record of these demonstrations. The kinds of activities that constitute a demonstration include but are not limited to:

- Presentations at schools and education facilities
- Static displays at community events
- Roving demonstrations in a controlled environment (for example, at a school or community event)
- Presentations or displays at authorised wildlife events
- Providing wildlife for commercial filming (with prior written approval from the Conservation Regulator).

At all times, human safety and wildlife welfare must be protected. Consider the suitability of each venue in terms of lighting, noise, vibration, and the age and capability of audience.

You are required to maintain a written record of all demonstrations conducted. The records must include the name of the person conducting the demonstration (that is, the licence holder or an employee of the licence holder), date, time and venue (including contact information) of each demonstration. All records must be accurate, legible and permanent. This is a mandatory requirement.

There is not currently a mandatory format for these records. A suggested format is provided in [Appendix 1 Template for recording details of demonstrations](#).

It is recommended that you use a book that is solely for the purpose of recording activities related to your wildlife demonstrator licence, and that the book be kept for the duration of the licence. You must also record any commercial film events in your record book. You must produce your records for inspection when requested by an Authorised Officer.

→ Page 42 [Appendix 1 Template for recording details of demonstrations](#)



## Wildlife events

It is a condition of any wildlife demonstrator licence that the licence holder must comply with any conditions imposed under regulation 113(3)(c) while participating in an approved wildlife event.

➤ [WILDLIFE REGULATIONS 2024, REG 39 \(e\)](#)

### Objective

Wildlife interest groups hold public events across Victoria for the display and trade of wildlife. These events allow wildlife licence holders to attend with their wildlife, share knowledge and promote the lawful keeping of wildlife.

The Conservation Regulator approves wildlife events under the [Wildlife Regulations 2024](#), so holders of wildlife licences can display, buy, sell, acquire, receive, keep, or possess wildlife in accordance with their licence and the event conditions imposed.

To ensure animal welfare, under Wildlife Regulation 113 (3)(c), wildlife events must be approved by the Conservation Regulator and conditions can be specified that apply to the displaying, buying, selling, acquiring, receiving, keeping or possessing of wildlife at the wildlife event.

### How to comply

Attend only Conservation Regulator-approved wildlife events.

You can check the [Victorian Government Gazette](#) and the Conservation Regulator websites to find approved wildlife events. The notice for an approved event includes the:

- Name of the event
- Organiser
- Date
- Venue
- Category of wildlife licence holders that the event applies to.

The notice also includes any conditions that event participants must comply with, in addition to existing legal requirements.

You may need to register with the event organiser to attend and will need to abide by any of the conditions specified in the event approval for an individual event.

Additional information on wildlife events can be found online.

- Visit [vic.gov.au/wildlife-events](https://vic.gov.au/wildlife-events)
- Visit [legislation.vic.gov.au/in-force/statutory-rules/wildlife-regulations-2024/001](https://legislation.vic.gov.au/in-force/statutory-rules/wildlife-regulations-2024/001)
- Visit [gazette.vic.gov.au](https://gazette.vic.gov.au)



## Commercial film

It is a condition of any wildlife demonstrator licence that the licence holder must obtain the written approval of the Secretary before allowing the wildlife to be used in a commercial film.

➔ [WILDLIFE REGULATIONS 2024, REG 72](#)

### Objective

To uphold the welfare of wildlife used in commercial film. Filming wildlife can harm them, such as causing stress or injury from fright due to a new environment, lights and noises. If done incorrectly, it can also encourage inappropriate or dangerous behaviour which may be copied by members of the public.

### What is commercial film?

The definition for Commercial film comes from the *Filming Approvals Act 2014*:

Commercial filming means recording images by film, video, digital or other technology to broadcast or publicly exhibit for commercial purposes but does not include photography.

#### Summary

Commercial film includes but is not limited to:

- Commercial films
- Theatrical productions
- Television productions
- Advertisements

## How to comply

Demonstrators require prior written approval from the Conservation Regulator before allowing wildlife (whether whole or part, living or dead) to be used in commercial film. Commercial film does not include photography. This means you do not need approval for photography at demonstrations.

If you'd like to provide wildlife for use in commercial film, you must apply in advance. In general, applications are processed within four weeks. If further information is required or the application is complex, applications may take up to eight weeks.

When applying, you will need to specify:

#### Production details

Production company name

Production title

Producer contact name

Phone number

#### Which wildlife you propose to use

Each species

Number of specimens per species

Whether alive or dead

#### A description of proposed use of wildlife

How you will use wildlife in film, plot or situation

Any relevant theme

What the end product is

To request permission:

- Complete the **Application to use wildlife in commercial films** form available on our website
- Email us your completed form.

You will be notified of the outcome of your request in writing. If filming in a public place, you may also need to obtain permission from the landowner or manager.

The Conservation Regulator will not issue an approval retrospectively. You must ensure you receive an approval in advance.

➔ [vic.gov.au/wildlife-commercial-films](https://vic.gov.au/wildlife-commercial-films)

✉ [wildlifelicencing@deeca.vic.gov.au](mailto:wildlifelicencing@deeca.vic.gov.au)

# Demonstrating with wildlife

## Health and welfare of demonstrated wildlife

It is a condition of any wildlife demonstrator licence that the licence holder must ensure that the wildlife is displayed in a manner that provides for the good health and welfare of that wildlife in accordance with the Code of Practice for the Public Display and Exhibition of Animals, made under section 7(1) of the *Prevention of Cruelty to Animals Act 1986*, as published from time to time.

➤ WILDLIFE REGULATIONS 2024, REG 76

### Objective

To make sure that the practices, enclosures, and equipment used to display wildlife are keeping them healthy and safe.

### How to comply

This condition applies to wildlife that is being displayed or demonstrated with. When wildlife are not being displayed or demonstrated with, they must be kept in permanent housing at the specified address, in accordance with **Keeping wildlife** and **Housing wildlife**.

→| Page 10 [Keeping and trading wildlife](#)

→| Page 30 [Housing wildlife](#)

The **Code of Practice for the Public Display and Exhibition of Animals** is incorporated into the Wildlife Regulations 2024 and is enforceable by the Conservation Regulator. When displaying wildlife, you must provide appropriate care to prevent injury, stress and disease.

➤ Visit [agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/victorian-codes-of-practice-for-animal-welfare/code-of-practice-for-the-public-display-of-exhibition-of-animals](https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/victorian-codes-of-practice-for-animal-welfare/code-of-practice-for-the-public-display-of-exhibition-of-animals)

You must ensure any wildlife on display have:

- Access to clear, cool water in containers suitable for the species
- Adequate space to move about, sit, perch or lie down
- Appropriate protection from the elements (wind, rain and sun)
- Appropriate food suitable for the species and which is stored to prevent contamination by rodents, insects and chemicals
- Safety and security from predators
- Protection from loud noises, vibrations and extremes in temperatures

When you're displaying wildlife:

- Display animals for the minimum time possible, to prevent them from becoming stressed or agitated
- Do not demonstrate incompatible species together at same time (that is, predator /prey animals)
- Do not display or work an animal when it is unfit (sick, injured or highly stressed)
- Clean and disinfect enclosures and equipment after each demonstration to prevent the spread of disease
- Do not display nocturnal wildlife in a bright or noisy environment, and always provide free access to sleeping quarters

If wildlife in your possession becomes sick, injured or highly stressed, you must maintain records of this. This includes records of diagnosis, treatment and response of the animal.

If wildlife become sick, injured or highly stressed, you should immediately remove them from public display and take precautions to prevent further stress or injury. You should maintain records of diagnosis, treatment and response of the animals.

## Safe demonstration and escape prevention

It is a condition of any wildlife demonstrator licence that the licence holder must:

- 1 ensure that the chance of escape of any wildlife is minimised when the wildlife is displayed.
- 2 display wildlife in circumstances that minimise the risk of injury to any person or to the wildlife, and
- 4 ensure that wildlife being demonstrated is under the direct supervision of the licence holder or an employee of the licence holder at all times while the wildlife is being demonstrated.

➤ WILDLIFE REGULATIONS 2024, REG 75

### Objective

To reduce the risk of harm or injury to any person and the wildlife being displayed.

### How to comply

You must effectively plan and manage the display of wildlife to reduce risk. This includes reducing the likelihood of injury to any person or wildlife and minimising the risk of wildlife escaping during display.

You can do this by:

- Conducting your demonstrations in a secure area, where you and/or registered employees can maintain a line of sight with each animal
- Ensuring wildlife is held in enclosures designed, constructed, and maintained to prevent escape and unauthorised access when not being displayed
- Seeking consent from members of the public to handle animals, and ensuring they are confident and understand how to safely handle the wildlife to prevent injury. Young children should be provided with additional supervision to avoid mishandling or dropping.
- Avoiding displaying wildlife in settings where there are extremes in sound, light or climate. These settings can disorient and agitate wildlife.
- Not placing wildlife near objects or surfaces which would cause injury (for example, sharp or hot) or at heights from which they could fall or jump.

Wildlife being demonstrated must be under the direct supervision of the licence holder or an employee at all times. Direct supervision means that the wildlife being supervised is kept to manageable numbers and within sight and hearing of the licence holder or employee. The responsible person must be close enough to intervene quickly should either the wildlife or members of the public show signs of stress or discomfort. Manageable numbers of wildlife are considered to be up to five head of wildlife per licence holder or employee.

You must ensure that all wildlife are held in a secure enclosure that provides for good health and welfare if they cannot be directly supervised for any period of time.

If your wildlife has escaped or been stolen, you must notify the Conservation Regulator within two business days of becoming aware, using the form available on our website. Theft of wildlife must also be reported to the police, and you must retain a copy of the police report. Further information is available in the **Theft or loss of wildlife** section of this guide.

→| Page 39 [Theft or loss of wildlife](#)

➤ Visit [vic.gov.au/commercial-licence-obligations-and-record-keeping](https://vic.gov.au/commercial-licence-obligations-and-record-keeping)



## Dangerous or venomous wildlife

- 3** It is a condition of any Wildlife Demonstrator Licence that the licence holder must not allow dangerous or venomous wildlife to be handled by persons other than the licence holder, unless the licence holder has obtained prior written approval of the Secretary to allow other persons to handle that wildlife.
- 5** It is a condition of any wildlife demonstrator licence that, if dangerous or venomous wildlife is to be part of any travelling demonstration under that licence, the licence holder must ensure that—
- a** the enclosure for that demonstration is an open topped enclosure that is designed, constructed and maintained to—
    - i** allow the safe demonstration of any wildlife within the enclosure; and prevent the escape of any wildlife within the enclosure; and
    - ii** the walls of the enclosure are a minimum height of 1.1 metres; and
  - c** the walls of the enclosure are constructed from solid and sturdy materials with no gaps or holes
  - d** that may allow a person outside the enclosure to protrude any part of their body through the walls.

➤ WILDLIFE REGULATIONS 2024, REG 75

### Objective

To protect people attending wildlife demonstrations from dangerous and venomous wildlife. Dangerous wildlife can inflict serious injury to people and pose a significant safety risk.

### How to comply

Under no circumstance can dangerous or venomous wildlife be handled (touched, picked up, carried, or felt) by spectators or anyone not authorised under the licence. You must lock dangerous or venomous wildlife in a secure enclosure when not on display. Unauthorised people must not have access.

Within the Wildlife Act dangerous or venomous wildlife 'includes, but is not limited to, elapid snakes whether or not the individual specimen is capable of a venomous bite.'

It is always important to consider the age, size and temperament of each individual animal you display.

Species such as crocodiles and monitors are capable of inflicting injury through bites and scratches. Additionally, dingoes must always be under control and not left unsupervised with persons under the age of 16.

Some taxa of wildlife pose a high risk for the spread of zoonotic diseases. For example, Australian Bat Lyssavirus (ABLV) may be present in bats. Demonstration of bats such as Grey-headed Flying Foxes must be conducted with extreme caution due to the risk posed by any secretions and excretions.

We suggest you prepare for a possible emergency event whenever you display dangerous or venomous wildlife. For example, notify the nearest hospital of the species of venomous snakes you intend to demonstrate, and having someone on hand with appropriate medical or first-aid training.

Please also refer to [Condition 2 Pit dimensions for venomous snakes](#) and [Condition 3 Venomous snake demonstration](#) to help you meet this condition.

Condition 2 requires use of a pit if demonstrating with venomous snakes less than three metres from an audience. A pit is a type of enclosure, so a pit can also be used to meet the requirements of Regulation 75(5) provided that it:

- Is designed, constructed and maintained to allow the safe demonstration of wildlife and prevent escape of any wildlife
- Has walls at least 1.1 metres in height and constructed from solid and sturdy materials with no gaps or holes that may allow a person to protrude any part of their body through the walls.

→| Page 20 [Condition 2 Pit dimensions for venomous snakes](#)

→| Page 21 [Condition 3 Venomous snake demonstration](#)

## Additional wildlife demonstrator conditions

Additional wildlife demonstrator conditions applied by the Conservation Regulator

### CONDITION 1 Licences are non-transferable

This licence is not transferable.

#### Objective

To ensure only licensed people are acting as demonstrators.

#### How to comply

You cannot transfer your licence to any other person. If another person would like to become a demonstrator, you must advise them to apply for their own licence.

If a person intends to take over an existing demonstrator business, they are still required to complete a new application. In their application, they should specify:

- The wildlife licence number of the current business
- The name of previous owner (or business name) and,
- when they intend to take over the business.

### CONDITION 2 Pit dimensions for venomous snakes

The demonstration of venomous snakes must not be conducted closer than 3 metres to the audience, except where the licence holder is working in a pit.

The walls of the pit must be constructed from solid and sturdy materials with no gaps or holes that may allow a snake to escape or a person outside the pit to protrude any part of their body through.

#### Objective

To minimise the risk of escape of venomous snakes and to prevent unauthorised persons interacting with venomous snakes.

#### How to comply

Please also refer to Dangerous or venomous wildlife and **Condition 3 Venomous snake demonstration** to help you meet this condition.

Always demonstrate venomous snakes one at a time, and at least three metres from the audience.

If you wish to demonstrate a venomous snake closer than three metres from the audience, you must do so in a pit that has solid walls and no way for a snake to escape, nor for a person to access the snake inside.

Prior to obtaining venomous snakes under a Demonstrator licence, you must have a suitable pit to demonstrate venomous snakes from. If your snake pit is damaged, you must repair the pit before demonstrating any venomous snakes.

### CONDITION 3 **Venomous snake demonstration**

Only one venomous snake may be demonstrated at a time and all other venomous snakes not being demonstrated must be confined to secure cages or enclosures to prevent escape, injury to the public and access by unauthorised persons.

#### **Objective**

To minimise escape or injury while demonstrating venomous snakes.

#### **How to comply**

Ensure you only demonstrate one venomous snake at any given time. After demonstrating, return each venomous snake to a secure enclosure that prevents unauthorised access.

Demonstrating only one venomous snake at a time ensures you can maintain direct supervision and minimises the risk of escape or injury.

Please also refer to **Condition 2 Pit dimensions for venomous snakes** and **Dangerous or venomous wildlife** to help you meet this condition.

→| [Page 19 Dangerous or venomous wildlife](#)

→| [Page 20 Condition 2 Pit dimensions for venomous snakes](#)

### CONDITION 4 **Dingo acquisition and sale**

When acquiring or selling a dingo, the dingo must be at least seven weeks of age, and must be micro- chipped or marked with any other permanent device, by an authorised implanter in accordance with the *Domestic Animals Act 1994*, for identification purposes.

#### **Objective**

To ensure dingoes are self-sufficient (that is, no longer dependent on their mother for feeds) and can be readily identified.

#### **How to comply**

All dingoes seven weeks of age or older must be marked for identification purposes with a microchip. This is so that all dingoes in a licence holder's possession can be identified. Ensure any dingoes you are intending to acquire or sell are at least seven weeks of age and that they are microchipped or marked by an authorised implanter.

Dingoes are not listed in Schedules 2, 3 or 4 of the Wildlife Regulations, so require prior written approval from the Conservation Regulator. Applications must be emailed and will be assessed on a case-by-case basis. Applications must include details of the lawful source of the wildlife and information about the benefits that demonstrating the species will provide to the community and conservation.

✉ Email [wildlifelicencing@deeca.vic.gov.au](mailto:wildlifelicencing@deeca.vic.gov.au)



## CONDITION 5 Dingoes outside of specified premises or enclosure

When outside of the specified premises or enclosure:

- a** the licence holder must ensure the dingo is effectively controlled at all times by a means of physical restraint, including through use of a chain, cord, leash or harness, even within a designated 'off-lead' area;
- b** only use dingoes conditioned to handling; and
- c** the dingo must wear a collar around its neck with an identification disk which clearly states the name and phone number of the licence holder, and their licence number.

### Objective

To prevent injury to people and injury, abuse, harassment or escape of your dingo.

### How to comply

Your dingo must be under control at all times or contained to a purpose-built secure enclosure. It must also have a collar which includes an identification disk.

When outside of the specified premises or secure enclosure, you must:

- Always control your dingo by means of a chain, cord, leash, or harness
- Demonstrate only dingoes that are conditioned to handling and are calm and comfortable when interacting with new people
- Ensure the dingo is wearing a collar with an identification disk specifying your:
  - Name
  - Phone number
  - Licence number.

## CONDITION 6 No unsupervised access to dingoes by persons under 16

Persons under the age of 16 are not allowed unsupervised access to dingoes.

### Objective

To ensure the safety of children when provided access to dingoes.

### How to comply

Keep your dingo held in a purpose-built, secure enclosure and prevent access to persons under the age of 16.

When your dingo is outside of its enclosure, you must ensure you have them under constant supervision and control through means of a chain, cord, leash or harness. You must provide constant supervision if interaction with persons under the age of 16 is likely or expected.

## CONDITIONS 7 – 11 Koala display requirements

### Condition 7 Koala non-contact display

Where koalas are displayed for non-contact observation by the public:

- the licence holder must ensure that the public remain outside the enclosure or behind erected barriers and have no direct or indirect physical contact with koalas; and koalas must be free to move at will within the enclosure.

### Condition 8 Koala display for photography and petting

Where koalas are displayed on a resting pole or on the body of the licence holder for photography or petting:

- koalas must be under the direct control of the licence holder on a one-to-one basis;
- only captive-bred koalas which are fully weaned or independent and which are conditioned to handling may be used for petting or photography;
- koalas with emergent pouch or back young must not be used; and
- koalas must be returned to an observation-only enclosure immediately upon showing any signs of stress, agitation or aggression, and must be rested for at least 24 consecutive hours before resuming display for photography or petting.

### Condition 9 Koala handling

The licence holder must not allow koalas to be held or handled by a member of the public.

### Condition 10 Koala display log

A log must be maintained recording the date and time that each koala is available for on-body display, photography or petting by patrons, which must be made available for inspection by an Authorised Officer upon request.

### Condition 11 Koala display duration

Individual koalas must not be used for on-body display, photography or petting by patrons for more than:

- 30 minutes per day; and
- three consecutive days without being rested for at least 24 consecutive hours before resuming.



## Objective

To maintain the health and wellbeing of all koalas being displayed. These conditions work together to ensure the display of koalas is appropriate and sufficiently monitored.

## How to comply

Do not allow koalas to be handled by members of the public, and ensure you maintain direct supervision of the koala being displayed at all times.

This condition refers to the licence holder, but an employee who is acting on behalf of the licence holder may also display koalas. Employees must be aware of and competent in the activities they are undertaking on behalf of the licence holder. More information about employees is available in the next section.

→| [Page 26 Employees](#)

Where koalas are on display but no contact is allowed:

- Ensure there is a secure barrier to prevent unauthorised public entry and interaction with the koalas
- Provide a resting pole suitable to the size and needs of the individual koala and ensure eucalyptus browse is available to allow the koala to exhibit natural behaviours
- Place the resting pole for the koala at least three metres from the barrier to prevent unauthorised interaction with the koala and minimise stress on the koala
- Display signage highlighting that spectators should not enter the area where the koala is being displayed.

You may display one koala on a resting pole or on the body of the licence holder for photography or petting, provided that:

- Only one Koala is displayed, and the licence holder or a staff member supervises each public interaction
- The public cannot hold or handle the Koala. Public interaction is limited to a photograph next to the koala and petting if the koala is not stressed.
- The koala is fully weaned, independent, habituated to human presence, and does not exhibit stress or evasion responses when in human company
- You do not display mother koalas with dependent offspring (emergent pouch or back young)
- You do not display any individual koala for more than 30 minutes per day
- The koala is displayed no more than three days in a row, with a maximum display time of 30 minutes per day. After three consecutive days of display, the koala must not be displayed for at least 24 consecutive hours before it can be displayed again. For example, if you display a Koala on a Monday, Tuesday and Wednesday for 30 minutes each day, you must then allow the animal to not be displayed for at least the entirety of the Thursday.
- You must maintain a logbook recording all periods of time in which each koala is displayed on you or your staff member's body or a resting pole for petting or for photography. This includes recording the date you displayed the koala, the time you commenced and finished the display, and subsequently the duration of the display. If requested, you must provide these records for Authorised Officers to examine.





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## 2 Commercial wildlife licence conditions

Conditions that apply to all commercial wildlife licence holders, including wildlife demonstrators, as specified in the Wildlife Regulations

## Employees

### Commercial wildlife licences – conditions relating to employees

- 1 It is a condition of any commercial wildlife licence that the licence holder must ensure that all employees of the licence holder who are employed to engage in conduct on behalf of the licence holder under that licence are aware of, and competent in, the scope of activities which may be undertaken on behalf of the licence holder under the wildlife licence.
- 2 It is a condition of any commercial wildlife licence that the licence holder must provide a copy of the wildlife licence to an employee before that employee can undertake any activity on behalf of the licence holder under that licence.
- 3 It is a condition of any commercial wildlife licence that the licence holder must take reasonable steps to ensure that the employee carries a legible copy of the licence when undertaking any activity under the licence.

➤ WILDLIFE REGULATIONS 2024, REG 58

### Objective

To ensure all employees are aware of the requirements under the licences and maintain wildlife welfare under the licence.

### How to comply

You are required to take reasonable steps to ensure employees are trained to prevent conduct that is in breach of your licence. You are liable as the licence holder for the conduct of your employees unless you have taken reasonable steps to ensure they avoid this conduct.

Provide a copy of your licence to your employees prior to them undertaking any activity on your behalf. Train your employees in all activities they will undertake under the licence, including the specific requirements outlined in this guide. This ensures they can undertake demonstrations and possess wildlife lawfully.

Employees should also be trained in the skills of capture, handling and management of the wildlife in your care. It is recommended that employees undertake an appropriate course for the handling of animals. You can attach certificates of courses your employees have completed to your licence.

Additionally, employees should be trained in first aid for both animals and humans. When possessing or displaying venomous snakes, it is particularly important that staff are capable of applying the correct first-aid treatment for snakebite.

If the licence holder is not present, they should ensure an employee has responsibility for:

- Daily feeding, watering and inspection of animals
- Daily cleaning of facilities
- Monitoring animal welfare and taking appropriate steps to care for sick or injured animals
- Generally assisting in maintaining the environmental quality in each enclosure
- Maintaining appropriate records of any transactions or demonstration under the licence.

Provide your employees with adequate safeguards to protect their health. This may include, but is not limited to, appropriate handwashing facilities, protective clothing and equipment, tetanus immunisation and access to antivenenes. You must also implement appropriate hygiene measures to prevent the transmission of disease-causing organisms which can be transmitted to humans (zoonoses). This is particularly important for species known for harbouring zoonoses.

If your employees change, you must notify the Conservation Regulator. Refer to **Change of staff** in this guide.

→ Page 27 [Change of staff](#)

📞 Call [DEECA Customer Contact Centre 136 186](tel:136186)

✉ Email [wildlifelicencing@deeca.vic.gov.au](mailto:wildlifelicencing@deeca.vic.gov.au)

## Change of staff

- 1 It is a condition of any commercial wildlife licence that, within 10 business days of employing any person to engage in conduct under that licence on the licence holder's behalf, the licence holder must notify the relevant body in writing of the following details—
  - a the name, date of birth, telephone number and residential address of the person employed;
  - b the capacity in which the person is employed;
  - c the date on which the person commenced employment with the licence holder.
- 2 It is a condition of any commercial wildlife licence that the licence holder must notify the relevant body in writing within 10 business days after a person who is employed to engage in conduct on behalf of the licence holder under that licence ceases to be an employee of the licence holder.

➤ WILDLIFE REGULATIONS 2024, REG 37

## Objective

To maintain oversight of all persons in Victoria engaging with wildlife under a licence.

## How to comply

An employee is a person registered under the business to carry out activities on behalf of the licence holder.

You must notify the Conservation Regulator within 10 business days of any changes to the employment status of employees who undertake activities in accordance with your wildlife licence. You can notify us by completing the **Changes to employee employment status** form on our website.

➤ Visit [vic.gov.au/commercial-licence-obligations-and-record-keeping](https://vic.gov.au/commercial-licence-obligations-and-record-keeping)  
 ✉ Email [wildlifelicencing@deeca.vic.gov.au](mailto:wildlifelicencing@deeca.vic.gov.au)

## Volunteers

Volunteers are not the same as employees.

Volunteers do not have authority to possess wildlife being demonstrated with. This means they are not permitted to directly undertake licensed activities on behalf of the licence holder. Volunteers can assist at demonstrations where they are directly supervised by the licence holder or an employee. This includes volunteers assisting a demonstration by holding wildlife so long as the volunteer is under direct supervision. Direct supervision means that the number of volunteers and wildlife being supervised is kept to manageable numbers and are always within sight and hearing of the licence holder or employee.

Volunteers can also carry out animal husbandry under direct supervision of the licence holder or employee when wildlife is off-display, including cleaning enclosures, feeding, watering and inspection of wildlife.

If you are unsure, call or email us. Refer to **Employees** section in this guide for guidance on staff capability.

➤ Page 26 [Employees](#)  
 ☎ Call DEECA Customer Contact Centre **136 186**  
 ✉ Email [wildlifelicencing@deeca.vic.gov.au](mailto:wildlifelicencing@deeca.vic.gov.au)

## Signage requirement

- 1 It is a condition of any commercial wildlife licence, except a wildlife controller licence, that the licence holder at all times must display a sign stating the following words—
  - a “The wildlife on these premises are possessed under a licence issued under the *Wildlife Act 1975*”; and
  - b “Wildlife must not be taken from the wild without a licence, permit or authority issued under the *Wildlife Act 1975*”.
- 2 It is a condition of any commercial wildlife licence, except a wildlife controller licence, that the licence holder must ensure that any sign which is required to be displayed by subregulation (1)—
  - a is positioned at the main entrance to the premises specified in the licence; and
  - b is in a position that is obvious and easily readable for all visitors to the premises or wildlife display or wildlife demonstration; and
  - c has a white background, with lettering in black block type of not less than 30 millimetres in height; and
  - d is maintained in good condition so that it is easily readable at all times.

↗ WILDLIFE REGULATIONS 2024, REG 59

### Objective

To prevent the illegal possession of wildlife and illegal take of wildlife from the wild. Signage provides the community assurance that wildlife at the premises is responsibly sourced and safeguarded under an appropriate licence. It also educates the public on the existence of the licensing system, and that it is illegal to take any wildlife from the wild.

### How to comply

You must have a sign or signs that are positioned at the main entrance point of your demonstration. Nothing should be obstructing or placed in front of the signs.

Your signs should be easy for visitors to read. Ensure the sign/s are printed on white paper, in a block font and with a font size at least 30mm in height. A good option is Arial font in size 72.

You are required to keep the sign/s in good condition. If the sign/s are stained, damaged or torn you will need to replace them.

A printable template of a sign that meets the requirements is available for you in **Appendix 2 Template sign for Wildlife Demonstrators**.

→| [Page 44 Appendix 2 Template sign for wildlife demonstrators](#)





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## **3** General wildlife licence requirements

Legal requirements that apply to all wildlife licence holders, as specified in the Wildlife Regulations

## Wildlife welfare and care

### Housing wildlife

- 1 A person who possesses living wildlife, other than specified birds, must keep the wildlife in a cage or enclosure that complies with subregulation (2), unless the person is acting under and in accordance with an approval given by the Secretary under subregulation (3).
- 2 For the purposes of subregulation (1), the cage or enclosure must be designed, constructed and maintained to—
  - a provide for the adequate shelter for the wildlife; and
  - b prevent the escape or injury of the wildlife; and
  - c protect the wildlife from predators; and
  - d restrict access by persons not authorised by the person who possesses the wildlife; and
  - e provide for the good health and welfare of the animal in accordance with any of the following codes of practice that are relevant in the circumstances—
    - i the Code of Practice for the Welfare of Amphibians in Captivity, made under section 7(1) of the *Prevention of Cruelty to Animals Act 1986*, as published from time to time;
    - ii the Code of Practice for the Housing of Caged Birds (Revision Number 1), made under section 7(1) of the *Prevention of Cruelty to Animals Act 1986*, as published from time to time;
    - iii Code of Practice for the Husbandry of Captive Emus (Victoria) (Revision 1), made under section 7(1) of the *Prevention of Cruelty to Animals Act 1986*, as published from time to time;
    - iv the Code of Practice for the Welfare of Animals—Private Keeping of Reptiles, made under section 7(1) of the *Prevention of Cruelty to Animals Act 1986*, as published from time to time.

➤ WILDLIFE REGULATIONS 2024, REG 120

#### Objective

To ensure you provide appropriate permanent housing for wildlife that provides for the good health and welfare of that wildlife.

#### How to comply

You must ensure enclosures and demonstration spaces meet the needs of the given species of wildlife.

Below is a list of basic requirements. These are the minimum standards that should be provided to all wildlife.

##### Adequate shelter

- Provide protection from the elements and extremes in weather.
- Shelters must be equipped to provide temperatures, humidity and light cycles that are appropriate to the species, allowing normal physiological functioning and behaviour.

##### Prevent escape or injury

- Enclosures must be designed to prevent the escape of wildlife.
- Enclosures must be of an appropriate size and dimension to suit the physical characteristics and behaviour of the animal.  
For example, an aviary for multiple birds requires sufficient space for each bird to fly, roost and elude other caged birds.
- Only house compatible wildlife types together.  
For example, different species of reptile may be kept together within an enclosure. However, their feeding habits, relative sizes and interspecific aggressiveness must be compatible.

##### Protect wildlife from predators

Enclosures must protect from predators, including domestic animals such as cats and dogs.

##### Restrict access by unauthorised persons

Enclosures must be secured to prevent unauthorised access.

### Uphold good health and welfare

- Provide appropriate food for the species and ensure constant access to clean fresh water.
- Wildlife must not be kept in areas with excessive noise, vibration or temperature fluctuation.
- Birds, reptiles, amphibians and marsupials must not be restrained by a leash or tether.
- Undertake regular cleaning of enclosures and other precautions to prevent disease.
- Undertake regular surveillance and vet visits to enable early detection of health problems.

The Victorian codes of practice for animal welfare are incorporated into the Wildlife Regulations 2024 and are enforceable by the Conservation Regulator. The requirements set by Codes of Practice apply to all persons who possess living wildlife, regardless of the prescribed category of licence they hold.

### Codes of practice

The relevant codes of practice for wildlife demonstrators are:

- [Code of Practice for the Welfare of Amphibians in Captivity](#)
- [Code of Practice for the Housing of Caged Birds](#)
- [Code of Practice for the Husbandry of Captive Emus](#)
- [Code of Practice for the Welfare of Animals - Private Keeping of Reptiles](#)

Regulation 76 also incorporates the [Code of Practice for the Public Display and Exhibition of Animals](#), which applies to wildlife that is being displayed or demonstrated with.

Refer to [Health and welfare of demonstrated wildlife](#) in this guide, and visit [Agriculture Victoria's website](#) for [Victorian codes of practice for animal welfare](#).

→| Page 17 [Health and welfare of demonstrated wildlife](#)  
 ↗ Visit [agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/victorian-codes-of-practice-for-animal-welfare](http://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/victorian-codes-of-practice-for-animal-welfare)

### Permanent enclosures for dingoes

Permanent enclosures for dingoes must meet the standards below:

- Be child-proof and of sufficiently secure design and construction to prevent escape of dingoes and unauthorised access to dingoes
- Have a minimum floor area of 30 square metres for up to two dingoes and an additional 10 square metres for each additional dingo (over nine months)
- Have fences of either three metres in height or a minimum of two metres in height with an additional 45° degree inward return of at least one metre in length (or the inward return being a full secure roof)
- Have a one metre inward-facing mesh return fitted at the base of the fence and fastened to the ground at right angles to the fence (or fence anchored securely to a cement slab)
- Have a secure escape-proof fence.

There may be instances when it is reasonable to keep wildlife in a cage or enclosure that does not meet the requirements listed above.

Written approval from the Conservation Regulator is required, and that written approval may include specific conditions. You must act in accordance with any approval.

To apply, please email us.

Email [wildlifelicencing@deeca.vic.gov.au](mailto:wildlifelicencing@deeca.vic.gov.au)

## Transportation

- 1 A person who consigns or transports wildlife must ensure that any container used to consign or transport the wildlife is designed, constructed and maintained to—
  - a withstand transportation; and
  - b prevent the escape or injury of the wildlife; and
  - c protect against predators; and
  - d resist interference; and
  - e provide for the good health and welfare of the animal during transport in accordance with any codes of practice that are relevant in the circumstances—
    - i the Code of Practice for the Welfare of Amphibians in Captivity, made under section 7(1) of the *Prevention of Cruelty to Animals Act 1986*, as published from time to time;
    - ii the Code of Practice for the Housing of Caged Birds (Revision Number 1), made under section 7(1) of the *Prevention of Cruelty to Animals Act 1986*, as published from time to time;
    - iii the Code of Practice for the Husbandry of Captive Emus (Victoria) (Revision 1), made under section 7(1) of the *Prevention of Cruelty to Animals Act 1986*, as published from time to time;
    - iv the Code of Practice for the Welfare of Animals on Private Game Reserves licensed to hunt game birds, made under section 7(1) of the *Prevention of Cruelty to Animals Act 1986*, as published from time to time;
    - v the Code of Practice for the Welfare of Animals—Private Keeping of Reptiles, made under section 7(1) of the *Prevention of Cruelty to Animals Act 1986*, as published from time to time.
- 3 A person who transports a specimen of wildlife, other than in circumstances set out in subregulation (4), must ensure that the container in which the specimen is placed has a label securely attached to it that clearly displays information that the person reasonably believes is the following information –
  - a the name and address and wildlife licence number (if any) of the owner of the specimen;
  - b the name and address and wildlife licence number (if any) of the person to whom the specimen is being transported;
  - c the common name (if any) specified in the relevant Schedule to these Regulations of the taxon of the specimen that is being transported;
  - d the number of specimens of each taxon of wildlife in the container in which the specimen that is being transported is placed.

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7 WILDLIFE REGULATIONS 2024, REG 122

## Objective

To ensure wildlife are in appropriate enclosures which prevent injury, stress and disease during transport.

## How to comply

Transport can be a particularly stressful and high-risk time for most wildlife species. Your transportation must meet the needs of the species being transported. The comfort and wellbeing of all animals should be monitored at minimum every two hours during transport.

Animals should be in a fit state before being transported. Sick or injured animals should not be transported except for veterinary care, with precautions taken to minimise further stress or injury. A person who is transporting sick, injured or abandoned wildlife to a vet or a wildlife rehabilitator does not need to meet these requirements.

If you are consigning wildlife to transport for long periods, such as interstate travel or bulk consignments, additional measures may be required to maintain the animal's health and welfare. Refer to the applicable Code of Practice for the wildlife you are consigning.

The **Code of Practice for the Public Display of Exhibition of Animals** on the **Agriculture Victoria** website provides further information to help you meet this condition. Some key information about transporting wildlife is included below.

➤ Visit [agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/victorian-codes-of-practice-for-animal-welfare/code-of-practice-for-the-public-display-of-exhibition-of-animals](https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/victorian-codes-of-practice-for-animal-welfare/code-of-practice-for-the-public-display-of-exhibition-of-animals)

## Reptile transport

When transporting reptiles:

- Care must be taken to avoid exposure of reptiles to extreme temperatures or changes in temperature during transport.
- Reptiles must not be transported unless they have been maintained for a sufficient time prior to departure at a temperature that will ensure complete digestion of any ingested food.
- Reptiles must not be fed during transport.
- Reptiles must have access to water prior to transport to prevent dehydration. This may involve placing the reptile(s) in shallow tepid water for 10 to 15 minutes.
- Transport containers must not be placed in direct sunlight, water or draughts.

➤ Visit [agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/victorian-codes-of-practice-for-animal-welfare/code-of-practice-for-the-welfare-of-animals-private-keeping-of-reptiles](https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/victorian-codes-of-practice-for-animal-welfare/code-of-practice-for-the-welfare-of-animals-private-keeping-of-reptiles)

## Amphibian transport

When transporting amphibians:

- Do not place heavy rocks or decorations in the tank, they can move and injure the amphibian.
- Frogs require constant moisture to prevent their skin dehydrating. They should be transported in a plastic container with a small amount of cotton wool or paper towelling, or damp sphagnum moss soaked in water. Transport time should be kept to a minimum.
- If a brief stop is required during travelling, the vehicle should be left in a shady spot with fresh air circulating. If a longer stop is required, (longer than 30 minutes) remove the animals from the vehicle and keep them in a cool place.

➤ Visit [agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/victorian-codes-of-practice-for-animal-welfare/code-of-practice-for-the-welfare-of-amphibians-in-captivity](https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/victorian-codes-of-practice-for-animal-welfare/code-of-practice-for-the-welfare-of-amphibians-in-captivity)

## Bird transport

When transporting birds:

- A strong, clean cardboard box may be suitable for some kinds of birds. Larger parrots and cockatoos may chew through cardboard or softwood and for those species a substantial hardwood box or metal cage is necessary.
- Containers should be of new material. Containers such as milk cartons, jars, plastic ice cream boxes, paper and plastic bags etc must not be used.

Containers should be sufficiently robust for the species they contain and should be securely closed during transport to ensure no injury or escape is possible.

Short period carry cage dimensions from the **Code of Practice for the Housing of Caged Birds** can be found on the **Agriculture Victoria** website.

➤ Visit [agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/victorian-codes-of-practice-for-animal-welfare/code-of-practice-for-the-housing-of-caged-birds](https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/victorian-codes-of-practice-for-animal-welfare/code-of-practice-for-the-housing-of-caged-birds)



## Dependent wildlife

- 1 A person must not, buy, sell, dispose of, consign, or transport any wildlife that is:
- 6 In this regulation—
  - a a flighted bird that is too young to fly; or
  - b a flightless bird that is less than 4 weeks old; or
  - c a mammal that is not fully weaned; or
  - d wildlife that is obviously diseased, sick or injured; or
  - e wildlife that is an egg.

➤ WILDLIFE REGULATIONS 2024, REG 123

### Objective

To ensure the welfare and survival of dependent, sick or juvenile animals and prevent the spread of disease.

### How to comply

Do not enter into any transaction where the wildlife is dependent, diseased, sick or injured.

If wildlife in your possession is diseased, sick or injured, take it to a veterinarian for assessment as soon as possible.

You may seek written approval from the Conservation Regulator for a person to buy, sell, dispose of, consign or transport wildlife to which this regulation applies. These will only be considered where animal welfare can be protected. To apply, please email us.

✉ Email [wildlifelicencing@deeca.vic.gov.au](mailto:wildlifelicencing@deeca.vic.gov.au)

## Restrictions to interbreeding of wildlife

- 1 A person must not permit different taxa of wildlife to interbreed unless
  - a those taxa are known to interbreed in the wild; or
  - b the person interbreeds a taxon of specified bird with any other taxon of specified bird; or the person interbreeds wildlife listed in Part B of Schedule 5 with any other wildlife listed in
  - c Part B of Schedule 5; or
  - d the person first obtains the written approval of the Secretary.
- 2 A person must not permit a taxon of wildlife to interbreed with another taxon of animal that is not wildlife, unless the person first obtains the written approval of the Secretary.

➤ WILDLIFE REGULATIONS 2024, REG 124

### Objective

To prevent the interbreeding of wildlife that does not occur in the wild. This includes preventing the interbreeding of domestic and wild animals, and the trade of cross bred animals. Crossbreeding of different taxa can lead to genetic problems and increased care requirements and can have poor animal welfare outcomes.

### How to comply

Ensure you house different taxa of wildlife separately to prevent unintended interbreeding, including domesticated animals.

If in the event of unintended offspring from different taxa, you cannot sell or dispose of the offspring without first seeking written approval from the Conservation Regulator.

## Wildlife transactions

### Import and export

A person must not import wildlife into Victoria from another State or Territory of the Commonwealth, or export wildlife from Victoria to another State or Territory of the Commonwealth without a permit issued by the Secretary.

➤ [WILDLIFE ACT 1975, SECTION 50\(1\)](#)

**2** Within 10 business days after the expiry of a permit issued under section 50 of the Act, the person who held the permit must notify the Secretary of the outcome of the transaction that was authorised by the permit in a form and manner approved by the Secretary.

➤ [WILDLIFE REGULATIONS 2024, REG 116](#)

### Objective

To prevent wildlife trafficking by regulating the trade of wildlife between States and Territories, ensuring that only wildlife legally able to be held in Victoria is transported from interstate.

It also reduces the spread of disease and ensures the health and welfare of wildlife being imported and exported.

### How to comply

You can apply for a permit and complete your notification of outcome for a permit online, or you can download and complete the relevant form, on our webpage [Import and export permits for Victorian wildlife](#).

Please allow three to five business days to process your application.

Further information, including import and export restrictions and cases where an import/export permit is not required, can be found on our webpage [Import and export permits for Victorian wildlife](#).

If you are unsure, you can phone or email us.

➤ Visit	<a href="https://vic.gov.au/import-and-export-permits-victorian-wildlife">vic.gov.au/import-and-export-permits-victorian-wildlife</a>
📞 Call	DEECA Customer Contact Centre <a href="tel:136186">136 186</a>
✉ Email	<a href="mailto:wildlifelicencing@deeca.vic.gov.au">wildlifelicencing@deeca.vic.gov.au</a>

### Important: Australian wildlife Laws

Different wildlife laws apply in different states and territories within Australia. Always check with the responsible agency in the relevant state.

An export permit is required if you intend to transport wildlife out of Victoria to any other state or territory within Australia.

An import permit is required if you intend to transport wildlife into Victoria from any other state or territory within Australia.

You may also require an additional import or export permit from the other state or territory (that is, the state the animal is being exported to or imported from).

### Advertising sale of wildlife

The holder of a wildlife licence must not advertise wildlife for sale unless the advertisement states the wildlife licence number that authorises the sale.

➤ [WILDLIFE REGULATIONS 2024, REG 110](#)

### Objective

To ensure wildlife is only possessed and traded by those with an appropriate licence.

### How to comply

You can only trade wildlife with a person who holds an appropriate licence. This means a wildlife licence that is current and allows them to keep that species of wildlife.

You must include your licence number when advertising wildlife for sale. When purchasing wildlife, ask to see the seller's wildlife licence and make sure it's valid before completing the transaction.

## Record keeping requirements

### Record books

- 1 All record books supplied by the relevant body remain the property of the relevant body.
- 2 It is a condition of any wildlife licence that the licence holder must record the following information relating to the licence or wildlife held under the licence in a book supplied by the relevant body—
  - a all transactions made under the licence;
  - b any theft of the wildlife;
  - c the occurrence of any incident that the relevant body requires the licence holder to record; any other information relating to a transaction or incident that the relevant body requires
  - d the licence holder to record.
- 3 It is a condition of any wildlife licence that the licence holder must complete all records required to be in the record book fully, accurately, legibly, and permanently.
- 4 It is a condition of any wildlife licence, except a game bird farmer licence, that the licence holder must make each entry in the record book required under subregulation (2) by the close of business on the day of the transaction or incident.

↗ WILDLIFE REGULATIONS 2024, REG 27

### Objective

To ensure that captive wildlife has come from a lawful source, and to ensure accurate and up-to-date records of all wildlife transactions in Victoria.

### How to comply

Relevant transactions include purchases, sales, import, deaths, gifts, breeding and escapes.

Your Wildlife Record Book is used to record all wildlife transactions. You cannot keep and trade wildlife until you have received both your licence and record book.

All record books for wildlife licences are supplied by the Conservation Regulator and remain the property of the Conservation Regulator. Making or keeping records that are inaccurate or false is an offence under the Wildlife Act.

To comply with this condition, you must:

- Ensure entries are recorded on the same day that a transaction occurs
- Ensure entries are permanent and legible
- Request an additional record book from wildlife licensing if you no longer have sufficient pages to record your wildlife transactions
- Retain all record books you have been issued until you choose to renew your licence or surrender your wildlife
- Return your record book to the Conservation Regulator within 10 business days should you choose not to renew, or surrender your wildlife licence
- Return your record book the Conservation Regulator if your licence is cancelled

If you lose or damage your record book, you must report your loss to the Conservation Regulator via email within two business days. There is a fee for each book lost or damaged.

Please refer to the [Annual return forms](#) or [Theft, loss or damage of record book or return form](#) sections of this guide for further information.

Wildlife demonstrators are also required to keep a log of the date, time and venue of all demonstrations conducted. For further information, please refer to the [Demonstrations frequency](#) section of this guide.

→| Page 14 [Demonstrations frequency](#)

→| Page 37 [Annual return forms](#)

→| Page 40 [Theft, loss or damage of record book or return form](#)

✉ Email [wildlifelicencing@deeca.vic.gov.au](mailto:wildlifelicencing@deeca.vic.gov.au)

## Annual return forms

- 1 All return forms supplied by the relevant body remain the property of the relevant body.
- 2 It is a condition of any wildlife licence that the licence holder must record in a form supplied by the relevant body the following information for the period specified in the licence—
  - a a summary of all transactions made under the licence during the period;
  - b a summary of incidents that the relevant body requires the licence holder to record that occurred during the period.
- 3 It is a condition of any wildlife licence that the licence holder must complete all records required to be in the return form fully, accurately, legibly, and permanently.
- 4 It is a condition of any wildlife licence that the licence holder must keep a legible copy of each return form the licence holder is required to complete—
  - a for the period during which the licence remains in force; and
  - b if the licence is renewed, for the period during which the renewed licence remains in force.
- 5 It is a condition of any wildlife licence that the licence holder must provide the relevant body with a return form at the time specified in the licence.

➤ WILDLIFE REGULATIONS 2024, REG 28

## Objective

To provide a state-wide overview of the volume and species of wildlife currently being possessed and traded in Victoria, which helps to ensure we have the right legal framework in place. This record keeping also provides a mechanism for the regulator to prevent illegal trade of wildlife, and understand where wildlife may not be properly being cared for.

## How to comply

Your return is a summary of the wildlife transactions you conducted under your licence in the 12 month period between 1 April and 31 March. Information contained in the returns is confidential.

You must submit a completed return form by 14 April each year. You must also keep a copy for your returns for future reference.

A **Return Form** must be submitted even if you:

- Have not acquired any wildlife
- No longer have wildlife in your possession
- Have not bought, sold or traded any wildlife

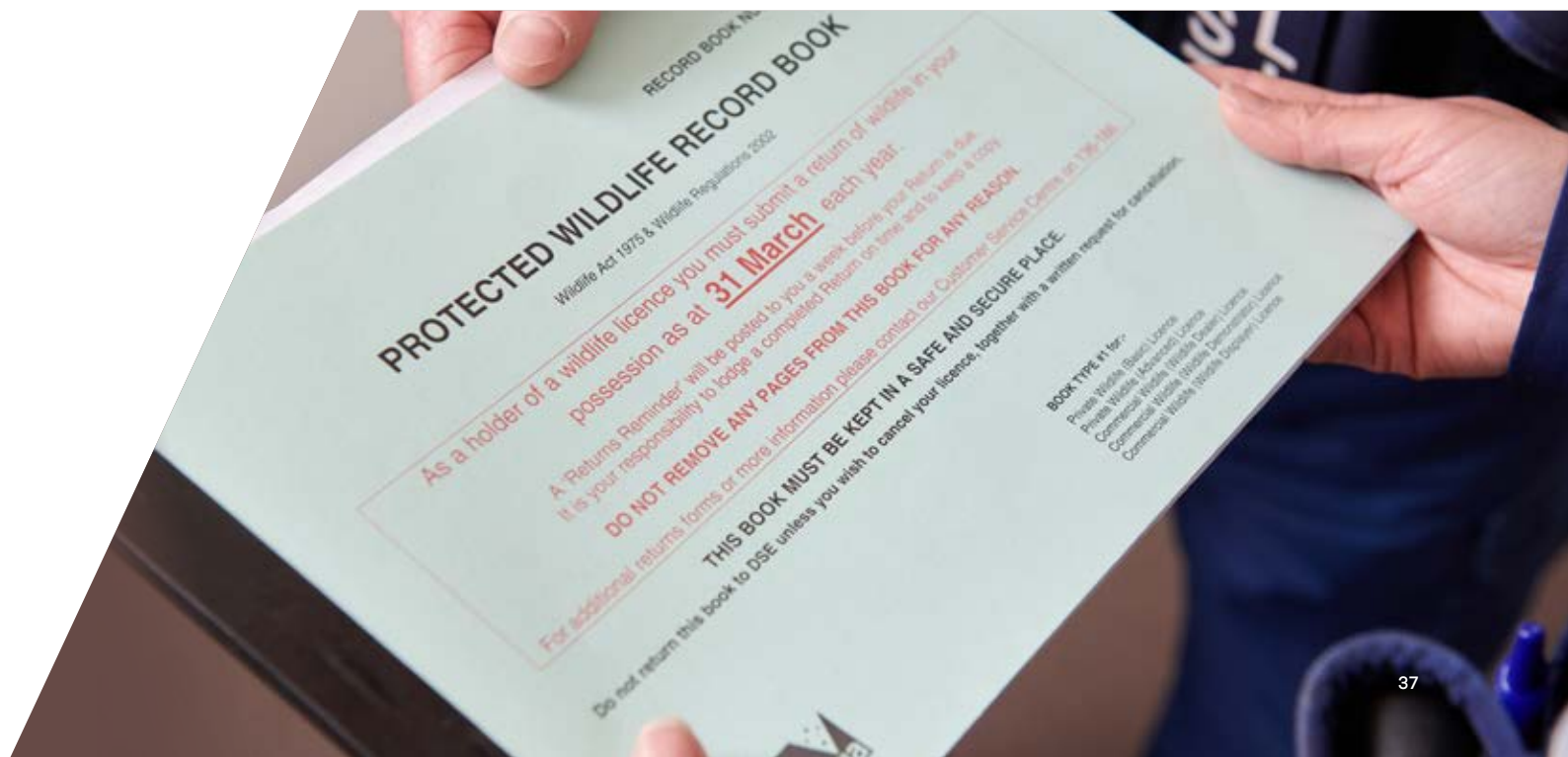
In these instances, licence holders should mark their return as **Nil** and submit by 14 April.

You may submit your return online on our website.

If you are unable to complete the online form, you can request a form by calling DEECA or emailing us.

If you do not submit a return, you may not be eligible to renew your licence. Additional penalties may also apply if these obligations are not met.

➤ Visit	<a href="https://vic.gov.au/licences-annual-returns">vic.gov.au/licences-annual-returns</a>
☎ Call	DEECA Customer Contact Centre <b>136 186</b>
✉ Email	<a href="mailto:wildlifelicencing@deeca.vic.gov.au">wildlifelicencing@deeca.vic.gov.au</a>



## Do not tamper with record books or return forms

- 6** It is a condition of any wildlife licence that the licence holder must not—
- a** tamper with, or permit to be tampered with, any entry in a record book or return form; or
  - a** be in possession or control of a record book, return form or copy of a return form that has been tampered with.
- 7** In this regulation— tamper with includes damage, destroy, deface, erase, delete or remove.

↗ WILDLIFE REGULATIONS 2024, REG 33

### Objective

To ensure record books and return forms are a true and accurate representation of wildlife possession and trade in Victoria.

### How to comply

Record books and return forms are legal documents. They must be accurate and include all wildlife in your possession or legally traded.

Record books and return forms remain the property of the Conservation Regulator. Tampering with them in any way is an offence. Tampering includes erasing or editing entries, removing pages, or otherwise damaging records.

All entries in your record book, and on hard copy return forms, must be permanent and legible. You must write in your record book with a pen in black or blue ink.

If you make a mistake when filling in an entry, you should:

- Strike a line through the entry
- Write your initials and date of the correction next to the corrected entry.

You cannot use white out or other methods to cover up entries. You also cannot remove any pages from your record book.

## Additional record keeping obligations

It is a condition of any wildlife licence that the licence holder must produce the record book or copies of return forms for inspection when requested to do so by an authorised officer.

↗ WILDLIFE REGULATIONS 2024, REG 29

It is a condition of any wildlife licence that the licence holder must ensure that the record book and copies of return forms are kept in a safe and secure place at the premises specified in the licence, except when undertaking a transaction in circumstances set out in regulation 38(1).

↗ WILDLIFE REGULATIONS 2024, REG 31

- 1** Within 10 business days of a person ceasing to hold a wildlife licence, the person must return all record books and copies of return forms to the relevant body.
- 2** The relevant body, in writing, may direct the holder of a wildlife licence to surrender all record books or return forms in the licence holder's possession to the relevant body within a time period specified in the direction.
- 3** The holder of a wildlife licence must comply with a direction given to the licence holder under subregulation (2) within the time period specified in the direction.

↗ WILDLIFE REGULATIONS 2024, REG 32

### Objective

To ensure oversight of all wildlife transactions in Victoria, while maintaining the confidentiality of licence holders.

### How to comply

Keep your record book and return forms at the address specified on your licence and in a secure location to prevent loss or theft.

Under the *Wildlife Act 1975*, you must provide a copy of your record book, licence and return forms to Authorised Officers when asked. Authorised Officers have the power to, at any reasonable time, and having regard to the circumstances ask to see, inspect or make copies of record books and any other documentation associated with your wildlife licence.

The record book and return forms remain the property of the Conservation Regulator. Should you choose not to renew your licence, or surrender your wildlife, you must return your record book to the Conservation Regulator within 10 business days.

If you are provided with a written direction to surrender your wildlife record book by the Conservation Regulator, you must surrender all record books and return forms by the date specified.



## Reporting

### Theft or loss of wildlife

- 1 It is a condition of any wildlife licence that the licence holder must report any theft of wildlife relating to the licence to a police officer within 2 business days of the licence holder becoming aware of the theft.
- 2 It is a condition of any wildlife licence that the licence holder must retain a copy of the police report relating to the theft described in subregulation (1).
- 3 It is a condition of any wildlife licence that the licence holder must provide a copy of the police report described in subregulation (2) to an authorised officer upon request.
- 4 It is a condition of any wildlife licence that the licence holder must—
  - a notify the relevant body of any theft, misplacement or escape of any wildlife under the licence in a form approved by the relevant body within 2 business days of becoming aware of the theft, displacement or escape; and
  - b in the case of the theft, misplacement or escape of any dingo, notify the relevant body of the microchip of each escaped dingo within 2 business days of becoming aware of the theft, misplacement or escape.

➤ WILDLIFE REGULATIONS 2024, REG 33

### Objective

To uphold the health and wellbeing of wildlife in captivity, through appropriate monitoring and investigation of theft, loss or escape.

### How to comply

If there has been a theft, loss or escape of wildlife in your care, you must:

- Report it to Victoria Police within two business days of you becoming aware
- Retain a copy of the police report. If requested by an Authorised officer, you must produce a copy of the police report
- Report the theft, loss or escape of wildlife to the Conservation Regulator by email within two business days of becoming aware of the loss
- Record the theft, loss or escape of wildlife into your record book.



## Theft, loss or damage of record book or return form

- 5** It is a condition of any wildlife licence that the licence holder, in a form approved by the relevant body, must notify the relevant body of any theft or loss of, or damage to, any of the following within 2 business days of becoming aware of the theft, loss or damage—
- a** a record book;
  - b** a return form;
  - c** a copy of a return form;
  - d** any additional records required to be kept under regulation 34;
  - e** any additional records required to be kept under regulation 35.

➤ WILDLIFE REGULATIONS 2024, REG 33

### Objective

To ensure the integrity and confidentiality of records.

### How to comply

You must report the loss, theft or damage of your Wildlife Record Book or Annual Returns to the Conservation Regulator by email within two business days of becoming aware. You can do this by completing the [Notify Theft, Loss, Damage or Escape form](#) available on our website and emailing us the completed form.

➤ Visit [vic.gov.au/commercial-licence-obligations-and-record-keeping](https://vic.gov.au/commercial-licence-obligations-and-record-keeping)  
 ➤ Email [wildlifelicencing@deeca.vic.gov.au](mailto:wildlifelicencing@deeca.vic.gov.au)

## Change of premises management

- 1** It is a condition of any wildlife licence that the licence holder must notify the relevant body within 10 business days of any change of name, address or telephone number of any of the following persons—
  - a** the licence holder;
  - b** any employee of the licence holder;
  - c** in the case of a licence holder that is not a natural person, the natural person responsible for managing the activities authorised under the licence.
- 2** It is a condition of any wildlife licence held by a person who is not a natural person that the licence holder must notify the relevant body in writing within 10 business days of any change of the natural person who is responsible for managing the activities authorised under the licence.
- 3** A notification under subregulation (2) must include the name, residential address, telephone number and date of birth of the natural person who is responsible for managing the activities authorised under the licence.

➤ WILDLIFE REGULATIONS 2024, REG 36

### Objective

To ensure licence details are up to date and the person responsible for the licence is identifiable.

Licenses are not transferable and are available for one or three years.

### How to comply

You must notify the Conservation Regulator within 10 business days of any changes to the person managing the premises specified in your licence. You must also inform us of any changes to your personal details recorded on your licence (name, contact details and/or address) within 10 business days of the changes occurring. You can do this by completing the form [available on our website](#). An amended licence will be posted to you.

➤ Visit [vic.gov.au/commercial-licence-obligations-and-record-keeping](https://vic.gov.au/commercial-licence-obligations-and-record-keeping)



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# Appendices

- 1 Template for recording details of demonstrations
- 2 Template sign for wildlife demonstrators

## **APPENDIX 1 Template for recording details of demonstrations**

You are required under Regulation 35 to maintain a record of all demonstrations conducted under the wildlife demonstrator licence, including the date, time and venue.

There is currently no mandatory format, but you can use the following template, which will meet the mandatory requirements.





## **APPENDIX 2 Template sign for wildlife demonstrators**

You can print the following sign to meet the requirements of Regulation 59, Signage requirement.

The sign must be easily readable and located at an obvious location at the main entrance to your display or demonstration.

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# Wildlife on these premises are possessed under a licence issued under the *Wildlife Act 1975*

Wildlife must not be taken from the wild  
without a licence, permit or authority  
issued under the *Wildlife Act 1975*

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## Further information



Ask the licence holder



Call the Conservation Regulator on **136 186**



Email [conservationregulator@deeca.vic.gov.au](mailto:conservationregulator@deeca.vic.gov.au)

