



the handbook

Published by

THE COMMUNITY CAT COALITION INC.

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Facebook: www.facebook.com/catcoalition09



FOREWORD BY BOB KERRIDGE

Executive Director, SPCA Auckland

You only have to gaze into the eyes of a cat to realise there is a soul behind them. It is this penetrating and mysterious inner depth that endears the cat to those who share their affections with them, an attraction that is most certainly mutually shared.

And yet, of all our companion animals, the cat is the most maligned and persecuted enduring ill-founded discrimination in some quarters, and an intolerance with many sectors of the community, leading in many cases to their total abandonment.

It is this desertion that forces cats, through no fault of their own, to become strays finding it necessary to fend for themselves because they are no longer welcome.

Mercifully there are many who understand the qualities cats' possess and dedicate themselves and their time to their welfare and well-being. These people have joined together to become the Community Cat Coalition in Auckland, attending to stray cats either individually, or collectively in communities or in colonies. Thanks to these caring people the strays become loved and managed in an effective and highly successful manner to live their lives as they rightly deserve.

The Community Cat Coalition consists of highly dedicated individuals with a passion for compassion and they fully deserve our thanks and our support, even although in reality their reward is inherent in those many beautiful feline souls they save.

Keep believing,



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The Community Cat Coalition a volunteer network caring for the stray cats of Auckland, which aims to make a current and lasting change and improvement to the lives, welfare, care and protection of stray cats in our community.



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The Community Cat Coalition a volunteer network caring for the stray cats of Auckland, which aims to help protect and uplift the welfare and wellbeing of stray and abandoned cats and kittens.



Chapter 1: Definitions of cats

The common domestic cat (*Felis catus*) are New Zealand's most **popular companion animal** with 44% of NZ households listing themselves as owning one or more pet cats in the 2016 NZCAC study.

New Zealand has the highest cat ownership rate in the world (McKay 2016) the total companion cat population in this country was 1,134 million, compared to 683,000 dogs. The biggest role of the companion cat in New Zealand is as a member of the family (83%) or trusted companion (12%).

Cats are defined legally under the **Code of Welfare for Cats (2007)**, as gazetted by the Minister of MPI (the Ministry for Primary Industries) in New Zealand.

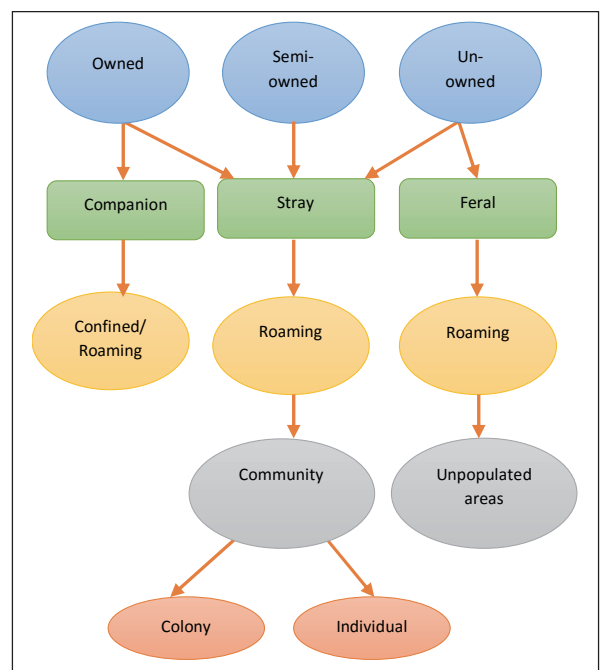
Cats are defined as:

- **Companion:** Common domestic cat (including a kitten) that lives with humans as a companion and is dependent on humans for its welfare.
- **Stray:** A companion cat which is lost or abandoned and which is living as an individual or in a group (colony). Stray cats have many of their needs indirectly supplied by humans, and live around centres of human habitation. Stray cats are likely to interbreed with the unneutered companion cat population.
- **Feral** – A cat which is not a stray cat and which has none of its needs provided by humans. Feral cats generally do not live around centres of human habitation. Feral cat population size fluctuates largely independently of humans, is self-sustaining and is not dependent on input from the companion cat population.

<https://www.mpi.govt.nz/protection-and-response/animal-welfare/codes-of-welfare/>

“Community cats” is an increasingly popular description of stray, semi-owned or un-owned cats, whose reliance on the community they live in for their care is essential. These cats are naturally free-roaming, “un-owned” or “semi-owned” cats, who may live either on their own or in colonies. The community often takes an interest in them and many in that community would like to look after them and to make sure their welfare and other needs are met.

Therefore, one of the key objectives of the **Community Cat Coalition** is to attend to the management needs of stray/community cats in the Auckland region whether they be residing as groups in established colonies, or individually/collectively within the general community.



Chapter 2: Community Cat Coalition (hereafter referred to CCC)

2.1. Reason for existence

The Cat Coalition was established in Auckland on 28 February, 2009, as an initiative of the Society for the Prevention of Cruelty to Animals Auckland Inc. (SPCA Auckland) to support a number of volunteers who were attending to the needs of stray cats in the region.

It was clearly evident at that time that this large group of dedicated volunteers were undertaking the immense task of caring for large numbers of unwanted cats at their own expense without financial or moral support. Accordingly the purpose of establishing a coalition was to create a network of cat carers who collectively would be supported by the SPCA in their humanitarian work.

On **22 February, 2015**, the Cat Coalition became a fully independent Incorporated Society, to be known as the **Community Cat Coalition**, to reflect the services provided to the community through the humane management of stray cats by the collective, and putting mechanisms in place to involve the community in its ongoing work.

This volunteer network of cat carers is now equipped to provide this valuable service to the stray cats of Auckland in a thoroughly professional manner with strict recruitment conditions, training, the development of standards and policies in the care and maintenance of stray cats, and support activities that provide assistance with feeding, veterinary care (including de-sexing), identification and the sharing of information. The Community Cat Coalition is recognized as the pre-eminent cat caring collective in Auckland.

Why an Incorporated Society?

This establishes a structure that supports and protects the members/volunteers attending to their activities with the Coalition. The company's office definition helps to understand the relationship: *'An incorporated society is a group or organisation that has been registered under the Incorporated Societies Act 1908 and, when incorporated, is authorised by law to run its affairs as though it were an individual person. This means that the members are not personally liable for the society's debts, contracts or other obligations. Likewise, members do not have any personal interest in any property or assets owned by the society'.*

2.2. Rules & memberships

The membership of the Community Cat Coalition consists of a group of approved volunteers who care for the needs of various categories of Stray Cats residing in the Auckland region. The members of the Society are supported by SPCA Auckland, which will provide services and resources to undertake the humane management of Stray Cats.

While the **Rules of the Community Cat Coalition Inc.** is included in Annexure A, this subsection focuses on the objectives of the Society, membership process and – benefits.



The objectives of the Society are defined hereunder:

- To attend to the management needs of Stray Cats in the Auckland region whether they be residing as groups in established colonies, or individually/collectively within the general community.
- To undertake the activities of the Society based on the established principles of *TNR (Trap/Neuter/Return)* and ***T-TNR (Targeted Trap/Neuter/ Return)***. This means ensuring that Stray Cats in the care of the Society are de-sexed, health-checked, and identified before being returned to their place of trapping, and to ensure their ongoing daily care is attended to including shelter, feeding and health requirements.
- To ensure members are fully trained, including their obligations under the Animal Welfare Act (1999), in the established and recommended trapping protocol and in the requirements of operating the TNR procedures as approved.
- To work with the community and land owners in the areas where Stray Cats being cared for reside, and to establish and maintain communications with such parties.
- To provide access to cat colonies for the purpose of welfare audits. These welfare audits are to ensure such Cat Colonies are being managed responsibly.
- To participate in confidential research projects as required both for statistical and research material for the benefit of the Society, SPCA Auckland, or any other body that the Governing Committee considers appropriate.
- To maintain records of Stray Cats in care in a form approved by the Governing Committee, as amended by them from time to time.
To foster and encourage the kind and humane treatment of cats (including Stray Cats) in the community, and to prevent and discourage cruelty to cats by education and involvement.
- To assist other organisations to supply research-based information to assist both local and central government to encourage supportive responsible cat management solutions.

Membership process of the society:

- Membership of the Society shall be open to any individuals, groups or organisations, whether incorporated or not, involved in the direct care of Stray Cats in the Auckland Region as set out in the objectives above.
- All applications (refer to Annexure B for the **Application form**) for membership must be signed by the applicant and tendered to the Secretary, in writing and on the Society's current membership application form, which can be amended by the Governing Committee from time to time, together with any required membership fee.
- The Governing Committee of the Society shall, in their sole discretion, determine the acceptability of all applications which shall be based on the completion of all information required on the membership application form and their agreement to comply with any additional conditions imposed by the Society from time to time. Applicants will be advised in writing of the outcome of their application.
- Decisions of the Governing Committee in relation to membership are final and cannot be challenged or appealed. Applicants are, however, permitted to re- apply from time to time.



- Successful applicants shall be delivered a numbered identification card (ID card). The purpose of this card is to identify members as a current members of the Society, including when receiving the benefits provided by the Society.

Benefits of CCC membership:

- Members will have access to the following benefits to be provided in each case at the sole discretion of the Governing Committee:
 - veterinary support, most specifically for the de-sexing of Stray Cats;
 - the supply of cat food when available to be used in caring for Stray Cats; and
 - other support that may be requested including of a financial nature by the member from time to time and as approved by the Governing Committee.
- Members will also be trained in trapping, TNR and T-TNR techniques.
- Members will be entitled to apply, in writing, to:
 - the Secretary to receive a copy of the minutes of the previous AGM; and/or inspect the register of members;
 - the Treasurer to inspect the financial statements; and
 - the Governing Committee to inspect the records of the society.
- The Governing Committee may, at their sole discretion, request the member to pay a fee to cover the cost of providing the member with the information.
- Membership of the Society shall fall due on 01 July annually and is renewable on such date.

2.3. Finances

A treasurer is appointed annually and is responsible for all financial matters, which includes, but is not limited to, keeping proper accounting records, preparation and filing of Annual Financial statements, receipt and deposit of funds and payment of the Society's bills.

The Governing Committee is empowered to on behalf of the society, obtain and raise funds by subscriptions, donations or public or personal appeals or any other means whatsoever, and receive legacies on behalf of the Society.

No subcommittee shall have the authority to commit the Society to any obligation or financial expenditure without express written authority from the Governing Committee.

One means of securing funds is through receiving donations via Givealittle. The relevant widget is available on the CCC Website and Facebook anyone can swiftly donate funds to CCC by clicking on the link and following the prompts. Alternatively, one can use the following URL to donate to the CCC.

www.givealittle.co.nz/org/catcoalition

Key information:

Certificate of Incorporation # is 2620011

Bank account: 12-3054-0005265-00

Charity number:



2.4. Website & Facebook

The Community Cat Coalition has an online presence in the form of a Website and a Facebook page which allows the Society to build trust and reputation as a reliable and professional group of volunteers who care for and actively and humanely manage stray cats in Auckland.

The Website is geared towards sharing information, promoting the reason for the Society's existence in the hope of attracting donations, stimulating adoptions and support as well as growing the membership base.

<http://www.catcoalition.org.nz/>

The Facebook page is a social media site which allows the Society's members to communicate with one another either in matters of emergency (i.e. help to foster kittens, need for food, etc.) or of a general nature.

www.facebook.com/catcoalition09

2.5. Resources & equipment

We have been fortunate to secure the support and collaboration of a number of **Vet clinics** (refer to Annexure C), who are willing to provide the much-needed medical services for the stray cats in Auckland.

SPCA Auckland provides subsidies towards the various medical interventions for the stray cats/kittens. The table below lists the various medical interventions and the subsidy amount as from July 2016:

Medical intervention	Subsidy amount
Male Neuter	\$35
Female Spay	\$50
Spay of heavily pregnant female	\$75
Microchip implant & registration	\$20
Euthanasia	\$10
Disposal (if required)	\$1.50 per kg of cat/kitten
Vaccinate	\$10

*** Amounts are effective from 1 July 2016*

The member, however, is responsible to pay the difference between the subsidy amount the total charged by the participating vet clinic.

Key tools of the trade are required to effectively undertake the Trap-Neuter-Return (TNR) activities of the Society.

- Traps and trap covers can be ordered from Eagle Wire, Jan Shew.
Email jan@eaglewire.co.nz Phone: 09 274 0621.
- Flea and deworming treatments can be procured from SPCA Auckland. The ordering process for the latter is on the following page.



The following items are for sale at a reduced rate for all members (all GST inclusive):



Custom-made humane steel traps
\$240 to members
 (retail \$270)



Custom-made water-proof trap covers
\$50 to members
 (retail \$75)



Advantage - (over 4kg)
 6 pack
\$38.42



Drontal – small (4kg) 100 pack **\$165**
 Drontal –large (6kg) 100 pack **\$242**



Revolution– kitten (2.5kg)
 3 pack **\$25.66**
 Revolution–2.5kg – 7kg
 6 pack **\$54.22**

The ordering process is as follows:

1. Pay the relevant amount into the SPCA's bank account nr: 12 3109 0100017 00
2. E-mail secreatry@catcoalition.org.nz your order together with the proof of payment
3. Secretary to place all orders to SPCA Auckland's Head Vet Nurse by Fridays
4. Goods are procured by Monday the following week.
5. Goods usually arrive by Wednesday and can be collected or couriered
 - a. \$4.05 for local delivery (i.e. suburbs between Henderson, Albany, Howick, Drury, Airport)
 - b. \$11.55 for everywhere else in Auckland

PS: If you are uncertain, please feel free to email the CCC Secretary.



Chapter 3: Trap-Neuter-Return

3.1. Definition of Trap-Neuter-Return (TNR)

Trap-Neuter-Return (TNR) is a humane management technique in which free-roaming stray/community cats are humanely trapped, desexed, identified (ear-tipped/micro-chipped) and then returned to their original habitat where their presence is approved and arrangements made for their ongoing care.

The aim of TNR is to manage populations of stray cats in a humane manner, leading to an eventual decrease in numbers, with T-TNR extending to communities.

3.2. History of TNR:

TNR has been practised for decades and was introduced to Europe, including Britain and Denmark, during the 1950s. It was also brought to America around that time, however, stayed largely underground until the cat advocacy group Alley Cat Allies was formed in the 1990s (Berkeley EP, TNR Past present and future: A history of the trap-neuter-return movement, 2004, Bethesda, MD: Alley Cat Allies). It is now widespread in America.

To date, in New Zealand, TNR programmes are used to control the population, health and welfare of cats living in colonies through the use of voluntary cat caregivers with community targeted trap-neuter-return (T-TNR) currently being introduced.

3.3. Benefits of TNR

There are numerous benefits for both the cat and the community. The TNR benefits are:

- Stabilising the population by halting reproduction
- Reducing the number of kittens being born unwanted
- Improving the quality of life for stray cats
- Reducing the number of kittens suffering on the streets with nowhere to live.
- Fewer homeless cats and kittens living in the neighbourhood.
- Less smell and noise as de-sexed cats are less likely to display territorial and mating behaviour.
- Reducing the number of nuisance behaviours displayed by neighbourhood cats such as yowling, noisy fights in the night and Tom cats spraying urine to mark their territory.

3.4. Survey of Auckland Cat Colonies

The health and welfare benefits of managed stray cats using the TNR method are clearly illustrated in a 12-month study in 2013/14 in Auckland undertaken by a team of 10 researchers. **The Colony Cat Audit results** of this independent survey is contained in Annexure D, which also includes the **Cat Welfare Assessment Criteria** used during this audit.



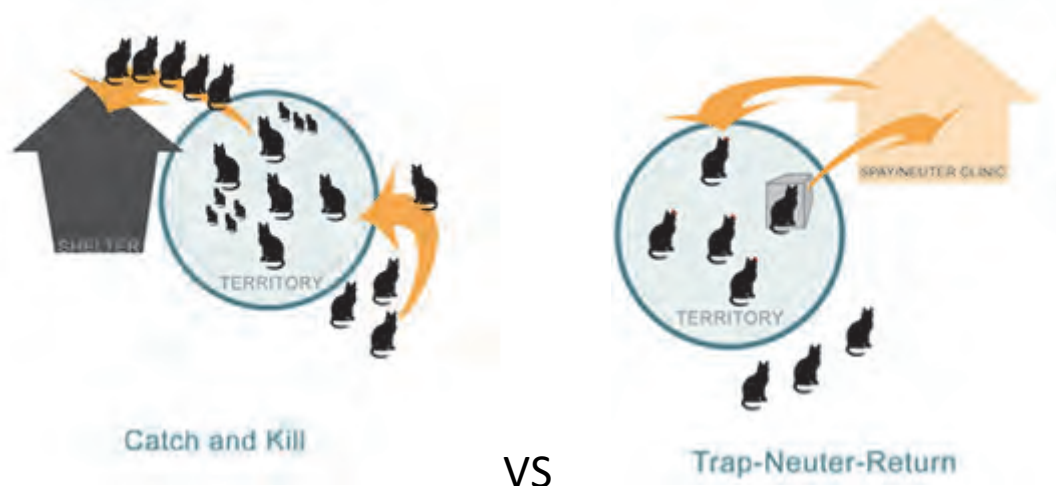
3.5. Why not just relocate or eliminate?

Catch and kill is cruel, inhumane, and creates a vacuum, as do attempts to “relocate” cats to other areas.

Cats play a complex role in local ecosystems and cannot simply be removed from any environment without unwelcome consequences. The scientific phenomena—“compensatory predation”, the “mesopredator release effect”, and the “vacuum effect”—illustrate why removing cats is harmful to the entire habitat, and why Trap-Neuter-Return is truly the best approach. (Refer to **Scientific phenomena** - Annexure E).

3.6. The Vacuum effect

The **vacuum effect** is a phenomenon scientifically recognized worldwide, across all types of animal species. Well-documented among biologists, the vacuum effect describes what happens when even a portion of an animal population is permanently removed from its home range. Sooner or later, the empty habitat attracts other members of the species from neighbouring areas, who move in to take advantage of the same resources that attracted the first group (such as shelter and food).



Killing or removing the original population does nothing to eliminate these resources; it only creates a “vacuum” that will inevitably draw in other animals living nearby.

A habitat will support a population of a certain size. No matter how many animals are removed, if the resources remain, the population will eventually recover. Any cats remaining after a catch and kill effort will produce more kittens and at a higher survival rate, filling the habitat to capacity. As one study found, “populations greatly reduced by culling are likely to rebound quickly.” Over time, the number of cats in an area where a cat colony has been killed or relocated will simply recover and return to its original size.



3.7. Ear tipping

Ear tipping is an effective and universally accepted method to identify a spayed or neutered stray/community cat. It is the removal of the distal one-quarter of a **cat's left ear**, which is a maximum of 1 cm, in an adult and proportionally smaller in a kitten.



This procedure is performed under sterile conditions while the cat is already anaesthetised for spay or neuter surgery. There is little or no bleeding, it is relatively painless to the cat, and the ear tip does not significantly alter the appearance or beauty of the cat.

Ear tipping is the preferred method to identify spayed or neutered stray/community cats, because it is difficult to get close to these cats, and therefore the identification must be visible from a distance.

No other method of identification has proven to be as safe or as effective as ear-tipping. The CCC however, recommend also microchipping all the community cats as a long-term identification method that is recorded and registered. This helps to identify carers and/or adopted new owners.

3.8. Veterinary protocol

A **Veterinary protocol** (refer to Annexure F) has been developed in consultation between SPCA Auckland and the NZ Veterinary Association. This document clearly outlines the responsibility for all participating Vet clinics with regards to the assessment of the community cats, the resulting treatment and interventions (i.e. desexing surgery and/or humane euthanasia) as well as the subsidies that can be claimed from SPCA Auckland.

The participating Vet clinics also receive a copy of the **Ear tipping protocol: Stray Cat Fact Sheet** (Annexure G) which clearly demonstrates the correct manner to ear-tip a cat while still under anaesthetic during the desexing surgery.



Chapter 4: How to care for the Community Cats?

The decision to volunteer one's time and resources to effectively and efficiently manage and care for the stray cats in Auckland is enormous. The responsibility could either be the daily management and care of established stray cat colonies and/or assisting members of the community to trap and desex stray cats. In both scenarios,

- Dedicated efforts are made to foster and/or rehome all well-socialised stray cats/kittens.
- All stray cats are to be trapped, health checked, desexed, ear-tipped and microchipped before being returned to their home environment
- Humane euthanasia to be performed for any stray cats with severe injuries or health conditions.

4.1. How to assess & care for cat colonies?

Ongoing colony management, combined with a TNR programme, will promote harmony between cat colony carers, neighbours, and property owners and allow for the colony to diminish naturally over time.

How does one ensure that the physical, health, and behavioural needs of stray cats in colonies are met?

Physical health and Behavioural Needs are defined in Section 4 of the Animal Welfare Act:
Proper and sufficient food and water

- Adequate shelter
- Opportunity to display normal patterns of behaviour
- Physical handling in a manner which minimises the likelihood of unreasonable or unnecessary pain or distress
- Protection from, and rapid diagnosis of, any significant injury or disease, as appropriate to their species, age and stage of development.

Refer to the following page for a summary of the elements to consider when assessing one's colony, caring for all of the cats and the key indicators to be recorded. The detailed **Standard Care and Management of Cat Colonies Protocol** is contained in Annexure I.



COLONY MANAGEMENT

A. Assessment		B. Caring	
Location <ul style="list-style-type: none"> • Site & personal safety • Escape/shelter • Community attitude • Impact on wildlife 		Communication <ul style="list-style-type: none"> • Permission from landowner • Community engagement 	Foster & rehome kittens and/or socialised cats
		Humane Trapping (as per protocol)	
		Veterinary intervention Vaccinate, flea treatment, desex, ear tip & microchip OR Euthanasia on humane grounds due to severe illness/injury	
Nr in colony <ul style="list-style-type: none"> • Age • Gender • Desexed status 			
Health <ul style="list-style-type: none"> • Body condition • Coat condition • Nasal/ocular discharge • Ear crusting • Injury 		Food & Water <ul style="list-style-type: none"> • Refresh food and water daily at the same time and place (minimum requirement) • Feeding stations to be kept neat and clean 	
		Shelter <ul style="list-style-type: none"> • Waterproof shelters for security and safety • Clearly identified as colony cats outdoor home 	

C. Colony Cat Records

Maintain records for each colony and each of the cats within the said colony

- Name, Colour, Gender, approximate age
- Desexed status, ear tipped (Y/N) and microchip details
- Veterinary interventions (desex, treat, euthanase) with dates
- Report number of kittens rehomed/adopted
- Report number of cats found dead or missing
- Report number of newcomers and ensure that this cat is managed as part of the colony

TIP: Useful to give names with descriptions for each cat

S (nr of cats) + N (newcomers) – K (kittens rehomed) – E (euthanasia) – D (death) – M (missing) = SIZE of COLONY



4.2. How to humanely trap, transport and return cats?

It is recommended that you learn best practice tools and techniques to effectively and safely **Trap-Neuter-Return (TNR)** of Community Cats. **The Cat Trapping “how to” protocol** (Annexure I) sets out the 7 key steps of the TNR as well as providing a few Frequently Asked Questions (FAQ’s) and the **Trap components** are attached in Annexure J

The following sub-sections provides a summary of the 7 steps of TNR:

4.2.1. Preparing the trap

It is very important to be fully prepared prior to **every trapping session**. This includes carrying your CCC Identification card, having a charged mobile, wearing the appropriate clothing, pre-tested well-functioning trap and all the relevant trapping equipment.

To provide a more comfortable surface for the cats to walk on when entering the trap, **line the bottom of the trap with newspaper (folded lengthwise)**. Be sure the trap lining doesn’t prevent the trap door from closing and locking. **Cover the trap** with the **custom-made waterproof trap cover**.

4.2.2. Setting the trap

The best time to trap a cat is at **dusk**, by placing a trap, where it is **camouflaged** (i.e. near a bush, tree or where they normally eat), on **dry** and **stable ground**.

Lift the **front and back covers** of the cat cover, insert them under the steel handles of the trap so that you can **comfortably bait and set the trap**.

Remove the Perspex door and **bait the trap** by placing approximately one – two teaspoons of bait (cat food, tuna, sardines, mackerel, or other strong smelling food—usually the ones in oil work best) in the small plastic or disposable food dish or small flat piece of cardboard behind the trap metal plate and back of trap. Insert the D cup with water and replace the Perspex door, ensuring that the food dish is not too large or too close to the trap metal plate.

To set a trap one needs to lift the trap steel door. While holding the trap door with one hand, grasp the metal rod with your other hand. Pull the rod horizontally until the tip of the metal rod is resting under the lifted trap door. This action causes the trip plate to lift. Please *note that the tip of the metal rod should not protrude more than a couple of couple of millimetres at most, or the trap door will not always drop down when cat steps on the plate*. Refer to the **trap troubleshooting** in section 9 of Annexure I if the trap is not working correctly.

To make entering the trap more enticing, you can either place a teaspoon of food just inside the entrance on top of the newspaper and/or drizzle some juice from the bait in a zigzag pattern along the newspaper toward the entrance and just outside the entrance of the trap.



Ensure that the **side flaps** of the trap cover are down, but the front and back flaps are still secured under the trap handles. Now leave the area quietly, however, remain within hearing or visual range, but out of sight.

4.2.3. Checking the trap

As soon as a cat has entered into the trap and stepped onto the trap plate, the steel trap door will shut automatically. Move steadily and quietly towards the trap and promptly **cover the entire trap** with the waterproof cat cover (or with a large towel or sheet) to help keep the cats calm.

Move trapped cats away to a quiet, safe area to avoid scaring any remaining, un-trapped cats and to effectively assess whether you have trapped the target cat, but never open the trap to try and touch a cat.

Healthy collared and/or ear-tipped cats can be released immediately, however, all other cats to be transported to your home or Vet clinic. .

The Coalition has developed a cat tracking system which is an integral part of our management process. This will allow us to keep track of our colony cats, maintain efficient records, and develop sound statistical information. (See Chapter 8, and Annexure K).

The **Community Cat Tracking form** (refer to Annexure K) needs to be completed for all cats to be transported to the Vet clinic. **EACH CAT** from the site will be allocated a **CAT ID**, which is your initials followed by 3 numerical digits in ascending order from 001 – 900.

4.2.4. Transporting

It is important to use the **correct manual handling technique** to **lift and load the trap** into your vehicle to reduce the likelihood of injuries to one 'self. Refer to this in section 5 of Annexure N.

Place the traps on the seat or in the back of a **well-ventilated vehicle** on top of the plastic boot liner tray or waterproof plastic drop sheet which will protect your car's upholstery from urination.

Never place traps on top of one another and be sure to secure the traps with **bungee cords** or other restraints if necessary. If an unsecured trap tips sideways or upside down, it can open and release the cat. Don't take the risk.

Be extremely careful when loading and unloading traps, as trap doors can easily get caught on each other and accidentally open.

Dependent on the health status, the time of the day and veterinary availability the cat will either be transported to your home or to the Vet clinic.



If one needs to keep the cat overnight, it is best practice to keep the trap fully covered and to place the trap in a safe and quiet place with good ventilation. It is also recommended to place the trap in an elevated position (i.e. on a couple of bricks or something similar) so that when the cat urinates, the urine will drip through onto the plastic underneath the trap.

4.2.5. Veterinary intervention

All eligible community cats will receive relevant medical treatment (if necessary), be desexed using dissolvable sutures, ear-tipped, microchipped and receive flea treatment while under anaesthetic. This information will be updated on section C of the **Community Cat Tracking card** (Annexure K) by the vet.

Post-surgery recovery times will vary. Actively lactating females, healthy male neuters and spays could be returned on the same day, however, heavily pregnant spays should be held for 24 hours.

4.2.6. Returning cats

Sociable or sick kittens and cats will be placed into foster care, while the remaining strays will be returned to their original habitat during the late afternoon/early evening where their presence is approved and arrangements made for their ongoing care.

Once at the site, **scan the area** to ensure that there are no **potential hazards** for yourself or the cat you are about to return to original habitat. Quietly remove the trap from the vehicle and place the trap down carefully on dry and even ground.

To release the cat back to its original location, place the trap near an area with bush or some form of hiding place for the cat to run under when released, as cats should not be released in open spaces as many cats tend to race off and some panic and could run onto a busy road. Face the **back of the trap** towards the safe and secure area you would like the cats to move towards. Lift the back trap cover up and pull away the cover to partially expose the cat in the trap. **Lift up and remove the back Perspex door and walk away.** Do not be concerned if the cat hesitates a few moments before leaving; the cat is simply re-orientating him/herself to the surroundings.

Update Section E of your Community Cat Tracking form as well as your Master spreadsheet.

4.2.7. Cleaning the trap

Every trap set and retrieved from the site (used or unused) needs to be thoroughly cleaned and disinfected before being stored or reused. Wearing disposable gloves, mask and apron and after removing all the loose items, use a solution of one part bleach to 10 parts water to scrub off all the surfaces. Allow the bleach solution to remain on the trap for 10 minutes before being rinsed off with water.



Chapter 5: Foster & Adoption

Foster parents are a vital part of our Community Cat Coalition work, as they provide a temporary home for cats/kittens as they recover from surgery or illness, or simply need to put on a little more weight before being desexed.

What you need:

- Transport, time & flexibility – to transport to the vet and to care for them
- Bedding, toys and a litter tray in a secure area – to keep them safe and contained and away from any pets that you have at home.
- Food, water, bowls & kitchen scales (to weigh food).

The table below lists the 5 key daily responsibilities:

Feeding <ul style="list-style-type: none">🐾 Kittens should be fed at least three times per day, adults twice per day🐾 Replace uneaten wet food with fresh food at mealtimes🐾 Monitor appetites closely🐾 Fresh water readily available	Cleaning Schedule <ul style="list-style-type: none">🐾 Scoop litter box at least 2 times daily🐾 Check for diarrhoea🐾 Litter should be dumped and changed every other day for 2 kittens, daily for more than 2 kittens or if kittens have diarrhoea
Health Check <ul style="list-style-type: none">🐾 Look over your cat/kitten every day for any changes or potential medical problems (refer to the Health chart on page 9 of the Foster Manual, Annexure L).🐾 Weigh kittens and record weight🐾 Check energy levels	
Playtime & Mental Stimulation <ul style="list-style-type: none">🐾 Cats/kittens should receive 1-2 play sessions daily with interactive toys🐾 Discourage play with hands🐾 Interactive toys should not be left unattended with cats/kittens🐾 Safe solo toys such as ping pong balls should be left out at all times🐾 Change up the environment in small ways, e.g. add cardboard boxes, swop toys, etc.	Handling & Socialization <ul style="list-style-type: none">🐾 Socialize kittens a minimum of two 15-minute sessions daily🐾 Timid kittens and cats should have at least three 15 minute sessions daily🐾 Encourage affectionate behaviour🐾 Once settled, cats and kittens should be introduced to visitors so they become used to strangers



The following table is the **Kitten Symptom cheat sheet**, which gives one guidelines on what to do in certain situations.

SITUATION:	WHAT TO DO:
Kittens are losing weight and/or are not very energetic.	Make a vet appointment to have the kittens seen AS SOON AS POSSIBLE. Kittens are so that any weight loss is significant.
Kittens are having diarrhoea for more than 12 hours	Make a vet appointment to have the kittens seen right away. Diarrhoea can cause dehydration which can be fatal. If the kittens are having liquid diarrhoea, are not eating well and are not energetic, this could be an emergency.
Kittens are not eating, don't seem interested in food but are energetic	Try offering some wet food; warming it up or choosing a strong smelling flavour such as fish will make it more tempting. If your kitten is still not eating after 12 hours, regardless of energy level, please consult a vet.
Kittens are having very soft stool but are eating and energetic	Monitor for 24 hours; if no improvement or diarrhoea worsens, consider a veterinary consultation.
Kittens are not losing weight, but are not gaining weight	If the kittens are energetic, eating well and don't have diarrhoea, keep monitoring the kittens. If they still do not gain weight in 24 hours or if their appetite or energy level drops, make a vet appointment.
Kittens are sneezing and have nasal discharge	Make a vet appointment. In the meantime, you can gently wipe away nasal discharge with warm water and a cotton ball. If they're not eating offer warmed wet food
Kittens eyes look weepy and are red or have green/yellow discharge	Make a vet appointment. In the meantime, use a cotton ball or soft cloth with warm water to gently clean the eyes (don't rub!) of any discharge.
Vomiting	If vomit is frequent or foamy make a vet appointment to have the kittens seen AS SOON AS POSSIBLE. If vomiting happens immediately after eating this could be because your kitten is eating too fast.
Kittens have got fleas and/or worms	Administer the correct dosage of flea or deworming medication as per the weight of the cat/kitten.
Kittens have hair loss	Phone the vet to discuss.

Refer to the **Foster Manual**, Annexure L for additional information about fostering cats, including preventing bad and encouraging good behaviour; tips for handling timid cats, etc.



The CCC is committed to rehome all healthy well-socialised stray cats/kittens once they have been desexed and microchipped. The process for finding “forever” homes can be quite cumbersome, as one often needs to resort to using one’s own network of friends and family.

The CCC have created a section on its Website to advertise cats/kittens who are ready for adoption. Each CCC member will have the ability to complete and upload a template and picture of the cat/kitten available for adoption. The following key information will be provided:

- Name
- Animal ID
- Breed or description of cat
- Gender
- Approximate age
- A brief narrative about the cat’s life to date
- The cat’s suitability for other pets and children as well as his/her special characteristics/qualities

All interested parties can click on the “How to adopt me” icon on the Website which will then take them to the **Adoption Application form** (Annexure M), which they can download or complete and submit online. The relevant CCC member will receive the application forms and assess the applicants.

The CCC recommends that a nominal adoption fee is charged. Not only does this create value for the cat/kitten, but also this can pay towards some of the veterinary and other expenses incurred by the CCC member to date.



Chapter 6: Community engagement

A key part of undertaking a successful Trap-Neuter-Return (TNR) programme is to **engage with and establish a friendly dialogue** with the residents in the community.

The purpose of this is three-fold:

- Promote the benefits of TNR for the Cats and the Community
- Identify any stray cats which could be targeted for the TNR programme
- Encourage community members to strive to co-exist with the community cats, including to continue to care for and feed them

Many people are not aware that stray cats live and thrive outdoors and that spaying or neutering improves their lives—and they may have concerns about the community cats that can be easily addressed.

Outreach tips

- Be professional, smile naturally and be relaxed
- Be warm, respectful, and non-judgemental
- Start the conversation by saying “hi”, introducing yourself and the purpose of your work.
- Be careful selecting your words to avoid belittling or offending someone. The better way to phrase your goal is to say that you’re **“sharing” helpful information**.
- Explain that TNR is the most humane and effective way of managing unowned/stray cat overpopulation issues. TNR offers a solution that helps both the cats and the human residents, providing first and foremost permanent population control since the cats will no longer be able to reproduce. Let them know that it also drastically changes the cats' behaviour—no more spraying, yowling or fighting.
- Referring to cats with a **gender-specific pronoun**, as in “*She* was spayed,” “He has been neutered” gives them value.
- Present information in a reasonable, professional manner and address individual complaints by listening patiently. Always maintain a constructive, problem-solving attitude.
- Explain that if the present cats are removed, the problems will recur with new cats (i.e. vacuum effect)
- **Humane!** This is a great word to sprinkle into your TNR conversations as often as possible. TNR uses humane traps; the practice as a whole is humane, allowing cats to live out their natural lives. No one wants to be considered inhumane, and TNR allows everyone to be a humane hero.



Chapter 7: Health & Safety

The CCC is committed to ensuring the personal safety of its members during the performance of their voluntary work in the Community. It is imperative that the members are not only fully aware of potential hazards, but are trained to assess and mitigate the risks for themselves and the Colony cats in their care.

7.1. Manual Handling Techniques

If you are lifting, lowering, pushing, pulling, carrying, moving, holding or restraining a trap, then you could be at risk of injuring yourself especially if the object is heavy, bulky, or difficult to move. Injuries are common when incorrectly lifting or lowering heavy or awkward items (i.e. traps) and can also occur when lifting, carrying or lowering objects for long periods of time without having a rest. Please follow the guidelines in the **Manual Handling Techniques** (Annexure N) to reduce the risk of injury to yourself when handling the traps

7.2. Site Safety Assessment

We suggest you refer to the **Hazard Register** (Annexure O) and study control methods to reduce the risks both to yourself and your buddy. **Site Safety Assessments** (Annexure P), involves scanning the environment for any potential hazards.

7.3. Zoonotic diseases

When working with felines, it is important to understand ALL aspects of health and safety, including infection/disease that can be contracted from a cat to a human, known as zoonotic diseases. Having an understanding of zoonotic diseases, and knowing what to do reduce the chance of contracting one is hugely important. The common zoonotic diseases are outline below.

Toxoplasmosis is a parasitic disease. Cats shed the parasite's eggs in their faeces. This disease can be passed on by ingesting food and water contaminated by cat faeces, from cleaning or handling infected litter, also it can be contracted from gardening without gloves. Those most at risk from side effects of this disease are pregnant women, as handling faeces without gloves can put their fetus at risk. If pregnant, it is advisable to avoid direct contact with cat faeces at all times.

Salmonella is one of the most common zoonotic diseases in humans. It can be contracted by various means and not just from contact with cats, however it is usually contracted by people consuming food or water from a contaminated source. Animals living in overcrowded conditions can possibly pass on this disease to its handlers.

Catch-scratch fever is a bacterial disease carried by cats, most often kittens. It is transmitted to humans via cat bites or scratches.

Leptospirosis is a bacterial disease predominantly carried by cattle in New Zealand, and dogs.



Giardiasis is a disease that affects the intestinal tract. Contracted by exposure to contaminated food, water, or by exposure to infected animals, through cleaning up animal faeces. Often bird droppings in water can spread this disease.

Ringworm is not a worm, but a fungal skin infection. Infection occurs from direct contact with infected animals, where the infected spores on hair has been shed on bedding. The irregular shaped spots of fur loss on animals around face, ears and paws is often an indicator that the pet has ringworm. On humans, it is usually visible by a round raised circle with itchy red scaly spots. Various animals can carry this fungus infection which is easily treated with antifungal treatments. Ringworm causes little distress and is not an emergency, but it is highly contagious to all animals and people.

7.4. Personal Safety & Security

Many issues relating to ensuring your personal health and safety has already been mentioned in this document.

A few key issues include:

- Wear the appropriate clothing in hot and/or cold weather
- Never open the trap or attempt to touch the cat/kitten.
- Do not take unnecessary risks, which includes:
 - not entering any properties enclosed with gates/fences
 - avoiding properties where there are indications of dogs
 - argue with an aggressor

Priority is to keep yourself safe. If you find yourself facing potential conflicts with people in the community, remember to remain calm, polite and constructive. Listen to others' concerns and work toward a mutually agreeable solution.

Please make available the relevant contact details for **queries and/or complaints**:

- SPCA Auckland's contact details www.sPCA.org.nz or phone: 09 256 7300.
- Community Cat Coalition www.catcoalition.org.nz

If, however, you believe at any time you feel unsafe or the situation becomes heated or escalated, do not attempt to resolve the situation, but rather politely excuse yourselves and walk away. If you feel your personal safety is at risk, call 111 for assistance.



Chapter 8: Tracking & reporting

It is vital that you maintain up to date and accurate recordings of your TNR activities as well as report any new hazards and accidents to the CCC Committee.

8.1. Community Cat Tracking card

The **Community Cat tracking form** (Annexure K) is to be completed for **EVERY** cat trapped and transported to the Vet clinic. This tracking form will accompany the cat in the trap for its entire journey from being trapped to being returned to its trapping site. .

The form consists of 5 parts:

- **Section A** – Volunteer to complete all the details about the trapped cat and trapped site. The voucher nr to be entered if you already have this information if not leave this field blank. Enter the **CAT ID** for **EACH CAT**. The creation of this unique CAT ID is the trapper's initials followed by 3 numerical digits in ascending order from 001 – 900. For example the CAT ID for Sharon Jackson's first cat = **SJ001** or Zoe Brown's seventh cat is **ZB007**.
- **Section B** – Volunteer responsible for the transportation of the trapped cats to the vet clinic.
- **Section C** – Vets and Vet nurses to update all results of the medical assessments, treatments and interventions (i.e. desexing surgery, euthanasia, etc.).
- **Section D** – Cat is ready to be discharged from the Vet clinic and the relevant information is entered on the form by the responsible person at the Vet clinic.
- **Section E** – Volunteer responsible for the transportation and return of the cats back to their original trap site.

All completed cat tracking documents **must** to be posted or delivered to CCC for the attention of the Secretary, who will capture all the details onto a confidential Master database. This database serves a three-fold purpose:

- To maintain vital statistics about the TNR activities which can assist the CCC to secure grants and donations to support future colony cat care
- To track and audit veterinary interventions of stray/colony cats
- To gather learnings to inform best practice for colony cat care



It is recommended that all CCC members either keep a copy of the complete community cat tracking form or maintain their own cat colony information on their respective systems (albeit electronically or paper-based) .

The cat trapping cards will be provided to all coalition members and may be re-ordered at any time through the secretary.

8.2. Hazards register

The **Hazard register** (Annexure O) lists all the potential hazards and locations, the potential harm to volunteers, the risk/severity rating and the control actions to manage the hazard.

All hazards should have a **Hazard identification form** (Annexure Q) completed prior to being added to the Hazard Register if required. This includes encounters with aggressive people.

8.3. Accident/incident reporting form

When any accident/incident occurs during the performance of your daily activities as a Community Cat Volunteer, we have provided the **Accident/Injury reporting form** (Annexure R) should you want to forward it to the CCC Committee for information.



Chapter 9: Conclusion

This training handbook has highlighted that there are 3 categories of cats, of which the companion cat lives with and is dependent on humans for its welfare; stray cat is a companion cat which is lost or abandoned and which is living as an individual or in a group (colony) and finally feral cats which have none of its needs met by humans.

Stray cats (more affectionately called “Companion cats”) have many of their needs indirectly supplied by humans, and live around centres of human habitation. The CCC is a volunteer network of individuals who attend to the daily needs of stray cats in Auckland in terms of shelter, feeding and health. This is supplemented by undertaking TNR activities to manage the stray cat population. This not only improves the lives of stray cats in the community, but also halts the breeding cycle and reduces nuisance behaviours.

Foster tips and adoption process is also included in this handbook, which are key mechanisms to transition stray cats to companion cats.

The handbook also highlights potential hazards and risks to ensure personal health and safety of every volunteer.

A new, but critical responsibility for each CCC member, is the completion of the cat tracking reporting form for **EVERY** cat trapped and transported to the Vet clinic for Veterinary assessment and intervention. This information will provide vital statistics and best practice learnings about the Society’s Colony cat care and TNR activities, which will be of immense help in the future of the Coalition.

In conclusion, our deepest gratitude and admiration for the members of the CCC, who passionately dedicate their time and resources to care for the stray cats in Auckland. Thank you.

Footnote: The following photograph epitomises the effect of TNR and the important work the Community Cat Coalition undertakes. Pictured is a family of 3 generations (grandmother 2 years old), her daughter (10 months) and her kitten (4 months) who are stray, but who are cared for, happily living their lives as strays. These are lives saved and that is the sole purpose of the Coalition.





List of Annexures

Annexure A: Rules of the Community Cat Coalition Inc.

Annexure B: Membership application form

Annexure C: List of participating Vet clinics

Annexure D: Colony Cat Audit

Annexure E: Scientific phenomena (Vacuum effect)

Annexure F: Veterinary protocol

Annexure G: Ear-tipping protocol: Stray Cat Fact Sheet

Annexure H: Standard Care and Management of Cat Colonies Protocol

Annexure I: Cat Trapping “how to” protocol

Annexure J: Trap components

Annexure K: Community Cat Tracking card

Annexure L: Foster Manual

Annexure M: Adoption application form

Annexure N: Manual handling techniques

Annexure O: Hazards Register

Annexure P: Site Safety assessment

Annexure Q: Hazard identification form

Annexure R: Accident/injury reporting form

The Community Cat Coalition a volunteer network caring for the stray cats of Auckland, which aims to help protect and uplift the welfare and wellbeing of stray and abandoned cats and kittens.



ANNEXURE A
RULES OF THE COMMUNITY CAT COALITION INC



THE INCORPORATED SOCIETIES ACT 1908

RULES OF THE COMMUNITY CAT COALITION INC.

(Supported by the Society for the Prevention of Cruelty to Animals Auckland Inc.)

1. BACKGROUND

The membership of the Community Cat Coalition consists of a group of approved volunteers who care for the needs of various categories of Stray Cats residing in the Auckland region. The members of the Society are supported by SPCA Auckland, which will provide services and resources to undertake the humane management of Stray Cats.

2. DEFINITIONS

2.1 *Definitions:* In these Rules, unless the context otherwise requires:

Act means the Incorporated Societies Act 1908, and any amendment to, or replacement of, this legislation.

AGM means an annual general meeting of the Society.

Annual Financial Statements means the annual financial statements of the society prepared in accordance with the Act.

Approved Signatory means no less than two signatories from the Society's authorised signatories, one of whom must be either the Treasurer or the Secretary.

Extraordinary General Meeting means all general meetings of the members of the Society other than an AGM.

Financial Year means 01 July to 30 June.

Governing Committee means the governing committee of the Society as set out in Rule 7.

Governing Committee Member means a member of the Governing Committee.



Quorum means no fewer than 15 members of the Society who are entitled to vote at an AGM and who are present, to avoid doubt, a member participating in a meeting by means of audio, audio and visual, or electronic communication is present at the meeting and part of the quorum

Rules means these Rules of Incorporation. 2 10635224 Rules of the Community Cat Coalition Incorporated

SPCA Auckland means The Society for the Prevention of Cruelty to Animals Auckland Incorporated.

Society means this society, the Community Cat Coalition Incorporated.

Stray Cat has the meaning given to it in the Animal Welfare (Companion Cats) Code of Welfare (2007), and includes those described as Community Cats.

2.2. *Interpretation:* In the Rules, unless the context otherwise requires:

- a) the headings appear as a matter of convenience and are not to affect the construction of the Rules;
- b) in the absence of an express indication to the contrary, references to clauses are to clauses of these Rules;
- c) a reference to any statute, statutory regulation or other statutory instrument include the statute, statutory regulation or instrument as from time to time amended or re-enacted or substituted;
- d) the singular includes the plural and vice versa and one gender includes the other genders;
- e) the words “written” and “writing” include facsimile and electronic communications and any other means of communication resulting in permanent visible reproduction;
- f) the word “person” includes any association of persons whether corporate or unincorporate, and any state or government or department or agency thereof, whether or not having separate legal personality;
- g) the words “day” and “days” mean calendar days; and
- h) words or expressions defined in the Act have the same meaning where they are used in the Rules.



3. NAME

- 3.1. The Society shall be called THE COMMUNITY CAT COALITION INCORPORATED.
- 3.2. The Society shall apply to be a registered charity.
- 3.3. The Governing Committee may elect to change the name of the Society from time to time as it sees fit.
- 3.4. The Society's name, when published, shall be followed by the following or similar wording, "supported by the SPCA Auckland Incorporated".

4. REGISTERED OFFICE

- 4.1. The first registered office of the Society shall be 50 Westney Road, Mangere, Auckland 2022.
- 4.2. The Governing Committee may elect to move the registered office of the Society from time to time. The Secretary will inform the Registrar of Incorporated Societies of this change within the time frame required by law.

5. OBJECTIVES OF THE SOCIETY

- 5.1. The objectives of the Society are defined hereunder:
 - a) To attend to the management needs of Stray Cats in the Auckland region whether they be residing as groups in established colonies, or individually/collectively within the general community.
 - b) To undertake the activities of the Society based on the established principles of TNR (Trap/Neuter/Return) and T-TNR (Targeted Trap/Neuter/ Return). This means ensuring that Stray Cats in the care of the Society are de-sexed, health-checked, and identified before being returned to their place of trapping, and to ensure their ongoing daily care is attended to including shelter, feeding and health requirements.
 - c) To ensure members are fully trained, including their obligations under the Animal Welfare Act (1999), in the established and recommended trapping protocol and in the requirements of operating the TNR procedures as approved.
 - d) To work with the community and land owners in the areas where Stray Cats being cared for reside, and to establish and maintain communications with such parties.



- e) To provide access to cat colonies for the purpose of welfare audits. These welfare audits are to ensure such Cat Colonies are being managed responsibly.
- f) To participate in confidential research projects as required both for statistical and research material for the benefit of the Society, SPCA Auckland, or any other body that the Governing Committee considers appropriate.
- g) To maintain records of Stray Cats in care in a form approved by the Governing Committee, as amended by them from time to time.
- h) To foster and encourage the kind and humane treatment of cats (including Stray Cats) in the community, and to prevent and discourage cruelty to cats by education and involvement.
- i) To assist other organisations to supply research-based information to assist both local and central government to encourage supportive responsible cat management solutions.

6. POWERS

- 6.1. In addition to the powers granted to the Society pursuant to the Incorporated Societies Act 1908 or otherwise, the Society shall have all the rights, powers and privileges of a natural person provided that this does not authorise the Society to do anything which may prejudice the charitable nature of the Society's purposes.
- 6.2. For the avoidance of doubt, nothing in these Rules permits the society to pay any of its members any sum that would constitute a pecuniary gain.
- 6.3. Without limiting 6.1 above, and subject to these Rules, the Governing Committee may, from time to time, take such steps to acquire such property and set up such organisations or institutions for the attainment of all or any of the above objects in Rule 5 as it shall deem necessary or expedient and in particular shall be empowered to:
 - a) Purchase, take on lease, hire and otherwise hold any real and/or personal property and any rights or privileges which the Governing Committee may, at their sole discretion, deem necessary or convenient for the purposes of the Society and in particular land, buildings, easements, vehicles and equipment.
 - b) On behalf of the society, obtain and raise funds by subscriptions, donations or public or personal appeals or any other means whatsoever, and receive legacies on behalf of the Society.



- c) Print and publish newspapers, magazines, periodicals, books, leaflets, or electronic communications and promote radio, television, film and internet-based programmes and documentaries.
- d) Establish and support or aid in the establishment and support, and/or become affiliated to any other society or organisation having objects similar, either wholly or in part, to the objects of the Society, or whose operation could assist the Society in the attainment of its objects or any of them.
- e) Invest and deal with the monies of the Society not immediately required in such a manner as may from time to time be determined by the Governing Committee.
- f) Borrow, raise or secure the payment of money in such a manner as the Governing Committee may deem either necessary or beneficial to advance the purposes of the society.
- g) Mortgage, lease, grant rights and privileges over, sell, let transfer or otherwise dispose of the whole or any part of the property of the Society or any share or interest therein.
- h) Enter into guarantees and indemnities including, without limitation, indemnities in favour of Governing Committee Members of the Society for any liabilities they may incur in connection with the Society's affairs (but excluding any liabilities that result from any officer's wilful default or dishonesty).
- i) Generally undertake such actions that Governing Committee deems necessary or beneficial to advance the purposes of the Society or the welfare of cats in general.

7. THE GOVERNING COMMITTEE

- 7.1. *Governing Committee:* The Society shall be governed by a Governing Committee.
- 7.2. *Powers and Duties:* The Governing Committee may exercise all powers of the Society as are not, by the Act or by the Rules, required to be exercised by the Society at a meeting, and without limiting the generality of this clause, may:
 - a) appoint a Chairperson, Secretary and Treasurer; and
 - b) appoint such other officers or representatives of the Society as it considers appropriate.



- 7.3. *Duties owed to the Society:* Each member of the Governing Committee shall owe the following duties to the Society:
- a) to act in good faith and in the best interests of the Society, and use their powers for proper purposes;
 - b) to comply with the Act and these Rules, except where these Rules contradict the Act;
 - c) to exercise the degree of care and diligence that a reasonable person with the same responsibilities within the Society would exercise in the circumstances applying at the time;
 - d) to not allow the activities of the Society to be carried on recklessly or in a manner that is likely to create a substantial risk of serious loss to the Society's creditors; and
 - e) to not allow the Society to incur obligations that the Governing Committee member does not reasonably believe will be fulfilled.
- 7.4. *Size of the Governing Committee:* The Governing Committee shall be no fewer than six and no more than ten persons, who are not precluded, by any relevant legislation, from being a Governing Committee member.
- 7.5. *SPCA Auckland to have two Governing Committee Members:* No fewer than two members of the Governing Committee shall, at all times, be members of the SPCA Auckland's executive committee, who will be appointed and removed by SPCA Auckland from time to time (**SPCA Executive Members**).
- 7.6. *Appointment of all other members of the Governing Committee:* The remaining members of the Governing Committee shall be appointed by the following method:
- a) At each AGM, expressions of interest will be called for from members of the Society present who wish to be considered for a position on the Governing Committee. They will also be given the opportunity to submit an application in writing, in a form prescribed by the Governing Committee, and amended from time to time, in support of their application.
 - b) At the first meeting of the Governing Committee following the AGM, the Governing Committee will, by majority vote, confirm the membership of the Governing Committee, which will include consideration of those expressions of interest that have been received. For the avoidance of doubt, the Governing Committee,



may in their sole opinion, appoint any one it chooses, by a majority vote, to the Governing Committee, regardless of whether they are a member of the Society or if they submitted an application form. The selection of the Chairperson will also be made at that meeting in the same manner.

- 7.7. *Announcement of the Governing Committee:* The Secretary of the Society shall advise the members in writing of the persons who will comprise the Governing Committee for the ensuring year.
- 7.8. *Term of Office:* Except for SPCA Executive Members, Governing Committee members shall be appointed for terms of 24 months, subject to clause 7.9, and shall be eligible for reappointment at the end of such term in accordance with clause 7.6.
- 7.9. *Removal of Governing Committee members:* Except for the SPCA Executive Members, any member of the Governing Committee may be removed either by a majority resolution of the Executive Committee or by a majority resolution of the members of the Society, passed at either an AGM or an Extraordinary Meeting.
- 7.10. *Vacation of Office:* where a Governing Committee Member resigns from office before the end of their term, or are removed from office in accordance with clause 7.9, the Governing Committee Members, may, by majority resolution appoint another person to hold the vacated position until the next AGM.
- 7.11. *Payments made by the Society:* The Governing Committee may authorise any payments of the Society. Any payment made by the Society must be accompanied by no less than two signatures from the Society's Authorised Signatories, one of whom must be either the Treasurer or the Secretary.

8. OFFICERS OF THE SOCIETY

- 8.1. *Appointment of the Chairperson:* The Chairperson will be appointed annually, by the Governing Committee, at the first Governing Committee Meeting following an AGM.
- 8.2. *Powers and Duties of the Chairperson:* The Chairperson shall:
 - a) preside over AGMs and Extraordinary Meetings and meetings of the Governing Committee;
 - b) provide an annual report on the operations of the Society to present to the members at the AGM outlining the Society's activities since the previous AGM; and



- c) ensure the affairs of the Society are properly conducted.
- 8.3. *Casting Vote:* The Chairperson will have a casting vote on any issue on any matter put to the Governing Committee for resolution.
- 8.4. *Alternative Chairperson:* In the event that the Chairperson is absent from a Committee Meeting or AGM, the Governing Committee will appoint an Alternative Chairperson, who has the same powers and duties as the Chairperson.
- 8.5. *Secretary:* The Secretary will be appointed annually, by the Governing Committee, at the first Governing Committee Meeting following the AGM of the Society.
- 8.6. *Duties of the Secretary:* The Secretary shall:
 - a) prepare and circulate and maintain a record of the agenda and minutes of all Governing Committee Meetings and AGMs to those entitled to receive them;
 - b) maintain a register of members in a form set out by the Governing Committee and amended by the Governing Committee from time to time;
 - c) receive and reply to correspondence on behalf of the Society as appropriate; and
 - d) file or cause to be filed all required documents with the Registrar of Incorporated Societies.
 - e) have custody of the Common Seal of the Society which shall be affixed to documents pursuant to a resolution of the Governing Committee in that behalf; and
 - f) maintain a register of seals.
- 8.7. *Treasurer:* The Treasurer will be appointed annually, by the Governing Committee, at the first Governing Committee Meeting following the AGM.
- 8.8. *Duties of the Treasurer:* The Treasurer shall:
 - a) be responsible for keeping proper accounting records;
 - b) prepare, or cause to be prepared, the Annual Financial Statements and present them to the society at each AGM for approval;
 - c) cause the Annual Financial Statements to be filed with appropriate authorities;



- d) provide financial information (Including the Annual Financial Statements) to the Governing Committee and as appropriate the members of the Society upon request;
- e) be responsible for the receipt and deposit of funds; and
- f) be responsible for, the paying of Society bills in accordance with Rule 7.7.

8.9. *Vacancies:* Should any office of Secretary or Treasurer become vacant, the position will be filled by the Governing Committee at the next Governing Committee Meeting.

9. MEETINGS OF THE GOVERNING COMMITTEE

- 9.1. *Number of Meetings:* There shall be no fewer than three meetings of the Governing Committee annually, which shall be called by the Secretary with no less than 14 days notice. The Secretary shall also distribute, 14 days prior to the Governing Committee Meeting, an agenda.
- 9.2. *Quorum:* A quorum of the Governing Committee shall be 5 members.
- 9.3. *Voting at Governing Committee Meetings:* Resolutions at Governing Committee Meetings will be passed by a simple majority.
- 9.4. *Resolutions:* A resolution in writing signed by all members of the Governing Committee for the time being entitled to receive notice of a meeting of the Governing Committee shall be valid and effectual as if it had been passed at a meeting of the Governing Committee properly convened and held. Any such resolution may consist of:
 - a) several documents in similar form each signed by one or more members of the Governing Committee; or
 - b) several emails in similar form each sent or transmitted by a separate Governing Committee Member.

10. SUBCOMMITTEES

- 10.1. *Appointment:* The Governing Committee may appoint subcommittees consisting of such persons (whether or not members) and for such purposes as it thinks fit.
- 10.2. *Meeting Procedures:* Unless otherwise resolved by the Governing Committee:



- a) the quorum of every subcommittee is half the members of the subcommittee with fractions to be rounded up;
- b) the subcommittee shall have power to co-opt additional members to the extent the subcommittee resolves that it is necessary to fulfil the applicable purpose of the subcommittee's formation; and
- c) no subcommittee shall have the authority to commit the Society to any obligation or financial expenditure without express written authority from the Governing Committee; and
- d) no subcommittee may delegate any of its powers or responsibilities.

10.3. *Resolutions:* Any subcommittee may act by resolution approved by not less than 50 per cent of the members of the subcommittee through a written ballot conducted by email, facsimile or email.

11. CONFLICTS OF INTEREST

- 11.1. *Disclosure of interest:* Any officer or Governing Committee member who has a Financial Interest (**Interested Party**) in a matter being considered by or affecting the Society must, as soon as practically possible after they become aware of his or her Financial Interest in the matter, disclose the nature and extent of his or her Financial Interest to the Governing Committee.
- 11.2. *Conflicted Parties may not vote:* Where an Interested Party has disclosed a Financial Interest in a matter:
 - a) he or she must not vote in any decision on that matter, however the Interested Party can be present at the time of the decision and can contribute to the discussion leading to the decision; but 10635224 Rules of the Community Cat Coalition Incorporated
 - b) the Governing Committee may, where it considers it appropriate, exclude the Interested Party from any further discussion or involvement with that matter.
- 11.3. *Quorum not affected:* An Interested Party who is prevented from voting on a matter because he or she has a Financial Interest in that matter may continue to be counted as part of the quorum.
- 11.4. *Extraordinary General Meetings where Quorum is compromised:* Where 50 per cent or more of the Governing Committee members who would form a quorum are prevented from voting on the matter because they have disclosed a Financial Interest, then the remaining



Governing Committee members must call an Extraordinary General Meeting to determine the matter.

11.5. *Definition of Financial Interest:* A Governing Committee member or an officer has a Financial Interest in a matter if he or she:

- a) may derive a financial benefit from the matter;
- b) is the spouse, partner, child, or parent of a person who may derive a financial benefit from the matter;
- c) may have a financial interest in an entity to which the matter relates; or
- d) is a partner, director, officer, board member, or trustee of an entity who may have a financial interest in an entity to which the matter relates.

The following interests are excluded from the definition of Financial Interest:

- a) remote or insignificant interests of a nature that could not reasonably be regarded as likely to influence the officer or Governing Committee member when carrying out their responsibilities; and
- b) an interest that the officer or Governing Committee member has in common with other members as a result of membership.

11.6. *Governing Committee to maintain a register:* The Secretary will maintain a register of disclosures made by Governing Committee members and officers of Financial Interests in matters that are being considered by or affect the Society. The Governing Committee must present a summary at each AGM of the nature and extent of any disclosures recorded during the year (such summary does not need to disclose the identity of the Interested Party nor the details of the interest disclosed). The register of disclosures will not be open to inspection by members or any other person.

11.7. *Breaches of the conflict of interest rule:* in addition to any penalty imposed by the Act or the common law, any member of the Governing Committee that breaches rule 11.1 shall be disqualified from holding office for the remainder of his or her term.

12. MEMBERSHIP OF THE SOCIETY

12.1. Membership of the Society shall be open to any individuals, groups or organisations, whether incorporated or not, involved in the direct care of Stray Cats in the Auckland Region as detailed under clause 5.



- 12.2. All applications for membership must be signed by the applicant and tendered to the Secretary, in writing and on the Society's current membership application form, which can be amended by the Governing Committee from time to time, together with any required membership fee.
- 12.3. The Governing Committee of the Society shall, in their sole discretion, determine the acceptability of all applications which shall be based on the completion of all information required on the membership application form and their agreement to comply with any additional conditions imposed by the Society from time to time. Applicants will be advised in writing of the outcome of their application.
- 12.4. Decisions of the Governing Committee in relation to membership are final and cannot be challenged or appealed. Applicants are, however, permitted to re-apply from time to time.
- 12.5. Successful applicants shall be delivered a numbered identification card (**ID Card**). The purpose of the ID Card is to identify members as a current members of the Society, including when receiving the benefits provided by the Society.

13. BENEFITS OF MEMBERSHIP

- 13.1. Members will have access to the following benefits to be provided in each case at the sole discretion of the Governing Committee:
 - a) veterinary support, most specifically for the de-sexing of Stray Cats;
 - b) the supply of cat food to be used in caring for Stray Cats; and
 - c) other support that may be requested including financial reimbursements by the member from time to time and approved by the Governing Committee.
- 13.2. Members will also be trained in trapping, TNR and T-TNR techniques.
- 13.3. Members will be entitled to apply, in writing, to:
 - a) the Secretary to:
 - i. receive a copy of the minutes of the previous AGM; and
 - ii. inspect the register of members;
 - b) the Treasurer to inspect the financial statements; and
 - c) the Governing Committee to inspect the records relating to the Cat Colonies they are responsible for.



- 13.4. The Governing Committee may, at their sole discretion, request the member to pay a fee to cover the cost of providing the member with the information.

14. OBLIGATIONS OF MEMBERSHIP

- 14.1. All members shall promote the objectives and abide by the rules of the Society and shall do nothing that will bring the Society, or SPCA Auckland, into disrepute.
- 14.2. All members undertaking the task of TNR or T-TNR in cat colonies or community situations shall not return cats to any location unless total provision has been made for their ongoing care and well-being.
- 14.3. All members shall disclose the location of cat colonies and community activities, such information being held in strict confidence by the Secretary, and shall agree to inspections by SPCA Auckland including welfare audits from time to time.
- 14.4. Members are required to periodically undergo individual welfare audits of the colonies that they manage.
- 14.5. Members are required to provide to the Society research material and any other items, deemed either necessary or desirable in the sole opinion of the Governing Committee, to assist with either cat management, or to advance the objectives set out in Rule 5.
- 14.6. Members shall be identified by the Community Cat Coalition livery as approved and provided by the Governing Committee. Except as otherwise permitted in Rule 3.4, the use of the SPCA Auckland brand in any form is prohibited.

15. RENEWAL OF MEMBERSHIP

- 15.1. Membership of the Society shall fall due on 01 July annually and is renewable on such date.
- 15.2. Should membership fees exist, at the sole discretion of the Governing Committee, and as approved at an AGM, these shall be paid at the time of renewal on 01 July annually.

16. TERMINATION OF MEMBERSHIP

- 16.1. *Resignation:* Members shall advise the Society by notice in writing if they wish to resign from their membership, with such resignation to be effective at the date such notice is received by the Secretary.



- 16.2. *Termination of membership by the Governing Committee:* After due inquiry, by the Governing Committee, and having given the member the right to be heard (either in person or in writing, at the Governing Committee's sole discretion), the Governing Committee may, by written notice, stating the reasons for arriving at their decision, invite any member, within a specified time to resign for failure to comply with these Rules or any of the other duties as a member. If the member does not so resign, then such member's membership may be terminated by a majority resolution of the Governing Committee approving the termination. Unless otherwise specified in such resolution, termination is effective as of the date of the resolution.
- 16.3. *Effect of resignation:* Any member who has resigned or has been removed pursuant to the Rules shall return to the Society any property, documents, papers, pamphlets or other material which may have been acquired by that member as a privilege of membership of the Society including, but not limited to:
- a) any vouchers for food or veterinary services;
 - b) all records relating to the locations of all of the member's cat colonies;
 - c) all research material that the member was required to provide; and
 - d) the member's numbered ID Card.

17. COMPLAINT PROCESS

- 17.1. Any animal welfare complaints about a member will be subject to the SPCA Auckland standard procedure and the committee will be informed of any welfare complaints laid against a Coalition member by the Chief Inspector at Committee meetings. Any complaints against a Coalition member's behaviour or activities must be made in writing (letter or email) which will be passed to the Society's Chief Inspector. The Chief inspector will investigate the complaint using normal procedures and will present findings to the committee. Any complaints against a Coalition member's behaviour or activities by a member of the public must be made in writing (letter or email) which will be passed to the Secretary. Dependent on the urgency of the matter the committee will discuss either at the next meeting or under urgency by email or teleconference to reach a conclusion.
- 17.2. *Suspension.* The Coalition member will be suspended while the complaint process is undertaken. Following reporting and discussion once the decision of the committee has been reached, the Coalition



member will be advised and will have one month to lodge an appeal to the committee. If no appeal is forthcoming the decision of the committee is final.

18. ANNUAL GENERAL MEETINGS

- 18.1. *Time of AGM:* The AGM shall be held within 8 months of the end of the Society's Financial Year, but no later than 15 months after the previous meeting.
- 18.2. *Notice of AGM:* the Secretary will publish, or cause to be published, by post to a member's address in the Society's Members Register, or by email to a member's email address in the Society's Members Register, a notice that will be distributed to all members of the Society informing them of the date, time and business to be covered.
- 18.3. *Attendance at AGMs:* All members shall be entitled to attend the AGM of the Society.
- 18.4. *Voting at AGMs:* Except where otherwise provided in the Rules, the majority of all votes cast shall decide all resolutions. In the case of an equality of votes, the Chairperson shall have the casting as well as a deliberative vote. Every member entitled to vote and attending at a meeting shall have one vote. Every motion submitted to any general meeting shall be decided in the first instance on the voices, or by direction of the Chairperson, or on the request of any two members entitled to vote, by a poll. At any general meeting a declaration by the Chairperson that the resolution has been carried shall be conclusive. An entry to that effect in the book of proceedings of the Society shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- 18.5. *Quorum:* No Business shall be conducted at any general meeting unless a Quorum is present. If within half an hour of the time appointed for any general meeting a quorum is not present the meeting shall be adjourned to the same day the following week at the same time and place, and if at such adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the members present shall be a Quorum.
- 18.6. *Business at an AGM:* The business of the AGM shall include:
 - a) the consideration of the report of the Chairperson and Governing Committee;



- b) the consideration and approval of the Annual Financial Statements, presented by the Treasurer;
- c) the presentation by the Governing Committee of the Interests Register;
- d) to decide on any resolution which may be duly submitted to the meeting which is either put forward by the Governing Committee or of which notice in writing has been lodged with the Secretary not less than 21 days before the date of the meeting;
- e) the call for expressions of interest from the Members to become a Governing Committee member for the next term;
- f) the setting of or alteration of any subscription fee required for membership;
- g) the setting or alteration of any remuneration payable to the Treasurer or Secretary; and
- h) the approval of any rule changes proposed in accordance with Rule 18.

19. ALTERATION OF RULES

- 19.1. Subject to Rule 18.2 the Rules of the Society may only be altered, added to or amended by a resolution passed by a 75% or greater majority of members present and entitled to vote at and voting at an AGM or Extraordinary Meeting of the Society and of which at least 14 days notice has been given specifying the proposed alteration, addition or amendment. If any such resolution is passed, then the Secretary shall file, or cause to be filed, the amendment with the Registrar of Incorporated Societies in accordance with the Act.
- 19.2. No amendment to these rules shall be adopted where the effect of the amendment being adopted would be to alter the charitable nature of the objects of the Society according to the law of New Zealand, or prejudice the requirements for any exemption available to charities under the New Zealand revenue laws.

20. CALLING EXTRAORDINARY GENERAL MEETINGS

- 20.1. The Governing Committee may, whenever it thinks necessary or desirable, call additional meetings of members by providing notice in writing two weeks prior, together with an agenda for any such meeting. No business other than that stated in such requisition shall be transacted or considered at any Extraordinary General Meeting.



21. DISPUTE RESOLUTION

- 21.1. Any doubt or difficulty arising as to the interpretation of the Rules shall be determined by the Governing Committee whose decision shall be final, but subject to review by any Court of competent jurisdiction, or by an independent arbitrator nominated by the Chairperson for the time being of the Auckland District Law Society.
- 21.2. Any member that is concerned with the conduct of another member, or that they are being deprived of any rights or entitlements under these Rules, may provide a notice of these concerns, in writing, to the Governing Committee. The Governing Committee will, after making due inquiry and giving all relevant members the right to be heard (either in person or in writing, at the Governing Committee's sole discretion) address the concerns in any way they see fit.

22. INSPECTION OF RULES

- 22.1. A copy of these rules shall be available for inspection at the Registered Office of the Society by any financial member of the Society at any time during ordinary business hours and on the society's website.

23. CHARITIES LEGISLATION

- 23.1. While the Society is registered under the Charities Act 2005, the Society will comply with the requirements of that Act and any regulations made pursuant to that Act.
- 23.2. No private pecuniary profit shall be made by any person involved in the Society except that:
 - a) any Governing Committee member shall be entitled to be reimbursed out of the assets of the Society for all expenses which he or she properly incurs in connection with the affairs of the Society;
 - b) any Board member may retain any remuneration properly payable to that Board member by any company or undertaking with which the Society may be in any way concerned or involved for which that Board member has acted in any capacity whatever, notwithstanding that that Board member's connection with that company or undertaking is in any way attributable to that Board member's connection with the Society.



- 23.3. A person who is in the course of, and as part of the carrying on of his or her business of a professional public practice, shall not, by reason only of him or her rendering professional services to the Society or to any entity owned by the Society, be in breach of the terms of Rule 22.2.

24. WINDING UP

- 24.1. If at an AGM or Extraordinary General Meeting of the Society the decision is taken by resolution passed by 75% or greater majority of those present and entitled to vote to wind up the Society, that decision shall be effective from the date of that resolution.
- 24.2. The Treasurer will ensure the payment of Society debts in the event of winding up with any surplus funds and/or property being disbursed to a charitable animal welfare organisation as approved by majority vote at an AGM or Extraordinary Special Meeting.

ANNEXURE B
MEMBERSHIP APPLICATION FORM

Individual Membership Application

YEAR COMMENCING	July 1 st 20____		
MEMBERSHIP STATUS	<input type="checkbox"/> New Membership <input type="checkbox"/> Renewal		
1. APPLICANT DETAILS			
TITLE			
FIRST NAME			
FAMILY NAME			
ADDRESS			
STREET			
SUBURB			
CITY		POSTCODE	
TEL-Home			
TEL-Work			
MOBILE			
EMAIL			
2. ACTIVITIES			
<i>(Please tick as many as appropriate)</i>			
COLONIES: How many cat colonies do you care for?	<input type="checkbox"/> I care for a cat colony <input type="checkbox"/> I care for a number of colonies <input type="checkbox"/> I assist with a cat colony If more than one, please attach a full list of colonies.		
OTHER CAT RESCUE ACTIVITIES: If you do not care for a colony, please describe your cat rescue activities.			
How would you like to be contacted with regards to Cat Coalition?	<input type="checkbox"/> I can be contacted by SPCA <input type="checkbox"/> I can be contacted by public <input type="checkbox"/> I can be contacted by other cat coalition members		
What is your preferred method of contact?	<input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Email and/or mobile		

3. COLONY DETAILS	
(Please note: If you care for more than one colony, please attach information on all colonies) Your identity and your colony's exact location will be kept strictly confidential.	
LOCATION OF COLONY	
STREET ADDRESS	
SUBURB	
POST CODE	
COLONY SETTING	
What are the colony surroundings?	<input type="checkbox"/> Offices <input type="checkbox"/> Industrial <input type="checkbox"/> Apartment complex <input type="checkbox"/> Park
Is this colony on	<input type="checkbox"/> Private residential land <input type="checkbox"/> Council land <input type="checkbox"/> Industrial estate land
Has property owners permission for colony been granted?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Vet clinic: please provide details of your preferred vet clinic(s).	
COLONY STATISTICS (COLONY CARERS ONLY)	
What year did the colony start?	
Total numbers	Total number then _____ Total number now _____
How many cats currently in colony?	Adult males: Adult females: Kittens:
Are all cats in the colony desexed?	<input type="checkbox"/> YES <input type="checkbox"/> NO If not de-sexed, what is the number requiring de-sexing?

Membership Agreement



4. AGREEMENTS			
CONFIDENTIALITY			
<p>All information provided regarding Cat Coalition members identity, address and personal contact information, as well as colony location and description, will be held in the strictest confidence and will not be disclosed to any other party without the express permission of the member other than for regulatory purposes. General data such as post code, number of cats etc. may be used for statistical and research purposes only, and never in a manner that will reveal any confidential information.</p>			
OBJECTIVES OF THE COMMUNITY CAT COALITION			
<ul style="list-style-type: none">• Attend to the management of stray cats in Auckland• Undertake TNR for colonies and T-TNR for community cats• Ensure full training and support for Coalition volunteers• Work in association with the Council, landowners and the community in the care of stray cats.• Undertake research, audits of activities and maintain statistical records			
OBLIGATIONS OF MEMBERSHIP			
<ul style="list-style-type: none">• Undertake the objectives of the Coalition and acknowledge and respect the role of SPCA Auckland• All cats to be returned only when full provision guaranteed for their care and wellbeing• Confidential disclosure of all colonies under care and acceptance of periodic audits and assistance with issues• Supply annual statistical information to assist in collation of material for dissemination• At all times carry approved Coalition items for identification			
ACCEPTANCE OF CONDITIONS			
<p>Membership is conditional on the completion of all information on the application form. Applications are accepted at the discretion of the governing committee. Please sign below to indicate your acceptance of these conditions.</p>			
DATE		SIGNATURE	

ANNEXURE C
LIST OF PARTICIPATING VETS

District: North

Bay Veterinary Clinic

37 Bute Road
Browns Bay, Auckland, 0630
P. 09 479 3918
E. bayvet@xtra.co.nz

Glenfield Veterinary Centre

46 Diana Drive
Glenfield, Auckland, 0629
P. 09 444 9552
E. glenfieldvest@xtra.co.nz

Greenhithe Vets

31 Tauhinu Road
Greenhithe, Auckland, 0632
P. 09 413 8387
Email - greenhithe_vets@hotmail.com

Hibiscus Coast Vet Hospital

70B Grand Drive
Orewa, Auckland, 0931
P. 09 421 0118
E. hibiscusCoast@vethospital.co.nz

Millwater Vet Hospital

Corner Bankside Road & Stables Lane
Millwater, Auckland, 0932
P. 09 427 9201
E .millwatervethospital@gmail.com

Northshore Vet Hospital

38 Taharoto Street
Takapuna, Auckland, 0622
P. 09 489 9759
E. nsvet@orcon.net.nz

Orewa Beach Vet Clinic

21 Florence Ave
Orewa, Auckland, 0931
P. 09 426 9950
E. obvc@xtra.co.nz

Orewa Vet Centre

19 Moenui Ave
Orewa, Auckland, 0931
P. 09 426 5407
E. orewavets@paradise.net.nz

Shore Vets (Animal Behaviour Specialists)

1 Ewen Alison Ave
Devonport, Auckland, 624
P. 09 445 3206
E. shorevets@xtra.co.nz

District: Central

Care Vets Mt Wellington

129 Mt Wellington Highway
Mt Wellington, Auckland, 1060
P. 09 527 7636
E. info@carevets.co.nz

Mangere Bridge Veterinary Clinic

95 Coronation Road
Mangere Bridge, Auckland, 2022
P. 09 636 6732
E. mangerevet@xtra.co.nz

Pt Chevalier Veterinary Center

67 Pt Chevalier Road
Pt Chevalier, Auckland, 1022
P. 09 815 0696
E. pointvets@xtra.co.nz

Remuera Vet Clinic

5 Norana Ave
Remuera, Auckland, 1050
P. 09 520 1647
E. remvet@ihug.co.nz
reception@remvets.co.nz

The Parnell Vets

534 Parnell Road
Parnell, Auckland, 1052
P. 09 303 1510
E. info@parnellvets.co.nz

District: South

Beach Road Vet Clinic

129 Beach Road
Papakura, Auckland, 2113
P. 09 298 6783
E. beachroadvetclinic@xtra.co.nz

Great South Vets

785 Great South Road
Papatoetoe, Auckland, 2025
P. 09 278 4165
E. reception@greatsouthvets.co.nz

Pet Doctors

- Papatoetoe East Vet Clinic

93 East Tamaki Road
Papatoetoe, Auckland, 2025
P. 09 278 5343
E. pevc@xtra.co.nz
papatoetoe@nzpetdoctors.co.nz

Pet Doctors at Animates

- Takanini (South Auckland Vet Hospital)

226 Great South Road
Takanini, Auckland, 2112
P. 09 296 5985
E. takanini@nzpetdoctors.co.nz
savet@xtra.co.nz

Pukekohe Vet Centre

11 Edinburgh Street
Pukekohe, Auckland, 2120
P. 09 238 6897
E. puke@vetcentre.co.nz

Takanini Veterinary Associates

152A Great South Road
Takanini, Auckland, 2112
P. 09 299 8250
E. vatoffice@netvet.co.nz
vets@netvet.co.nz

Town & Country Vets (Drury)

257 Great South Road
Drury, Auckland, 2113
09 294 8779
E. townandcountry@druryvets.co.nz

Vet Corner

150 Airfield Road
Takanini, Auckland, 2112
P. 09 299 9991
E. admin@vetscorner.co.nz

Waiuku Vet Centre

17 Kitchener Road
Waiuku, Auckland, 2123
P. 09 235 9217
E. wku@vetcentre.co.nz

District: West

Care Vets Glen Eden

69 West Coast Road
Glen Eden, Auckland, 0602
P. 09 818 7454
E. gleneden@carevets.co.nz

Care Vets Te Atatu

520 Te Atatu Road
Te Atatu Peninsula, Auckland, 0610
P. 09 834 4430
E. teatatu@carevets.co.nz

Doctors Bobs Vet Clinic

Corner SH16 & Muriwai Road
Waimauku, Auckland, 0812
P. 09 411 7575
E. nurse@drbobs.co.nz

District: East

Bucklands Beach Vet Clinic

340 Bucklands Beach Road
Bucklands Beach, Auckland, 2012
P. 09 534 8118
E. petmd@bbvet.co.nz

Pakuranga Vet Clinic & Cattery

7 Johns Lane
Pakuranga, Auckland, 2010
P. 09 576 4108
E. info@pakurangavets.co.nz

ANNEXURE D
COLONY CAT AUDIT
Incorporating Welfare Assessment Criteria



Colony Cat Audit results

Introduction:

Unitec undertook an independent audit to assess and compare the welfare between managed and unmanaged colony cats in Auckland. In this study, welfare assessments were performed that encompassed 5 indicators of welfare, namely:

- body condition,
- coat condition,
- nasal and/or ocular discharge,
- ear crusting and
- injury.

The welfare scale was then used in combination with a subjective **Quality of Life (QoL)** score.

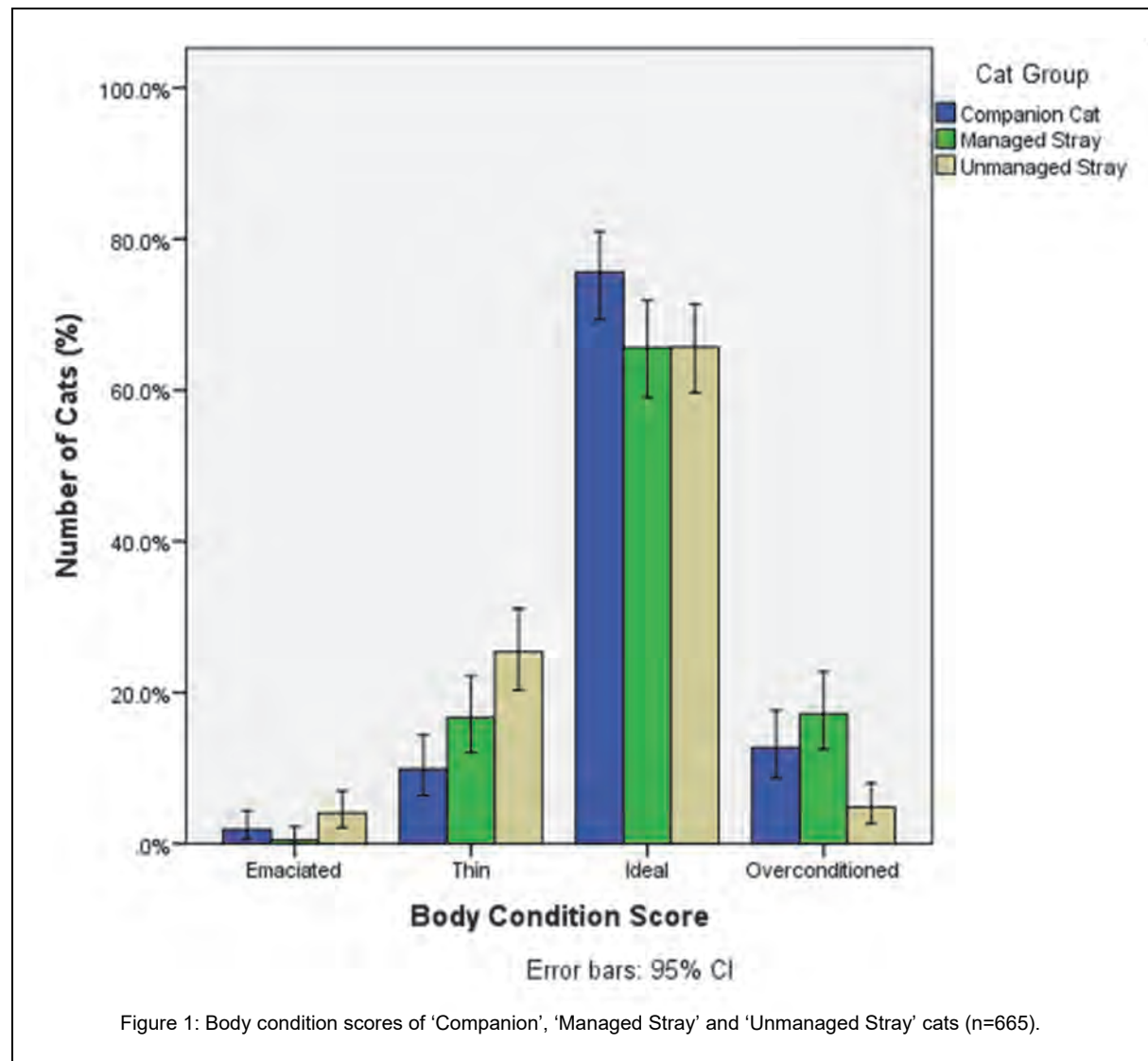
The welfare assessments (refer to the **Cat Welfare Assessment Criteria** refer on the last page of this document) were conducted over a 12 month period from November 2013 to November 2014 on 676 cats in Auckland, New Zealand by a team of ten researchers. The cats comprised of managed (colony) stray cats (n=210); unmanaged stray cats (n=253); and owned companion cats (n=213).

Results:

The majority of companion cats were desexed (n=195; 92%), compared with 53% of managed stray cats (n=111), and 45% of unmanaged stray cats (n=114). Most cats in the study were short haired (n=535; 79%). Only a small number of cats were ear-tipped which is considered to be the universal symbol of a desexed stray cat (n=72, 34%). Most of the cats were adult (n=557; 82%).

During this research a stocktake of the number of cats was taken and it was noted that the numbers of cats in the surveyed colonies reduced by 45.5% over a measured time frame, a reduction of 429 cats.

The majority of cats were found to have an 'ideal' **Body Condition Score (BCS)** (n=458; 69%), compared with 'over-conditioned' (n=74; 11%), 'thin' (n=118; 18%) or 'emaciated' (n=15; 2%). Refer to figure 1 below.



The majority of cats had a 'good' or 'excellent' **coat condition score** (n=528; 80%), compared with 'fair' or 'poor' (n=133; 20%) (Figure 4). Most of the cats with 'poor' coat condition were unmanaged stray cats. Refer to figure 2 below.

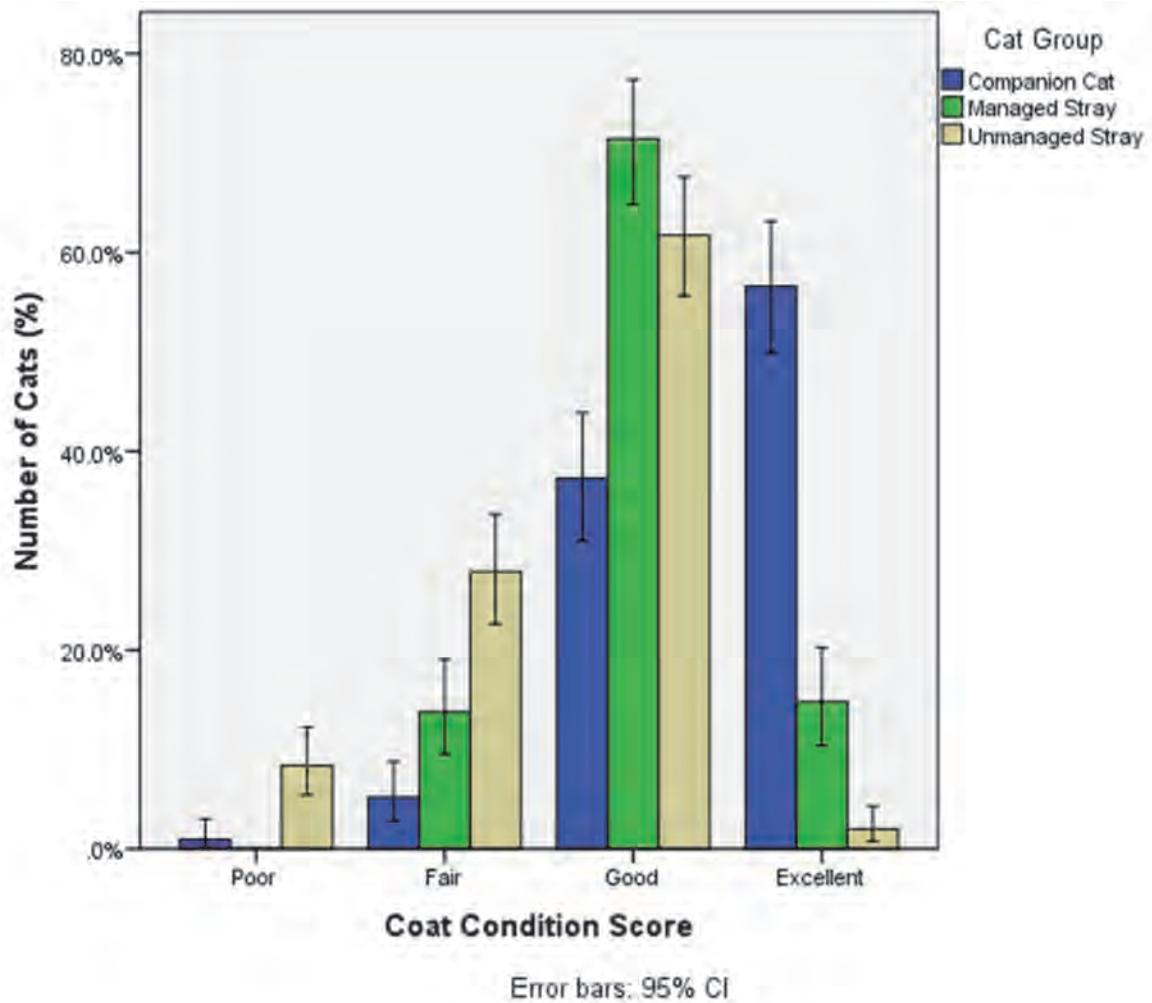
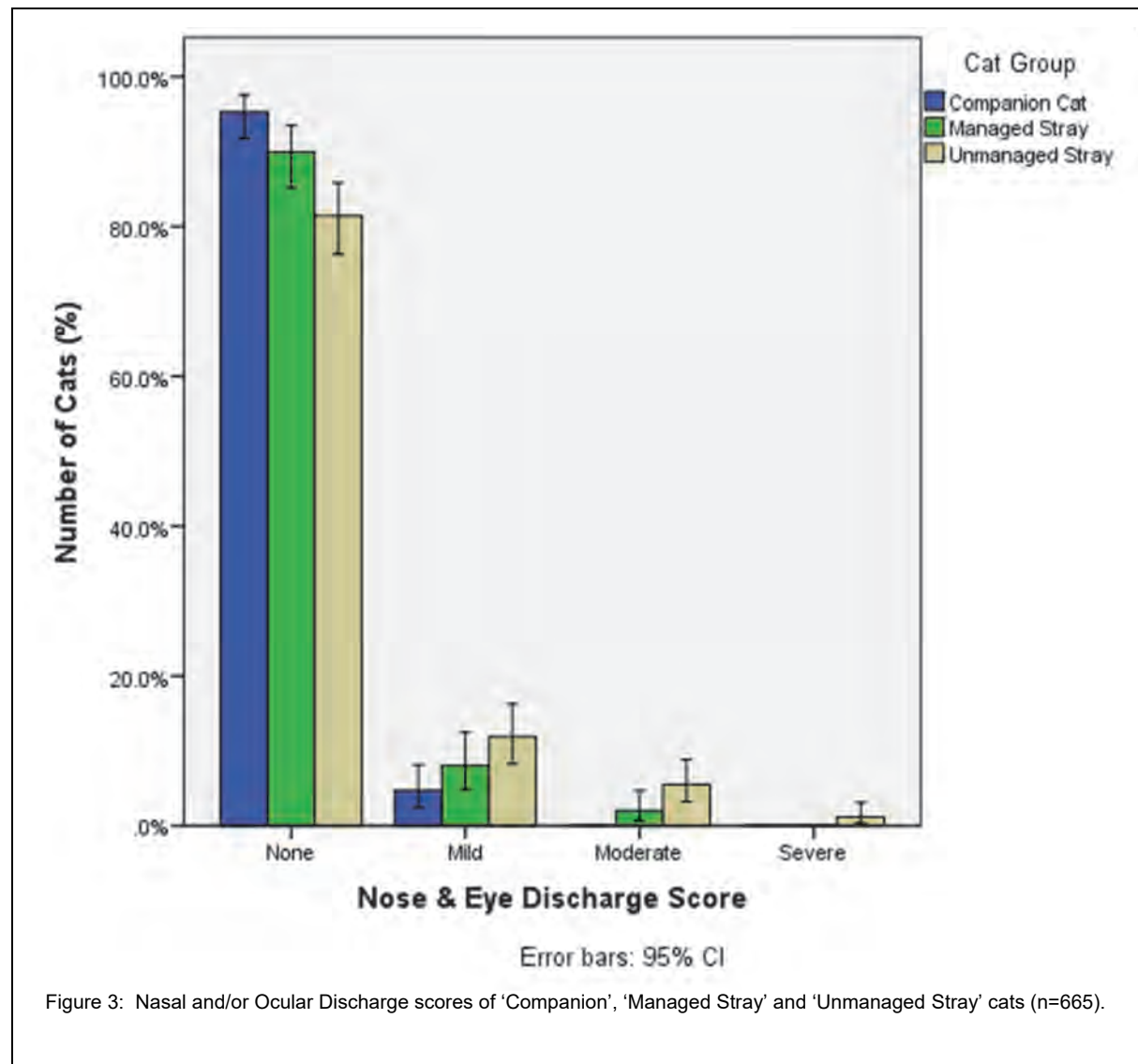
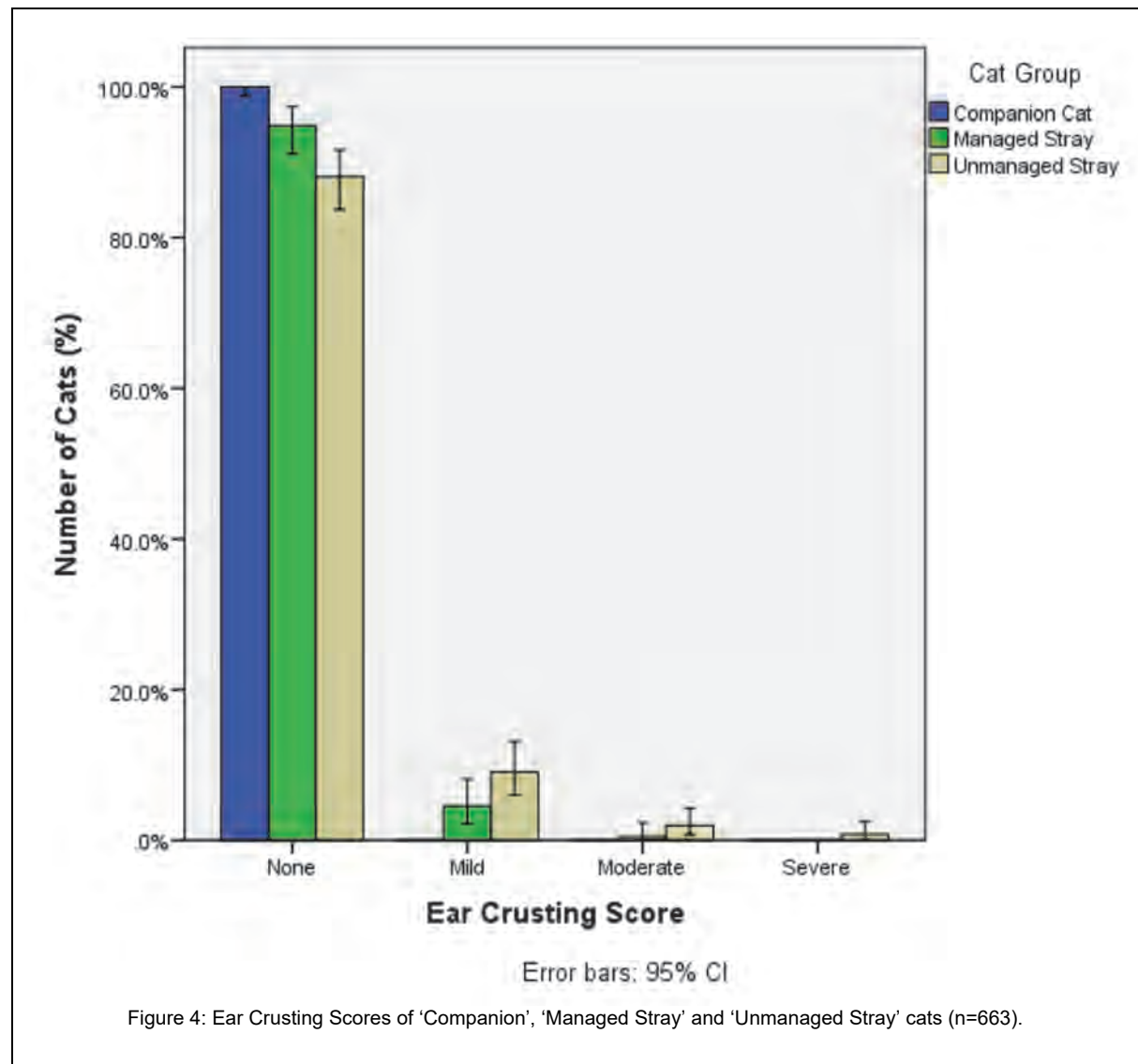


Figure 2: Coat condition scores of 'Companion', 'Managed Stray' and 'Unmanaged Stray' cats (n=659).

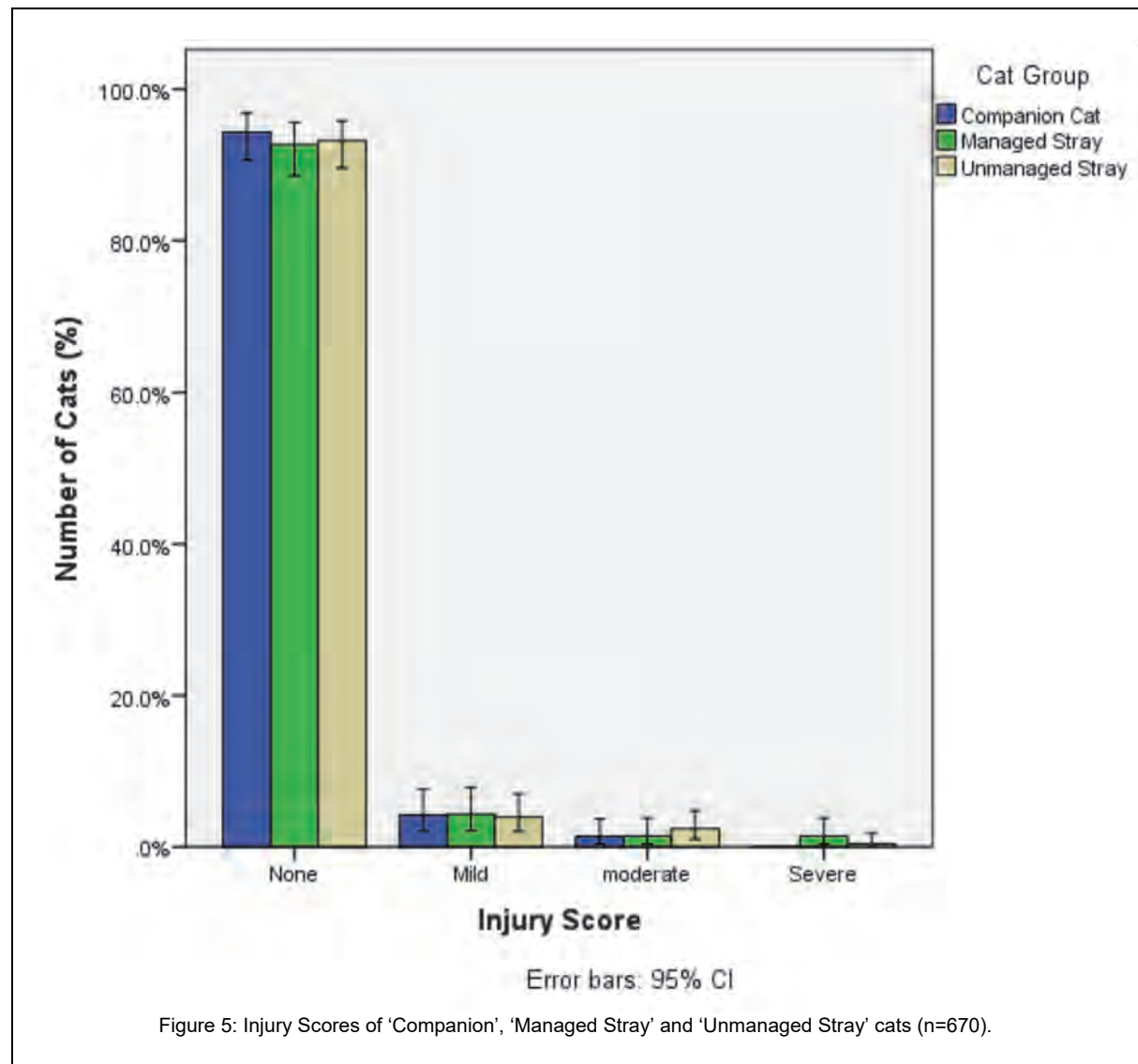
The vast majority of cats had no **Nasal and/or Ocular Discharge (NOD)** (n =588; 88%), the remaining cats had 'mild' (n=56; 8%), 'moderate' (n=18; 3%) or 'severe' NOD (n=3; 1%) (Figure 5). Most of the cats that had either 'mild', 'moderate' or 'severe' NOD were unmanaged stray cats. Refer to figure 3 below.



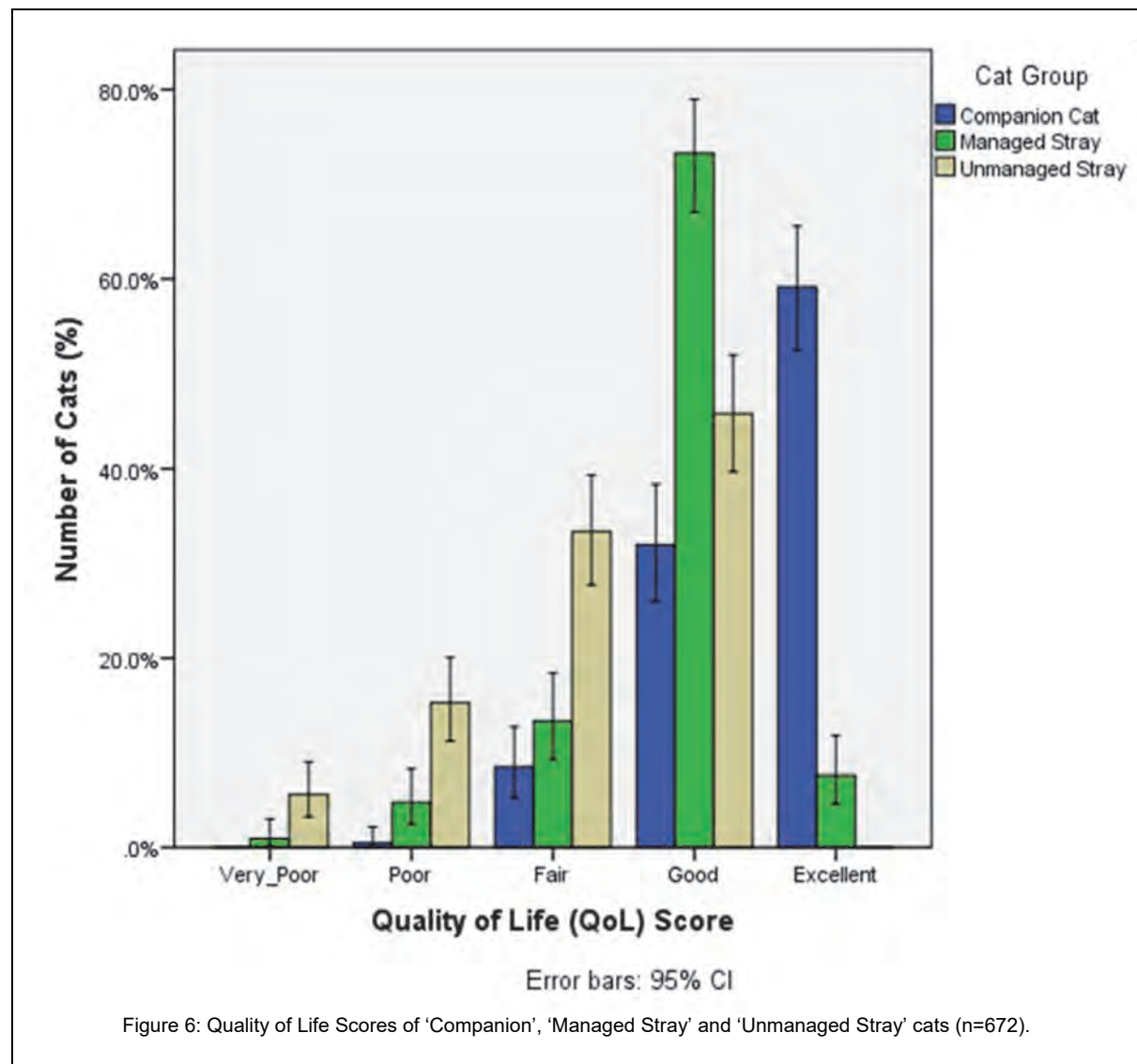
The vast majority of cats had no **Ear Crusting (EC)** (n=623; 94 %), the remaining cats had 'mild' (n=32; 5%), 'moderate' (n=6; 0.7%) or 'severe' EC (n=2; 0.3%) Refer to figure 4 below.



The vast majority of cats did not have any visual injuries (**Injury Score, IS**) (n=623; 93%). A small number of cats had a 'mild' (n=28; 4%), 'moderate' (n=12; 2%) or 'severe' injury score (n=4; 1%). Refer to figure 5 below.



The majority of cats had a 'good' or 'excellent' **Quality of Life score (QoL)** (n=478; 71%), the remaining cats had a 'fair' (n=129; 19%), or 'poor' (n=49; 7%), or 'very poor' QoL score (n=16; 2%) Refer to figure 6 below.

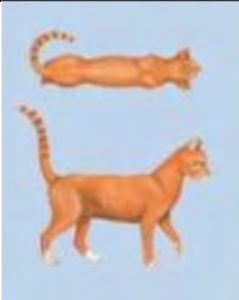





Summary:





For all 5 indicators of welfare, the results demonstrate that the majority of cats (69% - 93%), across all three groups, were in an 'ideal' welfare state. This comprised of an 'ideal' BCS (69%), 'good' to 'excellent' coat condition (80%), no NOD (88%), no EC (94%), and no injuries (94%). Additionally, the majority of cats across all three groups obtained a 'good' or 'excellent' QoL score (71%). Although, significant differences were observed between the cat groups on four of the five welfare indicators (all except injury score), the majority of differences occurred between the unmanaged stray cat groups).





Overall, the welfare status of managed stray cats was relatively comparable to companion cats, with both groups having a higher welfare status than unmanaged stray cats. These results suggest that human assistance benefits the welfare status of cats.

Cat Welfare Assessment Criteria Reference Photographs

Body Condition			
Emaciated (1&2)	Thin (3&4)	Ideal (5)	Over-condition (6+)
			

Coat Condition			
Poor	Fair	Good	Excellent
			

Nasal &/or ocular discharge			
None	Mild	Moderate	Severe
			

Ear Crusting			
None	Mild	Moderate	Severe
			

ANNEXURE E
SCIENTIFIC PHENOMENA
The Vacuum Effect

Annexure E

Scientific phenomena

Why not just relocate or eliminate the cats?

According to Alley Cat Allies, cats play a complex role in local ecosystems and cannot simply be removed from any environment without consequences. The scientific phenomena—“compensatory predation”, the “mesopredator release effect”, and the “vacuum effect”— illustrate why removing cats is harmful to the entire habitat, and why Trap-Neuter-Return is truly the best approach.

Compensatory Predation

Evidence suggests that cat predation is often “compensatory predation”—preying on animals that would likely have died anyway from disease or hunger. Studies show that the animals caught by predators are generally weaker and more diseased than those killed by manmade sources. These studies indicate that cats are catching what some biologists refer to as the “doomed surplus” — animals who would not have lived, and so whose death does not affect overall population levels.

Meso-predator Release Effect

Maintaining ecological balance is far more complicated than cats versus birds, predator versus prey. While cats sometimes might be the top predators in their environments, some of the animals they prey on are also predators, like rats. The predators who fall lower on the food chain are called “mesopredators”. They prey on certain species—in the case of rats, small or fledgling birds and bird eggs—while being prey to larger predators themselves.

Removing cats from the ecosystem can destabilize the relationships between the different predator and prey species, with dire consequences. On Amsterdam Island in the Indian Ocean, an attempt to eradicate feral cats to protect endangered birds caused a spike in the rat and mouse population. The rats and mice then preyed on the birds—making the cat eradication ineffective at conserving bird populations. Mathematical models in scientific studies project that cats, rats, and birds can find a balance where all three species coexist. But when the cats are removed in these simulations, the rat population surges out of control, wiping out the birds completely. Although the cats in this scenario may occasionally prey on a bird, removing the top predator completely is far worse for the prey species’ survival.

Environmental Impact

When people misguidedly remove cats to protect wildlife, they risk seriously harming both the environment and the species they aim to protect. A real-life study of a coordinated cat eradication effort on an island—intended to protect endangered species from predation—saw the rabbit population on the island spike wildly. Without the cats to keep prey species in check, the rabbits devastated local vegetation, which harmed other animal species, and a wave of more than 130,000 rodents entered the ecosystem. In their report of the eradication effort, the researchers directly linked this damage to the removal of the cats, concluding: “the unintended consequences have been dire”.

The Vacuum Effect

Cats choose to live in an area for two reasons: because there is a food and water source as well as shelter. The availability of these resources determines the number of cats who can live off of these resources. If the cats are removed, other cats will take advantage of these same resources, whether they move in from neighbouring territories or are born from survivors.

This phenomenon, known as **the “vacuum effect”**, is scientifically documented across a variety of species—and corroborated by decades of failed animal control policy.

Scientific research has observed the vacuum effect across many species—herbivores, carnivores, and omnivores.

When studying mountain lions, for example, one researcher noted, “When you remove resident lions that have established home ranges you create a void.” He continues, “Other resident lions that have home ranges that may overlap the individual you removed now find that territory empty. This allows them to expand their range, as well as create openings for transient lions to establish a new home range.” Simply put, when mountain lions are removed from their habitat, other mountain lions move in. This behaviour has also been documented in possums, badgers, and raccoons.

Learn more about the vacuum effect at www.alleycat.org/VacuumEffectScience

Trap-Neuter-Return Benefits Cats and Wildlife. Trap-Neuter-Return is the approach that stabilizes the cat population—no more kittens—while allowing these top predators to remain in the habitat, pre-empting problems like the destabilisation of the ecosystem or attracting new, intact cats. Choosing the survival of either cats or wildlife over the other is a false choice because the best approach for all animals is the same: TNR.

ANNEXURE F
VETERINARY PROTOCOLS

VETERINARY PROTOCOLS

COMMUNITY CAT COALITION (CCC)

The **Community Cat Coalition**, a group of dedicated volunteers, provides services to the community through the humane management of stray cats in Auckland whether they be residing as groups in established colonies, or individually/collectively within the general community.

In addition to attending to their daily care, shelter, feeding and health requirements, the CCC aims to ensure that all stray cats are de-sexed, health-checked, and identified (both ear-tipped and micro-chipped) before being returned to their place of trapping. SPCA Auckland not only endorses the work of the Community Cat Coalition (CCC), but also supports the principle of Trap-Neuter-Return (TNR) and provides subsidies for Vet clinics towards the vaccination, desexing and euthanasia of stray cats/kittens (details on page 2).

Things to note for physical exam:

- Weight
- Wounds/injuries
- Body condition/score
- MM color
- Ocular/nasal discharge
- Pregnancy status
- Lactation status

Reasons for humane euthanasia

- Signs of advanced FIV (squishy paw)
- Severe dehydration/emaciation
- Palpable abdominal tumor
- Cancerous lesions visible
- Icterus
- Palpable, significant renomegaly
- Severe/advanced corneal ulcers (unable to heal without continued treatment)
- Severe URI signs (thick purulent nasal discharge, increased RR/RE with lung pathology auscultable, severe oral/ocular ulcerations)

Animals that can be desexed

- Animals with signs of mild –moderate URI-sneezing, clear ocular/nasal discharge, conjunctivitis, nasal congestion
- Animals 800grams or over
- Animals that are thin or have an unkempt hair coat
- Pregnant animals
- Animals with minor medical conditions (see later)

Since spaying and neutering are elective procedures, typically a surgeon would choose to perform these procedures on animals who are completely healthy without any medical concerns either from injury or infectious disease. However, this is not always possible or advisable when working with free-roaming cats.

While one does not want to put the individual patient at any undue risk, one must consider the implications of postponing the surgery on the individual patient and the health and welfare of the colony or group.

For example, consider the following:

- Are you able to hold and treat this patient for longer than 24hrs with no undue stress?
- Will their health improve without treatment?
- Will we be able to desex this cat at any other time?
- What is the population impact of NOT desexing this patient?
- Can the Cat Coalition member care for the cat until the cat's health improves?

Minor Treatments that can be done under anaesthesia/sedation

- Lance/flush abscesses - no cost to clinic
- Removal of rotten dentition (doesn't require 'extraction' per say)—no cost to clinic
- Flea treatment for severe flea burden/significant FAD - **cost to be discussed with CCC member**
- Antibiotic use - while there are some medical conditions that need antibiotics we are also conscious of the danger of antibiotic resistance. We will leave medication decisions up to your own discretion.

Recommended payment schedule:

Medical intervention	Amount to be claimed
Male Neuter	\$35
Female Spay	\$50
Spay of heavily pregnant female	\$75
Microchip implant & registration	\$20
Euthanasia	\$10
Disposal (if required)	\$1.50 per kg of cat/kitten
Vaccinate	\$10

(Effective: 1 July 2016)

Length of time to hold cats at Vet clinic:

Cat types	When to return to site after surgery
Actively lactating female (nursing)	Same day
Healthy male neuters	Same day
Healthy female spays	Same day to 12 hours
Heavily pregnant spays	Next day (24 hours)

Note: Trapped cats to be admitted to the Vet clinic before 10am on a given day. The above return periods are recommended, however, Vet discretion to be used if cat needs to be held for a longer recovery time.

ALL CATS MUST BE EAR TIPPED IF BEING RETURNED BACK OUTSIDE - See handout

ALL RESULTS OF MEDICAL ASSESSMENTS, TREATMENTS AND INTERVENTIONS TO BE ENTERED ONTO THE COMMUNITY CAT COALITION TRACKING FORM AND RETURNED TO THE CCC MEMBER

ANNEXURE G
EAR TIPPING PROTOCOL FOR STRAY CATS



Fact Sheet

EAR TIPPING PROTOCOL: STRAY CATS

Ear tipping is an effective and universally accepted method to identify a spayed or neutered and vaccinated stray/community cat. It is the removal of the distal one-quarter of a **cat's left ear**, which is approximately 1 cm, in an adult and proportionally smaller in a kitten.

This procedure is performed under sterile conditions while the cat is already anesthetized for spay or neuter surgery. There is little or no bleeding, it is relatively painless to the cat, and the ear-tip does not significantly alter the appearance or beauty of the cat.

Ear tipping is the preferred method to identify spayed or neutered stray/community cats, because it is difficult to get close to these cats, and therefore the identification must be visible from a distance.

No other method of identification has proven to be as safe or as effective as ear-tipping.

The Community Cat Coalition and SPCA Auckland **do not** support the following methods to **identify** desexed stray/community cats:

- **Tattooing** is not visible until cats are trapped and anaesthetised
- **Eartags**, which are ineffective and can cause infection, drop off or tear cats' ears
- **Collars** are not safe or practical. The collars can fall off or could get caught on something and severely injure or kills the cats. Furthermore, as cats grow and gain weight, the collars will tighten and could strangle the cats.
- **Microchipping** on its own is not effective as it does not allow for visual identification from a distance. We, do, however, recommend microchipping of all community as part of the efforts to humanely and safely manage the Community cats.

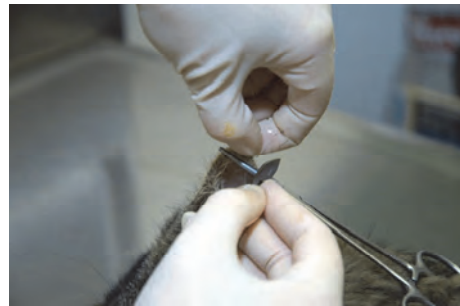
Fact Sheet:

Ear tipping protocol – Stray cats, page 2 of 2

EAR TIPPING INSTRUCTIONS

While the cat is still under anaesthesia, right after surgery:

1. Place a straight hemostat across the tip of the left ear exposing no more than 1cm for an adult cat and proportionally less for a kitten.
2. Use a straight blade or scalpel to cut the tip off, leaving the hemostat on the ear.



3. Apply a small amount of styptic powder to the cut edge
4. Keep the hemostat on the cat's ear until just before returning the cat to its trap, to reduce bleeding. A small amount of blood may appear, but it will not need further attention.



ANNEXURE H
STANDARD CARE AND MANAGEMENT OF
CAT COLONIES - PROTOCOL



Standard Care and Management of Cat Colonies Protocol

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1. Purpose

The purpose of this protocol is to ensure that the physical, health, and behavioural needs of cats in 'colonies' are met in a manner that is in accordance with both –

- Good practice; and
- Scientific knowledge

Physical health and Behavioural Needs are defined in Section 4 of the Animal Welfare Act:

- Proper and sufficient food and water:
- Adequate shelter:
- Opportunity to display normal patterns of behaviour:
- Physical handling in a manner which minimises the likelihood of unreasonable or unnecessary pain or distress:
- Protection from, and rapid diagnosis of, any significant injury or disease, as appropriate to their species, age and stage of development.

2. Introduction

Ongoing colony management, combined with a Trap-Neuter-Return (TNR) programme, will promote harmony between cat colony carers, neighbours, and property owners and allow for the colony to diminish naturally over time. It is important that the following guidelines be followed to ensure that the colony is being properly managed. Failure to follow these guidelines puts the cats at risk by increasing the chance of the colony becoming a public nuisance.

For the purpose of this protocol:

A **Carer** is defined as “a person who provides food, water and shelter for a colony of unowned, free-roaming cats.”

A **Colony** is defined as “any number of unowned, free-roaming cats that frequent an area seeking food and shelter.”

Trap-Neuter-Return (TNR) programme is “a humane management technique in which free-roaming stray/community cats are humanely trapped, desexed, identified (ear-tipped/micro-chipped) and then returned to their original habitat where their presence is approved and arrangements made for their ongoing care.”

3. Assessment of Colony

Assessment of existing colonies of unmanaged cats is essential in the planning of their management. Factors to be considered include:

3.1. Location

This assessment should include ease of management, safety factors and public / owner / authorities' acceptance. Shelter is also of importance with escape areas where cats can safely hide / reside.

Assessment should include:

- Danger, i.e. proximity to busy roads, heavy traffic or excesses of weather.
- Adverse community pressures.
- Availability to ensure ongoing care.
- Impact on wildlife.
- The support and approval of the land owner/tenant/occupier and / or local council is essential in the interest of the on-going safety of the cats.

In addition the safety and security of carers is an aspect of the site that should be assessed.

3.2. Numbers in Colony

Are the numbers manageable? Are there kittens and what are their ages? (Kittens under 6 weeks of age should be uplifted, fostered and rehomed when sufficiently mature.)

The capacity of any area should be based on the size and nature of the area, the available resources, the number of available care-givers, in addition to the number of cats.

It is recommended that records be kept with details of the numbers in the colony with suitable descriptions of each together with historical details.

3.3. Health

Where healthy cats reside in reasonable numbers management can commence. Additionally less healthy cats suffering only through lack of care are manageable and respond to good nutrition, care and veterinary assistance over a defined period.

Where health status is considered sub-standard with deformities, cancers, chronic diseases etc, humane euthanasia may be necessary in the interest of the cats. Such situation requires veterinary input and assessment.

Some carers test for FIV and where it is generally felt such cases are manageable veterinary advice is also suggested.

4. Assessment of Colony

Assessment of existing colonies of unmanaged cats is essential in the planning of their management. Factors to be considered include:

4.1. Communication

The first essential element in any cat colony management situation is communication.

An approach to the landowner or tenant of the property is necessary providing details and seeking permission to be actively involved. Permission will often include conditions (i.e. reduction of numbers where applicable, cleanliness etc.).

Such communication should include surrounding properties, however the key person should be targeted and kept informed at all times. Additionally it is preferable that each colony have one key spokesperson.

As members of the Auckland SPCA Cat Coalition, identification of such is provided and will be of assistance in gaining the confidence of land owners or officials. Difficulties may be reported and where possible support and assistance will be provided.

4.2. Trapping

Before you begin trapping, you need to be fully prepared (i.e. which vet will you use, where will the cat/s recover, how will you pay for the desexing surgery, etc.). It is also imperative that signs and informative leaflets be provided to neighbours and residents to allow them to confine or identify their own cats.

A humane trap must be used. This is an animal trap designed to contain an animal without injury. It is basically a wire cage, with the door held open by means of a catch. Food is placed beyond a trip plate inside. When the animal steps on the trip plate, it releases the catch, which causes the door to drop down enclosing the animal inside.

SPCA designed and approved traps and the customized water proof trap covers may be purchased from Eagle Wire and/or SPCA Auckland.

Once a cat has been trapped once, it is unlikely the cat will go into a trap again; therefore it is essential that every cat that is trapped is transported to a Veterinary Clinic for desexing / consultation / vaccination / flea treatment etc. It is important however, to avoid trapping a nursing female, as her kittens can die from exposure and/or starvation in her absence.

For guidelines on trapping procedures see 'Humane cat trapping protocol'

The following table highlights some **Do's** and **Do Not's** with regards to trapping:

DO	DO NOT
Post flyers in the neighbourhood to inform residents of your intentions to trap and in so doing allow them time to confirm or identify their cats	Trap without prior communication and/or liaison with the neighbours about your trapping plans
Trap with another person	Trap on a hillside.
Cover trap with towel/blanket or customised cat trap cover	Trap in extremely hot or cold weather
Organise a feeding schedule ahead of time, and do not feed the day before trapping.	Withhold food for more than 48 hours.
Tie your trap to a tree or fixed structure if you need to leave your trap unattended for a period of time.	Ever leave traps unattended.
Plan your trapping session ahead of time with your veterinarian so cats can be transported to the vet ASAP after trapping.	Attempt to touch a conscious scared colony cat.
Bring lots of smelly food (cans of fish are ideal).	Feed chicken or other bones
Cable tie the trap door to prevent cat from escaping during transportation to vet clinic	Release an unsterilised cat that you trapped involuntary.
Keep records of cats that have been trapped and desexed.	Return a desexed female cat on the same day it has been trapped.
Thoroughly clean all used traps using use a solution of one part bleach to 10 parts water to scrub off all the surfaces. Allow the bleach solution to remain on the trap for 10 minutes before being rinsed off with water.	Use dirty traps. Even traps that appear clean will carry the scent of the cat previously trapped which can deter other cats from entering.

In returning to a managed colony situation the first concern must be the support the principle carer receives from those who have offered to assist. A colony must have consistent attention and this requires a commitment from those who have undertaken the task. These support people must be trained and should accompany the principle carer on rounds prior to attending on their own or as back-up.

4.3. Veterinary intervention

All the cats in the colony, even those that visit sporadically, must be desexed, ear-tipped for identification and returned to their familiar habitat. We also recommend micro-chipping of all your cats in your care, as this helps to identify the carers.

Be sure that any new cats observed in your colony are promptly desexed. When cats are not desexed they will display offensive mating behaviours which can quickly become a nuisance to a neighbour. They include spraying, yowling, fighting, constant litters of kittens and roaming the neighbourhood.

Carers must have a close relationship with their selected veterinarian. Obviously a sympathetic vet must be chosen, and particularly one that is equipped both mentally and physically to handle colony cats.

The Community Cat Coalition can recommend veterinarians who have indicated their willingness to support colonies and their carers both professionally and at reasonable prices. SPCA Auckland provides vouchers at established prices to assist with desexing, vaccination and other areas of care.

Essential to the comfort and welfare of the cat is the continuing need to keep the cage covered and to have a plentiful supply of water available for the cat whilst it awaits treatment.

It is likely this will be the only visit the cat gets to the Veterinary Clinic so it is essential you make the most of this situation. All cats must have a thorough 'vet check' and ideally vaccination and flea treatment. Veterinary advice should be sought in respect of the correct vaccine that will ensure the long-term cover for a colony cat.

Cats that are injured or ill must receive prompt treatment. Indicators that a cat may be sick/injured include:

- weight loss
- not eating or drinking
- lethargy
- discharge from nose and eyes
- Hair loss
- Not putting weight on a leg
- Visible wound
- Pawing at mouth or dribbling

Contact your Veterinarian for advice if you are concerned about the health of any of your cats. It is not humane to allow any animal to suffer through severe ill-health.

If a cat is trapped and is found to have medical or physical problems that pose any welfare threat to the cat, they should be euthanased as treatment/management is unlikely to be a realistic option.

4.4. Identification

The most common internationally acceptable method for identifying colony cats that have been desexed is to tip the top of the left ear.

Immediate visual identification is necessary in order to:

- Show that the cat has been desexed and is part of a managed colony.
- Assist the carers in managing the colony.

Ear-tipping is the removal of the distal ¼ of the ear, which is a maximum of 1cm in an adult and proportionally smaller in a kitten. This should always be a straight cut on the left ear to enable easy identification from a reasonable distance.

Ear-tipping is performed while the cat is already anaesthetised for desexing surgery. This procedure is simple (clamp – cut – cauterise – release clamp) and should be a standard ID procedure for all managed colonies.

Because it is difficult to get close to these cats, the sterilisation ID must be obvious from a certain distance. ***Tattooing is not effective. Collars are not safe or practical*** for colony cats because as the cat grows and gains weight, the collar will tighten and could strangle him.

Microchipping is recommended as a long-term identification method that is recorded and registered. This would be undertaken at the time of desexing. Although not mandatory for colony cats any cat rehomed must be microchipped and placed on the Animal Register in the name of the new owner.

4.5. Food, water & shelter

The feeding regime must be consistent. Cats are creatures of habit and must be fed at the same time and in the same place daily. Cats must be provided with adequate food and water on a daily basis all year round. If you cannot feed the cats, for whatever reason, arrange to have someone else provide them with food and water on the same schedule.

To avoid attracting wildlife and disturbance from people / activity, feed cats in the early morning or late evening.

A sheltered safe place to feed should be determined and feeding dishes should be used as this has a better appearance, is more hygienic and is more generally accepted. Feeding areas should be kept neat and clean. Empty food cans and plates should be picked up promptly. Food that has gotten wet or spoiled should be discarded. Wet or spoiled food can cause illness. Give the cats' fresh water on a regular basis. Uneaten food left around can attract vermin and should be cleaned up.

If possible a small cat hut should be made in which food bowls are placed providing privacy and shelter for the cats.

Cats must be provided with adequate shelter. If you do not provide them with shelter they may seek it in areas where they are not welcome, for example under a neighbouring deck, shed or in a car motor which would put the cats at risk.

Cat shelters are provided by some carers, these provide security and safety as well as shelter keeping other animals, particularly dogs, at bay. Shelters can be boxes, dog kennels, sheds or garages. These must contain bedding of some material, straw or hay is good as it does not hold moisture. They must also be waterproof and easy to keep clean.

In the case of smaller shelters these should be secured in some way to avoid unwanted removal. Some form of identification on shelters is advisable.

4.6. Records

While a full audit of colonies is an ultimate aim of the Coalition, it is good practice to maintain accurate records for all colony cats including new arrivals. The following lists some of the key aspects to record:

- Cat name with a description of colour and distinguishing features (which is useful for new feeders and other helpers)
- Gender and approximate age
- Desexed status, eartipped (Y/N) and microchip details
- Veterinary interventions (desex, treat, euthanase) with relevant dates
- Report number of kittens rehomed/adopted
- Report number of cats found dead or missing
- Report number of newcomers and ensure that this cat is managed as part of the colony

Good vet records allows one to show that the cats in your colony are healthy and desexed. These records can be used as a tool to educate neighbours that are fearful that the cats will pass a disease on to them or their pet cats.

4.7. Ongoing Care

General maintenance of the colony is essential.

Evidence of “cat dumping” should be looked for, recorded and people reported to the SPCA if identifiable (e.g. car licence plate numbers). Cat abandonment is an offence under the Animal Welfare Act but unfortunately it can happen and people can use colonies as ‘dumping grounds’ for their own cats or litters.

Sick cats must be treated under veterinary supervision on site or re-trapped and taken to a veterinary clinic.

A continuing overview of the quality of life of the colony is also very important. Carers must be constantly alerted to any problems that may exist such as weight loss, coughing, sneezing, sickly disposition and visible external signs including discharging eyes, cancers etc. Frequent monitoring is essential.

If you are moving or can no longer adequately care for your colony you must find an alternate carer to take over the care and management of the colony. If you are unable to find someone to do this you are responsible for trapping and transporting all the cats to your veterinarian or to the SPCA.

4.8. Adoption of tame cats and kittens

Make efforts to place socialised colony cats into new homes or seek the assistance of other Cat Rescue organisations.

Kittens can be removed from mothers at the age of 6 weeks and will generally settle down quite quickly with lots of attention and handling. They must be fostered until they are of an age that they can be rehomed in addition to being desexed, vaccinated and identified by microchip implant.

4.9. Colony - a nuisance or in danger

If the colony becomes a nuisance it is important to talk things through with the land owner / tenant / occupier and / or local council to endeavour to come to a compromise. This compromise may include reducing numbers which will take time so ensure you get an adequate time frame to be able to do this in. If you need to reduce numbers, you are responsible for trapping and transporting all the cats to your veterinarian or SPCA Auckland. In troubled areas where pressure to reduce is being applied, approach the members within the Community Cat Coalition network or SPCA Auckland.

If the colony has or is going to be put in danger (e.g. imminent demolition or construction of buildings on property) it is essential that the colony is removed from danger. If you are unable to do this yourself, or the time frame available to you is such that you cannot do this, please use the network of the Community Cat Coalition and/or SPCA Auckland for assistance.

ANNEXURE I
HUMANE CAT TRAPPING PROTOCOL
Using The SPCA Humane Traps



Cat Trapping “how to” Protocol

Using the SPCA humane trap

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1. Introduction

Trapping is very rewarding, especially when you get the target cat or kittens you are after. Patience is very necessary and trapping is not for the impatient types! It is an art and not fun, it must be taken seriously. Trapping can be very time consuming and too tedious for some people as sometimes you need to spend hours sitting quietly, patience is definitely required.

The 7 steps of Trap-Neuter-Return (TNR) are:

- Preparation
- Setting the trap
- Checking the trap
- Transporting the trapped cat
- Veterinary intervention
- Returning the cat to his/her outdoor habitat
- Cleaning the trap

2. Preparation

It is very important to be fully prepared prior to setting a trap. This includes having a fully charged mobile phone and your Community Cat Coalition (CCC) Identification card with you, wearing appropriate clothing (i.e. non-slip closed footwear with some tread, comfortable long trousers/jeans) and being equipped with a raincoat, sunscreen or sun hat depending on the weather conditions.

Secondly, in addition to having all your relevant trapping equipment (i.e. humane trap, trap cover, newspaper, adhesive tape, bait, spoon, shopping bag, water, cable ties, bungee rope, bicycle lock), ensure that you test the trap ahead of time to ensure that the trip plate works. This will save you the frustration of seeing a cat walk in and out of a trap that fails to close.



A humane trap is a galvanised steel cage (approximately 8kg in weight) designed to contain an animal without injury. There is a metal sliding door at the entrance with a magnet at the bottom and raised metal bars on each corner to allow the trap door to slide up and down correctly.

Food is placed beyond a trip plate inside. When the animal steps on the trip plate, it releases the catch, which causes the door to drop down enclosing the animal inside.

Community Cat Coalition Inc

Line the bottom of the trap with newspaper, folded lengthwise. This provides a more comfortable surface for the cat to walk on when entering the trap, but be sure to apply adhesive tape to the open sides of the newspaper, so a breeze will not blow its pages and frighten the cat. Place the folded and taped newspaper into the trap. Be sure the trap lining doesn't prevent the trap door from closing and locking.

Cover the trap with the **custom-made waterproof trap cover**, allowing the handles to pop through the two open slits, resulting in the CCP logo being visible on the one side of the trap. You can then secure the trap cover by attaching the Velcro straps on the four corners.

*Note: If you do not have the trap cover, then revert to using a large towel or sheet to cover the cage **ONLY** once a cat has been trapped.*

3. Setting the trap

The best time to trap a cat is at dusk, when it is getting darker. It is imperative that you are as quiet as possible when setting the traps so as to not frighten the cats away. Place a trap on **dry ground** and make certain it is **stable** and will not rock or tip. Do not place the trap on a hillside or incline. Try to place the traps where they will attract a cat and be **camouflaged**, for example, near a bush, tree or shrub where they normally eat. Be sure the front door of the trap has enough clearance to snap shut without getting caught on a branch, curb, fence, log, etc.

Lift the **front and back covers** of the cat cover, insert them under the steel handles of the trap so that you can **comfortably bait and set the trap**.

Remove the Perspex door to **bait the traps** by placing approximately one – two teaspoons of bait (cat food, tuna, sardines, mackerel, or other strong smelling food—usually the ones in oil work best) at the very **back of the trap** in the small plastic or disposable food dish or small flat piece of cardboard. Replace the Perspex door and ensure that the food dish is not too large or too close to the trap metal plate.

A **D-cup** can be attached to the inside of the trap, preferably towards the rear of the trap, to be able to provide fresh water for the cat. There is no special technique to refilling the D cup with water, but it may be easier to use a 750ml pump or sports water bottle.

To set a trap one needs to lift the trap steel door. While holding the trap door with one hand, grasp the metal rod with your other hand. Pull the rod horizontally until the tip of the metal rod is resting under the lifted trap door. This action causes the trap plate to lift. Please *note that the tip of the metal rod should not protrude more than a couple of couple of millimeters at most, or the trap door will not always drop down when cat steps on the plate.* Refer to **Troubleshooting if trap does not work** in FAQ's in Section 9 of this document.

To make entering the trap more enticing, you can either place a teaspoon of food just inside the entrance on top of the newspaper and/or drizzle some juice from the bait in a zigzag pattern along the newspaper toward the entrance and just outside the entrance of the trap.

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If you are using **multiple traps**, stagger them and have those facing different directions so as to avoid having cats see others getting trapped.

For added security, you can use the **bicycle lock and chain** to secure the trap to an object such as a tree or fence.

Ensure that the **side flaps** of the trap cover are down, but the front and back flaps are still secured under the trap handles. Now leave the area quietly as the trap is now set.

Stay within hearing range so that you can hear the bang of the steel door as it drops down. It is not good practice to watch the trap waiting for the cat to walk in, especially if timid cats you are trapping, as the cat is often watching you and will not venture out until you are out of sight. You can for example sit in your parked car with the radio off watching from a distance.

TIP: When trapping at night, clip a small light to the trap or nearby fence, so you can see when the door drops down. Cats don't seem to be too bothered with light as long as facing into the side of the trap and not straight into the entrance and the cats eyes.

4. Checking the trap

Move steadily and quietly towards the trap and promptly **cover the entire trap** with the waterproof cat cover (or with a large towel or sheet) to help keep the cats calm. Cats can injure their nose or scratch their face trying to escape, though once covered they will calm down very quickly

Move trapped cats away to a quiet, safe area to avoid scaring any remaining, untrapped cats. It is normal for cats to thrash around inside the trap. You may be tempted to release a thrashing cat because you fear that he/she will hurt him/herself, but cats calm down once the trap is completely covered. Remember, you are doing this for the cat's benefit. If the cat is released, he/she will continue to breed, and you may not be able to trap the cat again. Also, most injuries from humane cat traps are very minor, such as a bruised or bloody nose or a scratched paw pad.

Assess whether you have successfully trapped the target cat.

Lift the door and let the cat go if the cat is <ul style="list-style-type: none">• healthy and collared• healthy and eartipped	Cover & transport the following cats to your home and/or the Vet clinic: <ul style="list-style-type: none">• sick and/or injured• cats with no collar and/or no ear-tip (i.e. not desexed)
---	---

Update the Community Cat Tracking card for all cats to be transported to the Vet clinic. **EACH CAT** from the site will be allocated a **CAT number**, which is your initials followed by 3 numerical digits in ascending order from 001 – 900.

5. Transporting

It is important to use the **correct manual handling technique** to **lift and load the trap** into your vehicle

- Ensure you have clear access between you, the trap and your vehicle
- Stand alongside the trap and ensure that you have good and clear access to move your feet towards the vehicle.
- Step forward with your outside leg
- Bend your knees slowly, moving your body down to reach and grasp both handles



- Move towards the vehicle
- Keep trap close against your body
- Bend knees and place the trap on the plastic liner
- Keeping the knees bent and back straight, slide the trap to the correct position
- Secure the trap if necessary.

Never put trapped cats/kittens in the boot of a car or in the open deck of a truck or Ute —this is unsafe and it terrifies the cats. Place the traps on the seat or in the back of a **well-ventilated vehicle** on top of the plastic boot liner tray or waterproof plastic drop sheet which will protect your car's upholstery from smelly pee accidents.

Never place traps on top of one another and be sure to secure the traps with **bungee cords** or other restraints if necessary. If an unsecured trap tips sideways or upside down, it can open and release the cat. Don't take the risk.

Be extremely careful when loading and unloading traps, as trap doors can easily get caught on each other and accidentally open.

Dependent on the health status, the time of the day and veterinary availability the cat will either be transported to your home or to the Vet clinic.

If the cat is in the trap just for one night do not put food into trap as most cats are too traumatized and will not eat that first night anyhow. If the cat is scheduled for surgery the next day, it should not eat the night before.

If it is necessary the cat has to stay in the trap an extra day as the vet is too busy, slide a little food under the plastic door by putting it on a flat piece of cardboard and slipping in under the door. Very important, open just a couple of centimeters only the height of half a finger maximum height, definitely no more, or the cat will sometimes lunge at the gap to escape, they are quick!

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It is best practice to keep the trap fully covered and to place the trap in a safe and quiet place with good ventilation. It is also recommended to place the trap in an elevated position (i.e. on a couple of bricks or something similar) so that when the cat urinates, the urine will drip through onto the plastic underneath the trap. Cats should have access to water at all times.

The following morning the cat is ready to go to the vet for a medical assessment, treatment and intervention. Ensure to take along the relevant cat tracking form.

6. Veterinary intervention/s

Part of the assessment of the cat by the Veterinary professional will include checking for a microchip. If the owned cat is sick or injured, the Vet clinic will make contact with the owner. If the cat is unowned sick/injured, discuss the treatment options and costs with the Vet.

All eligible community cats will receive relevant medical treatment (if necessary), be desexed using dissolvable sutures. ear-tipped** microchipped and receive flea treatment while under anaesthetic. All relevant information to be updated on the cat tracking form.

****Ear tipping** is an effective and universally accepted method to identify a spayed or neutered stray/community cat. It is the removal of the distal one-quarter of a **cat's left ear**, which is a maximum of 1 cm, in an adult and proportionally smaller in a kitten.



Post-surgery recovery time:

Cat types	When to return to site after surgery
Actively lactating female (nursing)	Same day
Healthy male neuters	Same day
Healthy female spays	Same day – 12 hours
Heavily pregnant spays	Next day (24 hours)

When collecting the cat from the veterinary clinic, please ensure that:

- All desexed community cats have been ear-tipped
- The clinic ID collars have been removed from all cats
- Section C of the Cat tracking sheet have been completed by the vet clinic.

9. Frequently Asked Questions (FAQ's)

The trap is not working correctly, appears to be broken

Trap Troubleshooting: Often the metal prong that holds the door up can be dislodged. Often this will happen at the vet clinic when a lot of vets tip over the trap to give the cat an intramuscular sedative. The metal bar attached to the trip plate must always be *between* the two horizontal bars at the front top end of the trap where the metal drop door is. If this is not in between the two bars, the trap will not work and often to new trappers it is frustrating as they think they have a faulty trap.

My trap is definitely broken and/or damaged

Do not attempt to fix any broken or damaged traps yourself, but rather inform the CCC Secretary and return it to Eagle Wire.

Can I bait the trap with chicken bones?

No, please remove the meat from the bones. Alternatively, one can use fishy type food such as **gourmet tuna** or **Dine Tuna white meat**.

The current bait does not seem to be working and I am battling to trap my cat?

Firstly ensure that your trip plate is operating correctly. KFC seems to get the stubborn ones every time.

Why should one use a waterproof trap cover?

The cover will not only encourage the cat to go inside the trap, since it appears to be a covered, safe place, but will also protect the trapped cat from the natural elements and possibly being injured by other animals or a malicious person.

Why should the trap cover be pulled away from the rear Perspex door?

Please ensure that the rear trap cover is pulled away from the **Perspex door** as most stray timid cats will not go into a dead end trap. They prefer to be able to see straight through the other end or will not enter the trap!

I do not own a custom-designed waterproof trap cover to close the trap once the cat has been trapped, what can I use?

A sheet cut to size, or large towel is best to be used to cover the trap, as air can still get into the trap. DO not use plastic covering the entire trap as it is far too hot in summer months.

Can I open the trap, as the trapped cat seems semi-conscious?

You should **never open the trap or try to touch a conscious or semi-conscious cat**. Behave appropriately around trapped cats by being calm, quiet, and not touching them.

Should one release all collared trapped cats?

No, *Collars do not necessarily mean a cat is owned* as often cats with collars are lost too, sometimes thin after living rough. Sometimes a collar is imbedded in the neck of the cat if the cat has been living rough for some years. Check the condition before releasing, however, all sick or injured cats are to be transported to the vet.

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Can I set a trap during heavy rainfalls?

Never set traps in extreme temperatures, hot or cold or very heavy rainfall.

Can I leave a trap overnight?

While it is not preferably to leave a trap overnight, at times it may be necessary. It is recommended to take reasonable steps to safeguard the cat from potential predators or cruel persons and the trap from thieves, by ensuring the trap is camouflaged and securing secure the trap to a tree, fence or object with a bicycle combination lock.

The trapped cat is refusing to eat while inside the trap?

Most cats will not eat while in the trap, so the shorter the time held the better. Do not worry if the cat does not eat for a day as it will eat once released, so make sure you leave food down where released.

What about trap-shy cats?

Observing other cats being caught in the trap and jumping around all night, could make some cats trap-shy.

The best way to gain the confidence of these difficult-to-trap nervous cats, is to use the trap as a feeding station. This can be done by removing both doors of the trap, securing the trap to a tree or fence or in a secure spot.

Make sure the top of the trap is covered securely with plastic so the food will not get ruined if it rains, as you want the cat to go in and out and feel relaxed that nothing sinister has happened when inside.

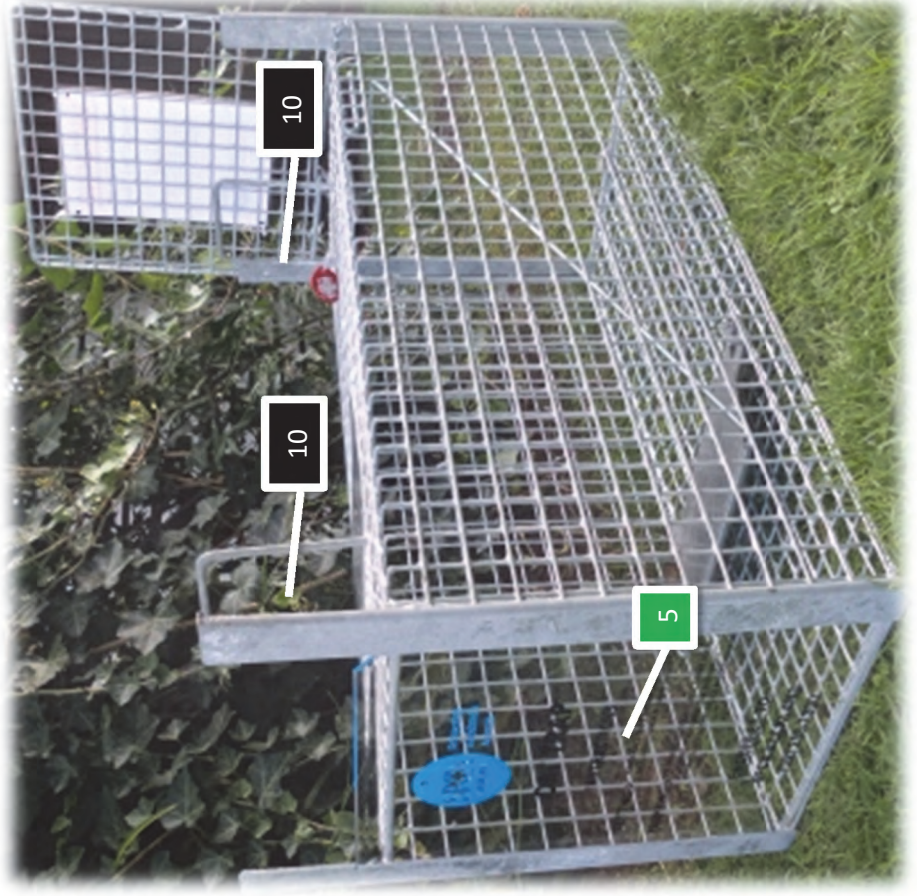
We recommend placing a glass bowl with a decent amount of food, into a plant saucer filled with water to prevent ants ruining the food. Both the glass bowl and plant saucer is readily available at the Warehouse or \$2 shops.

Sometimes it takes 3 – 4 nights to gain that trust, while in extreme cases it could be months, however, with preservation the trap-shy cat will be trapped.

ANNEXURE J

TRAP COMPONENTS

1	Posts	6	Waterproof warning sign
2	Magnet	7	Trip plate
3	Metal bars	8	Metal rod
4	Metal sliding door	9	Tip of metal rod
5	Perspex sliding door	10	Steel handles



ANNEXURE K
COMMUNITY CAT TRAPPING CARD

D. DISCHARGE BY VET CLINIC

Vet clinic to complete

Cat ID

Discharge date: _____

Discharge time: _____

Discharged by: _____

E. COLLECTION FROM VET CLINIC AND RETURN CATS TO INITIAL TRAP SITE

Volunteer to complete (please circle one)

Desexed and returned

Treated only and returned

Euthanased

Fostered

Healthy and owned (micro-chipped)

Return date: _____

Return time: _____

Volunteer name: _____

Vol id: _____

Any other comments: _____



TRACKING FORM

Section A, B and E to be completed by volunteers. Sections C and D to be completed by Vet and/or vet nurses at vet clinics.

A. CHECKING TRAPS

Volunteer to complete

Voucher #

Cat ID

Please circle and tick where appropriate

Date: _____ Time: _____

Volunteer name: _____

Volunteer Id: _____ Cat id: _____

Colour: Tortie Tabby Black Ginger Grey White

Other significant features _____
(Circle all appropriate colours)

Eartipped: Yes No

Collared: Yes No

Health status Sick Injured Healthy

Trap address: _____

Type of trap site: Residential Business Industrial

Park School Church

Other: _____

Next step: ☐ Release ☐ Transport to vet clinic
(If selected complete section B below)

Release reason

Collar Ear-tipped

Other: _____

B. TRANSPORT TO VET CLINICS

Volunteer to complete

Date: _____ Time: _____

Volunteer name: _____ Vol Id: _____

Vet clinic name: _____

C. CATS AT VETERINARY CLINIC

Vet clinic to complete

Voucher #

Cat ID

1. ADMISSION INFORMATION

Admission date: _____

Admission time: _____

Admission by: _____

2. PHYSICAL EXAMINATION

(please circle where appropriate)

Micro-chipped: YES NO

If yes, microchip # _____

Ownership status: Owned Stray

Gender: Male Female

MM colour:	Pink	Pale pink
	White	Icterus

Age:	Kitten	Adolescent
	Adult	Geriatric

Body condition:	Emaciated	Thin
	Ideal	Over-condition

Wounds: Yes No

Describe wounds _____

Ocular/nasal discharge:	None	Mild
	Moderate	Severe

Pregnancy Status: Negative Positive

Lactation status:	Negative	Positive
-------------------	----------	----------

3. VETERINARY MEDICAL INTERVENTION

Please tick the elected interventions

☐ DESEX

☐ WEIGHT _____

Desexed date: _____

Recommended recovery time. Please tick below:

☐ 24 hours post op

☐ 48 hours post op

☐ MINOR TREATMENT

Treatment date: _____

Please tick treatment done:

☐ Antibiotic use

☐ Dentition removed

☐ Lance/flush abscesses

☐ Other: _____

☐ EUTHANASE

Euthanasia date: _____

Reason for euthanasia. Please tick below:

☐ Advanced FIV

☐ Palpable significant renomegly

☐ Cancerous lesions visible

☐ Severe/advanced corneal ulcers

☐ Icterus

☐ Severe dehydration/emaciation

☐ Palpable adominal tumour

☐ Severe URI* signs

☐ Other (describe) _____

NOTE: URI* - thick purulent nasal discharge, increased RR/RE with lung pathology auscultable, severe oral/ocular ulcerations

Medical treatment performed by:

Veterinarian: _____

Veterinary Nurse: _____

ANNEXURE L
FOSTER MANUAL

FOSTER MANUAL



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1. Introduction

Foster parents are a vital part of our Community Cat Coalition work. Every animal that you foster is given a second chance at life – and the more cats and kittens you foster, the more lives you help save.

Foster Parents provide a temporary home for cats/kittens as they recover from surgery or illness, or simply need to put on a little more weight before being desexed.

What you need:

- Transport, time & flexibility – to transport to the vet and to care for them.
- Bedding and a litter tray in a secure area – to keep them safe and contained and away from any pets that you have at home.
- Food, water, bowls & kitchen scales (to weigh food)
- Toys and scratch pole (where possible)

2. Caring for your fosters

2.1. Providing a safe home environment

Set up one room

- Provide your foster cat/kitten with a quiet space they can call their own. This could be a spare bedroom, laundry or bathroom, or a large dog crate in a quiet area of the house.
- A small space helps them feel safe, secure and lets them establish their own territory. It's also easier for toilet training and cleaning.
- Ensure the room is secure with no risk of your foster animal escaping.
- Keep your cat in one room for 2-3 days until it is settled, confident, and using the litter tray perfectly.
- If you have other animals in the house you should confine your foster animal for the entirety of his/her stay to prevent stress or disease transfer between your own animals and your fosters.

Make the room 'cat comfy'

- Set-up the room with water, food, toys, litter tray and scratching post
- Provide a bed or comfy blanket to snuggle in and help your cat settle
- Put the litter tray in a private area away from food and bedding

Cat proofing

- Remove dangerous wires, curtain cords, or items which can be chewed or get tangled in
- Remove breakable/scratchable items as well any household plants as many can be toxic to cats
- Keep toilet lid closed

Try not to scare your new cat/kittens

- Ask family members to keep quiet to avoid scaring your foster animals
- Avoid introducing the whole family at once.
- Let the cat/kittens explore their new room and only meet other family members gradually
- Teach children to handle and pet the cat properly to ensure it is a positive experience for both animal and child.
- Let the cat approach you when they feel ready.

2.2. Daily Routine

Feeding

- 🐾 Kittens should be fed at least three times per day, adults twice per day
- 🐾 Replace uneaten wet food with fresh food at mealtimes
- 🐾 Monitor appetites closely
- 🐾 Fresh water readily available

Cleaning Schedule

- 🐾 Scoop litter box at least 2 times daily
- 🐾 Check for diarrhoea
- 🐾 Litter should be dumped and changed every other day for 2 kittens, daily for more than 2 kittens or if kittens have diarrhoea

Health Check

- 🐾 Look over your cat/kitten every day for any changes or potential medical problems – see the health chart on page 6 for more details.
- 🐾 Weigh kittens and record weight
- 🐾 Check energy levels

Playtime & Mental Stimulation

- 🐾 Cats & kittens should receive 1-2 play sessions daily with interactive toys (or more often if you can)
- 🐾 Remember to discourage play with hands
- 🐾 Interactive toys should not be left unattended with cats/kittens
- 🐾 Safe solo toys such as ping pong balls should be left out at all times
- 🐾 Change up the environment in small ways, e.g. add cardboard boxes, swop toys, move things around.

Handling & Socialization

- 🐾 Socialize kittens a minimum of two 15-minute sessions daily
- 🐾 Timid kittens and cats should have at least three 15 minute sessions daily
- 🐾 Encourage affectionate behaviour
- 🐾 Once settled, cats and kittens should be introduced to visitors so they become used to strangers

2.3. Feeding

Please don't be tempted to feed your foster more than the amount recommended as this will likely result in diarrhoea.

Some cats/kittens may start out on wet food. This could be because they are too young to eat the dry biscuits, or have had teeth removed and need a soft diet. If an animal is sick it is important to have it eating and wet food is often preferred by cats that are unwell. Once your animal has

recovered from illness we ask that you re-introduce the biscuits into the diet and slowly decrease the wet food so that when your cat goes up for adoption it is happily eating a dry biscuit diet.

Always ensure fresh, clean, drinking water is available at all times.

3. Health

3.1. Health checks

Many of the stray cats/kittens have had a rough start. A poor quality diet, no prior veterinary care and a stressful journey and possibly more vulnerable to disease. It is important that you monitor your fosters closely and if you notice changes in behaviour or condition.

Symptoms of illness:

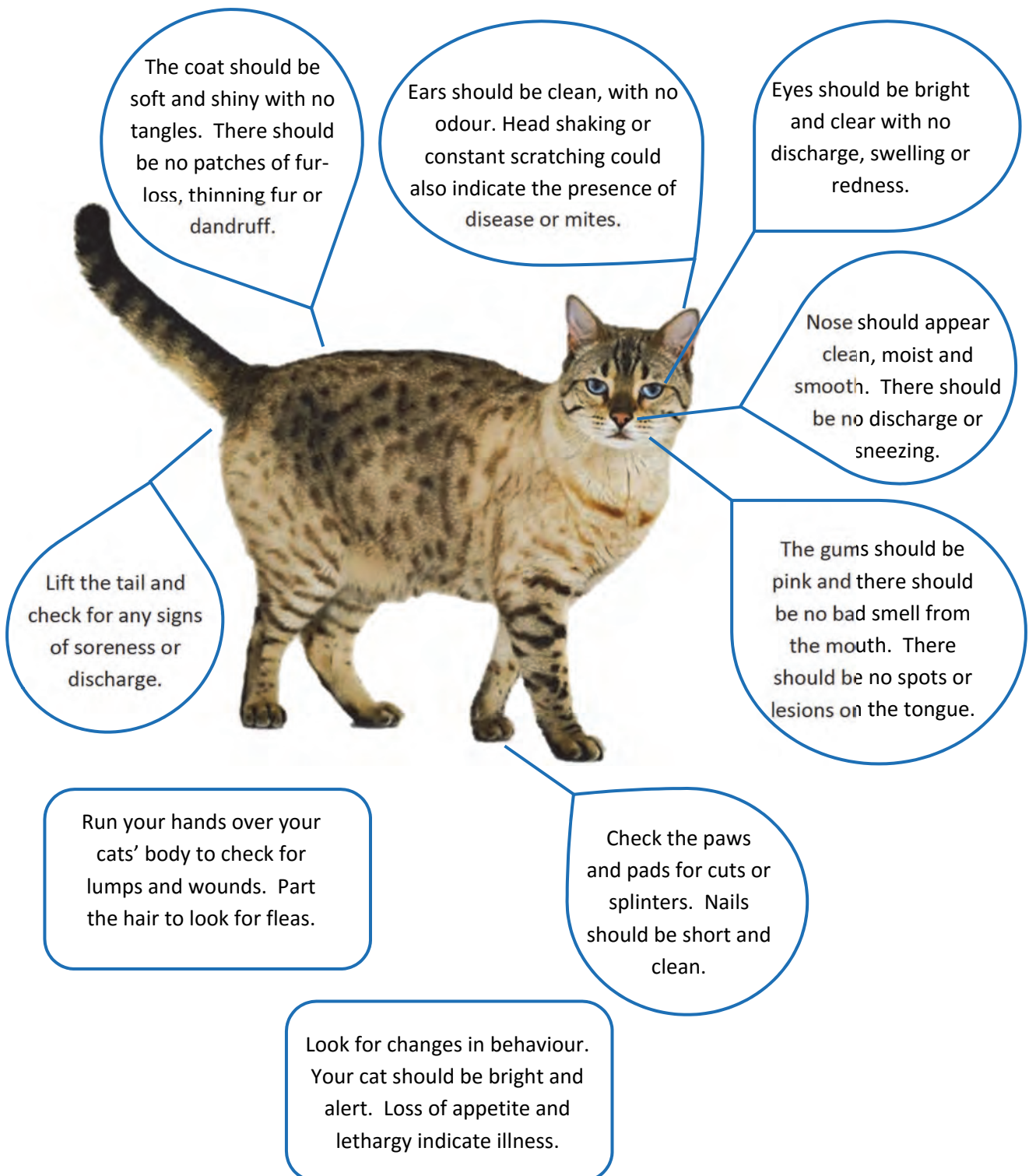
- Coughing
- Sneezing
- Discharge from eyes, ears, or nose
- Lameness
- Itchy skin
- Shivering
- Lesions or hair loss
- Temperature

Contact your Vet clinic if your foster exhibits any of the following symptoms:

- Vomiting – for more than 2 hours or if any blood present
- Diarrhoea – for more than 24 hours or if any blood present
- Straining to urinate or defecate
- Blood in urine or faeces
- Lethargy and reluctance to eat.

Daily Health Checks

Daily health checks are a great way of forming a bond between you and your fosters. It also gets them used to being handled in preparation for their new home whilst simultaneously giving you the opportunity to diagnose any signs of illness or injury at an early stage. The diagram below indicates the key areas to check daily with a description of how they should appear. If you find any abnormalities please contact the foster department to organise a vet check.



3.2. Common Health Problems

Cat Flu

Cat flu is the generic name for any Upper Respiratory Infection and is usually caused by one of two viruses – Feline Herpes Virus (FHV) or Feline Calicivirus (FCV).

Cat Flu is passed on by direct contact between cats, or on unwashed food bowls, bedding, litter trays or people's hands and clothing. Good basic hygiene will prevent cat flu from being spread to other animals. Cats with a low immune system and/or those under stress are more susceptible to catching Cat Flu; this is why it is more common in a shelter environment.

Cat flu is a virus and can't be treated with antibiotics, however these are often prescribed to prevent or treat secondary bacterial infections that can occur.

Cat flu usually starts with sneezing, watery eyes and a runny nose. In some cats it won't progress further than this, in others more severe symptoms can occur. Cat flu generally lasts 1-2 weeks but can be longer in young kittens and adult cats with low immune systems.



Your cat may not feel like eating while he is sick, especially if he has a blocked nose and can't smell his food. To support your cat and encourage eating you can try offering small frequent meals with strong smelling foods

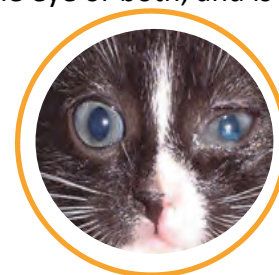
Conjunctivitis

Conjunctivitis is an inflammation of the conjunctiva of the eye. It can affect one eye or both, and is often seen in conjunction with cat flu but can occur independently.

The eyes may be red, swollen, watery, crusty or containing pus.

Conjunctivitis is usually caused by a bacterial or viral infection; however, it can also be caused by:

- An allergy
- Injury, such as a scratch to the eye
- Foreign objects in the eye
- Congenital defects such as small or absent tear ducts.



The vet will give the appropriate eye medication; this may be drops or an ointment. Eyes are extremely sensitive and the wrong medication could have dire consequences. Do not use eye medication that has been prescribed for another animal/person on your foster.

Diarrhoea

Animals exposed to rapid dietary changes, as well as physical and emotional stress are prone to developing diarrhoea. Diarrhoea can also be a symptom of intestinal parasites or bacteria, and can lead to dehydration and rapid weight loss. It therefore cannot be left untreated.

Sometimes a prescription diet will settle the stomach and the regular food can then be reintroduced gradually without any further issues. In other cases antibiotics may be prescribed or a stool sample sent to the lab for testing.

Quick tips for avoiding diarrhoea:

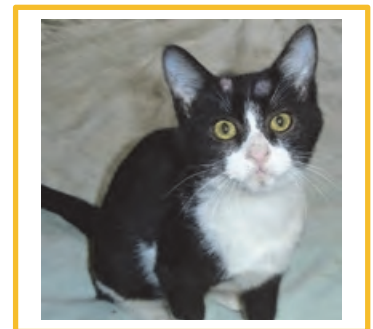
- Avoid sudden changes in diet; if you are transitioning your foster from one food type to another do it gradually.
- Avoid unnecessary stress; settle your cat into a small quiet room and don't overwhelm it with attention.
- Don't overfeed; feeding extra will cause diarrhoea.
- Don't give treats; a consistent diet is important to avoid upset tummies so please don't give treats.

Ringworm

Ringworm is not a worm at all but a fungal skin infection.

Ringworm can be transmitted by direct contact with fungal spores which can be found on an infected animal or anything that animal has been in contact with; bedding, grooming equipment or the environment where the infected animal has been housed.

Ringworm causes irregularly shaped spots of fur loss, often on the face, ears, and paws. It causes little distress and is not an emergency, but it is contagious to other animals and people.



Young cats under a year old are most often infected as well as cats with a suppressed immune system from diseases, overuse of steroids, or stress. Please discuss a treatment plan with your Vet if your foster animal is diagnosed with ringworm.

Yes, ringworm can be transmitted between cats and people. Small children, the elderly and persons with suppressed immune systems (such as those undergoing chemotherapy) are more vulnerable

It is recommended to:

- keep your fosters in one room at all times to reduce the chance of fungal spores being spread to other areas of the house.
- keep a change of clothes specifically for when you are handling your fosters and washing your hands well afterwards,
- discard of any bedding, scratch poles and fabric toys that came into contact with your fosters.
- Bleach all bowls, litter trays, plastic toys and empty ice cream containers which have been in contact with ringworm, before re-use.

3.3. Administering Medication

The majority of cats and kittens that go out to foster will have to be given medication at some point. This is usually antibiotics in tablet or paste form. Often tablets can be hidden in a small amount of wet food, however cats have a good sense of smell and may refuse to eat the food. This means you will have to give the tablet directly to the cat and whilst some cats are easy to pill others can be tricky so below are some tips that should make things easier. Please consult the Vet on the most effective administering techniques.

3.4. Procedure for Emergencies

General Criteria for Emergency situations include:

- 🐾 Continuous weight loss
- 🐾 Continuous diarrhoea/ Vomiting
- 🐾 Bleeding of any kind—nose, urine, stool
- 🐾 Any trauma—hit by a car, dropped, limp, stepped on, unconscious
- 🐾 Difficulty in breathing/blocked airway
- 🐾 Lethargy
- 🐾 High Temperature
- 🐾 Dehydration
- 🐾 If the animal has vomiting or diarrhoea, but is still active, eating and drinking, it can probably wait until the next day to receive help. However, if the animal is lethargic and shows no interest in food or water, it is wise to seek emergency help at the time.
- 🐾 Coughing or sneezing should pose no immediate problems unless accompanied by blood or symptoms such as lethargy or dehydration.

3.5. Kitten Symptoms Cheat Sheet

SITUATION:	WHAT TO DO:
Kittens are losing weight and/or are not very energetic.	Make a vet appointment to have the kittens seen AS SOON AS POSSIBLE. Kittens are so small that any weight loss is significant.
Kittens are having diarrhoea for more than 12 hours	Make a vet appointment to have the kittens seen right away. Diarrhoea can cause dehydration which can be fatal. If the kittens are having liquid diarrhoea, are not eating well and are not energetic, this could be an emergency.

Kittens are not eating, don't seem interested in food but are energetic	Try offering some wet food; warming it up or choosing a strong smelling flavour such as fish will make it more tempting. If your kitten is still not eating after 12 hours, regardless of energy level, please phone the foster department.
Kittens are having very soft stool but are eating and energetic	Monitor for 24 hours; if no improvement or diarrhoea worsens, contact the foster department to make a vet appointment.
Kittens are not losing weight, but are not gaining weight	If the kittens are energetic, eating well and don't have diarrhoea, keep monitoring the kittens. If they still do not gain weight in 24 hours or if their appetite or energy level drops, make a vet appointment.
Kittens are sneezing and have nasal discharge	Make a vet appointment. In the meantime, you can gently wipe away nasal discharge with warm water and a cotton ball. If they're not eating offer warmed wet food
Kittens eyes look weepy and are red or have green/yellow discharge	Make a vet appointment. In the meantime, use a cotton ball or soft cloth with warm water to gently clean the eyes (don't rub!) of any discharge.
Vomiting	If vomit is frequent or foamy make a vet appointment to have the kittens seen AS SOON AS POSSIBLE. If vomiting happens immediately after eating this could be because your kitten is eating too fast.
Kittens have got fleas and/or worms	Administer the correct dosage of flea or deworming medication as per the weight of the cat/kitten.
Kittens have hair loss	Phone the vet to discuss.

4. Behaviour and Training

4.1. Bad behaviour and encouraging Good Behaviour

The best way to handle most undesirable behaviours is to prevent them! Cats and kittens (particularly kittens) are curious and mischievous and will explore and test the environment.

Modify the environment so that they can't cause trouble and access areas you don't want them to:

- 🐾 Place tinfoil on bench-tops and tables to stop cats and kittens jumping on them.
- 🐾 Put double-sided tape on the side of your couch to discourage scratching.
- 🐾 Put pot-plants and break-able items in a different room or well out of reach.
- 🐾 Take the toilet paper off the roller to save it from being shredded and hook blind cords up out of the way so they don't end up chewed, frayed and to avoid accidental strangulation.

Distract your cat or kitten if you see him heading for trouble. If your kitten is about to scratch the couch, roll a ping pong ball past him so he chases that instead.

Reward good behaviour. Praise your cat or kitten when you see him scratching his post or give him a couple of his biscuits after he's used the litter tray.

Reprimands and punishment simply do not work. If you catch kitty in the act, he will only misbehave when you are not around. If you punish the cat later, he will not associate the reprimand with the crime (you will also be training your cat to mistrust you). In either case, the misbehaviour will continue and your cat will most likely become nervous and anxious around you.

Aggression

Cats rarely bite or get rough out of anger; it is usually out of fear. Kittens often bite for sheer playfulness and over-excitement so you will need to teach your kittens that hands are not appropriate toys.

The best way to avoid this is to never use your hands for playing but to offer appropriate toys instead. If your kitten begins to play rough with you and exposes his claws or teeth, tone down the play session or immediately freeze and "play dead."

If your cat bites hard or scratches you, sharply scream a high-pitched "OUCH," immediately stop playing, walk away and ignore him. Abruptly ending a play session sends an extremely powerful message.

Scratching Furniture

Scratching is an essential behaviour for cats, not only to sharpen their claws but also as a means of marking territory, stretching muscles, and releasing tension.

Place the scratch pole in the area that your cat spends the most time in. If he/she has already chosen an item of furniture to scratch place the pole beside it and put some strips of double-sided sticky tape on the area he/she has been scratching. You can also calmly interrupt your cat when he/she is scratching something inappropriate and take him/her to the scratch pole, give it a scratch with your fingernails and he/she will most likely copy you.

Spraying

Spraying is usually associated with sexual behaviour in non-desexed cats, but can also be seen in desexed males and females as a way of scent-marking territory

House Training

Place the cat or kitten in the tray after eating or drinking, and randomly throughout the day. Give a gentle pat if it uses the tray and/or give a little treat. Take care not to interrupt it though, wait until it has finished. If you see your cat preparing to toilet elsewhere, distract it and quickly take it to its tray. If the cat has started toileting outside the tray, wait until it has finished and then take it to the tray, praising it if it makes any signs of scratching in there. **Never punish** a cat that has **soiled outside its litter tray**; this will only make it feel anxious and make matters worse.

Why won't my cat use the litter tray?

- **A dirty tray** – cats don't like dirty facilities; clean frequently and/or provide a second tray.
- **The wrong location** – cats like privacy; place the tray in a quiet area away from food and bedding.
- **The wrong size** – a big cat may need a big tray with room to manoeuvre, and kittens a small tray with low sides.
- **The wrong litter** – some cats are fussy; try different litters, use lots or just a little, try the tray lined or unlined, until you find what your cat prefers.
- **Baby mistakes** – kittens get confused; make sure the litter tray is easily accessible and obvious. Soft fabrics that they can 'dig' in will confuse them.
- **Stress** – may cause a cat to toilet inappropriately; give your cat a quiet room and don't overwhelm it with too much attention too soon.
- **Medical problems** – urination outside of the litter tray can be a sign of an illness; if you notice blood in the urine, a change in urine habits (more or less frequent urination, squatting or straining to urinate) you must phone the foster department **immediately** as a blocked bladder is life threatening.

TIP: Wash the litter tray in hot soapy water or 50:50 water and white vinegar. Avoid strong smelling detergents. Clean up any accidents with either an enzyme cleaner or 50:50 white vinegar and water. Household cleaners often contain ammonia which encourages the cat to soil the area again.



Hyperactive Behaviour

Kittens and teenage cats have loads of energy! It is important to exhaust them physically and mentally with regular play sessions otherwise they will find other ways to expend their energy which you probably won't appreciate. There are two types of toys you should provide for your fosters – solo toys and interactive toys.

- **Solo toys** are ones which kittens can be left to play with unattended. These should be impossible for the kittens to consume or become tangled in. For example, ping pong balls, knitted mice, plastic wine corks and toilet paper tubes.
- **Interactive toys** should never be left with an unsupervised kitten. They include wand toys, motorised toys, and anything with string, elastic, or feathers as these can be chewed, swallowed or tangled around kittens. Interactive toys are great for encouraging cats and kittens to exercise and to enact their natural hunting skills.

Note: It helps to rotate the toys so there is always something new and exciting.

Timid Cats

Arriving in a new unfamiliar home quite stressful and unsettling. Do not be surprised if your foster cat or kittens spend their first few hours (or even days) hiding when you get them home.

Top Tips for Timid Cats:

- **Hideaways** – A fearful cat feels more secure if he/she knows he/she can't be seen; set up a hiding place in his/her room, either an 'igloo' type bed with one opening or a cardboard box on its side with one of the flaps hanging down and a cosy blanket inside.
- **Interact at the cats pace** – A fearful cat needs control so don't force attention; let him/her come when he/she feels comfortable.
- **Offer incentives** – Keep treats on-hand to reward positive behaviour. Pieces of cooked chicken or jelly-meat on a spoon work well.
- **Playtime** – Use a wand toy or string toy to encourage your fearful cat to play, this way he doesn't have to come too close.
- **Body language** – Observe and respect your fearful cat's body language. If your cat's body language is saying "please don't come closer" and you continue to move toward him/her then he/she will soon learn to dart away.

The body language of your foster cat can help you to understand how he/she is feeling.

A happy cat

These cats are relaxed and happy.

1

Cat is standing, has a relaxed body posture, ears are in a natural position, tail is held upright with the tip of the tail curved, eyes are a normal shape, mouth is closed.



2

Cat is lying down, belly is exposed, body posture is relaxed, body is stretched out, ears are in natural position, eyes may be partly closed, mouth is closed.



3

Cat is sitting, body posture is relaxed, tail is held out loosely from body, ears are in natural position, eyes are a normal shape, mouth is closed.



An angry or very unhappy cat

These cats are not happy and want you to stay away or go away.

1



Cat is lying down, body is flattened, ears are flattened to the head, pupils are dilated, tail is held tightly into body, body is tense, limbs are held tight and close to body.

2



Cat is lying down, body is flattened, ears are flattened to the head and drawn back, body is slightly rolled over to one side, pupils are dilated, mouth is open and tense, teeth are showing.

3



Cat is standing, back is arched, body is held sideways, hair is raised, posture is tense, front paw is slightly lifted off the ground (ready to swipe if needed), ears are lowered and pointing out to the side, mouth is open and tense, teeth are showing, tail is tense.

5. Frequently Asked Questions

Can my foster animals go outside?

NO! They may run away, be sick and spread disease to other neighbourhood cats, may not be fully vaccinated and therefore at risk of contracting diseases from neighbourhood cats and they may mate with un-desexed cats. It is also important to monitor eating, toileting and behaviour.

What do I do if my foster animal escapes?

Call the responsible person for whom you are fostering. Your best chance of finding your foster cat/kitten is within the first 24hrs.

Can I let my foster(s) meet my resident pets?

All fosters should be kept separate from your resident pets. This will help prevent spreading known or unknown illnesses to your resident animals.

Can my own pets get sick from the foster animals?

In short, yes, there will be a health risk to your animals when you foster. However, this risk is minimal if they are kept separate from each other and your animals have current vaccinations, maintain a healthy diet and lifestyle, and are not immune compromised.

My foster has not toileted for 24 hours, what do I do?

If you have just taken a foster home it is not unusual for them not to toilet within the first 24 hours. This is usually due to the stress of being in a new environment. If they haven't toileted for longer than 24 hours please contact your local Vet.

How much time do I need to spend with the kittens/cat?

As much time as you possibly can! The more time you spend with your fosters, the more you will help with their socialization. You'll also spot symptoms that your foster(s) are not feeling well—with young kittens that could be critical. You need not be home with your foster(s) all the time, but you do need to make a commitment to their well-being. You are responsible for these little lives!

How long will they be in my home?

The length of each foster period will depend on the needs of the individual animal. Typically, a foster assignment is 2 – 6 weeks.

Type of Foster	Estimated Time Commitments
Weight gain kittens	2-6 weeks
Queens (mother cats) with kittens	4-8 weeks
Cat Flu Cats/Kittens	2-3 weeks
Handling (un-socialised) cats/kittens	3-4 weeks
Post-surgery cats/kittens	1-4 weeks

What if I have to leave town and the cat/kittens aren't ready?

Occasionally things come up that require you to leave town before your foster animals are ready to be returned. Please contact the person for whom you are fostering.

How long will the kittens need to be in foster?

Healthy kittens need to be fostered until they reach 800g in weight. Kittens that have been treated for an illness need to be 1kg. Remember, "It's the weight, not the date!"

How long will it take my kittens to get up to weight?

Kittens gain roughly 10-15g of weight daily, or around 100g a week. This means if you have a 500g kitten it will take approximately 3 weeks to reach 800g.

What if I get overwhelmed and can't take care of the cat/kittens?

If you feel that you are unable to give adequate care to your foster animals, contact the person for whom you are doing the foster care work.

Will I need to give medications?

Almost every cat and kitten will need medication for something. It is not difficult and is very important that you are able to give your foster(s) the medication they need.

Will any of my foster kittens die?

Sadly, not all foster kittens survive, even with all the care they receive in a foster home. If any of your kittens die, call the person for whom you are fostering, who will provide you with further instruction.

Am I allowed to adopt my foster?

Yes! You need to let us know that you are interested in adoption prior to returning your feline.

What if a friend or family member wants to adopt my foster animal?

Please let us know the details of the interested party so we can make a note on the animal's records. After your foster animal is returned, passes its final vet check and is de-sexed a member of the responsible person will contact the interested party directly. Please note that the normal adoption process will apply.

ANNEXURE M
CAT/KITTEN ADOPTION APPLICATION FORM

Application for Cat/Kitten Adoption

1. APPLICANT DETAILS				2. PLANNING FOR A CAT IN YOUR HOUSEHOLD	
TITLE				Do you know where your local vet clinic is? <input type="checkbox"/> NO <input type="checkbox"/> YES	
FIRST NAME				What is the main reason for you adopting a cat today? <input type="checkbox"/> Family pet <input type="checkbox"/> Companionship <input type="checkbox"/> Other, please state _____ _____	
FAMILY NAME					
ADDRESS					
STREET					
SUBURB				Are you aware of the responsibilities and cost of owning a cat? <input type="checkbox"/> NO <input type="checkbox"/> YES We would be happy to discuss this with you. Cats can live for 15 years so you need to be prepared for a lifelong commitment.	
CITY		POSTCODE			
TEL-Home					
TEL-Work					
MOBILE					
EMAIL					

3. SIGNATURE
<p>We appreciate your cooperation in completing this form. Our aim is to adopt each cat to the most suitable owner. We reserve the right to decline any application at our discretion and to request proof of ID. You must be over 18 to adopt a cat or kitten. Please sign below to indicate your understanding of this.</p> <p>Signature: _____ DATE: / /</p>

4. DETAILS OF ADOPTED CAT/KITTEN #1		
NAME:	SEX: Male <input type="checkbox"/> Female <input type="checkbox"/>	ANIMAL ID:
MICROCHIP NUMBER:	COLOUR/MARKINGS	ESTIMATED AGE:
COMMENTS:		

CONDITIONS OF ANIMAL ADOPTION
<p>I agree to the following:</p> <ol style="list-style-type: none"> I accept full responsibility for the feline I have chosen to adopt and for its welfare. I understand that, while the Community Cat Coalition (CCC) has taken steps to ensure the general good health of the animal, it does not accept any liability for any costs associated with the feline, howsoever arising and regardless of whether the circumstances giving rise to such cost arose before or after adoption. Further, I shall have no claim against the CCC if I suffer any loss arising from a third party asserting to or having better title to the animal. I will abide by all relevant laws of New Zealand, including the Animal Welfare Act 1999. In particular I understand that I must provide the animal with proper and sufficient food, water, shelter and veterinary treatment and that I commit an offence if I do not do so. I will ensure all details for the animal on the microchip database remain current If I need to rehome the animal, I shall ensure that I first consult the CCC member from whom I adopted the cat to ensure the best outcome for the animal. <p>Adoption Fee \$ _____</p> <p>NAME: _____ CCC member: _____</p> <p>SIGNATURE: _____ DATE: _____</p>

ANNEXURE N

MANUAL HANDLING TECHNIQUES

Manual Handling Techniques



1. What is Manual Handling?

Any time we use our body to move an object. Lifting, pushing, pulling or sliding.

2. What is the risk?

Manual Handling is a Hazard which can cause soft tissue damage, spinal injury, sprains, slips and falls. It is important to follow the below steps to reduce the risk of injury or damage while conducting Manual Handling.

3. What will I be moving?

As part of the Cat Trapping procedure you will be required to:

- Prepare the trap
- Place the Cat Trap into your vehicle
- Remove the trap and then carry it to the site where you will set it.
- You will then collect the trap with a cat inside and carry it to your vehicle.
- Once you are at the Vet Clinic you will need to remove the trap and carry into the clinic
- The above process will be carried out again while you return the cat in its trap to the original trapping site.
- Clean the trap

4. Site Safety Assessment

Upon arrival at the site, conduct a Site Safety Assessment before any Manual Handling procedure. Get out of the vehicle. Look around the area for any potential Hazards. The site is **not suitable** if you see

- Steep or sloping ground or terrain which you will have to walk on
- Wet or muddy ground (that your shoes will not tread well on)
- Thick bush or shrubs which you will need to push out of the way to get through
- Unknown persons at the site
- Dogs walking with owners
- Dogs running loose and uncontrolled

5. Manual handling techniques for Buddy Trap Lifting

Placing the trapped cat in the vehicle and removing the trap containing a cat from the vehicle requires a **Buddy Lift**

Prior to travelling to the site,

- Ensure that you have equipped the vehicle with the water proof plastic drop sheet and plastic boot liner tray.
- Ensure that you are wearing the footwear and clothing

Park the vehicle on a flat site with good visibility.

The recommended steps for Buddy Trap lifting:

5.1. Plan the lift with your buddy

Where are we going to take the trap? Which side will you carry?

5.2. Start in a good posture

- At the start of the lift decide who will be at the front of the trap and who will be at the back.
- One person should stand on each side of the trap
- Your feet should be apart with one leg slightly forward to maintain balance.
- Try and bend your hips and knees alongside the Cat Trap
- Do not flex your back, keep your back straight
- Lower one knee to the ground and then grasp the trap handle firmly
- When your buddy is also in the same correct position signal that you are ready to lift and slowly get up with your legs
- Do not bend your back (your back should not take any of the force)
- Adjust your position by moving your feet

5.3. Keep the load as close to your body as possible

While you are moving the front buddy should talk to the back buddy, communicating any upcoming obstacles “Here comes a bush, I will lead us around to the left of the bush.”

Keep the load as close to your body as possible. The further away the load is to the body the heavier it becomes. Make sure the heaviest side of the load is closest to the body while moving

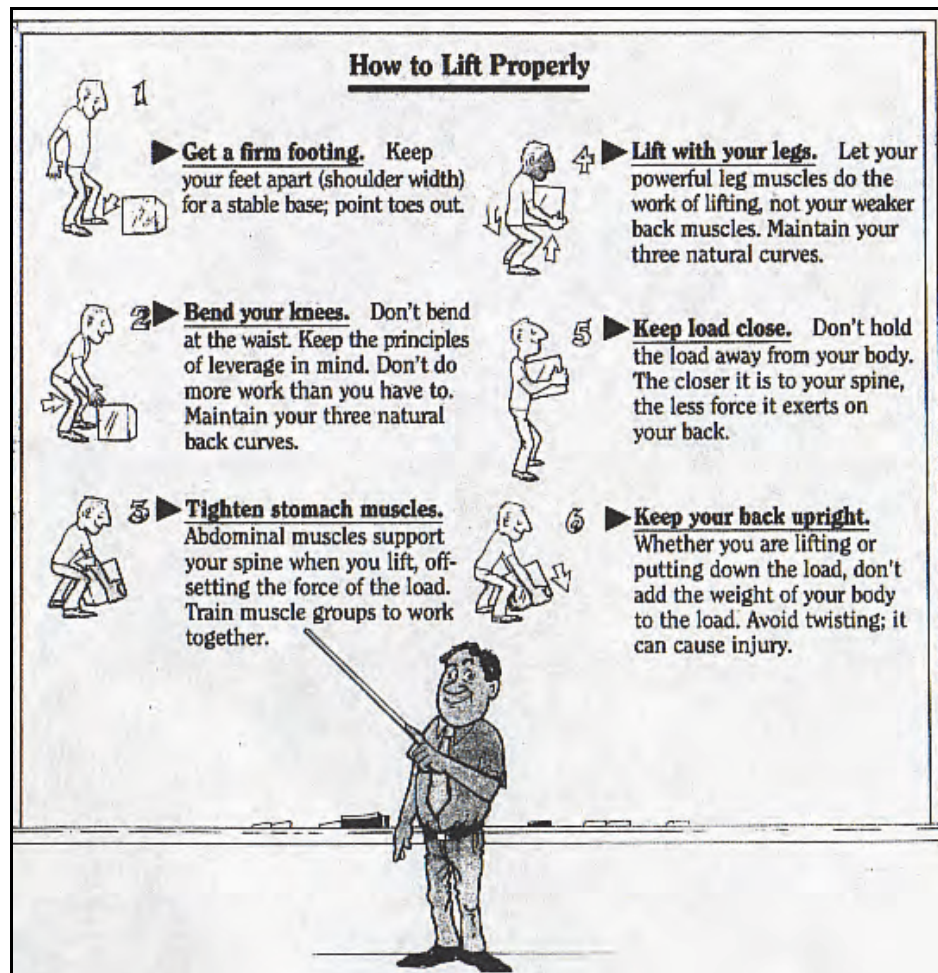
5.4. Be prepared to stop at any time.

Communicate to each other if you need to stop. Slowly lower the trap to the ground by stepping forward with one foot and bending the knees. Do not use your back as a crane to lower. Reassess the lift before starting again.

5.5. Placing into or removing from the vehicle

- Place the trap into the vehicle by lifting with your arms
- Remove the trap from vehicle by lifting with your arms and lowering slowly to waist height.

6. How to lift properly



7. Poor manual handling techniques

7.1. Poor posture



7.2. Unsafe buddy manual handling



7.3. Incorrect loading of empty trap into vehicle



7.4. Incorrect loading of cat in trap into vehicle



7.5. Incorrect buddy lifting



7.6. Incorrect placement of trap



8. Avoid these mistakes to prevent injury

- Always conduct a Buddy Lift when there is a cat in the trap
- Do not twist your back or lean sideways, your shoulders should be level and should face the same direction as your hips
- If you must turn do so by moving your feet
- Walk slowly and carefully, do not run. Avoid stepping over obstacles like logs, streams or holes.
- Avoid pushing or pulling the Cat Trap on the ground or in the vehicle
- Only slide the Cat Trap if both of your feet are on the ground and you are not bending your back

ANNEXURE O
HAZARDS REGISTER

Hazards Register



Hazard and Location	Potential Harm to Workers	Risk/Severity Rating *	Control Action to Manage Hazard
Aggressive people	- Physical assault	2 x 4 = 8	- Site safety assessment. Keep physical barrier between self and person. Check for escape routes and read non-verbal cues
	- Verbal abuse	3 x 3 = 9	- De-escalation training
Animal inflicted injuries	- Bites and/or infection	4 x 4 = 16	- Follow the how to trap protocol
	- Scratches and grazes	3 x 3 = 9	- Follow the standard care and management of cat colonies protocol. Seek First Aid
	- Roaming dogs	2 x 4 = 8	- Conduct a site safety assessment
Emergency evacuation	- Chemical spill, gas leak, natural disaster	2 x 4 = 8	- Stay calm, call emergency services, keep yourself and then others safe
Environment	- Hypothermia	2 x 4 = 8	- Dress for weather conditions
	- Sunburn and sunstroke	2 x 4 = 8	- Use sunscreen
	- Illness due to variable weather conditions	1 x 3 = 3	- Wear correct Personal Protection Wear
	- Working in the dark	3 x 3 = 9	- Conduct a site safety assessment, and where possible, strive to work before sunset and after sunrise with a buddy and/or using cave head lights
Hazardous substances	- Burns or scalds	3 x 3 = 9	- Follow the how to clean the trap as per the trapping protocol
	- Inhalation or ingestion	3 x 4 = 12	- Follow the how to clean the trap as per the trapping protocol
	- Absorption	3 x 4 = 12	- Follow the how to clean the trap as per the trapping protocol

Hazard and Location	Potential Harm to Workers	Risk/Severity Rating *	Control Action to Manage Hazard
Manual Handling	<ul style="list-style-type: none"> - Short term physical injury - Long-term physical injury 	<p>3 x 4 = 12</p> <p>3 x 4 = 12</p>	<ul style="list-style-type: none"> - Follow the how to trap protocol - Strive to work in close contact with your Buddy - Conduct a Site Safety Risk Assessment on every Private Property that you enter - Follow all steps and reference in the Manual Handling Techniques - Wear correct Personal Protection Equipment to reduce potential risk of injury while Manual Handling
Personal safety entering properties	<ul style="list-style-type: none"> - Short term physical injury - Long-term physical injury 	<p>3 x 4 = 12</p> <p>3 x 4 = 12</p>	<ul style="list-style-type: none"> - Prior permission from the landlord or homeowner before entering - Conduct a Site Safety Risk Assessment on every Private Property that you enter
Vehicles	<ul style="list-style-type: none"> - Crash due to distractions - Death - Impact injury - Passengers 	<p>3 x 5 = 15</p> <p>5 x 5 = 25</p> <p>3 x 4 = 12</p> <p>3 x 4 = 12</p>	<ul style="list-style-type: none"> - Ensure cat trap is secured as per the cat trapping protocol - Adhere to the road and safety rules of the NZ Transport Agency - Ensure that vehicle's WOF is up to date - Driver and passengers to always wear seatbelts
Zoonosis	<ul style="list-style-type: none"> - Infection, transference of disease - Medical illness 	<p>2 x 3 = 6</p> <p>2 x 4 = 8</p>	<ul style="list-style-type: none"> - Use Personal Protective Equipment (including wearing the correct protective wear) - Maintain personal hygiene standards

** All hazards should have a **Hazard Identification form** completed prior to being added to the Hazard Register if required*

ANNEXURE P
SITE SAFETY ASSESSMENT

Site Safety Assessment

1. Introduction:

While you are out in the community it is important to understand

- You are working alone and/or with
- Your Personal Safety is the most important objective
- You will be working in an uncontrolled environment.
- You are required to refer to the *Hazard Register* and follow the control methods to reduce the risk of harm or damage to yourself and buddy

2. What is a Site Safety Assessment?

Conducting a Site Safety Assessment entails the evaluation of the site where the cats are cared for, trapped and returned in order to identify any new Hazards.

(Note: The Hazard Register is a list of Hazards which might be at the site together with methods to control and reduce the risk of these Hazards).

3. How to conduct the Site Safety Assessment

Get out of the **vehicle**. Look around the area for any potential Hazards. The site is **not suitable** if you see

- Steep or sloping ground or terrain which you will have to walk on
- Wet or muddy ground (that your shoes will not tread well on)
- Thick bush or shrubs which you will need to push out of the way to get through
- Unknown persons at the site
- Dogs walking with owners and/or dogs running loose and uncontrolled
- Poor visibility due to weather conditions, trees, thick bush or shrubs

If you are planning to enter a **private residence** site (property with a house) you are required to conduct the below before entering. The site is **not suitable** if you see

- Steep or sloping ground or terrain which you will have to walk on
- Wet or muddy ground (that your shoes will not tread well on)
- Thick bush or shrubs which you will need to push out of the way to get through

- A closed fence. Only ever enter a site if there is no fence around the property
- Dogs running loose and uncontrolled
- Poor visibility due to weather conditions, trees, thick bush or shrubs
- Children, either playing or located on the property. Children may interfere with a Cat Trap.
- A driveway which indicates a property is situated at away from the street entry. Do not enter a property which is behind another, where you could not easily leave.
- Any indication property is used for other purpose like Gang/ Group Premises.

ANNEXURE Q

HAZARD IDENTIFICATION

Hazard and/or near hit identification and investigation



THIS SECTION TO BE COMPLETED BY PERSON INVESTIGATING THE HAZARD or NEAR HIT

Location:
(Address and area of
hazard or near hit)

Date
hazard
discovered:

What is the hazard
or near hit:

Rate the hazard:

Risk Analysis

- what is the
likelihood of
injury occurring?

1	L	L	L	L	L
2	L	L	L	L	M
3	L	L	L	M	M
4	L	L	M	H	H
5	L	M	M	H	H
	1	2	3	4	5

Severity - how bad could an injury be?

1 is low and 5 is high. So, if the chance of an injury occurring is very low – but it could seriously injure someone, then the rating would be: 1 x 5 = 5

I gave the hazard a
rating of?

___ x ___ = _____

What do you think
should be done
about it?

DETAILS OF PERSON COMPLETING THIS SECTION OF THE FORM

Full Name:

Signature:

Position:

Date:

THIS SECTION TO BE COMPLETED BY PERSON INVESTIGATING THE HAZARD or NEAR HIT			
What rating would you give this Hazard?		_____ x _____ = _____	
In order to take all Reasonably Practicable steps, how can we:			
Eliminate the hazard?			
Isolate the hazard?			
Minimise the hazard?			
Action Taken:			
Does the Hazard Register need to be updated to include this?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
DETAILS OF PERSON COMPLETING THIS SECTION OF THE FORM			
Full Name:		Signature:	
Position:		Date:	
DETAILS OF HEALTH AND SAFETY REPRESENTATIVE			
Any further comments to add?			
Full Name:		Signature:	
Position:		Date:	

ANNEXURE R
ACCIDENT/INJURY REPORTING FORM

Accident/injury reporting form



THIS SECTION TO BE COMPLETED BY VOLUNTEER WHO HAS WITNESSED/BEEN INVOLVED IN AN ACCIDENT

Date of accident:		Time of accident:	
Location: <i>(Address and area of accident)</i>			
Person/s involved:			
Details of accident: <i>(what actually happened from time of accident until time of report)</i>			
Name of injured person/s:			
Details of injury: <i>(what part of the body and what type of injury)</i>			
Details of Witness/es: <i>(anyone who saw the accident but was not involved)</i>			
Action taken after the injury was discovered:			
What could have been done better?			
DETAILS OF PERSON COMPLETING THIS SECTION OF THE FORM			
Full Name:		Signature:	
Position:		Date:	

THIS SECTION TO BE COMPLETED BY PERSON INVESTIGATING THE ACCIDENT			
What was the real root cause? Examples below; <ul style="list-style-type: none"> • not following process, • flaw in process, • operator error, • insufficient training, • insufficient PPE Provide a sketch if appropriate (attach separate page)			
What was the impact of the incident? Examples below; <ul style="list-style-type: none"> • loss of time (injured party not returning to work) • damage to property (cost) • damage to materials (cost) 			
Recommended action to prevent re-occurrence			
Remedial action actually taken			
DETAILS OF PERSON COMPLETING THIS SECTION OF THE FORM			
Full Name:		Signature:	
Position:		Date:	
Are there any outstanding actions?			
DETAILS OF HEALTH AND SAFETY DRIVER (in most cases, this should be the Department Manager)			
Any further comments to add?			
Full Name:		Signature:	
Position:		Date:	