



Wildcare Queanbeyan Inc

By-Laws

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Document Control

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2.0	30 December 2015	Committee	Changes approved at the 2015 AGM amending the due date for annual renewal fees. Changes approved by Committee on 28 Nov 15 regarding membership applications. Changes approved by Committee on 30 Dec 15 regarding privacy.

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These By-Laws are issued in accordance with the Wildcare Queanbeyan Incorporated Constitution (the Constitution).

Should there be any dispute or query about the intention of a particular By-Law the Wildcare Committee shall have the final say.

1. ACCOUNTING

The current accounting platform used by Wildcare is MYOB. Any decision to change the method of accounting will be made by the Committee.

The Treasurer is to ensure all spending by Wildcare is clearly recorded and transparent in reports provided to the Committee (see Annex A for Wildcare Job Descriptions).

Wildcare must abide by all relevant legislation and guidelines in conducting its financial activities, such as the *NSW Associations Incorporation Act 2009*, the *Income Tax Assessment Act 1997* and the Register of Environmental Organisations Guidelines.

Issue of receipts

Generally, only the Treasurer will issue receipts from Wildcare, particularly for donations to the Public Fund which must meet specific requirements as outlined in the Register of Environmental Organisations Guidelines.

The Treasurer may approve other Wildcare members to issue receipts, for example at fundraising events and courses, using official Wildcare receipts. Duplicate copies must be provided to the Treasurer as soon as possible to enable them to be recorded in MYOB.

2. ASSETS

Description

Wildcare assets are any item of economic value purchased or acquired by Wildcare for the use of members in undertaking the objectives of Wildcare, not including consumables.

Register

The Vice President is responsible for maintaining a register of Wildcare assets to be made available to the membership on the Wildcare website members' area.

The register must include:

- a description of the item
- date purchased (if known)
- the value of the asset when purchased
- where the asset is currently located
- the Committee member or Species Coordinator responsible for allocating the asset (if applicable)

Species-specific assets, for example snake boxes and aviaries, will be managed and allocated by the relevant Species Coordinator.

Members responsibilities

Members utilising an asset are responsible for:

- the safe-keeping and maintenance of any assets they hold or use
- for shared assets, returning the asset to its usual location after use (e.g. possum trap)
- reporting changes in holdings to the relevant Species Coordinator and/or Vice President
- arranging the return of assets if they leave Wildcare or move away from the Wildcare area of operation
- advising the relevant Species Coordinator and/or Vice President of any loss or damage to an asset

3. AUTHORITY TO OPERATE

‘Authority to operate’ refers to the approval for a member to rescue, rehabilitate or release protected fauna in accordance with NSW Office of Environment and Heritage (OEH) policy and the terms of Wildcare’s license.

A member can only have ‘authority to operate’ for Wildcare if they are located in the Wildcare area of operation or are covered by an MOU with a neighbouring group, or otherwise have written approval from OEH.

Members of the public may rescue native fauna in any State or Territory but they are not allowed to retain the animal and are required by law to pass it to a licensed wildlife rescue group for rehabilitation and release.

4. BUDDY SYSTEM

New Carers may have a ‘buddy’ allocated by the relevant Species Coordinator.

A buddy must:

- have experience and knowledge in the species
- be a financial member of Wildcare
- fulfill all requirements to have ‘authority to operate’ with Wildcare
- have completed the relevant species course and/or refresher course in accordance with OEH requirements (non-Wildcare courses may be approved by the relevant Species Coordinator)

Carers and/or buddies should seek assistance from the relevant Species Coordinator in the first instance in the event of any issues arising with the buddy arrangement.

If any difficulties or incompatibilities remain unresolved the Carer and/or buddy should seek assistance from the Overall Species Coordinator.

5. CARERS

A carer must:

- be a financial member of Wildcare
- be over the age of 18 years
- have completed the Wildcare Basic Rescue and Orientation Course
- comply with relevant OEH policies and procedures, including:
 - fulfill all requirements to have ‘authority to operate’ with Wildcare
 - have completed the relevant species course and/or refresher course in accordance with OEH requirements (see also further information/exemptions under TRAINING)
 - have appropriate facilities and equipment to care for the species
- comply with the Wildcare Constitution, By-Laws and any other internal guidelines as issued by the Committee, including:
 - abide by decisions made by the relevant Species Coordinator and/or Committee in relation to the placement, treatment, release, and outcome of any animal/s
 - contact the Species Coordinator with full details of an animal coming into care, including its condition and any apparent illness or injury, as soon as practicable and within 24 hours of receiving the animal
 - keep the Species Coordinator informed of any significant changes in the condition of the animal/s in their care, for example if the animal becomes ill or injured (further to its condition when it arrived)
 - permit the inspection of facilities and animal/s by the Species Coordinator or a person nominated by the Committee
- If a Carer fails to abide by the conditions above, the Species Coordinator should raise the issue with the Overall Species Coordinator in the first instance. If the issue cannot be resolved, the Overall Species Coordinator should raise the issue with the Committee. The Committee will decide what action is appropriate, including removing the animals from the Carer concerned.

6. CHRISTMAS HAMPERS

Each Christmas, Wildcare traditionally sends a hamper to vets and emergency services organisations that have provided assistance with core roles throughout the year. This is at the discretion of the Committee, including the cost and content of the hampers. The total cost of the hampers should not exceed an amount equivalent to \$2 per member without prior approval from the Committee.

The content of the hampers varies depending on the level of support provided. For example, a large hamper may be appropriate for a vet practice that has been extremely supportive, while a smaller hamper may encourage another vet practice to become more involved. Input will be sought from the Committee and the Phone Roster Secretary about which organisations should receive a hamper.

The Vice President is responsible overall for organising the hampers. This responsibility may be allocated to another member if agreed by the Committee.

7. COMMITTEE

Composition

In accordance with the Constitution, the Committee consists of executive and other members selected by the membership at the AGM, as well as other members specified in the By-Laws.

The executive positions are:

- President
- Vice President
- Treasurer
- Secretary
- Overall Species Coordinator

All executive positions are elected, except for the Overall Species Coordinator who is appointed by the Committee.

The following elected positions make-up the General Committee:

- Fundraising Coordinator
- Communications Coordinator
- Training Coordinator
- Member Representatives (x 2)

The following positions are also included in the General Committee, but are Committee appointed positions:

- Macropod Coordinator
- Wombat Coordinator
- Small Mammal Coordinator
- Bird Coordinator
- Reptile Coordinator
- Snake Coordinator

Attendance at Committee meetings is optional for Species Coordinators unless requested by the Committee.

The Committee may appoint persons to the following non-Committee positions for the purpose of assisting in the administration of Wildcare:

- Displays Coordinator
- Phone Roster Secretary

- Statistician
- Facebook Administrator
- Education Officer
- Firearms Coordinator
- Any other non-Committee role

Members filling non-Committee positions may be requested to attend Committee meetings or report to the Committee from time to time.

The roles and responsibilities of Committee and non-Committee positions are at Annex A. Committee members may delegate particular functions if approved by the Committee.

Committee members, particularly Species Coordinators, may appoint an assistant if approved by the Committee and are encouraged to do so.

Assistants may attend Committee meetings on request but do not have voting rights.

Decisions

In accordance with the Constitution, all Committee members have equal voting rights, except the Chair who has a second or casting vote if the vote is equal.

Decisions between meetings

The Committee may make decisions between meetings, where it is considered not practicable or necessary to wait for the next meeting.

The preferred method for making decisions between Committee meetings is by email. While recognising the possibility that not all Committee members have access to email, it is not practicable to use other methods, such as Australia Post.

The Committee member requesting a decision will send an email to the Secretary outlining the motion/decision required. The Secretary will set a closing date of 7 days for voting, unless urgent, in which case the Secretary must contact all Committee members by phone to advise that a response is required sooner.

The Secretary will collate votes as soon as practicable after the closing date and advise the Committee of the outcome. A quorum in accordance with the Constitution is required for a valid decision. Anyone who has not voted will be considered as having abstained.

The outcome will be recorded in the Minutes of the next Committee meeting. If there is any dispute about the outcome, it will be raised as an agenda item at the next Committee meeting.

Communicating outcomes of Committee meetings

Minutes of Committee meetings, once endorsed, will be made available on the Wildcare website members' area.

The Committee can communicate outcomes of Committee meetings by additional means if they chose to do so.

Committee orientation training

New Committee members must undergo Committee Orientation training as soon as practicable after the AGM, to ensure they understand:

- the framework under which Wildcare operates
- the roles and responsibilities of Committee members
- any outstanding tasks or significant ongoing issues

Resignations

The process for resignations is outlined in the Constitution. Outgoing Committee members must provide a hand over and any associated documentation to the incoming position holder or another Committee member (if there will be a vacancy) to assist in the smooth transition of responsibilities.

Outgoing executive Committee members are expected to continue their delegation as a signatory or Public Officer until the appointment of replacement signatories.

Expenditure by Committee members

Committee members may make purchases of up to \$100 for essential items or services, without prior approval.

Committee members may seek reimbursement for such essential items or services via the Treasurer. The Treasurer and President or Vice President will decide if any claim for reimbursement is appropriate. Any disputes will go to the Committee for decision.

The Treasurer will ensure that all reimbursements are visible in reports to the Committee.

8. CONDUCT OF MEMBERS

When representing Wildcare, members should:

- abide by the NWC Code of Ethics and Code of Conduct
- treat fellow members, members of other wildlife rescue groups and members of the public with respect and courtesy
- discourage gossip and negativity
- encourage teamwork and commitment
- maintain confidentiality and discretion on all Wildcare matters as appropriate
- represent Wildcare in a professional and positive manner

9. COOPERATION WITH OTHER WILDLIFE GROUPS

Wildcare supports cooperation with other wildlife groups in the region, such as the conduct of joint education, training and fundraising activities when appropriate.

The majority of Wildcare fundraising activities will be conducted in the Wildcare area of operation. The Fundraising Coordinator will liaise with relevant wildlife groups before considering conducting a fundraising activity in another group's area of operation.

10. DISASTER PLANNING

Wildcare does not currently have a formal Disaster Plan. Any response to a natural disaster, such as a flood or bushfire, will be coordinated by the President and/or Vice President.

Wildcare members must abide by directions from relevant local authorities in regard to entering disaster areas.

11. DISPUTE RESOLUTION AND COMPLAINTS

Dispute Resolution

A dispute is a disagreement between members or between a member/s and the association.

Disputes between members or between members and the Committee should be resolved in accordance with the NWC Conflict Resolution Guidelines and clause 10 of the Constitution.

Resolution between the parties concerned is the preferred method.

Complaints

A complaint is when a member or members formally raises an issue with the Committee. This may be either an unresolved dispute or any other matter as outlined in clause 11 of the Constitution.

Complaints from members should be forwarded to the Secretary, unless the complaint is about the Secretary in which case the complaint is forwarded to the Vice President. This must be in writing, either email or hard copy.

The Secretary, or Vice President, must then bring the complaint to the Committee's attention for resolution. The complaint will be resolved in accordance with the Constitution, particularly clause 11.

12. EUTHANASIA

Rescuers and Shooters must comply with:

- OEH Code of Practice for Injured, Sick and Orphaned Protected Fauna
- Wildcare Operational Guidelines – Animal Rescue and Euthanasia
- Guidance provided by the relevant Species Coordinator

Where a rescuer/shooter is uncertain about the viability of the animal, they should seek advice from:

- the relevant Species Coordinator
- an experienced member as designated by the relevant Species Coordinator, or
- a veterinarian, if practicable

13. FACEBOOK

The Communications Coordinator is responsible for the Wildcare Facebook page. This responsibility may be allocated to a Facebook Administrator, appointed by the

Committee. However, the Communications Coordinator and Committee have final say over the content and approach adopted on Facebook.

Facebook must not be used for posting any information that is potentially:

- political or controversial in nature, such as petitions
- offensive, inflammatory or critical of other members or organisations

If in doubt about the tone or content of a proposed post, the Facebook Administrator must consult with the Communications Coordinator or the Committee before posting.

Members who wish to post a story or other information on Facebook should send an email to the Facebook Administrator or Communications Coordinator for consideration.

The Facebook Administrator must immediately remove any offensive or inappropriate material that is posted onto the Wildcare Facebook page and report it to the Communications Coordinator in the first instance.

14. FUNDRAISING

The Fundraising Coordinator has overall responsibility for coordinating fundraising activities for Wildcare, with the assistance of the Committee and other members as requested.

All Committee members are encouraged to assist with organising fundraising activities, particularly if the Fundraising Coordinator position is vacant.

Purpose specific fundraising activities may be approved on a case-by-case basis by the Committee.

Whenever possible, money raised at a fundraising event should be counted with two Wildcare members present. The money should be deposited into the Wildcare working account or passed to the Treasurer as soon as possible after the activity is completed.

Wildcare supports the conduct of joint activities with other wildlife groups, such as co-locating stalls at events where other groups are operating. The majority of Wildcare fundraising activities will be conducted in the Wildcare area of operation. The Fundraising Coordinator will liaise with other relevant wildlife groups before considering conducting a fundraising activity in their area of operation.

15. MEMBERSHIP

Membership approvals

All applications for membership must be approved by the Committee in accordance with the Constitution.

Applications for membership (hard or soft copy) are received by the Secretary in the first instance. Applications will not be further processed without payment and a completed form.

The Treasurer will notify the Secretary as soon as possible once a payment for membership is received.

The Secretary will follow up with an applicant if a form is received and no payment, or payment is received and no form.

- On receipt of an application form, the Secretary will scan and send the application form to the Committee by email at the first available opportunity, seeking advice why a membership application should not be accepted. The original is to be held by the Secretary on behalf of the Public Officer.

Committee members may respond to the Secretary with any relevant information they are aware of, such as previous history with another wildlife group or with Wildcare.

Nil responses by Committee members will be considered as no objection.

If there are no objections within 7 days, the Secretary will:

- advise the applicant that their membership has been accepted and send a welcome letter and membership card
- forward any non electronic payment to the Treasurer for processing and advise the following:
 - Communications Coordinator – to add the new member to the database and add the new member’s email to the Possumpost distribution list
 - Training Coordinator – to contact the new member with details about the next available Basic Rescue and Orientation Course

If there are any legitimate objections within 7 days, the Secretary will include the application as an agenda item at the next Committee meeting to decide whether the membership is accepted. The Secretary will keep the applicant advised of any delay.

The Committee has the discretion to reject any membership application.

The Secretary will report to the Committee if there are any memberships denied.

Membership renewals

Membership renewals will be sent by the Secretary annually in May in accordance with the Constitution.

Members are required to complete a renewal form which will be used to audit and update our membership records. A new membership card will be sent to current members following the renewal process each year.

Renewal fees will be waived for new members who joined Wildcare after 1 October the previous year.

Reminders will be sent in late May and June.

Unless alternate arrangements have been made with the Committee, any member who has not renewed by 30 June will cease to be a member as they will have lost their ‘authority to operate’ and not be covered by Wildcare’s insurance.

The Secretary will advise the Committee and Communications Coordinator of non-renewals as soon as practicable after 30 June so that necessary action can be taken to:

- remove the member from membership lists
- remove the member from the Possumpost email list

- retrieve any Wildcare assets in their possession
- relocate any native animals in their care

Expired memberships may be renewed at any time by completing a renewal form.

Membership termination

In accordance with the Constitution, a member can be expelled. This will be at Committee discretion following due process.

The President or Vice President is responsible for maintaining a record of the process and outcome.

Types of membership

A discount is available for additional family members living in the same household.

Life Membership may be granted to a member who has been nominated by another member in recognition of their service and is decided by a majority vote of the Committee.

Corporate Membership is available to organisations that provide financial and/or other support to Wildcare. Such organisations will receive some form of recognition as decided by the Committee

16. MEMBERSHIP LISTS

Members are responsible for advising the Communications Coordinator of changes to:

- contact details;
- availability to undertake rescues; and
- species preference for rescues

All changes should be forwarded to the Communications Coordinator at communications@wildcare.com.au

Temporary changes to availability for rescue should be forwarded to the Phone Roster Secretary at roster@wildcare.com.au.

Contact details, availability to rescue and species preferences will be updated when members advise of changes and annually when memberships are renewed, via the completion of the membership renewal form.

The membership lists will:

- be forwarded to all members by email (except those who do not have email)
- appear on the members section of the Wildcare website
- include a reminder that the list is only for use by Wildcare members for Wildcare business

17. MINUTES OF MEETINGS

Minutes of Committee and General Meetings (Annual General Meetings and Special General Meetings) will be placed on the Wildcare website members area as soon as practicable following their endorsement.

The Secretary is responsible for forwarding the endorsed minutes to the Communications Coordinator for this to occur.

The minutes of an AGM will be provisionally confirmed by Committee members present at an AGM. This will occur within two months of the AGM to allow items to be actioned.

18. NEW SOUTH WALES WILDLIFE COUNCIL (NWC)

NWC is the peak body representing wildlife groups in NSW. Each wildlife group is invited to be represented on the NWC, which meets regularly and has an Annual General Meeting each August.

In June each year, the Wildcare Secretary will call for Expressions of Interest from the Wildcare general membership, including existing representatives, for the positions of primary representative and alternative representative.

The Committee will decide the representatives at the next available Committee meeting. The Secretary will advise the successful applicants, the general membership and the NWC of the outcome.

NWC representatives are to provide an email report to the Committee following each NWC meeting.

Any input requested by NWC on matters of significance, must be approved by the Committee before being provided to the NWC. Requests for input should be forwarded by the representatives to the Secretary to coordinate a response.

19. POSSUMPOST EMAIL LIST

The Communications Coordinator is responsible for maintaining the electronic distribution list of Wildcare members email addresses, known as the Possumpost email list possumpost@wildcare.com.au.

The Possumpost email list must only be used for distributing information on topics relevant to the functions of Wildcare, such as:

- requests for expressions of interest for Committee and other roles
- requests for assistance with fundraising and other activities, e.g. sausage sizzles, sewing etc
- distribution of information, such as membership lists, subscription renewals, newsletters etc
- advice on issues that may affect wildlife in the region, for example an outbreak of a particular disease

If a member wishes to send an email to all Wildcare members they must send the email to possumpost@wildcare.com.au, where it will be considered by the Communications

Coordinator for release. Members must not copy and paste bulk addresses from the membership list.

The Communications Coordinator is responsible for moderating all emails from non-Committee members. This will include not releasing an email if it is deemed not in the best interest of Wildcare. In this case the Communications Coordinator must advise the Committee of the action taken.

The Committee will decide whether Committee members' emails will be moderated and any conditions that may apply.

Possumpost must not be used to send any information that is potentially;

- political or controversial in nature, such as petitions
- offensive, inflammatory or critical of other members or organisations

If in doubt about the tone or content of an email, Committee members should seek advice from the Communications Coordinator or the Committee before sending an email to Possumpost.

As not every Wildcare member has access to email, the Secretary will ensure that important information, such as membership renewal advice and notice of AGM will be sent to those members by post.

Any member who wants to receive the Possumpost newsletter in hard copy should contact the Communications Coordinator.

20. PHONE ROSTER

The Phone Roster Secretary is responsible for producing a monthly roster of members to staff the 24/7 Wildcare helpline. Shifts run from 7 am to 7 pm. A full list of the duties of the Phone Roster Secretary is at Annex A.

Phone roster volunteers who are unable to fill their shifts should arrange their own swap where possible. The Phone Roster Secretary should be contacted:

- to advise of any swaps that have been arranged
- for assistance if a swap is unable to be found

Any problems encountered by phone roster volunteers should be reported to the Phone Roster Secretary in the first instance. The Phone Roster Secretary will report to the Vice President on any issues that cannot be resolved.

Any complaints received from members of the public should be reported to the Phone Roster Secretary who will advise the Secretary (see Dispute Resolution and Complaints).

If a case of animal cruelty is advised or suspected, the phone roster volunteer must advise the Vice President immediately and follow any directions from them. The Vice President will follow up as appropriate with RSPCA, NPWS, Police and others:

21. PRIVACY

Names, addresses and contact details of Wildcare members must not be disclosed to any member of the public without prior permission of the member concerned.

Member's details will only be used for Wildcare and OEH purposes. Wildcare members may request not to have particular personal details, such as their address, included on the membership lists, by contacting the Communications Coordinator.

Details maintained on the Wildcare web site members area will be on a password protected page.

Details of members of the public as collected by phone roster volunteers are only to be used to:

- facilitate the rescue and release of the animal reported
- complete returns required under the requirements of Wildcare's license
- refer to other relevant authorities, such as in a case of cruelty

22. PUBLIC EXHIBITION OF NATIVE FAUNA

Members must not permit any public viewing, display or exhibition of animals in their care, except under specific circumstances as outlined in Wildcare's license.

23. PUBLIC RELATIONS

The Communications Coordinator is responsible for public relations (see Annex A for a full list of duties).

The Committee shall review and authorise the production and distribution of:

- signs
- flyers
- brochures
- pamphlets
- stickers
- badges
- other promotional materials

All Committee members are authorised to write and distribute their own correspondence (letters and email) using the Wildcare logo. All formal correspondence must be tabled at the next Committee meeting.

All Committee members are authorised to speak to the media or write news articles on behalf of Wildcare, but only in relation to their role. The Communications Coordinator must be advised so that an overview of publicity can be maintained.

Media comment referring to a particular species should be cleared by the relevant Species Coordinator.

Phone roster volunteers are only authorised to discuss matters of a general nature with the media and/or public, e.g. the role of Wildcare, training, membership etc.

24. RESCUERS

A Wildcare rescuer must:

- be a financial member of Wildcare
- be over the age of 18 years
- have completed the Basic Rescue and Orientation Course (see exception for Shooters and Snake Handlers)

Note: Members of the public may 'rescue' native fauna, however they are not authorised to rehabilitate or otherwise keep native fauna, which must be passed to an authorised group as soon as practicable.

Rescuers should not take unacceptable safety risks - either to themselves or to a member of the public - to rescue an animal.

Only qualified Snake Handlers should attempt to rescue or relocate a snake.

Only appropriately vaccinated rescuers should attempt to rescue or relocate a bat or flying fox.

Members should not attempt to rescue or relocate the following animals without appropriate training or experience:

- goannas
- raptors
- koalas
- large mammals

All rescues must be reported to the phone roster for statistical purposes.

Rescuers must call back the phone roster volunteer on completion of the rescue to advise them of the outcome and let them know they have safely completed the rescue. Phone roster volunteers should take appropriate action if they have not heard back from a rescuer in a reasonable amount of time, particularly if the rescue involves a large or venomous animal, is in a remote area or is at night. In the first instance the phone roster volunteer should call the rescuer back to confirm they are safe.

Rescuers must contact the appropriate Species Coordinator as soon as practicable and within 24 hours of an animal coming into care.

25. SHOOTERS

A Shooter must:

- be a financial member of Wildcare
- be over the age of 18 years
- be licensed to possess and use a firearm within NSW
- be licensed or have a permit to euthanise for animal welfare purposes
- have completed the Wildcare Shooters Course or refresher course within the previous two years
- comply with:

- OEH Code of Practice for Injured, Sick and Orphaned Protected Fauna
- Wildcare Operational Guidelines – Animal Rescue and Euthanasia
- Guidance provided by the relevant Species Coordinator

The Wildcare Shooters Course will include an orientation component and Shooters are only required to complete the Wildcare Basic Rescue and Orientation course if they wish to perform roles other than as a Shooter.

26. SNAKE HANDLERS

A Snake Handler must:

- be a financial member of Wildcare
- be over the age of 18 years
- have completed the Wildcare Snake Handling Course or refresher within the previous two years

Members of private industry or public services who undertake the Wildcare Snake Handling Course as part of their employment are not required to join Wildcare. They are required to complete an indemnity form that will cover them for the duration of the course.

The Snake Handling Course will include an orientation component and Snake Handlers are only required to complete the Wildcare Basic Rescue and Orientation course if they wish to perform roles other than as a Snake Handler.

27. SPECIES COORDINATORS

Species Coordinators are appointed by the Committee. The Committee will review positions annually or as required and call for expressions of interest at least every two years.

Species Coordinators have responsibility to ensure their species are cared for in accordance with relevant OEH policy, the conditions of Wildcare's license and any internal Wildcare policy. As such, Species Coordinators must be informed by Carers of any significant changes in the condition of the animal/s in their care.

Where concerns arise about any animal in care, the Species Coordinator will attempt to resolve the issue as follows:

- in the first instance, raise the issue with the Carer and the Carer's buddy;
- if necessary, raise the issue with the Overall Species Coordinator;
- if necessary, bring the matter to the attention of the Committee

Species Coordinators must maintain a list of all currently authorised Carers and any animals in their care, to be provided to the Committee or OEH on request.

Coordinators are responsible for ensuring Carers' facilities are suitable for the animals in their care, conducting site visits as appropriate. Site visits may be allocated to a Committee agreed member.

Species Coordinators are responsible for advising the Stores Officer of any change in items to be stocked at the Wildcare shop.

28. STATISTICS

Phone Roster statistics

Phone roster statistics should where possible be reported within 7 days of the completion of a shift.

Statistics must be submitted in the format prescribed by the Statistician and agreed by the Committee. The Statistician must ensure that all phone roster volunteers are catered for, including those who do not have access to electronic means of submission.

At the end of each month the Statistician will forward statistics to Committee members for information.

The Statistician must seek Committee approval before sending Wildcare statistics to any other person or organisation.

Species specific statistics (for return to OEH)

Each Species Coordinator is required to keep statistics of all animals in care each financial year, in accordance with the spreadsheet provided by OEH.

Statistics are required to be submitted to OEH (NPWS) by 30 September annually.

The statistics will be compiled and submitted by the Overall Species Coordinator.

In addition to statistics provided to OEH, Wildcare will provide statistics to the ACT Government on all Eastern Grey joeys imported from the ACT. These statistics are maintained by the Macropod Coordinator and submitted by the Overall Species Coordinator.

29. SUBSIDIES and REIMBURSEMENTS

General

All members are generally expected to pay for animals in their care. As a non-funded, volunteer organisation, Wildcare expects members to consider their ability to meet ongoing expenses before taking animals into care. This includes food, enclosures, vet treatment and medication etc.

Wildcare will endeavor to provide specialist food products and other consumables through the Wildcare shop as cheaply as possible, for example by buying in bulk.

Subsidies or reimbursement for expenditure may be considered by the Committee in certain circumstances and where Wildcare funds permit. Subsidies and/or reimbursement may be either for equipment or consumables and may include partial or full subsidy/reimbursement.

Examples of circumstances where subsidies or reimbursement **may** be considered include where members:

- have specialist skills or facilities and are on low incomes or find themselves in a period of financial hardship e.g. loss of job, unexpected expenses

- have multiple animals at a release site
- have multiple animals in care due to their specific facilities or skills and/or a shortage of other available carers

Generally, priority will be given for reimbursement for equipment that can be moved between carers as required, such as portable/removable cages and enclosures, and capture/rescue equipment.

Members may apply for subsidies or reimbursement by submitting the claim form at Annex B to the Committee via the relevant Coordinator (if applicable).

Expenses incurred on behalf of Wildcare without prior Committee approval may not be reimbursed.

Claims for reimbursement must be submitted within three months of a purchase. Claims outside this period will only be considered at Committee meetings.

Proposed purchase of items for resale in the Wildcare shop, including materials for making items for resale, such as joey bags and possum boxes, should be discussed with the relevant Coordinator (if applicable) prior to purchase. Any disagreement over the proposed purchase will go to the Committee for resolution.

Coordinators

Species Coordinators may apply for funding to purchase equipment for their species by submitting the claim form at Annex B. Once approved, any equipment purchased must be included in the Asset Register.

In recognition of the extra responsibilities their roles entail, Species Coordinators will be reimbursed the cost of having necessary food and medication on hand to cater for animals arriving in care, before being passed to a Carer. This will also allow the Species Coordinator to pass a small amount of food and/or medication to a Carer if required, until they can arrange to purchase their own (usually within two days).

The amount to be reimbursed will be determined by the Committee following the submission of a list by the Species Coordinator. This list may be reviewed annually or as required.

Release Sites

Release sites are eligible to apply for subsidies for food, medication and/or reimbursement for equipment, subject to support by the relevant Species Coordinator and approval by the Committee. Release sites are encouraged to meet their own costs where possible and only claim where costs are prohibitive and would otherwise prevent them from continuing as a release site.

Any species may be eligible for a release site subsidy, based on either the volume of animals being released at a particular time (e.g. juvenile joeys or magpies) or the specific requirements of a release site for the successive release of individual animals.

Members with release sites may apply for subsidies or reimbursement by submitting the claim form at Annex B to the Committee via the relevant Species Coordinator outlining:

- the type/number of animals to be released
- the period for which the subsidy is requested e.g. ongoing (for a wombat release site) or for one season (e.g. soft release of juvenile magpies)
- the estimated costs e.g. for enclosures, equipment and/or food (insectivore, milk etc)

Release sites are only eligible to be subsidised for food/and or equipment relevant to the approved release part of their site. Other animals in care at the site will not be subsidised unless approved by Committee.

Relevant Species Coordinators are responsible for providing the Stores Officer with details of approved subsidies, including:

- the name of the member
- the amount of the subsidy e.g. 100%, 50% or other
- which product/s apply
- the dates the subsidy applies (from/to)
- the date of the Committee decision

The Stores Officer should advise the relevant Species Coordinator, and the Committee if necessary, of any problems that arise.

The Stores Officer and Committee will ensure the privacy of members receiving a subsidy by not making the details available to non-committee members.

30. TRANQUILISER GUN

There may be occasions when a tranquiliser gun may be necessary to conduct a rescue, for example where there is potential for a large animal, such as a kangaroo, to cause harm to itself or to members of the public, become a traffic hazard, or otherwise be unable to be rescued.

Options for the use of a tranquiliser gun should be discussed with the relevant Species Coordinator, or an experienced rescuer as nominated by the Species Coordinator if the relevant Species Coordinator is not available.

The operator of the tranquiliser gun will have final say over the safety and suitability of the use of the gun.

31. TRANSFER OF WILDLIFE TO AND FROM THE ACT

Wildcare is authorised to import up to 35 Eastern Grey joeys from the ACT each year. Conditions are outlined in the respective import/export licenses.

ACT joeys may be received via the RSPCA, ACT Rangers, veterinarians, members of the public and Wildcare members. Details of all ACT joeys must be reported to the Macropod Coordinator as soon as practicable.

Wildcare is authorised to move native fauna, except for Eastern Grey joeys, to and from licensed wildlife groups or veterinary facilities in the ACT in the following circumstances:

- to allow for an animal to be paired with another of the same species where this is critical for the survival and/or release of the animal
- to allow for an animal to receive specialised treatment or care not available in the current location; and
- to provide assistance where there are not enough carers for a specific species of animal in the current location

The relevant Species Coordinator is responsible for any decision to move animals to or from the ACT.

32. TRANSFER OF WILDLIFE TO OTHER LICENCED GROUPS WITHIN NSW

Wildcare may transfer native fauna to or from other wildlife groups within NSW in accordance with our license and OEH policy as follows:

- to allow for an animal to be paired with another of the same species where this is critical for the survival and/or release of the animal
- to allow for an animal to receive specialised treatment or care not available in the current location; and
- to provide assistance where there are not enough Carers for a specific species of animal in the current location

The relevant Species Coordinator is responsible for any decision to move an animal to or from another group and details must be recorded in statistics.

33. TRAINING

All carers and rescuers must attend the Wildcare Basic Rescue and Orientation Course (see exception for Snake Handlers and Shooters).

Members wishing to care for a species must complete a training course approved by the relevant Species Coordinator prior to caring for an animal. Exemption may be considered at the discretion of the Species Coordinator where they are able to provide one-on-one training and supervision, until the member is able to complete a suitable course.

Members caring for animals must attend a relevant species training course every three years to refresh and update their knowledge. Species Coordinators may accept training from another recognised wildlife group, in lieu of initial or refresher courses. Evidence of course completion will be required.

The Communications Coordinator will be informed of all course attendees as soon as practicable after completion of the course. Species Coordinators are responsible for informing the Communications Coordinator of training accepted from another wildlife group.

The cost of Wildcare training courses will generally be kept to a minimum, i.e. cost recovery only for Wildcare members, to encourage attendance.

34. VETERINARY COSTS

Wildcare will meet the costs for basic triage and assessment by a vet immediately following rescue.

Where treatment beyond a simple consultation or euthanasia is required, the rescuer should contact the relevant Species Coordinator, or if unavailable an executive Committee member, for approval to proceed if they wish to claim reimbursement.

Rescuers and Carers should always phone the veterinary practice before presenting with an animal and provide their name so that costs can be traced.

Members may be asked to show their Wildcare membership card when taking an animal to a veterinarian for treatment.

Members are expected to meet the costs of ongoing veterinary treatment for animals in their care. Carers may request assistance with veterinary expenses by submitting a claim form (available at Annex B) to the Committee via the relevant Species Coordinator.

Wildcare Job Descriptions

COMMITTEE POSITIONS

All Committee members must be familiar with and operate within the bounds of the Wildcare Constitution and By-Laws, and OEH policy.

EXECUTIVE

President (elected)

- Chair Committee meetings and General Meetings
- Develop policy and set strategic directions in consultation with the Committee
- Liaise with relevant government and non-government organisations, local councils, the private sector, and other wildlife groups as required
- Call meetings as required by the Constitution or as necessary
- Provide input to the Secretary for the agenda for all meetings
- Represent Wildcare in public forums
- Co-signatory on cheques and payments

Vice President (elected)

- Act in place of the President when he/she is unavailable
- Act as Public Officer (unless another person is appointed)
- Responsible for the day to day management of the:
 - Phone Roster Secretary
 - Stores Officer
 - Statistician
 - Member Representatives
 - Firearms Coordinator
- Maintain the Wildcare Asset Register
- Organise Christmas hampers
- Maintain a register of instances of cruelty to wildlife reported to Wildcare and report such instances to the RSPCA, OEH, police and other agencies as required.
- Co-signatory on cheques and payments

Secretary (elected)

- Coordinate Committee and General Meetings:
 - Organise venue
 - Notify members
 - Produce an agenda
 - Record minutes
 - Distribute draft minutes to the Committee within two weeks of each meeting
 - Ensure minutes are approved at the next Committee meeting or General Meeting as relevant
 - Forward endorsed minutes to the Communications Coordinator for inclusion on the Wildcare website
- Coordinate the process of making decisions between meetings
- Receive incoming correspondence and distribute appropriately
- Receive complaints from members
- Receive and process applications for new memberships and renewals
- Responsible for the annual renewal of all Wildcare licenses
- Co-signatory on cheques and payments

Treasurer (elected)

- Maintain all necessary financial records for Wildcare
- Ensure suppliers are paid within required timeframes
- Present financial reports to Committee Meetings and General Meetings
- Submit records for audit annually (if required), prior to the Annual General Meeting
- Keep the Secretary advised of payments/renewals of memberships in a timely manner to enable processing
- Answer financial questions from the Committee and provide specific reports as requested by the Committee from time to time
- Monitor bank account balances and advise the Committee of any concerns
- Co-signatory on cheques and payments

Overall Species Coordinator (appointed by the Committee)

- Submit records to OEH (NPWS) annually or as required
- Responsible for day-to-day management of the Species Coordinators, including assisting in resolving issues between Carers, Buddies and Coordinators as required

- Liaise with NPWS, along with the President, as required
- Input into the design and delivery of all rehabilitation training courses and manuals in collaboration with Species Coordinators, the Training Coordinator and presenters.
- May be co-signatory on cheques and payments

OTHER COMMITTEE MEMBERS

Species Coordinators (appointed)

- Responsible for ensuring Carers comply with the OEH Code of Practice for Injured, Sick and Orphaned Protected Fauna
- Maintain and develop their knowledge on best practice for caring for their species
- Input to the design and delivery of relevant species training courses and manuals in collaboration with the Training Coordinator and the Overall Species Coordinator
- Maintain an up-to-date register of all animals in care in accordance with NPWS and Wildcare requirements
- Maintain an up-to-date register of Carers, including facilities and experience
- Allocate an appropriate Carer for each animal, including a buddy if required
- Liaise with the Overall Species Coordinator to resolve any issues between Carers and Buddies as required
- Provide advice to Carers on the management and release of animals in care
- Keep the Overall Species Coordinator and Committee informed of issues, such as shortages of Carers or release sites
- Provide guidance to Shooters and Rescuers on assessing the viability of animals

Training Coordinator (elected)

- Liaise with Species and other Coordinators to organise the conduct of courses as required
- Overall responsibility for organising training courses
- Advise the Communications Coordinator of additions to the Wildcare training calendar maintained on the Wildcare website
- Forward a record of completion of courses to the Communications Coordinator for entry on the database

Communications Coordinator (elected)

- Organise the production of advertising, promotional and fundraising material
- Organise articles and interviews for local publications, radio, television, and other forms of media
- Maintain the Wildcare website and facebook page
- Send out letters of appreciation to relevant community groups as appropriate
- Act as moderator for the Possumpost email list
- Circulate minutes of Committee Meetings and General Meetings to members via the Wildcare website members area within one week of receiving the approved minutes from the Secretary
- Respond promptly to queries from members of the public
- Direct queries from members of the public to the appropriate Committee member.
- Ensure the membership list is kept up to date and made available to members as required and the Public Officer
- Advise the Training Coordinator and Species Coordinators who needs to complete the Wildcare Basic Orientation Course and other courses
- Maintain a database of membership information, including availability for rescues and specific skills/interests e.g. sewing, fundraising etc.

Fundraising Coordinator (elected)

- Submit ideas for fundraising to the Committee
- Organise fundraising events, including calling for and coordinating volunteers
- Forward funds raised to the Treasurer
- Prepare grant applications and seek sponsorship donations

Member Representatives x 2 (elected)

- Be a first point of call for member ideas and concerns
- Represent member interests at Committee Meetings
- Seek feedback and suggestions from the membership
- Contact new members to welcome and provide a point of contact for questions
- Undertake other tasks as designated by the Wildcare Committee

NON COMMITTEE POSITIONS (appointed)

Possumpost Editor

- Produce the Wildcare newsletter, Possum Post in consultation with the Communications Coordinator

Facebook Administrator

- Maintain the Wildcare facebook page, in consultation with the Communications Coordinator

Education Officer

- Prepare, organise, maintain and distribute educational resource materials for use in presentations
- Organise visits to schools and community groups etc to promote Wildcare and raise awareness of wildlife issues
- Liaise with the Communications Coordinator to promote Wildcare
- Research articles of interest to members

Display Coordinator

- Organise opportunities for displays
- Holding, maintaining and updating display materials and equipment
- Transporting, setting up and dismantling displays at local shows and events
- Arranging for members to assist at displays as necessary

Statistics Officer

- Collect statistics from phone roster volunteers
- Compile and submit phone roster statistics on a monthly basis to the Committee
- Respond to requests from the Committee for particular statistics
- Undertake analysis and reporting on trends

Phone Roster Secretary

- Compile a monthly phone roster in advance and make available to volunteers
- Encourage members to volunteer for phone roster
- Ensure new phone roster volunteers receive suitable training and support
- Maintain the Wildcare phone roster handbook
- Look for continuous improvement of the phone roster system

Stores Officer

- Ensure supplies are available to members as required
- Forward records of purchases and sales to the Treasurer

Firearms Coordinator

- Encourage the recruitment of new shooters for Wildcare
- In consultation with the Training officer, organise training for Wildcare shooters
- Consult with relevant Species Coordinators to ensure training reflects their advice on the viability of animals
- Provide advice and letters of support for prospective shooters



Claim for Reimbursement or Subsidy

(See By-Laws for further information on completing this claim form)

Name: _____ Contact details: _____

Details of Claim: *Receipts or other proof (e.g. email from a supplier) must be attached.*

Date	Item	Amount

Justification: *Include details of the number and type of animals in care, the period for which reimbursement or subsidy is requested e.g. ongoing or for a specific period, whether reimbursement requested is full or partial, and any other relevant information (attach a separate sheet if more space is required).*

Signature of claimant:

Date:

Signature of relevant Coordinator
or executive Committee member:

Date:

Date approved:
Details of payment (Treasurer)

Date paid: