

## Discussion Paper – Policy 2.5 Registering & De-Registering of Animals.

The following is the document that all members receive with their membership renewal forms and are requested to read and by signing their membership renewal application agree to abide by during the course of their WIRES work.

Your attention is drawn to, in particular, points 2, 3, 4, and 5 in relation to the registering of animals that come into your care:

### **“CONDITIONS OF MEMBERSHIP OF WIRES INC.**

**By signing the Application to Renew Membership of WIRES Inc., the member agrees to:**

1. Abide by the policies of the New South Wales Wildlife Information and Rescue Service Inc. and undertake not to contravene wildlife or animal cruelty laws, such as the National Parks and Wildlife Act, 1974. All native animals remain the property of the Crown, whether alive or dead. *(A copy of the WIRES Policies can be obtained from your local Branch.)*
2. Register all animals rescued or in care with the appropriate Animal Officer or Coordinator in his/her Branch, within 24 hours of an animal coming into his/her possession, regardless of its origin.
3. Ensure all initial call forms are forwarded to the nominated statistician in each Branch within 7 days of the call and ensure the WIRES Animal Report Forms are handed in as soon as the fate of the animal is known.
4. Comply with directions given by the Animal Coordinators with regard to the fate and the movements of animals in care. **Non-compliance with Branch/Animal Coordinator instructions may result in withdrawal of authorisation or expulsion as a Member.** In all these matters the member agrees to abide by the determinations of WIRES Inc.
5. Maintain all paperwork requirements, being Animal Report Forms and Personal Record Summaries to the required standard.
6. Acknowledge that any animal held in care for over 3 months must undergo evaluation by the Branch Coordinator (or nominated Branch Officer) and a third party be nominated to determine whether foster care of the animal will continue. A written report will be required.
7. Take full responsibility for any WIRES equipment held by them and acknowledge that the said equipment shall always remain the property of WIRES.
8. Pay the annual WIRES Member Authorisation Fee to cover statewide newsletter and administration costs, and pay an annual fee to the WIRES Branch of which you are a member to cover Branch membership.
9. Provide voluntary services in non-rescue/foster care duties such as may be required by their branch or region. For example: **Sydney members** -

volunteer at least **ONE** full day per year to assist in clerical, phone or other duties, suitable for the member's skills, at the WIRES Sydney Rescue Office. "

---

The above statements have been part of the renewal process for many many years, it is not new, just a different format, it used to be printed on the reverse side of your Authorisation issued each year.

Policy 2.5 has been developed for a few very simple, yet important reasons:

- "buddying" of animals that do better in groups
- dead animals are often the first indicators of an epidemic
- to ensure the best possible care and outcomes for animals within the WIRES network
- Branch Animal/Species Coordinators know what is in the system and who holds those animals, helps to prevent "overloading" a particular carer.
- animals can be tracked

This policy is not meant to "micro manage" the ways in which branches ensure the registering of animals within their branch, but rather hopes to set out protocols for branches .

It may be that the rostered phone coordinator will be asked to contact Branch Animal/Species Coordinators at the end of their shifts to advise Coordinators of any animals that have been rescued and come into care during their shift., in that way ensuring that Branch Animal/Species Coordinators are aware of what has come in and can then contact the rescuer as required. How ever a branch decides to manage this aspect of the Policy is up to each individual branch.

Where branches have "Animal Teams" it is probably a good idea to nominate one of the team to be the contact person for each species, that way ensuring that there is a specific person to register animals with and lessening any confusion that many ensue.

When calls are "information only" or enquiry type calls they still need to be given a call number, this helps WIRES Inc and the Branches know exactly how many calls are actually received.

## **2.5 Registering and De-registering of Animals**

adopted 2 September 2007

### **Introduction**

2.5.1 This policy is to clearly define and articulate what constitutes performing a rescue and taking an animal into rehabilitation and the member's responsibility to register and de-register animals

### **Policy**

2.5.2 It is a requirement of membership to WIRES Inc. that all members register animals that they rescue and take into care within 24 hours with the appropriate Branch Animal/Species Coordinator. (See Conditions of Membership of WIRES Inc.)

### **Rescuing an animal**

2.5.3 A rescue means:

- a) Receiving a call from the Sydney Call Centre, Branch Phone Coordinator, or the After Hours service and agreeing to do the rescue;
- b) Receiving a call from a family member, friend, neighbour, work colleague or anybody else, that results in the rescue of a native animal;
- c) Finding an orphaned, injured or sick native animal in any location and rescuing it yourself;
- d) Performing a rescue by any of the above means and relocating or releasing the animal immediately.

2.5.4 All of the above constitute a rescue. From b through to d require that the Sydney Call Centre (branches using the Sydney Call Centre) or Branch Phone Coordinator (country branches) be contacted and informed of the rescue and a call number must be issued for that animal, even if it was released, relocated, died or was euthanased straight away.

### **Taking animals into care (rehabilitating)**

2.5.5 Rehabilitating means:

- a) Performing a rescue that was initiated from the Sydney Call Centre, Branch Phone Coordinator or the After Hours service and taking the animal home for care

- b) Receiving a native animal from a member of WIRES who performs the rescue and delivers/transfers the animal to you.
- c) Receiving a native animal from a member of another wildlife care group, fauna park or zoo who performs the rescue and delivers/transfers the animal to you.
- d) Receiving any native animal from a Vet.
- e) Taking any native animal into care from a family member, friend, neighbour, work colleague or anybody else
- f) Finding an injured or orphaned native animal left on your property by a member of the public, family member, friend, neighbour, work colleague or anybody else

2.5.6 All of the above mean you are taking an animal into care. From a through to f require that the Sydney Call Centre (branches using the Sydney Call Centre), Branch Phone Coordinator (country branches) or After Hours Service be contacted and informed that you have taken an animal into care and a call number must be issued for the animal.

### **Registering animals with Animal Coordinators**

2.5.7 Once you have rescued, or taken an animal into care, by any of the above means, and a call number has been issued for the animal, it must be registered with the appropriate Branch Animal/Species Coordinator within 24 hours. Very young animals (eg pinky to just furred joeys [being in the early or under-developed stages of life], featherless to fledged chicks etc) and threatened species must be registered immediately.

This also includes animals that have been issued a call number and are found dead on arrival or have died on the way home, on the way to the vets, or disappeared before rescue.

2.5.8 To register an animal you will need to provide the Branch Animal/Species Coordinator by direct phone call (not voice mail) with:

- call number
- species
- sex
- age
- weight
- place of capture
- cause and injury codes

and any other information required by the Branch Animal/Species Officer.

## **Transferring of Animals**

Animals must not be transferred between members, branches or other organizations, without the expressed prior approval of the Branch Animal/Species Coordinator of the Branches/organizations concerned.

## **De-registering of animals (Fate of the animal)**

2.5.9 It is just as important that animals are de-registered with the appropriate Branch Animal/Species Coordinator. This must be done as soon as the fate of the animal is known.

The Branch Animal/Species Coordinator must be advised of the fate of the animal ie died, euthanased, released, relocated etc. If released the date and place of release is usually sufficient, but exactly what is required is up to the Branch Animal/Species Coordinator.

## **2.5 Introduction**

This section of the Policy is to articulate the procedures to follow if a member fails to register animals and/or to comply with Branch Animal/Species Coordinators instructions.

### **Failure to register animals**

2.5.10 Consistent failure to register animals with any of the appropriate Branch Animal/Species Coordinators within the 24 hour time period may lead to suspension of a member's authorisation to rescue and/or care for animals or expulsion from the organisation.

2.5.11 A Branch Animal/Species Coordinator must give a member who has failed to register animals a warning. This initial warning may be verbal but must be documented by the Branch Animal/Species Coordinator in a suitable manner and lodged with the Branch/Senior Coordinator who should ensure that the member is made aware of the complaint and any subsequent actions taken by the Branch Animal/Species Coordinator.. The Branch Animal/Species Coordinator must document the following:

- the date the warning was given
- the full name of the member the warning was given to
- the basis of the warning
- the call number

2.5.12 If the member still fails to register animals, then the Branch Animal/Species Coordinator must submit a written report to the Branch Management Committee via the Branch/Senior Coordinator documenting the previous warning and outlining the details of the failure to register the subsequent time/s.

The Branch Management Committee will then issue the first written warning.

2.5.13 If, after two further documented warnings the member still fails to register animals, the Branch Management Committee may initiate the proceedings to suspend the member in accordance with WIRES Constitution.

### **Failure to comply with Animal Coordinators Instructions**

2.5.14 It is a requirement of the Conditions of Membership to WIRES Inc. that all members abide by instructions given by the Branch Animal/Species Coordinator.

2.5.15 If a member is concerned with the instructions given by the Branch Animal/Species Coordinator, the member must advise the Branch

Animal/Species Coordinator that guidance from the Branch/Senior Coordinator will be sought. The member should document their concerns and any advice sought and received from the Senior/Branch Coordinator.

- 2.5.16 A Branch Animal/Species Coordinator must give a member who has failed to abide by instructions given to them with regard to an animal in their care, a warning. This initial warning may be verbal but must be documented, by the Branch Animal/Species Coordinator in a suitable manner and lodged with the Branch/Senior Coordinator, who should ensure that the member is made aware of the complaint and any subsequent actions taken by the Branch Animal/Species Coordinator.

The Branch Animal/Species Coordinator must document the following:

- the date the warning was given
- the full name of the member the warning was given to
- the call number
- the species
- what the instruction/s were that the member failed to comply with

- 2.5.17 If the member still fails to abide by the Branch Animal/Species Coordinator instructions, the Branch Animal/Species Coordinator must make a written report, via the Branch/Senior Coordinator to the Branch Management Committee documenting the previous warning and outlining the nature of the instructions that were not complied with.

The Branch Management Committee will then issue the first written warning.

- 2.5.18 If, after two further documented warnings the member still fails to abide by instructions given by any Branch Animal/Species Coordinator, and the warnings have been tabled at a BMC meeting via the Branch/Senior Coordinator, the Branch Management Committee may initiate proceedings to suspend the member in accordance with WIRES Constitution.

- 2.5.19 All members will have the right of appeal, which will be dealt with fairly and impartially prior to the finalisation of any disciplinary action. (See Policies 1.1 and 3.3)