



**PLEASE KEEP THIS DOCUMENT IN A SAFE PLACE**

## **WIRES Inc. Members' Information**

**ALL WIRES MEMBERS MUST READ THIS DOCUMENT BEFORE COMPLETING THEIR APPLICATION FOR MEMBERSHIP.**

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

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

1. Abide by the policies of the New South Wales Wildlife Information, Rescue & Education 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 Inc 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. Unfurred, unfeathered and very young animals must be registered immediately.
3. Ensure all initial call forms or call sheets are forwarded or updated within 7 days of the call and ensure the WIRES Inc Animal Report Forms are handed in as soon as the fate of the animal is known to the nominated statistician in each Branch
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/intranet requirements, updating Animal Report Forms / Call sheets 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 Inc equipment held by them and acknowledge that the said equipment shall always remain the property of WIRES Inc.
8. Pay the annual WIRES Inc Member Authorisation Fee to cover administration costs, insurance requirements 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.

If for any reason a member **resigns** or has his/her authorisation **cancelled**, he/she agrees to return all items belonging to WIRES Inc, including Authorisation and Identification cards to the Branch Secretary.

## Your Privacy and WIRES Inc.

WIRES Inc. collects the following information from you:

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| <ul style="list-style-type: none"><li>☐ Name</li><li>☐ Address</li><li>☐ Home and/or work phone numbers, and Fax numbers</li><li>☐ Mobile phone number</li><li>☐ Email address</li><li>☐ Date of birth</li><li>☐ Occupation</li><li>☐ Details of any previous membership of like organisations and any suspensions or terminations of membership</li></ul> | <ul style="list-style-type: none"><li>☐ Convictions of an offence under National Parks and Wildlife Act, Cruelty To Animals Act, or any other relevant legislation</li><li>☐ Health information: eg. blood titre levels for lyssavirus vaccinations, where appropriate</li><li>☐ Availability for rescues</li><li>☐ Available equipment</li><li>☐ Experience and skills</li><li>☐ Other interests</li><li>☐ Courses attended and dates of course</li></ul> |
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WIRES Inc. believes it is necessary for the proper functioning and good governance of the Association to collect this information. WIRES Inc. will only use this information to further the Association's objectives.

Certain information must be collected to ensure that a member can act as a rescuer or carer within the network of members, and other information is required to facilitate communication. Health information such as lyssavirus titre levels must be collected to determine a member's eligibility to rescue and care for bats, including flying foxes.

WIRES Inc. will not disclose this information to any non-member, unless required to do so by an officer of the National Parks and Wildlife Service, or other law enforcement officer, or by a Court of Law.

### WIRES Insurance and You

WIRES Inc. maintains a personal accident and injury insurance policy on behalf of its members as well as a public liability policy. The insurance policy provides limited cover in the event of death or disablement of a member in the pursuit of WIRES Inc. business. Members should be aware of the following points:

- ☐ Non-authorized members of the public are not covered by WIRES insurance and **MUST NOT** be involved in rescue or foster care of native animals.
- ☐ No cover is provided for sickness / illness.
- Authorized members are covered for necessary travel to and from authorized WIRES Inc activities, however members' vehicles and personal possessions are **NOT** covered by the Policy.
- In the event of injury, all medical costs must be recovered from other sources where possible *e.g.*, Medicare, and/or private insurance. Insurance does not cover any "gaps" between treatment costs and payments from other sources.
- ☐ Authorized reptile rescuers are covered, however milking of snakes is not covered.
- ☐ Claims resulting from pre-existing injuries are excluded.
- ☐ **If a member does not renew his/her membership by the due date, they are deemed to be an inactive member. An inactive member has 30 days before their membership lapses and they are no longer covered under WIRES Inc. insurance policies and no longer authorised to care for animals.**

*The current WIRES Inc Volunteer Personal Accident Insurance Table of Conditions (available from your local Branch Secretary) lists the insurance benefits available to members.*



## **2.1 WIRES Code of Conduct**

**Policy Adopted** 11 November 2006, reviewed and amended 29/11/2008 **adopted by Council 13 December 2008. Addendum approved and adopted by Council 9<sup>th</sup> April, 2011.**

### **All WIRES Members are required to:**

- 2.1.1 Behave honestly and with integrity in the course of all WIRES activities;
- 2.1.2 Act with care and diligence in the course of all WIRES activities;
- 2.1.3 When acting in the course of WIRES activities, treat everyone, regardless of ethnicity, disability, sexual orientation, socio-Economic circumstances, political or religious beliefs, with respect, courtesy and without any form of harassment whether real or implied;
- 2.1.4 When acting in the course of all WIRES activities, comply with all applicable laws and NPWS/DECC licence conditions;
- 2.1.5 Comply with WIRES Constitution and all Policies and Procedures;
- 2.1.6 Comply with all reasonable direction given by someone in WIRES who has authority to give the direction; eg Branch Animal/Species Coordinators;
- 2.1.7 Maintain appropriate confidentiality and discretion about dealings with all other wildlife carers, whether they be WIRES or non-WIRES;
- 2.1.8 Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with WIRES activities and positions of office;
- 2.1.9 Use WIRES resources in a proper manner with due regard for the fact that they represent the expenditure of public money;
- 2.1.10 Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the volunteers membership or activities;
- 2.1.11 Not make improper use of any position, duties, status, power of authority, in order to gain or seek to gain, a benefit or advantage for the member or for any other person;
- 2.1.12 At all times behave in a way that upholds WIRES' values, integrity and good reputation;
- 2.1.13 Not make any public statement on behalf of WIRES without the approval of the Branch Management Committee or WIRES State Council/Board;
- 2.1.14 Recognise that majority decisions of properly constituted WIRES Management Committees and Board are binding on all members under the jurisdiction of those Committees.



## **Addendum to WIRES Policies 2.1 WIRES Code of Conduct and 3.2 WIRES Volunteer Respectful Workplace Policy addendum approved and adopted by Council 9<sup>th</sup> April, 2011**

### **Objectives**

The harassment, bullying and discrimination addendum aims to create an environment free from harassment, bullying and unlawful discrimination leading to a productive and positive setting. To achieve this objective the WIRES Council will continue to:

- Implement effective procedures to manage complaints based on the principles of natural justice,
- Promote and expect appropriate standards of conduct at all times.

### **Preamble**

The Council and the Board do not condone harassment, bullying or unlawful discrimination and value diversity within the membership. The following definitions apply to all members of WIRES, and will be treated as misconduct and dealt with under the relevant disciplinary and grievance policies.

These definitions apply in any context, including interactions between individual WIRES members.

It should be noted that any anti-social discriminatory behaviour, as covered below, may emanate from any member to any other member within the organisation.

### **Definitions**

#### **Harassment:**

Harassment is defined as behaviour that is directed at an individual or group of members which, because of its severity and/or persistence, is likely to create a hostile or intimidating environment and detrimentally affect an individual's participation in the organisation.

Harassment is determined by reference to the nature and consequences of the behaviour, not the intent of the initiator, and occurs in circumstances where such behaviour could reasonably be considered to be offensive, humiliating or intimidating.

#### **Sexual Harassment:**

Sexual Harassment is any behaviour of a sexual nature, which is unwelcome. It may involve a single incident or a series of incidents. The Commonwealth Sex Discrimination Act 1984 and the NSW Anti-Discrimination Act 1977 declare sexual harassment to be unlawful.

Commonplace examples of sexual harassment include:

- Sexual or suggestive remarks;
- Sexual propositions or repeated requests for dates;
- Repeated questions about personal life;
- Sexual jokes;
- Physical contact such as touching, hugging, brushing up against a person;

- Offensive telephone calls, reading matter or objects, e-mails, screen savers etc;
- Suggestive looks or leers;
- Putting your hand or an object (like a pay slip or a pen) into someone's pocket (especially breast, hip or back pocket);
- The repetition of any other conduct of a sexual nature that causes a person discomfort after the person has told the harasser of their discomfort.

It is a person's right to object to behaviour which they consider falls into any of the categories above.

When identifying sexual harassment, the intent of the person whose behaviour caused offence is largely immaterial, as it is the effect of their behaviour that is relevant.

Sexual harassment is not behaviour which is based on mutual attraction, friendship or respect. If the interaction is consensual, welcome and reciprocated it is not sexual harassment

**Bullying:**

Bullying is defined as any on-going anti-social or unreasonable behaviour that offends, degrades, intimidates or humiliates a person, such as:

- Cruelty, belittlement or degradation,
- Public reprimand or behaviour intended to punish, such as isolation and exclusion from activities,
- Ridicule, insult or sarcasm,
- Trivialisation of views and opinions, or unsubstantiated allegations of misconduct,
- Physical violence such as pushing, shoving or throwing of objects.

**Discrimination:**

- A. Discrimination is where someone is treated less favourably because of their sex, age, race, disability, pregnancy or any of the other grounds covered by anti-discrimination legislation. Discrimination can also occur when a requirement (or rule) that is the same for everyone has an effect or result that is, or is likely to, disadvantage members because of their sex, race, disability etc.

[NB: OH&S legislation and regulations are paramount]

- B. When acting in the course of WIRES activities, treat everyone, regardless of ethnicity, disability, sexual orientation, socio-economic circumstance, political or religious beliefs, with respect, courtesy and without any form of harassment whether real or implied (from 2.1 WIRES Code of Conduct).

**Principles, Obligations and Responsibilities:**

- A. Reports of (and in) a formal written complaints of harassment, bullying and unlawful discrimination will be treated seriously by the Board and Council and will be investigated promptly in a sensitive, thorough and confidential manner ensuring that complainants and witnesses are not victimised.

- B. Before any decision is made, members have the right to be informed about the nature of the content of the issue and have the right to be heard in line with the WIRES Constitution, and as per the current WIRES Grievance Policy.
- C. All members have a role in ensuring that harassment, bullying and discrimination does not occur within the organisation and are expected to take prompt and appropriate action in circumstances where such behaviour is drawn to their attention.
- D. The complaint resolution process is carried out in good faith and complaints that are frivolous, vexatious, misconceived or lacking in substance will be rejected if a preliminary investigation of the facts indicates this.

When a complaint is brought forward by a member, it is the responsibility of the appropriate governing body\* to ensure that no bullying or harassment is directed against the complainant, either directly or indirectly.

(\*Branch, Standards Team, Council or Board)

### **Resolution Options**

- A. The Board and Council encourage members to endeavour to resolve issues directly and informally through a process of discussion and conciliation where possible. At any stage, strategies used to resolve a grievance may include, but need not be limited to mediation, counselling or conciliation meetings between the parties.
- B. If the informal options do not work or are not appropriate, Members can make a formal complaint in writing under the Grievance Policy.
- C. In cases of assault or other criminal activity, members should contact the Police or appropriate government authority.
- D. Depending upon the severity of the issue, any breach of the WIRES Code of Ethics, and/or Code of Conduct or Addendum to same, will result in temporary or permanent loss of members' authorisation.