



Hunter WILDLIFE RESCUE (NATF)

PO BOX 17 Shortland 2307

www.hunterwildlife.org.au

ABN 47 035 117 979

Volunteers in the Hunter, giving wildlife a second chance

MEMBER SUPPORT POLICY & Procedures Wildlife Food Subsidy

This programme will be implemented at the beginning of each management year (July - June) where a budget will be allocated. Once the budget has been reached the Management Committee will determine if further funding will be available based on the current income and expenditure for the year.

Background

The Food Bank or wildlife food subsidy scheme was established to support members meet the cost of food items associated with rehabilitation of wildlife. Specialised foods are available at subsidised rates. The subsidy is currently 50% if purchased via a Food-Banker (this increased in March 2014 from 30%). Bulk purchasing and NATF GST refunds means members will pay less than purchasing individually. Additional items such as Lectade, Spark and other first aid and rehabilitation items and live foods such as crickets and mealworms, may also be purchased through the Food Bank. In March 2014, the wildlife food subsidy program was expanded to include fish, fruit, meat products and other foods purchased from supermarkets, fish co-ops etc) including fish for birds, fresh fruit for possums, bats, birds and meat for carnivores etc..

The goal of establishing a wildlife food bank is to

- Assist authorised members in the cost of rehabilitating Hunters' wildlife.
- Strengthen the consistency of fauna data returns as per NATF Inc, Hunter Wildlife Rescue License.

Conditions for accessing a food subsidy

Members may claim up to 50% of the cost incurred conditional on

1. Be an approved rehabilitator and hold a Green Card
2. All mandatory fauna data is up-to-date
2. No one claim is more than \$200.00
3. Claims are within the past 3 months (unless special approval has been granted) and
4. Claims are supported with receipts (or copies) from purchaser.

Roles & Responsibilities

Food Bank Coordinator will oversee the operations of the Food Bank and be responsible for

- Ordering foods from the distributors on behalf of the NATF
- Distributing foods to nominated "Food Bankers"
- Monitoring food reserves between nominated "Food Bankers"
- Liaising with the Treasurer re over-due Food Bankers money and receipts
- Coordinating receipt of rehabilitator's data with Database Coordinator
- Maintaining records: a) date and type of food distributed to 'Food Bankers'
- Reporting progress and issues to the Management Committee.

Food-Bankers will be nominated by the Management Committee and be responsible for

- Coordinating the distribution of the nominated food(s).
- Collecting and receipting all monies and membership number from members.
- Requesting additional supplies from the Food Bank Coordinator when supplies are depleted.
- Ensuring all food is stored correctly to maximise freshness and reduce risk contamination.
- Being accountable for:
 - i. maintaining records: a) date and type of food received; b) member's name, membership number & data status
 - ii. providing members with receipts of purchase
 - iii. ensuring money balances with receipts
 - iv. forwarding all monies, balanced with receipt butts to the Treasurer monthly. (Please note, all receipts and monies must be returned before March 31st to comply with end of NATF Inc, Hunter Wildlife Rescue annual financial auditing requirements.)
- Reporting any issues or concerns to the Food Bank Coordinator.

Members will be responsible for

- Coordinating an agreeable time to purchase foods from the Food Banker.
- Paying all monies at time of purchase (No credit permitted).
- Arranging the collection of foods from the Food-banker *Please be considerate and bring exact money.*
- Accountability: Presenting a current Green Card on purchase of food items.
- Informing *Food Banker* of last fauna data return (last return date) database@hunterwildlife.org.au
- Providing bank details for reimbursements or a stamped addressed envelope for reimbursement cheque.
- Providing receipts (or copes) for all items claimed.

Genuine Hardship

The Committee recognises that at times, some members do have financial hardship and this should not interfere with their availability and often passion to continue to support our injured or orphaned wildlife. However, our Food-bankers should not be bearing the cost of this hardship.

Members requiring additional assistance to the current 50% discount on food purchased through the Foodbank based on genuine hardship will need to discuss the matter with either a Committee member or Species Coordinator whereby a management plan can be put in place to provide the necessary support. Privacy and confidentiality will be maintained throughout the process.

Purchasing from a Food-banker:

Members are responsible for making a time to collect the food from the Food Bank Coordinator and to pay correct amounts of money as requested by the Food Bank Coordinator.

Individual claims for wildlife food subsidy

To make a claim, please provide the Food Bank Coordinator with the information on the Summary Form below and submit to vicepresidentnatf@gmail.com along with proof of purchase receipts (scanned or posted to Food Bank Coordinator (C/- Hunter Wildlife Rescue (NATF) PO Box 17 SHORTLAND 2307) and a copy of most recent fauna database where ID numbers have been provided by the Fauna Data Officer.

Food-Bank Summary Form

Name:	Contact Phone:	Email:	
Bank Details for reimbursement (or provide a stamped address envelope)	BSB:	Account Number:	
Date	Food Item	Total Cost	Office Use

Checklist:

- ☐ Copy of most recent data base attached
- ☐ Receipts (or copies) for food item purchased attached
- ☐ Bank details provided or
- ☐ Stamped addressed envelope provided.