

Native Animal Trust Fund Inc

HUNTER WILDLIFE RESCUE

Volunteers in the Hunter Region

PO Box 17, Shortland, 2307

Telephone 0418 628 483

ABN: 47 035 117 979



Facilities Management Policy

Hunter Wildlife Rescue



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Author: Judith Hopper

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Change History

This is a controlled level 2 document. The master copy is kept by the Document Manager NATF Inc (HWR).

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1 Purpose and Related Documents

This policy is to provide a guide for Hunter Wildlife Rescue (HWR) members on the responsibilities of members and the organisation in the creation and use of facilities for wildlife care.

This policy is to be read in conjunction with the HWR Policies on:

1. General Requirements for Rescue and Rehabilitation
2. Coordinator / Rehabilitator Responsibilities

2 Introduction

Much wildlife rescue and rehabilitation can be accomplished without investment in large structures or specialised equipment. Where this is not the case then a member can:

- invest their own resources,
- request HWR to supply the equipment, or,
- request HWR assistance in some part of the supply.

This policy document acknowledges that:

- equipment and facilities (however obtained) resides in or on the member's property, and that, therefore the member has an investment,
- HWR invests in more than one member and needs to recover that investment in the form of use and/or return of the equipment/facility, and,
- management plans for wildlife welfare by Coordinators are predicated on the availability of facilities and equipment held by members, regardless of how the facility cost was resourced.

Wildlife care is the reason for being a member. This includes the use of facilities. A member of HWR is expected to care for wildlife as per the request of the relevant Coordinator or senior member. This is the purpose of the group.

From the Constitution:

(1) The Primary Object shall be:

(i) To provide care and aid for native fauna by means of

- a) rescuing injured, orphaned, lost or distressed native fauna;
- b) providing appropriate veterinary treatment if sick or injured;
- c) assigning the care of any such native fauna to those members who are trained and approved to participate; and
- d) rehabilitating native fauna with the aim of returning such animals to their natural environment when they are able to fend for themselves.

This care is normally carried out within a member's home. This policy aims to provide guidelines to assist members and officials within HWR reach a balance between the needs of the group to care for wildlife and the privacy and time availability of an individual member.

Two things have to be balanced:

- the need of the group to plan, and implement the plan, for the needs of wildlife coming into care during an emergency or business as usual, and,
- the personal needs of the individual member.

3 Facilities

3.1 Provision Method

NB a piece of equipment, such as a rescue basket or humidicrib, is considered to be, for the purpose of this document a combined materials and construction.

Facilities require:

- purchase of materials,
- construction, and,
- maintenance.

Any, or all, of these can be supplied by the Member or by HWR.

3.2 Ownership

3.2.1 HWR Resourced

If HWR supplies the materials and the construction then HWR owns the facility for a reasonable period of time. Typically, for a project over \$1000.00 that period is eight years.

During that time it is expected that:

- the member will make the facility available for use in a reasonable manner, e.g. they will house the appropriate species in the appropriate manner for 50% of any consecutive two-year period,
- they will maintain it in a useable state (as defined by the Coordinator and any relevant HWR policies),
- they will grant reasonable access (i.e. expected to make access available within one to two months of the request for an inspection) to a Coordinator or Management Committee member,
- HWR officials will treat the member and the facility with respect and consideration,
- HWR officials acknowledge that the facility is on private property and that the member is investing time in the day-to-day care of the facility.

3.2.2 Member Resourced

If the member supplies the materials and construction, and it is on their property, then the member owns the facility in perpetuity. If it is on HWR property then the member owns the facility for a reasonable period of time. Typically, for a project over \$1000.00 that period is eight years.

3.2.3 Mixed Resourcing

If a facility is resourced by both the group and the individual member then ownership will be a reflection of the percentage costs assigned to each. Generally speaking it is acknowledged that if HWR pay for the materials and the member pays for the construction then ownership is 50:50 for the reasonable-time period¹.

For the first two years, management of the facility is as if HWR owned it.

¹ Typically, for a project over \$1000.00 that period is eight years.

3.3 Availability

There is an expectation that during times of emergency all members will make their facilities available to support the wildlife involved in the emergency.

In the spirit of sharing and support, HWR supports the needs of wildlife, outside the organisation, with the use of our facilities. This must be on a case-by-case basis dependent on the needs of all the wildlife involved.

If a member owns their facilities then, they can make them available as they choose, to whomever they choose within reason ² If they agree to take in wildlife from outside the group then, as soon as they do this, they must inform their Coordinator that their facility will be unavailable for specified period of time.

If HWR owns the facility then use of the facility by an outside group or person is at the discretion of the Senior Coordinator. A member wishing to take in outside wildlife must first seek the approval of the Coordinator. NB it is a matter of courtesy that the outside group or individual should approach the Senior Coordinator directly.

It is the responsibility of all members to maintain their facilities in a reasonable state and to make them available for reasonable use.

It is the responsibility of the member to keep the relevant Coordinator (or Management Committee where a Coordinator is not available) informed of the availability of the facility in a timely manner.

4 Return of Facilities

Facilities, regardless of the size, are provided by HWR, with an expectation that they will be available for reasonable use. Where facilities are not being put to reasonable use, or, when a member decides to stop that aspect of care or to leave the group, then the facilities must be returned. Guidelines for determining return are as follows:

- the facility is returnable within the reasonable-period of time for an HWR invested facility,
- the facility is returnable within a percentage (the same amount as the investment percentage) of the reasonable time period for a partially HWR invested facility

It is the responsibility of the individual member to ensure the return of the facility:

- in a timely manner,
- in a suitable state of repair, and,
- to a site nominated by the HWR Management Committee.

² remembering that the primary use should be for HWR, of which the person is a member

5 Agreement Form

Name		Date	
Facility Supplied (include details of investment)			
Usage Agreement (Details of acceptable use such as number of wildlife, period of occupancy, notice required, ownership length, return details, access requirements)			
Return Notes			
Signatures (sign and date)			
Member		HWR	

5.1 Sample 1

Name	Jane Carbon	Date	1/1/22
<p>Facility Supplied (include details of investment)</p> <p>Wombat release pen, 15m x 15m, colorbond above ground, chainmail below ground. Materials paid for by HWR, sourcing of materials and construction by Jane Carbon.</p> <p>Ownership 60% Jane Carbon for 10 years then reverting to 100,% Jane Carbon.</p>			
<p>Usage Agreement (Details of acceptable use such as number of wildlife, period of occupancy, notice required, ownership length, return details, access requirements)</p> <p>Primary use of this facility this is a soft release of wombats. It is expected that eight groups of wombats (up to 3 per group) will be released within the 10 year period. This is based on approximately six months occupancy by each wombat group. Four of the groups of wombats maybe from outside the organisation provided that the Coordinator has not indicated a prior need by HWR in care wombats. When not required for wombat use then Jane can use the facility as she wishes. It is noted that the facility is suitable for the use of raising wallabies to x kg.</p>			
<p>Return Notes</p> <p>If the facility is not used as above then the colorbond fencing must be returned to HWR in a re-usable state. Location to be determined at the time and likely to be another member's site.</p>			
<p>Signatures (sign and date)</p>			
Member	HWR		

5.2 Sample 2

Name	Jane Carbon	Date	1/10/21
Facility Supplied (include details of investment) 3 plastic rescue baskets provided by HWR			
Usage Agreement (Details of acceptable use such as number of wildlife, period of occupancy, notice required, ownership length, return details, access requirements) Baskets supplied for general rescue and for care of small wildlife. It is expected that Jane will be available for rescue one afternoon per week and can care for joey ringtails up to 200g, minimum of 2 groups per year.			
Return Notes If the baskets are not used, as above, during the first 12 months then they are to be returned to the HWR office.			
Signatures (sign and date)			
Member		HWR	