

The Wildcare Handbook for Presidents



The who, what, where and why of WILDCARE Inc



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WHAT IS WILDCARE INC?



Wildcare is the largest incorporated environmental action organisation in Tasmania, doing work in natural and cultural heritage conservation. Wildcare has a membership of about 6000 people (2015). These members support natural and cultural heritage conservation across the Tasmania. Members have a wide range of choices as to how they become involved in the organisation. This might include annual financial support, being involved in one-off projects that they have registered a skill in, being part of a Branch or involved in a Special Program.

In its simplest terms – Wildcare Inc operates in partnership with government (and some private) agencies to protect and conserve our natural and cultural heritage. Wildcare Inc members undertake volunteer activities which are organised through the Wildcare register (or database). Our partner agencies include State Government, Local Government and private landholders. These activities are organised regularly across Tasmania and posted on the Wildcare web site Event Calendar. Presidents have a vital role and we welcome you on board.

Wildcare membership offers a unique opportunity to participate in conservation activities that are not offered anywhere else in the world! Members can join in with activities when and where it suits them. Some of the benefits of joining Wildcare include

- amazing opportunities all around Tasmania to participate in natural and cultural heritage conservation activities, both in reserves and on private land,
- knowing that your membership fees help fund Wildcare Inc. projects, designed and undertaken by Wildcare members,
- regular newsletter, Wildtimes,
- and email notifications of events for any of the activities that you have registered for, anywhere in the State.

THE STRUCTURE:

Wildcare Inc. was incorporated on 25 August 1998. As with any incorporated organisation, Wildcare Inc. has a [constitution](#) (Wildcare Rules) and is managed by a Board of Management consisting of a number of Directors either elected by the membership or nominated by our partner organisations. The Board oversees Wildcare's strategic operations, finances, the internal grants program and dispersal of monies from the Wildcare Gift Fund.

BOARD OF MANAGEMENT:

[The Board of Management consists of 16 Directors.](#) These are:

1 Appointed Co Chair: This position is held by the Manager of Community Programs in the Parks and Wildlife Service. Along with the Elected Co Chair, the Appointed Co Chair has overall responsibility of the running of Wildcare. Amongst other delegations, the Appointed Chair chairs the Annual General Meeting.

1 Elected Co Chair: This position is elected by the Wildcare membership at the AGM and along with the Appointed Co Chair has overall responsibility of the running of Wildcare. Amongst other delegations the Elected Co Chair chairs Board meetings and Special General Meetings.

1 Secretary: This position is elected by the membership of Wildcare Inc at the AGM. All members are eligible to nominate for the position.

1 Treasurer: This position is elected by the membership of Wildcare Inc at the AGM. All members are eligible to nominate for the position..

3 Presidents: These positions are elected by the membership of Wildcare Inc at the AGM. Members holding the position of Branch President are eligible to nominate for these positions.

3 General members: These positions are elected by the membership of Wildcare Inc at the AGM. All members are eligible to nominate for these positions..

3 Expert based positions: These positions are appointed by the Board. Expert Directors have specific skills in law, , financial management for Not for Profit organisations and marketing..

3 Partner Organisation nominees: : These positions are nominated by the General Managers or delegates from three partner agencies Parks and Wildlife Service, Tasmanian Heritage Office and Resource Management Conservation.

WHAT DOES WILDCARE DO?

Wildcare Inc is an organization whose members undertake activities to support natural and cultural heritage conservation. Wildcare supports its members to participate in a range of activities.

Wildcare activities are sorted into five main activity areas and are delivered mainly through a local Branches operating in partnership with a government agency.

To be involved in any of these areas of activity, members simply update their skills profile and select [a Branch](#), on the web site.

Wildcare's five main activity areas of work are:

COMMUNITY ACTION IN RESERVES

Wildcare is one organisation with many Branches. Our CARes Branches are set up as Branches of Wildcare. Wildcare Branches are formed by Wildcare Inc members with a shared interest and must have at least 5 members. These active Branches assist, in partnership with government, with the management of our Parks and Reserves. Under the Wildcare Inc Constitution, Branches must select a President, A Secretary and a Treasurer, elected annually by the Branch members. The Office bearers are responsible for the overall running of the Branch. Wildcare Inc Branches operate all around Tasmania and are usually associated with a particular reserve or activity. Office bearers have responsibility for developing the works plan in partnership with the land manager, communicating with the branch members, applying for grants to assist with on-ground projects, managing the Branch web page on the www.wildcaretas.org.au site and liaising with Wildcare's Bookkeeper to arrange payments related to funded projects.

HERITAGE CARE

Heritage care activities include assisting with cultural heritage conservation such as excavation assistance, archival research or historic site management. Heritage care is delivered through Wildcare Branches created by Wildcare members who have an interest in assisting with cultural heritage conservation activities and management of heritage sites. These activities are undertaken on both private and reserved land.

NATURE CARE

Nature Care activities are undertaken through Wildcare Branches created by members who have an interest in wildlife conservation activities such as whale rescue, wildlife surveys,

threatened species conservation, or caring for injured/orphaned wildlife, on both private and reserved land.

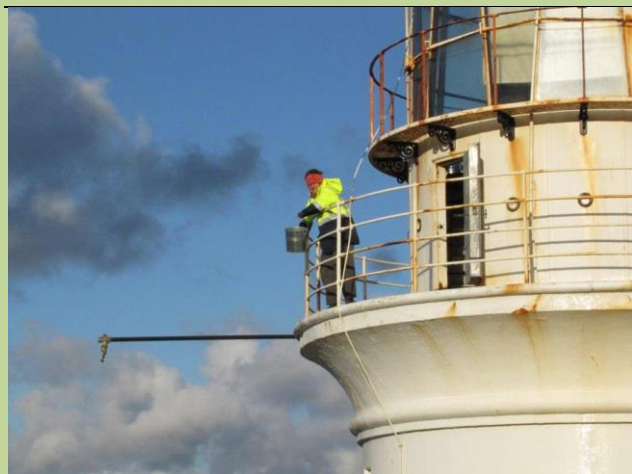
WILDCARE OFFICE

The Wildcare Office offers a different type of volunteering experience. The Wildcare Office is where we deliver support to our members with activities such as newsletter production, event organisation and membership processing.

SPECIAL PROGRAMS

In cooperation with our government partners, a number of large scale, annual *projects* and *programs* are on offer. These Special Programs include Caring for Islands Program (managed with our Island Branches) and the Campground Host Program. Special Programs may require specialist skills and often ask for extended commitments, but they are some of the most intriguing and exciting volunteer projects around.

HOW DO PEOPLE JOIN?



MEMBERSHIP

All Wildcare members support our activities simply by paying their annual membership subscription. In addition they can be an active volunteer member available for special projects, or, as an active Branch member focusing their skills and interests in a particular reserve or activity. All participants in your Branches are required to be financial members of Wildcare Inc. So how do they do this?

Preferred option: Go to www.wildcaredtas.org.au , click on the "Get Involved" in the top right hand side of the home page and pay online using your credit card. . All memberships extend from the date of purchase for a period of 12 months. You can now purchase multi year memberships

Alternative 1: Simply tick "Join Wildcare" when you purchase an annual Parks Pass.

Alternative 2: Fill out a paper Wildcare form and return the completed Registration Form with payment to the

- Wildcare Office (GPO Box 1751 Hobart 7001)
- Any Service Tasmania outlet or any Parks and Wildlife Service Visitor Centre

BRANCH MEMBERSHIP

When they join Wildcare they indicate which activities and Branches they would like to be involved in. Members can be involved in as little or as much of the activities as they like. Members can manage and change their details by logging on to the website and making any changes or additions that they require. This can be done at anytime and changed as many times as they need at no extra cost.

HOW DOES THE BRANCH WORK?



BRANCH MEMBERSHIP

All members of the Branch must hold current membership of WILDCARE Inc, and be registered for the Branch on the WILDCARE Inc database. Only WILDCARE Inc members are recognised as members of the Branch. To be eligible for WILDCARE Inc Branch status, the Branch must have at least 5 members. All WILDCARE Inc members who register for the Branch on the WILDCARE Inc membership Form and database are members of the Branch and must be included in communications.

BRANCH MEETINGS

Branch members may determine the frequency of meetings of its members, but should meet at least 4 times a year, including a meeting annually for election of Office Bearers. These meetings may align with working bees. All Branch members registered on the WILDCARE Inc database must be notified of any Branch meetings, activities and events to be held by the Branch. Minutes, recording at least agenda items and agreed decisions must be kept for all Branch meetings. A record should be made, and authorised on behalf of WILDCARE Inc by the Branch President, for all planned events, meetings, working bees and activities. Once activities and events are posted on the [Wildcare calendar](#), they are deemed authorised by Wildcare Inc.

OFFICE BEARERS AND ELECTIONS

The members of the Branch are required to elect on an annual basis, from their membership, at least the following positions:

- President
- Secretary
- Treasurer

Election of Office Bearers should occur between January 1st and the date of the WILDCARE Inc Annual General Meeting (usually in March). Election outcomes must be forwarded to the WILDCARE Inc Board of Management. The Branch may also elect other positions relating to sub-committees or working groups, as the Branch deems appropriate.

POWERS OF THE BRANCH PRESIDENT

The Branch Presidents are eligible to stand for election to the WILDCARE Inc Board of Management as a President's Representative and/or General member. They have delegated power from the WILDCARE Inc Board of Management to identify Branch voluntary activity as official authorised WILDCARE Inc activity, meeting the requirements of volunteer and other insurances held by WILDCARE Inc. Presidents should be familiar with authorisation processes outlined within the WILDCARE Inc Procedures Manual, and apply them accordingly.

As President you are responsible for informing the WILDCARE Office about Branch projects and activities you have authorised, prior to undertaking the project or activity. You are responsible for the coordination and operation of the Branch.

You are not authorised to unilaterally make public comment on behalf of WILDCARE Inc or the Board of Management, or to use the position of Branch President or membership of WILDCARE Inc to publicly lobby or protest government policy and decisions.

You will be expected to act cooperatively with our partner Agencies to undertake negotiations and contribute to decision-making processes that affect the interests of the Branch, on behalf of the Branch. You may delegate any of the above responsibilities to another Branch member, except this power of delegation.

MANAGE YOUR PROJECTS AND VOLUNTEERS SAFELY!



On most occasions members are volunteering for the PWS or other partner organisations with responsibility for providing a safe work place and system of work. As a volunteer with the PWS you are entitled to be treated equal to a worker and covered by insurance accordingly. You must take reasonable care for your own and other volunteers' health and safety. You will be expected to sign attendance forms and follow any reasonable work, health and safety instructions, policies and procedures given by the PWS.

Sometimes members of a Wildcare Branch may undertake activities independently from government partners. In these cases as a President it is your responsibility to manage a safe workplace, ensure your members are appropriately trained and have the skills and capability to do the work and bring your volunteers home safely. You need to follow some simple steps outlined below. The following process is designed to help you think about keeping people safe on your job site. Forms to assist your planning can be found in the [Office Files on the website](#).

- Define the work to be done by the volunteers. , Identify risks and hazards and how you will mitigate them. Set the dates and inform your members. Place your event on the Wildcare calendar. Email your members (use the Wildcare website) to inform them of the upcoming event.
- Brief the volunteers on the job. Explain the tasks; identify the potential risks and how they will be controlled and what will happen in the case of emergencies.
- Do the job. This is the fun bit.

A short report and a couple of photos can be posted on the web site as a news item or a longer more detailed report with photos can be sent to the editor of Wildtimes at <mailto:editor@Wildcaretas.org.au> for a newsletter story.

If an accident does occur complete report and claim forms.

FUND MANAGEMENT



On behalf of the Board of Management, the Branch can apply for external grants, seek sponsorship (cash and in-kind) and accept donations under the following conditions:

The Branch President and Secretary/Treasurer have delegated authority to sign funding applications on behalf of WILDCARE Inc. and the Branch. When applying as a WILDCARE Inc. Branch for external funds, such as Australian Government Funds, a copy of the intended project submission should be provided to the Co-Chairs for WILDCARE Inc. approval.

All non-donation income received on behalf of WILDCARE Inc. by the Branch is deposited into the WILDCARE Inc. bank account, on call to the Branch by written instruction to WILDCARE's book keeper from the Branch President or Treasurer. Approval for such instructions should be recorded in Branch meeting minutes.

All donations received on behalf of WILDCARE Inc. are deposited into the WILDCARE Gift Fund and managed by the WILDCARE Gift Fund Committee in accordance with the WILDCARE Inc. Rules (Constitution) and Australian tax laws. Wildcare responsibility is to ensure donations are allocated in accordance with the intent of the donation. It is therefore possible for a donor to make a donation and ask that it be made available to a particular group or reserve.

The Wildcare Gift Fund has a number of sub-funds that accept donations for defined purposes. Donors can therefore choose to provide their donation for a broader purpose than to a particular group.

WILDCARE INC MEDIA GUIDELINES



The Wildcare Board of Management encourages Wildcare Inc Branches to seek media coverage of their activities.

The Wildcare Inc Board of Management is keen to see Wildcare Inc's profile raised through TV, radio, newspapers, social media networks (e.g. www, Facebook) and special events (e.g. festivals and shows). We believe it is important that Tasmanians are aware that Wildcare Inc exists, so that they realize that by joining Wildcare Inc they too can make a difference and support reserve management and natural and cultural heritage conservation in Tasmania by

- becoming a volunteer
- joining a WILDCARE Inc Branch
- making a donation
- being a sponsor

Principles in dealing with the media

- Branch Presidents should ensure that the Board of Management, through the Co-Chairs, is aware of all upcoming media events. As a matter of courtesy, if the media event is on, or related to, land managed by the Parks and Wildlife Service please advise the Parks and Wildlife Service in advance of it occurring. Be prepared with your key messages.
- Focus your comments on the Wildcare Inc activity and don't comment on PWS management issues (suggest the journalist talks to PWS re that subject).
- Links to and from Facebook and Websites are permitted, provided that Wildcare is featured

Wildcare Inc must be prominently incorporated into all media coverage that Wildcare Inc Branch's initiate and organise. When using your own Branch logo, it must be as a sub-brand to Wildcare, and both logos must be displayed. If you do not have a Branch logo, please use the Wildcare logo. Wildcare Inc has a website and a facebook page and encourages Branches to utilize the extensive opportunities these provide to manage your Branch and promote your activities. Some Wildcare Branches have created their own Facebook pages and websites. The Board is willing to provide links to those sites from your Wildcare Web Branch page. However, it is important that you identify the fact that your particular Branch is part of Wildcare, the parent organisation. It is important that these alternative sites do not inadvertently create an alternative non-paying "membership" of the group. It is best to promote activities already completed, with an underlying message of "if you want to hear about what's coming up then join us at Wildcare Inc". Utilise the Wildcare website and database to inform you actual members of upcoming events

When promoting your branch, either through articles, interviews, events, Facebook or Websites, it is extremely important that Wildcare Inc is acknowledged in order to raise awareness of the organisation as a whole. By doing this our partners understand and appreciate the enormous effort that the organisation as a whole provides. It also alerts potential donors and sponsors of all the great work being done all across Tasmania by members of the one large organisation.

Media messages:

- **Wildcare Inc is a good news story.**
- **Wildcare Inc is about rolling up your sleeves and making a difference.**
- **Our Tasmania ...**Wildcare Inc members believe that Tasmania's national parks and reserves and their wildlife and cultural heritage, is an *integral and important part of what makes Tasmania special*.
- **We love Tasmania ...**As Wildcare Inc members we provide our time and effort because we want to *make a real contribution to the places we love and the causes that we are passionate about*. This is payback for what these places, and their wildlife and heritage provide for us and all Tasmanians.
- **We are needed ...**We see our participation as an *essential part* of successfully managing and protecting Tasmania's natural and cultural heritage.
- **It is up to us ...**We believe we as Tasmanians have *a responsibility to participate* in caring for the natural and cultural environment.
- **Together we achieve so much more ...**Collectively, our 6000 members provide in excess of 300,000 hours of volunteer time each year (worth many millions of dollars) *adding to Tasmania's capacity* to manage and protect our reserves and natural and cultural heritage.
- **Everyone can be involved ...** Wildcare Inc members get involved in all sorts of projects, simple, small, large and extreme. WILDCARE Branches support reserves, wildlife care and rescue and cultural heritage sites. You can get involved how you want to, where you want to, when you want to.
- **We are partners with PWS...** The partnership between PWS and Wildcare is mutually beneficial, respectful and supportive. As Wildcare members we work alongside PWS staff, assisting and supporting them. We discuss issues, plan projects and make decisions with PWS staff.

ADDITIONAL VOLUNTEERS



As Presidents you have access to your own Branch members at all times through the web site database. When you require additional assistance with a project (i.e. additional volunteers or specific skills) follow these 3 easy steps.

Step 1. Ask for help

Use the on line [Volunteer Call Up Form](#) - which is made available to Presidents when they are registered as a President, and are logged on the Wildcare website - specifying the following information: What is the event? When is the event planned for? Where is the event being held? What's required for the event (e.g. camping gear, food)?

Branch Presidents will be notified by the Wildcare office that approval for additional volunteers has been granted,

The event must then be placed on the Wildcare Inc calendar.

The Wildcare office will email details to Wildcare members relevant to the request. All RSVP's will go directly to the President.

Step 2. - Do the job!

If the project is a PWS project then you need to complete all the relevant PWS paperwork, PWS Rangers will assist you with this. If the project is a Wildcare Inc project, then fill out the Wildcare [Record of participants form](#), go through any OH&S issues and explain Duty of Care before starting any work.

Step 3. - Report

Report on the event by logging in and using the Wildcare calendar. Here you can note the names and hours conducted by your volunteers and write a brief report on the progress. Take an opportunity to show off to the world what you have achieved and assist Wildcare Inc office in collating the combined efforts of all Wildcare events.

GRANTS AND DONATIONS



As President you have the delegation to apply for grants on behalf of your Branch. Always ensure that you have the permission and support from the land manager and the associated paperwork. Copies of the Grants need to be submitted to the Wildcare Board, and if successful, copies of the funding Agreement should be forwarded to the Bookkeeper bookkeeper@wildcaretas.org.au

INTERNAL GRANTS

Wildcare Inc invests in projects identified by our Branches via the Wildcare Internal Grant program. Wildcare Branches are eligible to apply for the Wildcare Internal Grant Program for projects that will:

- Be relevant to the objectives of Wildcare Inc,
- Involve Wildcare Inc. members,
- Have the support and authorisation of Partners (e.g. Parks and Wildlife Service)

=Simply complete the application forms found online, and then submit it to secretary@wildcaretas.org.au at least two weeks before a scheduled Board of Management meeting. Applications are assessed by the Directors at the bi monthly Wildcare Inc. Board meetings.

DONATIONS - THE WILDCARE GIFT FUND



Wildcare is now a Registered Environmental Organisation and has Deductible Gift Recipient status. Wildcare Inc has a Public Fund – the Wildcare Gift Fund - to receive tax deductible donations and bequests for disbursements under the rules of the Gift Fund. All donations in excess of \$2 are tax deductible and appropriate receipts will be issued to enable the donor to make claims for deductions on their tax return. Monies deposited in the Wildcare Gift Fund will be utilized by Wildcare to fund nature conservation works. Calls and invitations to submit applications for project funding are made by the Wildcare Inc Board of Management. All applications are assessed by the Wildcare Gift Fund Committee to ensure that donations are allocated in accordance with the purposes for which it was collected.

INSURANCE



Wildcare Inc Branches that undertake works on both private and public land independent of government Agencies; have two types of insurances coverage available. ,

The no-fault Volunteer Accident Policy provides cover for voluntary workers undertaking work authorized and under the control of Wildcare Inc.

Presidents of Wildcare Inc Branches have the delegation to authorise these works - this authorisation is complete when the event is posted on the Wildcare Calendar of events. Once an event has been authorised, anyone attending the event is deemed a Wildcare Inc. voluntary worker, for that event only, and is therefore covered by Wildcare Inc volunteer accident and public liability insurance.

To be a Wildcare Inc member, a volunteer must have submitted a Wildcare Inc. membership form (or renewal form), made payment of the \$25 membership fee, and hold a current membership card/number. A record of participants is taken and then recorded in the Wildcare Inc report on the Events Calendar.

Wildcare Inc.'s accident insurance policy is aimed at ensuring that an injured volunteer is not out of pocket after Medicare and private health cover rebates are deducted from the overall costs. It also covers lost income.

Public liability insurance is also carried and covers Wildcare Inc and its members in the event of accidents or injuries to 3rd parties due to negligence on the part of Wildcare Inc. Claims against Public Liability insurance are processed through court hearings where negligence must be proven. When a project is authorized and under the control of our Agency partners, they carry Volunteer Accident cover and Public Liability cover and have processes for protecting you while volunteering. Many Branches carry out all of their volunteering in this way, as any work carried out on PWS managed land must be authorized by PWS with volunteers being treated equivalent to staff in all expectations and entitlements.

REPORTING AN ACCIDENT OR INJURY OF A VOLUNTEER

If an accident occurs during a Wildcare Inc managed project , please follow these steps ...If a reportable accident (hospitalization, medical treatment, death) ...

- Notify Workplace Safety within 24 hours.
- Record the circumstances of the accident.
- Do not disturb the accident site. Workplace safety inspections may be made to assess the circumstances of the accident.

More information about WHS reporting can be found in the WHS related forms in the Website Office Files.

- Request a Wildcare Inc pre claim form from the Wildcare office or download it from the Wildcare web site link and return it completed to the Wildcare office.

Provision of the Pre Claim Form does not imply any acceptance of liability or responsibility on the part of Wildcare Inc.

- Wildcare Inc will then forward the insurer's Incident Report Form to the claimant. Provision of this report does not imply any acceptance of liability or responsibility on the part of Wildcare Inc.
- The completed Incident Report form must be returned to the Wildcare office by the claimant.
- The Wildcare office will forward the form to the insurer along with the Wildcare Inc. Pre Claim Form.

The insurance company will then deal with the claim, as it judges appropriate according to its processes.

Note 1 - Notification to the insurer must be completed within 30 days of the accident. Note 2 – If any of the processes outlined in this manual were not carried out leading up to the time of the accident/injury, it is probable the project will be deemed as not meeting the requirements of the insurance policy.

If you are volunteering for a partner agency you will need to follow their procedures as instructed.

