



VOLUNTEER CODE OF CONDUCT

Background

Native Animal Rescue (NAR) is a voluntary organisation established to care for sick injured and threatened wildlife. As such, it receives wild species from the public and various agencies, it assesses the animals with the support of professional veterinarians and takes appropriate action to either euthanise or rehabilitate the animals, as is determined appropriate by the Executive or people authorised by the Executive.

NAR operates under the auspices of the Department of Conservation and Land Management.

The members of NAR act to appoint a Board and an Executive Committee. The Board recommends general policy and directions to the members for ratification, and the Executive Committee is responsible for the day to day management of NAR.

Authority Structures

Some members of the Executive are appointed with specific management roles that impact directly on the work of volunteers caring for animals. Other than the President and Vice-President, Secretary and Treasurer, there are positions of Clinic Liaison Officer and Grounds Liaison Officer which give directions relating to the work of volunteers. The Executive appoints committees from the membership to assist it in the management of NAR.

The Animal Management Committee, is delegated authority by the Executive to work closely with veterinarians to manage the animals under the care of NAR and to determine the timing and location for release of rehabilitated animals and to manage such releases.

NAR manages its day to day operations through structured shifts involving rostered volunteers under the direction of a Shift Supervisor. The respective Shift Supervisor is the delegated person of authority for each volunteer shift. Members of Executive are also persons of authority, for volunteers on shift, but they will exercise their authority through or with the knowledge of the shift supervisor. In the event that the shift supervisor is not available, an Executive member is to be contacted where authorisation of actions is required.

Rights and Responsibilities of Volunteers

All volunteers are actively encouraged, but not required, to become members of NAR. Volunteers, who choose not to become members, have no rights to participate in the management and decision making processes of NAR. This does not preclude volunteers from making constructive comment and suggestions for improvement and such are encouraged be made to the shift supervisor or a member of Executive.

As a volunteer at NAR, whether a member or not, you are bound to comply at all times with the policies and procedures determined by NAR through its Board and Executive. These will be made available to volunteers, as they are developed, changed and implemented.

Volunteers who consistently fail to comply with the requirements of this code of conduct, or demonstrate threatening behaviour, either in person or any other method of communication, shall be asked to leave NAR premises. If so requested, a volunteer is to cease work, collect any personal effects and immediately leave the premises. The volunteer is not to attend NAR premises until the matter has been considered by the Executive Committee, and the Executive has given permission to return. A detailed report of the circumstances leading up to the dismissal shall be referred to the next meeting of the Executive for their consideration. The Executive shall consider the issue and determine whether the volunteer is to be permitted to return to NAR and under what conditions, or to be permanently prevented from participating as a volunteer. Such decision of the Executive shall be sent in writing to the volunteer. If the volunteer is not prepared to accept the decision of the Executive, they may request that the matter be heard by the Board. The Board shall then hear the matter at its next meeting. The volunteer shall have the right to make personal or written representation to the Board but the decision of the Board shall be final.

Animal Care

Volunteers who work at NAR recognize and accept that it is not appropriate to keep all animals alive and animals that:

- do not have the capacity to be restored to a good quality of life;
- are going to suffer unreasonably extended periods of pain;
- have injuries that records of previous admissions indicate result in an unacceptably low probability of rehabilitation;
- carry on incurable disease that will eventually be debilitating or painful to the animal; or
- carry an incurable disease that is transmissible to other animals, either in captivity or the wild;

may well be euthanased in the best interests of the animal or protection of other native fauna.

At times animals brought to NAR shall require regular care that cannot be provided within the shift times alone. Some volunteers may be needed to care for such animals at home. Volunteers must be authorized by a person of authority, before such animals are taken home, and will be required to

demonstrate their capacity to undertake such care. Animals taken into such care remain at all times the property and responsibility of NAR and shall be cared for under the direction of the appropriate persons of authority at NAR. Volunteers are to return such animals to NAR, when so directed by NAR.

NAR may at times deem some animals to be appropriate for educational purposes and may enlist the support of volunteers to undertake care of such an animal, to familiarize them with human contact and to prepare them for educational activities. If granted such care of an animal, a volunteer accepts that such animal remains the property of NAR and is to be made available to NAR as required.

At times, an animal may be assessed as not suitable for release or not required for educational programs undertaken by NAR, but suitable for permanent care under captivity. In such cases, a volunteer may be permitted to keep the animal under permanent care. NAR has the right to determine the suitability of a volunteer to undertake such care. When such animals are transferred to the permanent care of a volunteer, the ownership of the animal may be transferred, in writing, to the respective volunteer, subject to requirements of the Department of Conservation and Land Management.

If a volunteer has a concern about the way in which an animal is being cared at NAR, the volunteer should raise the matter with the shift supervisor. If the matter cannot be resolved by the shift supervisor to the satisfaction of the volunteer, the volunteer may request that the matter be referred to a member of the Executive, preferably the Clinic Liaison Officer, and the shift supervisor shall refer the matter for the attention of the Executive.

Respect for People and Property

Volunteers are at all times to respect each other, the property of each other and the property of NAR.

All animals delivered to NAR are the property of NAR and are not to be removed from the premises without the expressed permission of a person in authority.

Deliberate destruction of property or sustained careless use of NAR property and materials shall result in dismissal of a volunteer.

Removal of animals, NAR property and animal feed from NAR, without the express permission of a person in authority, is stealing and will be dealt with as such.

Derogatory comments and offensive language, including sexist and racist comments, are not acceptable practices and all volunteers and members are expected to demonstrate respect for the feelings of each other.

Public Comment

Volunteers shall not, at any time, in public forums or to the media make representations about the activities of NAR or speak on behalf of NAR.

Volunteers, who become aware of an issue that they believe requires public comment, should bring such matter to the attention of their shift supervisor or a member of Executive and request that the Executive take action to address the issue. Volunteers accept that the decision of the Executive shall be final. This does not preclude a volunteer taking action in on their own behalf, but such action must be clearly taken as a private individual and must not mention the name of NAR nor the specific fact that you work as a volunteer with NAR.