

The Wildcare Handbook for Branch Leaders



Version 7, April 2019

The who, what, where and why of Wildcare



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THANK YOU FOR SUPPORTING WILDCARE!



Wildcare Tasmania is a powerhouse team of volunteers and donors supporting the care and conservation of Tasmania's wild places, wildlife and cultural heritage.

Wildcare operates in partnership with land management agencies (including state and local government, government business enterprises and private organisations) to protect and conserve our natural and cultural heritage. Our partner agencies include State Government, Local Government and private landholders.

Activities are organised regularly across Tasmania and posted on the Wildcare website Event Calendar. Wildcare members have the option to join a Wildcare Branch and get involved in volunteering to help out with the activities.

Branch Leaders have a vital role in the success of the partnerships and also the outcomes achieved on ground. We welcome you on board!

GOVERNANCE AND MANAGEMENT

Wildcare was incorporated on 25 August 1998. As with any incorporated organisation, Wildcare 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

Details of the Wildcare Board members are on the [Wildcare website](#).

THE WILDCARE OFFICE TEAM

Chief Executive Officer: The CEO is responsible for strategic planning, legislative compliance, financial management, community relations, fundraising, marketing, communication, administration and the provision of advice to the Board. Photo and

Member Services Coordinator: The Member Services Coordinator's key tasks include providing services to Branches such as website training & support and advice about funding opportunities, developing website news items, Facebook posts and the *Wildtimes* newsletter, assisting with the formation of new Branches, dealing with membership enquiries and supporting the Wildcare Office volunteers.

The Member Services Coordinator is the first point of contact when seeking help with managing your Branch.

Email: <mailto:memberservices@wildcaretas.org.au> or phone (03)61654230 (monitored on a part-time basis).

Marketing Coordinator: The Marketing Coordinator's role is to promote Wildcare to external stakeholders, sponsors and potential members.

Bookkeeper: The Bookkeeper delivers a broad range of bookkeeping services for Wildcare such as data entry into our finance system, payment of invoices, reconciling income and expenditure, preparing financial statements for the Board and project reports for Branches, lodging BAS and supporting the preparation of the annual budget and financial report for auditing. Email: bookkeeper@wildcaretas.org.au.

WHAT DOES WILDCARE DO?

Wildcare activities are sorted into five main activity areas and are delivered mainly through a local Branch 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 [Join this Branch](#) on the website.

Wildcare's five main activity areas of work are:

1. 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 members with a shared interest and must have at least five members. These active Branches assist, in partnership with government, with the management of our parks and reserves. Under the Wildcare 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 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 (bookkeeper@wildcaretas.org.au) to arrange payments related to funded projects.

2. 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.

3. WILDCARE OFFICE

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

4. 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 our 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.

5. 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.

HOW DO PEOPLE JOIN WILDCARE?



All Wildcare members support our activities simply by paying their annual membership subscription. In addition, they can be an active 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. So how do they do this?

- Preferred option: Go to www.wildcarea.org.au and click on “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 purchase multi-year memberships.
- Alternative 1: Simply tick “Join Wildcare” when you purchase an annual or two-year Parks Pass.
- Alternative 2: Fill out a paper [Wildcare form](#) and return the completed Registration Form with a valid email address and payment to the Wildcare Office (GPO Box 1751 Hobart 7001) or any Service Tasmania outlet or any Parks and Wildlife Service Visitor Centre.

When people 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 any time and changed as many times as they need at no extra cost.

MANAGE YOUR BRANCH – CONDUCT AND CULTURE



BRANCH MEMBERSHIP

All members of the Branch must hold current membership of Wildcare and be registered for the Branch on the Wildcare database. Only Wildcare members are recognised as members of the Branch.

To be eligible for Wildcare Branch status, the Branch must have at least five members. All Wildcare members who register for the Branch on the Wildcare membership form and database are members of the Branch and must be included in communications.

BRANCH CULTURE AND EXPECTATIONS

There are mutual obligations and a supportive cooperative culture expected of both volunteers and the Wildcare organisation.

We have '[Working with Wildcare](#)' guidelines and a '[Wildcare Code of Conduct](#)' which set out the expected behaviours and responsibilities, and also avenues of support if volunteers are having any difficulties.

These guidelines relate to the behaviour we expect in:

- working in partnership with employees, Government Department staff and other volunteers; and
- constructive and respectful use of social media.

Wildcare is a non-political organisation and you are not authorised to unilaterally make public comment on behalf of Wildcare or the Board of Management or to use the position of Branch President or membership of Wildcare to publicly lobby or protest government policy and decisions.

BRANCH PAGE

It is the Branch President's responsibility to ensure that the Branch page is set up and updated. This is done in conjunction with Wildcare via memberservices@wildcaredtas.org.au

BRANCH MEETINGS

Branch members may determine the frequency of meetings of its members, but should meet at least once a year, including a meeting for election of Office Bearers. Meetings may align with working bees. All Branch members registered on the Wildcare 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 by the Branch President, of all planned events, meetings, working bees and activities. Once activities and events are posted on the [Wildcare Event Calendar](#), they are deemed authorised by Wildcare.

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 outcomes must be forwarded to the Wildcare Member Services Coordinator. The Branch may also elect other positions relating to sub-committees or working groups, as the Branch deems appropriate.

AUTHORITIES OF THE BRANCH PRESIDENT

Branch Presidents have delegated authority from the Wildcare Board of Management to authorise Branch voluntary activity as official Wildcare activity, subject to the requirements of working with land managers and meeting the requirements of volunteer and other insurances held by Wildcare. Remember to load details of upcoming Branch activity onto the Wildcare Event Calendar.

Please cooperate with our partner agencies, and contribute positively 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 authority 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 systems of work. As a volunteer with the PWS you are entitled to the same level of health and safety protection as an employee and are covered by insurance accordingly. You must take reasonable care for your own and other volunteer's 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.

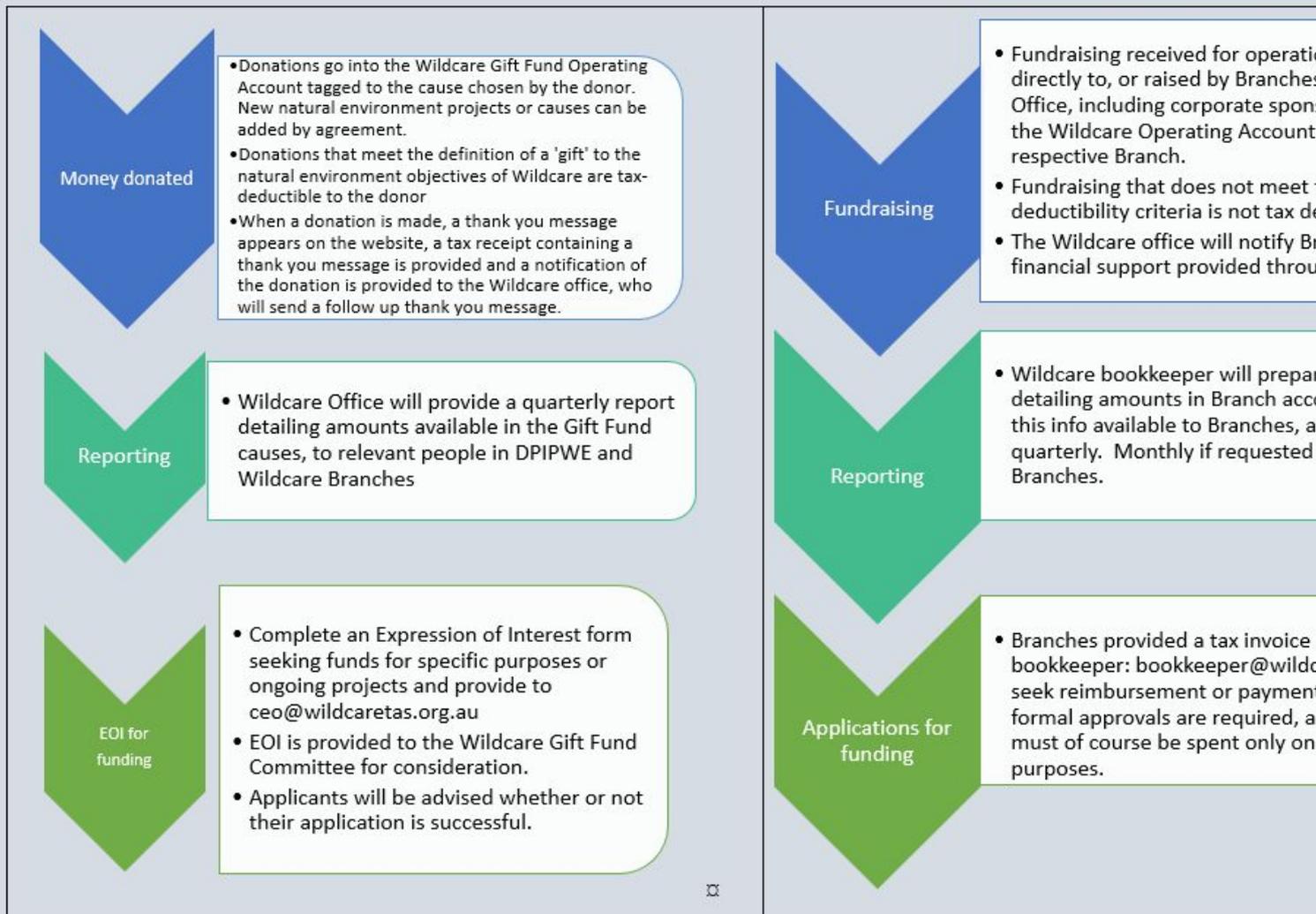
Sometimes members of a Wildcare Branch will undertake activities independently from government partners. In these cases, as a President it is your responsibility to manage a safe workplace, ensure your members are appropriately trained and have the skills and capability to do the work and bring your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

1. Define the work to be done by the volunteers. Identify risks and how you will mitigate them. Set the dates and inform your members. Place your event on the Wildcare Event Calendar. Email your members (use the Wildcare website) to inform them of the upcoming event.
2. Brief the volunteers on the job. Explain the tasks, identify potential hazards and how they will be controlled and what will happen in the case of emergencies. Ensure that all the participants have completed a Medical Disclosure Form and added their names and contact numbers to the [Working Bee Attendance Record](#).
3. Do the job. This is the fun bit!
4. Report on your success. A short report and a couple of photos can be posted on the web site as a news item, submitted as a Wildcare Facebook post using socialmedia@wildcaretas.org.au or a report with photos can be sent to the editor of *Wildtimes* via memberservices@wildcaretas.org.au as a newsletter story.

If an incident occurs complete the [incident report](#) and claim forms.

PROCESS – WILDCARE GIFT FUND FUNDRAISING

PROCESS – BRANCH



Wildcare as an organisation, consisting of a small number of paid staff, Board members and a network of volunteer branches, does not have tax deductible status. Financial support for Wildcare office operational expenses or direct to Branches are not tax deductible. Only donations to the Wildcare Gift Fund for natural environment causes, where the donor does not receive any benefit from the donation, and where the use of the donation is subject to the discretion of the Gift Fund Committee as to how to spend the money, have tax deductible status.

Branches fundraise through a range of means. These may be applying for grants, fundraising through raffles/sale of items or obtaining contributions from interested people or businesses direct to the Branch.

Purchase of Wildcare memberships, corporate sponsorships, proceeds from sales from the Wildcare online shop, sponsorships, branch sales of raffles/cards etc, branch fundraising through the Wildcare website branch pages, go through to the Wildcare Operating Account Westpac Acc No 037001 447364 and are tagged to the relevant Branch in the Wildcare accounts. This type of financial support is not tax deductible to the person making the contribution.

A branch fundraising website menu option has been made available to enable branches to boost their finances. This means that people can now financially support Wildcare branches directly (the support will not constitute a tax deductible donation). The benefit for Wildcare branches is that access to funds will be efficient – the funds will be tagged directly to that branch’s financial records and funds can be accessed through provision of an invoice to the Wildcare bookkeeper. Contact memberservices@wildcaretas.org.au for further info.

External funds obtained through grant applications may or may not be tax deductible to the grant provider, depending on whether the grant meets the independence criteria to be treated as a gift. Essentially for a grant to be considered a gift, there are [certain conditions that must be met](#).

If a grant is provided that meets the criteria of being a gift and also is provided for something that fits within the principle purpose of the Wildcare Gift Fund, then it goes into the Gift Fund and is tax deductible to the organisation providing the grant.

If the grant doesn't meet the criteria of being a gift then it would go into the Wildcare operating account.

Please liaise with the Wildcare bookkeeper bookkeeper@wildcaretas.org.au to discuss the nature of the grant obtained to determine how it should be treated.

SUMMARY OF IMPORTANT FACTS

	Donations to the Wildcare Gift Fund for natural heritage causes	Operational fundraising Account
Purpose:	The Wildcare Gift Fund is the 'flagship' means of attracting donations to support Wildcare's natural heritage objectives.	To enable branches and direct financial support quick access to funds.
Description	<p>The Wildcare Gift Fund is a Public Fund to which the public is invited to contribute. The Gift Fund is held in a separate account from Wildcare operational and Branch moneys.</p> <p>Wildcare has established Fund categories relating to partnerships and causes to attract funds. The amount donated to each partnership and cause is recorded in Wildcare's financial reports.</p> <p>Wildcare is open to new partnerships and causes being established. Contact ceo@wildcaretas.org.au</p>	<p>Wildcare Branch monies Operating Bank Account</p> <p>The amount held by each Wildcare's financial reports</p>
Tax deductible to the person making the contribution?	Yes	No No tax deductible receipts
	Donations to the Wildcare Gift Fund for natural heritage causes	Operational fundraising Account
How to access funds	<p>Make an application to the Wildcare Gift Fund Committee for release of funds for a particular project that supports Wildcare's primary objectives. Contact memberservices@wildcaretas.org.au for an EOI form.</p> <p>The Wildcare bookkeeper can advise you of potential funds available in the relevant categories of the Gift Fund. Depending on the nature of the project, funds may be available from within a number of the causes identified within the Gift Fund.</p>	<p>Provide invoices to Wildcare the account from your Branch</p> <p>The Wildcare bookkeeper available in your Branch</p>

Examples	Donations of money or property	Credit Card through the portal Other forms of fundraising sponsorship
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<p>Ability for donor to specify their wishes</p>	<p>Donors can express their wishes for the use of the donations. These wishes will be taken into account by the Gift Fund Committee but the Committee is not bound by those wishes. This independence is part and parcel of retaining tax deductibility status.</p>	<p>Discussions can occur d providing the funds and</p>
<p>Things to remember</p>	<p>Donations to the Gift Fund are for particular causes or projects relating to Wildcare’s environmental objectives.</p> <p>Donations to the Gift Fund may often relate to projects or ongoing works that a particular Branch is/or intends to volunteer for, but should not be thought of as donations to any particular ‘Branch’.</p> <p>Applications for release of Gift Fund moneys for particular projects are often more likely to be successful if that project has Wildcare volunteers working on it.</p>	<p>Funds provided to speci operational expenses an Operational Account, no</p> <p>These funds can be acc tax invoice to the Wildc</p> <p>People supporting a bra advised that it is not a t not be provided with a t would like receive a tax donate to the Wildcare</p> <p>Avoid the use of the wo branch fundraising.</p>

Need more information?

Contact memberservices@wildcaretas.org.au

GRANT APPLICATIONS



As President of a Branch you have the authority to apply for grants on behalf of your Branch. The Wildcare Office will be on the lookout for suitable prospective grant opportunities for Branches and communicate them via our website so keep an eye on our home page for news of upcoming grants. Always ensure that you have the permission and support from the land manager and the associated paperwork. Copies of the grant need to be submitted to the Wildcare Board – ceo@wildcaretas.org.au, and if successful, copies of the funding agreement should be forwarded to the Bookkeeper – bookkeeper@wildcaretas.org.au. It is important to realise that most grants come with the obligation to prepare a completion report back to the grant provider and the Wildcare Office can provide help and guidance in the preparation of these.

INTERNAL GRANTS

This section is currently being updated.

PARTNERSHIP AGREEMENTS WITH LAND MANAGERS

The Wildcare Board of Management maintains a register of any Agreements between Government Departments/Agencies and/or private enterprises and the Branches of Wildcare. If you are working on land managed by the Parks and Wildlife Service for example, under the guidance of the Ranger in Charge, you will most likely be asked to sign a form of partnership agreement. Please forward a copy of such Agreements to the Wildcare Office at memberservices@wildcaredtas.org.au

What Constitutes an Agreement?

An agreement is any arrangement in writing that binds or ties a Branch to a Government Department and/or private enterprise. Agreements can take many forms and have many names such as:

- Memorandum of Understanding
- Heads of Agreement
- Terms of Engagement/Reference
- Partnership Arrangements
- Volunteer Activity Statement

INFORMATION YOU MAY NEED TO PROVIDE WILDCARE OFFICE

Register of Significant Contracts (>\$10,000)

Responsibility for managing a Register of Significant Contracts falls to the Wildcare Board of Management.

Copies of all significant contracts with third party suppliers worth in excess of \$10,000, should be forwarded to the Wildcare CEO via ceo@wildcaredtas.org.au for inclusion on the Register of Contracts. Contact the Wildcare CEO if you have any doubts or questions about whether your agreement needs to be registered.

Register of Significant Assets

Wildcare Branches are required to maintain a record of significant (non-consumable) assets in their possession. A rule of thumb as to what to include on the register is to include assets worth >\$500.

The purpose of the Significant Assets register is to ensure that all Branch members can easily identify the extent and physical storage location of assets, that Wildcare has suitable insurances in place and, if a Branch is disbanded the register can be used to ensure that the assets are appropriately deployed. An assets register template is provided for this purpose in the website [Branch Files](#).

WILDCARE MEDIA GUIDELINES



Dealing with media can be a great opportunity to talk positively about the great work that your Branch is doing and the powerful outcomes of working collaboratively with land managers.

Media guidelines are in place to ensure that you know who to get help from in speaking with media and that organisational partnerships are respected.

PROTOCOLS IN DEALING WITH THE MEDIA

Wildcare works in partnership with many organisations, including: Government - in particular Parks and Wildlife Service within DPIPWE; Government Business Enterprises, other not for profits; Councils and donors. In order that the interests of Wildcare and our partners are respected, there are media protocols that have been agreed at the corporate level. Without these protocols, comments made to the media with the very best of intentions may end up unwittingly having negative or work load impacts for our partners or may lead to confused messaging in the public domain.

Steps to follow

1. If you are approached with an inquiry from the media you will need to find out:

- What is their name and phone number?
- What organisation are they from
- What subject do they want to discuss?
- Is it for news, radio, TV, a live interview, a feature documentary or what?
- What is their deadline?
-

Before making any comment to media, consider whether it is a DPIPWE/Parks issue as well as a Wildcare matter.

Advise the journalist that you will need to check in with the Wildcare and DPIPWE/Parks media channels before commenting and notify:

- your DPIPWE/Parks land manager contact, if relevant, and it will be up to that person to make contact with the DPIPWE or Parks Media Offices if deemed appropriate; and/or
- the Wildcare Office ph 6165 423 email memberservices@wildcare.org.au, or Wildcare CEO 0409023981.

Given the partnership between DPIPWE/Parks and Wildcare, in some cases it will be necessary to talk to both organisations to gain authorisation to speak to the media and to be made aware of any limitations on the scope of comment.

If arranged for you to speak to the media:

- a. Focus your comments on the practical and positive in terms of Wildcare activity and never comment negatively on the practices of our partners.
- b. Follow the [Wildcare Code of Conduct](#). If in any doubt please contact memberservices@wildcaretas.org.au.
- c. Remember that Wildcare is a non-political organisation and we don't advocate for particular policies or political parties.
- d. Acknowledge the contributions made by all parties to a successful project as virtually all Wildcare projects have a collaborative partnership component.

2. If you wish to put out a media release:

If you are involved in something exciting and newsworthy and would like to put out a media release to profile this wonderful work, the Wildcare Office team would like to support you.

Please discuss the scope of the media release with the Wildcare Office ph 6165 423 email memberservices@wildcare.org.au, or Wildcare CEO 0409023981. The Wildcare Office team may be able to assist with the preparation of media releases.

For releases related to work involving DPIPE/Parks, the Wildcare Office will need to also liaise with the DPIPWE/Parks Media Office to gain approval.

We understand the need to be responsive to media matters and will turn media releases around as quickly as possible. However, the more lead in time you can provide us the better.

MEDIA MESSAGES

Wildcare is a good news story.

Wildcare is about rolling up your sleeves and making a difference... It is about being practical and positive.

Our Tasmania is special... Wildcare members believe that Tasmania's national parks and reserves and their wildlife and cultural heritage, are *an integral and important part of what makes Tasmania special*.

We love Tasmania... As Wildcare 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.

It is up to us... We believe that as Tasmanians we have *a responsibility to help* care for the natural and cultural environment. We know that getting involved in volunteering in special places helps us to connect with, understand and value that place.

Everyone can be involved ... Wildcare 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 in any way that you want to and where and when you want to. You can go to remote wild places or volunteer in a reserve closest to where you live.

It is healthy to be involved... joining a Wildcare activity has physical, mental and social benefits. It's fun and deeply rewarding to join with others in doing something worthwhile.

We are partners with Parks and Wildlife Service... 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.

USING THE WILDCARE LOGO

Wildcare must be prominently incorporated into all media coverage that its Branches 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 encourages Branches to utilise the extensive opportunities that Wildcare's website and Facebook page provide to manage your Branch and promote your activities. Use the address socialmedia@wildcaretas.org.au to send items for inclusion on the Wildcare Facebook page.

SOCIAL MEDIA

Some Wildcare Branches have created their own Facebook pages and websites. The Board is willing to provide links to those sites from your Wildcare website Branch page. However, it is important that you

identify the fact that your particular Branch is part of Wildcare, the parent organisation. Use the Wildcare website and database to inform your actual members of upcoming events.

When promoting your Branch, either through articles, interviews, events, Facebook or websites, it is important that Wildcare 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.

Our '[Working with Wildcare](#)' guidelines and the '[Wildcare Code of Conduct](#)' set out the expected behaviours and responsibilities relating to the constructive and respectful use of social media.

INTERPRETIVE SIGNAGE AND PUBLICATIONS

Before proceeding with any interpretive signage on PWS land or publications, please contact the PWS Strategic Partnerships Manager, Sam Cuff at Sam.Cuff@parks.tas.gov.au. There are style and logo requirements that may need to be adhered to for projects on PWS land that the Sam can also highlight. The Wildcare Office team can provide assistance with accessing the Wildcare logo and also with style and design expertise.

PWS also have expertise and resources in the development and implementation of interpretive products, including signs and publications, and can provide useful guidance.

ADDITIONAL VOLUNTEERS



Presidents have access to their own Branch members at all times through the website database. Listing your event on the [Wildcare website calendar](#) will make the event available to all Wildcare members. If you require additional assistance with a project (i.e. volunteers with specific skills) please feel free to contact the [Wildcare Member Services Coordinator](#) for assistance in creating a call out.



WHAT INSURANCE COVER IS AVAILABLE FOR WILDCARE VOLUNTEERS?

1. Volunteer Accident Policy

Wildcare voluntary workers insurance is designed to provide 24 hour cover, 7 days a week for Wildcare members, for Wildcare authorised work. Activities need to be within the authorised scope and appropriately risk managed, for cover to apply. Full details of the Wildcare Voluntary Workers Insurance policy are on the [Wildcare website](#).

There may be additional insurance cover from other policies, for example the Tasmanian Risk Management Fund (TRMF) applicable to State Government managed land, depending on the ownership of the land that you are working on.

People need to be a Wildcare member to be covered under the Wildcare policy. Depending on the type of land being worked on, they may be covered under other policies though, even if they are not covered by the Wildcare insurance policy.

2. Public liability insurance

Public liability insurance is also carried and covers Wildcare and its members in the event of incidents or injuries to third parties due to negligence on the part of Wildcare. Claims against public liability insurance are processed through court hearings where negligence must be proven.

What is authorised work?

For coverage under the Wildcare voluntary workers insurance policy, activities must be authorised, eg within the agreed scope of your Branch. When a Wildcare Branch is established, a scope of activities is agreed with the Wildcare Office and a Leadership team, eg President, Treasurer and Secretary is appointed.

If the following conditions are met, then your event is an authorised Wildcare event:

- activities remain within the agreed Branch scope,
- the Branch Leadership team has authorised the work event,
- you are working cooperatively with any land managers and have completed all Control test requirements.

Do I have to lodge my event on the Wildcare calendar for cover to apply?

No. Putting your event on the Wildcare calendar does not have any impact on whether or not you are covered for insurance.

However, lodging your event on the Wildcare calendar is generally encouraged to have your event open to participation to all Wildcare volunteers and to publicly show all of what Wildcare is about. This also helps with obtaining grants and donations.

WHAT INSURANCE COVER APPLIES WHEN WORKING ON LAND MANAGED BY TASMANIAN GOVERNMENT (EG NATIONAL PARKS, STATE RESERVES)

Many Wildcare Branches work on land managed by a division of the Department of Primary Industry, Parks, Water and Environment, commonly either the Parks and Wildlife Division or Natural, Cultural and Heritage Branch.

Provided Control test requirements have been met, volunteers may potentially be covered under both the Tasmanian Risk Management Fund and the Wildcare voluntary workers insurance policy.

What is the Control test?

To access Tasmanian Risk Management Fund (TRMF) volunteer personal accident cover, volunteers must satisfy the TRMF Agency control test as detailed in the [TRMF Policy and Disclosure Document on page 11](#). In order for volunteers to access that cover, the following conditions must be met:

- The individual/group is directly appointed by the Agency;
- There is existence of high level Agency supervision over the activities of the individual/group;
- The agency has the power to dismiss the individual/group; and
- Risk assessments are undertaken on proposed activities, volunteers must be able to undertake tasks in a safe manner and be accredited where required eg. Operating chainsaws and weed spraying.

In practice this means that:

- All volunteers complete the DPIPWE Volunteer Registration and Medical Disclosure Form and have it signed by a PWS Manager/ Supervisor and a Responsible Officer.
- Volunteers do work that is:
 - suitable for them to undertake given their qualifications, training, skills and abilities
 - an activity of benefit to the agency / crown (crown law advice)
 - clearly identified in an activity statement, partnership agreement or plan
 - risk assessed through Activity Risk Assessment (ARA) or JRA, JSA.
 - subject to an approved safety management plan if in remote, isolated or rough terrain.

EXCLUSIONS

What is covered will always be considered on a case by case basis whenever a claim is made. Notable exclusions under Wildcare insurance:

- any claims arising from deliberate, illegal or criminal acts are not covered
- a volunteer is covered when in an aircraft flying to the worksite only if they are a passenger, eg not flying the aircraft,
- claims for pre-existing medical conditions are not covered.

Full details of the Wildcare voluntary workers insurance are [here](#).

Notable exclusions under the TRMF:

- Personal accident cover is not provided in circumstances where workers' compensation would not apply to an employee in the same circumstances. In addition, personal accident cover is not provided in circumstances where a volunteer:
 - is involved in a motor vehicle accident; or
 - acts outside the scope of the activities authorised by the agency, or contrary to its instructions; or
 - is affected by alcohol /other drugs at the time of the incident; or
 - the personal injury occurs during time off – even if this has been sanctioned by a relevant officer or authorised representative.

Full details of the Tasmanian Risk Management Fund insurance are [here](#)

REPORTING AN INCIDENT

An incident is any event that results in an injury, damage to property or plant, a near miss or a health or environmental impact. If an incident occurs during a Wildcare managed project, please follow these steps:

1. If a reportable incident (death, hospitalization, medical treatment, electric shock, fire):
 - Notify WorkSafe Tasmania immediately by phone on 1300 366 322 and then by lodging their [Incident Notice form](#) within 48 hours.
 - Do not disturb the incident site. Workplace safety inspections may be made to assess the circumstances of the incident.
2. Request a Wildcare pre-claim form from the Wildcare Office or download it from the Wildcare website and return the completed form to the Wildcare Office.
3. Wildcare 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.
4. The completed Incident Report form must be returned to the Wildcare Office by the claimant.
5. The Wildcare Office will forward the form to the insurer along with the Wildcare pre-claim form.
6. The insurance company will then deal with the claim, as it judges appropriate, according to its processes.

Notes:

- Notification to the insurer must be completed with 30 days of the incident.
- If any of the processes outlined in this manual were not carried out leading up to the time of the incident/injury, it is probable that 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.

More information about Work Health and Safety (WHS) reporting can be found in the WHS related forms in the website [Office Files](#).