

## 2.3 Authorisation of WIRES Rehabilitators

**Administrative Guideline** adopted 22/10/92: 2.3.1 – 2.3.12 reviewed 09/2008 for council approval 25/10/08, for member comment 14/12/08, **adopted 14/2/09**

### Introduction

- 2.3.1 The General Licence issued to WIRES by the National Parks and Wildlife Service provides that the Association may issue an Authority to operate under the terms of the licence only to a person who has appropriate previous experience, or has undertaken appropriate training in the rescue and/or rehabilitation of sick, injured and orphaned native animals. The Licence also provides that authorities be issued on an annual basis and that every such Authority must expire on 30<sup>th</sup> June of each year.

### Procedure

- 2.3.2 The applicant must have read and agreed to abide by WIRES policies and the conditions listed on the application form and have undertaken any training program specified by WIRES Inc to which the applicant is a member.
- 2.3.3. An existing WIRES Authorised Rehabilitator must renew his/her Authority annually when it expires on June 30 and no later than 28 days from that date.
- 2.3.4 Processing of annual authorisation renewals should be carried out by Administration Office no later than during the month of July to ensure that Authorised Rehabilitators do not carry out WIRES work without a current WIRES Authority.
- 2.3.5 Renewal applications and new applications for authorisation must be made on the Admin Office approved form. The completed form must include the Authorised Rehabilitator's details and be signed by the applicant.
- 2.3.6 Applications for authorisation of existing and new Authorised Rehabilitators will only be recommended for approval (or otherwise) by the Branch to which the Authorised Rehabilitator belongs.
- 2.3.7 Completed application forms will be sent with the required fee by the Authorised Member to the Admin Office for processing.
- 2.3.8 The Administration Office will issue a current Authority to approved Rehabilitators, which will state the carer's ID number, name and address. If any of these details change, the Authority should be replaced as soon as possible. If the ID card originally issued to a new Authorised Rehabilitator is lost, it should be replaced as soon as possible.
- 2.3.9 The current Authority and ID card should be carried at all times whilst doing

WIRES authorised rescues.

- 2.3.10 Any breach of the conditions of the Authority, of WIRES Constitution, it's policies, Code of Conduct or failure to comply with instructions given by the Branch may result in the suspension of authorisation or expulsion from WIRES.
- 2.3.11 The list of authorised Rehabilitators will be supplied to the NSW National Parks and Wildlife Service annually or as required.