



## Responsibilities and tips for WIRES branches - Running a successful RICC workshop

- **Organising the venue** – the host branch will need to source and book an appropriate venue for the course; however the host branch is not expected to pay for the venue. Once the venue booking is confirmed, the invoice can be forwarded to [training@wires.org.au](mailto:training@wires.org.au) to facilitate payment.
  - For venue charges of more than \$300 in total for day hire (excluding any bond charges), please reach out to [training@wires.org.au](mailto:training@wires.org.au) to discuss this further before booking.
  - Some online booking systems require instant payment and do not issue invoices. In these cases, if the hosting branch has sourced a reasonably priced venue and has enquired that it is available for the chosen hire date, please contact WIRES Training Team to help facilitate the booking and payment.
  - All branch representatives present on the day are responsible for leaving the venue in a clean and tidy state, including meeting any venue-specific cleaning requirements. The branch may incur any additional fees charged to WIRES for leaving a venue in an untidy or unacceptable condition.
- **Key collection and return** – most venues have procedures in place regarding key collection/access to the venue, as well as locking up procedures and key drop off. It is the responsibility of the branch to ensure they are across these procedures.
  - The host branch is responsible for key collection and return within the venue designated timeframes.
  - Host branches should ensure sufficient branch representatives and trainers are available and present to assist with setting up (to ensure the venue is ready for participants to arrive) and packing down (to ensure the venue is left in an acceptable state).
- **Use of wildlife cadavers** – it is a requirement for branches to have deceased wildlife bodies available at all RICC workshops to utilise for the purposes of course activities (i.e. identification, examination etc).
  - Wildlife bodies must be sourced appropriately by the host branch (ie. via vets or carers) and brought to the workshop for training purposes.
  - Branches are encouraged to source a wide range of animal bodies for the course to ensure participants can practice identification of different species. Bird bodies are required for the workshop sessions, however possum, lizard & turtle bodies are optional but beneficial (refer to RICC Branch Trainers Booklet for more information).
  - Branches are responsible for ensuring that the wildlife bodies provided for use are acceptable to the level of training being undertaken (ie. no snakes, bats, monitors).
  - Branches are responsible for ensuring that all wildlife bodies are removed from the venue following a course, that they are disposed of appropriately (ie vet disposal) and that strict cleaning protocols have been followed.
  - Branch trainers **MUST** ensure that P2/N95 masks and disposable gloves are worn at all times by participants and trainers when wildlife bodies are present and being utilised.



- **Paperwork distribution** – the host branch must ensure all workshop participants receive a copy of the necessary paperwork on the day of each RICC workshop.
  - WIRES Training Team will supply the necessary paperwork to the branch (usually the Training Officer) before the workshop. This includes a RICC Participant Assessment Booklet, RICC Evaluation Form and a RICC Information Booklet for each student listed on the Attendance Register.
  - If the host branch would like additional trainer copies, or a hardcopy RICC manual to use as a trainer reference, please email [training@wires.org.au](mailto:training@wires.org.au) prior to the workshop to arrange.
  - The host branch is responsible for printing the attendance register and ensuring it is available for students to sign on the day. WIRES Training Team will supply this to the host branch shortly after 4pm on the Friday prior to the workshop.
- **Taking attendance** – the host branch must ensure all workshop participants have signed the attendance register acknowledging participation before they leave.
  - Branch trainers are responsible for ensuring that identification is checked on arrival.
  - If the suburb provided on the attendance register does not match the person's ID, a request should be made to take a photo of their ID to provide to WIRES Training Team.
- **Catering** – branches are welcome to provide refreshments (tea, coffee, biscuits etc.) for participants, however this is not mandatory and course information sent to participants states that all participants are to bring their own food and drinks.
- **Cleaning and Personal Protective Equipment** – the host branch is responsible for supplying the required cleaning, hygiene and personal protective equipment (PPE) for all participants and trainers on the day.
  - Every individual **MUST** be provided with a N95 or P2 dust mask and a set of disposable gloves (with spares). Hand sanitizer (at least 60% alcohol) must be supplied on each table.
  - Cleaning and hygiene equipment such as F10 vet disinfectant, surgical facemasks (COVID), garbage bags, hospital grade disinfectant wipes and spray, liquid soap, paper towels, and a first aid kit should also be provided for use as needed on the day. Each hosting branch will receive a reimbursement of \$100 post workshop from Head Office to help with covering these expenses.
- **Workshop sessions** – the host branch must ensure that all compulsory workshop sessions as outlined in the RICC Branch Trainers Booklet have been incorporated and completed at every RICC workshop, and all sections of the Participant Assessment Booklets are complete and signed off for every participant.
- - The host branch should provide basic information about next steps following the course, including mentioning that processing of new volunteers can take 2-3 weeks.
  - The host branch should ensure individuals are clear on the species they can/cannot rescue following a RICC workshop and what their authorisation allows them to do.



- **Trainers** – All branch workshops must have at least 1 WIRES Approved Trainer overseeing the running of RICC workshops. A WIRES Approved Trainer is regarded as a member who has successfully completed the free online WIRES Train the Trainer Course.
  - The WIRES Approved Trainer does not need to run the entire workshop, but they must be present and oversee the workshop sessions.
  - To complete the WIRES Train the Trainer course, email [training@wires.org.au](mailto:training@wires.org.au) for more information.
- **General coordination and communications** – good communication between the host branch and WIRES Training Team is an essential part of the preparation and delivery phases for each scheduled course to ensure the training runs as smoothly as possible.
  - WIRES Training Team will reach out to the host branch (often the trainer/s) in preparation for each workshop, to obtain details such as the course paperwork delivery point, emergency contact for the workshop, who to send the attendance register to etc. It is the responsibility of the host branch to provide information in a timely manner to support the smooth coordination and delivery of RICC workshops.
  - The host branch is responsible for keeping WIRES Training Team informed of any key changes to the workshop information provided. Branches should also inform the WIRES Training Team, with as much notice as possible, where a scheduled RICC course may be impacted or require postponing/cancellation (ie. trainer illness, low participation rates etc).
- **Returning course paperwork** – branches must ensure that all participants successfully complete the paperwork, and that this paperwork is returned to Head Office following a RICC workshop. This is necessary in order to process new volunteer authorisations.
  - Hard copies of the paperwork **MUST** be posted back to WIRES Head Office (PO Box 7276, Warringah Mall NSW 2100). Electronic copies can be sent to [training@wires.org.au](mailto:training@wires.org.au) before posting to expedite the processing of onboarding volunteers.
  - The host branch is responsible for ensuring every participant returns their Participant Assessment Booklet and Evaluation form. All Participant Booklets, Evaluations and the Attendance Register must be posted back to WIRES Training Team within a reasonable timeframe following each workshop.
  - Head Office must also receive headshot images to be used for identification. These can be mailed via USB or emailed to [training@wires.org.au](mailto:training@wires.org.au) following the workshop. If the person's suburb on their identification did not match what was provided on the attendance register, a photo of their license (front and back) will also be required.

Live animals, including pets and/or animals in care are not to be brought to RICC workshops under any circumstance.

The Training Team are always willing to assist, and we encourage branches to reach out with plenty time in advance if there are any concerns, challenges or questions they may have in preparing to host a course.

All branch enquiries relating to hosting RICC workshops, becoming a WIRES Approved Trainer or accessing the Branch Trainer's Booklet can be directed to [training@wires.org.au](mailto:training@wires.org.au)