

# Carer Reimbursement Policy

## BWRAC Committee & BWRAC Members

### 1. Purpose

The purpose of this policy is to provide guidelines for the reimbursement of expenses incurred by wildlife shelter operators, foster carers and rescuers in the course of rehabilitating wildlife in the Ballarat region, or in the event of a natural disaster (ie bush fire, flooding event, drought, plague etc).

### 2. Scope

This policy applies to all financial members of BWRAC who are registered shelter operators, or registered foster carers and/or rescuers. Reimbursements are subject to funds being available.

### 3. Eligibility

- The applicant must be a current financial member of BWRAC; and
- Hold a current DEECA authorisation as a wildlife shelter or foster carer in Victoria, and/or be registered with Wildlife Victoria as a rescuer; and
- Not have any pending investigations through DEECA or any other authority; and
- Be currently undertaking wildlife rescue and/or rehabilitation activities within a 50km radius of Ballarat (as measured from the Ballarat Town Hall); and
- Have been operating for a minimum of two years from the date of application for reimbursement (proof of duration will be required by way of official correspondence from the appropriate training/regulatory body, ie DEECA, Wildlife Victoria etc confirming your date of registration)
- The expense sought for reimbursement must be necessary for the business of rehabilitating wildlife and be reasonable in amount, and
- All expenses must have been incurred and paid by yourself and be documented with original receipts and a clear explanation of the purpose; and
- Expenses that have been incurred by or on behalf of another business, shelter, person, not-for-profit or charity etc will not be reimbursed; and
- Expenses that have been reimbursed (or provided, ie via a grant) by another organisation are not eligible for reimbursement; and
- Reimbursement should be sought within 3 months from the date of the expense being incurred and will be paid to an Australian bank account; and
- Applications with incomplete or insufficient information may not be processed; and
- The applicant must comply with all relevant laws and regulations and not have been convicted of any offence under the Wildlife Act 1975, Wildlife Regulations 2013, Catchment and Land Protection Act 1994, Prevention of Cruelty to Animals Act 1986

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or similar interstate or federal legislation during the last 10 years, from the date of reimbursement application.

### 4. Eligible Expenses

- Fuel: to enable the rescue and/or transportation of wildlife.
- Wildlife food, supplements and related supplies (ie straw, wood shavings, specialist feeds, meal worms, hearts, liver, etc).
- Education & Training: Conference and Training Attendance Fees: Costs related to attendance at conferences, workshops, and training sessions relevant to the person's wildlife rehabilitation/rescue role (excludes accommodation, fuel or meals etc).
- Vaccinations: to enable the applicant to handle specific wildlife, subject to legislated vaccination requirements.
- Cleaning products (disinfectant including F10 disinfectant, hand wash, hand sanitiser, tissues etc)
- Veterinary costs and associated prescribed medications for wildlife in care.
- Equipment and/or personal protective equipment used for rescue, rehabilitation or release of wildlife.
- Miscellaneous Expenses: Other necessary wildlife expenses may be reimbursed with proper justification and prior approval (subject to available funds).
- Shelters, containment carriers, wire mesh, shade cloth etc.

### 5. Non-Reimbursable Expenses

- Memberships to any organisation.
- Mobile phone expenses.
- Mileage/kilometres.
- Vehicle servicing or repairs etc.
- Expenses for family members or companions.
- Fines, penalties, or parking tickets etc.
- Any expense not directly related to the rescue, rehabilitation or release of wildlife.
- Computers or phones.
- Fundraising or profit-making activities.
- Bolt guns and accessories.
- Materials or services for private use or to donate to a third party.
- The purchase of land.
- Any illegal activity.
- Insurance.
- Signage for shelters or any buildings/structures.

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- Self-promotion activities including advertising, business cards etc
- Salaries ie staff/contractors/volunteers etc
- Memberships to other organisations
- Items for activities outside of the designated area within the Ballarat region.

### 6. Reimbursement Procedure

#### Submission:

- An initial 'onboarding' process needs to be undertaken by each applicant. The applicant agrees to submit to the BWRAC Treasurer/Secretary proof of registration with DEECA and/or Wildlife Victoria, or any other relevant industry body; and
- Current membership status with BWRAC will also need to be verified; and
- Provide Australian bank account details; and
- Attach all original receipts and any relevant documentation and email to the BWRAC Treasurer. [[treasurer@bwrac.org.au](mailto:treasurer@bwrac.org.au)]
- If the reimbursement needs further clarification, then complete an expense report form and submit to the BWRAC Treasurer.

#### Approval:

- The BWRAC Executive will review the expense reimbursement claim, monthly, for compliance with this policy.
- Approved expenses will be reimbursed within [7] days of approval.
- Reimbursements will be subject to the scrutiny of the auditor of BWRAC's financial reports and accounts.

### 7. Responsibilities

#### Shelter Operators/ Foster Carers

- Supply proof of purchase paid by yourself, ie receipt
- Ensure expenses are actual, reasonable and necessary for wildlife rescue, rehabilitation or release.
- Obtain prior approval when/if required, ie if the claim is over \$100. Never assume the full amount of the expense can or will be reimbursed by BWRAC.
- Ensure expenses have not/nor will not be claimed anywhere else, by anyone else.
- Submit reimbursement claims within 3 months, with appropriate documentation.

#### BWARC Executive:

- Review and approve expense reports promptly.
- Ensure expenses comply with this policy.
- Maintain accurate records of all reimbursed expenses.
- Communicate the outcome of any reimbursement claim to the applicant in a timely manner.

### 8. Reimbursement payments

- Subject to these terms and conditions, BWRAC will make reimbursement payments to your nominated bank account. BWRAC accepts no liability for delayed or late payments of any monies. It is the applicants' responsibility to ensure current bank details are lodged with the BWRAC Treasurer.

### 9. Monitoring & Reporting

- Whilst reimbursements are not subject to specific reporting or monitoring requirements, BWRAC reserves the right to request an inspection of any physical asset/s that has been reimbursed. BWRAC also has the right to requests photos of the item/s.

### 10. Audit and Compliance

- Periodic audits of reimbursement claims may be conducted to ensure compliance with this policy and are subject to the scrutiny of the accountant/auditor or treasurer.
- Any misuse of funds or violation of this policy may result in disciplinary action, up to and including termination or removal of membership of BWRAC and repayment to BWRAC of the amount reimbursed, and/or recovery of the item that has been reimbursed (if a physical item).

### 11. Privacy

- BWRAC agrees to comply with the Privacy Act 1988 (Cth) in relation to any personal information provided by you in connection with the reimbursement process in accordance with the current Privacy Policy available on the BWRAC website.
- By applying for reimbursement/s with BWRAC, you agree that BWRAC may publish information about your reimbursement on its website, on social media or in reports/communications to members, volunteers or supporters etc.

### 12. Intellectual Property

- All intellectual property you create as part of the process of rehabilitation of wildlife will be owned by you, but you shall grant to BWRAC a non-exclusive, irrevocable, non-transferrable royalty-free license to use any such intellectual property including, permitting BWRAC to make those reports and documents and any other materials publicly available and to otherwise communicate, reproduce, adapt and publicise them for the purposes of promoting BWRAC. This includes the use and reproduction of photographs, information and data etc for BWRAC and other non-commercial purposes.

### 13. Revocation of Reimbursement

BWRAC may by written notice to you, immediately revoke and request repayment of any reimbursement/s at any time within a 12-month timeframe if:

- You gave or give BWRAC false, misleading, inaccurate or deception information; or
- You bring BWRAC into disrepute, damage or seek to damage the reputation of BWRAC.
- If BWRAC revokes a reimbursement/s, you must return the funds within 10 business days of receiving notification. BWRAC may take any steps required to recover the funds, including recovering any goods or assets acquired using the reimbursed funds.

### 14. Indemnities and Liability

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- The applicant with indemnify and keep indemnified BWRAC from and against all actions, claims, demands and other proceedings that may be made or recovered against BWRAC, its members or officers, in respect of any damage to property, or personal injury or death where the damage, injury or death was caused by any wilful, unlawful or negligent actor omission of you in relation to the use of any equipment or supplies used in the rehabilitation of wildlife.

### 15. Insurance

- The applicant is responsible for any insurance required, in relation to the activities for which the reimbursement is made.

### 16. Relationship of Parties

- Neither you nor any person engaged by you shall be in the service or employment of BWRAC through the receiving of a reimbursement payment.

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