

QUEENSLAND WILDLIFE REHABILITATION COUNCIL

*To direct, guide, and improve standards and outcomes of
native wildlife rehabilitation and release, throughout
Queensland.*

Constitution

QWRC Constitution

Queensland Wildlife Rehabilitation Council Table of Contents

<i>Definitions</i>	3
1 <i>Association Name</i>	4
2 <i>Mission Statement</i>	4
3 <i>Aims & Objectives</i>	4
4 <i>Function</i>	5
5 <i>Membership</i>	6
5.1 <i>General Membership</i>	6
5.2 <i>Appointment of QWRC Executive Council Members</i>	6
5.3 <i>Selection and Appointment of</i>	7
5.4 <i>Vacancies - Council and Committee</i>	8
5.5 <i>Re-appointment of the Council</i>	8
5.6 <i>Responsibility of Members</i>	8
5.7 <i>Exclusion and Expulsion of Councillors</i>	9
5.8 <i>Pecuniary Interest</i>	9
6 <i>Business Operations</i>	9
6.1 <i>General Meetings</i>	9
6.2 <i>Annual General Meeting</i>	10
6.3 <i>Extraordinary Meetings</i>	10
6.4 <i>Meeting Agenda</i>	10
6.5 <i>Quorum</i>	10
6.6 <i>Conduct of Meetings</i>	10
6.7 <i>Meeting Minutes</i>	10
6.8 <i>Voting</i>	11
6.9 <i>Correspondence</i>	11
6.10 <i>Confidentiality</i>	11
6.11 <i>Reporting Requirements</i>	11
6.12 <i>Reference Committees</i>	12
6.13 <i>Reviews</i>	12
6.14 <i>Common Seal</i>	12
7 <i>Funding and Assistance</i>	12
7.1 <i>Funding and Accounts</i>	12
7.2 <i>Documents</i>	13
7.3 <i>Financial Year</i>	13
7.4 <i>Sitting Fees</i>	13
7.5 <i>Travelling Expenses</i>	13
7.6 <i>Insurance</i>	14
7.7 <i>Distribution of Surplus Assets to another Entity</i>	14
8 <i>Privacy Statement</i>	14
Schedule 1 – <i>QWRC Criteria for Representatives</i>	15
Schedule 2 – <i>QWRC Regional Distribution</i>	16
Appendix 1 <i>Application Form - QWRC</i>	17
Appendix 2 <i>Confidentiality Agreement – QWRC</i>	18
Appendix 3 <i>Nomination Form – QWRC Shire Representatives</i>	19
Appendix 4 <i>Proxy Voting Form</i>	20
Appendix 5 <i>Appendix to clause 7.1.2 of this constitution</i>	21

QWRC Constitution

Definitions

The following definitions are used:

- i. "ACPA" will mean the current Queensland *Animal Care and Protection Act*.
- ii. "Act" will mean the current Queensland Nature Conservation Act.
- iii. "Animal" will mean a native animal, as defined under the Act.
- iv. "Rehabilitator" will mean a person currently covered by a Queensland Parks and Wildlife rehabilitation permit.
- v. "Code" will mean the Code of Practice for the care of orphaned, sick and injured animals by wildlife care volunteers under the Act.
- vi. "Constitution and By-laws" will mean the constitution and by-laws of QWRC as detailed in this document.
- vii. "Council" will mean the Queensland Wildlife Rehabilitation Council Inc. (QWRC)
- viii. "Councillor" will mean a shire representative who is duly elected as chairperson of a district committee and therefore sits on the QWRC.
- ix. "Department" will mean the Queensland Department of Environment and Resource Management (DERM).
- x. "District" will mean an area as defined in Schedule 2.
- xi. "District committee" will mean the committees comprising the elected shire representatives for each district as defined in Schedule 2.
- xii. "DEEDI" will mean the Queensland Department of Employment, Economic Development & Innovation.
- xiii. "Group" will mean an incorporated wildlife care organisation, permitted in Queensland.
- xiv. "Minister" will mean the Queensland minister responsible for wildlife at the time.
- xv. "QPWS" will mean the Queensland Parks and Wildlife Service.
- xvi. "Rehabilitation" will mean those matters that relate to all aspects of wildlife rehabilitation that come within the scope of the Act.
- xvii. "Resolution" will mean a decision of the council or committee in accordance with clause 6.8.4.
- xviii. "Shire representative" will mean the person elected by the rehabilitators of a shire as their representative for that shire.
- xix. "Executive" will mean the office bearers as appointed from time to time by the council.
- xx. "ARAZPAQ" will mean the Australasian Regional Association of Zoological Parks and Aquaria [Qld]

QWRC Constitution

1 Association Name

The association is to be known as:

- 1.1 Queensland Wildlife Rehabilitation Council Inc.
- 1.2 Queensland Wildlife Rehabilitation Council Inc. will be referred to throughout this document as QWRC.

2 Mission Statement

The mission statement of QWRC is:

- 2.1 To direct, guide, and improve standards and outcomes of native wildlife rehabilitation and release, throughout Queensland.
- 2.2 The slogan of QWRC is “Representing Wildlife Rehabilitators”

3 Aims & Objectives

The aims and objectives of QWRC are:

- 3.1 To be the peak representative organisation for the wildlife rehabilitation industry in Queensland. The council will focus on ensuring excellent welfare for native animals during and post rehabilitation to achieve, compliment and advance conservation benefits and outcomes.
- 3.2 To provide a collective voice across the state on wildlife rehabilitation issues and other issues deemed appropriate to the council.
- 3.3 The council will act as an independent advisory council to the DERM, DEEDI and all elements of the wildlife rehabilitation industry. The council will also nominate a representative to participate in any future DERM ministerial advisory committee’s if requested.
- 3.4 To participate, in conjunction with relevant industry bodies, in developing standards and training for the wildlife care industry.
- 3.5 To seek appropriate standards for the husbandry of animals during rehabilitation.
- 3.6 To monitor the quality and viability of wildlife care to ensure the welfare of the animals in care is maintained.
- 3.7 To liaise with all relevant government departments in the development and implementation of standards and codes of practice for the husbandry of all native wildlife.
- 3.8 To further the aims and objects of the code of practice for wildlife care.
- 3.9 To promote and maintain the philosophy of wildlife care for the purposes of rehabilitation and release, conservation, education and research.
- 3.10 To collect, assemble and disseminate accurate information on all aspects of wildlife care, rehabilitation and release.
- 3.11 To generally promote the aims and purposes of the council.
- 3.12 To undertake any such programs and activities as is deemed appropriate by a majority vote of the members.
- 3.13 To use the QWRC structure to provide assistance to rehabilitators and the department in resolution of any issues or disputes.

QWRC Constitution

4 Function

The function of QWRC will be to:

- 4.1 Improve wildlife rehabilitation in Queensland, by providing proactive advice to the department and all stakeholders on wildlife rehabilitation, strategies and programs. Consider relevant matters such as good practice, ethics, national and international trends, practicalities, public opinion, scientific knowledge and the economic implications for those concerned.
- 4.2 Provide advice on any wildlife rehabilitation matter referred to it by the department, government agencies or other persons.
- 4.3 Consider, and where appropriate provide advice on submissions from wildlife rehabilitation organisations and agencies, industry or individuals concerning wildlife rehabilitation.
- 4.4 Assist the DERM in reviewing legislation relevant to the rehabilitation of wildlife.
- 4.5 Liaise and promote networking with all stakeholders particularly registered wildlife care groups, individual permit holders, and all levels of government.
- 4.6 Develop, review and comment on contemporary standards and codes regarding wildlife care and rehabilitation.
- 4.7 Report annually to the relevant minister on the work of QWRC and outcomes.
- 4.8 Where required the council may establish working groups or seek wider consultation to assist it in carrying out its functions.
- 4.9 Represent and provide a collective voice for QWRC members involved in the wildlife rehabilitation industry in Queensland.
- 4.10 Improve the quality and outcomes for rehabilitated wildlife by:
 - a) liaising with government departments and community stakeholders in developing standards and guidelines for the care of wildlife;
 - b) providing to the industry recommendations and information relating to wildlife care;
 - c) advancing and promoting effective monitoring programs for all aspects of the industry and its operations.
- 4.11 Advance and promote cooperation in the conduct of all business activities in a professional manner with honesty, integrity, compassion and commitment: realising that an individual's conduct reflects on the entire field of wildlife rehabilitation.
- 4.12 Advance and promote community awareness, interest and support for native wildlife welfare and conservation.
- 4.13 QWRC will seek to ensure all licensed rehabilitators in Queensland obtain adequate insurance coverage for all relevant activities.

QWRC Constitution

5 Membership

Membership of QWRC is unlimited and all members are equal. Each financial QWRC member holds the power of one (1) vote during any election process.

5.1 General Membership

- 5.1.1 Membership of QWRC will be open to all persons interested in wildlife rehabilitation and members of wildlife care groups throughout Queensland can become affiliated to QWRC by the payment of a fee as laid down by the QWRC from time to time.
- 5.1.2 Council may request, in writing, a member stand down if that person has acted in any way that is:
 - a) prejudicial to the interests of QWRC;
 - b) contrary to the QWRC objectives;
 - c) not abiding by all relevant acts and codes ;
 - d) not acting in accordance with the constitution.
- 5.1.3 A member may appeal against a decision by written notification to the chairperson, stating the grounds and intent for their appeal, within three (3) weeks of the council's decision. Appeals received by due date will be heard at the next scheduled meeting of the council and council will:
 - a) grant the opportunity for that member to appeal to council either in person, via telephone or in a written submission;
 - b) consider the appeal and determine, by resolution, a response from the members present at such meeting;
 - c) notify the member concerned, in writing, of the decision within two (2) weeks of afore-mentioned meeting, and consider that decision, as final.
- 5.1.4 A register of all members will be kept, by the Member Secretary, stating full names, addresses and contact details, date of admission to QWRC, date of resignation from QWRC, details about membership and any other details QWRC deems necessary from time to time. QWRC agrees all member information will not be used for any other purpose.
- 5.1.5 All members understand and agree that QWRC will generate this register and that the details on it may be circulated to all QWRC members. Any rehabilitator must indicate their understanding and agreement with this fact on their QWRC membership form.

5.2 Appointment of QWRC Executive Council Members

The Executive Council shall consist of up to fifteen (15) councillors.

- 5.2.1 The 11 district representatives will be elected in accordance with section 5.3 Selection of Members.
- 5.2.2 The ARAZPAQ, RSPCA, DERM and DEEDI, who are not required to pay membership fees, may each nominate one representative to hold one membership on the executive council with full voting rights subject to the conditions specified in section 6.8.5. The appointment of said representatives will be ratified by a majority vote of all QWRC councillors.

QWRC Constitution

- 5.2.3 One person will be elected by fellow councillors for each of the following positions - chairperson, vice chairperson, secretary and treasurer for the term of council.
- 5.2.4 One person may be elected by fellow councillors to be minute taker for the term of council.
- 5.2.5 An Executive Councillor shall have an election term of not more than two (2) years (other than as defined in section 5.5 Re-appointment of the council), but can be elected for consecutive terms.
- 5.2.6 Initially, regions 1, 3,5,7, 9 and 11 (schedule 2) will have a term of three (3) years while regions 2,4,6,8, and 10 will have a term of two (2) years. Each future term of all regions will be for two (2) years.
- 5.2.7 In the absence of the chairperson or vice chairperson at any meeting of the council, the councillors present shall elect a councillor who is present to preside as chairperson for that meeting with due regard to clause 6.5 (quorum).

5.3 Selection and Appointment of Executive Council Members.

- 5.3.1 The QWRC will send all QWRC members in Queensland a nomination form for the position of QWRC shire representative.
- 5.3.2 Shire boundaries will be as those defined by the Queensland Local Government Act at the time of the election.
- 5.3.3 District boundaries are as defined in schedule 2.
- 5.3.4 Membership closes at the issue of ballot papers for any election. All ballot papers will be posted to members with a self addressed envelope marked "BALLOT PAPER". Returned envelopes will not be opened until the date set for the close of voting.
- 5.3.5 A member may appoint a proxy for any election they cannot attend in person. They must do so in writing using the appropriate section of the form shown as appendix 4
 - a) Each proxy voting form must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the form proposes to vote
 - b) Unless otherwise instructed by the appointor, the member named as the proxy may vote as the proxy considers appropriate.
 - c) To vote in a specific manner the member must use the second section of the proxy form which allows them to state how they wish to vote on a previously indicated matter.
- 5.3.6 All nomination forms (Appendix 3) must be completed by the nominee and contain endorsement from at least two (2) other licensed rehabilitators within the same shire. Completed forms are to be returned to the nominated returning officer by the due date [a minimum of three (3) weeks from mailing].
- 5.3.7 Nominations received will be sorted according to the shires in which the applicants reside. Ballot papers will be prepared and circulated to all affiliated persons in each shire.
- 5.3.8 Should there be only one suitable applicant for any shire it will be deemed that applicant is duly elected to the position of representative for that shire.
- 5.3.9 All rehabilitators in each shire will be notified by QWRC within one month of the election of the outcome of the election.
- 5.3.10 The successful applicants from each shire will be notified by QWRC within one month of the election of the outcome of the election and a date set for the meeting of shire representatives within each district.

QWRC Constitution

- 5.3.11 The shire representatives from each district will elect one person as chairperson for their district committee.
- 5.3.12 The chairperson of each district committee will accept the responsibility of representing their district on the council.

5.4 Vacancies - Council and Committee

- 5.4.1 A council member may resign at any time by tendering their resignation in writing to the council chairperson.
- 5.4.2 If a position becomes vacant, for any reason, within three (3) months of the normal end of the term of that position, the position will remain vacant until the next normal election is held.
- 5.4.3 Should a vacancy occur within six (6) months of original election, the runner up from the previous election, if willing, will be the replacement member and hold the position for the remainder of the original term. Should there be no runner up or the position is declined, another representative will be elected in accordance with section 5.3.
- 5.4.4 Should a vacancy occur at any other time, a by-election shall be held in that district, in accordance with clause 5.4 to fill the vacant position for the completion of the original term.
- 5.4.5 Should a position remain vacant the council may call for nominations or appoint a suitable person by resolution of the council.

5.5 Re-appointment of the Council

- 5.5.1 Prior to the expiry of the term of appointment of the current council and subject to the continuance of the council, the chairperson shall call for nominations in accordance with 5.3 Selection and Appointment of Members, for the next term of appointment.

5.6 Responsibility of Members

- 5.6.1 The primary function of councillors is to represent wildlife rehabilitation permit holders and to provide sound advice and direction to all parties in accordance with the QWRC mission statement.
- 5.6.2 Members of the council and district committees will do all in their power to be present in person at each meeting of the council or their respective district committee.
- 5.6.3 Where a council member fails to attend two (2) consecutive meetings of the council without apologies and/or reasonable excuse, the council may enact the removal of that member and seek to appoint a replacement member.
- 5.6.4 Council members must maintain confidentiality in accordance with clause 6.10

QWRC Constitution

5.7 Exclusion and Expulsion of Councillors

- 5.7.1 Council may request, in writing, a councillor stand down if absent from more than two (2) consecutive scheduled meetings without apologies and/or reasonable excuse, or if it is deemed by the council that that person has acted in any way that is:
- a) prejudicial to the interests of QWRC;
 - b) contrary to the QWRC objectives;
 - c) not abiding by all relevant acts and codes ;
 - d) not acting in accordance with the constitution.
- 5.7.2 A councillor may appeal against a decision by written notification to the chairperson, stating the grounds and intent for their appeal, within three (3) weeks of the council's decision. Appeals received by due date will be heard at the next scheduled meeting of the council and council will:
- a) grant the opportunity for that councillor to appeal to council either in person, via telephone or in a written submission;
 - b) consider the appeal and determine, by resolution, a response from the members present at such meeting;
 - c) notify the councillor concerned, in writing, of the decision within two (2) weeks of aforementioned meeting, and
 - d) consider that decision, as final.

5.8 Pecuniary Interest

- 5.8.1 Where a councillor has any direct or indirect interest in any matter of business before the council, that interest must be declared to the council.
- 5.8.2 Where a councillor so declares, the council must:
- a) refuse the councillor the right to speak or hear discussion on the business, unless otherwise requested by the chair;
 - b) refuse the councillor the right to vote on that business;
 - c) require the councillor to withdraw from the meeting during voting and resolution of that business.

6 Business Operations

6.1 General Meetings

- 6.1.1 Formal general meetings of the council shall be conducted at a time and venue to be determined and advised by the chair.
- 6.1.2 The council shall meet at least six (6) times each calendar year.
- 6.1.3 The council and district committees shall meet at least four (4) times each calendar year.

QWRC Constitution

6.2 Annual General Meeting

- 6.2.1 The annual general meeting (AGM) of the council will be held within three (3) months of the end of the financial year.
- 6.2.2 At the AGM the audited accounts of the council will be presented along with a report from the chairperson of the work covered by the council in the preceding year.
- 6.2.3 The Council will endeavour to ensure that annual general meetings are held in different regions each year.

6.3 Extraordinary Meetings

- 6.3.1 The council may conduct extraordinary meetings, if circumstances or the nature of business is urgent or extraordinary. Councillor's will be advised by the Secretary, giving seven (7) days notice and at the same time be provided with all relevant documentation regarding the business to be dealt with at that extraordinary meeting.

6.4 Meeting Agenda

- 6.4.1 Any matter to be included on a meeting agenda should be received by the chairperson fourteen (14) days prior to the next scheduled meeting date.
- 6.4.2 The chairperson will cause to be circulated an agenda setting out standing business before the council, not less than seven (7) days prior to a general meeting and as early as reasonable prior to an extraordinary meeting.

6.5 Quorum

- 6.5.1 A quorum of either the council or district executive committees is constituted by attendance, either in person or by conference telephone, of a minimum of half the current councillors, committee members or approved representatives plus one.
- 6.5.2 Should a quorum not be present, all decisions made may be ratified at the next quorate meeting.
- 6.5.3 Any duly convened meeting at which a quorum is present shall be deemed competent to consider and resolve any business of the council or district committee and shall have and exercise all the functions of the council or district committee.
- 6.5.4 Should the quorum present not include the chairperson a replacement chairperson will be elected in accordance with section 5.2.7.

6.6 Conduct of Meetings

- 6.6.1 Meetings shall be conducted in accordance with the constitution and by-laws as adopted by the council.

6.7 Meeting Minutes

- 6.7.1 The chairperson of any meeting shall ensure the minutes of each meeting are circulated to councillors, as soon as practicable after each meeting. Minutes of the meeting shall specify each item of business

QWRC Constitution

discussed, summarising essential components of discussion, and recording the decisions reached or advice resolved.

- 6.7.2 The minutes of each meeting shall be confirmed as a true record of that meeting at the next meeting of the council.
- 6.7.3 A copy of the minutes of each council meeting will be forwarded to and tabled at the next meeting of each district committee.
- 6.7.4 A copy of the minutes of each district committee meeting will be forwarded to and tabled at the next meeting of the council.

6.8 Voting

- 6.8.1 Councillors shall hold only one vote.
- 6.8.2 Only councillors or their nominated representative (see: 5.2.2 & 5.8.2) may have the right to vote.
- 6.8.3 A councillor must notify and obtain approval from the chairperson prior to the commencement of any meeting, if a nominated representative is to attend in their place.
- 6.8.4 A resolution of the council can only be achieved by a minimum of 75% of votes by current councillors, or their nominated representatives, present at that meeting.
- 6.8.5 The ARAZPAQ, RSPCA, DERM and DEEDI representatives may through their own policy or direction remove their representative's right to vote on a given issue, or all ballots.

6.9 Correspondence

- 6.9.1 Correspondence from and to the council will be listed and made available to all councillors.
- 6.9.2 Correspondence conveying the council's or district committee's resolutions will be detailed and duly circulated within fourteen (14) days of a meeting at which that determination was resolved.

6.10 Confidentiality

- 6.10.1 The Queensland Wildlife Rehabilitation Council requires that all elected Council members' sign a confidentiality agreement see Appendix 2.
- 6.10.2 It is understood that in all dealings QWRC will abide by the current Privacy Act

6.11 Reporting Requirements

- 6.11.1 The council will report in writing to the department. The report will include but not be limited to the following:
 - a) chairperson's overview;
 - b) current terms of reference of the council;
 - c) list of issues considered and outcomes achieved during the year;
 - d) recommendations from the council;
 - e) names of elected councillors (Refer 5.2.2 & 5.3.10)
- 6.11.2 Non-confidential council reports, once accepted by the chairperson, are public documents and may be distributed upon request, or posted on the internet.

QWRC Constitution

6.12 Reference Committees

- 6.12.1 The council may convene reference committees for the purposes of investigating specific issues. The council will determine and specify the terms of reference and structure of such committees.
- 6.12.2 QWRC will consult the department with regard to providing technical data and/or expert opinion to the reference committees when required in order to further the QWRC objectives.

6.13 Reviews

- 6.13.1 The council shall continue within existing frameworks for a period of not less than three (3) years from the date of incorporation during which time ongoing assessment and review of the council's operations, capacity, strategic and operational planning shall be conducted.
- 6.13.2 After the initial three (3) year period changes to the constitution and by-laws may be made as required in accordance with the findings of the previous period.
- 6.13.3 The executive may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the council.
- 6.13.4 A by-law may be set aside by a resolution of members at a general meeting of the council.
- 6.13.5 Subject to the Associations Incorporation Act 1981, these rules may be amended, repealed or added to by a special resolution carried at a general meeting in accord with clause 6.8.4.
- 6.13.6 No amendment, repeal or addition is valid unless it is lodged by the Secretary and registered by the chief executive administering the act.

6.14 Common Seal

- 6.14.1 The common seal of QWRC must be:
 - a) kept securely by the executive; and
 - b) used only under the authority of the executive.
- 6.14.2 Each instrument to which the seal is attached must be signed by a member of the executive and countersigned by-
 - a) the secretary; or
 - b) another member of the executive; or
 - c) someone appointed in writing by the executive.

7 Funding and Assistance

7.1 Funding and Accounts

- 7.1.1 The general funds of the association must be kept in an account in the name of the association in a financial institution decided by the executive.
- 7.1.2 The association will have a second fund for the purpose of supporting the environmental aims of the parent organisation and any other environmental purpose as listed as acceptable by the "Register of Organisations". The bank account for this fund will be titled to comply with the requirements of the appropriate legislation. See appendix 5 for the details pertaining to this account.

QWRC Constitution

- 7.1.3 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- 7.1.4 All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 7.1.5 All cheques must be signed by any 2 of the following-
- a) the chairperson;
 - b) the secretary;
 - c) the treasurer;
 - d) another member authorised by the executive for the purpose.
- 7.1.6 Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable'.
- 7.1.7 A petty cash account must be kept on the imprest system, and the executive must decide the amount of petty cash to be kept in the account.
- 7.1.8 All expenditure must be approved or ratified at a executive meeting.
- 7.1.9 The treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared -
- a) the income and expenditure for the financial year just ended;
 - b) the association's assets and liabilities at the close of the year;
 - c) the mortgages, charges and securities affecting the property of the association at the close of the year.
- 7.1.10 The auditor must examine the statement prepared under 7.1.8 and present a report about it to the secretary before the next annual general meeting following the financial year for which he audit was made.
- 7.1.11 The income and property of QWRC must be used solely in promoting QWRC objects and functions.

7.2 Documents

- 7.2.1 The executive must ensure the safe custody of books, documents, instruments of title and securities of QWRC.

7.3 Financial Year

- 7.3.1 The financial year of QWRC closes on 30th June in each year.

7.4 Sitting Fees

- 7.4.1 Councillor participation is a voluntary contribution by elected members. No councillor will receive any sitting fees from QWRC, the department or district committees.

7.5 Travelling Expenses

- 7.5.1 The QWRC will not meet travelling costs incurred by a councillor in fulfilling the requirements of attendance at council meetings unless specifically funded.

QWRC Constitution

7.6 Insurance

7.6.1 QWRC will arrange insurance to cover all QWRC members.

7.7 Distribution of Surplus Assets to another Entity

7.7.1 This section applies if QWRC

- a) is wound-up under part 10 of the Associations Incorporation Act 1981 and
- b) it has surplus assets.

7.7.2 The surplus assets must not be distributed among QWRC members.

7.7.3 The surplus assets must be given to another entity -

- a) having objects similar to the association's objects; and
- b) the rules of which prohibit the distribution of the entity's income and assets to its members.

7.7.4 In this section - "surplus assets" has the meaning given by section 92(3)11 of the Associations Incorporation Act 1981.

8 Privacy Statement

The privacy statement of QWRC is:

8.1 QWRC respects the privacy of all individuals and are committed to protecting the privacy of all individuals they deal with.

The Privacy Act 1988 (as amended by the Privacy Amendment (Private Sector) Act 2000) does not apply to not for profit organisations unless their annual turnover is more than three million dollars.

Although falling within this exemption, QWRC intends to adhere to the requirements under the Privacy Act and the National Privacy Principles.

QWRC Constitution

Schedule 1 – QWRC Criteria for Representatives

The success of the QWRC structure is reliant on the participation of its members.

All nominees for shire representative and any consequent position within QWRC, must address the following criteria:

- a) nominees must be QWRC members
- b) be a resident of the district for which they are nominating;
- c) be available to sit on a committee at least four (4) times a year in their own district;
- d) have good communication skills to enable them to liaise between the rehabilitators in their shire, and the district committee;
- e) must, if elected as chairperson of the district committee be available to participate on the QWRC at least six (6) times per year;
- f) understand that the position is voluntary and unpaid;
- g) have a fair understanding of the current code of practice and the principles of the Act and ACPA and relevant regulations.

QWRC Constitution

Schedule 2 – QWRC Regional Distribution

The state of Queensland has been divided into three (3) regions, being the Northern, Central and Southern. These districts are subject to change.

Each region is divided into districts.

The Northern Region encompasses three (3) districts.

District one (1) covers Cape York, the dry tropics and the Gulf. District two (2) is the Wet Tropics and Cairns Marine while District three (3) covers the Savannah and Townsville Marine

The Central Region encompasses three (3) districts.

District four (4) covers Mackay and the Whitsunday's. District five (5) covers Capricornia and Gladstone while District six (6) covers the Longreach area.

The Southern Region encompasses five (5) districts.

District seven (7) covers Wide Bay Burnett / Great Sandy. District eight (8) covers the South West. District nine (9) covers the area including Toowoomba. District ten (10) covers the Sunshine Coast / Southern Marine while District eleven (11) covers the South East / Morton Bay.



QWRC Constitution

Appendix 1 Application Form - QWRC

Membership Application Form

**Post to: - The Secretary,
P.O. Box 488,
Archerfield Qld 4108
Australia**

Please complete all details

Surname.....
First Name
Date of Birth
Residential Address.....
.....
Postal address.....
.....
Shire in which you reside
Telephone (H) (.....).....
(Mob)..... (W).....
Email
Group Name

I, the above named, understand and agree that my name and contact details will be stored on a member data base by QWRC for its use and may be circulated to all other members of QWRC. I further understand that these details will not be sold or used for any other purpose.

Signed.....Dated.....

Annual Membership AU\$20 (per calendar year)

Payment options

I enclose Cheque / money order for \$..... made payable to QWRC.

Or

Direct Deposit to the QWRC bank account at Credit Union Australia

BSB No 804 050 Account number 30644404

Please use your surname as a reference number for this transaction



Appendix 2 Confidentiality Agreement – QWRC

The Queensland Wildlife Rehabilitation Council Inc. requires that all **elected** Executive Council members sign this confidentiality agreement.

I (name).....Of (address)....., being an Executive Councillor of QWRC do hereby agree and affirm that I will not disclose confidential information regarding the business or matters of the council to any person other than another council member.

I will not disclose outside the Executive Council any information that is not permitted under that Council's Constitution.

I agree that correspondence between any government department and the Executive Council, and departmental papers supplying information relating to business matters before the council are deemed to be open unless otherwise stated by the councillor providing such documents, or by the authority of the chair.

I agree that a councillor resigning or retiring from the council shall not, without the express approval of the council, expose any document or other material obtained from their QWRC membership, stated as or considered to be confidential.

Signed dated.....



Appendix 3 Nomination Form – QWRC Shire Representatives

Name of Applicant.....Date of Birth.....
Residential address.....
Postal address.....
Telephone (H)..... (W)..... (Mob)
Email address.....

Names and addresses of two (2) QWRC current financial members endorsing this nomination

NameDate of Birth.....
Residential address.....
Postal address.....
Telephone (H)..... (W)..... (Mob).....
Email address.....
Permit or Group registration details
(Please attach a copy of current relevant permit)
Signature.....

NameDate of Birth.....
Residential address.....
Postal address.....
Telephone (H)..... (W)..... (Mob).....
Email address.....
Permit or Group registration details
(Please attach a copy of current relevant permit)
Signature.....

Please write a short paragraph about yourself stating why you believe that you should be considered to act as the shire representative for your shire with reference to Schedule 1 (attached). This information may be provided to interested persons for election purposes.

Please state if you are interested in standing for the position of district chairperson, and why.
(Attach a separate sheet of paper if necessary)

.....
.....
.....
.....
.....
.....
.....

Signature.....Date.....



Appendix 4 Proxy Voting Form

I.....
of (Address).....

.....
being a member of the Queensland Wildlife Rehabilitation Council Inc, Membership number
appoint
of (Address).....

.....
being a member of the Queensland Wildlife Rehabilitation Council Inc, Membership number
as my proxy to vote for me on my behalf at the (annual) general meeting of the association.

This form is to be used *in favour of/*against [*strike out whichever is not wanted*] the following resolutions—
[*List relevant resolution*].....

.....
.....
.....
.....
.....
.....
.....
.....
.....

Signed Dated

QWRC Constitution

Appendix 5 Appendix to clause 7.1.2 of this constitution

1. The environmental purposes of the Fund are to support the environmental objects of the Queensland Wildlife Rehabilitation Council Inc.
2. The Fund will be used only to support the Association's purposes.
3. Members of the general public are to be invited to make gifts of money or property to the Fund for the environmental purposes of the Association.
4. Money from interest on donations, income derived from donated property and money from the realisation of such property are to be deposited into the Fund.
5. The Fund must not receive any other money or property, including corporate sponsorship money and gifts to it are to be kept separate from other funds of the association.
6. A separate bank account is to be opened to deposit money donated to the Fund, including interest accruing thereon.
7. Receipts are to be issued in the name of the Fund and proper accounting records and procedures are to be kept and used for the Fund.
8. The Fund will be operated on a non profit basis. None of the money or property accumulated by the fund will be distributed to members of the association (or Trustees of the Fund) apart from proper remuneration for administrative services.
9. In the event of the winding up of the Fund, any surplus assets are to be transferred to another Fund with similar objectives that is on the Register of Environmental Organisations,
10. The executive of the Queensland Wildlife Rehabilitation Council Inc. will appoint the Fund Committee of no fewer than three persons. A majority of members of the committee are required to have the requisite degree of responsibility to the general community, that is, persons who, because of their tenure of some public office or their position in the community, have a degree of responsibility to the community as a whole as distinct from obligations solely in regard to the environmental objectives of the Association. Financial management of the Fund will be administered by the Management Committee and subject to the provisions of the Associations Incorporation Act.
11. Statistical data about gifts to the fund during the financial year will be provided to the Register of Environmental Organisations after the end of the financial year and in the form required by the Department.
12. The Queensland Wildlife Rehabilitation Council Inc. will comply with any other rules that may from time to time be announced by the Treasurer or the Minister with responsibility for the environment.
13. The allocation by the Fund of any funds or property to other organisations, persons or groups will be made in accordance with the established objectives of the Fund and not be influenced by the expressed preference or interest of a particular donor to the Fund.