

# Wildcare Australia Inc.

## Asset Conditions & Agreement



### Introduction

Wildcare Australia Inc (Wildcare) owns a variety of assets which are loaned to members to assist them in the rescue and rehabilitation of native wildlife, as well as the general operation of the organisation.

Wildcare assets are managed in an Asset Register and are loaned subject to the conditions of this Asset Agreement.

The Asset Register is maintained by the Wildcare Asset Team which comprises an Asset Coordinator and a member/s of the Wildcare Management Committee.

### Eligibility to loan assets

To be eligible to borrow a Wildcare asset, you must:

- be a current financial member of Wildcare Australia Inc
- be an active Wildcare member (i.e. an active rescuer noted on the Wildcare Rescue List or an active rehabilitator with a valid Permit)
- hold a Wildcare Permit Authorisation (unless specifically authorised by the Asset Team).
- have a genuine need and use for the asset being allocated to fulfil your role as a wildlife volunteer
- maintain all assets allocated to you in good order and repair
- have signed a Wildcare Asset Agreement and agree to abide by the conditions of such Agreement
- comply with requests from the Asset Team to confirm allocation and/or condition of assets in a timely manner

**Should you become ineligible to borrow a Wildcare asset, you must return all assets within 14 days as directed by the Asset Team.**

### Acknowledgment of Ownership

By borrowing a Wildcare asset, you acknowledge that all Wildcare assets remain the property of the organisation at all times.

Should a Wildcare asset be removed from the Asset Register (e.g. written-off, damaged beyond repair, lost), this will be communicated to you by the Wildcare Asset Team and the Asset Register will be updated accordingly.

**Assets remain your responsibility until such time as notified to you via email that the asset has been re-allocated.**

### Identification of Assets

Wildcare aims to identify all assets with a unique 'asset number' included on a metal tag, label or engraved marking. All new assets will be marked by the Asset Team prior to distribution to members.

By borrowing a Wildcare asset, you acknowledge that you must not:

- remove any identifying tag, label or mark
- remove any Wildcare sticker or label
- remove any sponsorship sticker or acknowledgement
- cover any Wildcare tag, label or engraving with your own markings

Wildcare members are permitted to include their own name and contact mobile number on the asset to help ensure it is returned to them. However, any such markings must be able to be removed if required. Permanent, unremovable markings are not permitted (e.g. engraving).

**All Wildcare assets must remain clearly marked as belonging to Wildcare to prevent accidental or intentional loss.**

## Transfer of Assets

All Wildcare assets loaned to you must remain in your possession at all times.

By borrowing a Wildcare asset, you acknowledge that you must not:

- sell the asset
- loan the asset to another person or organisation (even if they are a Wildcare member)
- donate the asset to any other person or organisation
- dispose or discard the asset (without written consent from the Asset Team)
- transfer the asset to any other person (including another Wildcare member) without written consent from the Asset Team.
- Leave the asset at a property at which you no longer reside

**By borrowing an asset, you remain responsible for it if it is transferred without the consent of the Asset Team.**

## Returning Assets

Should you no longer have a use for an asset, you must:

- contact the Asset Team via email to [assets@wildcare.org.au](mailto:assets@wildcare.org.au) and advise you wish to return the item
- await instructions from the Asset Team to coordinate the return of the asset
- not transfer, sell, or otherwise dispose of the asset in any way without written instructions from the Asset Team
- ensure sufficient time is provided to Wildcare to enable the return of the asset

**By borrowing an asset, you agree that you are responsible for ensuring the return of the item as instructed by the Asset Team. Wildcare is not responsible for collecting the asset from you, it is your responsibility to ensure that the asset is returned to a mutually convenient location.**

When returning an asset, the Asset Team may coordinate for it to be transferred directly to another Wildcare member. It is expected that you will work cooperatively with the other member to transfer the asset in a timely manner, where and at such time as is mutually convenient.

## Costs associated with collecting and returning assets

By borrowing a Wildcare asset, you agree that:

- you are responsible for all costs involved in collecting the asset. This includes hire costs of a trailer/ute if necessary.
- you are responsible for any costs associated with moving the asset if you change residential address.
- paying the costs of moving an item to your address, does not give you any right to ownership of the asset.

## Reporting lost, stolen or damaged assets

By borrowing a Wildcare asset, you agree that you shall immediately notify the Asset Team via email to [assets@wildcare.org.au](mailto:assets@wildcare.org.au) as follows:

- ***If an asset is lost or misplaced***, provide details (within 4 days) of the circumstances in which it was misplaced and the efforts you have made to recover it.
- ***If an asset is stolen***, provide details of the theft (within 24 hours) and advise whether a police report has been filed. As some of the more expensive assets are insured, it is imperative that the Asset Team is notified immediately in the case of theft so we can liaise with the insurer (where appropriate) as to whether an claim can be made.  
***If an asset becomes damaged***, provide details (within 4 days) of such damage and what is required to fix it. At the request of the Asset Team, this may include photos of the asset clearly identifying the damage. The Asset Team will liaise with you to determine whether the asset should be repaired or written-off.
- ***If an asset is to be written-off***, the Asset Team will advise whether it is to be returned to Wildcare (for spare parts or re-purposing), whether it can be transferred to your personal ownership in consideration of you wearing the costs to repair the damage, or if the asset can be disposed of. No asset should be disposed of without express written authority from the Asset Team.

## Maintenance of Assets

By borrowing a Wildcare asset, you agree to maintain the asset in good working condition at all times.

This includes:

- not making any material change or alteration to the asset without the approval of the Asset Team.
- keeping the asset in a safe and secure location to mitigate the risk of theft, both at your residential address, your vehicle (if appropriate) and any other alternative location (e.g. such as a workplace).
- Not alter, remove or cover up any Wildcare asset number or identifying stickers.
- keeping the asset undercover and out of the weather to prevent rust from exposure to the elements (with the exception of outdoor aviaries).
- Keeping the asset in the same condition and state of repair as it was when it was provided to you (with the exception of general wear and tear).
- Keeping the asset in a clean and hygienic state at all times, including following the manufacturer care and maintenance instructions.
- ensuring that on relinquishment or transfer of an item to another member (see Transfer of Assets), that all removable parts, instruction manuals, battery chargers etc remain with the item.
- The asset shall only be used in accordance with the manufacturer's instruction (if applicable).
- The asset shall only be used for the purpose for which it was loaned to you (e.g. aviaries, enclosures, ICU's and egg incubators must only be used for rehabilitated wildlife - not domestic animals or livestock).

Information on the maintenance of specific assets is included on the following pages and forms part of this Asset Agreement. By borrowing an asset listed, you agree to abide by the maintenance requirements as set out.

<p><b>Intensive Care Units (ICU)</b></p> <p>Purchase cost: \$550 to \$1,800</p>	<p>This includes Brinsea, Vetario, R-Com and Aeolus units</p> <ul style="list-style-type: none"> <li>• Units must only be used with demineralised/distilled water (not tap water) as per manufacturer’s instructions.</li> <li>• Instruction manuals must be read and followed precisely.</li> <li>• If you do not have an instruction manual, please contact the Asset Team if you are unable to find it online.</li> <li>• All filters must be cleaned regularly. Units used for birds need to be cleaned at least once a month.</li> <li>• Regular cleaning must include the filter. For some units, this will involve removing internal components – please refer to the instruction manual and instruction videos available on YouTube.</li> <li>• Filters must be cleaned with F10® regularly to prevent bacteria, fungi and mould from accumulating.</li> <li>• The interior and exterior of units must be disinfected regularly with F10®.</li> <li>• Units must always be housed indoors; they must not be left under a house or on a verandah.</li> </ul>
<p><b>Telescopic koala rescue poles</b></p> <p>Purchase cost: \$350 to \$1,800</p>	<p>This includes the water-fed telescopic Alpha, Unger and Gardner brand poles in various sizes (6m, 7m, 10, 13m and 16m).</p> <ul style="list-style-type: none"> <li>• Poles must be secured at all times in either a locked vehicle or lockable ‘bazooka’ fitted to the vehicle’s roof racks to prevent theft.</li> <li>• When stored in a vehicle, the vehicle must be kept locked when not in use.</li> <li>• When stored in a bazooka on roof racks, the bazooka must be secured with a lockable cap. If you do not have a lockable bazooka, please speak with the Asset Team before borrowing a pole.</li> <li>• Rubber caps on the end of poles must be maintained and kept in place to prevent damage to the ends of the poles. These caps are designed to be removable but should be secured in place with duct tape for rescue purposes.</li> </ul>
<p><b>Telescopic aluminium poles (with or without a net)</b></p> <p>Purchase cost: ~\$180 each</p>	<p>These are a 4m or 5.4m or silver aluminium pole with a fine mesh net.</p> <ul style="list-style-type: none"> <li>• These nets are designed for use with lightweight/small animals only.</li> <li>• Do not use them for heavier animals as it will result in the pole sections bending which will render the pole unusable.</li> <li>• Do not use the net with aggressive animals as they can easily tear the fine-mesh net, which will render the net unusable.</li> </ul>
<p><b>Bird cages (Portable, mobile units)</b></p> <p>Purchase cost: ~\$50 to \$250</p>	<p>These cages are generally referred to ‘hospital cages’ or ‘patio cages’.</p> <ul style="list-style-type: none"> <li>• Cages must be kept under cover at all times to prevent rust.</li> <li>• If cages are to be adapted to make them snake/rodent proof, any such adaption must not render the cage unusable if it is removed at a later date.</li> <li>• Cages must be regularly cleaned for the health and wellbeing of patients.</li> <li>• Cages must be disinfected regularly with F10®.</li> </ul>

	<ul style="list-style-type: none"> <li>• Cages must be thoroughly cleaned and disinfected with F10® between patients to decrease the risk of spreading of disease</li> </ul>
<p><b>Flight aviaries and koala rehabilitation enclosures</b></p> <p>Purchase cost: ~\$2,000 to \$4,000</p>	<ul style="list-style-type: none"> <li>• If cages are to be adapted to make them snake/rodent proof, any such adaption must not render the cage unusable if it is removed at a later date.</li> <li>• Cages must be regularly cleaned for the health and wellbeing of patients.</li> <li>• Units must be disinfected regularly with F10®.</li> <li>• Units must be thoroughly cleaned and disinfected with F10® between patients to decrease the risk of spreading of disease.</li> <li>• Moving parts such as door hinges and door locking mechanisms must be well maintained.</li> <li>• It is highly recommended that all outside flight aviaries and enclosures are kept locked to prevent intentional release or theft of the wildlife being housed.</li> <li>• Enclosures should be positioned in such a way as to prevent rust (e.g. not embedded into dirt or mulch where inadequate drainage will accelerate rusting).</li> </ul>
<p><b>Pallet Possum aviaries</b></p> <p>Purchase cost: \$1,000</p>	<ul style="list-style-type: none"> <li>• If cages are to be adapted to make them snake/rodent proof, any such adaption must not render the cage unusable if it is removed at a later date.</li> <li>• Cages must be regularly cleaned for the health and wellbeing of patients.</li> <li>• Units must be disinfected regularly with F10®.</li> <li>• Units must be thoroughly cleaned and disinfected with F10® between patients to decrease the risk of spreading of disease</li> <li>• Moving parts such as door hinges and door locking mechanisms must be well maintained.</li> <li>• Pallet aviaries must be positioned on either a timber/plastic pallet, tiles or concrete to prevent the frame rusting (e.g. they should not be positioned on dirt or grass).</li> </ul>
<p><b>Thermal Monocular kit with power bank</b></p> <p>Purchase cost: ~\$2,000 each</p>	<ul style="list-style-type: none"> <li>• Lens caps must remain fitted when not in use to protect the lenses.</li> <li>• Do not store the item wet. Dry by towelling off the unit and leave in an air-conditioned environment if possible for 24 hours.</li> <li>• If battery operated, ensure good quality batteries are used and remove the batteries if the unit is not going to be used for an extended period of time to prevent corrosion.</li> <li>• If rechargeable, do not leave connected to the charger continually.</li> <li>• Ensure safety strap is fitted and used to minimise the risk of accidental damage or loss.</li> <li>• Clean lenses with lens cleaner.</li> <li>• Clean the casing of the unit with a soft, damp microfibre cloth.</li> <li>• Do not use solvents (methylated spirits, domestic cleaners).</li> <li>• Ensure the components of the kit remain together (eg. safe case and power bank).</li> </ul>

<p><b>Rechargeable Head Lamps</b></p> <p>Purchase cost: ~\$250 each</p>	<ul style="list-style-type: none"> <li>• Instruction manuals must be read and followed precisely</li> <li>• Do not leave connected to the charger continually</li> </ul>
<p><b>Possum and Turkey traps</b></p> <p>Purchase cost: ~\$50 to \$160 each</p>	<ul style="list-style-type: none"> <li>• Store indoors or undercover (when not in use) to prevent rust</li> <li>• Units must be thoroughly cleaned and disinfected with F10® between rescues to decrease the risk of spreading of disease</li> <li>• Moving parts such as door hinges and door locking mechanisms must be well maintained</li> <li>• When loaning a trap to a member of the public (MOP), the Wildcare member remains responsible for ensuring its prompt return.</li> <li>• Traps must not be left at vet clinics or wildlife hospitals as this greatly increases the risk of them being misplaced. Animals should be transferred out of the trap and the member should take the trap with them.</li> </ul>
<p><b>Soft Crates/Kennels</b></p> <p>Purchase cost: \$25 - \$100 each</p>	<ul style="list-style-type: none"> <li>• Units to be kept dry to prevent mould and premature deterioration</li> <li>• Units must be disinfected regularly with F10®.</li> <li>• Units must be thoroughly cleaned and disinfected with F10® between rescues to decrease the risk of spreading of disease</li> </ul>
<p><b>Wire Rescue cages (Koalas, possums etc)</b></p> <p>Purchase cost: \$180 each</p>	<ul style="list-style-type: none"> <li>• Store indoors or undercover to prevent rust</li> <li>• Cages must be regularly cleaned for the health and wellbeing of patients</li> <li>• Cages must be disinfected regularly with F10®.</li> <li>• Cages must be thoroughly cleaned and disinfected with F10® between rescues to decrease the risk of spreading of disease</li> </ul>
<p><b>Binoculars, Microchip Scanners, Torches</b></p>	<ul style="list-style-type: none"> <li>• Lens caps must remain fitted when not in use to protect the lenses (if applicable)</li> <li>• Do not store the item wet. Dry by towelling off the unit and leave in an air-conditioned environment (if possible) for 24 hours</li> <li>• If battery operated, ensure good quality batteries are used and remove the batteries if the unit is not going to be used for an extended period</li> <li>• If rechargeable, do not leave connected to the charger continually</li> <li>• Ensure safety strap is fitted and used to minimise the risk of damage or loss</li> <li>• Clean lenses with lens cleaner.</li> <li>• Clean the casing of the unit with a soft, damp microfibre cloth</li> <li>• Do not use solvents (methylated spirits, domestic cleaners)</li> </ul>
<p><b>Koala pods</b></p>	<ul style="list-style-type: none"> <li>• Units must be thoroughly cleaned and disinfected with F10® between patients to decrease the risk of spreading of disease.</li> <li>• Moving parts such as door hinges and door locking mechanisms must be well maintained.</li> <li>• Pods must be always kept under cover to prevent rust and damage from the weather.</li> </ul>

<p><b>Snake rescue equipment</b> (Hook, hoop and hoop bag)</p>	<ul style="list-style-type: none"> <li>• The kit must remain complete at all times (e.g. the snake bite kit must remain with the kit).</li> <li>• The hoop bag must be checked before each use to ensure that it remains in good order and fit for the purpose.</li> <li>• Hoop bags must not be left at wildlife hospitals or vet clinics as they are highly likely to go missing.</li> </ul>
<p><b>Browse/Leaf Cutting tools</b> Secateurs Extendable loppers Telescopic tree pruners</p>	<ul style="list-style-type: none"> <li>• Use to the specification detailed by the manufacturer</li> <li>• Dry off if used in wet weather</li> <li>• Clean blades and handles regularly</li> <li>• Spray moving parts and cutting blades with penetrating lubricant (WD40) regularly. Remove excess after approx. 30 minutes to ensure excess lubricant does not contaminant leaf</li> </ul>
<p><b>Computers</b></p>	<p>For specific information on the use of computer equipment, please refer to the Wildcare Policy '<i>Acceptable Use IT Equipment</i>'.</p>
<p><b>CoGC access keys</b></p>	<ul style="list-style-type: none"> <li>• Keys are provided by Council to Trauma Carers and several koala rescuers to enable access to Council-owned land for the purpose of rescuing sick and injured wildlife.</li> <li>• Keys are subject to the payment of a deposit to Council. If keys are lost, the Wildcare member will be responsible for reimbursing the deposit to Council/Wildcare.</li> <li>• Keys must never be transferred to another member without permission from the Wildcare President.</li> <li>• Each set of keys includes a key tag with the mobile contact number of Karen Scott and an identifying number (e.g. WC#1). This key tag must not be removed.</li> <li>• Members can include their own key ring/tag to the set if desired.</li> <li>• Members must never use the keys to access Council-owned land for their own private or recreational purposes.</li> <li>• If keys are used to access wildlife carer plantations on Council-owned land, members must abide by the guidelines as stipulated for those plantations.</li> </ul>
<p><b>Generators</b></p>	<ul style="list-style-type: none"> <li>• Instruction manuals must be read and followed precisely.</li> <li>• Use to the specification detailed by the manufacturer.</li> <li>• Service as per manufacturers specification.</li> <li>• Where a generator is transferred to a member during a natural disaster, even temporarily, the member must ensure that full instruction is provided as to its safe use.</li> </ul>
<p><b>Veterinary Equipment</b> Oxygen Concentrators, IV pumps,</p>	<ul style="list-style-type: none"> <li>• Instruction manuals must be read and followed precisely.</li> <li>• Use to the specification detailed by the manufacturer.</li> <li>• Service as per manufacturers specification.</li> <li>• These items must only be used by members who have been specifically trained in their use. E.g. IV infusion pumps must not be loaned to members who are not trained in the administration of intravenous fluids.</li> </ul>

<p><b>Koala traps</b></p>	<ul style="list-style-type: none"> <li>• Store indoors or undercover (when not in use) to prevent rust.</li> <li>• Units must be thoroughly cleaned and disinfected with F10® between rescues to decrease the risk of spreading of disease.</li> <li>• Moving parts such as door hinges and door locking mechanisms must be well maintained.</li> <li>• Each koala trap includes a ‘trap kit’ and this must remain with the allocated trap at all times. The trap includes items such as zip ties, duct tape, mallet etc.</li> </ul>
<p><b>Koala trap cameras</b></p>	<ul style="list-style-type: none"> <li>• Do not store the item wet. Dry by towelling off the unit and leave in an air-conditioned environment (if possible) for 24 hours.</li> <li>• The rechargeable batteries should be removed from the camera before being placed back into the safe box to prevent corrosion.</li> <li>• The rechargeable batteries should be fully charged before returning for storage, so they are ready for the next use.</li> <li>• Clean lenses with lens cleaner.</li> <li>• Clean the casing of the unit with a soft, damp microfibre cloth</li> <li>• Do not use solvents (methylated spirits, domestic cleaners).</li> <li>• Locking cable must be fitted when in use to prevent theft.</li> <li>• Although the camera is weather resistant, do not use the camera during periods of intense rain/weather.</li> </ul>
<p><b>Mulchers/Shredders/Auger Chainsaws</b></p>	<ul style="list-style-type: none"> <li>• Instruction manuals must be read and followed precisely.</li> <li>• Use to the specification detailed by the manufacturer</li> <li>• Service as per manufacturers specification</li> <li>• Dry off if used in wet weather</li> <li>• Spray moving parts and cutting blades with penetrating lubricant (WD40) regularly.</li> <li>• Ensure cutting blades are cleaned and sharpened regularly and replaced when necessary.</li> <li>• Only members who have been specifically trained in the use of these items should operate them.</li> </ul>
<p><b>Reptile Enclosures</b></p>	<ul style="list-style-type: none"> <li>• All electrical work must only be undertaken by a licensed professional.</li> <li>• Enclosures must be cleaned regularly with F10® and a suitable reptile parasitic treatment between animals to prevent the spread of disease and parasites.</li> <li>• As enclosures are made from timber, they must always be stored indoors, do not leave them where they are exposed to the weather, or dampness.</li> </ul>



<b>Training Equipment</b>	<ul style="list-style-type: none"> <li>• Instruction manuals must be read and followed precisely.</li> <li>• Ensure equipment remains dry when moving to/from vehicle and a venue when raining.</li> <li>• Do not leave equipment stored in your vehicle as it increases the likelihood of theft when expensive equipment is visible.</li> <li>• The Wildcare iPad and Square terminals must only be used by members who have been authorised by the Wildcare Treasurer to access Wildcare’s Square or PayPal accounts.</li> <li>• Each member using the Wildcare square terminals, must use their own allocated login details to process shop sales.</li> </ul>
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## Agreement

By signing this Asset Agreement, I acknowledge that I will abide by the conditions herein.

I acknowledge that I will follow the instructions of the Wildcare Asset Team and advise any changes or updates to Wildcare assets via email to [assets@wildcare.org.au](mailto:assets@wildcare.org.au).

.....  
***Signature of Wildcare Member***

.....  
***Full name of Wildcare Member***

.....  
***Date Asset Agreement Signed***