



TASMANIAN  
LAND  
CONSERVANCY



# TLC VOLUNTEER INVOLVEMENT POLICY STATEMENT

## WORKING TOGETHER

As part of our community of committed volunteers, you are vital to the success of our conservation work.

Our volunteers contribute valuable time, skills and expertise across all areas of the organisation, including research projects, ecological monitoring, reserve management activities, governance, event support, mail-outs and photography. Involving volunteers in our work also greatly reduces our costs. We are enormously grateful for your contribution.

### Tasmanian Land Conservancy

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## AT THE TLC WE VALUE:

- Nature – for nature’s sake and for the benefit of humankind
- People – we respect the diversity of people, cultures and communities, and we treat each other equally and fairly

## THE TLC RECOGNISES THAT:

- Volunteering is not a substitute for paid work
- Volunteers have similar rights, privileges and responsibilities to TLC employees

## THE TLC IS COMMITTED TO:

- Fostering a volunteer culture that is fun and rewarding
- Recognising our volunteers as individuals with distinctive skills, knowledge, interests, goals and needs
- Providing our volunteers with equal opportunities
- Ensuring that our volunteers feel valued, included and acknowledged
- Providing volunteers with accurate information about the TLC and our conservation work
- Providing our volunteers with clear and consistent work roles
- Providing our volunteers with the orientation and training required to perform their roles
- Ensuring that our volunteer roles are meaningful and directly contribute to achieving our strategic goals
- Providing safe working environments and practices for our volunteers
- Providing our volunteers with the support, resources and equipment necessary to perform their duties
- Providing our volunteers with feedback about their work and how it contributes to achieving our strategic goals
- Providing our volunteers with the opportunity to give us feedback
- Continually improving our volunteer program
- Protecting our volunteers with insurance
- Covering or reimbursing our volunteers’ out-of-pocket expenses related to their role, when appropriate
- Providing clear grievance and conflict resolution policies and procedures for our volunteers
- Keeping our volunteers’ personal information private and confidential

## AS A TLC VOLUNTEER YOU ARE EXPECTED TO:

- Uphold and represent the TLC’s values
- Be committed to performing your role, and reliable
- Undertake the training required to perform your role
- Ask for support when needed
- Be accountable and accept feedback
- Respect the TLC’s confidentiality
- Respect the rights of other volunteers and the staff you work with
- Follow all reasonable instructions from your volunteer job manager
- Acknowledge the decisions made by your volunteer job manager and the TLC
- Follow all workplace health and safety procedures and report all hazards, risks and incidents to your volunteer job manager
- Address areas of conflict that arise with your volunteer job manager, the volunteer coordinator or a TLC manager
- Obtain a ‘Working with Children’ certificate when required to perform your role

This policy statement was developed to be consistent with the National Standards for Volunteer Involvement.