



**THARAWAL  
LOCAL ABORIGINAL  
LAND COUNCIL**

## Volunteers Policy

<b>Policy No</b>	<b>Volunteers</b>
<b>Applies to : TLALC CEO, Staff and volunteers</b>	<b>Version 1</b>
<b>Responsibility : TLALC CEO, Staff and Board</b>	<b>Date Approved 16/6/22</b>
	<b>Review Date 16/2/24</b>

- ***This policy relates to TLALC Policy and Procedure Manual Section***
- ***Other policies this policy relates to: Access and Equity Policy  
Privacy and Confidentiality  
Code of Conduct.***
- ***Forms relevant to this Policy: Volunteer confidentiality agreement, Volunteer register***

### **Statement**

Volunteering Australia defines volunteering as ‘time willingly given for the common good and without financial gain’. Tharawal Local Aboriginal Land Council recognises and values the unique skills, experiences, insights, and energy that volunteers bring.

Volunteers help Tharawal Local Aboriginal Land Council improve its capacity and deliver greater value to TLALC’s Members and community. Tharawal LALC will utilise volunteers in ways that enhances their experience and complies with legislation and duty of care.

### **Policy**

- All Volunteers will be treated with respect and gratitude for their contribution to TLALC
- Volunteers will carry out the duties assigned to them by the CEO or delegated staff member.
- Volunteers will be supervised by the CEO or other staff member designated.
- Volunteers are not to be given a personal set of service keys. Any keys the volunteer is given to perform their duties must be returned before they leave.
- Volunteers are not expected to do paid staff duties.
- Volunteers do not replace staff or carry out the work of paid staff.
- All Volunteers must have a Working with Children Check and Police check before they commence volunteering duties at TLALC.
- All Volunteers must abide by TLALC Code of Conduct.
- All Volunteers must uphold TLALC Privacy and Confidentiality Policy
- All Volunteers must sign a confidentiality agreement

- Volunteer hours and attendance times will be negotiated between the volunteer and their TLALC supervisor based on the requirements of the role and the availability of the volunteer.
- The maximum commitment by a volunteer will be in line with regulation at 16 hours per week.