

Title	Volunteer Policy	Version	2
Policy No.	P 2021/18	Effective date	23/09/2021

1. OVERVIEW

Forestry Corporation of NSW (Forestry Corporation) values the role volunteers play in the organisation particularly in building community engagement and contributing to land management outcomes.

2. BACKGROUND AND SCOPE

This policy applies to all volunteers engaged by Forestry Corporation in identified volunteer programs with Forestry Corporation. This policy does not apply to volunteers who may perform tasks on State forests or engage with Forestry Corporation as a volunteer with another organisation. This would include but is not limited to volunteers with the Rural Fire Service, search and rescue organisations, wildlife rescue or volunteers participating in activities being conducted by third parties under Forest Permits.

3. DEFINITIONS

A volunteer is a person who freely chooses to participate in an unpaid role to contribute to a program of the organisation.

4. POLICY

Forestry Corporation volunteer programs

- 4.1. Volunteer programs coordinated by Forestry Corporation must have documented objectives and parameters.
- 4.2. Forestry Corporation volunteer programs may be run with individual participants or run in partnership with community-based groups.
- 4.3. Volunteer programs may be run in partnership with professional Volunteer Organisations like Conservation Volunteers Australia.
- 4.4. Records of participants, site inductions, periods when work is performed, and the scope of work performed will be maintained by Forestry Corporation as required for insurance coverage.
- 4.5. Volunteer programs are reported on annually in sustainability reporting.

Volunteer engagement

- 4.6. The statutory requirements of equal employment opportunity, Work Health and Safety (WHS), anti-discrimination, privacy and organisational grievance processes apply to volunteers.
- 4.7. Volunteers, and work undertaken by volunteers, must not be used as an alternative to work undertaken by paid employees in the normal course of their duties.
- 4.8. Volunteers may be engaged on short or long-term arrangements and should only be engaged for a reasonable number of regular hours.
- 4.9. Volunteers must perform their duties to the best of their abilities and comply with Forestry Corporation's Code of Conduct and other policies and procedures insofar as they apply to their voluntary work.

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- 4.10. Volunteers will take reasonable care to ensure that through their acts or omissions they do not adversely affect the health and safety of themselves or others in the course of work with Forestry Corporation.
- 4.11. Volunteers will be provided with a clear outline of the program and the nature of the work to be performed.
- 4.12. Volunteers will be provided with access to or copies of relevant policies and procedures related to their engagement with Forestry Corporation in a volunteer capacity.
- 4.13. Volunteers will be consulted with regarding Work Health and Safety (WHS) matters that could affect them in the course of work.
- 4.14. Volunteers must be inducted into the program; wear any Personal Protective Clothing and Equipment (PPCE) issued and follow all instructions of Forestry Corporation staff in relation to the program.
- 4.15. The PPCE requirements do not extend to boots for volunteers. Strong, sturdy, appropriate footwear is required to be worn by volunteers at all times.
- 4.16. Volunteers must not operate Forestry Corporation vehicles or machinery.
- 4.17. Where tools, machinery and equipment owned by the volunteer or the community group are used as part of the volunteer program, usage must be consistent with the agreed scope of works for the program; be fit for purpose; be in good working order; and the operator must be competent in their use.
- 4.18. Volunteers will report to Forestry Corporation staff any hazards, near miss, incident, injury or faults as soon as possible and within 24 hours.

Insurance

- 4.19. Volunteers participating in Forestry Corporation volunteer programs are covered by insurance under the Treasury Managed Fund for death or bodily injury while actively engaged by Forestry Corporation.
- 4.20. To be covered by this insurance, the volunteer must complete the Volunteer Registration Form at the commencement of their engagement.
- 4.21. Further details of insurance coverage are provided on the Registration Form.

Third party volunteer programs

- 4.22. Volunteers participating in programs on State forests run by third parties independent of Forestry Corporation, like Clean Up Australia Day, do so under the provisions of the host organisation.
- 4.23. Forestry Corporation will facilitate the occurrence of these programs provided within existing frameworks and structures for managing use of State forests.

5. RELATED LEGISLATION

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2017*

6. RELATED POLICIES

- Unpaid Work Placement Policy
- Health and Safety Policy
- Compensation for Loss or Damage of Personal Property of FCNSW Employees
- Code of Conduct

7. RELATED DELEGATIONS

- N/A

8. RELATED DOCUMENTS

- Code of Conduct
- Volunteer Registration Form
- WHSP 1.1 Responsibilities and Accountabilities

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9. REVISION HISTORY

Version	Policy Number	Date
1	P2010/08	15/7/2010
2	P2021/18	23/9/2021

10. DATE OF NEXT REVIEW

September 2026

11. CONTACT OFFICER

Manager, Corporate Affairs

Executive Endorsement



Chief Executive Officer