



# Volunteer Orientation Package

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252 Parry Street  
Newcastle West 2303  
Phone: 4969 1500  
Fax: 4927 6821

[volunteer@treesinnewcastle.org.au](mailto:volunteer@treesinnewcastle.org.au)  
[www.treesinnewcastle.org.au](http://www.treesinnewcastle.org.au)

# About Trees In Newcastle

Trees In Newcastle (TIN) is a dynamic, non-profit, community based organisation dedicated to native bushland conservation, revegetation, land and water rehabilitation and environmental education.

## Our Vision

To be a thriving community organisation that is recognised nationally for our contribution to improved biodiversity and vegetation cover.

## Our Mission

To protect and enhance local native vegetation and support people with a passion for plants.

# About Volunteering

Volunteering is an activity which takes place through not-for-profit community organisations.

- Volunteering benefits the community and the volunteer.
- Volunteering is a legitimate way in which citizens can participate in the activities of the community.
- Volunteering is a matter of choice undertaken by free will and without coercion;
- Volunteering is unpaid.
- Volunteering is undertaken in designated volunteer positions and does not replace paid workers.
- Volunteering can be undertaken as mutual obligation to receive pensions or government allowances.

## Mutual Obligation

Mutual Obligation is based on the principle that participants supported financially by the community should actively improve their work skills and give something back to the community that supports them.

Trees In Newcastle will help Mutual Obligation volunteers confirm hours of attendance with your Employment Provider and or Centrelink as required.



# Volunteering at TIN

Trees In Newcastle seeks volunteers with a strong work ethic who want to contribute to their community and like to work outdoors. We are passionate about native plants and committed to Landcare and environmental conservation. People who share our values will fit in well.

The contribution of volunteers is vital to TIN's operations. Our Volunteer Engagement Program strives to meet the needs of both the organisation and individual volunteers. TIN's Volunteer Policy guides our volunteer program, which aims to:

- Support TIN's work and environmental mission
- Meet the expectations and needs of individual volunteers
- Offer meaningful, productive and safe work
- Improve the skills and knowledge of volunteers
- Foster a supportive, respectful and friendly atmosphere
- Provide a place for people to meet their mutual obligation

All volunteers are invited to join Trees IN Newcastle Incorporated and are offered complimentary membership

## Roles for Volunteers at TIN

**Nursery:** Trees In Newcastle operates a nursery that supplies local provenance native plants to schools, Landcare groups and bush regeneration projects. Our nursery has two premises – the Community Nursery at Parry Street Newcastle West and the Bulk-order Nursery at Callaghan. Volunteers assist with seed collection, processing seed, propagation, potting up, weeding and general duties.

**Landcare Group:** Trees in Newcastle has a volunteer Landcare crew who rehabilitate native plant communities, protecting and restoring biodiversity. We run half-day field trips every Tuesday and Thursday morning, transporting our Landcare crew to coastal and community sites around Newcastle. Volunteers control weeds (mainly Bitou Bush), plant local natives, control erosion and encourage natural regeneration of native habitats and coastal dunes.

## Becoming a Volunteer at TIN

Registration is a 2 stage process:

- 1. This Orientation session: 9 – 9.30 am on the 1<sup>st</sup> and 2<sup>nd</sup> Wednesday each month**
  - Introduction to TIN
  - Volunteering at TIN
  - Site Tour
- 2. The Induction Session: 9.30 am – 12 noon, 2<sup>nd</sup> Wednesday each month**
  - Code of Conduct,
  - Safe Work Method Statements,
  - Practical Work Session,
  - A one-on-one Interview to determine candidate's suitability and preferred team, and
  - Registration as a TIN Volunteer.

## Volunteer Selection Criteria

### For everyone

- Interest in native plants, gardening and the environment;
- Willingness to work outdoors, do manual work and get your hands dirty;
- Willingness to follow supervision and work closely with your team; and
- Positive attitude, desire to contribute to our mission.

### For the Nursery

- Moderate fitness and health;
- Work closely with team members.

### For the Landcare Group

- Good fitness and health;
- Willing and able to learn via on-the-job training;
- Adhere to more stringent Occupational Health and Safety procedures; and
- Willing and able to work in coastal environments and bushland settings.

### Disability Access program

Trees in Newcastle values diversity in the workplace and the community. We have some places available for volunteers with more limited abilities. If you do not meet the criteria above please call us and we will assess opportunities on a case-by-case basis.

## Policies and Procedures

TIN has a range of policies and procedures that govern the rights and responsibilities of volunteers. These include:

- Code of Conduct;
- Volunteer Policy;
- Occupational Health & Safety Policies and Procedures;
- TIN Constitution.

## Site Induction

- Office
- Nursery
- Lunchroom
- Evacuation point
- Toilets
- First-Aid Officers



*TIN is committed to a safe work place for staff, volunteers and visitors.*

TIN has an Occupational Health and Safety Policy which complies with the NSW Occupational Health and Safety Act 2000. All staff and volunteers have a legislative responsibility to follow our OH&S procedures.

## **As a Volunteer you must:**

- Sign on before starting work and sign off when leaving. If you are leaving the premises for any reason you must sign-out and then sign back in on your return. Space is provided for this on the sheet.
- Wear protective clothing at all times in the nursery and in the field: long-sleeved shirt, long pants, wide-brimmed hat, suitable sturdy shoes/boots.
- Follow OH&S instructions and Safe Work Method Statements provided by your supervisor. Before you perform a task, assess the risks and reduce the risks. If there is a significant risk of injury, isolate the risk if possible and report to your supervisor.
- Maintain a safe, well organised, clean and healthy work place. Pack up after each job.
- Look out for your work mates. If you see someone doing something that is unsafe, help them reduce the risk and report to your supervisor.
- Ask for help and direction if you are unsure.

## **First Aid**

- The First Aid Kits are situated in the office on the wall just inside the door, on site at the University nursery, in each vehicle and on work sites. Please see a staff member for help, most staff have a current first-aid certificate.
- Accidents and Injuries or near misses must be reported to your supervisor. A register of minor injuries is to be filled in for all injuries requiring first-aid.

## **Training**

- Training will be given for any procedure or activity which you have not attempted before. Inform your supervisor if you have not received the necessary training.

## **Kitchen**

- Kitchen use - water, tea and coffee is provided. A hot water urn is installed in the lunchroom.
- Food must not be consumed in the potting-up area. Please wash your hands after work, before eating and smoking and after using the toilet.

Signature: \_\_\_\_\_