



Toukley Neighbourhood Centre

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TNC is the beating heart of our community. We foster connection, celebrate diversity, and provide a safe and welcoming space where people are supported, empowered, and equipped with the opportunity to grow, thrive, and achieve independence.

POLICY - VOLUNTEERS

Policy Information

Title:	Volunteers
Effective Date:	14 April 2025
Policy Owner:	Executive Officer
Applies To:	All staff and volunteers
Next Review Date:	30 April 2026

Change Control

Effective Date	Author	Approver	Comments
12-Feb-2024	Bronwyn Evans	BoM	Initial document
14-Apr-2025	Bronwyn Evans	BoM	Update to new template Remove measurement criteria



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Policy Overview

Purpose

This policy sets out TNC's policy for Volunteers and volunteering with TNC.

Context

At Toukley Neighbourhood Centre (TNC), policies are developed in alignment with the [TNC Policy Framework](#).

TNC Policy documents are developed to:

- Assist TNC to meet the objects of the organisation and manage risk effectively
- Assist TNC staff and volunteers in performing their duties
- Outline how TNC will meet governance expectations
- Provide transparency and clarity to TNC staff and volunteers.

TNC is bound by the [Australian Charities and Not-for-profits Commission Act 2012 \(Cth\)](#) and regulated by the [ACNC](#).

Definitions

Term	Explanation
ACNC	Australian Charities and Not-for-profits Commission
BoM	Board of Management
TNC	Toukley Neighbourhood Centre
VMP	Volunteer Management Plan

Policy Principles

Policies always contain a set of principles that provide information relating to the rationale for the document. Staff and volunteers must consider and comply with these guiding principles when performing their duties.

Principle 1: TNC actively manages our volunteers so that their contribution is mutually beneficial

TNC could not support our community without the significant contribution made by our volunteers. TNC acknowledges this contribution and commits to providing volunteers with opportunities to make a rewarding contribution to the organisation.

TNC has a published VMP that provides a framework for how we manage our volunteers. This framework includes:

- Commitment to Volunteer Rights
- Procedures for recruitment, selection and appointment of Volunteers
- Approach to engaging with Volunteers.

As specified in the VMP, we manage our volunteers in accordance with the TNC People Management Policy.