

Name of course participant: \_\_\_\_\_

**The Department of Environment and Conservation**

# **Volunteer Management Course 2009**



**Community Involvement Unit**

**Course quiz**

## **Module 1 A history and perspective of volunteering at DEC**

1. What year did the volunteer program begin in CALM?

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2. Name three reasons why DEC has a volunteer program.

1. 

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2. 

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3. 

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## **Module 2 DEC Corporate volunteer policies and principles**

3. What motivates volunteers?

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4. What is the reason for the completion of the DEC 206 Project Notification form?

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When should this be submitted?

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## Module 3 Process of starting a new project at DEC

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- This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

## **Module 6    DEC Public Participation Planning**

7.     When is public participation in DEC required?

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8.     When shouldn't you use public participation?

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9.     What are three possible benefits of public and stakeholder participation?

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10.    What are three techniques you could use for public participation?

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11. What are the five levels on the International Association of Public Participation's 'spectrum of participation'?

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## **Module 7    Code of Conduct and Good Working Relations Policy**

*See Volunteer Management Handbook 2009 pages 142 and 165*

12.    The code of conduct applies to DEC employees, contractors and  
         .....?

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13.    The term gift does not include souvenirs or mementos such as ties,  
         books, stationary, food and wine to with an approximate value of  
         \$..... or less.

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14.    Can you give out an employee's home phone number?   YES / NO

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## **Module 8 Principles of utilizing volunteers**

15. State two key avenues by which you have the most success in recruiting volunteers?

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16. Name the four principles for successfully communicating your environmental message, in order to attract volunteers.

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17. State three key strategies for retaining volunteers?

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## **Module 9 Project Management for Volunteer Managers**

18. In project management, what does the acronym S.M.A.R.T represent?

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## Module 10 Insurance, inductions and risk management at DEC

19. As a Manager what are your responsibilities towards volunteers under the *Occupational Safety & Health Act 1984*.

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20. Your Manager has given you a task to supervise a volunteer project, what are your responsibilities towards volunteers prior to them commencing the work.

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21. A volunteer has been injured, what is the compensation process?

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## Module 13 Group Project

### Rehabilitation Project - DEC Regional Parks

DEC has obtained funding from Coastwest to **remove Victorian Tea-tree and plant local native species within Woodman Point Regional Park.**

The funding will enable DEC to almost completely eradicate this serious environmental weed from the regional park and provide opportunities for the **community and in particular local Friends groups** to develop skills and experience with restoration projects whilst fostering local ownership of the park.

The project focuses on both:

- removal of the Tea-tree and
- restoration of the native plant community, being Tuart and *Callitris preissii* (TEC species).

Over the past few years DEC has been working to:

- re-establish Tuart and *Callitris* woodlands within the park, as they provide important habitat for local fauna including **Quenda**, local **reptiles** and **bird** species. **Bat species** are also known to roost in the larger Tuart trees.
- The grant is subject to a significant in-kind contribution from the community and represents **an opportunity for DEC to engage with local groups to achieve on ground conservation outcomes** within a regional park.

Funding is available for 1 year after which time DEC will fund ongoing works.

The project should include **a monitoring and evaluation component**, which the community could engage in.

## Guidelines

As a group, develop, plan and ~~implement~~ this project. Ensure that all participants take responsibility for sections of the project, and all aspects of the project are covered.

A written outline of how to go about this project is required. Your plan should be delivered to the group on Thursday's group feedback session.

Points to consider:

- List the operational steps in this project
- Factors to consider when implementing each of these steps.
- Outline how you will go about aspects such as:
  - volunteer recruitment
  - supervision and management
  - performance management
  - DEC administrative requirements
  - project evaluation

Thank you!

This is a real project and your ideas may be implemented by DEC.