



**Turtle Care Volunteers Queensland Inc.**

&

**WRECK ROCK**

**TURTLE MONITORING PROJECT**

ABN 47 831 838 397

Charity Licence No. CPL4602015

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**“APPLICATION” OR “RENEWAL” OF  
 MEMBERSHIP**

**1/10/20 – 30/9/20**

I / WE (family name)			
Christian Name	1.		
2.	3.		
4.	5.		
Of ( address)			
Post Code	Telephone		
Email			

Do hereby apply for membership of Turtle Care Volunteers Queensland Incorporated and agree to abide by the objects of the Association, its rules and regulations and the decisions of the Management Committee.

Signature of applicants:

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**Membership fees: \$ 10.00 per person or  
 \$ 25.00 per family (=2 parents + children to age 18 years)**

Bank Details for direct deposit of Fees Suncorp Bank BSB: 484 799 Account Number 4538 43513
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Transaction Receipt No:.....
Date of Transaction / /
Amount Paid \$

**PLEASE DON'T FORGET TO QUOTE YOUR SURNAME WHEN DEPOSITING FUNDS. THANK YOU.**

**TURTLE CARE VOLUNTEERS QUEENSLAND INC**  
**TURTLE CARE VOLUNTEER PROCEDURAL GUIDELINES.**

This document provides the guidelines for volunteers who perform duties as representatives of Turtle Care.

**1. Goal**

Turtle Care volunteer programme's goal is to involve members of the community and community organisations in achieving the aims and objectives of Turtle Care through ongoing education of the general public, monitoring and research of marine turtles and participation in conservation activities.

**2. The aims of the Turtle Care marine turtle conservation volunteer programme**

- To provide opportunities for members of the public to join Turtle Care in improving the conservations status of marine turtles in Queensland.
- To provide opportunities for volunteers to increase their skills and knowledge with respect to marine turtle biology and conservation management.
- To recognise the value of volunteers and volunteer organisation contributing to Marine Turtle Research.

**3. Objectives of the Wreck Rock Turtle Monitoring Project are:**

- To foster conservation through the study and enjoyment of turtles and the environment in which they can be observed.
- To continue with the systematic tagging programme which began in 1977.
- To monitor turtle nesting in comparison with the Mon Repos nesting population.
- To monitor turtle populations for the four nesting species, loggerhead, green, flatback and leatherback turtles, at Wreck Rock.
- To monitor the hatching and emergence success of clutches.
- To monitor and maintain nesting conditions as close to the natural state as possible, with minimal interference with habitat, turtles, or nests.
- To monitor and minimize fox and goanna predation.
- To assist with stranded or injured fauna and to monitor stranded marine wildlife.
- To assist local Department of Environment and Resource Management staff by monitoring the adjacent Deepwater National Park and campground.

**4. Turtle Care (about us)**

Turtle Care Volunteers Queensland Inc. is an incorporated association established in 2003 for the purpose of fostering conservation through study and enjoyment of marine turtles. Through this organisation we have the power to raise funds to further the study that operates the Wreck Rock Turtle Monitoring Project in partnership with the Queensland Turtle Conservation Project, Department of Environment and Science/Queensland Parks and Wildlife Service, centered at the Mon Repos Rookery.

Membership of the association is by a small annual fee and members assist in fundraising activities throughout the year and/or as volunteers in the field. On the 12/12/2022 this Association was accepted as a Charitable Organisation and as such donations over \$ 2.00 are tax deductible.

**4. Turtle Care (about us) continued**

The organisation supplies volunteers to travel to and camp in remote areas at the volunteers' expense. Teams patrol long stretches of coastline monitoring nesting of endangered species of marine turtles.

Through government approval and accreditation volunteers are trained and encouraged in developing teamwork and building better communities through working within teams and in conjunction with local communities in fostering and encouraging better conservation attitudes and development of acceptable conservation strategies

**5. Training**

There is a requirement for all volunteers to receive appropriate training to ensure that work practices are conducted in a safe and legal manner.

- A) All new volunteers must complete a formal volunteer induction. Topics that will be covered include a programme briefing, workplace health and safety, Code of Conduct and cross-cultural awareness.
- B) Volunteers' skills will be developed through ongoing training. Training activities may include
  - Workshops and training sessions to develop skills and knowledge (including: marine turtle biology and conservation at the State, National and International level, research and monitoring methodology, interpretive skills, marine and national parks management, flora and fauna identification, and emergency procedures);
  - Volunteer meetings
  - Individual training and assistance to develop particular skills as required (quad, SSV, 4WD, first aid, radio operation)

Training is designed to provide volunteers with the information and skills necessary to implement activities and undertake public contact duties.

- C) A Volunteer must participate in the training sessions offered each year that they volunteer (including lectures, briefing sessions, and hands-on training sessions) to maintain competency and remain eligible to be a volunteer.
- D) After initial training, a volunteer must maintain the minimum level of accuracy required for accurate qualifications of data for monitoring marine turtle populations for their continued participation in the project.
- E) Once trained, volunteers are encouraged to help new volunteers become established by helping with work duties and sharing knowledge.

**6. Volunteer commitment and hours of work**

- A) Volunteers must have a reasonable level of fitness for extensive beach walking.
- B) Volunteers are required to participate in the rostered field activities and attend training sessions.
- C) To ensure volunteers are covered for insurance during their work duties, they must complete the required registration forms (Turtle Care Membership Application Form) and be a financial member of this Body.
- D) Allocated tasks including administrative tasks, data entry, volunteer meetings, and training sessions are considered volunteer time.
- E) In field camp situations, volunteers will share the housekeeping duties of the camp as well as equipment and vehicle maintenance.

**7. Uniforms**

- A) Volunteers are expected to be well groomed, neat and tidy.
- B) As stated in the Queensland Government workplace health and safety policy appropriate clothing items including hats, footwear and gloves must be worn for the specific activities. Clothing must not be offensive or inappropriate. When working on sand beaches and the associated surf zones, volunteers are encouraged to wear footwear. Volunteers who are considered to be wearing unsafe and/or unsuitable attire will be directed to cease all volunteer activities.
- C) Enclosed shoes and helmets are required when operating the quad bike or the SSV.

**8. Workplace health and safety**

Turtle Care is responsible for protecting its volunteers from the risks of work-related injuries and illnesses by providing appropriate workplace health and safety equipment and training.

Volunteers are responsible for ensuring their own health and safety and the health and safety of others while performing their own tasks.

**(A) Personal protection standards**

- Clothing and footwear appropriate to the task undertaken must be worn at all times.
- In the opinion of the volunteer, if any area of the work environment is regarded as unsafe, Management should be notified as soon as possible.
- An activity should not be started or continued if it is felt that the safety or well-being of yourself or others may be compromised. Field activities should not be done alone. Prior to departure, provide the project manager with an itinerary for the activity and area to be travelled. It is required that field communications also be established.
- For personal protection volunteers should carry sunscreen, insect repellent, a personal first aid kit, torch, and a supply of fresh water when prudent to do so.
- In case of any injury or illness (or near hit) notify Management as soon as practicable after the incident and complete an incident form.
- For specified tasks Turtle Care will provide personal protective equipment.
- Volunteers will be provided with workplace health and safety procedures.

**(B) Alcohol and smoking**

- Should a volunteer be required to use prescription medication, you must ensure that you are able to continue to perform your work safely and to an acceptable standard and that you are not a danger to others or Turtle Care property. You must ensure that management or your supervisor is aware you are taking medication if there is potential for an adverse effect on your work performance or the safety of yourself or others.
- As a Turtle Care volunteer, you will be under public scrutiny and your behaviour should not bring the organisation into disrepute. You are encouraged not to consume alcohol while representing Turtle Care during field activities, in the interest of maintaining your fitness duty, effective work performance, decorum, judgment and safety, effective client relations and Turtle Care's image. You must ensure that personal use of alcohol does not result in unsatisfactory work performance or affect the performance or safety of others or endanger property. The management will assess volunteer participation based on factors such as;
  - Persons with an alcohol smell on their breath will not participate in project activities that involve face to face interaction with the public.

## **8. Workplace health and safety**

### **(B) Alcohol and smoking continued**

- As a guide, volunteers should consider their suitability to participate in the programme in the same manner as they would not or should not drive, and should refrain from volunteer activities.
- Volunteers acting in a drunk or disorderly manner may not commence work or enter the workplace and volunteers who repeatedly present to work under the influence of alcohol will be terminated from the project.

Volunteers should also consider the following matters in relation to intoxicants;

- ❖ Illegal intoxicants are not permitted.
- ❖ If you are intoxicated when doing work and fail to exercise due care and skill you will most likely not be protected by any insurance cover or receive protection from legal action in relation to public liability.
- ❖ You must meet your obligations in terms of the Workplace Health and Safety Act 1995. This is especially important when machinery and wildlife are involved.
- ❖ Smoking is only permitted in accordance with the Qld Government Smoking Policy.

## **9. Volunteer activities**

Activities must be undertaken in accordance with defined activity standards.

- A) Volunteers are expected to be involved in monitoring and public contact activities.
- B) Volunteers will be required to acquire and maintain specific skills and competencies as set by Turtle Care project managers before they can lead activities or undertake specific technical tasks.
- C) For any independent or related projects activity briefs for fieldwork must be completed and forwarded to the Turtle Care project manager before fieldwork is undertaken.
- D) All activities undertaken by volunteers must conform to the conditions of: -
  - a. Animal research ethical approvals, and
  - b. Permits for conducting the studies.that applies to the Wreck Rock Turtle Monitoring Project and the Queensland Turtle Conservation Project.
- E) Volunteers who are monitoring or researching marine turtle populations away from the direct supervision by Turtle Care managers are always required to carry a current Turtle Conservation Authorisation or be otherwise identified by approved clothing/uniforms.
- F) When conducting activities outside of the QPWS estate and State Marine Parks waters, volunteers must have the permission of the landowner to enter their property and conduct those activities.

## **10. Termination**

It is important that volunteering be a mutually beneficial exercise. When this doesn't occur, the Turtle Care project manager may need to terminate a volunteer engagement.

All volunteers are to be treated fairly and given the chance to justify their position before a notice of termination is given.

**11. Programme Evaluation**

Volunteer programmes are reviewed and evaluated when they are completed. This allows the programmes to be changed or improved if necessary. Programmes are reviewed in the following way: -

An annual survey completed by the volunteers will assist in outlining the strengths and weaknesses of the programme and recommend areas for improvement and change. The outcomes from this will be presented at the end of season debrief.

**12. Procedure Guidelines**

- All volunteers are to follow methodology of Queensland Turtle Conservation Project
- Consultation with Management to be conducted prior to media representation and declaration of “personal opinion” if otherwise commenting publicly
- No promotion of tourism or “turtle watching” activities is to be encouraged or promoted by group members
- Monitoring of nesting or hatchling activity involves only members of the monitoring group and their families
- Nests are not to be disturbed under any circumstances prior to the emergence of hatchlings
- Team members should assess the area surrounding nests or potential nests for sharp objects prior to undertaking work

**13. Accreditation**

Turtle Care has a formal training programme in partnership with the Queensland State Government Turtle Conservation Project (QTCP) that volunteers can work towards completing.

The training programme is focused on the Nature Conservation Act. As we are working with endangered species, we are required to be authorized under the legislation to undertake our turtle monitoring and protection activities.

Volunteers have the opportunity to attend advanced training at Mon Repos Conservation Park each year. The advanced training often results in an authorisation under the legislation to undertake turtle activities anywhere in Queensland. This is called “Accreditation” within Turtle Care.

Accredited volunteers are authorized to:

- Handle, measure and tag or photograph nesting or feeding marine turtles
- Handle and measure marine turtle eggs
- Relocate turtle eggs to more secure incubation sites
- Handle and measure hatchling turtles and assess incubation success of clutches
- Photograph **hatchlings or post-hatchlings** of each of the turtle species for identification and morphology and return the photos to a project leader.
- Conduct research and management on marine turtles using the following techniques:  
Predator exclusion devices over nests
- Collect dead or moribund marine freshwater turtles and marine mammals and return records and sample material to a project leader
- Conduct interpretive activities with members of the public, including activities around nesting turtles and emerging clutches of hatchlings.

**14. Turtle Care Data Policy**

- All data collected remains intellectual property of Turtle Care Volunteers Qld Inc.
- No sharing, distributing, or publishing data without approval of Turtle Care management
- Data requests from University, Media, Consultants, or other sources are to be directed to the Turtle Care management

**15. Social Media**

Social media is a great tool to share personal experiences and positive stories about sea turtle conservation

Be mindful of the potential for immense intended or unintended impacts (positive and negative). Photos without context can provide unrealistic community expectations about how to be turtle-friendly on our local beaches.

**Queensland Government Turtle Conservation Project Social Media Policy**

Written approval must be obtained from the Project Management prior to uploading visual or written material relating to any aspect of turtle research/monitoring, to social media platform(s).

*To ensure turtle safety and maintain Turtle Care's great community reputation for looking after our turtles, please obtain approval from Turtle Care management prior to uploading material displaying turtle research/monitoring.*

Research Monitoring activities include:

- Turtle tagging, measuring, and reading tags
- Any incidental handling of hatchlings during your role as a volunteer
- Nest digs including opening of eggs

It does not include photos or videos of:

- Turtles nesting or crawling on the beach
- Applying mesh to protect nests
- Natural hatchling emergences during daylight

**If your post is approved, include the following disclaimer in post:**

*"Images and videos were acquired while conducting authorized monitoring activities under the Queensland Turtle Conservation Project's permits.*

- *If contacted by media directly, please refer to Turtle Care Management for approval*
- *No material (photo, video, data) is to be passed on to media without prior approval*
- *Remain factual and professional when interacting with media*
- *Declare "personal opinion" if seeking to make public comment to ensure that your comments are not interpreted as "on behalf of Turtle Care"*