

**VOLUNTEER DETAILS**

<b>Name</b>			Date of birth	
<b>Address</b>				
<b>Postal Address</b>				
<b>Email</b>				
<b>Phone</b>		Mobile		
<b>1<sup>st</sup> Emergency Contact Name</b>		Phone / Mobile		
<b>2<sup>nd</sup> Emergency Contact Name</b>		Phone / Mobile		
<b>Medical Conditions</b>	Do you have any medical condition that we need to be aware of?			YES / NO
<b>If yes, please provide details</b>	Condition		Symptoms (if applicable)	
<b>Preferred Shifts (please tick)</b>	<b>Day</b>	<b>Morning 9.00am-1.00pm</b>	<b>Afternoon 1.00pm – 5.00pm</b>	
	Monday	<input type="checkbox"/>	<input type="checkbox"/>	
	Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	
	Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	
	Thursday	<input type="checkbox"/>	<input type="checkbox"/>	
	Friday	<input type="checkbox"/>	<input type="checkbox"/>	
	Saturday	<input type="checkbox"/>	<input type="checkbox"/>	
	Sunday	<input type="checkbox"/>	<input type="checkbox"/>	
<b>How often do you want to volunteer?</b>	Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	Monthly <input type="checkbox"/>	
Would you be interested in training to be a tour guide for visiting coaches?			YES / NO	
I have read the Volunteer Policy and Procedure and will comply with its requirements			YES / NO	
Signed.....Date.....				

**OFFICE USE ONLY:** Date Council Induction Completed:.....  
 Copy driver's licence / photo card ID attached YES / NO  
 VIC Staff Signature:.....  
 Emailed to [Human.Resources@warrumbungle.nsw.gov.au](mailto:Human.Resources@warrumbungle.nsw.gov.au) (Date).....

## 1. Purpose

Warrumbungle Shire Council is committed to providing the community with the best possible service delivery. To achieve this requires a high level of commitment and competence from all those who provide that service, including volunteers. The Volunteer Policy addresses the need to formalise roles and responsibilities of all involved in the volunteering process. Council is required to fulfil its duty of care to potential volunteers and to the existing workforce.

## 2. Objectives of the Policy

- To ensure that volunteering remains a mutually beneficial activity
- To recognise the important contribution volunteers make to achieving Council and community goals
- To clarify the relationship between Council staff and volunteers
- To provide a safe and healthy workplace for volunteers
- To identify training requirements to ensure associated activities are undertaken in a safe manner
- To provide appropriate supervision to ensure activities are satisfactorily performed.

## 3. Policy Scope

This policy applies to all areas of Warrumbungle Shire Council where volunteers are used and applies from the date the policy is approved by the General Manager)

## 4. Background

This policy has been developed to ensure all volunteers are covered by Council's insurance and provide a procedure which is fair and equitable to all volunteers.

## 5. Definitions

<b>Organisation</b>	Not for profit organisations such as service clubs, charitable organisations, Rural Fire Service and the like that carry their own insurance and manage the involvement of their volunteers through their organisation
<b>Program Coordinator</b>	Volunteer leader within the Volunteer group and also the spokesperson for the Organisation
<b>Manager</b>	Paid employee of Council with delegated responsibility to manage the functions of Council
<b>Human Resources</b>	Section within Council that manages the Volunteer policy
<b>Volunteer</b>	Any person from the community who offers to do work for Council without monetary compensation.

## 6. Policy Statement

This policy applies to all volunteers who carry out duties for Warrumbungle Shire Council. Council undertakes to provide procedures for volunteers and staff to follow to ensure that the volunteering remain mutually beneficial and ensure the safety of volunteers and staff. Volunteers include:

- Committee of Council set up the provisions of Section 355 of the Local Government Act
- All individuals applying to volunteer with Council
- *Work experience students*
- All individuals and organisations undertaking work on Council property, but not under the direction of Council i.e. Service Clubs, Showground Trusts, Roadside Clean-up Campaigns, Environmental groups, Sport and Recreation Groups

## 7. Responsibilities

### Managers Responsibilities

Managers, including Senior Staff and Program Coordinator, are responsible for ensuring that:

- The volunteer policy and procedures are effectively implemented and adhered to;
- The WHS principals are enforced in the workplace
- Supervisors have the support necessary, and are held accountable for, their specific responsibilities;
- Workers under their control are consulted about issues affecting their health and safety;
- Prompt action is taken to eliminate unsafe or unhealthy work practices
- Ensuring that volunteers are supervised and trained sufficiently to perform the required tasks and notifying Human Resources when inductions are required;
- Detecting and promptly remedying risks to health and safety or reporting these risks with a proposed solution to their supervisor.

### Volunteers

Volunteers are responsible and will be held accountable for:

- Taking reasonable care for the health and safety of themselves and others;
- Co-operating and complying with Warrumbungle Shire's Volunteer Policy and Procedures;
- Promptly reporting all incidents, accidents, illnesses and any risks to health and safety.

### Procedure

- Individuals or organisations who offer voluntary assistance to Council will complete the appropriate application form and lodge it with Council.
- Individuals who offer voluntary assistance to Council will undertake a Criminal Record and/or Working with Children check as per council policy.
- Organisations who undertake work not organised by Council on Council property will complete the appropriate application form and lodge it with Council for assessment prior to commencement.

- Assessment of the suitability of the organisation for the specified project will be undertaken by the appropriate Council manager.
- Assessment of the suitability of an individual for the specified project will be undertaken by the appropriate Council manager.
- Council will undertake a risk assessment of the group's activities. This risk assessment will identify any risks associated with the activities.
- A register of volunteer's details will be held on site or at Council.
- Volunteers' hours of work will be agreed upon by Council and the volunteer.
- Volunteers will record their starting and finishing times in an attendance register or sign on book.
- Any breach of the volunteer agreement may result in disciplinary action being taken. It is Council's responsibility to ensure that the disciplinary code is covered at induction training as well as Council's Code of Conduct.
- Volunteers will maintain the same standards of confidentiality, courtesy and discipline as Council's paid employees
- Volunteers will work in a constructive and cooperative way with Council employees.
- Volunteers will comply with Council workplace policies including WHS, anti-discrimination, no smoking, drug and alcohol, harassment and plant which is part of the induction program. Any volunteer operating Council equipment will be inducted into the machine.
- Volunteers are required to wear personal protective clothing (PPE) at all times where the risk assessment has identified the need for PPE.
- Volunteers will be under guidance of Council employees. Guidance may be intermittent, depending on the nature of the work performed.
- Volunteers who have an issue concerning their area of work are required to raise the matter with their Manager.
- Volunteering is not a process for recruiting new employees as it is in breach of the Equal Employment Opportunity Act.
- Volunteering will be mutually beneficial to the volunteer and council

**8. Associated Documents**

Volunteer Induction

**9. Getting Help**

The staff member/s in the HR Department can assist with enquiries about the policy

**10. Version Control**

Review Date: December 2016

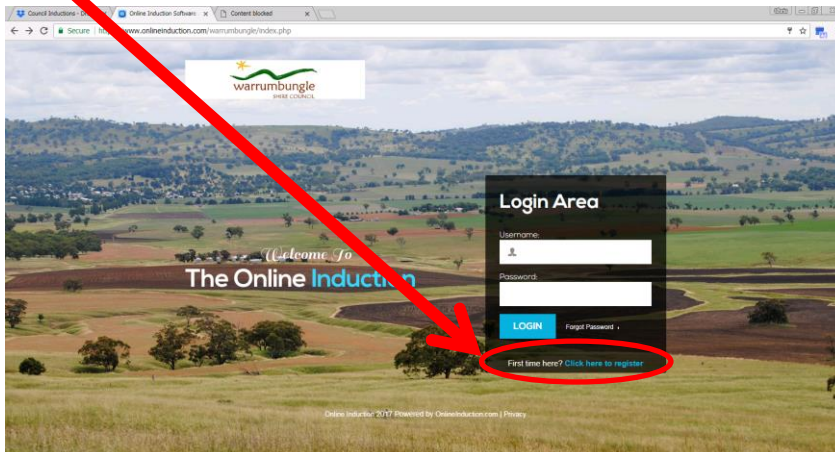
Staff Member Responsible for Review: Manager Human Resources

<b>Policy Name</b>	<b>Action</b>	<b>Resolution No.</b>	<b>Date</b>
Volunteer Policy & Procedure			

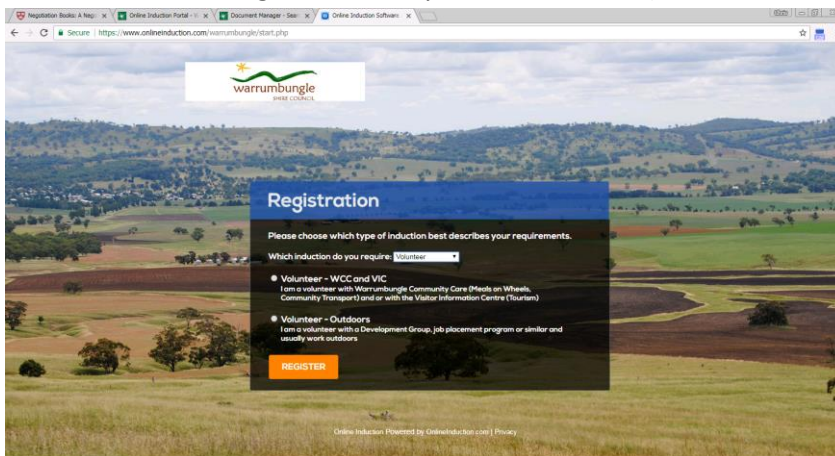
**You will need:** access to the internet plus a set of headphones so that you don't drive those around you crazy 😊. If you are participating in a Work for the Dole or other job placement program you may also need a WHS Construction Induction Certificate ("whitecard") if you are working outdoors.

## On a desktop or laptop computer

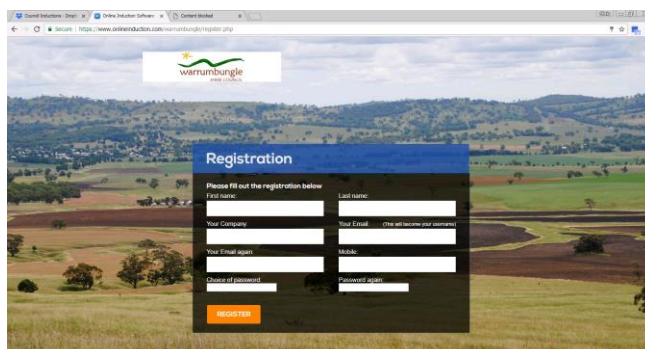
- 1 Open Internet Explorer, Chrome or another internet browser and go to:  
<https://www.onlineinduction.com/warrumbungle/> and select the REGISTER option at the bottom of the login box.



- 2 Select the type of **volunteering** induction that best matches your role with Council, (eg Visitor Information Centre / Warrumbungle Community Care or Outdoors) then click REGISTER

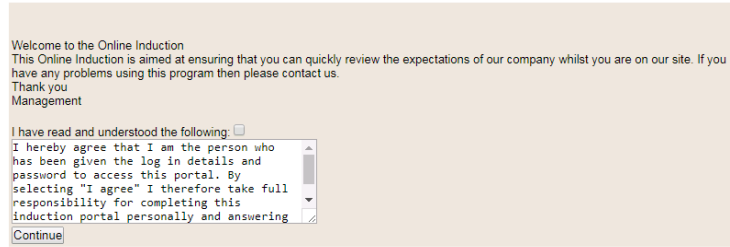


- 3 **Complete the registration details.** The email address you give is your **username**, as well as where your induction reminder (and any password re-set requests) will be sent, so please choose wisely. If you do not have an email address, choose a simple username. You will not receive an automatic email reminder when your induction is about to expire.





- 4 Read and agree to the terms of the induction. **Please note that this is a legal agreement** so you need to make sure you read it.



Welcome to the Online Induction  
This Online Induction is aimed at ensuring that you can quickly review the expectations of our company whilst you are on our site. If you have any problems using this program then please contact us.  
Thank you  
Management

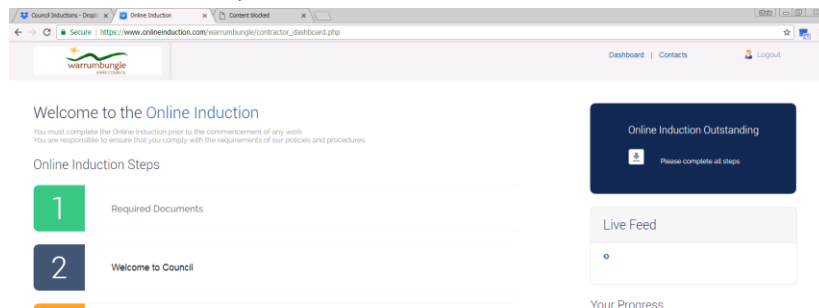
I have read and understood the following:

I hereby agree that I am the person who has been given the log in details and password to access this portal. By selecting "I agree" I therefore take full responsibility for completing this induction portal personally and answering

[Continue](#)

- 5 **Work through each step.** As you complete each step it will be saved, and you will be able to see your progress on the right hand side of the screen, where a green tick will show the sections you have completed. If you want to take a break, you can stop once you have completed any section and then return to the induction when you are ready, just log back in if you are logged out when you want to continue.

At the **end** of each presentation, click on the **GREEN** "Click to Continue" bar at the foot of the screen.



**When you have finished** the induction and successfully completed the assessment, you will be issued with an Induction Certificate. You can email this to yourself, or take a photo on your phone as evidence. An email confirming your completion will also be sent to Human Resources.

**Volunteer inductions are current for three years.**