



Port Augusta

CITY COUNCIL

3. MANAGEMENT INTERNAL CONTROL

3.1 HUMAN RESOURCES

DOCUMENT NUMBER		3.1.07		PAGES		3	
SUBJECT							
COUNCIL VOLUNTEERS							
COUNCIL MEETING	MICA0193	ISSUE DATE	17/3/2003	REVIEW DATE	26/4/05 MICA0272 - 24/9/07 MICA0306 - 6/5/10 AR11/26087 - 30/11/11 MG - 13/5/2015	DELETED DATE	
EXTERNAL LEGISLATION Volunteer Protection Act 2001 Work Health & Safety Act, 2012				INTERNAL REFERENCES <ul style="list-style-type: none"> • <i>Volunteer Individual Application Form</i> • <i>Volunteer Organisation Application Form</i> • <i>Volunteer Handbook - not attached</i> • <i>Volunteer Induction Checklist - not attached</i> • <i>Individual Volunteer Agreement - not attached</i> • <i>Volunteer Organisations Minor Works Agreement - not attached</i> • <i>Volunteer Daily Attendance Sheet</i> • Port Augusta City Council Volunteer Brochure "So you want to be a Volunteer?" 			
RELATED POLICIES/DOCUMENTS Volunteer Code of Conduct 3.1.17 Fraud and Corruption Policy 2.6.08 Safe Environment Policy 2.3.07 General Disposal Schedule Policy 2.7.05				RESPONSIBLE OFFICER Chief Executive Officer			

SECTION A

1.0 STATEMENT

1.1 The Port Augusta City Council recognises the importance of volunteers within its Community. Volunteers are valued for providing customer focused services, enhancing established Council programs. Volunteer programs forge a strong bond between the Council and the local community by encouraging:-

- 1.1.1 Community participation;
- 1.1.2 Access to resources and information;
- 1.1.3 Social interaction and satisfaction;
- 1.1.4 Participation in established Council services and events.

2.0 PURPOSE

- 2.1 To provide clear understanding of the different roles, rights and responsibilities of volunteers.

3.0 RESPONSIBILITY & REVIEW

- 3.1 Human Resource Manager
- 3.2 To be reviewed within 12 months after a General Election, in line with any legislative changes, or by resolution of Council.

SECTION B

4.0 PROCEDURE

4.1 Definition of Volunteers of Local Government

Volunteers of Council ensure a direct link between the Community and Council. Volunteers are defined as person who:-

- 4.1.1 Undertake activities without monetary reward;
- 4.1.2 Undertake activities of benefit to Council and the local community;
- 4.1.3 Undertake activities that complement but do not replace the services provided by paid staff.

4.2 Volunteer Management

Council's Volunteer Co-ordinator (Human Resource Manager) will provide volunteers with the relevant documentation which encompasses volunteers' rights and responsibilities with the Council, as part of the induction process.

4.3 Council's Responsibilities to Volunteers

Council will:-

- 4.3.1 Recognise the different roles, rights and responsibilities of volunteers;
- 4.3.2 Create a climate of mutual respect;
- 4.3.3 Provide for a safe work environment;
- 4.3.4 Ensure that volunteers have access to the services of the Local Government Association Mutual Liability Scheme, Local Government Association Workers Compensation Scheme and a Personal Accident policy;
- 4.3.5 Provide sufficient induction and training relating to the various activities;
- 4.3.6 Assess volunteer skills to match tasks with expectations, interests and time commitments;
- 4.3.7 Ensure that volunteers are not used to permanently replace paid staff; and
- 4.3.8 Require volunteers to work under the direction and supervision of paid staff and/or appointed coordinators.
- 4.3.9 Clause 4.3.8 does not apply to the Port Augusta Cultural Centre - Yarta Purlti or Lea Theatre as volunteers may be required to work without direct supervisor but under the direction of paid workers ~~staff~~/appointed coordinators.

4.3.10 Council to pay costs associated with obtaining DCSI Criminal History Screening, where applicable, prior to commencement of Volunteer onsite.

4.4 Responsibilities of Volunteers

Volunteers have obligations to the Council and are required to:-

- 4.4.1 Acquaint themselves with the objectives and functions of the Council and the services they are providing;
- 4.4.2 Understand and acknowledge the requirements of relevant Council policies and guidelines of the Council;
- 4.4.3 Participate in an appropriate induction and training program;
- 4.4.4 Operate under the direction and supervision of Council personnel to achieve the objectives required;
- 4.4.5 Notify of any potentially hazardous situation to themselves or a Third Party;
- 4.4.6 Report any injury/damage to themselves or a Third Party; and
- 4.4.7 agree to a Department for Communities and Social Inclusion (DCSI) Criminal History Screening where volunteering in an area where clients are considered vulnerable (childcare, aged care, special needs etc).
- 4.4.8 advise the Human Resource Manager immediately if their circumstances change which could affect their Criminal History record.

4.5 Volunteer Programs

Council operates a number of volunteer programs to ensure that the community has access to cover council services. Volunteer operations include Administration, Parks, Community Services (ie. Nerrilda, Ramsay, Men's Shed, Childcare etc), Australian Arid Lands Botanic Garden, etc.

4.6 Legislation

Volunteers are entitled to the rights and responsibilities of various legislation, including the Work Health & Safety Act 2012. Volunteers must therefore adhere to the Work, Health & Safety requirements of the Council. Volunteers will be instructed on these requirements as part of their Induction programs.

5.0 WORKER'S RESPONSIBILITIES

- 5.1 Volunteers to work under the direction and supervision of paid workers and/or appointed co-ordinators.

SECTION C

6.0 FORMS AND ATTACHMENTS

- 6.1 *Volunteer Individual Application Form - Attachment A - AR15/6733*
- 6.2 *Volunteer Organisation Application Form - Attachment B - AR15/6731*
- 6.3 *Port Augusta City Council Volunteer Brochure "So you want to be a Volunteer?" - Attachment C- AR11/9928*
- 6.4 *Volunteer Handbook - Not attached*
- 6.5 *Volunteer Induction Checklist - not attached*
- 6.6 *Individual Volunteer Agreement - not attached*
- 6.7 *Volunteer Organisations Minor Works Agreement - not attached*
- 6.8 *Volunteer Daily Attendance Sheet - not attached*
- 6.9 *Volunteer Register -not attached*

 Port Augusta <small>CITY COUNCIL</small>	VOLUNTEER <u>INDIVIDUAL</u> APPLICATION FORM
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Application Date:...../...../.....

ABOUT YOU:

The following information is needed to ensure that we cover you under our insurance policy and offer you appropriate support services:

GIVEN NAMES:		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms	
SURNAME:		OTHER:	
HOME ADDRESS:			
		POST CODE:	
POSTAL ADDRESS: (if different from above)		POST CODE:	
CONTACT NUMBERS:		Home:	Business:
Mobile:		Fax:	E-mail:
AGE GROUP:	<input type="checkbox"/> 21 – 30	<input type="checkbox"/> 51 – 60	<input type="checkbox"/> 81 – 89
<input type="checkbox"/> Under 10	<input type="checkbox"/> 31 – 40	<input type="checkbox"/> 61 – 70	<input type="checkbox"/> Over 90
<input type="checkbox"/> 10 – 20	<input type="checkbox"/> 41 – 50	<input type="checkbox"/> 71 – 80	
FIRST AID	Do you have a current First Aid Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any medical problems or are you taking any medication which may affect your volunteering YES <input type="checkbox"/> NO <input type="checkbox"/>			
CONTACT PERSON FOR EMERGENCIES		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms	
GIVEN NAMES:		SURNAME:	
RELATIONSHIP TO VOLUNTEER:			
Home:		Business:	Mobile:
Which Council Program would you like to join? What day(s) would suit you to volunteer in the program?			
How did you hear about the (Council's Volunteer Program)?			

SPECIAL SKILLS/EXPERIENCE:

It would be appreciated if you could supply the following information:

Do you have any experience in Volunteering before?

Do you have expertise in a particular field which you may like to share through volunteering? Please list:

It is Council policy to check references of all new Volunteers. Please provide details below:			
(two referees, one business and one personal):		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Referee: GIVEN NAMES:		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms	
SURNAME:		COMPANY:	
TELEPHONE: Home:	Business:	Mobile:	
RELATIONSHIP TO APPLICANT:			
Personal Referee: GIVEN NAMES:		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms	
SURNAME:		COMPANY:	
TELEPHONE: Home:	Business:	Mobile:	
RELATIONSHIP TO APPLICANT:			

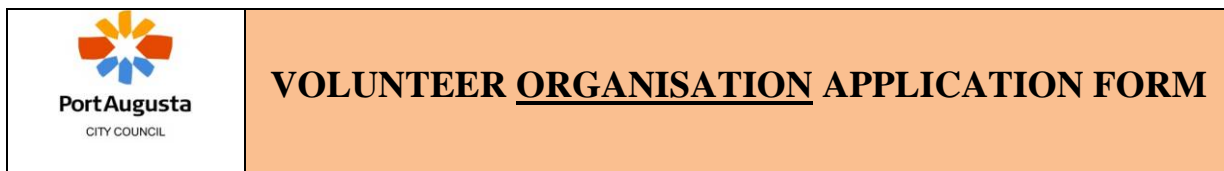
Other comments: _____

YOUR SIGNATURE:	DATE:
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PLEASE RETURN THIS COMPLETED REGISTRATION FORM TO THE HUMAN RESOURCE MANAGER, PO Box 1704, Port Augusta SA 5700

<p>Insurance – Please note that Council’s indemnifier does not cover any person under the age of 10 or over the age of 90. Also any person that does not hold an Australian Medicare Card is also not covered by Council’s insurance policy for volunteers.</p> <p>Port Augusta City Council Privacy Policy</p> <p>Any personal details collected will be used only for the purpose of processing your registration, keeping records, and establishing your identity. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. Council is to be regarded as the agency that holds the information. You may make an application for access or amendment to information held by Council.</p> <p style="text-align: center;">THANK YOU VERY MUCH</p>
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OFFICE USE ONLY:	
Service(s) joined:	Date:
Information entered into database	Date:
References Checked: (1) Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments:
Date:	
References Checked: (2) Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments:
Date:	
Volunteer Co-ordinator’s initials:	Date:
Human Resource Manager’s initials:	Date:



Note: Where a Volunteer Organisation is making the Application then the Volunteer Organisation will ensure that all applicants have completed this form that will then be presented to the Council as a joint Application by the Volunteer Organisation.

Name:

Address:

.....

Telephone: (h)

Telephone: (w)

Telephone: (m)

Email:

- Projects (tick all that apply to you please): [Insert] [Insert]
- [Insert] [Insert] [Insert]
- [Insert] Other or Special Program:

(For Special Programs, include start/finish dates if relevant and attach role statement)

Proposed times of attendance (note sign-in requirements):

Emergency Contact (and and telephone):

.....

Any medical conditions relevant to your volunteering work:

.....

All Volunteer Applications are required to provide a Police Check. Please attach the Certificate of Clearance to the Application Form.

I have read and understood the Volunteer Handbook, Volunteer Policy and Volunteer Code of Conduct and agree to abide by those conditions if successful with the Application.

Volunteer: _____ Date: _____

(Print name) _____

Internal Use Only:

Approved: _____ Date: _____

(Print Name): _____

WHS RESPONSIBILITIES OF VOLUNTEERS

Under the Work Health and Safety legislation, volunteers are deemed to be “workers”. As such, they have the same rights and responsibilities in relation to safe work practices and must take reasonable care:

- ◆ To protect their health and safety at work;
- ◆ To avoid adversely affecting the health or safety of any other person through any act or omission of work;
- ◆ To use any equipment provided for health or safety purposes;
- ◆ To obey any reasonable instructions that their ‘employer’ may give in relation to health or safety;
- ◆ To comply with any Policy that applies at the workplace;
- ◆ To ensure that they are not, by the consumption of alcohol or a drug, in such a state as to endanger their own safety or the safety of any other person at work.

FURTHER INFORMATION FOR VOLUNTEERS

Volunteers are provided a personal accident policy whilst participating in clearly defined Council activities.

These include benefits available for death and permanent total disablement and non-medical expenses. Certain restrictions may apply and should be discussed with Council’s Human Resource Manager.

Volunteers of Council are not entitled to the benefits pursuant to the Return to Work Act 2014.

The Port Augusta City Council sincerely thanks you for your continual support to our community.



Any questions regarding the information provided should be directed to the Council’s Human Resource Manager (86419124).



Port Augusta

CITY COUNCIL



So you want to be a Volunteer?

The Port Augusta City Council fosters and facilitates the invaluable contribution volunteers make to our community. Volunteering is an integral part of our society, its culture and its history.

ROLE OF A VOLUNTEER

Volunteers forge a strong bond between the Council and the Community harnessing people's time, interests and skills and providing benefits to the volunteer, to the persons or projects assisted and the organisation within which they work.

Volunteers can initiate, extend and enhance services and improve the quality of community life by encouraging:

- ◆ Community participation;
- ◆ Access to resources and information;
- ◆ Participation in established Council services and events;

Volunteers are defined as persons who:

- Undertake activities without monetary reward;
- Undertake activities of their own free will;
- Undertake activities of benefit to Council and the local community;
- Compliment but not replace the services of paid staff.

COUNCIL'S RESPONSIBILITIES TO VOLUNTEERS

- ◆ Recognise the different roles, rights and responsibilities of volunteers;
- ◆ Create a climate of mutual respect;
- ◆ Provide a safe work environment;
- ◆ Ensure that volunteers have access to the services of the LGAMLS. LGAWCS and a Personal Accident Policy;



- ◆ Provide sufficient induction and training relating to the various activities;
- ◆ Assess volunteer skills to match tasks with expectations, interests and time commitments;
- ◆ Ensure that volunteers are not used to permanently replace paid staff;
- ◆ Provide volunteers to work under the direction and supervision of paid staff and/or appointed coordinators;
- ◆ Maintain accurate records.

RESPONSIBILITIES OF VOLUNTEERS

Volunteers also have obligations and are required to:

- Acquaint themselves with the objectives and functions of the Council and the services they are providing;
- Understand and acknowledge the requirements of relevant Council policies (including WHS) and guidelines of the Council;
- Participate in the appropriate induction and training provided;
- Operate under the direction and supervision of Council personnel to achieve the objectives required;
- Notify of any potentially hazardous situation to themselves or a Third Party;
- Report any injury/damage to themselves or a Third Party;
- Preserve confidentiality
- Agree to a Department for Communities & Social Inclusion Criminal History Screening if volunteering in an area where clients are considered vulnerable (Childcare, Aged care etc)
- Advise HR Manager if their circumstances change that may impact on their Criminal History Record.

