

GENERAL INFORMATION:

Can you speak another language?

YES

NO

If yes, please list:

Do you have a First Aid Certificate?

YES

NO

Do you have a current driver's licence?

YES

NO

DECLARATION:

I understand I have obligations under Council's OHS&W Policy and Volunteer Policy and will endeavour to:

- Take reasonable care of my own safety and that of others at work;
- Use personal protective equipment in accordance with the established safe work practices of Council;
- Ensure that I am not, by the consumption of alcohol or drugs in such a state as to endanger myself or others;
- Raise any matter, which gives cause for concern with the Supervisor or Council's Volunteer Coordinator, M A Frost;
- Notify of any hazard and report any injury to myself or others as soon as practicable to the Supervisor or Council's Volunteer Coordinator, M A Frost

Signed:Date:



Volunteer Policy

The **Mid Murray 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:

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

The **Mid Murray Council** would like to appreciate and acknowledge the services of volunteers in improving the quality of community life within the local council area.

Definition of Volunteers of Local Government

Volunteers of Council ensure a direct link between the community and Council.

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;
- Undertake activities that complement but do not replace the services provided by paid staff.

Volunteer Management

Council's Human Resource Management Policies apply to volunteers. These include Occupational Health and Safety policies and procedures.

Council's Volunteer Coordinator will provide volunteers with the relevant documentation that encompasses volunteers' rights and responsibilities with the Council, as part of the induction process.

Council's Responsibilities to Volunteers

Council's general employee management policies also apply to volunteers.

Council will:

- Recognise the different roles, rights and responsibilities of volunteers;
- Create a climate of mutual respect;
- Provide for 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; and
- Require volunteers to work under the direction and supervision of paid staff and/or appointed coordinators.

Responsibilities of Volunteers

Volunteers have obligations to the host Council 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 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 potential hazardous situation to themselves or a third party; and
- Report any injury/damage to themselves or a third party.

Volunteer Programs

Council operates a number of volunteer programs to ensure that the community has access to cover council services.

Legislation

Volunteers are entitled to the rights and responsibilities of various legislation, including the Occupational Health, Safety and Welfare Act, 1986. Volunteers must therefore adhere to the Occupational Health and Safety requirements of the Council. Volunteers will be instructed on these requirements as part of their Induction Program.