

District Council of Loxton Waikerie

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer with the District Council of Loxton Waikerie (DCLW). This agreement is to ensure you have a clear understanding of your involvement and responsibilities while engaged in a volunteer capacity.

VOLUNTEER STATEMENT

I, _____ acknowledge that I have received the District Council of Loxton Waikerie Volunteer Induction Training and that I have received, read, understood and agree to the following policies, procedures, roles and responsibilities:

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| 1 | Volunteer Policy | 14 | WHS Emergency Management Policy (7.0) |
| 2 | Volunteer Role Statement/s | | • Emergency Management Procedure (7.1) |
| 3 | Volunteer Code of Conduct | | • First Aid Procedure (7.2) |
| 4 | Child Safe Environments Code of Conduct | 15 | WHS Hazardous Work Policy (8.0) |
| 5 | National Police Clearance Check | | • Isolation, Lock Out and Tag Out Procedure (8.2) |
| 6 | Confidentiality and Restrictions | | • Electrical Safety Procedure (8.3) |
| 7 | Electronic Communication Facilities Policy | | • Hazardous Manual Tasks Procedure (8.4) |
| 8 | Social Media Policy | | • Prevention of Falls Procedure (8.5) |
| 9 | Staff and Volunteers Equal Opportunity, Discrimination, Harassment and Bullying Policy | | • Hot Work Procedure (8.6) |
| 10 | Staff Grievance Resolution Policy | | • UVR Inclement Weather Procedure (8.9) |
| 11 | WHS & Return to Work Management Policy (1.0) | | • Remote & Isolated Work Procedure (8.10) |
| | • Workplace & Return to Work Management Procedure (1.1) | 16 | Volunteer Insurance Guidelines |
| 12 | WHS Fit for Work Policy (2.0) | 17 | The Volunteer Protection Act |
| | • Fit for Work Procedure (2.1) | 18 | WHS Policies and Procedures Table |
| 13 | WHS Hazardous Management Policy (3.0) | 19 | On-the-Job Volunteer Training and Checklist |
| | • Incident Reporting and Investigation Procedure (3.1) | 20 | Safe Work Procedures and Competency |
| | • Plant Procedure (3.2) | 21 | Personal Protective Equipment Issue Form |
| | • Hazard Management Procedure (3.3) | 22 | Activity Timesheet |

I understand and agree to the following conditions:

- To undertake duties and activities as a volunteer with the District Council of Loxton Waikerie of my own free will and without payment. (Excluding authorised reimbursements or out of pocket expenses).
- I acknowledge that for insurance purposes, I am only covered by the Local Government Mutual Liability Scheme's Public Liability insurance in the case of accident or injury whilst I am engaged in activities as described in my Role Statement that are supervised or controlled by DCLW staff.

- d) That I will uphold the positive image of the program I am working in and the DCLW at all times.
- e) That I will perform all activities with due care following established practices, procedures and instructions of the Council. Should I be asked to perform any activity that I feel I cannot carry out proficiently or in a safe manner, the matter will be discussed with my supervisor.
- f) That I will report any incident, injury, accident, potential hazard or property damage to other parties whilst I am volunteering and immediately or as soon as practicable to my supervisor utilising appropriate documentation.
- g) That I will maintain confidentiality and respect the privacy of any person(s) with whom I may associate with. That discretion will be used in talking with others about my volunteer work at all times and that clients and customer information will not be discussed outside the work situation.
- h) That I will consent to being photographed/filmed for DCLW promotional activities. This could include (but not limited to) distribution of my image on the DCLW website, general exhibition at events, training, media and other promotional material.
- i) That I have received, read, understood and agree to abide by the DCLW Volunteer Policy and all other associated documentation including (but not limited to) WHS Policies, Staff and Volunteers Equal Opportunity, Discrimination, Harassment and Bullying Policy, Social Media Policy Child Safe Environments Code of Conduct and Volunteer Code of Conduct.
- j) That I will show a current National Police Clearance to the Community Development Officer or complete this process with Council prior to commencing my volunteer role and upon timely review. Subsequently, it becomes my responsibility as a volunteer to advise my supervisor and/or the volunteer coordinator of any criminal offences incurred by me following the national police clearance.
- k) That when I cease my voluntary work with the DCLW I will return all Council property including name badge/ID badge, uniform, personal protective equipment (PPE), keys and understand that I have no right to any information contained in the Council's email or network file systems, except where authorised.
- l) That I understand that I will undergo a three-month probation period.

The induction has been completed as indicated, and I have been provided with the necessary documents and information

Volunteer Signature:		Date:
Induction completed by:		Position:

To be completed only if the volunteer is under the age of 18

I am the legal Parent/Guardian of _____ and agree to his/her participation in the volunteer role listed above

Parent/Guardian Name	_____
Parent/Guardian Signature:	_____ Date: _____

Induction completed by:	_____
Position:	