



## City of Victor Harbor - Volunteer Acceptance Form

**Surname:** \_\_\_\_\_ **Given Name/s:** \_\_\_\_\_

**Position/s:** \_\_\_\_\_

**Volunteer Program/s:** \_\_\_\_\_

### General Terms and Conditions

- No payment will be made to you by Council, except for re-imbusement of pre-approved out-of-pocket expenses incurred as part of your volunteer role.
- All learned client information and communications must remain private and confidential. At any time during your involvement as a volunteer, or in the future, you will not use private, sensitive and/or confidential information without the prior written consent of your program coordinator, or in a manner which may injure or cause loss to program participants or to the Council.
- Any parking or speeding fines are the responsibility of the person who incurred them.
- The receiving of gifts from clients is not encouraged, however small perishable items such as biscuits, chocolates or flowers are acceptable. Inappropriate offers of money or valuable items should be reported to your program coordinator.
- You must take all reasonable measures to ensure that you do not discriminate or participate in discrimination on the basis of gender, age, sexuality, marital status, pregnancy, culture, and physical or intellectual impairment.
- If your program requires, you agree to undergo a police check which will be updated every three years. The cost of these checks will be the responsibility of the volunteer program. You must advise your program coordinator if there is a change in your criminal history status in the 3 year period since your last police check.
- You are not permitted to make official comment to the media on behalf of the Council, without Chief Executive Officer authorisation.
- You are required to behave in a responsible and reliable manner and adhere to high standards of integrity, honesty and confidentiality.
- You agree to conduct your volunteer work in accordance with the requirements of your position description, the volunteer program, and Council.
- You agree to make a realistic commitment in terms of involvement and reliability.
- You agree to participate in appropriate induction and ongoing training as provided.
- You agree to follow all instructions that may be given by the nominated program coordinator.
- If you have any concerns at any time or are unhappy in your role or with particular tasks, please talk to your program coordinator or area manager.
- When a matter or situation arises that in your opinion is of serious concern, the matter can be disclosed in confidence under the Whistleblower Protection Policy to either the Responsible Officer in Council, or other party including the Ombudsman, the Minister, the Police or the Auditor-General.



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### Work Health and Safety

- You must follow all established practices, procedures and instructions which apply to the tasks you have volunteered to perform.
- Council has public liability insurance and limited personal accident and insurance cover for volunteers. This is only applicable when engaged in approved volunteer activities and when the terms and conditions of the policy are met.
- You must report any unsafe conditions, potential hazards or accidents to your program coordinator.
- Should any injury or “near miss” occur to you while you are acting as a volunteer you must notify your program coordinator immediately, or as soon as possible.
- You will not, by the consumption of alcohol or a drug, be in such a state as to endanger your safety or others. If you are transporting passengers in a vehicle in your volunteer role you must have **no** alcohol or illegal drugs in your system
- You must advise your program coordinator of any pre-existing medical conditions which may impact on your ability to perform your role, and any special requirements that need to be accommodated.
- You must advise your program coordinator if you are taking any prescription or over the counter medication that may affect your safety at work.
- If your volunteer work involves use of your private vehicle, your vehicle must be maintained in a roadworthy condition, registered, and comprehensively insured.
- If your position involves driving a motor vehicle you need to provide proof of a current driver’s licence and advise your coordinator of any changes or endorsements.
- You are required to adhere to council’s commitment to a smoke free workplace and agree to refrain from smoking in or around Council owned offices and buildings, within council-owned vehicles, or around minors.

### Privacy

- Your personal information is used by Council in meeting its legislative, administrative, reporting, management, personnel and financial responsibilities.
- Your information is treated confidentially and access is only granted to those members of paid staff and volunteers who require it to carry out their duties.
- You can access your own personal information held by Council, and have details reviewed and corrected.
- Council will not divulge your information to a third party unless required to by law, or with your express permission.
- Personal information will be kept only for as long as necessary for Council to meet its contractual and legal obligations. Secure destruction methods are then utilised.



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### Declaration

I agree to all of the terms and conditions of volunteering and understand my obligations in volunteering with the City of Victor Harbor.

I have received a copy of the Volunteer Handbook and agree to conduct my volunteer work in accordance with the requirements of the volunteer program and of the City of Victor Harbor.

I **DO / DO NOT (circle)** give permission for City of Victor Harbor to use my image and likeness in information and advertising in print and electronic media. I understand no fee will be paid for the use of my image or likeness.

Volunteer's signature \_\_\_\_\_ Date ... / ... / ...

Volunteer Coordinator's signature \_\_\_\_\_ Date ... / ... / ...

Parent/Guardian's signature (if under 18) \_\_\_\_\_ Date ... / ... / ...