

## Volunteer Acceptance Form

### Your Details

First Name:		Surname:	
Position/s:			
Volunteer Program/s:			
Department:			
Staff only	Record No:		

### General Terms and Conditions

- I understand that no payment will be made to volunteers by Council, except for re-imbursement of pre-approved out-of-pocket expenses incurred as part of volunteer roles.
- Volunteers may be privy to information that is not yet public and / or information regarding clients, ratepayers and businesses. All such information must remain private and confidential.
- 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. Any offers of money or valuable items should be reported to your coordinator.
- The City of Victor Harbor is an equal opportunity organisation and volunteers must take all reasonable measures to ensure that they 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 Screening and / or Police Checks. The cost of these checks will be the responsibility of the volunteer program.
- As a volunteer you will be representing City of Victor Harbor and therefore you are required to behave in a responsible and reliable manner and adhere to high standards of integrity, honesty and confidentiality as outlined in the Code of Conduct for Employees.
- 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 Volunteer Program Coordinator, or in a manner which may injure or cause loss to program participants or to the City of Victor Harbor.
- You are not permitted to make official comment to the media on behalf of the Council, without the Chief Executive Officer's authorisation.
- You agree to conduct your volunteer work in accordance with the requirements of your role description, the volunteer program, and City of Victor Harbor policies and procedures.

## Insurance / Personal Accident Policy / Personal Reporting

- 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 have notified Council 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 supervisor if you are taking any prescription or over the counter medication that may affect your safety at work.
- If your position involves driving a motor vehicle you need to provide proof of a current driver's licence and advise your Volunteer Program Coordinator of any changes or endorsements.
- Your vehicle, if used for volunteer work, must be maintained in a roadworthy condition, registered and comprehensively insured.
- 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.

## COVID Declaration

I understand that I must:

- Inform my Volunteer Program Coordinator if I am unwell and not attend my volunteer program.
- Inform my Volunteer Program Coordinator if I have any symptoms of the virus and get a negative COVID test before returning to my volunteer program.
- Advise my Volunteer Program Coordinator of any current heart, respiratory or any other relevant health issue, or any developing or detrimental changes to any such condition.
- Update my Volunteer Program Coordinator with important information e.g. if I have travelled interstate / overseas or been exposed to someone who has been diagnosed with COVID-19.
- Implement good hand hygiene (with soap and water and / or hand sanitizer).
- Cover any coughs / sneezing with a clean tissue or bent elbow.
- Maintain a social distance of at least 1.5 metres from others where possible.
- Comply with all South Australian Government COVID Directions and any other relevant workplace instructions, including City of Victor Harbor COVID-19 Vaccination Policy which states that all workers will be required to be fully vaccinated against COVID-19, before commencement with Council, and will be required to maintain their full vaccination status for the term of their role with Council. Evidence of vaccination status is required prior to commencement.

I understand that Council's Personal Accident insurance policy does not provide any insurance cover if I contract coronavirus through my volunteering activity or by other means.

## Privacy

Your personal information is used by the City of Victor Harbor 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.

A volunteer can access their own personal information held by Council, and have details reviewed and corrected. The City of Victor Harbor 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.

## Records Management

I understand that I must ensure official records (documents, emails etc) are provided to my Volunteer Program Coordinator for recording and filing in compliance with the State Records Act and City of Victor Harbor Records Management Policy.

## Declaration

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 have read and agree to abide with the following City of Victor Harbor documents:

- Code of Conduct for Employees
- Media Policy
- Social Media Policy
- Volunteer Policy
- COVID-19 Vaccination Policy

The above documents can be found on the City of Victor Harbor website: <https://www.victor.sa.gov.au/your-council/council-documents/policies>

I agree to all of the terms and conditions of volunteering and understand my obligations in volunteering with 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 Program Coordinator's signature \_\_\_\_\_ Date ..... / ..... / .....

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