

# Procedure for Registering Volunteers

Committees of Management

* Volunteers when registering should read the Volunteer Information Form and understand the insurance issues for volunteers
* Volunteers are to register once only and sign in when in attendance
* Project Manager will need to keep control of who is on site and ensure that the volunteers are recorded in the register



Council Volunteer Registration Form

To be completed by (Council) Volunteers – \_\_\_\_\_\_\_\_\_\_\_\_\_\_Committee of Management

|  |  |  |
| --- | --- | --- |
|  | Name  |  |

|  |  |  |
| --- | --- | --- |
|  | **Address** |  |

|  |  |  |
| --- | --- | --- |
|  | **Phone No.**  |  |

Being a Volunteer for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Committee of Management***

The purpose of the Committee is ***Maintain & Develop the Reserve/Hall***

The ***Murrindindi Shire Council*** offers it’s thanks to you for offering your services

as a volunteer, for the period up until 30 June.

As a volunteer of Council the following conditions apply:

1. No payment will be made to you by Council.

The task you have volunteered for is:  ***general maintenance duties, as directed by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee of Management.***

1. Only while you are assisting \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee of Council in the abovementioned clearly defined Council business activity, and while your assistance is approved/controlled and/or known by Council, you will be covered for Public Liability Insurance.
2. While acting as a volunteer, a limited personal accident insurance cover will be affected by Council subject to the terms and conditions for the policy.
3. Should any injury occur to you while you are acting as a volunteer of Council you must notify your Works Supervisor immediately, or as soon as practicable.
4. Any incident which occurs in which injury or property damage to other parties may arise must be reported immediately or as soon as practicable to your Works Supervisor.
5. Under the terms of the Occupational Health and Safety Act 1985, you must follow all established practices, procedures and instructions of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee of Management which apply to the tasks you have volunteered to perform.
6. You are expected to perform the task you have volunteered to perform with all due care, skill and diligence.
7. Do you have your own transport? **Yes** **No**
8. Do you have a current driver’s licence? **Yes**  **No**
9. Do you have Comprehensive Motor Vehicle Insurance Cover? **Yes**  **No**
10. Do you have any medical condition that may affect your
volunteer work? **Yes**  **No**

If yes, please specify:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that I have read and understand the abovementioned conditions and the information sheet.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee of Management on behalf of the Council wishes to thank you for volunteering your valuable time and services.



 Volunteer Information Form

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| --- |
| **Insurance Issues For Volunteers** |
| **🡪** | Volunteer workers who are registered with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee of Management are covered within the terms and conditions of the Murrindindi Shire Council Public Liability Insurance policy for third party personal injury or damage to property caused by an occurrence in connection with the Business of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee of Management. |
| **🡪** | This policy doesn’t cover volunteers whilst driving their own vehicles. Therefore, the Murrindindi Shire Council strongly recommends that all volunteer staff using private vehicles ensure they are covered by their own comprehensive insurance policy. |
| **🡪** | Volunteers should note that the Murrindindi Shire Council does not pay insurance costs for private vehicles. Murrindindi Shire Council will not cover costs incurred by volunteers driving uninsured vehicles. |
| **🡪** | If volunteers wish to take helpers (eg. Friends or relatives) to assist with volunteer duties, these individuals must also be registered with Murrindindi Shire Council or the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee of Management to be covered by Public Liability Insurance, refer to Project Manager. |
| **🡪** | Volunteer parents who take children along whilst they, the parents, participate in volunteer work, must be prepared to do so at their own risk. Refer to Project Manager.  |
| **🡪** | Please contact the Supervisor for this work or the Secretary of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee of Management immediately should any of the following incidents occur while you are volunteering for Council: * You suffer any injury.
* Any incident occurs in which injury or property damage occurs to other parties (Third Parties).
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\*\* Insert name of Committee of Management where blank