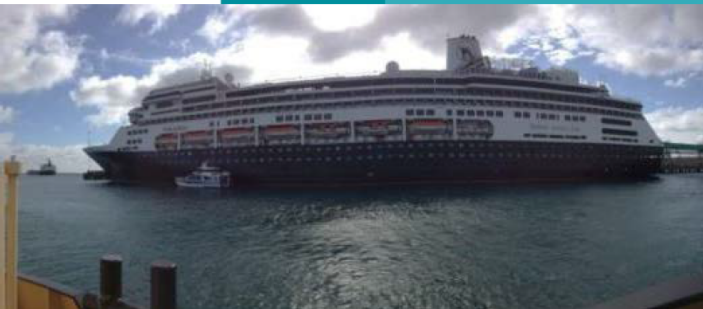




City of Port Lincoln



Volunteer Handbook 12-62-T73



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We acknowledge the Barngarla People,

the Traditional Owners of the land we meet on today and their continuing connection to land, sea, culture and community.

We pay our respects to Elders past, present and emerging,
and we extend that respect to other Aboriginal and
Torres Strait Islander people in our community.



Welcome from our Mayor

A healthy cohort of volunteers is a great indicator of a connected and passionate community.

The City of Port Lincoln and the wider Port Lincoln community greatly appreciate the time commitment our volunteers make to supporting Council programs and services.

Your volunteering efforts help the City of Port Lincoln to offer a friendly welcome to our visitors and a helping hand for local residents.

Thank you for taking the time and energy to support your community- we hope you will enjoy being part of our team just as much as we will enjoy having you.

Brad Flaherty

Mayor

City of Port Lincoln



CITY OF PORT LINCOLN

TOWN CORPORATION CLAIMED
8 AUGUST 1921

BOUNDARIES EXTENDED
26 MARCH 1981

PROCLAIMED CITY
30 JANUARY 1971



AS AT JUNE 2020

8,763 ASSESSMENTS
(8,488 RATEABLE)

\$1,051 BILLION

SITE VALUE RATEABLE
PROPERTIES



14,523

ESTIMATED POPULATION
AS AT 30 JUNE 2016

491

MILLIMETRES
AVERAGE RAINFALL
(SOURCE: BOM)

21
KM



LENGTH OF COASTLINE

6.4%



UNEMPLOYMENT RATE



152km

SEALED
ROADWAYS



8km

OF UNSEALED ROADS



69km

TOTAL LENGTH OF
FOOTPATHS

11,847

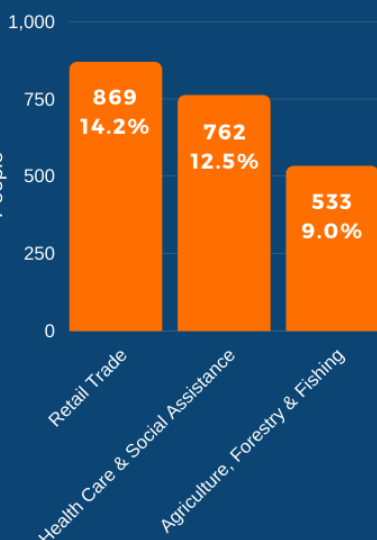
TONNES OF RUBBISH
GOES TO LANDFILL
PER YEAR



1,792

TONNES RECYCLED
PER YEAR

THREE MOST COMMON
EMPLOYMENT SECTORS



25.9%

2939 PEOPLE
VOLUNTEER



71.5%

OF HOUSEHOLDS
HAVE INTERNET



2,780

NUMBER OF PEOPLE
WHO OWN DOGS



193
APPLICATIONS
2019/2020

\$17,223,061
VALUE OF DEVELOPMENT
APPROVALS



\$84m

224,000 VISITORS TO
PORT LINCOLN IN 2018

5.1%
OF THE POPULATION ARE
ABORIGINAL AND/OR
TORRES STRAIT ISLANDER
PEOPLE
2016

6.1%
PEOPLE NEEDING
ASSISTANCE
(857)
2016

11.2% EARN
>\$2,500 P/W
24.2% EARN
<\$650 P/W
HOUSEHOLD
INCOME
2016

29.6%
YOUNG PEOPLE
ARE DISENGAGED
OR PARTIALLY
DISENGAGED
15-24 YEARS
2016

40
years
MEDIAN AGE
(REGIONAL SA IS 45)
2016

40.7%
OF PEOPLE
HAVE AN
EDUCATION
QUALIFICATION
2016

Locations



PORT LINCOLN LIBRARY

Assist in shelving library items, or work on digital preservation tasks. Ideal for: Library lovers, avid readers, history buffs and active computer users.



NAUTILUS ARTS CENTRE

Support local artist and travelling performers as a theatre attendant, exhibition hanger or exhibition guide. Ideal for: Artists and actors, creative arts lovers and social butterflies.



CRUISE SHIP ARRIVALS

Provide a warm welcome to Cruise Ship Visitors. Ideal for: Casual volunteers, outdoor lovers & passionate locals.



MILL COTTAGE

Showcase historical artefacts & local history information during tours, and work to preserve local history information. Ideal for: Local history enthusiasts and computer users.

About Volunteering

When volunteering with City of Port Lincoln we hope you will:

- enjoy building new friendships
- develop your skills and learn some new ones
- share your unique skills & experience with others
- enjoy improved self-esteem and confidence
- make steps towards employment
- improve your physical and mental health
- make a difference in your community

Volunteering is.....

*time willingly given for the common
good & without financial gain.*

Your Rights

As a Council Volunteer, you will have the right to:

- be respected and valued in your role as a volunteer
- choose volunteer program activities you're involved in
- receive an orientation and induction session
- work in a healthy and safe environment
- assistance to safely perform volunteering activities
- be provided with sufficient information, training, resources and support to perform activities
- have open communication with Council staff and fellow volunteers
- raise grievances or issues in accordance with Council's grievance policies and procedures
- be protected by insurance while completing tasks listed on your role statement



Your Responsibilities

As a Council Volunteer, you have the responsibility to:

- fulfil the duties as specified in your role statement
- adhere to Task Risk Assessment and Instruction (TRAI)
- complete your Volunteer Registration Form, Induction session, DHS Screening Test, and participate in on-going training when provided
- understand and comply with Council's Code of Conduct, Volunteer Management Policy, WHS Legislation, and any further policy and procedural requirements
- operate under the direction & supervision of Council staff during approved volunteer activities
- avoid participating in unapproved or prohibited activities
- complete timesheet prior to commencement and upon completion of approved activities
- maintain confidentiality regarding Council business, program information or any other sensitive, private information they come across during their volunteer duties
- notify Council of any potential or actual hazard, injury, damage or near miss to themselves, Council property or a third party



Council Responsibilities

You have the right to work in a safe working environment, including one that is free from any form of unwelcome behaviour, which can include:

- Harassment (including sexual harassment)
- Discrimination
- Bullying

Unwelcome behaviour is a serious and important issue and will NOT be tolerated.

If you have any concerns please seek help from your Council Volunteer Supervisor or Volunteer Officer.

Relevant Policy Documents

Please familiarise yourself with the following relevant policy documents, found in your induction pack, to ensure you understand Council's requirements:

- Social Media (Policy 2.56.1)
- Volunteer Management (Policy 12.16.34)
- WHS Smoke Free (Policy 12.16.32)
- WHS Communication & Consultation (Policy 12.16.39)
- WHS Hazardous Work (Policy 12.16.41)
- Code of Conduct (Policy 12.63.12)

All Council Policies can be found on our website or by contacting the Volunteer Coordinator.

Your Volunteering

Orientation

Prior to commencing your volunteering role with Council, you will receive a formal induction session, at which you will be required to complete an induction checklist to confirm that you have understood the information presented.

The induction session is an opportunity to meet and greet your fellow volunteers and Council's Volunteer Coordinator, and raise any questions or concerns you may have.

Attendance

Absent or Late? Please contact your area supervisor or the volunteer coordinator as soon as practicable.

Injury or Illness

Volunteers are covered by Medicare for injury or illness whether it arises from their volunteer duties or otherwise.

All claims for medical expenses incurred as a result of volunteering should be made against Medicare.



Confidentiality

Confidential information obtained in the course of Council business is not to be used for anything other than for Council purposes. Information available to the public must be released according to official Council procedures.

Confidentiality is essential!

Personal Information

If your personal details change at any point during your time volunteering with Council, please notify your area supervisor or volunteer coordinator as soon as practicable, as you will be required to complete the '12-70-T27 Volunteer Personal Information Update' form

Supervision & Support

As a Council volunteer, you will receive active supervision by your area supervisor in your volunteering location. If you require additional support in your role, please don't hesitate to contact your area supervisor or the volunteer coordinator.

Training

If you require additional training to complete your volunteer role, please notify your area supervisor or volunteer coordinator.

Insurance

Personal Accident Insurance

Volunteers are not covered under the Return To Work Act 2014.

Council has taken out personal accident insurance cover for volunteers whilst performing activities authorised by Council.

The insurance policy will cover volunteers aged between 10 and 90+ years. Volunteers are required to act in a responsible manner and in accordance with procedures. Willfully or deliberately causing injury is not covered by Council's insurance. Any accident that occurs whilst under the care and control of Council should be reported as soon as possible.

Public Liability Insurance

Volunteers of Council are afforded liability protection ONLY whilst undertaking approved activities with the appropriate supervision and risk management structures implemented by the Council.

Personal Property Protection

Volunteer personal items are not covered by Council's insurance while undertaking volunteering activities. You are encouraged to leave items of any significant value (including jewellery) at home. All attempts should be taken to secure personal items against theft or damage.

Your Safety & Wellbeing

Maintaining your safety, health and wellbeing while volunteering with Council is paramount. Council requires all volunteers to comply with Work Health and Safety procedures while participating in volunteer activities. If you need additional support to manage your health, please have your medical doctor complete a Health Management Plan, to be used by relevant supervising staff and emergency medical personnel in the event of an emergency.

Your Conduct

The City of Port Lincoln is committed to maintaining an ethical workplace where staff uphold the principles of:

Honesty Integrity Impartiality Empathy

Council volunteers are equally expected to demonstrate the above principles in the performance of their duties and functions. By consistently applying these standards of behavior, we enhance public trust and confidence in each of us. Volunteers must guard against and declare any conflict of interest.

As a Council volunteer, you are required to comply with relevant policies, procedures and legislation.



Communicating with the Media

If a representative of the media approaches an employee or volunteer in regard to Council issues, they must be referred on to the CEO. Employees and volunteers shall not provide comment to the media unless directed by the CEO.

This includes outside of work hours.

Dress Code

Please ensure you are dressed in neat, casual attire and have appropriate closed footwear. If you have questions about what is appropriate to wear when volunteering, please ask the volunteer coordinator or area supervisor.

Grievances & Complaints

If you have any concerns, complaints or issues in your role as a Council volunteer, please do not hesitate to speak with your area supervisor or the volunteer coordinator as soon as possible. All grievances and complaints will be treated with confidentiality.

Leaving Your Role

Council greatly appreciates your commitment to volunteer for the City of Port Lincoln, and your time spent volunteering is valued. When time comes to leave your role, you will be asked to complete an exit questionnaire as part of your exit process.

Contacts

Volunteer Coordinator

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Port Lincoln Library Manager

Louise Mrdjen

8621 2345

Nautilus Arts Centre Coordinator

Georgina Shirley

8621 2351

Mill Cottage Supervisor

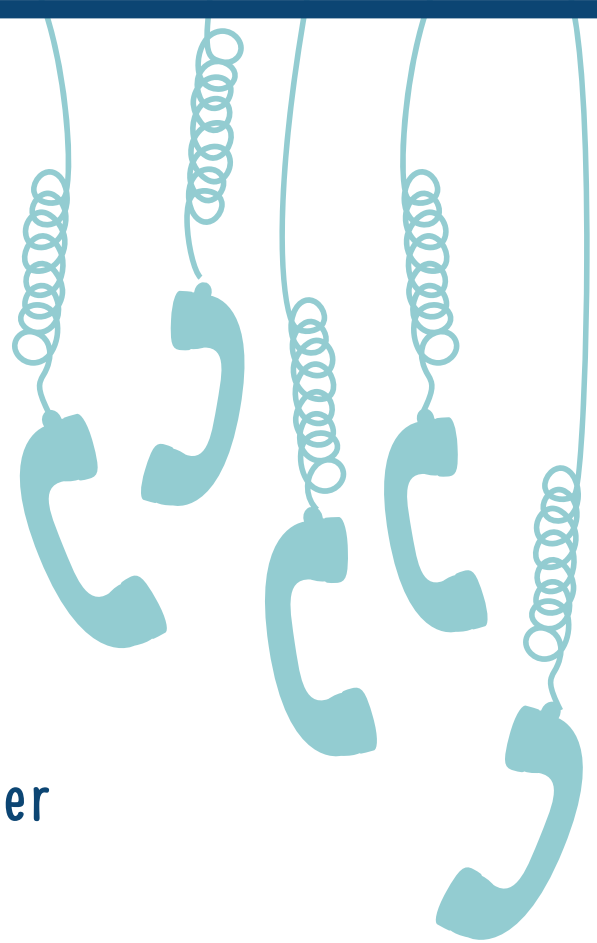
Chris Mantle

0428 837 113

Cruise Ship Event Supervisor

—

8621 2302





VOLUNTEERISM IS

the voice of the people put
into action. These actions shape &
mold the present into a future of
which we can all be proud.

- Helen Dyer



City of Port Lincoln

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