

DPIPWE Volunteer Management Framework

VMF - Step 2: Volunteer Program Plan (Community Volunteer Groups)

The Department of Primary Industries, Parks, Water and Environment (DPIPWE) seeks to facilitate volunteering opportunities for community and Government to work together to manage and preserve the diverse natural and cultural heritage of Tasmania.

The following Volunteer Program Plan (VPP) sets out the volunteering program objectives and assists to ensure activities are clearly defined, including information on the volunteering roles, responsibilities, agreed activities and a safe working environment.

The VPP is to be developed in consultation with the Community Partner as listed below, and is not intended to be a legally binding contract. The program appointment and plan may be cancelled at any time by either party.

Any Volunteers wishing to participate in the program outlined below, are also subject to the further guidance and policies as provided within the DPIPWE Volunteer Induction and Participation Handbook.

The following VPP sets out the appointment details between the Community Partner (named as):

and the Department of Primary Industries, Parks, Water and Environment (DPIPWE).

Community Volunteer Group information:

Volunteer Group President / Leader:

Telephone number:

Email address:

Website or Social media accounts (i.e. Facebook Group / Instagram account):

DPIPWE Contact information:

DPIPWE Volunteer Program
Supervisor:

Telephone number:

Email address:

Appointment period:

This VPP is valid for a period of:

Commencing:

Purpose

This VPP sets out the terms for the above named Volunteer Group, as a Community Partner, along with its members once registered as DPIPWE Volunteers, to participate in a volunteer program managed by DPIPWE.

Once signed by the parties, this VPP provides the Volunteer Group with the approval and authority to undertake volunteer duties in accordance with relevant legislation and the agreed conditions herein.

This appointment relates only to DPIPWE volunteer programs and/or volunteer activities on land that is managed by DPIPWE (i.e. National Parks and Reserves; Crown Land; Public Reserves & Future Potential Production Forests). The VPP does not extend to land under other management i.e. local government, freeholds or commercial arrangements.

Where volunteer activities extend beyond the Department's jurisdiction, it is the responsibility of the volunteer group to ensure authorised engagements and insurance cover are in place with the relevant authority. As such, volunteer activities outside of the Department's jurisdiction are not subject to DPIPWE volunteer insurance provision.

Volunteers appointed within this program will not receive remuneration or payment for their work, with the exception of any pre-approved out-of-pocket expenses.

Volunteers may however, be provided with necessary items to undertake their volunteering duties, such as training, catering, accommodation, uniforms or equipment as required. The provision of these resources are provided without any intention to enter into an employment or other contractual relationship.

Volunteer Program Objectives: *Enter the program objectives as aligned to DPIPWE and the community group's objectives e.g. To increase, promote, preserve, support, deliver, improve, reduce, or eradicate.*

Volunteer program schedule:

Agreed Activities:

Requirements:

Activity Work Pattern:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Maximum work hours of 7 hours and 36 minutes per day, unless otherwise negotiated and approved.

Weekly Monthly

Other:

Specific dates for involvement must be made in consultation with the DPIPWE Volunteer Supervisor.

Where additional activities, or a schedule of dates are required, please provide as an attachment, or list within the additional information section on this form.

Volunteer role requirements: *List any essential skills and qualifications*

Are volunteer placements limited? **Yes** **OR** **No**

If yes, volunteer numbers must not exceed a maximum of:

Activity Exclusions: *List any work tasks or Land tenure exclusions including other land management areas*

Natural, Cultural & Heritage Values *List any relevant background information*

Aboriginal Heritage

It is possible that there may still be undiscovered Aboriginal cultural sites and cultural values in the area named in this agreement. All Aboriginal heritage is protected under the Aboriginal Heritage Act 1975. If at any time during works the proponent suspects Aboriginal heritage, they should cease works immediately, contact Aboriginal Heritage Tasmania (AHT) and adhere to the advice within the *Unanticipated Discovery Plan* available on the AHT website www.aboriginalheritagetasmania.tas.gov.au

DPIPWE will assist volunteers to undertake these duties by:

Or, not required

Communication plan:

The following communication methods will be utilised to ensure effective communication between parties:

Primary DPIPWE contact:

Primary Volunteer contact:

Land line:

Mobile phone:

Satellite Phone:

VHF:

PLB:

UHF:

Other:

Spot tracker:

Schedule of contact:

Not required, the activity will be managed and supervised by DPIPWE directly.

Please refer to the attached Communication Plan.

Emergency Response

If non-life threatening, please call Tasmania Police on 131 444.
In the case of an emergency, (fire, police, ambulance) Dial '000'.

Nearest medical centre or hospital:

Emergency muster point:

DPIPWE Emergency contact name:

DPIPWE Emergency contact details:

If the primary DPIPWE Emergency contact is unavailable, please call:

Secondary DPIPWE Emergency contact name:

Secondary DPIPWE Emergency contact details:

OR, refer to the attached Emergency Response Plan

DPIPWE Responsibilities:

- Undertake volunteer program planning, including the development of the VPP in consultation with the Volunteer Team Leader and/or Volunteers (where applicable);
- Facilitate the registration and induction of volunteers;
- Manage the volunteer program, by providing supervision, site orientation and safety briefings, ensuring volunteers participating are fit for the activity, recording volunteer attendance and managing any risks or issues as they arise;
- Review the volunteer program through seeking volunteer feedback, provision of volunteer recognition, register the programs achievements, and document any continuous improvement outcomes;
- Establish emergency management plans and communications strategies (where required) between DPIPWE and volunteers (i.e. muster points; key DPIPWE contacts; schedule for contact via mobile; UHF radio; return to base/check-in).
- Other planning, supervision and management activities as required.

Volunteer Activity Supervision:

Volunteers are to be provided with a DPIPWE Supervisor. On occasion, however, an appropriately skilled and experienced Volunteer Team Leader, may be appointed to lead an activity. At a minimum, the Volunteer acting as the Activity Supervisor, must have the skills and demonstrated experience necessary to provide oversight and responsibility for the volunteer group and the agreed activities.

It is important that DPIPWE employees and volunteers, as partners within the volunteer program, maintain and take responsibility for two-way communication during the course of all volunteer duties.

Volunteer Supervisors / Team Leaders:

Where a **Volunteer Group Leader** has been nominated to act as the **Activity Supervisor**, by signing this form, that individual agrees to provide supervision and responsibility for:

- Ensuring volunteer group members have read and understood the DPIPWE Volunteer Induction and Participation Handbook (available on the DPIPWE website), the Volunteer Program Plan, including any supporting documentation and have also undertaken any mandatory training prior to participation.
- Ensuring volunteer group members have registered as a DPIPWE volunteers prior to participation.
- Ensuring volunteer attendance is recorded.
- Providing a safety and orientation briefing at the start of each activity, including discussing the importance of all volunteers presenting as fit for purpose on the day of the activity.

NB: All participating volunteers should be encouraged to discuss any fitness or medical management plans with the Activity Supervisor, including the location of any relevant medications or conditions that may need to be provided to attending health services. Conversations should be handled sensitively in a private and confidential manner. Reasonable adjustments to aid participation, or any other matters requiring consideration, must be reported to the DPIPWE Volunteer Program Supervisor.

- Undertaking and abiding by the DPIPWE Work, Health, Safety and Wellbeing, including reporting any near misses, incidents, hazards or code of conduct issues that occur during an activity.
- Leading and managing effective communication strategies between the group and DPIPWE.
- Or, not required, the activities will be Supervised directly by a DPIPWE employee

Screening requirements:

Volunteers wishing to participate within the volunteer program should note the following screening requirements are mandatory (Select any relevant screening requirements as listed below):

National Police check.

Working with vulnerable people registration.

Screening is not required for this activity.

First aid requirements:

Please advise if the volunteer group will provide their own first aid supplies and qualified first aid officer at each activity in accordance with the schedule within the VPP.

Yes, provide name:

No, not required, a DPIPWE First Aid Officer will be available to assist either directly on the activity, or will be available at the nearby DPIPWE Office/Field Centre.

Volunteer code of conduct:

DPIPWE volunteers are expected to act in accordance with the principles of Section 9 of the *State Service Act 2000 (the State Service Code of Conduct)*. Department volunteers are expected to uphold these principles by:

- Behaving honestly and with integrity;
- Performing duties with care and diligence;
- Treat everyone with respect and without harassment, victimisation or discrimination;
- Comply with all applicable Australian law and any lawful or reasonable direction by a Department Supervisor and/or authorised Volunteer Team Leader
- Maintaining confidentiality when dealing with any sensitive information acquired during the course of volunteer duties
- Utilise Government resources responsibly
- Behaving in a way that does not adversely affect the integrity and good reputation of the State Service, including social media use.

Inappropriate behaviours will be subject to a review in accordance with the DPIPWE Issues and Grievance Resolution process. A significant breach may result in a volunteer's registration being cancelled.

Work, health, safety and wellbeing (WHS&WB):

In accordance with Section 28 of the *Work, Health and Safety Act 2012 ('the Act')*, while at work a volunteer as a worker must:

- a) *take reasonable care for his or her own health and safety;*
- b) *take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;*
- c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Department to allow DPIPWE to comply with the Act; and*
- d) *cooperate with any reasonable policy or procedure, relating to health or safety at the workplace that has been notified to workers*

Individual volunteers are required to be registered with DPIPWE, including providing the Department with advice on any condition that may impair their individual, or others safety. Volunteers must immediately report any hazards or incidents as they occur to the relevant Department Supervisor who will ensure compliance with the Department's Work, Health, Safety and Wellbeing policy and procedures.

All volunteer work tasks are subject to appropriate WHS&WB risk assessments prior to any activity commencing. Volunteer participants must attend a safety briefing and wear any personal protective equipment as identified within the Job or Activity Risk Assessments. Additional WHS&WB information may be included as an attachment to this plan (please refer to the supporting documentation section).

During an activity, if there are any reasonable concerns that a worker may be exposed to a serious risk to their health and safety, work should cease immediately and a report made without delay to the relevant DPIPWE Supervisor.

Volunteer insurance cover:

Cover is provided to the Department through the Tasmanian Risk Management Fund (TRMF) in respect of approved Department volunteers for:

- Legal liability – where the Department is found to be legally liable for the actions of a volunteer; and
- Personal injury – which is no-fault personal accident cover for personal injury to a volunteer.

This cover is subject to the volunteer satisfying the control test referred to below:

- the individual/group being appointed directly by the agency;
- the existence of a high level of agency supervision over the activities of the individual or group; and
- the Agency having the power to dismiss the individual or group.

Exclusions:

Personal accident cover is not provided in circumstances where workers compensation would not apply to an employee in the same circumstances. In addition, the TRMF will not respond in circumstances where a person:

- acts outside the scope of the activities authorised by the Department, or contrary to its instructions; or
- is affected by alcohol or certain other drugs at the time of the incident;
- is involved in a motor vehicle accident; or
- the personal injury occurs during time off – even if this has been sanctioned by a relevant officer or authorised representative.

Volunteers are encouraged to read the terms and conditions of the TRMF's insurance cover in order understand that it is limited and if necessary, individual volunteers may wish to review their own personal insurance requirements.

<http://www.treasury.tas.gov.au/tasmanian-risk-management-fund/incident-management/personal-injury/personal-accident-incident-management/personal-accident-extent-of-cover>

The Department policy is to utilise the TRMF Personal Accident Cover to provide compensation to volunteers in the event of an adverse incident. In certain circumstances, alternative legislative provisions may apply.

Supporting documentation to be read in conjunction with this plan: *List any attachments*

Any additional information: *If required*

Volunteer Program Information Amendments:

Additional volunteer activities or changes to the schedule of activities may be made following a period of consultation. It is imperative that any requests for change are communicated to DPIPWE in advance to allow for any additional planning tasks, permissions or management reviews to be undertaken. Following change approval, the VPP must be updated to reflect the agreed changes.

Please note, at times operational, resourcing or environmental factors may result in the requirement for DPIPWE to cancel or postpone a scheduled volunteer activity. Where this occurs, notification will be made as soon as is reasonably possible.

VPP Signatories:

Name of the Volunteer Team Leader:

Date:

I agree to the terms and conditions as required of the Volunteer Team Leader, as outlined within this VPP (including any supporting documentation).

I also agree to manage and support the safe participation of individual volunteers in accordance with the WHS&WB information as part of this VPP, and agree to escalate any concerns or issues to the DPIPWE representative as soon as is reasonably practicable.

Volunteer Team Leader Signature:

If unable to complete the electronic signature by email, print, sign and return the hard copy page

If required, please nominate any additional Volunteer Group Supervisor(s) authorised to lead activities for when the nominated leader is unavailable.

Please note, any additional Volunteer Team Leaders listed below must also abide by the terms and conditions as outlined within this plan:

DPIPWE Office use only:

Completed forms are to be emailed to: volunteering@dpiuwe.tas.gov.au

Will the VPP be treated as a works or activity approval to support volunteer participation within a National Park, Reserve or on Crown Land? (e.g. Conservation Area, National Park, nature Recreation Area, Public Land or Reserve) If yes, in accordance with legislation, the relevant authority must sign below:

Delegated Authority (Name and Position Title):

Signature:

Date:

Secondary Authority (if required):

Signature:

Date: