

Volunteer Worker Registration Form



Volunteer Worker Details

Name:	_____	_____
	Given Name/s	Surname
Address:	_____	Postcode: _____
Date of Birth:	_____	Telephone (H): _____ (W): _____
Mobile:	_____	Email: _____

General Personal Declaration and Acknowledgement

As a Council volunteer, I acknowledge and accept that:

- I have been accepted to provide voluntary service for Redland City Council and its citizens.
- The service I provide is on a voluntary basis without any remuneration.
- I will adhere to Council's Employee Code of Conduct and Workplace Health & Safety Policy.
- I will (at all times) act with courtesy and integrity in all my dealings.
- I will take direction from those Council officers with whom I am assigned to work.
- I will treat as strictly confidential any information I may become aware of in relation to the activities of the Council or its residents and that this shall apply during and after the period of my voluntary service.
- I will not offer or provide advice or in any other way involve myself in the activities of Council which are not directly associated with my assigned voluntary duties.
- Either I or the Council may terminate my voluntary service at their sole discretion.
- I will decline to perform any activities which are outside my capabilities, including physical activities, and advise my volunteer coordinator accordingly.
- I will undertake training as and when required and maintain all necessary qualifications, licenses, certificates of competency etc. necessary for me to perform my assigned duties and provide evidence of these as (and when) required.
- As a volunteer I do not meet the definition of "worker" under the Queensland Workers' Compensation legislation and am therefore not covered under Council's workers' compensation insurance.
- Council has (in place) public liability and personal accident insurances which will offer some protection for me as a volunteer and these policies are available for me to view upon my request.
- I will advise Council as soon as possible of any event that could result in a claim under either of these insurance policies.
- Council's Personal Accident Insurance Policy is not a substitute for a private health insurance policy and it has specific limitations, conditions and exclusions resulting in limited benefits.
- I am prepared to be bound by the terms and conditions of these policies and hereby agree that I will release and discharge Council from any liability not insured under the terms and conditions of Council's insurance policies.

Council's Commitment to Volunteers

Redland City Council commits to:

- Value, support and respect its volunteers.
- Provide appropriate assistance, training, equipment, Council Policies, Guidelines and any other relevant documents and materials and support to enhance the volunteer's ability to contribute in a safe, healthy and rewarding environment.
- Maintain a current Liability Insurance Policy and Personal Accident Insurance Policy and make available these policies for volunteers to view as and when required.

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I hereby state that I have read, understand and agree with the conditions stated in the above *General Personal Declaration and Acknowledgement* and that I have taken independent advice, legal or otherwise, sufficient to enable me to make an informed decision in respect to this declaration.

Signature: _____ Witness Signature: _____
Date: _____ Date: _____

If under 18, signature and name of guardian/parent required. **I give permission for my child to participate as a Council volunteer.**

Signature of Guardian/Parent: _____ Date: _____
Name of Guardian/Parent: _____

Volunteer's Emergency Contact Details

Contact No.1	Contact No.2
Name: _____	Name: _____
Address: _____	Address: _____
Telephone (H): _____	Telephone (H): _____
Mobile: _____	Mobile: _____

Volunteer's Qualifications and Work Experience

Medical Information

Are there any disabilities or special requirements that Council need to be aware of or respond to?
 No Yes – provide details: _____

Are there any dietary requirements, medical conditions or recent injuries that Council needs to be aware of?
 No Yes – provide details: _____

To be completed by Council:

Group: _____ Team: _____
Supervisor: _____ Council telephone number: _____
Date commenced: _____ Location where utilised: _____
Nature of duties: _____

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Volunteer Workers' Personal Accident Insurance Explanatory Advice

Introduction

Redland City Council has in place a *Volunteer Workers' Personal Accident Insurance Policy* to provide some benefits for volunteers who may be injured in the course of their service to both Council and the community, including their travelling to and from the location where the work is to be performed. This advice is to provide our volunteers with a brief introduction to the nature and extent of this cover.

Benefits

It is not feasible to try and include a definitive list of benefits available under this policy in this advice; however, a personal accident policy is primarily designed to provide:

- Loss of Income
- "Capital" benefits (lump sum payments) in the event of death and other specified serious injuries.

Policy Conditions/Limitations

As with all insurance policies, there are limitations, both monetary and by way of general conditions. This policy is no exception and various terms and conditions apply.

Any claims paid under the policy are decided by the insurer in accordance with the policy terms and conditions and, in this respect, Council officers are unable to give a definitive answer on the extent of cover available other than the monetary limits provided under the policy as displayed in the following summary of policy benefits.

Summary of Policy Benefits

Category A – Lump sum benefit	Claimable Amount
Personal accident – capital benefit	\$250,000
Weekly benefit	Claimable Amount
Weekly injury benefit – maximum 52 weeks	Maximum payable per week - \$1,500
Additional benefits	Maximum Limit
Non-Medicare medical expenses	\$10,000

Notes

To fully understand the above summary it should be read in conjunction with the Group Personal Accident Policy which is readily available for volunteers upon request. Please advise your coordinator if you would like to view the policy document.

In addition, the Risk & Liability Services Unit is happy to discuss the nature and extent of this policy with you.

Deductibles:

The policies are subject to a policy deductible (excess) and the details of these deductibles are available upon request.

Redland City Council ex-gratia financial contribution:

It is acknowledged that the work performed by volunteers provides benefits to Council and the community in general.

Accordingly, Council will consider providing ex-gratia financial assistance to volunteers for incidents occurring where a claim is made or may be made under Council's Personal Accident Insurance Policy or the volunteer's private health insurance policy.

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Any ex-gratia financial assistance provided will be a maximum of \$10,000 and may be applied to any one or a combination of any one of the following:

- An amount equal to the policy deductible (the deductible/excess period is 7 days); and/or
- An amount equal to the cost of medical expenses not otherwise covered by the Personal Accident Policy or Medicare; and/or
- Where the volunteer has private health insurance, the policy deductible (if applicable).

Age limits:

The policy covers volunteers aged from 12 to 85 years.

Private health insurance versus personal accident policy:

A Personal Accident Policy should not be viewed as a substitute for private health insurance. They are two different forms of insurance which complement each other but are not necessarily interchangeable.

A private health insurance policy is designed to cover medical expenses; however, they offer no protection by way of death benefits and/or loss of wages which is more in the domain of the traditional Personal Accident Policy.

Health insurance, with reference to waiting periods, covers the insured party, irrespective of age, for such things as pre-existing conditions, whereas a Personal Accident Policy may not respond in part or in full if pre-existing conditions are present.

It should also be noted that Commonwealth legislation does not allow an insurer to cover the difference between the scheduled fee and the Medicare rebate - "the gap". To address this issue, most registered health funds have special contractual arrangements with doctors and hospitals where they agree to charge a fee equal to the Medicare rebate.

In the case of volunteers, their activities are a small fraction of their total exposure to personal injury. Most injuries occur within the confines of people's own homes. The decision to take out private health insurance is a personal choice which, along with monetary considerations, reflects a person's attitude to the use of the public health system as opposed to seeking private treatment.

Council strongly suggests that all volunteers consider the benefits of taking out private health insurance.

Health insurance policies are only available for individuals and families and it is not possible for Council to purchase a "group" policy to cover volunteers.

Workers' compensation Insurance:

Volunteer workers do not come under the definition of *Worker* as stated in Section 11 of the *Workers' Compensation & Rehabilitation Act 2003*; therefore Council cannot cover volunteers under its workers' compensation arrangements.

Further Details:

For further details please feel free to contact your volunteer coordinator or Risk & Liability Services on 3829 8976.