

**WEST  
WIMMERA  
SHIRE COUNCIL**



# Volunteer Handbook

[www.westwimmera.vic.gov.au](http://www.westwimmera.vic.gov.au)

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# Message from the Mayor

*"Thank you for your commitment to our community. The support that volunteers offer make it possible for our council to offer a range of services and programs that benefit our residents and visitors.*

*Your contribution is invaluable to the West Wimmera Shire, and I am pleased to welcome you to our organisation."*

**Cr Bruce Meyer,  
Mayor West  
Wimmera Shire**



## Important Contacts

West Wimmera Shire Council 13 99 72

Volunteer Support email address:

[volunteersupport@westwimmera.vic.gov.au](mailto:volunteersupport@westwimmera.vic.gov.au)

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# About the Council

Situated along the Victorian-South Australian border, West Wimmera covers 9,200 square kilometres of predominantly agricultural land and includes the townships of Apsley, Edenhope, Harrow, Goroke, Kaniva and Serviceton.

Home to over 2,700 people, the region prides itself in its welcoming communities and a wide diversity of industry and environment.

Consisting of untouched desert parks, vast wetlands and fertile plains, West Wimmera is equally known for its acres of wheat and legumes, and as a home to the famous Malleefowl, red-tail black cockatoo and a unique abundance of wildflowers.



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# Our Vision and Values

## Our Vision

Our West Wimmera communities are healthy, thriving, diverse, harmonious, prosperous and self sustaining, with regional and global connectivity.



## Our Values

- West Wimmera Shire Council values its resident population and its wellbeing. This will be demonstrated through the promotion of viable and sustainable communities, the retention of the current population and support to grow communities.
- West Wimmera Shire Council values good governance and transparent decision making. Supporting community groups and advocating on their behalf will enable open dialogue to occur with residents.
- Representing the whole of West Wimmera is valued by Councillors.
- A connected community, both via transport infrastructure and modern digital technology that enables us to be connected to the world for business and education.
- Partnerships (locally, regionally and with government) are valued as a way of ensuring sustainable service delivery.

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# Volunteering with the Council

## Why Volunteer with our Council?

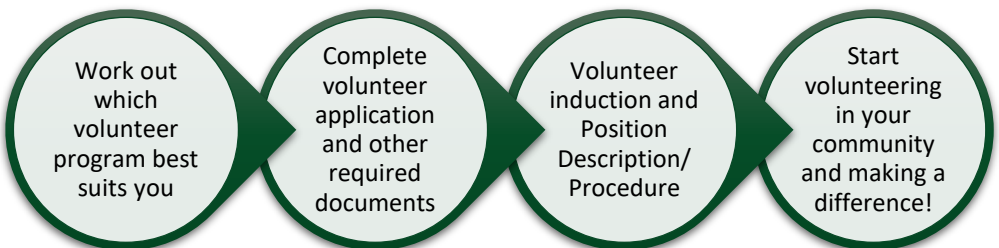
Becoming a volunteer offers:

- a sense of contributing to the local community
- skill and knowledge development
- work experience
- personal development
- friendship and fun
- community connection

West Wimmera Shire has numerous opportunities for residents, and even visitors, to contribute to the overall wellbeing of their community by supporting the efforts of the many local organisations that use or need volunteers.

Volunteering is vital in our communities, without volunteers much of the work which happens in our communities would never be realised by using a paid workforce.

## Becoming a Volunteer



## Volunteer Programs

West Wimmera Shire is responsible for a variety of volunteer programs including but not limited to:

- Meals on Wheels
- Drivers for the Community Car
- Kaniva Taxi Service
- Horsham Bus
- Harrow Community Companion Program

*Please ask our friendly staff what other volunteer opportunities are available that may suit your needs, skills and availability.*



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# Rights and Responsibilities

## Volunteer Responsibilities

We ask you to treat our community with dignity and kindness and respect their rights and individuality.

Specifically, your responsibility is to:

- Comply with all of Council's relevant policies, procedures and guidelines and also those of the area they are volunteering in.
- Be trustworthy and ensure confidentiality is maintained with respect to all confidential and sensitive matters.
- Carry out the work you have agreed to do responsibly, safely and ethically.
- Be a positive contributor to, and supporter of, the organization.
- Undertake training as requested.
- Give sufficient notice when you are not able to volunteer on your rostered day.
- Give sufficient notice before you leave the organisation.
- Not represent yourself as a paid staff member or obligate Council in any way.
- Wear appropriate clothing, footwear and personal protective equipment at all times.

## Council Responsibilities

The West Wimmera Shire Council is responsible for providing you with:

- A safe and healthy work environment for volunteers
- A workplace that operates in accordance with equal opportunity and anti-discrimination legislation.
- Ensuring you as a volunteer are adequately covered by insurance.
- An Induction and providing information about Council and its relevant programs, policies, procedures and safety requirements.



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# OHS Information

Council is committed to providing a safe and healthy workplace for all staff and volunteers. We all owe a duty of care to ourselves and each other and are expected to play our part in keeping the workplace safe. As a volunteer, you will be provided with the necessary safety inductions and training so that you understand your safety obligations and have the skills to safely perform your role.

## **Follow the Procedure for the Volunteer role you are undertaking**

It is important that you read, and understand the volunteer procedure and position description for the role that you are undertaking. Each of the WWSC volunteer programs has a specific position description and procedure that has been created to ensure that you can perform the required tasks safely.

## **Personal Protective Equipment (PPE)**

Please ensure you are wearing nonslip, closed in footwear to any WWSC Volunteer activity. If handling food or undertaking activities that require contact with clients, please wear appropriate PPE such as gloves and/or masks as advised by volunteer coordinator

## **Volunteering Safely**

West Wimmera Shire Council will provide information, induction, training and supervision for all volunteers and staff in the correct use of plant, equipment, chemicals and other substances used in your work. Please work within the applicable Health and Safety guidelines for any activity or program you are participating in.

## Reporting Incidents and Hazards

Please report any incidents, injuries, hazards and near misses to your WWSC Volunteer Coordinator as soon as any such incident occurs.

## Be COVID Safe

Please follow all current COVID safe guidelines as outlined by the Victorian Government

Let's all work together to create and foster a safe working environment for our staff, volunteers and clients.



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# Volunteer Checklist

|                    |       |
|--------------------|-------|
| Name:              | Date: |
| Volunteer Program: |       |

|   |  |
|---|--|
| Volunteer Application form completed and returned   |  |
| Crimcheck police check completed and processed  |  |
| Referee check completed   |  |
| Working with Children's Check VIC Volunteer completed<br><i>*If applicable for certain Volunteer programs</i> |  |
| Medical form completed and returned   |  |
| Position Description received and signed off  |  |
| Procedures based on applicable volunteer program received and signed off                                      |  |
| Self-medical evaluation completed<br><i>*If applicable for certain Volunteer programs</i>                     |  |
| Covid Safety Sheet signed off   |  |
| Volunteer induction completed   |  |

*Additional training will be provided as required and subject to availability.*

thank you

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FOR VOLUNTEERING

## Further Information

Please call 13 99 72 to start the volunteer application process if you have not already. You can return all required forms and documents to:

[volunteersupport@westwimmera.vic.gov.au](mailto:volunteersupport@westwimmera.vic.gov.au).

Or come and see us at one of our office locations.