

Volunteers

Volunteers are personnel who freely partake in activities without payment. There are two types of volunteers, people who come to the University to undertake unpaid work, and staff/students of the University who undertake unpaid work with external host organisations. Both are covered by University guidelines ([Professional Placements and Volunteering Guidelines](#)), University Policies ([Students Volunteering Procedure MPF1073](#)) and government laws and Acts. Refer to [Volunteering Australia](#) for national standards and [Safe Work Australia](#) for Work, Health and Safety laws.

The School of Botany appreciates the time and effort donated by volunteers. We endeavor to make volunteer experiences win-win for all participants. The responsibilities of those involved are outlined below:

The University's Responsibilities

The University is committed to providing:

- Clear outlines of the roles and responsibilities involved in each volunteer role;
- Appropriate volunteer induction, training, supervision and support;
- Reimbursement for agreed out-of-pocket volunteer expenses;
- Induction on Environment, Health and Safety policies and procedures at the University (Appropriate to the particular area of the University where the volunteer activities take place) ;
- Advise students of confidentiality, privacy and other obligations which may apply to them during and, in some cases, after the period of their volunteer work with the University;
- An appropriate level of supervision of the students undertaking volunteer work taking into account their skills and level of experience, during the period that the students are performing volunteer work; and
- Insurance cover for approved volunteer activities.

Volunteers who primarily work with postgraduate students are supervised by, and therefore the responsibility of, that postgraduate student's supervisor.

The University reserves the right to cancel or withdraw the volunteer program or may require you to cease your volunteer appointment at any time, at its sole discretion.

The Volunteer's Responsibilities

As a volunteer, you agree to:

1. Complete any necessary pre-placement checks;
2. Provide relevant personal information to the University including emergency contact details, and information about any health conditions which may have consequences for particular volunteer roles and activities;
3. Behave in a manner that will not bring the University into disrepute;
4. Ensure the confidentiality and privacy of any personal information to which you

- have access through participating in this program;
5. Undertake volunteer duties in accordance with all reasonable and lawful instructions of your volunteer coordinator, including the duty statement which will be provided to you;
 6. Comply with relevant University policies and procedures (including Environment, Health and Safety policies when on University premises) which have been brought to my attention in the context of this volunteer role;
 7. Participate in the program and perform volunteer work for the University without remuneration or payment or similar benefit (of any form) from the University (students participating in the program are not employees of the University);and
 8. Inform the University as soon as possible if it becomes known that you will not be able to fulfill your volunteer responsibilities

Commencing volunteer work at the School of Botany

Prior to commencing work your supervisor will outline your activities and you will receive the required training.

A Volunteer Registration form must be completed and given to the Head of School for approval and filing. The supervisor and volunteer may also keep a copy for their own records. Due to the private nature of some of the information on the Volunteer Registration form, copies must be handled/stored judiciously, in accordance with the Privacy Policy (MPF1104).

Volunteer Field Assistants must be included in all fieldwork risk assessments, pre-departure briefings and should also complete a Medical Questionnaire for Off-campus Activities. As with all staff and students, before driving vehicles on field trips, volunteers must apply register with “Smartfleet Online Pool Car Booking System”. To register with Smartfleet provide a copy of the volunteer’s drivers license and completed registration forms (pages 22, 23 & 24) to [Jess Salvador](#) (x59973, jessica.salvador@unimelb.edu.au).

Useful Links:

- [School of Botany Volunteer Registration form](#)
- [UoM Professional Placements and Volunteering Guidelines](#)
- [UoM Privacy Policy \(MPF1104\)](#)
- [UoM Student Volunteering Procedure \(MPF1073\)](#)