

Volunteer Application and Approval Process

Volunteer	People & Culture	Supervisor / Manager	Timing	Notes
<pre> graph TD A([Refer to Council's website for current volunteering opportunities]) --> B[Review volunteering information and Volunteer Procedures] B --> C[Complete Volunteer Application Form Note 1] C --> D[Submit Volunteer Application Form to council@wagga.nsw.gov.au] D --> E[Contact Supervisor / Manager to discuss commencement Note 5] E --> F[Complete mandatory E-Learning Modules: Code of Conduct & WH&S training. Note 6] F --> G(()) G --> H(()) </pre>	<pre> graph TD A[Volunteer Application Form forwarded to relevant Division for review Note 2] --> B{Contact made and application assessed as suitable Note 4} B -- Yes --> C[Prepare and forward Volunteer Approval Letter and send E-Learning Modules] B -- No --> D[Volunteer informed and unsuccessful letter prepared] </pre>	<pre> graph TD A[Application reviewed Note 3] --> B{Contact made and application assessed as suitable Note 4} B -- Yes --> C{{Prepare induction materials and training plan Note 7}} B -- No --> D[Volunteer informed and unsuccessful letter prepared] C --> E[Onsite Facility Induction for Volunteer] E --> F[Register induction documentation in ECM Note 8] F --> G[Provide ongoing supervision and training] G --> H([End]) </pre>	<p>2 work days (w/d)</p> <p>5 w/d</p> <p>2 w/d</p> <p>1 wk prior</p> <p>Placement duration</p>	<p>(1) Parental authorisation needed for persons under 18 years.</p> <p>(2) All correspondence to be registered and task through ECM.</p> <p>(3) Application reviewed in accordance with operational requirements and staffing levels at the time of submission.</p> <p>(4) Contact made with the applicant to discuss the area of interest and duties for the placement.</p> <p>(5) Volunteer to contact Manager / Supervisor regarding commencement date and any special requirements (if applicable).</p> <p>(6) E-Learning modules must be completed prior to commencement.</p> <p>(7) Go to People & Culture Intranet Page – Useful Information and Forms.</p> <p>(8) Forward to Records for registration.</p>