

# Registering UQ Volunteers Procedure

## Section 1 - Purpose and Objectives

(1) This Procedure outlines the process for registering volunteers at The University of Queensland in order to comply with legislation and insurance requirements, protecting both the volunteer and the University.

## Section 2 - Definitions, Terms, Acronyms

| Term               | Definition  |
|--------------------|---|
| Regulated activity | activity regulated by the <a href="#">Commission for Children and Young People and Child Guardian Act 2000</a> (Qld). |
| Volunteer          | a person who willingly offers to provide their services on an unremunerated basis.                                    |

## Section 3 - Procedure Scope/Coverage

(2) This Procedure applies to volunteers at The University of Queensland and to University staff involved in the registration of volunteers.

## Section 4 - Procedure Statement

(3) The Head of Organisational Unit is responsible for ensuring that volunteers are aware of their various responsibilities and obligations, particularly with regard to occupational health and safety, and the need for a blue card if working in a regulated activity. This can be achieved by completion of the appropriate induction process for volunteers.

## Section 5 - Process

(4) Volunteers must complete and sign the [Volunteer Registration Form](#).

(5) The registration must be approved by the Head of Organisational Unit.

(6) A copy of the approved Volunteer Registration Form must be provided to the volunteer, and the original retained in the recommending Organisational Unit to which the volunteer is attached.

(7) Volunteers are required to undergo local workplace induction, as well as online Occupational Health and Safety induction ("Workplace Induction" and "Annual Fire Safety").

(8) The volunteer arrangement may be concluded by either the volunteer or the University.

## Status and Details

|                           |   |
|---------------------------|---|
| <b>Status</b>             | Current                                       |
| <b>Effective Date</b>     | 25th August 2011                              |
| <b>Review Date</b>        | 25th August 2014                              |
| <b>Approval Authority</b> | Chief Human Resources Officer                 |
| <b>Approval Date</b>      | 25th August 2011                              |
| <b>Expiry Date</b>        | Not Applicable                                |
| <b>Policy Owner</b>       | Phil Vaughan<br>Chief Human Resources Officer |
| <b>Enquiries Contact</b>  | Human Resources Division                      |