



Taillem Bend Community Centre Inc.



HR New Volunteers Strategy

(Forms part of Human Resources Management Policy)

1. Scope:

The Taillem Bend Community Centre Inc. (TBCC) Murray Mallee Community Passenger Network (MMCPN) is committed to inducting all new volunteers into the Organisation, in order to ensure that they have a smooth integration into their role and become operationally competent.

Induction programs which are well planned, conducted and evaluated will enable new volunteers to learn about the Organisation, its culture and the requirements of their role.

Area specific inductions must be undertaken by new volunteers, e.g. Drivers, Kitchen, Shed or Office

2. Purpose:

This document has been developed to assist with ensuring that new volunteers and contractors have a smooth transition into the organisation and their roles.

3. Strategy

This document applies to volunteers, and employees responsible for conducting volunteer inductions, within TBCC.

All new volunteers will be inducted into TBCC and MMCPN.

4. Definitions

New volunteers refers to both recruits to the Centre, including short term volunteers and temporary work placements (eg Centrelink and other Government and job provider work programs).


5. Responsibilities

It is the responsibility of **Committee and Co-ordinator** to ensure that:

- All new volunteers participate in an induction program. Inductions will be done by The Coordinator or staff as appropriate.

It is the responsibility of the **Co-ordinator** to ensure that:

- The induction program is kept up to date with relevant information;
- The quality of the induction process is maintained.

Date first formulated	December 2015 (previously New Volunteer Policy V1 February 2007)	
Dates approved by Board	V1, V2, V3 V4	June 2016, Feb 2018, June 2019 October 2022
Next Review Date	October 2025	
Related Documents	HR New Volunteers Procedures HR Volunteer and Staff Induction Checklist (needs to be reviewed) Human Resources Management Policy Volunteer Pack	
Legislation	South Australian Passenger Transport Act 1994 Equal Opportunity Act 1984 Work Health and Safety Act 2012 Children's Protection Act 1993 Aged Care Act 1997 Commonwealth Privacy Act 1988 DHS Critical Client Incidents Policy Aged Care Charter of Rights Aged Care Standards National Principles for Child Safe Organisations Rights of Every Child Know your rights and responsibilities Children's rights and responsibilities flyer Overview of child protection legislation across state and territory jurisdictions. Resource sheet developed by the Australian Institute of Family Studies	
Signed on behalf of TBCC Board of Management by:		
Name: Judy Bagg		
Position held: Chairperson		Signature:  4 October 2022