

LORD HOWE ISLAND BOARD POLICY

TITLE	Volunteer Policy and Procedures		
DATE ADOPTED	December 2000	AGENDA ITEM	18(i)
CURRENT VERSION	September 2015	AGENDA ITEM	8(iv)
REVIEW	5 Years	FILE REFERENCE	PN0005
ASSOCIATED LEGISLATION	<i>Lord Howe Island Act 1953 (NSW)</i> <i>Lord Howe Island Regulation 2014 (NSW)</i> <i>Work Health and Safety Act 2011</i> <i>Work Health and Safety Regulation 2011.</i>		
ASSOCIATED POLICIES			

1. Introduction

1.1 Title and Commencement

This policy is titled the Volunteer Policy and Procedures. The policy was adopted by the Lord Howe Island Board in September 2015 to replace the 'Volunteer Policy and Operational Guidelines' of December 2000

1.2 Purpose of the Policy

Volunteering provides an important opportunity to engage Lord Howe Island residents and members of the Australian or International community to actively contribute to the conservation and management of Lord Howe Island, and achieve corporate objectives.

This Policy sets out the principles that apply in the management of volunteers and volunteering activity within LHIB and lists the minimum mandatory set of policy and procedural requirements.

The purpose of this policy is to provide a framework for encouraging and managing volunteers, consistent with the LHIB Corporate Plan, Operational Plan and external grant commitments, that respects the rights and interests of volunteers and staff.

1.3 Objectives and Coverage of the Policy

The objectives of this policy are to:

- a) Provide a framework for encouraging and managing volunteer involvement in Board activities
- b) Recognise and value the contribution made by volunteers to the projects and services delivered by the Board
- c) Manage and support volunteers in accordance with legislative and operational requirements

1.4 Scope

This policy guides the management of volunteers working in programs and activities within the Board's areas of responsibility.

This policy does not apply to volunteers who are involved in emergency operations (e.g. Rural Fire Service or State Emergency Service), corrective services programs, educational work experience, research activities undertaken privately or by institutions and employment programs, law enforcement, firearms, tree felling and other high risk activities.

1.5 Background to the Policy

Working with volunteers through coordinated programs enhances the Board's ability to achieve its legislative responsibilities for the care, control and management of Lord Howe Island. Working with volunteers also provides valuable in kind contribution to the Board's varied activities.

The Board recognises there are a wide range of motivations that bring people to volunteer at Lord Howe Island, and the importance of addressing these motivations in the management of volunteer programs.

Volunteers can diversify the available skills base, complement the work of paid staff, broaden communication channels, build community knowledge, support the work of the Board and help to achieve obligations for external grants.

The Board recognises that volunteer effort is a way of increasing our capacity to deliver Board and grant agency objectives and priorities, not of displacing the work of paid staff.

1.6 Definitions

Board refers to the Lord Howe Island Board.

Island refers to Lord Howe Island as defined in section 3 of the Lord Howe Island Act, 1953

Staff refers to an employee working at the Lord Howe Island Board.

A **volunteer** is a person, who freely gives their time and skills without remuneration to work for an organisation, a group or community for mutual benefit.

A **Volunteer Convener** is a volunteer who helps Board staff coordinate the volunteer group.

Volunteer Supervisor is a Board employee that supervises a volunteer project or volunteers conducting volunteer works.

2. Volunteer program management

2.1 Support for volunteers

The Board:

- Recognises and supports the work of volunteers in Board programs and activities
- Will maintain a list of suitable volunteer projects consistent with the Corporate and strategic plans
- Will support volunteers through an established management and administration structure
- Will afford volunteers the same respect as a paid employee, enjoying a healthy and safe work environment and commitment to equity.

2.2 Approval of volunteer programs

Any new volunteer program must:

- Identify the strategic purpose, objectives and financial impact of the volunteer program.
- Allow for adequate staffing and financial resources to support the program.
- Be supported by a project proposal for consideration
- Be approved by the Chief Executive Officer (CEO) or delegate

2.3 Roles and responsibilities of volunteers and staff

Volunteers and volunteer convenors:

- Undertake work in programs and activities which support the Board's objectives
- Work under the direction of the Board (volunteers will not be used to supervise LHIB employees)
- Are not permitted to engage in compliance / law enforcement activities,
- Will not work for more than 20 hours on an ongoing basis in the same role as an employee unless approved by the CEO

Each volunteer project will have a designated staff member with responsibility for the supervision and management of volunteers and the fulfilment of reporting requirements.

3. Volunteer engagement

3.1 Volunteer recruitment and selection

Volunteer selection, engagement and management may vary subject to the types of volunteer projects being offered. However, all volunteers will be treated in a fair, equitable and non-discriminatory manner. Where there is a competitive process, volunteers will be selected on merit and their capacity to contribute positively to the volunteer project. Expressions of interests, interviews and referee checks will be conducted if required. In some situations, an assessment of the persons' health and fitness, and / or a prohibited employment declaration (working with children) may be required.

Notwithstanding the above, the acceptance of any person into a volunteer role is at the sole discretion of the Board.

All volunteers must complete a volunteer registration form to be approved by the CEO prior to their engagement. The Board will maintain a register of all applications and decisions regarding selection.

3.2 Volunteer agreements

Volunteers will be given adequate instructions in the work to be performed to ensure it is carried out in accordance with expected outcomes. Volunteers will be provided with role statements to provide clarity in respect of their roles and the assistance to be provided.

Prospective volunteers will be provided a formal volunteer agreement form which must be signed and returned to the Board. The agreement form is required to ensure that volunteers are registered, understand their basic rights, responsibilities and obligations while volunteering with the Board. The agreement form will state the duration of the volunteer period, scope of volunteer project work and insurance cover.

The volunteer agreement may also record or attach copies of the volunteer's qualifications, licences, role statement, prohibited employment declaration or other key documentation. See Attachment 4.

3.3 Volunteer induction and training

Volunteers will be given a formal induction and orientation to the Board, as well as training (subject to availability and funding) that reflects the volunteer work to be undertaken. Volunteers will be inducted following the induction form in Attachment 2.

The induction should ensure that volunteers understand their duties, rights, responsibilities, health and safety issues, use of equipment, orientation of the Island, Board and work site/s, record keeping, accident and emergency procedures and supervision arrangements. The induction should also include the LHIB Code of Conduct and information of the reimbursement of costs.

4. Volunteers engaged in the Lord Howe Island Weed Eradication Program

The LHI Weed Eradication Program has particular requirements for volunteers given the terrain in which volunteers may operate. These requirements are summarised as follows:

4.1 Grant requirements

Volunteers are funded from the Board's recurrent funding or external grants. External grants often require a component of demonstrated volunteer in-kind labour (including skilled and unskilled) to help leverage funding. Volunteers may work alongside Board staff, contractors or independently as a volunteer group under the supervision of a nominated convener/coordinator.

4.2 Time commitment requirement

Volunteers working on the Board's weed eradication program are required to commit to a minimum of 3 weeks, working a period of 15 days on ground, which may include periods of inclement weather. This commitment is required to cover costs for a minimum food allocation, flights and Board accommodation.

4.3 Fitness Requirement

Volunteers are required to complete an Expression of Interest form (Attachment 6). They must be recruited according to their fitness, ability and skills to validate their claim for a volunteer position. Volunteers must submit and successfully complete a physical readiness form prior to their engagement (Attachment 1). The program requires volunteers with a high level of fitness and capacity to work in rugged terrain and dense bush land, with good plant recognition skills and knowledge of control methods and be able to work in the range of conditions present on the island. A health assessment should be conducted for all volunteers commensurate with the risk of tasks the volunteer will be performing, prior to their engagement.

5. Services provided to volunteer programs

The Board will supply the essential services required to undertake volunteer projects in a safe and efficient manner. Volunteers engaged on projects such as the weed eradication project are required to bring their own raincoat, hat, work boots and suitable clothing. The Board will provide basic Personal Protection Equipment (PPE), such as gloves, sunscreen, first aid kit and tools.

Records of all volunteer projects will be maintained by the Board. A Volunteer Sign-on Register will be kept for each volunteer activity. The register will include the following:

- Type of volunteer activity;
- Location;
- Date;
- Volunteer name;
- Hours worked;
- Performance; and
- Next of kin (in the event of the volunteer being injured).

6. Managing and rewarding volunteer performance

6.1 Recognition

Volunteers provide valued services to the Board and the Lord Howe Island community. They must be given informal and formal recognition by the Board for their involvement. Examples of volunteer recognition include: expression of thanks at the end of each activity, a Certificate or letter of appreciation; recognition on the Board website or equivalent.

6.2 Volunteer feedback and dispute resolution

The Board volunteer supervisor will provide feedback on the volunteer's performance.

Volunteers will also be invited to provide feedback on their volunteer experience.

Board volunteer supervisors retain the authority to exclude volunteers from participation in projects on health and safety grounds.

All efforts to resolve disputes should be made as promptly as possible by the Board volunteer supervisor or relevant manager. The Board's internal grievance procedures do not apply to volunteers.

6.3 Ceasing the volunteer agreement

The Board has the right to terminate volunteers at any time at the discretion of the LHIB.

Ceasing the volunteer agreement should be undertaken in a professional manner involving verbal discussions initially, timeframes to improve the situation and then (if still required) a letter of termination.

7. Monitoring and evaluation

Volunteer projects will be monitored, reviewed and evaluated annually as part of the Lord Howe Island Board Annual Report process. The total financial value of their in kind contribution will be included in this reporting process.

The annual evaluation of volunteer programs will include a summary of volunteer activities, the volunteer and staff hours spent on undertaking the activity, the success, any difficulties faced and opportunities for change. Volunteers should be provided and opportunity to provide feedback on their experience.

8. Financial management of volunteer programs

Expenses that are incurred in recruiting volunteers, processing applications, obtaining Ministerial approval and paying for flights and accommodation will be covered by Program budgets. Reimbursement of any out-of-pocket expenses incurred by volunteers will be subject to Board delegation / procurement arrangements.

The Friends of Lord Howe Island rely on participants to pay their own costs to participate in a week long volunteer program. The Board acknowledges the high costs associated with non resident volunteers coming to the Island and may assist with external grant applications and other cost saving initiatives to help reduce volunteer expenses.

9. Risk Management

9.1 Risk analysis and supervision

Risk analysis will be undertaken on all Board volunteer projects to ensure the health and safety of staff and volunteers and the public, and to assess supervision and training requirements. The risk analysis should identify potential hazards associated with particular volunteer projects, assess their risk and record how to eliminate, or minimise the risk to volunteer/worker/public safety. This process may be termed a Job Safety Analysis and its main purpose is to provide clear documentation of the risk controls identified, and communicate these controls to volunteers and staff via a Job Safety Briefing.

The supervision requirements of volunteer activities will depend on the analysis of the risks and hazards identified and the requirements of any policies, procedures or Plans of Management.

Supervision need not necessarily entail on-site, physical supervision, but it needs to include a risk analysis so that the degree of supervision implemented is adequate for the hazards and risks identified. Board volunteer supervisors will maintain a register of all volunteers and ask volunteers to sign in and out on each visit.

Access to powered tools and equipment, machinery and pesticides will be limited to those activities that are assessed as safe for volunteers in a Job Safety Analysis, and where supervision, training, certification requirements and procedures are in place to the level required of staff.

9.2 Work Health and Safety

Under the provisions of the Work Health and Safety Act 2011, employers must ensure the health and safety of volunteers, in the same way as paid employees. Work Health and Safety requirements can be applied in practice by ensuring that volunteers undertake an induction at commencement, complete a Job Safety Analysis for the various jobs they will be undertaking and where required be given basic training prior to commencing a task they do not have previous training in. It is important that volunteers are given a clear explanation of potential hazards, ways to avoid them and basic first aid. Where necessary a hazard identification process will be conducted in accordance with the WHS framework.

The terrain on Lord Howe Island can be challenging. Volunteers must be recruited according to their fitness. Prior to undertaking any works a hazard assessment must be undertaken through a risk assessment in accordance with the WHS risk assessment framework.

Possible workplace hazards include:

- Lifting objects incorrectly;
- Use of tools and equipment;
- Repetitive movements and awkward working positions;
- Sharp edges on twigs and branches which can cause eye injuries, scratches;
- Slippery, steep, unstable terrain and general trip hazards;
- Bites and stings;
- Impact from rolling or falling rocks;
- Dead trees;
- Accessing sites by boat;
- Dehydration;
- Allergic reactions to plants, insects and marine life;
- UV radiation and extremes of weather;
- Motor vehicle traffic when working on or near roadsides;
- Rubbish such as broken glass and rusty metal; and
- Herbicides (see below).

The following safety measures should be undertaken for field based volunteer programs:

- All staff supervising volunteers hold a current First Aid Certificate;
- A First Aid Kit is present at each volunteer work location;
- Equipment and tools used by volunteers are regularly maintained and replaced when faulty;
- The Volunteer Convenor will be given a Board hand held radio to use when working in remote locations.

Work Health and Safety information will be included in the formal volunteer induction process.

9.3 Use of Pesticides

The NSW Pesticide Act 1999, as amended in 2015, sets out guidelines to regulate the use of pesticides including herbicides. Volunteers required to apply herbicide must hold a current licence authorising that work unless the work falls under the small or occasional use exemptions under the Act, and follow LHIB Job Safety Analysis for the specific task. Volunteers must be given clear instruction and provided adequate Personal Protection Equipment (PPE). Pesticide applications must be in accordance to APVMA chemical labels and off label permits.

- Volunteers under the age of 15 are not allowed to use herbicides unless given approval by parent or guardian and always under supervision by Board staff;
- Volunteers have the right to choose not to use herbicides. The selection of volunteer tasks available should reflect this. However, volunteers engaged under the Weed Eradication Program will be required to use herbicides. Volunteers not willing to use herbicides will not be offered a volunteer position for this project.

9.4 Insurance

Individual volunteers and community groups undertaking approved Board volunteer activities are covered by the Board for personal accident insurance and public liability through the Treasury Managed Fund for the period defined in their Volunteer Agreement.

The relevant manager should make sure that volunteers are made aware that they are covered by insurance and the need to undertake the following to validate any future insurance claim:

- Complete the Volunteer Induction form;
- Complete the Volunteer Sign-on Register; and
- Immediately report any injuries that occur while volunteering to Board staff.

Incorporated groups must be covered by that group's own personal accident and public liability insurance. Incorporated groups must provide the Board volunteer convenor/supervisor with copies of current public liability and personal accident insurance policies for cover up to \$10 million and prove cover for each member.

If an Incorporated Group does not have accident and public liability insurance, which covers all the activities of its members whilst undertaking a Board approved volunteer project, then its members will be engaged as Individual volunteers.

Incorporated groups are volunteer groups that are incorporated, have their own constitution, office bearers and accident and liability insurance, e.g. Friends of Lord Howe Island and Conservation Volunteers Australia (CVA).

Volunteers are only covered by insurance during their active period of volunteering. Injuries resulting from activities outside their period of volunteering (e.g. surfing or bushwalking after hours or on weekends) will not be covered by Board insurers.

9.5 Quarantine restrictions under the *Lord Howe Island Act 1953*

Volunteers coming to Lord Howe Island from the mainland to undertake project work must undertake the required phytosanitary procedures to ensure clothes, hats, bags and boots and any other equipment is cleaned prior to departing the mainland to address quarantine risks for Myrtle Rust and Phytophthora. Volunteers must be informed of restrictions outlined in the LHI Regulations 2014 and LHI Act 1953 that limit importation and removal of any items from the island without approval in importing and exporting items.

Appendices

Attachment 1

Physical Activity Readiness Questionnaire

Lord Howe Island Board

BACKGROUND: The Lord Howe Island Board (LHIB) weed program is physically demanding and requires heavy muscular activity, carrying, high level of flexibility, bending, crawling, climbing and extensive walking in steep and difficult terrain. It involves working in exposed conditions, through low vegetation and often in inclement weather conditions. The LHIB require all persons working in remote areas to complete this Physical Activity Readiness Form. Lord Howe Island is a remote location and the costs to recover injured people in the workplace are high and can put staff at risk. It is important that persons participating in the weed program are prepared, fit and able.

Personal Details
Employee /Volunteer name:
Home Address:
Phone contact:
Email address

Circle either YES or NO to the following questions. <i>Please note the time of the injury or health issue.</i>			
Issue	Yes	No	Date
...have you had any severe pains in the chest?	Yes	No	
--.have you experienced rapid heart beat or palpitations?	Yes	No	
...have you had: - surgery?	Yes	No	
...serious muscular or joint injury (requiring time off work or suitable duties)?	Yes	No	
...any broken bones?	Yes	No	
...has your doctor said you have high blood pressure?	Yes	No	
...have you felt faint or had spells of dizziness?	Yes	No	
...have you experienced sudden tingling, numbness or loss of feeling in your arms, hands, legs, feet or face?	Yes	No	
...have you been newly diagnosed with: - Asthma? - Diabetes? - Epilepsy?	Yes	No	
...have you been newly diagnosed with: - A hearing problem? - An eyesight problem? - A heart problem?	Yes	No	
...has your doctor prescribed any new medication for your blood pressure or heart conditions?	Yes	No	
...has your weight increased or decreased more than 5 kgs without your intention?	Yes	No	
...have you required a significant amount of time off or modified work duties (2 weeks or more) due to a health condition, either physical or psychological?	Yes	No	
...do you know of any other reason why you should not undertake strenuous physical activity or be exposed to the	Yes	No	

psychological demands of undertaking remote area weeding in all terrain on Lord Howe Island ?			
... have you experienced vertigo ?	Yes	No	
... do you have any phobias e.g. of spiders, heights, birds ? If you answer Yes, please describe.....	Yes	No	
<i>If you answered <u>Yes</u> to one or more of the above questions, you will need to pass a medical assessment before undertaking volunteer duties on Lord Howe Island; or: If you answered <u>Yes</u> to one or more of the above questions but have been actively working in a bush regeneration position that involves similar activities to those mentioned above in the 'BACKGROUND'; working 8 hrs per day, up to 5 days per week over an extended length of time please contact the LHI to discuss the need for a medical certificate. The LHIB may request a referee. The LHIB will determine the requirement for a medical assessment.</i>	Yes	No	
Signed:		Date:	
I have truthfully and accurately completed the health assessment form.			
I will notify the LHIB if my health condition changes prior to arrival at Lord Howe Island.			
RECORD KEEPING: This form will be kept on your personal register at the LHIB			

Attachment 2

INDUCTION CHECK LIST FOR VOLUNTEERS

This induction check list provides a means of inducting new Board volunteers and ensuring a record of the induction process is retained. The induction check list is applicable to all volunteers

The induction check list is based on the following principles:

1. The induction of a new volunteer is an essential part of effective personnel management.
2. The induction of a new volunteer is the responsibility of the Manager of the program or activity in which the volunteer works
3. The new volunteer should be informed of the induction process to secure their maximum interest and involvement.
4. The induction check list does not address prescriptions or job instructions which are the responsibility of the Program manager

METHOD FOR USING INDUCTION CHECK LIST

On commencement of employment as a volunteer

1. Volunteer supervisor discusses purpose and content of induction check list with new volunteer
2. Volunteer supervisor is responsible for ensuring that the items requiring induction are completed within the required timeframe.

On completion of induction

1. New volunteer and Volunteer Supervisor complete and sign
2. Completed check list placed on volunteer file.

INDUCTION CHECKLIST

Part 1:

Section:Section Manager:

Supervisor:

Name of new volunteer:

Period of volunteering / date commenced:

Part 2: Items requiring induction on first day

ITEM REQUIRING INDUCTION	Officer responsible	Date completed
Welcome by section Manager and introduction to Manager LHIB, supervisor and section staff.		
Obtain names and contact details of next of kin for personal file.		
Check drivers licence for currency, class and conditions. Photocopy to personal file.		
Housing/research facility – clean and care: note need for repairs and replacement of items; rubbish and TV fees; download limit; cap on external calls		
Private telephone arrangements, accounting for private calls/faxes/internet access/e-mail from Board facilities.		
Outline Board role and functions, services and facilities provided, organisational structure and chain of command.		
Provide copy of the Volunteer Role Description - functional responsibilities (bush regenerator LHIB)		
Ensure volunteer is aware of any unattractive, controversial or unusual features of the job not previously discussed (eg. after-hours call outs, obligations to use chemicals etc); wet weather works schedule. Public Holidays.		
Working hours and arrangements - start/finish/lunch/morning tea times; timesheets, attendance record book.		
Avenues for raising queries/complaints/dealing with grievances at work or other.		
Obligations - general conduct and punctuality, appearance and dress standards, Code of Conduct, dealing with the public, customer service charter, no smoking policy; EEO - religion		

Plan of Board facilities - locations of various offices, toilets, showers, lunchroom.		
Risk management and occupational health and safety: Importance of safety. Provide copy of relevant Board WH&S and Risk Management policy/JSA. Explain volunteer, supervisor, manager and LHIB responsibilities. Obligation to use/wear safety equipment and comply with safety rules. Issue any safety equipment immediately required. Instruct on correct use.		
Emergency procedures - office/fire evacuation procedures, procedures to obtain ambulance, doctor or hospital admittance, other emergency roles (eg SAR, airport emergency, etc), location of manuals/plans.		
Radio communication - allocation of equipment, operation of equipment, channels and call signs, procedures, restrictions.		
Uniform policy and issue of items (tools, gloves - if wet weather gear borrowed this is to be returned at end of volunteer period)		
Management plans and operational plans relevant to position.		
Restricted material - rights and restrictions, secrecy, confidentiality, comments on policy, dealing with media.		
Staff meetings - purpose, when held, requirements, inclusion of safety matters.		
Details of Island services and facilities, shipping and airline services, shopping facilities <i>etc</i>		
Medical requirements – any medical issues		
Provide Island orientation		
Important local events.		
Other:		

Part 4: Completion of Induction Check List

1. Induction process completed on

..... Volunteer

..... Supervisor

..... Section Manager

2. Please provide two contacts for next of kin

Name

Address

Contact

Name

Address

Contact

3. Place completed Induction Checklist on volunteer file.

Attachment 3

SIGN ON REGISTER

ENVIRONMENT TIME SHEET													
DATE:		Tuesday		Wednesday		Thursday		Friday		Sat	Sun	Monday	
Name	Surname	Start	Finish	Start	Finish	Start	Finish	Start	Finish			Start	Finish

Attachment 4

File Ref: XXXX

Enquiries: XXXX

Date: XXXX



Volunteer Agreement Form 2015

This letter is an agreement between the Lord Howe Island Board and XXXXXXXX to participate as a volunteer on the **LHI Board volunteer weed eradication program**.

As part of this agreement volunteers will be required to commit to:

- participating in the volunteer program by arriving on the set dates & time set by the Board and only cancelling flights for an unforeseen emergency;
- follow the directions of the Lord Howe Island Board and work according to the Board's code of conduct;
- undertaking bush regeneration activities in a safe and productive manner per LHIB JSA;
- undertake bush regeneration activities for a minimum of 15 days from 7:00am to 3:30pm each working day (5 days per week), however to undertake remote area guava control on Mt Gower works may extend to 5 -5.30pm;
- undertaking work that can be physically challenging, in remote areas and often in wet weather;
- providing their own work clothing (boots, hat, long sleeve shirt & work trousers, wet weather gear etc);
- immediately reporting any injuries that occur while on the Island to Board staff;
- pay for any additional recreational activities or expenses incurred while on the Island (ie. bike hire, guided walks, alcohol drinks, take away meals etc).

As part of this agreement the LHI Board will provide:

- airfares (Sydney – LHI return);
- appropriate induction training including familiarisation of the weed eradication program, target weeds and WH&S issues;
- safety induction and basic safety equipment (gloves, helmet, radio);
- provisions of credit (at the daily rate of \$20/day, including weekends) for the purchase of groceries at Joys Store, The Top Shop and the Co-op; to enable volunteers to prepare their own meals;
- accommodation at the LHIB research facility;
- **Insurance.** In accordance with the Lord Howe Island Board's Volunteer Policy, volunteers undertaking bush regeneration activities will be covered by the Board's personal accident insurance. Volunteers are required to do the following:
 - 1) Complete the Daily Sign-on register and
 - 2) Immediately report any injuries that occur while volunteering to Board staff.

Note: Insurance will not cover accidents or injury volunteers may have incurred while undertaking recreational activities during their free time on the Island (e.g. cycling, bushwalking, surfing etc).

- **Quarantine and import protocols.** Volunteers need to observe the following:
Lord Howe Island Board has a plant importation policy and restrictions on the import of certain plant species;

All plant and fauna species are protected. Seeds, cuttings or any plant material and fauna cannot be removed from the island without consent;

No soil, mulch, plant material (except fresh fruit & vegetables) or animals are permitted to be imported to the Island without prior approval from the Board.

Phytophthora and Myrtle Rust Procedures.

To help prevent the spread of Phytophthora and Myrtle Rust the following procedures must be applied before arriving on the island.

Wash and clean (launder) all clothes, brush footwear and accessories to remove soil/mud and vacuum bags and pockets to remove seeds and soil.

Items such as boots, bags, hats, sporting equipment and walking poles should be sprayed with 70% methylated spirits and water or Quatsan®1:500 (the product used in boot scrub stations on LHI) to ensure gear is free of Myrtle Rust spore and other plant diseases such as Phytophthora.

I _____ (full name)

of _____ (address & contact number)

accept the conditions stated in the above and would like to confirm my commitment on the LHI volunteer weed eradication/bush regeneration program between date month year to date month year.

I will immediately inform XXXXXX at the Lord Howe Island Board if by some unforeseen medical or family reason I am unable to participate in the project. In this situation, I will assist the Board in providing all the relevant information to complete the Travel Insurance claim to ensure the cost of the airfare is refunded.

Signature of volunteer:

Date:

Please return a signed copy of this agreement form (fax or post) to:

Lord Howe Island Board

PO Box 5

LHIB Lord Howe Island 2898

or

Facsimile 02 6563 2127

Attachment 5

Myrtle Rust and Phytophthora brochure

Attachment 6
EOI form for volunteering on LHIB Weed Eradication program