



LEETON
SHIRE COUNCIL

VOLUNTEERING POLICY

June 2021

DOCUMENT CONTROL

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| RESPONSIBLE OFFICER: | Corporate and Community Planning Officer | | | | |
| REVIEWED BY: | Executive Manager IPR, Governance and Engagement | | | | |
| LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN: | Theme 6– 19.a Encourage volunteering throughout the Shire | | | | |
| DATE ADOPTED: | 22 February 2017 | | | | |
| ADOPTED BY: | | | | | |
| RESOLUTION NO: (IF RELEVANT): | | | | | |
| FOR PUBLICATION: | <input type="checkbox"/> INTRANET <input type="checkbox"/> COUNCIL WEBSITE <input checked="" type="checkbox"/> BOTH | | | | |
| REVIEW DUE DATE: | | | | | |
| REVISION NUMBER: | | | | | |
| PREVIOUS VERSIONS: | DATE | DESCRIPTION OF AMENDMENTS | AUTHOR/EDITOR | REVIEW/SIGN OFF | MINUTE NO (IF RELEVANT) |
| 2 | 22/02/2017 | Unknown | Unknown | Unknown | 17/018 |
| 1 | 17/12/2014 | Unknown | Unknown | Unknown | Unknown |
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REVIEW OF THIS POLICY

This document will be reviewed every 4 years or as required in the event of legislative changes or operational requirements.

Any major amendments to the document must be made by way of a Council Resolution. Minor amendments such as corrections to spelling, changes to wording for improved clarity, formatting and updates to the Appendixes may be made without approval from the Council.

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1. Purpose

The purpose of this policy is to acknowledge the importance of volunteering to the delivery of Council services and programs, and to establish a consistent approach to the engagement and management of volunteers within Council.

This policy should be read in conjunction with the Volunteer Handbook which guides the recruitment, management and support for volunteers that are directly involved in Council services and programs.

2. Scope

This policy applies to members of the community who wish to perform voluntary work directly for Council.

This includes members of Section 355 Committees including Advisory Committees and Action Groups.

It does not apply to persons who may be applying for or undertaking the following forms of unpaid work:

- Student practicum placements, work experience placements and employment program placements
- Court enforced Correctional Orders.

3. Outcomes

Leeton Shire Council engages volunteers to provide meaningful contributions that enhance the delivery of Council services to the community.

A volunteer may provide assistance to Council in a variety of ways, as long as that assistance is not a substitute for paid positions. Accordingly, Council should not engage a person to perform volunteer work if the work performed would ordinarily be paid for by Council.

Volunteers should not be expected to undertake roles they have not agreed to do. Likewise, volunteers should be placed in activities and programs that match their skills, interests and experience.

4. Roles and Responsibilities

Council has a responsibility to:

- provide a volunteer induction and orientation
- provide a written list of duties for the role and agreed working hours
- provide a safe and healthy environment in accordance with the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulations 2017*
- ensure tasks are suited to the physical capacities of volunteers
- treat volunteers fairly and with respect
- make appointments within the Equal Employment Opportunities and Anti-Discrimination legislation
- provide adequate training to enable them to perform their assigned tasks
- provide adequate supervision and support
- provide access to a grievance procedure
- maintain accurate record keeping including storing personal information in accordance with the *Privacy Act 1988*.

Council volunteers have a responsibility to:

- follow any lawful instructions from their supervisor/s
- be dependable and reliable, arriving on time and completing the job allocated
- notify their supervisor when not available
- be willing to learn and work as part of a team
- maintain a professional standard of behaviour
- not to make any public comments or statements to the media
- comply with Council's policies and procedures as they apply to the volunteering role
- work in a safe and healthy manner – not jeopardising the health and safety of others – including fellow volunteers, paid staff and the public
- respect the confidentiality of information to which they may be exposed
- report injuries and complete an Incident Report for any injuries, incidents or near misses, and always inform their supervisor of such incidents
- notify their Supervisor, with adequate notice, if they are no longer able to participate as a volunteer
- notify Council of any medical conditions (including pre-existing) that could be aggravated by proposed tasks, or any special needs that need accommodating
- disclose any conflicts of interest which may arise and could have an impact on their obligations to Council
- give adequate notice when resigning

5. Definitions

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| Council | Leeton Shire Council |
| Employee | Local government employee: (a) the General Manager; or (b) a person holding an appointment under section 196 of the <i>Local Government Act 2009</i> . |
| Volunteer | Any person, who of their own free will, offers to undertake unpaid work for Council and is accepted as a volunteer by the Chief Executive Officer and/or his authorised delegates. |
| Volunteer Coordinator | Refers to the supervisor, manager or delegate of the facility, event or committee. For the purpose of this document, supervisor is the term used to refer to the person who will directly oversee the volunteer. |

6. Legislation

- *Work Health and Safety Act 2011*
- Work Health and Safety Regulations
- Australian Government Fair Work – Unpaid Work 2016
- 2015 National Standard for Volunteer Involvement
- Volunteer Handbook
- Code of Conduct
- Bullying and Harassment Policy
- Grievance Policy
- Incident Reporting and Investigation Policy
- No Smoking Policy
- Safe Driving Guidelines
- Protective Clothing and Equipment Policy
- Social Media Policy
- Work Health and Safety Commitment Statement
- WHS Travelling Policy
- Workplace Surveillance Policy
- Child Safe Policy

7. Attachment 1: Volunteer Handbook (A Manual for Volunteer Coordinators and Volunteer)