



LEETON SHIRE COUNCIL
Preserving the Past, Enhancing the Future

LEETON SHIRE COUNCIL POLICY

VOLUNTEERING POLICY

Policy History:

Date of Adoption/Amendment	Resolution Number
Supersedes Policy – 17/12/2014	
22 February 2017	17/018

PREAMBLE

Leeton Shire Council values and recognises the contribution that volunteers bring to Council and the community.

This policy aims to provide guidance and assistance to all managers, supervisors and volunteers. Volunteering is an activity which takes place in not-for-profit organisations

- to be of benefit to the community and the volunteer;
- for no financial payment; and
- in designated volunteer positions only.

POLICY & PROCEDURE

Objectives:

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

Scope:

A volunteer may provide assistance to Council in a variety of ways, so 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.

Relevant Legislation and References:

- Work Health and Safety Act 2011;
- Australian Government Fair Work – Unpaid Work 2016;
- 2015 National Standard for Volunteer Involvement.

Related Policies and Procedures:

- Organisational Policies;
- Volunteer Handbook;
- Volunteer Code of Conduct;
- Grievance Policy;
- Harassment and Bullying Policy;
- Incident and Reporting Policy;
- No Smoking Policy;
- Protective Clothing and Equipment Policy;
- Safe Driving Guidelines;
- Social Media Policy;
- Work Health and Safety Policy;
- WHS Travelling Policy;
- Workplace Surveillance Policy.

Organisational Commitment to Volunteers

Leeton Shire Council is committed to engaging volunteers in a manner that maintains the respect and wellbeing of volunteers and values their contribution.

Volunteers will be informed of the reasons and benefits of their work and will be given feedback and acknowledgement of their contribution to Council and the community.

Council is committed to constant improvement in the use of volunteers and this includes welcoming volunteer's input and feedback.

In order to enhance the volunteer experience and comply with legislation and duty of care Council will:

- interview and engage volunteers in accordance with anti-discrimination and equal opportunity legislation;
- provide volunteers with orientation and training;
- provide volunteers with a healthy and safe workplace;
- provide appropriate and adequate insurance coverage for volunteers;
- not place volunteers in roles that were previously held by paid staff or have been identified as paid jobs;
- differentiate between paid and unpaid roles;
- define volunteer roles and develop clear job descriptions;
- provide appropriate levels of support and management for volunteers;
- make available to volunteers a copy of policies pertaining to volunteers;
- provide all staff with information on grievance and disciplinary policies and procedures;
- acknowledge the rights of volunteers;
- offer volunteers the opportunity for appropriate training;
- where required reimburse volunteers for pre-authorised out-of-pocket expenses incurred on behalf of the organisation;
- treat volunteers as valuable team members, and invite their contribution to provide their input into relevant service provision discussions;
- acknowledge the contributions of volunteers;
- stay abreast of best practice in volunteer management;
- promote the broader value of volunteering;
- practice and observe high standards of confidentiality.

Managers/Supervisors/Coordinators

A Manager/Coordinator/Supervisor of volunteers will adhere to the principals of the Volunteer Policy.

Volunteer Rights and Responsibilities

Volunteers are not covered by award conditions or workplace agreements however, volunteers have the following rights:

- to work in a healthy and safe environment;
- to be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation;
- to be adequately covered by insurance;
- to be reimbursed for pre-authorised out-of-pocket expenses incurred on behalf of the organisation for which they are working;
- to have available a copy of the organisation's Volunteer Policy and any other policy that affects their work;
- to have a job description and agreed hours;
- to have access to a grievance procedure;
- to be provided with orientation to the organisation;
- to have their confidential and personal information dealt with appropriately, and
- to be provided with sufficient training to fulfil their roles.

Volunteer responsibilities:

- to be dependable and reliable, arrive on time, and notify the organisation if they are unavailable;
- to be willing to learn and undertake training when required;
- to welcome supervision and ask for support when they need it;
- to maintain strict confidentiality;
- to cooperate with and support other team members;
- to address areas of conflict with the volunteer Manager/Coordinator;
- to advise the organisation if you do not wish to continue; and
- to be loyal, offer suggestions;
- volunteers are not authorised to speak on behalf of Council.

Variations

Council reserves the right to vary, replace or terminate this policy from time to time.

Acknowledgement

I acknowledge:

- *Receiving the Council Policy*
- *That I will comply with the Policy*

Name: _____

Signed: _____

Date: _____

Policy Review:

Date to be reviewed
Within 12 months of Council election