

POLICY:-	
Policy Title:	Volunteers Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	26 July 2007
Resolution Number:	222/07
Other Review Dates:	19 February 2009, 16 August 2012
Resolution Number:	46/09, 282/12
Current Policy adopted by Council:	15 December 2016
Resolution Number:	358/16
Next Policy Review Date:	2019

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	16 August 2012
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	WH&S Coordinator
Committee/s (if any) consulted in the development of this policy:	WH&S Committee
Responsibility for implementation:	WH&S Coordinator
Responsibility for review of Policy:	WH&S Coordinator

Volunteer Policy

Council is committed to encouraging equitable access to services and facilities that meet the needs of the community and to recognise that volunteers contribute to the political, social, economic, environmental and cultural well-being of the community by:

- Expanding the ability of the community to respond to the needs of the public by providing a broad range of community services and activities
- Engaging the community in protecting local resources, improving the physical environment and support for environmental issues
- Strengthening community cohesion, social wellbeing and trust.

Council recognises that volunteers from the community make a valuable contribution to a range of Council activities. They may be involved in, improving community-owned assets, caring for the environment or public contact roles. Through their commitment and energy, volunteers enrich the fabric of the local community.

Community members who volunteer to undertake council activities are identified as a 'worker' for the purpose of the WHS Act and WHS Regulations 2011. They will generally support council work with and/or are supervised by paid Council employees, or in the provision of a community service. Volunteer workers are required to adhere to the WHS policy and its associated procedures, as would paid employees

All volunteer activities and programs conducted under councils banner must be developed and managed in accordance with council's Volunteer procedure

For further information on the rights and responsibilities of council volunteers refer to council's Volunteer procedure.

VARIATION

Council reserves the right to vary or revoke this policy.

REFERENCE DOCUMENTS

The following legislation and Council policies that are relevant to this Policy include:

- Access to Information Policy;
- Australian Audit Standard AUS210 / ASA240;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy;
- Child Protection Policy;
- Civil Liabilities Act 2002;
- Code of Business Practice;
- Code of Conduct for Councillors, staff and delegates of Council;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Disciplinary Policy;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy;
- Employment and Retention Policy;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- First Aid Policy;
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Harassment Policy;
- Human Resource Training Plan;
- Human Resource Succession Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Interaction between Councillors and Staff Policy;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Local Government (State) Award 2014;
- Loss of Drivers Licence Policy & Procedure;
- Manual Handling Policy;
- Mobile Phone Policy;

- NSW State Records Act 1998;
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy;
- Privacy and Personal Information Protection Act 1998;
- Private Use of Council Motor Vehicles Policy;
- Private Works (Projects and Plant Hire) Policy;
- Protective Clothing and Equipment Policy;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosures Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Secondary Employment Policy;
- Service Delivery Policy;
- Smoking in the Workplace Policy;
- Staff Training Policy;
- Standards Australia 8000 series;
- Statement of Ethical Principles;
- Sun Protection – Council Employees Policy;
- Trade Practices Act 1974;
- Trauma Management Policy;
- Trustees Act 1925;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Volunteers Procedure
- Workforce Plan 2016-2020
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Workplace Relations Act 2008.