

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, 15 December 2016
Resolution Number:	46/09, 282/12, 358/16
Current Policy adopted by Council:	18 May 2023
Resolution Number:	77/23
Next Policy Review Date:	2026

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	Directorates/Teams are consulted in the creation of a Volunteers Procedure.

RESPONSIBILITY:-	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

OBJECTIVE

Council may engage members of the community as volunteers to assist in providing services to the community.

POLICY STATEMENT

Activities undertaken by volunteers may benefit the community by complimenting, but not replacing, the services and programs facilitated by Council employees.

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 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 and services, caring for the environment or public contact roles for mutually beneficial activities. Volunteer positions will be developed in response to an identified need and are not paid for their services.

Volunteers are to maintain the standards of confidentiality, courtesy, customer service standards and compliance with Council's Code of Conduct, Work Health and Safety requirements, Volunteer Procedure and other relevant policies and procedures, as '*Council Officers*' abide by.

Council is committed to providing high quality services to all members of the community, including children. Safe access to such services is the right of all children and Council expects all employees and volunteers to respect this right. In line with the Council's Child Safety and Wellbeing Policy, people who volunteer their time in identified child related sectors may need to obtain a volunteer working with children check clearance prior to commencing volunteer work.

Councillors, staff, volunteers and contractors share the responsibility of awareness, prevention and responding to any suspected risk of significant harm of a child or young person in adherence to Children and Young Persons (Care and Protection) Act 1998.

Volunteer activities and programs conducted shall be developed and managed in accordance with Council's Volunteer Procedure. Volunteers will be approved by Council staff and inducted before undertaking duties. The rights and responsibilities of Council volunteers shall be contained within 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:

- Local Government Act 1993;
- Local Government (General) Regulation 2021;
- Anti-Discrimination Act 1977;
- Children and Young Persons (Care and Protection) Act 1998;
- Children’s Guardian Act 2019;
- Child Protection (Working with Children) Act 2012 and 2013 Regulations;
- Crimes Act 1900;
- Disability Inclusion Act 2014;
- Equal Employment Opportunity Act 1987;
- Government Information (Public Access) Act 2009;
- Independent Commission against Corruption Act (ICAC) 1988;
- Library Act 1939;
- Privacy and Personal Information Protection Act 1998;
- Public Interest Disclosures Act 2022;
- State Records Act 1998;
- Work Health and Safety Act 2011 and 2017 Regulations;
- Workers Compensation Act 1987;
- Code of Conduct for Councilors, staff and delegates of Council;
- Code of Business Practice;
- Councillor and Staff Interaction Policy;
- Customer Service Charter;
- Section 355 Code of Meeting Practice;
- Section 355 Committee Policy;
- Volunteers Procedure;
- Government Information (Public Access) Policy;
- Bribes, Gifts and Benefits Policy;
- Child Safety and Wellbeing Policy;
- Complaints Policy and Procedure;
- Drug and Alcohol Policy;
- Digital Information Security Policy;
- Equal Employment Opportunity (EEO) Management Plan;
- First Aid Policy;
- Fraud and Corruption Prevention Policy;
- Grievance Policy;
- Harassment Policy;
- Injury Incident Management Procedures;
- Manual Handling Policy;
- Protective Clothing and Equipment Policy;
- Privacy Policy;
- Public Interest Disclosures – Internal Reporting Policy;
- Smoking in the Workplace Policy;
- Work Health and Safety Policy.