



## Volunteers

***Council is committed to supporting individual members of the public and community groups who choose to volunteer their time to enhance the provision of services to the community***

<b>Category</b>	<b>Community &amp; Regional Development</b>	<b>Policy number: PRD011</b>
<b>Related forms, policies and procedures</b>	<ul style="list-style-type: none"> <li>• CCRC Volunteer Application Form</li> <li>• Code of Conduct for Employees</li> <li>• Workplace Harassment Prevention Policy</li> <li>• Grievance handling procedure for employment related matters</li> <li>• Anti-Discrimination Policy</li> <li>• Information Privacy &amp; Confidentiality Policy</li> <li>• Workplace Health &amp; Safety Policy Statement</li> </ul>	
<b>Key words</b>	Volunteers, blue card	
<b>Relevant legislation</b>	<ul style="list-style-type: none"> <li>• <i>Workplace Health &amp; Safety Act 2011</i></li> <li>• <i>Information Privacy Act 2009</i></li> <li>• <i>Australian Human Rights Commission Act</i></li> <li>• <i>Age Discrimination Act 2004 (Cth)</i></li> <li>• <i>Disability Discrimination Act 1992</i></li> <li>• <i>Racial Discrimination Act 1975</i></li> <li>• <i>Sex Discrimination Act 1984</i></li> <li>• <i>Prevention of Workplace Harassment Code of Practice 2004</i></li> <li>• <i>Criminal Code 1899</i></li> <li>• <i>Public Interest Disclosure Act</i></li> <li>• <i>Civil Liability Act 2003 (Cth)</i></li> </ul>	
<b>References and resources</b>	N/A	

<b>Review due by</b>	Community Services	Date: 23 June 2019
<b>Approved by</b>	Council Resolution 1285	Date: 23 June 2016
<b>Approved by</b>	Council Resolution 0517	Date: 28 November 2013

# VOLUNTEERS POLICY

## 1. Purpose

Council is committed to supporting individual members of the public and community groups who choose to volunteer their time to enhance the provision of services to the community.

## 2. Scope

This policy applies to all Council staff involved in the engagement of volunteer workers, and to all members of the public and community groups who perform voluntary work for council. This policy does not include:

- Any volunteering activities undertaken by Council employees or contractors
- Work for the Dole, Work Experience, Green Corps or other labour workplace/funded arrangements
- Other volunteer organisations such as local Progress Associations etc

### 2.1 Responsibility

The Chief Executive Officer, Directors and Managers are responsible for ensuring this policy is understood and adhered to by all councillors and staff.

Department Managers are responsible for the authorisation of the engagement of volunteer workers.

Supervisors of Volunteers are responsible for:

- the recruitment, selection and task site specific induction of volunteer workers;
- forwarding electronic copies of Volunteer Worker Agreements to the Human Resources department for retention in the Register of Volunteers;
- retaining all documentation relevant to the volunteer workers; and
- providing ongoing supervision and, where necessary, training of volunteer workers in their respective areas.

The Human Resources department is responsible for maintaining the Register of Volunteers.

## 3. Definitions and principles

**Blue Card** – a card issued to adults confirming suitability to working with children. This card must be held by volunteer workers and/or supervisors where specified in a position description or otherwise directed or required by law.

**Volunteer** – a person who wishes to contribute to the community in useful and meaningful ways by undertaking activities of his/her free will, or to gain work experience, without monetary reward. Activities undertaken by volunteers will compliment rather than replace the activities of paid council staff.

**Short Term Volunteer** - for the purpose of this policy, is defined as a person who volunteers on a once off, short term or ad hoc basis, often as part of a community event.

### **3.1 Principles**

Voluntary positions are not to be created as an alternative to the appointment of paid employees and such work undertaken by a volunteer is not to replace work which would normally be completed by a paid employee.

Volunteer workers are obligated to observe the same standards of conduct as are expected of paid council staff.

### **4. Procedure**

Department Managers may consider the use of volunteer positions to enhance service delivery to customers of council.

The following conditions apply prior to engaging a volunteer worker:

- volunteers under 15 years of age will only undertake work suitable to their age and will be required to provide a consent form signed by their parents or guardian. The consent form must include details as to the nature of the volunteer work to be undertaken;
- background checks must be conducted to confirm the validity of claimed relevant qualifications; and
- background checks of other aspects such as criminal history and currency of Blue Card (working with children) must be conducted where specified in a position description or otherwise directed or required by law.

Consideration must be given to the candidate's:

- knowledge and skills in the required field;
- physical ability to perform the range of tasks required; and
- motivation for undertaking the voluntary work.

#### **4.1 Volunteer Workers:**

At all times when performing work on behalf of council, volunteers:

- must comply with all council policies and procedures including but not limited to the Workplace Health and Safety Policy Statement and Code of Conduct for Council Employees;
- who are required to work with children under the age of 18 are required to have completed a Working With Children check and hold a current suitability card (Blue Card);
- will not be issued with council supplied clothing unless otherwise required for compliance with workplace health and safety requirements or for promotional purposes associated with a specific event or program; and

- must wear appropriate clothing when performing work on behalf of council. Such clothing should maintain personal presentation standards appropriate to the task being conducted and must take into consideration workplace health and safety requirements.

Volunteers are permitted to use council fleet vehicles for the purposes of work related travel. The permitted travel cannot include travel to and from the volunteer's place of residence and the place of work.

Volunteer workers may withdraw their services, or a relevant departmental manager may terminate a volunteer worker's services at any time by notifying the other party of their intentions.

Supervisors;

- who are required to work with children under the age of 18, may in certain circumstances be required to have completed a Working with Children check and hold a current suitability card (Blue Card);
- Should familiarise themselves with Council's insurance coverage for volunteers