



Policy Title	Volunteer
Policy Category	Public
Number & Version	SVC-GOV-PO-025-01
Policy Owner	Governance and Risk
Approval by	
Effective date	
Date for review	September 2021

1. STRATEGIC PURPOSE

Leading, engaging and supporting strong and vibrant communities is reflected through Snowy Valleys Councils (Council) commitment to offering a broad range of volunteering opportunities across the region. Council recognises that individuals choose to volunteer for a variety of reasons and genuinely welcomes participation of those individuals.

Council identifies the need to formalise the roles and responsibilities of the volunteering process, and aims to provide consistent management in the relationship between the Council and the volunteer.

2. POLICY STATEMENT

Volunteering for Council is "the commitment of time and energy to the provision of services and programs that benefit the community and the volunteer. It is undertaken freely and by choice, without financial gain and in designated volunteer positions only. Volunteering takes many forms and can take both an informal and a more structured formalised approach".

3. DEFINITIONS

Council Representative

An employee of Council (or delegate) who is responsible for supervising volunteers for a specific volunteer program.

Volunteering

Volunteering is time willingly given for the common good and without financial gain, as defined by Volunteers Australia.

Volunteer Coordinator

An employee of Council who is responsible and accountable for implementing and managing the volunteer process

4. CONTENT

Council is committed to implementing systems and processes to ensure that volunteers are provided with:

- Best practice in volunteer management
- The opportunity to be involved in the life of the organisation and decisions that affect them
- Clarity regarding roles, expectations and relevant policies and procedures
- Appropriate resources such as facilities and equipment to conduct their activities
- Leadership, supervision and guidance to enable them to conduct their activities
- A safe and healthy work environment in accordance with the Work Health and Safety Act 2011 and associated regulation
- Appropriate training, induction and instruction required to conduct their activities
- A work environment free from bullying and harassment and any form of discrimination or prejudice
- Supportive environments for people with disabilities to participate fully in community life and access Council facilities and services
- Provide opportunities for people with disabilities to volunteer with Council, in accordance with Council's *Disability Inclusion Action Plan*.
- Mechanisms for resolving disputes and grievances

Volunteers must:

- Be registered and inducted and partake in approved volunteer programs only
- Comply with Council's *Code of Conduct*
- Comply with Council's *Volunteer Induction Procedure*
- Comply with Council's *Volunteer Induction and Safety Handbook*
- Comply with any reasonable instructions, policies and procedure given by the Council
- Be committed to the community and Council's interests whilst providing their services
- Not bring Council and its reputation into disrepute
- Be between the age of 12 and 90
- Not be remunerated for their services, although some programs may offer in-kind appreciation
- Provide Council with copies of relevant documents if requested (e.g. a current working with children check clearance, police check, drivers licence etc.)
- Record details in an attendance register on each volunteer occasion
- Not consistently exceed twenty (20) hours of voluntary work per week, per volunteer program
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All Council employees and Councillors who undertaken any volunteer program with Council **MUST** register as a volunteer and follow the same process for all volunteers, following the Volunteer Policy, Volunteer Induction Procedure and Volunteer Induction and Safety Handbook.

The following people and positions are **NOT** considered volunteers for the purpose of the policy:

- Councillors who carry out activities as part of their local government duties
- Community organisation representatives who work with Council, unless they engage in duties and/or activities outside of and separate to their substantive role (example Rotary, Scouts)
- Participants fulfilling social security benefit / mutual obligations*

* Note: While Council may use 'Work for the Dole', 'Community Services Orders' and any other mutual obligation participants, these are not, for the purpose of this policy, considered volunteers. Mutual obligation workers are subject to all Council's codes, policies and procedures that apply to paid employees and volunteers.

5. RECORD KEEPING AND PRIVACY

All records regarding volunteers will be stored in accordance with Councils *Records Management Policy*. The volunteers' personal information will be managed in accordance with Councils *Privacy Management Plan*.

6. ASSOCIATED LEGISLATION

Child Protection (Working with Children) Act 2012
Local Government Act 1993
Work Health and Safety Act 2011

7. ASSOCIATED COUNCIL DOCUMENTS

Code of Conduct SVC-RP-STY-001
Community Strategic Plan 2028
Disability Inclusion Action Plan SVC-CorPlan-Pln-001
Privacy Management Plan SVC-CorPlan-018
Records Management Policy SVC-Cor-PO-062
Volunteer Induction Procedure SVC-GOV-PR-051
Volunteer Induction and Safety Handbook SVC-GOV-Gdl-027

8. SUPERSEDING POLICY/PROCEDURE NUMBER AND TITLE

Volunteer Policy OHSRM.01 (former Tumut Shire Council policy)
Volunteer Management Policy TSC-RM-PO-34 (former Tumbarumba Shire Council policy)

9. HISTORY

Date	Action	Name	Policy Number	Resolution Date	Resolution Number