



Volunteer Policy

Responsible Officer	Chief Executive Officer
Relevant Delegations	Director Corporate Services
Legislation and References	Local Government Act 1999

1 Purpose of Policy

The Clare & Gilbert Valleys Council recognises and appreciates the important role that volunteers play in the Community. .

Volunteer Programs forge a strong bond between the Council and the Community and will extend and enhance services to improve the quality of community life by encouraging:

- Community engagement;
- Access to resources and information;
- Social interaction and satisfaction;
- Participation in established Council services and events;
- Viability to core Council Operations

The Clare & Gilbert Valleys Council would like to appreciate and acknowledge the services of volunteers in improving the quality of community life within the local council area.

Definition of Volunteers of Local Government

Volunteers are defined as persons who:

- Undertake activities without monetary reward;
- Undertake activities of their own free will;
- Undertake activities of benefit to Council and the local community;
- Undertake activities that complement but do not replace the services provided by paid staff.

File Path	Last review	Next review	Page
L:\1. Organisational Documents\Council Policies\Council Adopted Policies\Volunteer Policy 2023.Docx	October 2023	October 2028	

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Volunteer Policy

Responsibilities to Volunteers

Council's general employee management policies also apply to volunteers.

Council will:

- Recognise the different roles, rights and responsibilities of volunteers;
- Create a climate of mutual respect;
- Provide for a safe work environment;
- Ensure that volunteers have access to the services of the LGAMLS, LGAWCS and a Personal Accident policy;
- Provide sufficient induction and training relating to the various activities;
- Assess volunteer skills to match tasks with expectations, interests and time commitments;
- Ensure that volunteers are not used to permanently replace paid staff;
- Require volunteers to work under the direction and supervision of paid staff and/or appointed coordinators, and
- Maintain accurate records

Work Health and Safety

It is of the utmost importance, both legally and morally that each volunteer is provided with the information, instruction and training necessary for the safe performance of any tasks or activities prior to commencing. Volunteers will receive an induction and an Induction Check list will be completed to document the induction process. Provision of information, instruction and training must be followed up with the necessary supervision to ensure that tasks or activities are performed in a safe manner.

Council volunteers do not have rights pursuant to the Return to Work Act 2014, where they are not deemed as employees

Volunteer Programs

Council operate a number of volunteer programs to ensure that the community has access to a range of services.

File Path	Last review	Next review	Page
L:\1. Organisational Documents\Council Policies\Council Adopted Policies\Volunteer Policy 2023.Docx	October 2023	October 2028	

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Responsibilities of Volunteers

Volunteers are accountable for adhering to the requirements of this policy and supporting procedures and reporting any inability to do so to their Supervisor at the earliest opportunity. Volunteers must:

- Acquaint themselves with the objectives and functions of the Council and the services they are providing;
- Understand and acknowledge the requirements of relevant Council policies and guidelines of the Council;
- Participate in the appropriate induction and training provided;
- Operate under the direction and supervision of Council personnel to achieve the objectives ;
- Notify of any potentially hazardous situation to themselves or a Third Party;
- Report any injury/damage to themselves or a Third Party.
- Preserve confidentiality
- Complete any required paperwork to enable Council to maintain accurate records

Work Health and Safety Obligations

Under the Work Health & Safety legislation, Council volunteers are deemed to be workers. As such they have the same rights and responsibilities in relation to safe work practices and must take reasonable care:

- To protect their health and safety at work
- To use any equipment provided for health and safety purposes
- To avoid adversely affecting the health and safety of any other person through any act or omission of work
- To obey any reasonable instructions that their employer may give in relation to health and safety
- To comply with any Policy that applies to the workplace

File Path	Last review	Next review	Page
L:\1. Organisational Documents\Council Policies\Council Adopted Policies\Volunteer Policy 2023.Docx	October 2023	October 2028	

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Review & Availability

This policy will be reviewed every Five years, or as required.

The policy is also available on Council's website www.claregilbertvalleys.sa.gov.au

References

- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012
- Local Government Act 1999
- Volunteer Protections Act 2001
- Childrens Protection Act 1993
- Childrens Protection Regulations 2010
- Privacy Act 1996
- Volunteer Registration, Induction, Activity Sheet and
WHS & Injury Management Policy

Document History

Approved by	Issue Date	Minute Reference – Details of Review
CGVC	20/10/03	MB53/03 Adopted by Council
CGVC	16/11/15	Reviewed by Council to inc WHS Act
CGVC	16/07/18	Reviewed by Council to inc WHS Act
CGVC	18/10/23	Reviewed by Council

File Path	Last review	Next review	Page
L:\1. Organisational Documents\Council Policies\Council Adopted Policies\Volunteer Policy 2023.Docx	October 2023	October 2028	

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