



# Volunteer Policy

<b>Responsible Officer</b>	Chief Executive Officer
<b>Relevant Delegations</b>	Manager Development & Community
<b>Legislation and References</b>	Local Government Act 1999. Work Health & Safety Act 2012 Regulations Volunteer Protections Act 2001 Children Protection Act 1993 & Regulations Privacy Act 1987

## 1 PURPOSE OF POLICY

The Clare & Gilbert Valleys Council recognises the importance of volunteers within its 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 of Council ensure a direct link between the Community and Council. 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.

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## 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; and
- Require volunteers to work under the direction and supervision of paid staff and/or appointed coordinators.
- 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

## Responsibilities of Volunteers

Volunteers have obligations to the host Council and are required to:

- 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;

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- 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; and
- 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

## 2 Review & Availability

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

The public may inspect a copy of this policy without charge at the Council offices during office hours and may obtain a copy for a fee fixed by Council

The policy is also available on Council's website [www.claregilbertvalleys.sa.gov.au](http://www.claregilbertvalleys.sa.gov.au)

## 3 References

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Local Government Act 1999

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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

## 4 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

SIGNED: .....

CEO

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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