Volunteer Policy

Introduction

The Clare & Gilbert Valleys Council recognises the importance of volunteers within its Community. Volunteers are valued for providing customer focused services, enhancing established Council programs.

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.

1. Responsibilities

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.

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;
• 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.

Legislation
South Australian Work Health and Safety Act 2012
South Australian 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