

Council Policy

Title	Volunteer Policy		P42
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PURPOSE

The Central Desert Regional Council acknowledges and respects the importance of the role of volunteers and voluntary groups for community development and engagement. The objective of this policy is to formalise the commitment of the Council to supporting volunteers and to minimise the risks to all parties.

SCOPE

This policy will cover volunteers participating in all Council activities and projects

DEFINITION AND TERMS

A volunteer:

- Is an individual who undertakes nominated activities within an organization for no financial payment.
- Undertakes the activities on their own free will and without coercion from the organisation or their staff.
- Undertakes activities, which are not wholly, or part of, a position that is designated as a paid position.

LEGISLATION AND REFERENCE

- *Local Government Act 2008*
- *Work Health and Safety (National Uniform Legislation) Act 2011*
- *Personal Injuries (Liabilities and Damages Act) 2003*

POLICY STATEMENT

Volunteers who apply for positions at Council will be treated in a supportive and respectful manner. Volunteers will not be permitted to undertake activities that are part of a paid position.

Volunteers will be expected to comply with all applicable Council policy including Code of Conduct.

If a person expresses a desire to undertake voluntary duties within Council they will be required to submit a written request stating;

- What they are interested in doing with Council;
- What benefit they expect to gain from the volunteer engagement;
- The duration and location requested;
- Any additional requirements they may have.

Applications will be assessed by the CEO and if a suitable role can be established Human Resources (HR) will send a volunteer agreement to the potential volunteer.

The agreement will contain the rights and responsibilities of both parties, including;

- Scope of the voluntary duties;
- Hours of voluntary duties
- Training or support to be offered;
- Any expenses that the volunteer may incur as part of their voluntary duties;
- The contact details of a supervisor assigned to the volunteer;
- To abide by Council policy including the Code of Conduct
- To comply with WHS policy and maintain a safe workplace;
- To obtain and provide evidence of any necessary checks prior to commencement, eg Ochre card, drivers licence or National Police Check
- Termination of the voluntary agreement by either party.

REVIEW HISTORY

Date	Details
6 December 2011	First Adopted (CRN 240/2011)
December 2013	Reviewed (672/2013)
July 2019	Reviewed and Adopted (OC079/2019)