

Title	Vehicle (Fleet) Usage Policy			P72
Type	Council Policy			
Document Owner	General Manager People and Culture			
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PURPOSE

Central Desert Regional Council acknowledges and respects the importance of the role of volunteers and voluntary groups for community development and engagement. The policy formalizes the role of the Council and the Volunteer in meaningful engagement as well as minimizing risks to all parties.

SCOPE

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

DEFINITION AND TERMS

Volunteer – A person who gives time willingly for the common good or mutual benefit and without financial gain.

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 are encouraged to apply for opportunities at Council and 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 can assist with Council events and specific programs. Volunteer requests for a placement will normally be for work or cultural experience, or to fulfill study requirements.

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

Application process and volunteer agreement.

Council will consider volunteer requests on a case by case basis. Council may also may invite volunteers for placement opportunities with Council.

All requests for volunteer placements must contain the following information;

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

Applications for a volunteer placement must be sent by email to hr@centraldesert.nt.gov.au.

Applications will be assessed by the CEO and if a suitable placement can be established People and Culture will send a volunteer agreement to the 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 at their own expense prior to commencement, e.g. Ochre card, drivers license or National Police Check
- Termination of the voluntary agreement by either party.

Duties and responsibilities of Council and Volunteers

Council will formally acknowledge the volunteer's contribution.

Volunteers are required to undertake a Council induction including a WHS induction. Council will provide information on all policies that may affect the work being undertaken by the Volunteer. Council will provide a safe workplace, and appropriate insurances.

Volunteers are expected to abide by Council policies for the duration of their placement. Volunteers must maintain the same standards of respect and confidentiality as Council staff. Council's Code of Conduct and Work Health and Safety Policies in particular apply to all Volunteers.

Council will provide supervision, on-the-job training, and mentoring for the Volunteer for the duration of their placement.

Volunteers must adhere to all of Council's WHS policy and instruction. They are required to report incidents or unsafe working conditions. Volunteers will be supplied with PPE as required for the role. Volunteers are required to advise their assigned supervisor if they are unable to attend the workplace, or if they have any physical limitations or restrictions that may apply.

Volunteers must not perform duties that would normally be undertaken by a person in a paid Council position. Volunteers must only perform duties within the scope of their volunteer agreement and will not perform any duties that exceed their personal skills or qualifications.

Council Policy

Volunteers will not be paid for work undertaken but may, at the discretion of the relevant Manager be reimbursed for costs incurred. This will exclude any travel or transport costs, food or other living expenses and will be limited to expenses directly relating to the placement or program where previously agreed to in writing with the Manager.

REVIEW HISTORY

Date	Details
6 December 2011	First Adopted (CRN 240/2011)
December 2013	Reviewed (672/2013)
25 July 2019	Reviewed and Adopted (OC079/2019)
29 January 2021	Reviewed and adopted (OC019/2021) Added Duties and responsibilities of Council and Volunteers