

VOLUNTEERS POLICY

POLICY OBJECTIVE

This policy deals with people who volunteer to work with council. The purpose of this policy is to ensure that volunteers working for Wentworth Shire Council have work that is safe, significant, fulfilling and are appreciated. Volunteer positions will be developed in response to an identified need and where it has been assessed that the need would be more appropriately met by a volunteer.

1. POLICY STATEMENT

The intent of this policy is to acknowledge that volunteers from the community make a valuable contribution to a range of activities in the Wentworth Shire. Through their commitment and energy, volunteers assist Council to achieve its vision, mission and broad objectives. This policy does not apply to Independent Organised Groups.

2. POLICY COVERAGE

This policy is applicable to councillors, administrators and members of staff of council regarding volunteers.

3. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
GM	General Manager
Volunteer	A person who offers services without expectation of remuneration
Volunteer Coordinator	Manager Human Resources
Volunteer Supervisor	Paid employee of Council who is responsible for directing and supervising volunteers
Content Manager	Council Records Management System
Independent Organised Group	Groups external to Council who assist on a project by project basis

4. POLICY CONTENT

- 4.1 Volunteers will not be used to perform the routine or specialist tasks usually undertaken by paid employees in place of those employees, but may be trained in such duties if applicable to their placement. Council will normally provide all equipment and materials necessary for volunteers to safely and effectively perform the specified duties. All volunteers, while involved in their duties, will be covered by personal accident and public liability insurance cover.
- 4.2 Volunteers who are working in areas of Council which require Working with Children Checks or Police Checks must first be screened before they can commence work in that area. If unable to provide/receive clearance for a child related position, the volunteer will not be able to work in the role.
- 4.3 Volunteers are required to accurately complete the Application to Work with Council as a Volunteer before commencement and only sign if they are able to meet the task, physical

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and work environment requirements as identified. If a volunteer does not believe that they are able to fulfill all or some of the requirements they will need to discuss the issues with the Volunteer Coordinator and Volunteer Supervisor to see if any modifications can be made. If it's discovered that a volunteer provided misleading or inaccurate information on the application form it may result in disciplinary action or termination.

- 4.4 Council acknowledges that volunteers have the right to be reimbursed for out of pocket expenses. When claims for reimbursement are made they must be approved by the Director from that area of responsibility. All expenses must be authorized in writing by the Director before they are incurred.
- 4.5 Engagement and services as a volunteer with Council will not be construed as providing any access to, or right for consideration for future paid employment with Council without going through the appropriate recruitment process nor does it entitle the volunteer to the accrual of employment related benefits such as leave provisions or superannuation.
- 4.6 Both the volunteer and the Volunteer Supervisor may terminate the volunteer's service at any time without notice.
- 4.7 Each year during National Volunteer Week, Council will acknowledge the service and commitment of its Volunteers.
- 4.8 Volunteer Coordinators must: -
- Ensure that prior to a Volunteer being engaged, all relevant paperwork, fits work assessments, pre-employment drug and alcohol testing and inductions have been successfully completed
 - Ensure that attendance records for volunteers are put into TRIM at the end of each fortnight.
 - Provide a safe and healthy workplace as far as practicable for volunteers to perform their role at Council
- 4.9 Volunteer Supervisors must: -
- The supervisor will ensure that attendance records for volunteers are accurately completed and given to the Volunteer Coordinator at the end of each month.
 - If the Volunteers are working without direct supervision the Volunteer Supervisor is responsible for ensure that the work is being carried out to the appropriate standard and that the Volunteer is aware of what is expected and to what level.
 - That the Volunteer Policy and WPP are effectively implemented in their area of control.
 - Employees and volunteers under their control are consulted about issues affecting their health and safety.
 - Prompt action is taken to eliminate unsafe or unhealthy conditions or behavior.
 - Ensure that volunteers are supervised and trained sufficiently to perform the required tasks.
 - Review the performance of all volunteers and provide an opportunity for the volunteer to give feedback.
 - In the event that a volunteer's work is unsatisfactory or, deviates from principles and goals of service, contravenes the rights and responsibilities of volunteers or places a customer/employee or any other person at risk, will discuss the issue with the volunteer and establish the appropriate standard of conduct/performance with the volunteer, maintain a written record of the meeting and where required, seek assistance from the Volunteer coordinator.

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- Ensure that the Volunteer participates in site inductions.

4.10 Volunteers must: -

- Accurately complete the Application to work with Council as a Volunteer Form only signing if the volunteer is able to meet the task, physical and work environment requirements of the position.
- Make a realistic commitment in terms of involvement and reliability.
- Be aware of and adhere to Council’s policies and procedures.
- Advise the supervisor if they are unable to attend during a scheduled placement.
- Take reasonable care for the health and safety of themselves and others.
- Follow all safe work procedures and seek instruction when required.
- Promptly report all incidents, accidents, illnesses and any risks to health and safety.
- Must keep all privileged information in relation to Council, staff and customers confidential.
- If required to drive a Council vehicle, must have a valid and current drivers’ licence.
- Under no circumstances provide any comment to the media.
- Comply with all relevant Council policies and procedures.

5. RELATED DOCUMENTS & LEGISLATION

Nil.

6. ATTACHMENTS

Nil.

7. DOCUMENT APPROVAL

This document is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on 29 June 2022. All previous versions of this policy are null and void.

This policy may be amended or revoked by Council at any time.

A PDF copy of the signed document can be accessed from Council’s record management system and Reliansys.



Signed:

29 June 2022

General Manager Wentworth Shire Council

Date

