

Document Control

Document Name	Document Register Number	Review Date
Volunteer Policy	GOV.POL.0025.001	May 2016
Date Adopted	Minute Number	Summary of Changes
21 May 2014	3781	New Policy

Purpose

Greater Hume Shire Council recognises volunteers are an integral part of the organisation and a valuable asset to the community. The purpose of this policy is:

- To ensure that volunteering remains a mutually beneficial activity
- To recognise the important contribution volunteers make to achieving Council and community goals
- To clarify the relationship between Council staff and volunteers
- To provide a safe and healthy workplace for volunteers
- To identify training requirements to ensure associated activities are undertaken in a safe manner
- To provide appropriate supervision to ensure activities are satisfactorily performed
- To ensure Council fulfils its duty of care to volunteers and those impacted by volunteering, including clients, staff and the community; and
- To promote a positive volunteering experience with Council

Scope

This policy applies to all volunteers of Council and its associated auspiced bodies. Volunteers may be involved in all programs and activities of the organisation, and serve at all levels of skill and decision making. Volunteers may be requested to work in the Greater Hume Shire, or surrounding areas.

Definitions

This volunteer policy acknowledges the importance of volunteering to a diverse, vibrant, cohesive and sustainable community. Furthermore, the aim of the policy is to formalise the commitment of Council to supporting:

- **Formal volunteering** which is an activity that takes place in not for profit organisations or projects and is undertaken:
 - to be of benefit to the community and the volunteer
 - of the volunteer's own free will and without coercion;
 - for no financial payment, and
 - in designated volunteer positions only.
- **Council volunteers which include:**
 - Volunteers who are members of Council managed Reference Groups
 - Volunteers who participate in Council managed projects and events
 - Volunteers who are members of Committees of Management which operate Council facilities and venues
 - Volunteers who fundraise and/or participate in other activities associated with Council's facilities or services
 - Volunteers of Greater Hume Aged and Community Services programs which include but are not limited to Meals on Wheels, DVA mowing and other Community Care Supports Programs

- **Council volunteers do not include:**

- People involved in Work for the Dole initiatives
- People/businesses providing goods and/or services for a fee

Policy Content

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. To engage and retain volunteers the work needs to be meaningful, not contrived or designed to 'make work', nor should we involve volunteers inappropriately.

Volunteers should not be expected to undertake roles they have not agreed to do. Likewise, volunteers will be placed in activities and programs that match their skills, interests and experience.

Volunteers are not paid for their services, nor are they free labour. As with paid staff, in order for volunteers to effectively fulfil their duties and meet legislative requirements, they need access to information and appropriate resources – human, physical and financial. The resources need to be allocated in line with relevant Council policies and the National Standards for Involving Volunteers.

Links to Policy

Complaints Handling Policy
Complaints Against Staff Policy
Grievance Policy/Procedure
Employment Opportunity Policy and Management Plan
Smoke Free Environment Policy
Drug & Alcohol Policy
Work Health & Safety Policy
Risk Management Policy
Safe Driving Policy
Social Media Policy
Model Code of Conduct
Privacy Management Plan
Performance and Misconduct Policy
Criminal Record Check Policy
External Grant Applications for Management Committees

Links to Procedure

Volunteers Guide
Privacy Management Plan
External Grant Application Procedure for Management Committees

References

Nil.

Responsibility

Director Corporate and Community Services

Relevant Legislation

Local Government Act 1993
Privacy Act (1988)

Associated Records

Greater Hume Shire Delivery Plan