

VOLUNTEERS

Objectives

Council's aim is to:

- Ensure that volunteering is a mutually beneficial activity
- Recognise the important contribution volunteers make in achieving Council and community goals
- Provide a safe and healthy workplace for volunteers
- Identify training requirements to ensure associated activities are undertaken in a safe manner
- Provide appropriate supervision to ensure activities are satisfactorily performed.

Scope

A volunteer is a person who is motivated to undertake some form of community activity, not for financial gain, that benefits the community.

This policy will cover:

- Committees of Council set up under the provisions of Section 355 of the Local Government Act.
- All individuals applying to volunteer with Council, including Community Care, Cooee Lodge, Cooee Heritage Centre, Youth Services and Library.
- All individuals and organisations undertaking work on Council property, but not under the direction of Council, i.e. Clean Up Australia, Lions Club Clean up the Cemetery program, etc.

Policy

Gilgandra Shire Council is committed to providing the community with the best possible service delivery. A high level of commitment is required from all those providing that service, including volunteers, to achieve this goal.

Responsibilities

This policy addresses the need to formalise roles and responsibilities of all involved in the volunteering process.

1. General Manager

The General Manager is responsible for ensuring that:

- The volunteer policy is effectively completed.
- WHS principles are enforced in the workplace.

2. Division Managers

Division Managers are responsible and will be held accountable for ensuring that:

- The Volunteer Policy is effectively implemented
- Supervisors have the support necessary and are held accountable for their specific responsibilities
- Employees and volunteers under their control are consulted about issues affecting their health and safety
- Prompt action is taken to eliminate unsafe or unhealthy work conditions or behaviour.

3. Managers/Supervisors

Managers are responsible and will be held accountable for:

- Taking all practical measures to ensure that the area they control is safe and without risks to health and that the Volunteer Policy is adhered to
- Ensuring that everyone at the workplace is behaving in a safe manner
- Volunteers are supervised and trained sufficiently to perform the required tasks
- Identifying and correcting risks to health and safety within their department
- Referring volunteers' health and safety concerns to their manager if they cannot be resolved.

4. Volunteers

Volunteers will be responsible and will be held accountable for:

- Taking reasonable care for the health and safety of themselves and others
- Cooperating and complying with the Volunteer Policy
- Promptly reporting all incidents, accidents, illnesses and any risks to health and safety.

5. Human Resources Section

Human Resources Section will be responsible for:

- Delegating induction of volunteers to relevant manager/supervisor
- Keeping an Induction Register
- Keeping a register of Council volunteers. This register is covered by the Privacy Act.

Relevant Legislation

Local Government Act 1993

National Standards for Best Practice in the Management of Volunteers


Work Health & Safety Act 2011

Work Health & Safety Regulation 2017

Associated Documents

Gilgandra Shire Council – Volunteers Procedure

Gilgandra Community Care – Volunteer Handbook



Responsible Officer:	Director Corporate Services		
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