

## **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. People and Culture Section

People and Culture 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

<b>Responsible Officer:</b>	Executive Leader Transformational Change		
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