	<b>Volunteer Management Policy</b> <i>Policy No. HRPOL 03</i>	<b>Version No:</b>	1.0
		<b>Responsible Officer/s</b>	Manager Organisational Development
		<b>Issued:</b>	18 July 2011
		<b>Next Review:</b>	Nov 2019

## 1. Policy Statement

The District Council of Grant respects and values the volunteers who provide a range of services to the community.

Volunteering helps to forge a strong bond between Council and the Community and extends and enhances services to improve the quality of community life by encouraging:

- Community engagement;
- Access to resources and information;
- Social interaction and satisfaction;
- Participation in established Council services and events;
- Viability to core Council Operations.

The Volunteer Policy is guided by principles of good governance, advocacy, compliance and service provision.

## 2. Definition of Volunteers of Council

Volunteers are defined as a person who is registered with and has approval by Council to undertake activities:

- To the benefit of Council and the local community;
- Without financial reward from Council;
- Of their own free will and without coercion;
- In designated volunteer functions that complement Council programs but do not replace positions held by paid staff.

## 3. Volunteer Management

### 3.1. Volunteer Management Framework


Council's Volunteer Management Framework consists of the Volunteer Management Policy, the Volunteer Management Procedure and the Volunteer Code of Conduct. These documents are supported by a number of internal systems and procedures including the Work Health Safety Policy and systems.

### 3.2. Council's Responsibilities to Volunteers

- Adherence to the Volunteer Management Policy and supporting procedures;
- Ensure that adequate resources are identified and provided to enact this policy and supporting procedures effectively.
- Ensure that Volunteers have the appropriate skills and/or access to relevant training to undertake the activities identified within this policy and supporting procedures.

### 3.3. Responsibilities of Volunteers

Volunteers are accountable for adhering to the requirements of this policy and supporting procedures and reporting any inability to do so to their Supervisor at the earliest opportunity. Volunteers must:

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- Acquaint themselves with the objectives and functions of the Council and the services they are providing;
- Understand and acknowledge the requirements of relevant policies and procedures;
- Participate in the appropriate induction and training provided.

#### 4. Volunteer Programs

Council is supportive of volunteer programmes which enhance the provision of services to the community. This may include programs such as:

- Library and administrative services at the Port MacDonnell Community Complex;
- Geared2Drive learner driver program
- One-off projects which have a specific timeframe and outcome e.g. construction of board-walks and pergolas.

#### 5. Volunteer Recognition

Council will recognise the importance of volunteers and the valuable contribution they make to our community at an appropriate annual function.

#### 6. Responsibilities

Council's Manager Organisational Development is responsible for ensuring the requirements of this Policy are met.

#### 7. References:

##### State Legislation

Work Health and Safety Act 2012  
 Work Health and Safety Regulations 2012  
 Local Government Act 1999  
 Volunteer Protections Act 2001  
 Children's Protection Act 1993  
 Children's Protection Regulations 2010

##### Other Related References

Volunteer Management Procedure  
 Volunteer Code of Conduct  
 WHS & Injury Management Policy  
 Grievance/Dispute Resolution Policy  
 Safe Environment Policy and supporting procedures

#### 8. Review

This Policy shall be reviewed by the District Council of Grant at a minimum every four (4) years, within 12 months of a general election of Council (or on significant change to legislation or other matters which could affect this policy).



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Policy***  
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<b>Action</b>	<b>Date</b>	<b>Minute Reference</b>
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