

Title	Volunteer Workers
Related Documentation	Volunteer Application Form Work Experience/Volunteer - Workplace Induction Checklist
Relevant Legislation/ Corporate Plan	<i>Work Health and Safety Act 2011</i> <i>Child Protection (Working with Children) Act 2012</i>
Responsible Officer	Manager Human Resources

Authorised statement details may change prior to review date due to legislative changes etc, therefore this document is uncontrolled when printed.

Objectives

1. To ensure that volunteering remains a mutually beneficial activity.
2. To clarify the relationship between Council and its volunteers.
3. To provide a safe and healthy workplace for volunteers, identify training requirements and ensure associated activities are undertaken in a safe manner.
4. To outline the selection process for volunteer workers.

Policy Statement

Council is committed to the Volunteer Program and recognises the important contribution volunteers make to achieving Council and community goals.

Scope

This Authorised Statement applies to all volunteers who are registered with Council.

Definitions

A volunteer is a person that actively takes on a task, responsibility, or project of their own accord without pay.

Principles

1. Volunteer workers must only be used for ancillary duties and not for more than 16 hours per week.
2. Council recognises its responsibility to ensure adequate levels of employees to carry out its range of activities. No volunteer will be used to perform basic routines or services even in the event of staff sickness or leave.
3. Each volunteer must complete a formal selection process, which includes:
 - a. Completion of a Volunteer application form,
 - b. Interview with the Supervisor including why they are seeking voluntary work

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- c. Supply a current Working with Children Check number for verification, if the volunteer work is identified as a child related position.
4. Human Resources must sent the completed volunteer application form and Working with Children Check number (if applicable) one week prior to commencement of volunteer duties, for inclusion in the register for insurance coverage.
5. Volunteers must be carefully selected and supervised with a documented programme of duties that ensures safety and security.
6. Acceptance as a volunteer is not to be seen as acknowledgement of any rights to employment with Council should a paid vacancy or position occur.
7. All volunteers are required to maintain the same standards of confidentiality, courtesy, organisational discipline and observance of policies, authorised statements and procedures as employees including, WH&S, Anti-discrimination, Smoking and Workplace Harassment, Bullying and Violence. These documents to be covered in induction of the volunteer.
8. A volunteer's service may be ceased at any time without notice.
9. Volunteers shall, in the course of their duties, be covered for personal accident insurance and reimbursed for authorised out-of-pocket expenses.
10. Volunteers should record the times of commencement and ceasing volunteer service.
11. Volunteers must complete a workplace induction provided by the supervisor and attend all compulsory training identified by Council. The Supervisor must forward the completed workplace induction checklist for registration in ECM and updating of the Volunteer Register.

Responsibility

That the Manager Human Resources be responsible for ensuring that the principles of this authorised statement are implemented and adhered to.

Effectiveness of this Authorised Statement

END OF AUTHORISED STATEMENT

DOCUMENT HISTORY AND VERSION CONTROL RECORD

Contact for inquiries and proposed changes

Name	Barry Clarence
Position/Section	Manager Human Resources
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Version Number	Revised Date	Authorised Officer	Amendment Details
1	15/8/2012	Sarah Bell	Updated
2	20/2/2014	Rebecca Taylor	Updated