

3.19 Council Volunteers

POLICY TITLE: COUNCIL VOLUNTEERS

FILE REF: SC67

EXPIRY DATE: NOVEMBER 2026

PURPOSE

1. Lockhart Shire Council recognises volunteers are an integral part of the organisation and a valuable asset to the community.
2. The efforts of volunteers represent a significant contribution towards the successful delivery of Council programs, services, facilities, events and projects for the community and are highly valued by Council.
3. This policy acknowledges the importance of volunteering to a diverse, vibrant, cohesive and sustainable community. The aim of the policy is to formalise the commitment of Council to supporting volunteers.
4. The purpose of this policy is to:
 - a) Ensure that volunteering remains a mutually beneficial activity.
 - b) Recognise the important contribution volunteers make to achieving Council and community goals.
 - c) Clarify the relationship between Council staff and volunteers.
 - d) Provide a safe and healthy workplace for volunteers.
 - e) Identify training requirements to ensure associated activities are undertaken in a safe manner.
 - f) Provide appropriate supervision to ensure activities are satisfactorily performed.
 - g) Ensure Council fulfils its duty of care to volunteers and those impacted by volunteering, including clients, staff and the community.
 - h) Promote a positive volunteering experience with Council.

SCOPE

1. 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.
2. Volunteers are defined as persons who undertake activities:
 - a) Without monetary reward
 - b) Of their own free will
 - c) Of benefit to Council and the local community
 - d) That complement but do not replace the services provided by paid staff.
3. Council volunteers include:
 - a) Volunteers who are members of Council managed reference groups and focus groups.
 - b) Volunteers who participate in Council managed projects and events.
 - c) Volunteers who are members of Section 355 Committees of Management which operate Council facilities and venues.
 - d) Volunteers who fundraise and/or participate in other activities associated with Council's facilities or services.
4. Council volunteers do not include:
 - a) People involved in Work for the Dole initiatives.
 - b) People/businesses providing goods and/or services for a fee.

POLICY STATEMENT

1. 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'.
2. 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.
3. 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.
4. Volunteers must comply with all relevant Council policies including, but not limited to policies relating to work, health and safety, confidentiality, bullying and harassment etc. and will attend an appropriate induction program if required by Council.
5. Volunteers are responsible for taking reasonable care for the health and safety of themselves and others.
6. Council is responsible for providing volunteers with a safe work environment.
7. Council may, depending on the nature of the volunteering, require volunteers to undertake an induction program.
8. Council values diversity and welcomes volunteers from all culturally and linguistically diverse backgrounds, and people of all abilities to apply to volunteer at Lockhart Shire Council.

REFERENCE DOCUMENTS

This Policy should be read in conjunction with the following Policies:

Policy 1.11 Section 355 Committees

Policy 2.8 Works for Local Management Committees

Policy 3.1 Provision of Protective Clothing/Equipment

Policy 3.3 Bullying and Harassment

Policy 3.6 Work Health & Safety

Policy 3.11 Smoke Free Workplace Policy

Policy 3.16 Drugs & Alcohol in the Workplace

Confirmed by Council 20 November 2023

Refer minute 219/23

Confirmed by Council 19 October 2020

Refer minute 216/20