

	POLICY 335	Version:	4
	Volunteer	Date Adopted:	28 April 2022
		Next Review Due:	April 2026

1. STATEMENT

Volunteers of Council ensure a direct link between the Community and Council. This policy ensures that volunteers are protected in volunteer sites and are encouraged to commit their time, energy and skills to the Wattle Range Council.

This policy also establishes a professional framework around processes involving volunteers to ensure that they are managed in an effective and efficient manner and applies to all volunteers providing services or expertise to Council.

2. DEFINITIONS

For the purpose of this Policy the following definitions apply:

Employee means a person employed by Council under a formal employment contract.

Volunteer means a person who:

- Undertakes activities without monetary reward;
- Undertakes activities of their own free will;
- Undertakes activities of benefit to Council and the local community.

Volunteer Supervisor means the Council employee directly responsible for the day to day management of a Volunteer in their role with Council.

3. PRINCIPLES

Council recognises the importance of volunteers within its community. Volunteers are valued for providing customer focused services and enhancing established Council programmes.

Volunteers forge a strong bond between Council and the Community and will extend and enhance services to improve the quality of community life by encouraging:

- Community engagement;
- Access to resources and information;
- Participation in established Council services and events.

Council appreciates and acknowledges the services provided by volunteers in improving the quality of services across the Council area.

The volunteer policy is guided by principles of good governance, advocacy, compliance and service provision.

4. REVIEW

This Policy will be reviewed every four years (or on significant change to legislation or aspects included in this policy that could affect the health and safety of volunteers).

Upon review, the Executive Leadership Team (ELT), Council, Staff and Volunteers may be consulted.

5. AVAILABILITY

This Policy is available for inspection without charge at the following location:

- Council Website: www.wattlerange.sa.gov.au.

A copy of the Policy may be purchased from the Principal Council Office upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/12.63.1/1	Public	Corporate Services	Chief Executive Officer	4 yearly
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6. REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> • COVERING ALL BASES: A Guide to Best Practice Management of Volunteers in Local Government, Local Government Association Mutual Liability Scheme 	
Relevant Legislation:	<ul style="list-style-type: none"> • Local Government Act 1999 • Independent Commissioner Against Corruption Act 2012 (SA) • Volunteer Protection Act 2001 (SA) • Children's Protection Act 1993 • Privacy Act 1988 • Work Health and Safety Act 2012 (SA) 	<ul style="list-style-type: none"> • Volunteering Australia National Standards for Involving Volunteers in Not for Profit Organisations (2001) • Work Health and Safety Regulations 2012 (SA) • Children's Protection Regulations 2010 (SA)
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> • Code of Conduct 2.12 – Volunteer • Procedure 482 – Volunteer • Procedure 272 - WHS UVR & Inclement Weather • Procedure 274 - WHS Hazard Management • Procedure 324 - WHS Hazardous Manual Tasks 	<ul style="list-style-type: none"> • Guideline 107 - Gifts and Benefits • Procedure 521 - WHS Incident Reporting & Investigation • Fit for Work Drug & Alcohol Procedure • Volunteer Registration Form • On-Site Induction Checklist

7. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the policy.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	18 January 2011	Council	Adopted	Folio 4507; Item 11.4.3
2	6 July 2017		Adapted into new format	
3	14 August 2018	Council	Amended	Folio 7851; Item 13.2.
4	28 April 2022	ELT	Minor amendments to References & Further Reading	Item 5.2

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