

INTRODUCTION

The District Council of Orroroo Carrieton recognises the importance of Volunteers within its community. Volunteers are valued for providing customer focused services enhancing established Council programs.

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;
- Social interaction and satisfaction;
- Participation in established Council services and events;
- Viability to core Council Operations.

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. The Volunteer Management Procedure provides guidance regarding volunteer management in order to support people who manage volunteers and provide understanding for volunteers in their roles, rights and responsibilities.

DEFINITION OF VOLUNTEERS OF LOCAL GOVERNMENT

Volunteers of Council ensure a direct link between the Community and Council. Volunteers are defined as persons who:

- Undertake activities without monetary reward;
- Undertake activities of their own free will;
- Undertake activities of benefit to Council and the local community;
- Undertake activities that complement but do not replace the services provided by paid staff

1. RESPONSIBILITIES

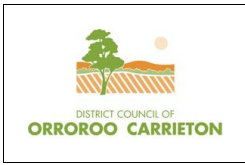
COUNCIL'S RESPONSIBILITIES TO VOLUNTEERS

Council will regularly review this document in consultation with its Workers and Volunteers to ensure:

- The effectiveness of this policy and supporting processes to identify opportunities for continuous improvement;
- Adherence to this policy and the supporting processes to ensure compliance with related and relevant policies and procedures.

The Council is accountable for:

- Ensuring that adequate resources are identified and provided to enact this policy and supporting procedures effectively.
- Supervisors/Managers are accountable for ensuring that Volunteers have the appropriate skills and/or access to relevant training to undertake the activities identified within this policy and supporting procedures.



VOLUNTEER MANAGEMENT POLICY

Version No	4.0
Issued	31 st May 2016
Next Review	May 2019
GDS	12.63.1.1

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:

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

2. Legislation (*not limited*)

South Australian Work Health and Safety Act 2012
South Australian Work Health and Safety Regulations 2012
Local Government Act 1999
Volunteer Protections Act 2001
Children's Protection Act 1993
Children's Protection Regulations 2010
Privacy Act 1988

3. Volunteer Programmes

Council operates a number of volunteer programs to ensure that the community has access to a number of services.

Volunteer Programmes include:

- Visitor Information Centre
- Orroroo Swimming Pool
- Orroroo Historical Society

4. Supporting documentation

Volunteer Management Procedure
WHS & Injury Management Policy
Grievance/Dispute Resolution Policy
Code of Conduct
Volunteer Registration Form
Volunteer Recruitment Checklist
Volunteer Acceptance Form
Volunteer Handbook/Pamphlet
Safe Environment (Minimising the risk of harm to children and vulnerable adults) Policy

REVIEW

This Volunteer Management Policy shall be reviewed by the WHS Committee at minimum within three years (3) years of Issued Date (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

SIGNED

Chief Executive Officer

Date: 31 / 5 / 2016

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Deputy Chairperson, WHS Committee

Date: 31 / 5 / 2016