

Document Control	
Policy Title	<i>Volunteers of Council Policy</i>
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Responsible Directorate	People and Organisational Development
Responsible Position	Manager
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V1.0	27 March 2019	M15/03/19

1. Purpose

The purpose of this policy is to guide the engagement and management of volunteers undertaking a role on behalf of Gympie Regional Council and to ensure the volunteering experience is valuable and rewarding.

2. Scope

2.1 In Scope

This Policy relates only to approved volunteers who engage in Council programs and services, including work undertaken by the "Friends of" Gympie organisations.

Volunteer work is undertaken in association with any council program or service (such as events and home library service deliveries). A volunteer must work under the direct supervision of council staff and is subject to council's volunteer engagement, induction and rostering process and all relevant legislation, policies and procedures including Workplace Health and Safety (WHS) and the Code of Conduct.

The management of Council Volunteers is to be undertaken in accordance with the information contained in the Gympie Regional Council Volunteer Program Handbook. The Handbook provides

specific direction on matters relating to a Volunteer program, Volunteer engagement and management, Volunteer Engagement Agreement and related Council policies and procedures.

2.2 Out of Scope

It does not include Work Experience and Student Placement.

It does not include those individuals or groups who are providing an advisory or consultation service to Council.

3. Related Legislation

Local Government Act 2009

Local Government Regulation 2012

Anti-Discrimination Act 1991

Workplace Health and Safety Act 1995

Workplace Health and Safety Act 2012

Workplace Health and Safety Regulation 2008

Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004

Dangerous Prisoners (Sexual Offenders) Act 2003

Working with Children (Risk Management and Screening) Act 2000 (the WWC Act)

Working with Children (Risk Management and Screening) Regulation 2011 (the WWC Regulation)

National Volunteer Standards

4. Related Documents

Gympie Regional Council Code of Conduct

Gympie Regional Council Corporate Plan

Sexual Harassment Policy

Privacy Policy

Media Policy

Fraud and Corruption Prevention and Control Policy

Workplace bullying policy

5. Definitions

To assist in interpretation of this policy the following definitions apply:

“Volunteering” - is the commitment of time and energy to the provision of services and programs that benefit the community and the volunteer. It is undertaken freely and by choice, without financial gain.

Volunteering takes many forms, including both an occasional/informal basis and/or a more structured approach in enhancing a core Council activity provided by employed staff, without being a substitute for paid work.

6. Policy Statement

Gympie Regional Council values the significant contribution made by community members who volunteer their time to support a number of diverse council programs and services. Volunteers significantly enhance the quality of life, community spirit and leisure time opportunities in the region and volunteering promotes enduring social, cultural, environmental and economic value to council and the community.

Council recognises that it is important for members of the community to have the opportunity to participate more in community life and to give of and develop their skills, interests and expertise. Without volunteers' Council would be unable to offer the quality and depth of programming and services provided to the community.

Gympie Regional Council is committed to meeting best practice standards for the volunteer program and providing a collaborative, supportive and safe working environment for volunteers and the general public. In addition, council aspires to make the volunteer experience an enjoyable and rewarding one and to encourage personal and professional growth for its volunteers.

6.2 Intent

This Policy outlines council's intent in undertaking a Council Volunteer program where:

The intent of the program is that:

- Volunteer engagement will be enriching for council, program participants and volunteers;
- The volunteer program will be effectively managed, supported and resourced;

- Volunteers will be an integral part of the council team and treated with respect and dignity at all times;
- Volunteers will enhance the work of paid staff, never replace or supplement it;
- Volunteers will be given the opportunity to discuss decisions that would substantially affect the performance of their duties;
- Volunteers will be provided the opportunity to work in areas that are satisfying to them and within their capability;
- Adequate training, oversight and support will be provided for volunteers to undertake their work;
- There will be open communication with volunteers and access to all related policies, procedures and information pertaining to volunteers and their specific engagement.
- Council will celebrate, recognise and acknowledge the contribution of its volunteers; and
- Volunteers will work in a supportive and safe work environment.

7. Review Trigger

This Policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

1. Changes to legislation
2. The related documents are amended or superseded
3. Amendments, which affect the allowable scope and effect of a Policy of this nature, are made to the head of power.

Notwithstanding the above, this Policy is to be reviewed at least once every two years for relevance and to ensure that its effectiveness is maintained.

8. Responsibility

This Policy is to be:

1. Implemented by all Councillors and Officers; and
2. Reviewed and amended in accordance with the "Review Triggers" by the Manager People and Organisational Development in conjunction with the Manager Community Partnerships.

9. Appendices

Nil