

1. INTRODUCTION

The **Barunga West Council** 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.

2. PURPOSE

Establish a framework providing direction and structure in the way Council manages volunteer programs and dealings with volunteers.

3. SCOPE

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.

4. DEFINITIONS

Worker	A person carries out work in any capacity for a person conducting a business or undertaking, including work as a volunteer..
LGAMLS	Local Government Association Mutual Liability Scheme.
True Honorarium	A monetary gift made to a volunteer, in recognition of volunteer work. It follows that a true honorarium is not an amount that is relied on or expected by the person as a source of income
Volunteer	Volunteers of Council ensure a direct link between the Community and Council. Volunteers are defined as persons who: <ul style="list-style-type: none"> • Undertake activities without monetary reward; • Undertake activities of their own free will; • Undertake activities of benefit to Council and the local community; <ul style="list-style-type: none"> • Undertake activities that complement but do not replace the services provided by paid staff
Volunteer Reimbursement	a payment to the volunteer for any pre-approved expenses incurred during the course of carrying out their responsibilities

5. POLICY STATEMENT

Barunga West Council supports volunteering. Encouraging the recruitment and training of volunteers to assist appropriate Council activities which do not threaten employment security or replacing activities of paid workers. This assists in forging strong links between the Council and the local community by encouraging:

- community participation
- access to resources and information
- social interaction and satisfaction
- participation in established Council services and events.

Council sincerely appreciates and acknowledges the role of volunteers in meeting Council's goals by contributing to the vibrancy and vitality of life in the area.

5.1 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 **Corporate & Community Services** are 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.

5.2 Volunteers' Responsibilities

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;

6. 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](#)

7. SUPPORTING DOCUMENTATION

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

7. AVAILABILITY & GRIEVANCES

This policy is available for inspection at the Council office at 11 Bay Street, Port Broughton during ordinary business hours.

It is also available for inspection, download or printing, free of charge, from Council's website www.barungawest.sa.gov.au

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer, Barunga West Council, PO Box 3, Port Broughton SA 5522.

8. REVIEW

This Volunteer Management Policy shall be reviewed by the **Barunga West Council** 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).

Date	Revision Number	Reason for Amendment
20 Jan 2015	01	First Adopted by Council
March 2019	02	Scheduled review.

		Inclusion of reference to Child Safety (Prohibited Persons) Act 2016, Children & Young People (Safety) Act 2017. Inclusion of last dot point section 5.2 Volunteers Responsibilities.
May 2021	03	Changed to allow a procedure to be developed in-conjunction with policy, application form & acceptance form to comply.

SIGNED:



CEO

Date: 21 / 10 / 21


Chairperson, WHS Committee

Date: 18 / 11 / 21