

DISTRICT COUNCIL OF LOWER EYRE PENINSULA

Volunteers



“Working with our Rural & Coastal Communities”

	<h1>HR-POL-01 - VOLUNTEERS</h1>	Version No:	2.0
		Issued:	August 2015
		Next Review:	August 2018

Responsibility:	Governance
Minutes reference:	C224 (2)
Related Policies/Procedures/Codes:	HR-PRO-01.01 - Volunteer Management Procedure WHS-POL-01 - WHS & Injury Management Policy HR Manual Volunteer Code of Conduct Volunteer Registration Form Volunteer Recruitment Checklist Volunteer Acceptance Form Volunteer Handbook/Pamphlet
Applicable legislation:	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
Review Frequency:	Three (3) years

1. INTRODUCTION

The District Council of Lower Eyre Peninsula recognises the importance of volunteers within the 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.

Role of Volunteers

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

- Undertake activities of their own free will;
- Undertake activities without monetary reward;
- Undertake activities that complement but do not replace the services provided by paid staff.

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2. RESPONSIBILITIES

2.1 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 District Council of Lower Eyre Peninsula 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.

2.2 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, role and function of Council and the service they are providing;
- Understand and acknowledge the requirements of relevant Council policies and procedures;
- Participate in appropriate induction and training provided

3. REVIEW

This Volunteer Management Policy shall be reviewed by the District Council of Lower Eyre Peninsula 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:


 CEO

Date: 21 / 08 / 2015


 Mayor, DCLEP

Date: 21 / 08 / 2015