

## VOLUNTEERS POLICY

Type	Governance
Category	Corporate & Community
Responsible Officer	Director Corporate & Community
First Issued / Adopted	Pre 2009
Review Period	4 years
Last Reviewed	28 June 2023, 15 December 2021, 26 June 2019, 27 January 2016, 24 July 2013
Minutes Reference	OM267/23, OM441/21, OM220/19, OM17/16
Next Review Date	30 November 2027
Applicable Legislation	Equal Opportunity Act 1984 Work Health and Safety Act 2012
Related Documents	Code of Conduct for Volunteers Recognition of Employees Policy Work Health and Safety Procedures
Public Consultation Required	Yes
File Reference	9.63.1.4

### 1. PURPOSE

To make a statement about the rights and responsibilities of Council and its employees towards volunteers and vice-versa, to make a commitment to volunteers on how Council will support them.

### 2. SCOPE

The policy applies to all Volunteers for Port Pirie Regional Council.

Document No	Version No	Last review	Next review	Page
POL-0092	2.0	June 2023	November 2027	Page 1 of 4

### 3. DEFINITIONS

**Volunteers means:**

- undertake defined activities of their own free will, without payment;
- receive no financial remuneration for tasks performed or services rendered except for reimbursement of out of pocket expenses in some activities;
- are involved in or undertake activities of benefit to Council and the community and provide occasional services, entertainment, instruction or other programs and activities for specified purposes over a specified time;
- complement, but do not replace or threaten the livelihood of paid workers.

**Non Volunteers means:**

- Persons who are on work placement, work experience, students undertaking volunteering as part of their educational curriculum, Elected Members undertaking their member duties or persons receiving payment for services provided.

### 4. POLICY STATEMENT

Volunteers assist Council to:

- Initiate new services, and extend current services;
- Develop links and strengthen the bond between Council and the local community;
- Compliment the activities of paid staff;
- Become involved in services of benefit to the community;
- Improve the quality of life and wellbeing for members of the local community;
- Provide an outlet for people to give back and feel valued as members of the community;
- Provide a different perspective to programs, by using the unique skills, knowledge, experience and energy of volunteer staff.

Volunteers are currently involved, but not necessarily limited to the following areas of Council:

- Port Pirie Regional Library Services;
- Tourism and Arts Centre;
- Short term projects and programs initiated within the Cultural Precinct;
- Special projects as directed under supervision of a staff member.

#### 4.1 Council's Responsibility to Volunteers

Council's Work Health & Safety policies that apply to paid employees will also apply to volunteers.

In addition Council recognises the following general principles and will:

- Recognise the different roles, rights and responsibilities of paid employees and volunteers;
- Create a climate of mutual trust;
- Provide a safe work environment, personal accident and public liability insurance;

Document No	Version No	Last review	Next review	Page
POL-0092	2.0	June 2023	November 2027	Page 2 of 4

## **4. POLICY STATEMENT (Cont'd)**

### **4.1 Council's Responsibility to Volunteers (Cont'd)**

- Ensure that volunteers are not used to replace employees and are subject to the same treatment, conditions, and expectations (including WHS and EEO legislation);
- Require volunteers to work under direction of paid employees, though the degree of supervision will depend on the volunteer's experience and the nature of the work;
- Ensure that the tasks required are meaningful and clearly defined;
- Provide sufficient orientation and training;
- Assess volunteers to match the tasks with expectations, interests and time commitments;
- Ensure that Criminal History Record Checks or other necessary checks dependant on the role of the volunteer are carried out every 3 years, or as otherwise legislatively required.

### **4.2 Volunteer's Responsibility to Council**

Volunteers equally have obligations to Council and will be required to:

- Make a realistic commitment and fulfil it;
- Participate in appropriate training;
- Observe the same obligations as paid employees with respect to safety in the workplace and public contact policies, procedures and guidelines;
- Operate under direction of a staff member and achieve the objective of the task or service and preserve confidentiality whilst in that position;
- Abide by the Code of Conduct for Volunteers and understand that unsatisfactory volunteer work and/or inappropriate behaviour may result in termination of the volunteer registration.

### **4.3 Volunteer Management**

Port Pirie Regional Council's policies and principles will apply where volunteer positions and operations affect the success of programs, services and projects.

All applicants must undergo an interview with the volunteer supervisor. The interview structure and process will be at the discretion of the volunteer supervisor, dependant on the type and nature of activity being applied for.

Volunteers must obtain a Police Clearance and a Working with Children check. All information will be kept confidential.

All volunteers of Council are required by legislation to be inducted prior to their utilisation as a volunteer, in the same way that employees are inducted. It is the responsibility of the volunteer supervisor to provide their volunteers with specific orientation, induction and training relevant to the task they have volunteered for.

Document No	Version No	Last review	Next review	Page
POL-0092	2.0	June 2023	November 2027	Page 3 of 4

## **4. POLICY STATEMENT (Cont'd)**

### **4.4 Legal Issues**

Council Volunteers are identified as “workers” under the SA Work Health Safety Act 2012 and have the same rights and responsibilities as paid workers. Volunteers must adhere to the Work Health and Safety requirements of Council. Volunteers will be instructed on their requirements as part of the induction process.

Council Volunteers do not have rights pursuant to the SA Workers Rehabilitation and Compensation Act, where they are not deemed as employees.

Volunteers are provided with a Personal Accident Policy while undertaking approved work for Council.

Volunteers of Council are protected for civil liabilities (such as public liability) while undertaking approved work for Council.

Volunteers who utilise their car as an integral part of their role should ensure that their motor vehicle has comprehensive car insurance.

## **5. FURTHER INFORMATION**

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.pirie.sa.gov.au](http://www.pirie.sa.gov.au)

- Port Pirie Council Administration Centre, 115 Ellen Street, Port Pirie
- Crystal Brook Office, 21 Bowman Street, Crystal Brook.

Copies will be provided to interested parties upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

Document No	Version No	Last review	Next review	Page
POL-0092	2.0	June 2023	November 2027	Page 4 of 4