

RESPONSIBLE OFFICER:	Chief Executive Officer
RELEVANT DELEGATIONS:	Directors and Managers
LEGISLATION AND REFERNECES: <i>(not limited)</i>	South Australian Work Health Safety Act, 2012 South Australian Work Health Safety Regulations, 2012 Local Government Act 1999 Volunteer Protections Act 2001 <i>Children and Young People (Safety) Act 2017 (SA)</i> <i>Child Safety (Prohibited Person) Act 2016 (SA)</i> <i>National Principles for Child Safe Organisations 2019</i> Children’s Protection Regulations 2010 Privacy Act 1988

PURPOSE OF POLICY

Naracoorte Lucindale Council fosters and facilitates the invaluable contribution volunteers make to our community.

A strong bond is forged between Council and the local community by encouraging:

- Community engagement
- Access to resources and information
- Social interaction and satisfaction
- Participation in established Council services and events.

DEFINITION

Volunteers are defined as a person who:

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

COUNCIL RESPONSIBILITIES

Council will:

- Recognise the different roles, rights and responsibilities of volunteers
- Create a climate of mutual respect
- Provide for a safe work environment
- Ensure that volunteers have access to the services of the LGAMLS, and a Personal Accident policy
- Provide sufficient induction and training, including about their role in maintaining child safe environments, as relating to the *Children and Young People (Safety) Act 2017*, *Child Safety (Prohibited Persons) Act 2016* and the *National Principles for Child Safe Organisations*.
- Assess volunteer skills to match tasks with expectations, interests and time commitments
- Ensure that volunteers are not used to replace paid staff
- Provide volunteers with the direction and supervision of paid staff and/or appointed coordinators
- Maintain accurate records

Work **Health** and **Safety**

It is of the utmost importance, both legally and morally that each volunteer is provided with the information, instruction and training necessary for the safe performance of any tasks or activities prior to commencing. Volunteers will receive an induction and an Induction Checklist will be completed to document the induction process. Provision of information, instruction and training must be followed up with the necessary supervision to ensure that tasks or activities are performed in a safe manner.

Council volunteers do not have rights pursuant to the Return to Work Act 2014, where they are not deemed as employees.

Council has a responsibility to the community to ensure volunteers engaged by council do not pose a risk to the community they are interacting with. As such, volunteers engaged by Council will have specific screening requirements which will be determined by their Position Description during volunteer registration. Some roles may have to adhere to specific legislation such as volunteers working with children or other vulnerable groups. These volunteers will be assessed under the council's Child Safe Environment Policy and may require additional screening elements to ensure a child safe environment.

RESPONSIBILITIES OF VOLUNTEERS

Volunteers have obligations to Council and must:

- Acquaint themselves with the objectives and functions of Council and the services provided
- Understand and acknowledge the requirements of relevant Council policies and guidelines
- Participate in the appropriate induction and training provided
- Operate under the direction and supervision of Council personnel and/or appointed coordinator to achieve the objectives required
- Notify of any potentially hazardous situation to themselves or a Third Party; and

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- Report any injury/damage to themselves or a Third Party.
- Maintain child safe environments by ensure adherence to council's Child Safe Environments Policy and Code of Conduct.
- Preserve confidentiality;
- Complete any required paperwork including an annual updated information form, to enable Council to maintain accurate records.

WORK HEALTH AND SAFETY OBLIGATIONS

Under the Work Health & Safety legislation, volunteers are deemed to be “workers”. As such, they have the same rights and responsibilities in relation to safe work practices and must take reasonable care:

- To protect their health and safety at work;
- To avoid adversely affecting the health or safety of any other person through any act or omission of work;
- To use any equipment provided for health or safety purposes;
- To obey any reasonable instructions that their ‘employer’ may give in relation to health or safety;
- To comply with any Policy that applies at the workplace;
- To ensure that they are not, by the consumption of alcohol or a drug, in such a state as to endanger their own safety or the safety of any other person at work.

VOLUNTEER PROGRAMS

Council has the following opportunities where volunteers may be able to contribute to Council services and / or projects:

- Minor painting and maintenance tasks
- Mowing
- Clean up and rubbish removal
- Tree Management such as planting, removing / installing tree guards and weeding
- Visitor Information Centre
- Library
- Events (such as Australia Day and Harmony Day)
- Documenting Council services and activities by photographing / filming points of interests, infrastructure and events

OTHER RELEVANT POLICIES / PROCEDURES

This Policy and Procedure is implemented in conjunction with the following Policies and Strategies:

- Strategic Plan
- Customer Service & Complaints Handling Policy
- Child Safe Environment Policy C5
- Child Safe Environment Code of Conduct
- WHS & Injury Management Policy

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- Volunteer Registration Form
- Volunteer Pamphlet
- Volunteer Induction
- Volunteer Activity Timesheet
- Volunteer Flow Chart
- Volunteer Updated Information Form

POLICY REVIEW

This policy will be reviewed every four years (or on significant change to legislation or aspects included in this policy that could affect the health and safety of volunteers)

AVAILABILITY OF POLICY

The public may inspect a copy of this policy, without charge, at the Council's Naracoorte and Lucindale offices during office hours, and may obtain a copy for a fee fixed by Council.

The Policy is also available on Council's website www.naracoortelucindale.sa.gov.au

ADOPTION AND AMENDMENT HISTORY

<i>Date</i>	<i>Authorised by</i>	<i>Minute Reference</i>
23 May 2023	Council	Reviewed – Resolution 261/23
October 2017	Council	Reviewed – Resolution 78/18
27 th January 2009	Council	Policy adopted