

## VOLUNTEER POLICY

### INTENT

To guide the co-ordination of volunteers undertaking a role on behalf of Cook Shire Council and to provide a supportive and coordinated approach so that the volunteer experience is safe, enjoyable and rewarding for all council volunteers and staff.

### SCOPE

This policy applies to all members of the community who wish to perform voluntary work directly for Cook Shire Council and all Council employees who engage volunteers.

### DEFINITIONS

TERM	DEFINITION
<b>Volunteering</b>	The commitment of time and energy willingly given for the common good of the community and the volunteer and without financial gain. It is undertaken freely and by choice and in designated volunteer positions only.
<b>Volunteer</b>	Any person, who willingly offers to undertake unpaid work for Council and is accepted as a Volunteer by the Chief Executive Officer and/or their authorised delegates. Unpaid members of council-endorsed committees, project teams and reference groups that are established by Council and/or that are under the auspice of Council are volunteers.
<b>Project Manager</b>	A Project Manager is a member of Council's staff delegated to engage and manage volunteers to undertake unpaid work for Council in accordance with Council's Volunteer Policy and any associated guidelines and handbooks.

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Authorised By:	Director Community, Economy and Innovation		
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TERM	DEFINITION
<b>Employee</b>	Local government employee of Cook Shire Council
<b>Community</b>	Residents, ratepayers, businesses, organisations and groups who have an interest in the area served by Council.

## ***POLICY STATEMENT***

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Cook Shire Council volunteers are valued for providing customer focused services and enhancing established council programs.

Volunteer programs form a strong bond between Council and the local community by encouraging community participation and access to resources and information. Volunteering facilitates social interaction and satisfaction and enables community members to participate in established Council services and events.

Council is committed to meeting best practice standards for the community volunteer programme and providing a collaborative, supportive and safe working environment for volunteers. In addition Council aspires to make the volunteer experience an enjoyable and rewarding one and to encourage personal and professional growth for volunteers.

This policy clarifies Cook Shire Council's role in the recruitment and management of council volunteers and outlines council's commitment to and expectations of volunteers.

Council's human resources management policies apply to volunteers, these include workplace health and safety policies and procedures.

Council commits to:

- Involve volunteers in relevant and appropriate work and ensure that volunteer work is meaningful
- Provide a safe and healthy work environment to all volunteers
- Provide adequate training, resources and support to allow volunteers to undertake their role
- Provide volunteers with clear and appropriate management structure and administrative systems
- Comply with all relevant legislative requirements
- Recognise volunteers contributions through appropriate reward and recognition

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Authorised By:	Director Community, Economy and Innovation		
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## KEY RESPONSIBILITIES

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RESPONSIBLE OFFICER	RESPONSIBILITY
Project Manager	<ul style="list-style-type: none"><li>- To establish and implement appropriate management support systems</li><li>- To provide adequate training and resources and support volunteers to carry out their tasks</li></ul>
Volunteer	<ul style="list-style-type: none"><li>- To participate in the appropriate induction and training provided</li><li>- To undertake their duties responsibly and follow all reasonable instructions, cooperating with their volunteer coordinator with respect to all relevant Council policies and procedures</li></ul>

## REFERENCES, LEGISLATION AND GUIDELINES

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*Local Government Act 2009*

*Local Government Regulation 2012*

*Information Privacy Act 2009*

*Commission for Children and Young People and Child Guardian Act 2000*

*Workplace Health and Safety Act 2011*

*Workplace Health and Safety Regulations 2011*

*Anti-Discrimination Act 1991*

## RELATED DOCUMENTS

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Alcohol and Other Drugs Policy

Code of Conduct for Employees

Equal Employment Opportunity Policy

Volunteer Registration Form

## IMPLEMENTATION/COMMUNICATION

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This policy will take effect from the date Council adopts the policy and will be displayed on the Council website.

Council staff will communicate this policy to volunteers as required.

Document Number:	D20/5546	<b>CONTROLLED DOCUMENT</b> This electronic document is guaranteed as the most current. <b>DO NOT COPY.</b> Unauthorised hard copies of this document are prohibited.	Page 3 of 4
Authorised By:	Director Community, Economy and Innovation		
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## **APPROVED BY**

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Council resolution

## **REVIEW**

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<b>SPONSOR:</b>	Director Community, Economy and Innovation
<b>OFFICER RESPONSIBLE FOR REVIEW:</b>	Manager- Tourism
<b>ADOPTION DATE:</b>	19/02/2020
<b>REVIEW DATE:</b>	February 2025

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***THIS POLICY IS TO REMAIN IN FORCE UNTIL OTHERWISE DETERMINED BY COUNCIL***

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## **AMENDMENT HISTORY**

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<b>VERSION</b>	<b>AMENDMENT DETAILS</b>	<b>AMENDMENT DATE</b>	<b>APPROVAL</b>
V1	Original version	February 2013	Council

Document Number:	D20/5546	<p style="text-align: center;"><b>CONTROLLED DOCUMENT</b> This electronic document is guaranteed as the most current. <b>DO NOT COPY.</b> Unauthorised hard copies of this document are prohibited.</p>	Page 4 of 4
Authorised By:	Director Community, Economy and Innovation		
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