


Volunteer Policy

Policy – OP083

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Human Resources	SMT	CEO	August 2019
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CEO Signature: 			

1. The purpose of this policy is

To provide a framework for Mildura Rural City Council to establish clear guidelines and processes for Volunteers.

2. Policy Statement

Mildura Rural City Council recognises its responsibility and role in providing a supportive environment for all Council Volunteers. This Policy aims to provide clear guidelines to staff in the organisation with regard to the management of Council Volunteers.

3. Principles

Council appreciates the contribution that volunteers make to our community. Within Council, volunteers assist with the provision of various programs and services

We aim to ensure that our Volunteers are valued, their contributions are acknowledged, that we work with Volunteers in a positive way and protect their rights.

Council plays a critical role in providing the opportunity for Volunteers to contribute to the community.

Volunteers may be utilised in programs and services provided by Mildura Rural City Council, subject to management discretion and will be required to serve at the level and skill set they possess.

The relationship between Volunteers and Council does not create a legally binding contract or a relationship of employment between Council and the Volunteer.

3.1 What Volunteers can expect

- To have a Duty Statement, agreed volunteering hours, and defining specific duties.
- To volunteer in an area of interest that also compliments the Volunteer's skills and experience.
- To have the right to work in a healthy and safe environment.
- To be covered by public liability and personal accident insurance whilst completing their volunteer agreed hours.
- To have a specific orientation and induction session and if required, be provided with specific training on the role to be performed.
- To have access to required Mildura Rural City Council policies as applicable for the role being performed.
- Volunteers will not be used to displace any paid employees from their work positions.

3.2 What Council asks of Volunteers

- To perform the specified job and to ask for assistance and support when needed.
- Adhere to Mildura Rural City Council Policies and processes.
- Adhere to Occupational Health & Safety Legislation
- To follow Mildura Rural City Council staff direction.
- To value, support and respect all persons.
- To be accurate, fair, value and support other team members.
- To provide accurate and honest information in the performance of their role.
- To be committed to the rostered hours and to notify their direct supervisor if unavailable.

3.3 Police checks for Volunteers

Volunteers may be required to undertake a police check to undertake certain Volunteer activities.

3.4 Working with children documents

Volunteers working with Children will be required to have a current Working with Children Check.

Volunteers will also abide by the Victorian Government's Child Safe Standards and Council's Child Safe Standards Policy (OP217).

3.5 Intellectual property

Material developed by Volunteers during their work with Mildura Rural City Council will remain the property of Mildura Rural City Council

3.6 Community Groups wishing to Volunteer

Community Volunteers are those who deliver their own projects and activities at or using Council facilities or with funding provided by Council.

Community Volunteers contribute greatly to the way our municipality looks and feels, and this partnership is highly valued by Council. Council has a duty of care to its many Community Groups as outlined in the Volunteer Committee Safe Work Guide.

4. Who is responsible for implementing this policy?

All Managers, Coordinators, Team Leaders and Supervisors who utilise or work with Volunteers are responsible for ensuring their staff are aware of, and comply with this policy and other Council policies.

5. Definition

Volunteer A person (Volunteer) who freely chooses to perform a role or undertake an activity of their own free will, without coercion, for no financial payment to provide a benefit to the community in a Mildura Rural City Council designated volunteer position.

6. Legislation and other references

6.1 Legislation

For further information related to this policy see:

- Occupational Health & Safety Act 2004
- Occupational Health & Safety Regulations 2007

6.2 Documents

Policy implemented in conjunction with the following documents and Policies:

- Volunteer Duty Statement
- Volunteer Guidelines
- Volunteer Registration Forms
- UV Policy
- Dress Code Policy
- Employee Confidentially Agreement Policy
- Occupational Health & Safety Policy
- Social Inclusion Policy
- Records Management Policy
- Information Systems Use Policy
- Media Relations Policy
- Alcohol and Mood Altering Drugs Policy
- Equal Opportunity and Workplace Behaviors Policy
- Smoke Free Workplace Policy
- Working with Children Check Policy

- Child Safe Standards Policy
- Volunteer Committee Safe Work Guide

6.3 Risk Assessment Reference

Please tick the corporate risk(s) that this policy is addressing.

Risk Category	✓	Risk Category	✓
Asset Management		Financial Sustainability	
Committees		Human Resource Management	✓
Compliance – Legal & Regulatory		Leadership & Organisational Culture	✓
Contract Management		Occupational Health & Safety	✓
Contract Tendering & Procurement		Organisational Risk Management	✓
Corporate Governance		Project Management	
Environmental Sustainability		Public Image and Reputation	✓
Public Safety & Liability M'ment	✓		