

POLICY

TITLE:	Volunteer Policy		
ADOPTED BY:	Chief Executive Officer (CEO)		
DATE OF ADOPTION:	29 Nov 2024	DATE OF REVIEW:	29 Nov 2026
POLICY NUMBER:	150		
LEGISLATIVE REF:	<i>Work Health and Safety Act 2011</i> <i>Work Health and Safety Regulations 2011</i> <i>Disability Discrimination Act 1992</i> <i>Sex Discrimination Act 1984</i> <i>Anti-Discrimination Act 1992</i>		

1. INTRODUCTION

1.1. Purpose

Barkly Regional Council (BRC) recognises the valuable contribution that unpaid volunteers make to Council's operations. This policy and associated documents provide guidelines relating to all volunteer matters at Council.

1.2. Scope

This Policy applies to all unpaid volunteers as described in Clause 1.3, but does not include:

- Any volunteering activities undertaken by Council employees or contractors
- Work experience or other labour workplace/funded arrangements
- Other Volunteer organisations

The full scope of this Policy and associated procedures do not apply to short term volunteers (ie. Those helping at a community event or one-off basis).

While employment policies do not apply to Volunteers, the Work Health & Safety Act and Regulations do apply to volunteers.

1.3. Definitions

Volunteer is defined as a person who does community work on a voluntary basis and unpaid basis in situations where the volunteer is under direct supervision of Council or its officers.

1.4. Responsibilities

All persons within scope of this Policy are required to adhere to this Policy and its associated procedures.

The CEO is accountable for the overall management of this Policy. The Manager, WHS is responsible for ensuring that volunteers have participated in WHS induction and other WHS initiatives as required.

1.5. Policy Objectives

- 1) To provide an overview of the value of volunteers and BRC's commitment to ensure volunteers are valued in the workplace.

2. POLICY STATEMENT

BRC recognises that volunteers give up valuable time to assist in the delivery of Council programs or services and BRC is appreciative of this. BRC does not use volunteers to fill roles identified for employees.

Volunteers are not employees, as there is no contract of employment and no payment for services.

BRC's commitment to volunteers ensures that volunteers are:

- Appreciated and are not exploited
- Provided with a healthy and safe working environment
- Made aware of policies and procedures that affect them
- Provided with workplace orientation, education and training necessary to the role
- Covered by insurance for bodily injury arising out of accidents (terms and conditions apply)
- Advised in advance of rostered shifts/hours as agreed by them
- Are designated an Officer to whom they report

Supervisors/Managers of volunteers may access a copy of the insurance policy each year after review. This may be viewed at any time by volunteers upon request.

3. PROFESSIONAL CONDUCT

As volunteer representatives of Council, volunteers are subject to Council's Code of Conduct (Staff & Others) and must behave responsibly under its requirements. Any failure by a volunteer to act professionally and in accordance with the Code may result in the volunteer arrangement being terminated.

4. GRIEVANCES

Volunteers are encouraged to discuss any concerns they may have with their direct Supervisor or Manager. However, if such concerns cannot be addressed or resolved in this manner, volunteers are covered under the scope of the *Grievance Policy*, which outlines how to address complaints.

5. WORK HEALTH AND SAFETY

Team Leaders, Supervisors, Managers and Directors are responsible for ensuring that all relevant work health and safety policies and procedures are applied to Volunteers.

6. RELEVANT POLICIES

Policies to be read in conjunction with this Policy are:

- 1) Code of Conduct (Staff and Others)
- 2) Workplace Health and Safety Policy
- 3) Corporate Orientation Policy
- 4) Anti-Discrimination Policy
- 5) Grievance Policy

7. IMPLEMENTATION AND REVIEW

7.1. Implementation

Relevant personnel will be made aware of this Policy. It is not a requirement of the Act for this Policy to be published on the Barkly Regional Council website.

7.2. Review

This policy will be reviewed on or before 29 November 2026.


8. VARIATIONS, REVOCATIONS AND/OR CHANGES

Barkly Regional Council reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements. Employees will be given sufficient notice of any such revocations, amendments, or changes.

9. APPROVAL

This policy is approved.

Chris Kelly
Chief Executive Officer


Signature

29 Nov 2024
Dated

END