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RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Occupational health and safety policy Loddon Visitor Information Centre – Guidelines for Volunteers Community Care Volunteer Handbook
RELATED LEGISLATION:	Occupational Health and Safety Act (2004) Occupational Health and Safety Regulations (2007) Equal Opportunity Act 2010 Privacy Act 1988 Wrongs Act 1958
EVIDENCE OF APPROVAL:	 Signed by Chief Executive Officer
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Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the policies on the Loddon Shire Internet (Council Policies) or Intranet (Organisational Policies) to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

1 PURPOSE

This policy is intended to ensure that volunteers working for Loddon Shire Council (Council) have work that is safe, significant, fulfilling and appreciated. The policy establishes how volunteers will be supported by Council and provides a framework in which volunteer services will operate.

2 SCOPE

This policy applies to any person who has been engaged by Council to provide services for the community in a voluntary capacity.

3 POLICY

Council values the contribution of volunteers and acknowledges their assistance in the provision of services to the Loddon Community.

Volunteering takes place and is undertaken:

- to be of benefit to the community and the volunteer
- of the volunteer's own free will and without coercion
- for no financial payment
- in designated volunteer positions only.

Volunteering benefits the Loddon community, Council and the volunteer. It is acknowledged that there are responsibilities that both the volunteer and Council are required to commit to in order to provide the best possible service to the Loddon community.

3.1 Council's responsibilities

Council is committed to:

- recruit volunteers in a professional manner, through an interview process
- communicate clear expectations and provide written position descriptions and policies and procedures relevant for each role
- provide a formal induction and orientation program that will provide information about the role and policies and procedures of Council
- engage with volunteers on decisions that will substantially affect a volunteer's role and/or performance
- provide appropriate support to volunteers to assist them to perform their role at the highest standard
- provide a supervisor / volunteer coordinator so volunteers have a clear point of contact within Council
- ensure that volunteers enhance the work of paid staff, never replace or supersede it
- provide a supportive and safe work environment
- celebrate, recognise and acknowledge the contribution of its volunteers.

3.2 Volunteer's responsibilities

Volunteers will:

- be sure their motives and objectives match the volunteer role and Council's expectations before accepting a role
- follow and be aware of the policies and procedures for Council that are relevant to their role
- be a positive contributor to Council and uphold its values and aims at all times
- be willing to take part in induction, orientation and ongoing training as required
- accept support and supervision
- be open and honest in all communications

- work as a member of the team
- not represent themselves as a paid staff member or obligate Council in any way
- respect privacy and confidentiality of fellow volunteers and the clients or members of the public they assist
- be willing to undergo regular police checks
- be willing to sign and adhere to the position description relevant to their role
- be willing to undertake training and evaluation as required
- contribute to a safe working environment for other volunteers, paid employees, clients and members of the public.

4 HUMAN RIGHTS STATEMENT

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act. Loddon Shire Council is committed to consultation and cooperation between management, employees and volunteers. The Council will formally involve elected employee Health and Safety Representatives in any workplace change that may affect the health and safety of any of its employees.

5 REVIEW

The Director Community Wellbeing will review this policy for any necessary amendments no later than 3 years after adoption of this current version.