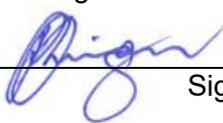


VOLUNTEER POLICY

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RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	<p>Volunteer Strategy 2018-2022 Council Plan 2017-2021 Disability, Access and Inclusion Plan 2017-2021 Municipal Health and Wellbeing Plan 2017-2021 Long Term Financial Plan Information Technology Strategy 2017-2022 Building Asset Management Plan 2018 Section 86 Committee of Management Policy 2014 Section 86 Instrument of Delegation 2018 Risk Management Policy 2015 Event Management – A Guide for Organisers of Events 2016 Staff and Contractors Code of Conduct 2017 Occupational Health and Safety Policy Visitor Information Centre Volunteers Operations Manual 2018 Community Care Volunteer Handbook Kindergarten Cluster Committee Information Booklet 2015</p>
RELATED LEGISLATION:	<p>Commonwealth Fair Work Act 2009 Commonwealth Privacy Act 1988 National Standards for Volunteer Involvement 2015 – Volunteering Australia Racial and Religious Tolerance Act (Vic) 2001 Victorian Charter of Human Rights and Responsibilities 2006 Victorian Equal Opportunity Act 2010 Victorian Health Records Act 2001 Victorian Information Privacy Act 2000 Victorian Occupational Health & Safety Act 2004 Victorian Privacy and Data Protection Act 2014 Victorian Working with Children Act 2005 Wrongs Act 1958 (as amended)</p>
EVIDENCE OF APPROVAL:	 <hr/> Signed by Chief Executive Officer
FILE LOCATION:	K:\EXECUTIV\policies and procedures\Policies - adopted PDF and Word\POL Volunteer Policy v2.docx

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.

ACKNOWLEDGEMENT OF COUNTRY

Loddon Shire Council acknowledges the Traditional Custodians of the land comprising the Loddon Shire Council area. Council would like to pay respect to their Elders both past and present.

1 PURPOSE

This policy outlines the guiding principles by which Loddon Shire Council (Council) will lead, attract, retain, develop and recognise volunteers engaged to support delivery of Council services and facilities to the community.

This policy is consistent with, and enables actions outlined in the Volunteer Strategy 2018-2022.

2 SCOPE

This policy applies to all employees, Councillors, contractors and volunteers of Council.

3 POLICY

Council values and is heavily reliant on the contribution of volunteers to provide support, where Council does not have the funding or resources to do so.

Volunteering is an activity undertaken which is:

- to be of benefit to the community and the volunteer
- of the volunteer's own free will and without coercion
- in positions not designated as paid
- underpinned by the 'Principles of Volunteering' as defined in the National Standards for Volunteer Involvement 2015.

3.1 National Standards for Volunteer Involvement 2015

The National Standards for Volunteer Involvement (Standards) provide a framework for supporting the volunteer sector in Australia. They provide good practice guidelines for organisations to attract, manage and retain volunteers, and help improve the volunteer experience. The Standards incorporate the following principles:

- Volunteer involvement should be a considered and planned part of an organisation's strategic development, aligning with the organisation's strategic aims and incorporated into its evaluation framework.
- Effective volunteer involvement requires organisational leadership, and a culture and structure that supports and values the role of volunteers.
- Volunteers have rights, which include the right to work in a safe and supportive environment with appropriate infrastructure and effective management practices.
- Volunteers have responsibilities, which include acting responsibly, being accountable for their actions to the organisation, and respecting the organisation's values and practices.

3.2 Volunteer Strategy 2018-2022

The Volunteer Strategy 2018-2022 (Strategy) was developed to provide a strategic leadership approach to attracting, retaining, developing and recognising volunteers in Loddon Shire.

The Strategy outlines Council's approach to volunteer management across the Shire over the next four years; and takes into consideration the National Standards for Volunteer Involvement 2015.

Within the framework of the Strategy, Council will encourage and support volunteering through the following strategic directions:

- leading, planning and resourcing to support volunteers and volunteer organisations with consistent standards, and review
- raising the profile of volunteering across Loddon Shire and attracting younger volunteers
- motivating, engaging and supporting volunteers and volunteer organisations with standards of best practice and consistency
- volunteers are supported with skills and knowledge development opportunities
- volunteer contribution, value and impact is understood, appreciated and acknowledged.

3.3 Council's responsibilities

Council aims to support a consistent, coordinated approach to volunteer management that will include, where possible and subject to funding:

- provide resourcing to strategically plan, and support volunteer programs and activities
- 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
- provide clear information on Council's grievance procedures
- 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
- provide adequate and appropriate insurance cover for volunteers undertaking approved activities
- reimburse volunteers for authorised out of pocket expenses
- regularly evaluate volunteer programs and activities
- celebrate, recognise and acknowledge the contribution of its volunteer.

3.4 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
- be reliable, and 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 undergo regular working with children 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 DEFINITION OF TERMS OR ABBREVIATIONS USED

Term	Definition
Volunteers	Individual volunteers or volunteer organisations engaged to support delivery of Council services and facilities to the community

5 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.

6 REVIEW

The Director Corporate Services will review this policy for any necessary amendments no later than 4 years after adoption of this current version.