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## OPERATIONAL POLICIES

# Volunteer Management



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Policy Number:	O2
Relevant Delegation:	Not Applicable
Adoption Details:	12 June 2006
Last Review Details:	27 April 2021

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### **POLICY OBJECTIVE:**

Shire of York recognises the responsibility to ensure that the following points apply to the management of volunteers in the organisation. The Shire of York will maintain a register of volunteers to ensure they are covered by the organisation's insurance policy.

The Council will comply with the national standards for volunteer involvement which represent and explain the tenets of best practice in the management of volunteers.

The following points identify policy considerations for volunteering involving organisations and can be addressed as part of the process to implement the national standards.

- interview and employ volunteer staff in accordance with anti-discrimination and equal opportunity legislation.
- provide volunteer staff with orientation and training.
- provide volunteer staff with a healthy and safe workplace.
- provide appropriate and adequate insurance coverage for volunteer staff.
- not place volunteer staff in roles that were previously held by paid staff or have been identified as paid jobs.
- differentiate between paid and unpaid roles.
- define volunteer roles and develop clear job descriptions.
- provide appropriate levels of support and management for volunteer staff.
- provide volunteers with a copy of policies pertaining to volunteer staff.
- ensure volunteers are not required to take up additional work during Industrial disputes or paid staff shortage.
- provide all volunteers with information on grievance and disciplinary policies and procedures.
- acknowledge the rights of volunteer staff.
- ensure that the work of volunteer staff complements but does not undermine the work of paid staff.
- offer volunteer staff the opportunity for professional development.
- reimburse volunteer staff for out of pocket expenses incurred on behalf of the organisation.
- treat volunteer staff as valuable team members and advise them of the opportunities to participate in agency decisions.
- acknowledge the contributions of volunteer staff.

### **POLICY SCOPE:**

This policy applies to all management, employees, councillors and volunteers working on Shire activities or official Shire committees.

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## **VOLUNTEER REGISTER**

A register will be kept, Volunteers between the ages of 16 and 80 are covered for personal accident insurance. If volunteers are outside this age group, contact will be made with Local Government Insurance Services to seek approval for insurance cover.

### **PENALTIES:**

Not applicable.

### **KEY TERMS/DEFINITIONS:**

Not applicable.

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Responsible Officer: Executive Manager Corporate & Community Services

Contact Officer: Executive Manager Corporate & Community Services

Relevant Legislation: Not applicable

Review History:

<b>Date Review Adopted:</b>	<b>Resolution Number</b>
Adopted – 12 June 2006	050606
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