

Volunteers of Council

Head of Power

Local Government Act 2009
Local Government Act 2009
Workplace Health and Safety Act 1995
Workplace Health and Safety Act 2012
Workplace Health and Safety Regulation 2008
Anti-Discrimination Act 1991
Corporate Plan

Objective

The objective of this policy is to guide the recruitment and management of those volunteers undertaking a role on behalf of Moreton Bay Regional Council and to make the volunteering experience a valuable and rewarding one for all.

Definitions/Application

Definitions

“Volunteering” - is the commitment of time and energy to the provision of services and programs that benefit the community and the volunteer. It is undertaken freely and by choice, without financial gain and in designated volunteer positions only. Volunteering takes many forms and can take both an episodic informal and a more structured formalised approach.

Application

This Policy relates only to roles undertaken by volunteers within Council programs and services and does not include Work Experience and Student placement. A volunteer must be in a Council workplace (facility or site), under the direct supervision of Council staff and subject to Council's volunteer recruitment, induction and rostering process and all relevant policies and procedures including WHS and the Code of Conduct. It does not include those individuals or groups who are providing an advisory or consultation service to Council.

The management of Council Volunteers is to be undertaken in accordance with the information contained in the MBRC Volunteer Program Handbook. The Handbook provides sound advice on matters relating to a volunteer program, volunteer recruitment and management and related Council policies and procedures.

Policy Statement

Council values the significant contribution made by community members who volunteer their time to support a number of diverse Council programs and services. Volunteers significantly enhance the quality of life, community spirit and leisure time opportunities in the region and volunteering promotes enduring social, cultural, environmental and economic value to Council and the community. Council also recognises that it is important for members of the community to have the opportunity to participate more in community life and to give of and develop their skills, interests and expertise. Without our volunteers Council would be unable to offer the quality and depth of programming and services provided to the community.

Council is committed to meeting best practice standards for the volunteer program and providing a collaborative, supportive and safe working environment for volunteers. In addition Council aspires to make the volunteer experience an enjoyable and rewarding one and to encourage personal and professional growth for Council volunteers.

This Policy outlines Council's intent in undertaking a Council Volunteer program where:

- The intent of the program is that volunteer positions will be enriching for Council, program participants and volunteers;
- the volunteer program will be effectively managed, supported and resourced;
- volunteers will be an integral part of the Council team and treated equally to paid staff, in terms of respect and dignity;
- volunteers will enhance the work of paid staff, never replace or supplant it;
- volunteers will be given the opportunity to discuss decisions that would substantially affect the performance of their duties;
- volunteers will be provided the opportunity to work in areas that are satisfying to them and within their expertise;
- adequate training and support will be provided for volunteers to undertake their role;
- there will be open communication with volunteers and access to all related policies, procedures and information pertaining to volunteers and their specific role.
- council will celebrate, recognise and acknowledge the contribution of its volunteers; and
- volunteers will work in a supportive and safe work environment.

Review Triggers

This Policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

- (1) The related documents are amended.
- (2) The related documents are replaced by new documents.
- (3) Amendments which affect the allowable scope and effect of a Policy of this nature are made to the head of power.
- (4) Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this Policy is to be reviewed at least once every two years for relevance and to ensure that its effectiveness is maintained.

Responsibility

This Policy is to be:

- (1) implemented by all Councillors and Officers; and
- (2) reviewed and amended in accordance with the "Review Triggers" by the Manager Economic Development & Events.

Policy: 2150-053		Official Version: A6720572	
Version	Adoption (Council meeting / Minute Page)	Date	Word version reference
V1	Coordination Committee (10/310)	23.2.2010	Version of PDF
V2		3.4.2012	Version of PDF
V3	Amendment to Responsible Officer to reflect organisational structure - CEO approved (Memo A14269017)	14.10.2016	A14270151

Related Links:

[MBRC Volunteer Handbook](#)