

Policy 1.04 Volunteering

Directorate	Business and Governance
Responsible Officer	Manager People and Governance

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1.1 Introduction

1.1.1 Scope

This policy applies to members of the community who volunteer their time and services to Bega Valley Shire Council, including members of Section 355 Committees and other committees of council, students engaging in work experience or work placement, and general volunteers from the community.

This policy does not apply to volunteers managed by external organisations that may have been given approval to use and/or undertake works on BVSC managed land.

1.1.2 Purpose

Council recognises the significant contribution volunteers make to Council and our community. This policy provides guidance to Councillors, managers, staff and those who volunteer in relation to the development, implementation, monitoring and review of volunteer management practices within Council.

1.2 Definitions

Word or Terminology	Description
Council volunteer	A person who is acting on a voluntary basis in accordance with BVSC policy and procedures (irrespective of whether the person receives out-of-pocket expenses).
Councillor	A person elected to office as a result of a Local Government Election.
Staff	A person employed by Council to undertake paid work duties and tasks. Staff may be employed on a permanent full-time basis, permanent part-time, fixed-term contract, or on a casual basis.
Worker	In accordance with the WHS Act 2011, a 'worker' is a person who carries out work in any capacity for a person conducting a business or undertaking, including employees, contactors, sub-contractors, an employee of a labour hire company, apprentice, trainee, work experience student or volunteer.
Responsible officer	Council staff who engage, supervisor, and/or use volunteers.

1.3 Legislation

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2017*
- *NSW Local Government Act 1993*
- *Child Protection (Working with Children) Act 2012 NSW*
- *Child Protection (Working with Children) Regulation 2013 NSW*
- *Health Records and Information Privacy Act 2002 NSW*
- *Volunteering Australia, National Standards for Volunteer Involvement 2015*
- *Anti-Discrimination Act 1977 NSW*

1.4 Implementation

1.4.1 Policy Statement

Bega Valley Shire Council will commit to volunteer management, support and development by:

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- recognising and valuing the substantial and ongoing contribution made by volunteers and voluntary groups to the quality of life of Bega Valley Shire residents
 - supporting Council volunteers in accordance with Council procedures and other relevant national and state guidelines, and legislative responsibilities
 - supporting Council's s355 Committees and community committees in their delegated functions
 - identifying and responding to current trends and challenges in volunteerism
 - working with the community to build capacity and encourage participation through volunteering, to build stronger relationships across the community
 - working in partnership with community groups, the business sector and relevant stakeholders to develop volunteering opportunities, promote volunteering, raise the profile of volunteerism and facilitate access to information about volunteering opportunities

1.4.2 Responsibilities

1.4.2.1 Elected Council

Ensure Council has an adopted policy concerning volunteering and volunteer management within the Bega Valley Shire and Council as an organisation.

1.4.2.2 Chief Executive Officer (CEO), Leadership Executive Group (LEG)

The CEO and members of the Leadership Executive Group will ensure:

- Council's policy concerning volunteering and volunteer management is reviewed in accordance with the *Local Government Act 1993*
- Council's volunteer policy is accessible and communicated to members of the public
- Council has documented and adopted procedures to help manage volunteers on a day-to-day basis
- Council reviews its volunteer procedures on a needs-basis
- Relevant Council Officers are trained in the management of volunteers in accordance with its adopted procedures Adequate resources are made available to coordinate and implement this policy and relevant procedures.

1.5 Supporting documents

1.5.1 BVSC procedures that relate to this policy

Procedure No.:	Procedure Name	External or Internal Procedure
1.04.01	Volunteer management	Internal
6.02.01	Code of Conduct	External
6.05.04	Positive Workplace	Internal
6.05.09	Fitness for work – alcohol and other drugs	Internal
6.05.17	WHS incident reporting and investigation	Internal
6.10.03	Social media communication	Internal
6.12.02	Privacy management plan	Internal

1.5.2 BVSC policies that relate to this policy

Policy No.:	Policy Name
1.01	Community Wellbeing
1.03	Arts and Culture
1.06	Cultural Diversity
1.08	Parks Aquatics & Recreation
2.01	Community Learning and Education
6.04	Conditions of Employment
6.05	Work Health & Safety
6.10	Communication
6.12	Access to information

1.5.3 Other related documents

Community Project Proposal process

s355 Committee Guidelines

Note: Policy details may change from time to time. To ensure you are viewing the most recent version please view Council's adopted policies and procedures on the Council website: www.begavalley.nsw.gov.au