

VOLUNTEER POLICY (ADMINISTRATIVE POLICY)

1 Scope:

This policy applies to members of the community who wish to perform voluntary work directly for Council.

It does not apply to persons who may be applying for or undertaking the following forms of unpaid work:

- Student practicum placements, work experience placements and employment program placements – refer to Council’s Work Experience Procedure;
- State Emergency Service duties as the functions and duties of such persons is specified under the *Disaster Management Act 2003*;
- Court Enforced Correctional Orders; or.
- Engagement with an external organisation such as Friends of the Theatre, Friends of Archer Park Rail Station and Museum, and Mount Morgan Railway Museum.

2 Purpose:

To acknowledge the importance of volunteering to the delivery of Council services and programs, and to establish a consistent approach to the engagement and management of volunteers within Council.

3 Related Documents:

Primary

Nil

Secondary

Code of Conduct

Volunteer Procedure

4 Definitions:

To assist in interpretation, the following definitions apply:

Council	Rockhampton Regional Council
Employee	Local government employee: (a) the chief executive officer; or (b) a person holding an appointment under section 196 of the <i>Local</i>

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Adopted/Approved: Adopted, 24 May 2016

Version: 1

Reviewed Date:

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	<i>Government Act 2009.</i>
Volunteer	Any person, who of their own free will, offers to undertake unpaid work for Council and is accepted as a volunteer by the Chief Executive Officer and/or his authorised delegates.

5 Policy Statement:

Council values the contribution made by community members who volunteer their skills and time to support a number of its services and programs. It recognises that such volunteer contribution may enhance, but not replace the work of paid employees.

Council also recognises that it is important for people to have opportunities to contribute to community life by sharing and developing their expertise and interests in a voluntary capacity.

Council is committed to providing a supportive and safe working environment, making the volunteer experience enjoyable and rewarding by:

- Offering volunteer opportunities in a range of relevant programs areas that will provide meaningful and satisfying work, or for specific events or other short term initiatives;
- Providing adequate training, resources and support to allow volunteers to undertake their role in a safe and effective manner;
- Providing appropriate management, supervision and communication to ensure volunteers are aware of policies, procedures and information relating to their roles;
- Treating volunteers with respect, fairness and dignity in accordance with the Code of Conduct; and
- Recognising and acknowledging the contribution of volunteers.

Volunteers are responsible for:

- Honouring commitments, undertaking their assigned duties responsibly, following all reasonable instructions;
- Working in a constructive and cooperative manner with Council employees and the delegated supervisor;
- Respecting Council's values and complying with its policies, procedures and guidelines;
- Maintaining the same standards of confidentiality, courtesy, respect and organisational discipline as employees in accordance with Council's Code of Conduct; and
- Taking reasonable care for the health and safety of themselves and others.

6 Review Timelines:

This policy will be reviewed when any of the following occur:

- 6.1 The related information is amended or replaced; or
- 6.2 Other circumstances as determined from time to time by the Council.

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7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	Manager Communities and Facilities
Policy Quality Control	Corporate Improvement and Strategy

**EVAN PARDON
CHIEF EXECUTIVE OFFICER**

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