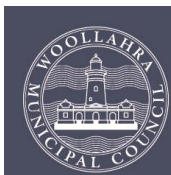


# Volunteer Policy



## We value:

- Respect for people
- Integrity and excellent performance
- Professional, quality service
- Open, accountable communication.

Prepared by: Human Resources

Updated: May 2012

Responsible Dept: Human Resources

## Our Policy

Woollahra Municipal Council has a strong commitment to volunteering. We value volunteer involvement and appreciate the links this builds with the community.

Volunteering also enables Council to improve the quality and relevance of services to the Woollahra community through the development of partnerships with the local community.

Volunteer involvement provides skill development for both staff and volunteers. Volunteer opportunities complement the functions of employees. The work done by volunteers is work that would otherwise not get done or work that frees up paid employees to carry out specialised tasks.

## Objective

The volunteer policy reinforces Council's commitment and appreciation for volunteers. It is also outlines the recruitment, training and procedures for volunteering and volunteers rights and responsibilities.

## Definitions

### Volunteer

A person who undertakes work of his/her own free will without payment for the benefit of the community as well as their own personal skill development, enjoyment and fulfilment.

### Employee

Someone recruited for paid employment within the Woollahra Municipal Council.

## Implementation

Volunteers are recruited by the relevant Council department needing volunteers. Human Resources will assist and formalise the volunteer's engagement with Council.

Volunteers in positions which work with children, the elderly or deal with cash, will be subject to a Criminal History Record check. Their acceptance to the Volunteer program is subject to this check.

Volunteers will be provided with appropriate programs, training, equipment and identification of their status as volunteers.

Training for volunteers will include specialised training at induction, as well as continuing training as required. Training will comply with legal regulations and all relevant Council policies and procedures.

Woollahra Council will administer and manage voluntary activities having regard to Council's code of conduct, health and safety, insurance cover and EEO.

Volunteers will not be used in relation to law enforcement or the supervision of employees.

Volunteers should undertake a "settling in" period. During this time the volunteer's contribution will be evaluated. It is Council's responsibility to set the work standards and explain the performance guidelines.

### **Corporate Volunteering**

Woollahra Council welcomes the opportunity to work with corporate volunteers. Each approach will be considered on a case by case situation prior to approval by a Manager or Director. Woollahra Council will endeavor to meet the corporate objectives of the volunteering project.

Council is committed to ensuring the best possible experience for corporate volunteers. As a local government organisation, Woollahra Council is not able to endorse a commercial product or entity and as such, logos and branding by volunteers is not permitted without Council consent. All publicity and promotion will be facilitated by Council's communications staff in consultation with a public affairs representative of the corporate company.

### **Ending Volunteering**

Council is able to end the volunteer's involvement with the program when a volunteer is unable to meet the objective of the volunteer role.

A volunteer has the right to leave the program at any time and are asked to notify their Council contact to notify as early as possible of their intention to leave the program.

### **Variations**

Council reserves the right to review, vary or revoke this policy at any time.

Want to know more?

For further information on this policy contact Human Resources on 9391 7036

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