DISTRICT COUNCIL OF Streaky Bay
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VOLUNTEER MANAGEMENT POLICY

Policy No: **DCSB-HR-12.05**	Approved on: **08 February 2022**	Administered by: **Community Development Supervisor** **General Manager of Prosperity**
Last Reviewed: **January 2021**	Review Date **January 2024**	Record No: **200956**
Classification: **Human Resources**		
Strategic Plan link: A Council that is actively responsive to community needs and delivers financially sustainable governance and leadership.		
References and related Policies & Procedures: *Local Government Act 1999* South Australian Work Health and Safety Act 2012 South Australian Work Health and Safety Regulations 2012 Volunteer Protections Act 2001 Children's Protection Act 1993 Children's Protection Regulations 2010 Privacy Act 1988		

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1. Introduction

The District Council of Streaky Bay (Council) *recognises the importance of Volunteers within its community. Volunteers are valued for providing customer focused services enhancing established Council programs.*

Volunteers forge a strong bond between Council and the Community and will extend and enhance services to improve the quality of community life by encouraging:

- community engagement.
- access to resources and information;
- social interaction and satisfaction;
- participation in established Council services and events; and
- viability to core Council operations.

Council appreciates and acknowledges the services provided by Volunteers in improving the quality of services across the Council area.

The Volunteer Policy is guided by principles of good governance, advocacy, compliance and service provision. The DCSB HR 12.01 Volunteer Management Procedure provides guidance regarding volunteer management to support people who manage volunteers and provide understanding for volunteers in their roles, rights and responsibilities.

2. Definition of Volunteers of Local Government

Volunteers of Council ensure a direct link between the Community and Council. Volunteers are defined as persons who undertake activities:

- without monetary reward;
- of their own free will;
- of benefit to Council and the local community; and
- that complement but do not replace the services provided by paid staff

3. Responsibilities

Council's Responsibilities to Volunteers

Council will regularly review this document in consultation with its Workers and Volunteers to ensure:

- the effectiveness of this policy and supporting processes to identify opportunities for continuous improvement; and
- adherence to this policy and the supporting processes to ensure compliance with related and relevant policies and procedures.

The District Council of Streaky Bay is accountable for ensuring adequate resources are identified and provided to enact this policy and supporting procedures effectively.

Supervisors/Managers are accountable for ensuring Volunteers have the appropriate skills and/or access to relevant training to undertake the activities identified within this policy and supporting procedures.

Responsibilities of Volunteers

Volunteers are accountable for adhering to the requirements of this policy and supporting procedures and reporting any inability to do so to their Supervisor at the earliest opportunity. Volunteers must:
acquaint themselves with the objectives and functions of the Council and the services they are providing;
understand and acknowledge the requirements of relevant Council policies and procedures; and
participate in the appropriate induction and training provided;

4. Volunteer Program

Council operates a number of volunteer programs to ensure the community has access to a number of services. Current volunteer programs will be listed on Council's website.

5. Supporting Documentation

District Council of Streaky Bay related documents

- DCSB HR 12.01 Volunteer Management Procedure
- DCSB HS 12.01 WHS & Injury Management Policy
- DCSB HR 12.11 Grievance/Dispute Resolution Policy
- DCSB HR 12.02 Employee Code of Conduct
- DCSB 12 Form 58 Volunteer Registration Form
- DCSB 12 Form 66 Volunteer Recruitment/Induction Checklist
- DCSB 12 Form 60 Volunteer Acceptance Form
- Volunteer Handbook/Pamphlet
- DCSB SCC 17.02 Child and Young Safe Environment (*Minimising the risk of harm to children and vulnerable adults*) Policy
- DCSB HR 12.15 Induction Policy
- DCSB HR PROC 12.12 Employee Induction Procedure

6. Review

This Volunteer Management Policy shall be reviewed by the District Council of Streaky Bay at minimum within three years (3) years of Issued Date (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

VERSION	DATE ENDORSED	LGAWCS Version Reference
V1.0	27 April 2010	
V1.1	07 July 2015	V1.1 19 March 2015
V2.0	8 February 2022	27/06/2019