

Service: Community Development

Responsible Officer: Director Corporate & Community Services

1. OBJECTIVE

To provide clear guidelines for the participation of volunteers in council activities and to provide individuals with a clear understanding of the nature of their involvement with council and its expectations.

2. SCOPE

This policy applies to all volunteers undertaking duties for and on behalf of Yass Valley Council, this includes but is not limited to the following:

- Committees of Council set up under Section 355 of the Local Government Act (1993).
- Any individual who applies to perform volunteer work with Council.
- All individuals and organisations undertaking work on Council property, but not under the direction of Council. Examples may include service clubs, sporting groups, environmental and recreation groups.
- Individuals undertaking work experience.

3. WORK HEALTH AND SAFETY

3.1. Volunteers on Council organised projects will be required to participate in an induction program prior to the commencement of any project or activity. This induction will familiarise volunteers with Council's relevant health and safety requirements and workplace policies.

3.2. Volunteers are to be provided with the activity specific procedures including risk assessments, Safe Work Method Statements and control measures for the duties being undertaken.

3.3. Prior to the use of any plant or equipment, volunteers will be required to undertake induction and training for that particular item of plant or equipment.

3.4. Volunteers will be required to produce any licence necessary to operate plant, equipment or motor vehicles. Council will retain a copy of that licence on file.

4. CONDITIONS OF VOLUNTEER WORK

Volunteer workers will:

4.1. Participate in any required training or induction programs.

- 4.2. Promptly report all incidents, accidents, near misses, illnesses and any risk to health and safety to the nominated Council officer.
- 4.3. Follow the directions and instructions of the nominated Council officer.
- 4.4. Comply with all Council workplace policies.
- 4.5. Comply with Council's Work Health and Safety system by:
 - taking all reasonable care for the safety of themselves and others; and
 - using all personal protective equipment provided by Council
- 4.6. Comply with Council's Code of Conduct.
- 4.6. Comply with the registration requirements.

Volunteer workers will not:

- 4.7. Be used to replace the routine or specialist tasks usually undertaken by paid employees.
- 4.8. Be used to perform duties of paid employees due to illness or absence.
- 4.9. Act contrary to any law.

5. INSURANCE

Volunteers are covered, whilst volunteering, by the relevant insurances held by Yass Valley Council. This includes Personal Accident insurance and Public Liability cover whilst working under the care and control of Yass Valley Council. Council's policy does not cover damage caused through wilful or deliberate acts.

6. PROBITY CHECKS

In some areas of operation Council volunteers will be required to undertake "Working With Children" checks and /or sign a prohibited employment declaration. Criminal History Police checks may also be required for volunteers, depending on the area of the volunteer work.

7. RELEVANT DOCUMENTS

Council's Code of Conduct
CD-OP-6 Volunteer Procedure
Volunteer Information Handbook

A guide to Section 355 Committee Management Procedures

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Previously known as COP-POL-13

HISTORY

<i>Minute No</i>	<i>Date of Issue</i>	<i>Action</i>	<i>Author</i>	<i>Checked By</i>
	<i>18 December 2008</i>	<i>Written</i>	<i>Wayne Thorning</i>	<i>EMT</i>
<i>120</i>	<i>25 March 2009</i>	<i>Adopted</i>		<i>Council Meeting</i>
<i>169</i>	<i>13 May 2009</i>	<i>Confirmed</i>		<i>Council Meeting</i>
	<i>24 January 2013</i>	<i>Reviewed</i>	<i>Simon Geraghty</i>	<i>EMT</i>
<i>14</i>	<i>6 February 2013</i>	<i>Adopted</i>		<i>Special Planning Meeting</i>