



POLICY NO.	CPPC1
POLICY TITLE	Volunteers Policy
STATUS	Council
SERVICE	People and Culture
DOCUMENT ID	565501

PURPOSE

The purpose of this policy is to provide a framework which supports our volunteers to carry out works in a safe manner at all times. Council takes all possible measures to remove or reduce risks to the health, safety and welfare of our volunteers.

This policy should be read in conjunction with the Hunter's Hill Council Volunteers Guidelines 2023.

SCOPE

This policy applies to all Council workplaces and other places where volunteers may be working or representing Council.

APPLICABILITY

This policy applies to all Council volunteers performing work at the direction of, or on behalf of Council. There are various legislative requirements that apply to volunteers and these are listed in the *Related Policies* section of this policy.

DEFINITIONS

Hazard Identification	The process whereby the hazard and risks that are associated with the hazard are identified and documented.
Personal Protective Equipment (PPE)	Any safety clothing or equipment that is designed to protect against injury/disease or to minimise the effects of injury.
Reasonably Practicable	Means that everything that was reasonably able to be done was done.
Risk Assessment	The process of understanding the nature of the harm that could be caused by the hazard, how serious the harm could be, the consequence and likelihood of it happening.
Volunteer	A person who offers their services to Council without expectation of remuneration. A volunteer may undertake a specific duty or be a community representative acting in a volunteer capacity as part of one of Council's committees.

Worker	Under the Work Health and Safety Act, it includes employees, apprentices, volunteers, work experience students, labour hire employees, workers of contractors and sub-contractors
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POLICY STATEMENT

Hunter's Hill Council is committed to ensuring we comply with the *Work Health and Safety Act 2012*, the *Work Health and Safety Regulations 2017* and the applicable Codes of Practice and Australian Standards, as far as possible.

Hunter's Hill Council could not function without its volunteers and Council is mindful of our responsibility to ensure their safety and well-being at all times.

Successful volunteers provide many benefits to Council and the community. Hunter's Hill Council appreciates its many volunteers who contribute their precious time and energy to making the quality of life for the Hunters Hill community so special.

POLICY GUIDELINES

Council has developed a Volunteer Program to appropriately recruit, appoint, induct and train our volunteers to ensure all our volunteers are appropriately skilled and informed to carry out their duties appropriately and safely. The Volunteer Program is aligned to our community-based programs and our strategic objectives.

The aim of this program is to:

- a) Effectively engage the community through the inclusion of volunteers.
- b) Provide a framework that enables a consistent approach to the recruitment, selection and appointment of volunteers which ensures that volunteer positions and responsibilities are clearly articulated and understood.
- c) Ensure that our volunteers are adequately inducted and trained to conduct their duties in a safe and efficient manner at all times.
- d) Support community initiatives in an inclusive and equitable manner whilst providing exceptional service to the community

Recruitment & Selection

The underlying principles of recruiting and selecting volunteers are:

- a) Vacancies are based on community need with reference to Council's Delivery and Operational plans.
- b) A broad and appropriate range of applicants are sourced and considered.
- c) The selection process is consistent, transparent and equitable.
- d) To ensure that Council considers diversity, inclusion and equal employment opportunities principles in the attraction and selection process. Selection decisions are based on these merit principles.

All volunteer positions are advertised in accordance to Council's Recruitment and Selection policy and procedures.

Work Health and Safety

Safety is paramount and therefore all persons doing work with, or for Council should protect their safety and others in the work environment and the public arena. Council is responsible for providing a safe work environment and putting first the health, safety and welfare of Council officials and volunteers.

Volunteers must also participate in risk management workshops to ensure that risks are appropriately assessed and controlled to reduce or eliminate any potential risks or hazards.

All volunteers must sign off on Council's [Work Health & Safety Policy](#) and our [Enterprise Risk Management Policy](#)

Child Protection

Hunter's Hill Council supports the rights of children and young people and is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded into everyday thinking and practice of all Councillors, employees, contractors and volunteers.

All volunteers follow and adhere to Council's [Child Protection Policy](#).

Privacy

A volunteer may have contact with confidential or personal information retained by Council. If so, the volunteer is required to maintain the security of any confidential or personal information and not access, use or remove any information, unless authorised to do so.

All volunteer's must read and understand Council's [Privacy Management Plan](#)

Public Comment

Volunteers must not make any public comment or statement that would lead anyone to believe that they are representing Council, or expressing its views or policies. This includes comments or statements made to the media, social media such as Facebook and Twitter, or when it is reasonably foreseeable that the comments, or statements will become known to the public at large.

Volunteers must follow Council's [Media Policy](#)

Code of Conduct

All volunteers are responsible for their own good conduct when providing services for the Council and the community and are expected to know and understand the standards and values of this Code of Conduct.

Hunter's Hill Council's values are at the **HEART** of what we do and who we are. They are **Honesty, Excellence, Accountability and Teamwork**.

In this sense, when providing services to the Council and community, we ask that everyone involved is, at all times, courteous towards the public, staff, Councillors and other volunteers, and does not bring the Council into disrepute. Volunteers must obey all relevant laws.

Hunter's Hill Council is committed to providing a culture free of harassment or discrimination and we ask that you contribute to this culture. Hunter's Hill Council has community and environmental responsibilities and we ask that our volunteers respect these when doing work with, or behalf of, Council.

Volunteers are not to carry out their duties for Hunter's Hill Council when under the influence of alcohol or other drugs that could impair the ability to carry out work in a safe and effective manner or cause danger to the safety of themselves or others.

All volunteers must read and adhere to Council’s [Code of Conduct policy](#) and [Respectful Workplace Policy](#)

Reporting corruption, maladministration and fraudulent behaviour

When providing services to the Council, volunteers have a responsibility to report any suspected instances of corruption, maladministration, fraudulent behaviour or serious and substantial wastage to the General Manager or delegate in line with Council’s [Fraud and Corruption Prevention Policy](#).

Policy Breach

Should there be a breach of the Volunteers Policy and Guidelines, Council will follow the principles of Council's Counselling, Discipline and Termination Policy and Procedure.

RELATED POLICIES/PROCEDURES

- Volunteers Guidelines 2023
- Anti-Discrimination Act (1977)
- Hunter’s Hill Council’s EEO Policy
- Hunter’s Hill Council EEO Plan (2020-2024)
- Privacy and Personal Information Protection Act (1998)
- Local Government Act (1993)
- Council’s Insurance Policies for Public Liability and Personal Accident
- Work Health and Safety Act 2012
- Work Health and Safety Regulation 2017
- Hunter’s Hill Council Code of Conduct (CORP.S. Pol-03)
- Hunter’s Hill Council Workplace Bullying and Harassment Policy (H.R. Pol-17)
- Hunter’s Hill Council Disciplinary Policy and Procedure (H.R. Pol-22)

POLICY AUTHORITY

The General Manager

GETTING HELP

For further information on any aspect of this policy or related guidelines please speak with your immediate Manager/Supervisor or contact the Director People & Culture.

REVIEW

The policy is due for review in 2026 or with any change to relevant legislation or Council Policy. All Council volunteers are required to comply with any such changes to this policy.

ADOPTED BY COUNCIL/EXECUTIVE:

DATE: 7 June 2023
RESOLUTION NO: Executive Leadership Team

VERSION CONTROL TABLE

DATE	VERSION	RES. NO.	KEY CHANGES	AUTHOR
23.03.2015	1.0	90/15		Manager Human Resources
08.05.2023	1.1		Amendments to legislation and policy framework	Director People & Culture