



VOLUNTEER POLICY

PURPOSE

Hunter's Hill Council is committed to ensuring our volunteers carry out works in a safe manner at all times. Council takes all possible measures to remove (or at least reduce) risks to the health, safety and welfare of our volunteers.

SCOPE

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

DEFINITIONS

Hazard Identification	The process whereby the hazard and risks that are associated with the hazard are identified and documented.
Officers	The General Manager
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 and the 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



POLICY STATEMENT

PART 1 POLICY GUIDELINES

1. OBJECTIVE

1.1. GUIDELINE

1.1.1. To effectively engage the community, Council encourages and supports the inclusion volunteers.

1.1.2. This policy provides the framework that enables a consistent approach to the recruitment, selection and WHS management of volunteers.

1.1.3. The focus of the policy and procedure framework is to support Council's Volunteer Program by continuing to provide exceptional service to the community, and to ensure that:

- Roles and responsibilities are understood;
- Risks are minimised;
- Volunteers are adequately trained, and effectively supervised, to ensure they work in a safe manner at all times.

2. RECRUITMENT AND SELECTION

There are different ways that volunteers are recruited, however the underlying principles are:

- The decision to fill a role is based on community need (reference to Council's Delivery and Operational plans);
- To attract and appoint high calibre volunteers;
- Selection decisions are based on the merit principle;
- The selection process is consistent, transparent and equitable;
- A broad and appropriate range of applicants are sourced and considered;
- The recruitment and selection decisions will withstand external scrutiny or review.

The principles underpinning Council's Recruitment and Selection Procedure should be used as applicable in the recruitment and selection of volunteers.

3. COUNSELLING, DISCIPLINE AND TERMINATION

All counselling, discipline and termination is to be guided by the principles of Council's Counselling, Discipline and Termination Policy and Procedure.



4. RIGHTS AND RESPONSIBILITIES

Once a volunteer has been placed, the volunteer's rights and responsibilities will be discussed with them.

4.1. RIGHTS

- 4.1.1. Throughout the period of service with Council, volunteers will be provided with supervision, training, performance feedback and support as required for the successful completion of their duties.
- 4.1.2. Council may reimburse volunteers for certain expenses incurred in the execution of the duties outlined in the volunteer Position Description.
- 4.1.3. Volunteer workers must not be used as substitute for paid employees. Volunteers will not be appointed to paid employment without being selected through Council's recruitment and selection policy and procedures.

4.2. RESPONSIBILITIES

- 4.2.1. It is an expectation of Council that volunteers will comply with all Council policies and procedures as applicable to their role within the organisation.
- 4.2.2. Volunteer workers must:
 - comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment;
 - take reasonable care of the health and safety of themselves and others;
 - wear personal protective equipment and clothing where necessary;
 - comply with any direction given by management for health and safety;
 - not misuse or interfere with anything provided for health and safety;
 - report of accidents and incidents on the job immediately, no matter how trivial - supervisors will provide an Incident Reporting Form;
 - report all known or observed hazards to their supervisor or manager.

5. 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, Respect 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. You 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 honour them when doing work with, or behalf of, our Council.

6. ALCOHOL AND DRUGS

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.

7. REPORTING CORRUPTION AND MALADMINISTRATION, FRAUDULENT BEHAVIOUR AND WASTAGE

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 Senior Managers.

Alternatively, any suspected instances of corruption may be reported to the Independent Commission Against Corruption (ICAC) or maladministration to the Ombudsman.

8. INSURANCE

The Council insurance policy for Personal Accidents provides limited indemnity to volunteers, and provides some level of cover for volunteers aged 15 to 90 years, and covers a volunteer, who suffers injury whilst carrying out their duties as a volunteer for Council. The limitations of Council's Insurance Policy for Personal Accident should be discussed with the General Manager.

Public Liability insurance covers injury to third party or property damage that may occur when a volunteer is undertaking their volunteer duties with Council.

9. 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 can also access Council's Employee Assistance Program (EAP) at the discretion of the Human Resources Manager upon receipt of advice by the relevant manager.

10. GIVING OF ADVICE AND PERSONAL LIABILITY

A volunteer should never offer advice on behalf of Council nor should they imply that the advice they are giving is that of Council. A volunteer may leave himself or herself open to personal liability by doing so. Where advice is sought from a volunteer he or she must refer the matter to their Council coordinator.



A volunteer does not incur any personal liability for any act or omission in undertaking his or her duties if acting in good faith. This protection, however, may be affected by a number of circumstances, as outlined in the Civil Liabilities Act (2002) and Personal Responsibilities amendments to that Act.

11. CONFLICT OF INTEREST

If a conflict of interest arises, volunteers must disclose it to Council. A conflict of interest arises if your own interests, or those of other people close to you, conflict with your obligations to Council.

A conflict would exist where a volunteer has a personal interest, a relative, company, employer, or any other known person, has an interest which could lead the volunteer to be influenced in the way they carry out their duties for the Council.

12. CONFIDENTIAL AND PERSONAL INFORMATION

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.

13. COUNCIL RESOURCES

Council resources may only be used for Council purposes unless appropriate approval is sought. Council resources include staff, material, equipment, vehicles, documents, records, data and information.

14. 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, a club meetings and the like, 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.



RELATED RESOURCES

The Policy should be read in conjunction with:

- Anti-Discrimination Act (1977)
- Hunter's Hill Council's EEO Plan (2010-2015)
- 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 2011
- Work Health and Safety Regulation 2011
- 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 OWNER

The policy authority is the General Manager

AUTHORISATION AND REVIEW

1. Next Review Date

The policy is due for review in 2018 or with any change to relevant legislation or Council Policy. All Council volunteers are required to comply with any such changes to this policy.

2. Version Control Table

Date	Version	Res. No.	Key Changes	Author
23.03.2015	1.0	90/15	Adoption by Council	Rosanna Guerra