

	MANAGEMENT POLICY	POLICY NUMBER
	VOLUNTEER POLICY	C 030
		RESPONSIBLE OFFICER
		Office Manager

1.0 POLICY STATEMENT

Tasman Council recognises and values the substantial and ongoing contribution made by volunteers and voluntary groups to the quality of life of the community within the Tasman Municipality.

Council actively promotes partnerships with community groups, the business sector and relevant stakeholders to develop volunteering opportunities. It recognises the value of volunteering in their community and to raise the profile of volunteerism in a safe and secure environment, which in turn provides the long-term lifestyle strategy for Council.

2.0 OBJECTIVE

This policy will provide guidance and support to Councillors, Managers and Staff who may be working with volunteers in the course of their official duties as well as the individual volunteers undertaking roles on behalf of Council. It endeavours to provide a framework that ensures that volunteers are managed in an appropriate manner; they undertake work in safe and secure environment; whilst also recognising Council's duty of care to their volunteers.

3.0 SCOPE

This policy applies to all volunteers and potential volunteers whom perform any role on behalf of the Tasman Council.

4.0 RATIONALE

Council acknowledges that volunteers contribute to the political, social, economic, environmental and cultural well-being of the Tasman Municipality by:

- Strengthening community cohesion, social wellbeing, and trust;
- Expanding the ability of the community to respond to the needs of its citizens and provide a broader range of services and activities;
- Engaging the community in protecting Council owned assets and resources, improving the physical environment and support for environmental issues; and
- Encourages understanding of, and acceptance of, culture, diversity and difference.

Council believes that volunteers are a key resource in achieving their mission for the community by working in partnership with them to progress Council's ideas, values and needs.

By supporting volunteers and developing volunteering within the Municipality, heightens Council's vision of being the custodians of the past and the investors in the future.

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5.0 STATEMENT OF COMMITMENT TO COUNCIL VOLUNTEERS

In order to improve the volunteers' experience and to comply with relevant legislation and duty of care, Council will aim to:

- Engage volunteers in accordance with anti-discrimination and equal opportunity legislation and the *Work Health & Safety Act 2012 (Tasmania)*;
- Provide volunteers with an induction process and appropriate training (if required);
- Provide volunteers with a healthy and safe working environment;
- Provide appropriate and adequate insurance coverage for volunteers and ensure they understand the coverage that is provided for them;
- Not place volunteers in roles that were previously held by paid employees or have been identified as paid positions;
- Provide appropriate levels of support and management for volunteers;
- Provide volunteers with access to Council's Policy Manual which pertains to all volunteers;
- Provide all volunteers with information on all facets of volunteering with Council including, but limited to, grievances, unsatisfactory performance and procedures. This will be provided within the Volunteer Induction Handbook;
- Acknowledge the rights of volunteers;
- Inform volunteers of their responsibilities as volunteers and ensure that their work compliments, but does not undermine, the work of paid employees of Council;
- Offer volunteers the opportunity for professional development within the scope of their role (if required);
- Treat volunteers as valuable team members, and advise them of opportunities to participate in decision-making if possible; and
- Acknowledge the contributions of volunteers make to the Tasman Municipality.

6.0 SUPPORTING DOCUMENTS

The following documents have been prepared and will be provided, to support Council's commitment to volunteers and volunteering:-

a. Volunteers Induction Handbook

The purpose of this handbook will provide volunteers with information to help them feel welcome and supported in undertaking a volunteer role with Council. It outlines their responsibilities and expectations to be upheld, the Work Health & Safety requirements which must be in place and all information is specifically orientated towards volunteering related activities.

This handbook will be provided to every volunteer at the time of their induction process.

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b. Council's Policy Manual

This manual documents all policies of Council which guide and direct Councillors, Managers, Staff, Contractors and Volunteers on Council's overall position when engaging personnel into any role or function.

7.0 ROLES & RESPONSIBILITIES

Tasman Council has an obligation for the health and wellbeing of all volunteers whom carry out roles & functions on behalf of Council. Council must at all times ensure their practices within their engagement, are compliant to all relevant legislation.

It is the responsibility of all volunteers to uphold Council's reputation and its interests; respect confidentiality and the rights of others; and comply with expected work principles at all times. The General Manager and the Office Manager are to ensure that this policy is adhered to.

8.0 REFERENCES

- *Local Government Act 1993*
- *Work Health & Safety Act 2012 (Tasmania)*
- *Work Health & Safety Regulations 2012 (Tasmania)*
- *Personal Information Protection Act 2004*
- *Anti-Discrimination Act 1998*
- Tasman Strategic Plan 2015-2025
- Council's Policy Manual

This policy was approved at the ordinary Council meeting held on 27 March 2019, resolution number 10/03.2019/C.

Policy developed and approved	September 2016
Policy reviewed	March 2019
Policy to be reviewed	March 2021



Kim Hossack
Acting General Manager

Disclaimer

That this policy be read in conjunction with any or all other Council and/or Management Policies