
Policy Title: **Volunteer**
Policy No: 228
Policy Subject: Human Resources

Directorate: Corporate Services
Department: Human Resources

Responsible Officer: Chief Executive Officer
Authorised by: North Burnett Regional Council

Adopted Date: General Meeting – 17/04/2012
Review Date: 17/04/2014

Version	Council Meeting	Decision Date	History
1	Policy & Strategy Meeting	04/08/2009	To be revised in 2012
2	General Meeting	17/04/2012	To be revised in 2014

Authorities:

INTRODUCTION:

North Burnett Regional Council recognises the importance of volunteers within its community and encourages voluntary participation by people who wish to provide a service to the community by choice and without monetary reward. Council foster a productive interchange between staff and volunteers and encourages a collaborative working environment that promotes personal satisfaction and personal growth for both volunteers and staff.

OBJECTIVES:

To offer individuals within the community, the opportunity to share an active role in supporting the community through:-

- Community participation
- Access to resources and information
- Social interaction and satisfaction
- Participation in established Council services and events

PRINCIPLES:

1. Definition of Volunteers

Volunteers are defined as persons who:

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

2. Volunteer Management

Council's Workplace Health and Safety Policies and the Code of Conduct apply to all volunteers. Council will provide volunteers with an induction programme and all the relevant documentation on commencement.

3. Council Responsibilities to Volunteers

Council will:

- Recognise the different roles, rights and responsibilities of volunteers;
- Create a climate of mutual respect;
- Provide for a safe work environment;
- Provide sufficient induction and training relating to the various activities;
- Assess volunteer skills to match tasks with expectations, interests and time commitments;
- Ensure that volunteers are not used to permanently replace paid staff;
- Require volunteers to work under the direction, instruction or supervision of paid staff and/or appointed coordinators as required; and
- **NOT** allow work that requires a licensed operator to be undertaken by an unlicensed volunteer e.g. electrical work, plumbing, tree lopping etc.

4. Responsibilities of Volunteers

Volunteers have obligations to Council and are required to:

- Complete and sign the Volunteer Application Form (Appendix 1).
- 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 guidelines of the Council;
- Participate in the appropriate induction and training provided; and
- Operate under the direction or supervision of Council personnel to achieve the objectives required;

PRINCIPLES (continued):

4. Responsibilities of Volunteers (continued)

Volunteers have obligations to Council and are required to:

- Take responsibility for their actions in line with insurance requirements (Individuals are covered by Council's Personal Accident insurance policy during their time of engagement and are covered by Council's Public Liability Insurance provided that they have complied with all responsibilities describe in this Volunteers Policy)
- Notify of any potentially hazardous situations to themselves or a Third Party;
- Report any injury/damage to themselves or a Third Party.

SCOPE

Council may provide opportunities for members of the community to work within Council on a volunteer basis in the following areas, but not limited to:

Biggenden: Museum

Eidsvold: Museum and RM Williams Australian Bush Learning Centre

Gayndah: Gayndah Museum and Information Centre

Monto: Monto Historical and Cultural Complex
Pioneer Cottage Visitor Information Centre
Parks & Gardens

Mount Perry: Museum
Art Gallery
Sport & Recreation Centre

Mundubbera: Mundubbera Heritage and Information Centre
Mundubbera Regional Art Gallery
Parks & Gardens



Volunteer Application Form

Name:- _____

Address:- _____

Telephone: (Home) _____ (Mobile) _____

Occupation (current or previous):- _____

Interests, skills or hobbies:- _____

Languages spoken:- _____

Driver's Licence:- (Class and Number) _____

Other Licences/Tickets/Cards:- _____

Previous volunteer work (if any):- _____

Type of volunteer work you would like to do:- _____

Tourism information centres Gardening/Mowing

Supervision Museums/Heritage Centres

Other (please specify):- _____

Declaration of Privacy

North Burnett Regional Council is collecting this information in order to provide further details on applications for volunteer engagement only. This information will not be disclosed to any other third party without your written or verbal authorisation or as we are required by law.

Days and times available to Volunteer:- _____

Are you able to commit to these times regularly?: Yes No

Every week Every fortnight Every month

Are you available to assist at short notice on occasions:- Yes No

Are you physically fit to undertake the above tasks:- Yes No

Any injuries, illnesses that may preclude you from some activities? (Please provide details):- _____

Name of Volunteer

Signed:- _____ **Date:-** ____/____/____

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