

POLICY

2.14 VOLUNTEERS

Supporting Procedure:	2.14.1 Volunteers (Draft)	
Other Related Documents:	Volunteer Details Form Volunteer Medical Declaration Volunteer Register Volunteer Attendance Record Induction Toolkit – Volunteers Onsite Volunteer Registration Form VA National Standards for Volunteer Involvement Conditions of Participation Volunteers Conditions of Service Event Registration Form Risk Assessment Form (JSEA) Policy 1.6 Grievance Resolution Policy 2.3 Workplace Health and Safety Policy 2.4 Discrimination, Bullying & Harassment Policy 4.6 Insurances	
Category:	Human Resources	
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1 st Review By:	Jane O’Malley and Patricia Sutton	19/09/2017
2 nd Review By:	Jane O’Malley and Patricia Sutton	21/05/2019
3 rd Review By:	Jane O’Malley and Patricia Sutton	04/06/2020
Approved By:	Chief Executive Officer	18/06/2020
Issued By:	Chief Executive Officer	16/06/2020

Introduction

This Policy aims to assist Peel Harvey Catchment Council (PHCC) to:

- Recognise the substantial contribution made by volunteers and voluntary groups towards meeting the PHCC vision and implementing the PHCC NRM Strategy
- Develop volunteering opportunities, promote volunteering, raise the profile of volunteerism, and facilitate access to information about volunteering opportunities
- Manage and support volunteers guided by Volunteers Australia’s National Standards for Volunteer Involvement.

Definitions

For the purposes of this Policy:

‘Volunteer’ is considered to be a person providing unpaid services to PHCC

‘Professional Volunteer’ is considered a person providing unpaid services that are specifically targeted to meeting a need of the PHCC (i.e. water sampling, field work, data input, communication etc)

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'General Volunteer' is considered a person providing unpaid services that attends PHCC events and activities contributing their time in generally unskilled work (e.g. planting days, clean up events)

'Intern' is considered a person providing unpaid services to the PHCC, via a structured program (e.g. 1 day a week for 6 months) designed to benefit both the PHCC and the intern by providing specific employment skills and experience.

Policy Statement

The PHCC will facilitate and encourage volunteering and intern opportunities within a safe working environment to support the implementation of the Peel-Harvey NRM Strategy. The PHCC will:

1. Acknowledge the contributions of Volunteers and Interns and treat them as valuable team members
2. Ensure that PHCC hold adequate public liability and volunteer insurance cover in accordance with Policy 4.6 Insurance
3. Provide Volunteers and Interns with suitable equipment needed to perform tasks, including personal protection equipment.

1 Management and Support of Volunteers and Interns

To ensure good governance and enhance the Volunteers' and/or Interns' experience and comply with legislation and duty of care, PHCC will:

- 1.1 Interview and accept Volunteers/Interns in accordance with anti-discrimination and equal opportunity legislation
- 1.2 Provide Volunteers/Interns with Volunteer's Conditions of Service or Conditions of Participation, an induction, including Work Health and Safety, medical declaration and training suitable to the tasks being undertaken
- 1.3 Clearly define a Volunteer's/Intern's role and tasks
- 1.4 Provide appropriate levels of support and management
- 1.5 Offer Volunteers/Interns the opportunity for learning experiences and professional development
- 1.6 Reimburse Volunteers/Interns for approved out of pocket expenses

2 Regulations – Professional Volunteers and Interns

- 2.1 All Volunteers must receive a copy of relevant PHCC Policies and read, acknowledge and sign that they will comply and are subject to those Policies and any related Procedures
- 2.2 The CEO may terminate a Volunteer/Intern, if they consider that the Volunteer/Intern is not abiding by the Policies and Procedures of PHCC (subject to a reasonable resolution process)
- 2.3 Volunteers must be registered with PHCC by completing the Volunteer Details form
- 2.4 The person responsible for Human Resource Management or their delegate must keep a current Volunteer Register
- 2.5 Volunteers must complete the Volunteer Attendance Record (record the time they commence and cease work, and the location of work on any given day).

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3 Management and Support of General Volunteers (events / activities)

- 3.1 Staff will undertake a site visit and complete a risk assessment (JSEA) prior to holding any event that will include/involve Volunteers (to mitigate, remove, avoid risks)
- 3.2 At the commencement of any activity involving Volunteers, staff will:
 - 3.2.1 Discuss the potential risks of the site/activity, in accordance with the JSEA, with Volunteers, prior to commencing the activity, including the identified mitigation actions / areas to avoid
 - 3.2.2 Run through Conditions of Participation prior to commencing activity
- 3.3 Volunteers must complete an event registration form
- 3.4 A qualified First Aider must to be present at all events
- 3.5 Up to date First Aid Equipment must be accessible and clearly visible at all events
- 3.6 Appropriate PPE must be supplied for Volunteers' use
- 3.7 Sufficient amount of drinking water must be available for participants.