
VOLUNTEER POLICY

APPROVALS

POLICY NUMBER	CORP-POL-105	DOC.ID	4656442
CATEGORY	Community		
POLICY OWNER	Head of People and Capability		
APPROVAL DATE	27 July 2022	RESOLUTION NUMBER	7950

OBJECTIVE

Isaac Regional Council (IRC) is committed to its volunteer program and the individual volunteers. The purpose of this policy is to ensure that volunteers working at IRC participate in a manner that is safe, fulfilling and appreciated; and to acknowledge the valuable contribution made to IRC by its volunteers.

This policy defines the IRC approach to recruitment, induction, training, evaluation, support and management of unpaid volunteer staff working at IRC.

This policy meets the National Standards for Volunteer Involvement– Volunteering Australia.

SCOPE

This policy applies to all volunteers at IRC and to those employees who work in activities, programs and services where volunteers are engaged. This policy is a guide for all IRC directorates that deliver services and programs that utilise volunteers registered with IRC. This policy guides IRC's vision for the ongoing recruitment, management and recognition of volunteers that encourages community participation and social interaction through volunteering opportunities engagement.

DEFINITIONS

TERM / ACRONYM	MEANING
IRC	Isaac Regional Council
Volunteering	<p>Volunteering is time willingly given for the common good and without financial gain.</p> <p>Formal volunteering is an activity which takes place within organisations in a structured way.</p> <p>In this instance, IRC's definition for volunteering is:</p> <ul style="list-style-type: none">• To be of benefit to the community and the volunteer;• Of the volunteer's own free will and without coercion; and• For no financial payment. <p>Volunteer involvement is planned and designed to contribute directly to the organisation purpose, goals and objectives in designated volunteer positions only.</p>

POLICY STATEMENT

Isaac Regional Council recognises the importance of volunteers and the valuable contribution they make to the region by providing focused services and enhancing established council programs. IRC is committed to ensuring that all stakeholders are supported by optimising the management of volunteer programs. IRC recognises volunteering as a significant contribution to its community.

IRC is committed to best practice in volunteer management based on the National Standards.

Volunteers will be:

- Recruited in a fair, equitable and formal manner, including reference checks and criminal history record check.
- Inducted into IRC and to their workplace and provided adequate training to fulfil the role.
- Provided with access to IRC's policies and procedures.
- Required to adhere to Code of Conduct and all policies and procedures.
- Recognised for their contributions to IRC.
- Required to adhere to the responsibilities of a volunteer
- Provided with a position description that outlines their duties and expected performance standards of service delivery.
- Provided with a healthy and safe workplace.
- Provided with adequate insurance cover.
- Provided with an IRC assigned supervisor and/or support contacts appropriate to their role.
- Provided with personal protective Equipment (PPE) as and where required.

LEGISLATIONS AND RELATED GUIDELINES

- National Standards for Volunteer Involvement – Volunteering Australia.
- *Work Health and Safety Act 2011*

REFERENCES

ID	NAME
CORP-POL-079	Code of Conduct
CORP-PRO-073	Volunteer Procedure
CORP-GDS-168	Hazard Identification and Reporting Guideline
CORP-POL-082	Personal Protective Equipment and Workwear
CORP-FRM-009	Volunteer Expression of Interest Form
CORP-FRM-387	Volunteer Details Form