COUNCIL POLICY

POL 0013: Volunteer Management

Purpose

This policy outlines the Shire of Esperance's commitment to and management of Shire volunteers.

The purpose of this policy is to ensure that Shire volunteers are valued, that their contribution is acknowledged and they are managed and supported in accordance with best practice principles and the National Standards for Volunteer Management.

Scope

The Shire is committed to the vision of volunteering within our region, recognising that volunteers are essential to many of the Shire's programs.

Volunteering provides a benefit to both the community and the volunteer by offering a legitimate and meaningful way in which volunteers can participate in the activities of the Shire and within the community.

Definitions

N/A

Practice

Shire Volunteers play an integral role supporting the delivery of services to those who live in or visit the Shire. It is important that volunteer roles are clearly defined, volunteers are well managed and volunteer management practices are continually reviewed and improved.

Volunteer involvement should be a considered and planned part of the Shire's strategic development, aligning with the Shire's strategic aims and incorporated in the Council Plan.

Volunteering is defined for the purpose of this policy as work which is –

1. Of benefit to the community
2. Of the volunteer's own free will and
3. Done without monetary reward

Volunteering should provide benefits to both the volunteer and the Shire, through enhanced services offered to the community.

The Shire and its officers are committed to the principles of volunteering -

1. Benefits the community and the volunteer
2. Work is unpaid
3. Is always a matter of choice
4. Is a legitimate way in which citizens can participate in community activities
5. Is a vehicle for individuals to address human, environmental and social needs
6. Is an activity performed in the not for profit sector only

7. Is not a substitute for paid work
8. Respects the rights, dignity and culture of others and
9. Promotes human rights and equality.

Designated volunteer roles cannot replace paid Shire staff positions or pose a threat to the job security of paid Shire staff.

All Volunteers for the Shire of Esperance must be formally registered as a Shire of Esperance Volunteer and accepted as a volunteer by the Chief Executive Officer and/or his authorised delegates. Age limitations, in relation to insurance coverage, may apply as determined by the Shire's Voluntary Workers Insurance Policy.

.....End.....

Document Information

Responsible Position	Manager Human Resources
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*
- *Volunteers Induction Manual*
- *National Standards for Volunteer Involvement*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Jun 2018	1	D18/16397	New policy	O0618-022	Jun 2020
Feb 2020			No change, laid on table for further discussion	O0220-046	Apr 2020
April 2020	2	D18/16397[v2]	Biennial review, no change.	O0420-109	Apr 2022
Nov 2021	3	D18/16397[v3]	Biennial review, no change.	O1121-202	Nov 2023
Nov 2023	4	D18/16397[v4]	Biennial review, no change.	O1123-189	Nov 2025
Aug 2026	5	D18/16397[v5]	Update reference to Council Plan.	O0826-117	Aug 2028