

HR 016: VOLUNTEER MANAGEMENT

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Objective:

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.

Policy:

1. 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.
2. Volunteer involvement should be a considered and planned part of the Shire's strategic development, aligning with the Shire's strategic aims and incorporated into its evaluation framework.
3. Volunteering is defined for the purpose of this policy as work which is –
 - Of benefit to the community
 - Of the volunteer's own free will and
 - Done without monetary reward
4. Volunteering should provide benefits to both the volunteer and the Shire, through enhanced services offered to the community.
5. The Shire and its officers are committed to the principles of volunteering -
 - Benefits the community and the volunteer
 - Work is unpaid
 - Is always a matter of choice
 - Is a legitimate way in which citizens can participate in community activities
 - Is a vehicle for individuals to address human, environmental and social needs
 - Is an activity performed in the not for profit sector only
 - Is not a substitute for paid work
 - Respects the rights, dignity and culture of others and
 - Promotes human rights and equality.

6. Designated volunteer roles cannot replace paid Shire staff positions or pose a threat to the job security of paid Shire staff.
7. 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.

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