

1. Introduction

- 1.1 The District Council of Mount Remarkable recognises the importance of Volunteers within its community. Volunteers are valued for providing customer focused services enhancing established Council programs.
- 1.2 Volunteers forge a strong bond between Council and the Community and will extend and enhance services to improve the quality of community life by encouraging:
 - 1.2.1 Community engagement;
 - 1.2.2 Access to resources and information;
 - 1.2.3 Social interaction and satisfaction;
 - 1.2.4 Participation in established Council services and events;
 - 1.2.5 Viability to core Council Operations.
- 1.3 Council appreciates and acknowledges the services provided by Volunteers in improving the quality of services across the Council area.
- 1.4 The Volunteer Policy is guided by principles of good governance, advocacy, compliance and service provision. The Volunteer Management Procedure provides guidance regarding volunteer management in order to support people who manage volunteers and provide understanding for volunteers in their roles, rights and responsibilities.

2. Definition

- 2.1 Volunteers of Council ensure a direct link between the Community and Council. Volunteers are defined as persons who:
 - 2.1.1 Undertake activities without monetary reward;
 - 2.1.2 Undertake activities of their own free will;
 - 2.1.3 Undertake activities of benefit to Council and the local community;
 - 2.1.4 Undertake activities that complement but do not replace the services provided by paid staff

3. Council's Responsibilities to Volunteers

- 3.1 Council will regularly review this document in consultation with staff and volunteers to ensure:
 - 3.1.1 The effectiveness of this policy and supporting processes to identify opportunities for continuous improvement;

- 3.1.2 Adherence to this policy and the supporting processes to ensure compliance with related and relevant policies and procedures.
- 3.2 Council is accountable for:
 - 3.2.1 Ensuring that adequate resources are identified and provided to enact this policy and supporting procedures effectively.
 - 3.2.2 Directors are accountable for ensuring that volunteers have the appropriate skills and/or access to relevant training to undertake the activities identified within this policy and supporting procedures.

4. Volunteers Responsibilities

- 4.1 Volunteers are accountable for adhering to the requirements of this policy and supporting procedures and reporting any inability to do so to their Supervisor at the earliest opportunity. Volunteers must:
 - 4.1.1 Acquaint themselves with the objectives and functions of the Council and the services they are providing;
 - 4.1.2 Understand and acknowledge the requirements of relevant Council policies and procedures;
 - 4.1.3 Participate in the appropriate induction and training provided;

5. Volunteer Programs

- 5.1 Council operates a number of volunteer programs to ensure that the community has access to a number of services. Volunteer Programmes include:
 - 5.1.1 Community Building and Facilities
 - 5.1.2 Parks and Gardens
 - 5.1.3 Swimming Pools
 - 5.1.4 Community Lands

6. Document administration and control

Policy title:	04.63
Policy number:	Volunteer Management Policy
Policy type:	Council / Governance
Responsible officer:	Director Community & Corporate
First issued / adopted:	18 July 2017, reference 180-2017
Review period:	Reviewed within 12 months following the conclusion of a periodic Election, inline with legislative changes or by resolution of Council.
Last reviewed:	17 August 2021, reference [211-2021], 21st March 2023 .[052-2023]
Next review date:	By November 2027
Version:	Version 4
Date revoked:	n/a
Applicable legislation:	Local Government Act 1999 South Australian Work Health and Safety Act 2012 South Australian Work Health and Safety Regulations 2012 Children and Young People (Safety) Act 2017 Privacy Act 1988 (Cth)
Related documents:	Code of Conduct for Volunteers Work Health Safety and Return to Work Policy Employee Grievance Policy Safe Environment for Children, Young People and Vulnerable Persons Policy
Public consultation required / undertaken:	No
Availability	<p>This Policy is available for inspection at the Council office and any person may obtain a copy of this Policy upon payment of the fee fixed by Council in accordance with Council's Fees and Charges adopted each financial year. It is also available on Council's website mtr.sa.gov.au.</p> <p>Any grievance in relation to this policy or its application should be forwarded in writing to the Chief Executive Officer of the Council.</p>
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