



2.14 Volunteer Management

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1. POLICY PURPOSE

The ~~Shire of Merredin~~ recognises the responsibility to ensure that the following points apply to the management of volunteers in the organisation to encourage and support community participation. purpose of this Policy is to encourage and support community participation, and the management of volunteers.

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2. POLICY SCOPE

This Policy applies to ~~v~~Volunteers operating in the Shire of Merredin (the Shire).-

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3. LEGISLATIVE REQUIREMENTS

~~Equal Opportunity~~ies Act 1984 [WA]

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National Standards for Volunteer Involvement

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Bush Fires Act 1954

4. POLICY STATEMENT

The Shire ~~of Merredin~~ will maintain a register of Shire volunteers to ensure volunteers between the ages of 16 and 80 are covered for personal accident insurance. If volunteers are outside this age group, contact will be made with Local Government Insurance Services (LGIS) to seek approval for insurance cover as covered by the Shire's insurance policy.

The Shire will comply with the national standards for volunteer involvement, which represent and explain the tenets of best practice in the management of volunteers.

Volunteers under the age of 16 are not permitted to undertake any high risk activities, including but not limited to firefighting, operating power tools and minor plant (unless authorised by the CEO) or working at heights/confined spaces.

4.1 Guidelines:

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The following points identify policy considerations for volunteering and will be addressed as ~~part of the process to implement align to~~ the national standards. This is considered best practice which the Shire will strive to achieve.

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a) ~~1. Interview and employ~~engage community volunteer ~~staff~~ in accordance with anti-discrimination and equal opportunity legislation;

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b) ~~2. Provide~~ volunteers ~~staff~~ with orientation and training;

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c) ~~3. Provide~~ volunteers ~~staff~~ with a healthy and safe workplace;

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d) ~~4. Provide~~ appropriate and adequate insurance coverage for volunteers ~~staff~~;

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e) ~~5. Define~~ volunteer roles and develop clear ~~role~~job descriptions;

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f) ~~6. Provide~~ appropriate levels of support and management for volunteer ~~staff~~;

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g) ~~7. Provide~~ volunteers with policies pertaining to volunteer ~~roles~~ ~~staff~~; acknowledge the right of volunteers ~~staff~~; and advise them of the opportunities to participate in decisions;

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~~8. Offer volunteers~~ ~~staff~~ the opportunity for professional development if appropriate to their role;

h) 9. Reimburse volunteers for expenses incurred on behalf of the organisation where appropriate and authorised in advance by the CEO; and

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a) 10. Acknowledge contributions of volunteers and treat them as valuable team members; and.

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i)

Offer the opportunity for professional development for Volunteer Firefighter members only. Objectives: Encourage and support community participation and the management of volunteers.

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j) Guidelines: Volunteers will be managed in accordance with the national standard as listed above. A volunteer register will be kept. Volunteers between the ages of 16 and 80 are covered for personal accident insurance. If volunteers are outside this age group, contact will be made with Local Government Insurance Services to seek approval for insurance cover.

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5. KEY POLICY DEFINITIONS

N/A

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6. ROLES AND RESPONSIBILITIES

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The Chief Executive Officer, along with the Executive Managers are responsible for the implementation and oversight of this Policy.

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All staff dealing with Shire volunteers will adhere to this Policy.

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7. MONITOR AND REVIEW

This Policy is monitored by the Executive Leadership Team.

The review will be reviewed by the Governance Officer every X years undertaken by Executives and presented to Council biennially.

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Document Control Box				
Document Responsibilities:				
Owner:	CEO	Decision Maker:	Council	
Reviewer:	Governance Officer			
Compliance Requirements				
Legislation	<u>Equal Opportunity Act 1984 (WA)</u> <u>N/A Equal Opportunities Act 1984</u>			
Document Management				
Risk Rating	Medium	Review Frequency	Biennial	Next Due April 2025XX 2026
Version #	Action	Date	Records Reference	
1.	Adopted	20 November 2007	CMRef 29217	
2.	Reviewed	20 July 2010	CMRef 30361	
3.	Reviewed	19 February 2013	CMRef 31058	
4.	Reviewed	XX January-XX 20263	CMRef XXXX	