



WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

Volunteer Policy

Document Control

Version History:	Aug 2023	File Reference	Magiq 30178
Reviewed and adopted	28 August 2023	Resolution Ref	20230828-11
Next review due	2025		

1. Origin / Authority

Wujal Wujal Aboriginal Shire Council

2. Purpose and Scope

To guide the co-ordination of volunteers undertaking a role on behalf of Wujal Wujal Aboriginal Shire Council (WWASC) and to provide a supportive and coordinated approach so that the volunteer experience is safe, enjoyable and rewarding for all council volunteers and staff.

3. Policy Statements

3.1. Definitions

Volunteering: The commitment of time and energy willingly given for the common good of the community and the volunteer and without financial gain. It is undertaken freely and by choice and in designated volunteer positions only.

Volunteer: Any person, who willingly offers to undertake unpaid work for Council and is accepted as a Volunteer by the Chief Executive Officer and/or their authorised delegates. Unpaid members of council-endorsed committees, project teams and reference groups that are established by Council and/or that are under the auspice of Council are volunteers.

Project Manager; A Project Manager is a member of Council's staff delegated to engage and manage volunteers to undertake unpaid work for Council in accordance with Council's Volunteer Policy and any associated guidelines and handbooks.

Employee: Local government employee of Wujal Wujal Aboriginal Shire Council

Community: Residents, businesses, organisations and groups who have an interest in the area served by Council.

3.2 Principals of this Policy

- Wujal Wujal Aboriginal Shire Council (WWASC) volunteers are valued for providing customer focused services and enhancing established council programs.
- volunteer programs form a strong bond between Council and the local community by encouraging community participation and access to resources and information.
- volunteering facilitates social interaction and satisfaction and enables community members to participate in established Council services and events.
- council aspires to make the volunteer experience an enjoyable and rewarding one and to encourage personal and professional growth for volunteers.
- this policy clarifies WWASC's role in the recruitment and management of council volunteers and outlines council's commitment to and expectations of volunteers.
- Council's human resources management policies apply to volunteers, these include workplace health and safety policies and procedures.

3.3 Council Commits to:

- meeting best practice standards for the community volunteer program and providing a collaborative, supportive and safe working environment for volunteers.
- involve volunteers in relevant and appropriate work and ensure that volunteer work is meaningful.
- provide a safe and healthy work environment to all volunteers.

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- provide adequate training, resources and support to allow volunteers to undertake their role.
- provide volunteers with clear and appropriate management structure and administrative systems.
- comply with all relevant legislative requirements.
- recognise volunteer's contributions through appropriate reward and recognition.

3.4 Questions

If a volunteer is unsure about any matter covered by this Policy, the worker should seek the assistance of their manager.

4. Application and Commencement

This policy applies to all members of the community who wish to perform voluntary work directly for WWASC and all Council employees who engage volunteers.

Council undertakes to regularly review this policy to take account of changes in legislation, activities, services and products. As a result of this review, changes may be made to this policy from time to time and any volunteers are required to comply with those changes.

This policy will commence from the date of adoption 15 August 2023. It replaces all other Volunteer Policies (whether written or not).

5. Associated Policies

- Anti Discrimination, Workplace Bullying and Harassment Policy
- Code of Conduct for Employees
- Performance and Misconduct Policy /Disciplinary Procedure
- Work Health & Safety Policy

6. Relevant Legislation

- [Local Government Act 2009](#)
- [Local Government Regulation 2012](#)
- [Information Privacy Act 2009](#)
- [Commission for Children and Young People and Child Guardian Act 2000 Workplace Health and Safety Act 2011](#)
- [Workplace Health and Safety Regulations 2011](#)
- [Anti-Discrimination Act 1991](#)

7. Review

Council will formally review this policy every two years.



Kiley Hanslow
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Wujal Wujal Aboriginal Shire Council