

**nhulunbuy** corporation

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# **HR04 EXTERNAL VOLUNTEERS POLICY**

<b>Title</b>	<b>External Volunteers Policy</b>
<b>Policy number</b>	HR04
<b>Type</b>	Community
<b>Owner</b>	Manager, Corporate and Community Services
<b>Responsible Officer</b>	Manager, Corporate and Community Services
<b>Approval date</b>	22 July 2015
<b>Next review date</b>	22 July 2018

## 1. Purpose

The Nhulunbuy Corporation encourages and provide opportunities for people to connect and participate in the community through meaningful and relevant volunteer roles. Volunteers make an invaluable contribution to the community through a diverse range of activities and programs.

The Nhulunbuy Corporation highly values and recognises the contribution made by volunteers who give their time, energy, talent, skills and knowledge. It is this contribution which is assisting to shape, change and influence the local community.

## 2. Scope

This policy provides a framework for the relationship between the Nhulunbuy Corporation and its volunteers.

This policy applies to all individuals or groups who wish to volunteer with the Nhulunbuy Corporation. This does not include individuals who are employees of the Corporation.

## 3. Definitions

**CEO** means Chief Executive Officer of the Nhulunbuy Corporation which is interchangeable with the title Town Administrator

**Nhulunbuy Corporation** means the Nhulunbuy Corporation Limited

**Volunteer** means an individual:

- whose contribution benefits the community and themselves
- who provide services of their own free will and without coercion
- who does not receive any monetary reward or payment (out of pocket expenses are not regarded as monetary reward or payment)
- complements, but does not replace or threaten the livelihood of paid workers
- meets administrative requirements

## 4. Policy

The Nhulunbuy Corporation may appoint volunteers to assist with its activities, events and projects. For example, an individual or a group may volunteer to put up the Corporation's outdoor cinema for the purpose of holding a community event.

### Eligibility

All volunteers must meet the following criteria to volunteer for the Nhulunbuy Corporation:

- Complete a satisfactory Australia wide criminal history check prior to appointment
- Volunteers in a position requiring contact with children and vulnerable people will undertake a criminal history check and be required to obtain an Ochre Card.

- Comply with all relevant policies and legislative requirements
- If they have previously volunteered for the Nhulunbuy Corporation, have a good volunteer record

The Nhulunbuy Corporation will not use volunteers as a substitute for paid employees. The work of volunteers will be that of a supportive, complimentary nature alongside paid staff. Volunteers will not fill legitimate vacancies or positions. Volunteers will not be used if paid employee are disadvantaged by such action.

### **Applications and Approval**

All potential participants must submit an expression of interest, specifying their skills, interests and the area in which they would like to volunteer.

Volunteers will be interviewed by the relevant activity supervisor to match the applicant's skills, talents and interests with the requirement of the Nhulunbuy Corporation.

### **Volunteer Agreements and Voluntary Work Program**

Before starting work a volunteer will be asked to sign a Volunteer Agreement and Work Program outlining the specific work they will be undertaking and the Nhulunbuy Corporation's obligations to them. As part of this Agreement/Work Program the volunteer will be asked to agree to a task list and number of work hours per week. This agreement is to be made between the volunteer and the CEO (or their delegate).

### **Occupational Health and Safety Training**

Before starting work volunteers must participate in a program that familiarises them with workplace health and safety requirements including the use of personal protective equipment, if applicable.

### **Insurance**

The Nhulunbuy Corporation will cover all volunteers against workplace injury or work related illness.

### **Remuneration**

Volunteers are not eligible for remuneration in the form of wages at any time during their engagement.

### **Future employment**

Engagement and service as a volunteer with the Nhulunbuy Corporation does not provide access to, or the right for consideration for future paid employment with the Corporation. Volunteers are welcome to apply for employment opportunities through the standard Nhulunbuy Corporation recruitment processes.

### **Attendance**

Volunteers must complete an Attendance Record sheet on each occasion they work. It is the volunteer's responsibility to record the hours and dates of work. The relevant Manager will sign the form, before forwarding it to the HR/Payroll Officer.

### **Termination**

The Nhulunbuy Corporation may advise a volunteer that they are no longer required any time without notice.

## **Volunteers' Rights**

Volunteers have the right to:

- Receive sufficient appropriate ongoing training to fully prepare for their role.
- Be kept in touch with any new developments in regard to their role.
- Receive ongoing support and supervision.
- Be heard by the relevant Supervisor or the HR/Payroll Officer if they need to voice any concerns, queries or complaints and have such issues dealt with sensitively and expeditiously.
- Contribute ideas, attend meetings if desired or appropriate, and have their contributions recognised.
- Refuse tasks they believe are unsuitable.
- Be treated as a co-worker by employees and other volunteers.
- Receive reimbursement for any authorised out of pocket expenses.
- Work in a safe environment.
- Hear positive language and comments about volunteering from the Nhulunbuy Corporation.

## **Nhulunbuy Corporation Rights**

The Nhulunbuy Corporation has the right to:

- Negotiate a commitment from a volunteer.
- Refuse the services of volunteers.
- Expect volunteers to adhere to policies and procedures.
- Have Corporation property and equipment respected.

## **Responsibilities**

Volunteers have the responsibility to:

- Uphold the Nhulunbuy Corporation's reputation and image.
- Maintain confidentiality and privacy.
- Consider volunteering to be a serious commitment.
- Abide by Nhulunbuy Corporation policies, standards and procedures as appropriate.
- Participate in appropriate training.
- Give notice as soon as possible of their unavailability.
- Be reliable and give adequate notice before termination.
- Report any injury or accident to the relevant Manager or HR/Payroll Officer immediately or as soon as possible after the event.
- Raise issues of concern with the relevant Manager or HR/Payroll Officer as they arise.
- Have respect for others work time, skills and workplaces.
- Respect and treat the general public, employees and fellow volunteers in a courteous manner (as they would like to be treated).
- Remain non-judgemental and refrain from imposing views and standards on others including not speaking on behalf of the Nhulunbuy Corporation.
- Be committed to working co-operatively as a team member.
- Share information and skills with other volunteers.
- Ask for help when needed.
- Only accept tasks they feel comfortable with.
- Declare any gifts or gratuities to the relevant Manager.
- Wear appropriate dress.
- Wear safety clothing supplied by the Nhulunbuy Corporation when required.
- Read, understand and carry out all duties in accordance with the Nhulunbuy Corporation's HR policies.
- Complete an Australia wide criminal history check and obtain an Ochre Card when requested.
- Report any matter or issue (including where charged with a crime) to the relevant

Manager or HR/Payroll Officer that impacts on the satisfactory performance of volunteer duties.


- Where undertaking duties involving contact with children or vulnerable people, undergo Mandated Notification training in addition to obtaining an Ochre Card if required.

The Nhulunbuy Corporation has the responsibility to:

- Provide a safe work environment including administration of criminal history checks in accordance with legislation requirements.
- Manage volunteers in a structured and professional manner.
- Provide appropriate insurance coverage.
- Provide out of pocket expenses where appropriate.
- Recognise volunteer contributions.
- Promote volunteering in the community.
- Oversee the day to day responsibilities of volunteers at work
- Assist with administration requirements outside a volunteer's usual day to day responsibilities, such as completing Accident/Incident Reports.

**5. Review process**

This procedure will be reviewed three years from the date of approval.

<b>Date</b> 22/7/15	<b>Director (Name)</b> CRAIG WALTERS	<b>Signature</b> 
<b>Chief Executive Officer (Name)</b> ANGELA MacMILLAN		<b>Signature</b> 