

## Volunteers

Classification:	Council Policy
Policy Name:	Volunteers
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Responsible Officer:	Director Community and City Activation
Relevant Legislation:	Local Government Act 1999 Volunteer Protection Act 2001 Children and Young People (Safety) Act 2017 Child Safety (Prohibited Person) Act 2016 Disability Inclusion Act 2018
Related Policies:	Code of Conduct for Volunteers Volunteering Australia National Standards for Involving Volunteers in Not for Profit Organisations Better Living Better Health – Regional Public Health and Wellbeing Plan for the EHA Constituent Councils 2020-2025 Connected Communities Strategy 2017-2021 Children and Vulnerable Persons Protocol

### 1. Introduction

- 1.1 The City of Burnside recognises, appreciates and values the importance of volunteers within its community. Volunteers assist in providing a wide range of community services, improving the quality of life for many residents in the City of Burnside.
- 1.2 Council volunteer programs:
  - 1.2.1 enhance services;
  - 1.2.2 encourage community participation;
  - 1.2.3 provide opportunities to be involved in services benefiting the community;
  - 1.2.4 develop links between Council and community;
  - 1.2.5 create opportunities for inclusive activities to encourage volunteering for all abilities;
  - 1.2.6 provide opportunities for social interaction and satisfaction; and
  - 1.2.7 improve the quality of life, health and wellbeing for residents.

- 1.3 This Policy establishes a framework to provide direction and structure to how the City of Burnside manages its volunteer programs and its dealings with volunteers.

## 2. Strategic Plan Desired Outcomes

- 2.1 A resilient, healthy and connected community.

## 3. Our Approach

- 3.1 Contribute to residents' sense of community, belonging and pride.
- 3.2 Encourage residents to participate in social, cultural, sporting and recreational activities.
- 3.3 Foster greater social and cultural diversity.
- 3.4 Stimulate community initiatives and cooperative projects.
- 3.5 Encourage volunteerism for all abilities.

## 4. Legislative Requirements and Corporate Policy Context

- 4.1 The Council's management of volunteers is subject the same legislative responsibilities as management of staff, as well as specific legislation for the protection of volunteers.
- 4.2 The intent of this legislation is to protect volunteers from personal liability for loss, injury or damage caused as a result of an act or omission on their part while undertaking their volunteering duties on behalf of an incorporated organisation.

## 5. Interpretation

- 5.1 **Volunteers** are defined as persons who undertake and participate in activities:

- 5.1.1 In a formal volunteer program with Council;
- 5.1.2 without monetary reward;
- 5.1.3 of their own free will;
- 5.1.4 of benefit to Council and the local community; and
- 5.1.5 that complement but do not replace the services provided by paid employees.

## 6. Policy

- 6.1 Council supports volunteers and encourages the recruitment and training of volunteers to assist in the planning, promotion and operation of specific volunteer programs. This allows volunteers to contribute their unique talents, skills and knowledge whilst finding a sense of self satisfaction.
- 6.2 Council is committed to ensuring all stakeholders are supported by optimising the management of volunteer programs. Council recognises volunteering as a pathway to employment and a pathway to retirement with multiple outcomes for individual wellbeing and connections to the community.
- 6.3 Council is committed to providing a safe working environment for volunteers as 'workers' under the Work Health and Safety Act 2012 including the provision of safe work practices.

- 6.4 Maintaining workplaces, policies, procedures and practices that actively encourage and provide access and inclusion for all volunteers of any ability and life stage.
- 6.5 Volunteers' Rights and Responsibilities are outlined in the Code of Conduct for Volunteers
- 6.6 Council's Rights and Responsibilities are outlined in the Code of Conduct for Volunteers.
- 6.7 Volunteer Recognition
  - 6.7.1 The City of Burnside recognises the importance of volunteers and the valuable contribution they make to our City. Council officially acknowledges this by celebrating National Volunteer Week and hosting a special Christmas event each year. Council also formally recognises volunteers' commencing from five years of service and a special award for 'outstanding achievement by a volunteer' at a special annual event hosted by the Mayor.

## 7. Availability

- 7.1 The Policy is available to be downloaded, free of charge, from Council's website [www.burnside.sa.gov.au](http://www.burnside.sa.gov.au)
- 7.2 The Policy will be available for inspection free of charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

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