



# LITHGOW CITY COUNCIL

Policy 4.2

VOLUNTARY WORK – COMMUNITY VOLUNTEERS

Version 1

## 4.2 VOLUNTARY WORK - COMMUNITY VOLUNTEERS

**OBJECTIVE:** To establish clear procedures for the formal involvement of volunteers in projects under Council's control so as to minimise the likelihood of Council experiencing unsatisfactory outcomes from that involvement.

### **POLICY:**

It is Council's Policy that the following procedures shall apply to circumstances where there is voluntary involvement in Council controlled functions and activities:

1. There is to be no reduction in the extent and completeness of documentation required, inclusive of relevant plans and specifications.
2. Full income and expenditure details are to be provided prior to approval being granted.
3. A statement outlining respective roles and responsibilities of Council and volunteers, inclusive of supervisory responsibilities is to be agreed on, signed and provided to all relevant parties including volunteers. In the case of groups or organisations, a responsible delegate may read and sign the statement as co-ordinator of the group.
4. Details of current insurance coverage are to be submitted by the volunteer group or individuals where appropriate upon request by Council.
5. Principles of equal opportunity are to be applied to all volunteers.
6. Individual volunteers, voluntary supervisors or group co-ordinators are to be interviewed by the relevant Council staff prior to approval being granted to assess capabilities and suitability for the task volunteered for.
7. Volunteers are to be provided with information about volunteer responsibilities and relevant Council policies and procedures.
8. Council staff shall provide adequate supervision of volunteers to ensure that appropriate levels of work performance and quality control are being maintained.
9. All volunteers shall comply with Occupational Health and Safety Regulations and Lithgow City Council Procedures and Policies.
10. An attendance register of volunteers' involvement in activities is to be provided and retained in Council records.
11. Council can consider the maintenance of medium strips and road verges by volunteers or work groups upon the completion of risk assessment to ensure community safety is maintained

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|----------------------------------|----------------------------|---------------------------|---------|------------------------|------------|
| <b>Maintained by Department:</b> | Community and Culture      | <b>Approved by:</b>       | Council |                        |            |
| <b>Reference:</b>                | Dataworks: Policy Register | <b>Council Policy No:</b> | 4.2     | <b>Effective Date:</b> | 16/10/2006 |
| <b>Min No:</b>                   | 06-349                     | <b>Version No:</b>        | 1       | <b>Review Date:</b>    | Oct 2007   |
| <b>Attachments:</b>              |                            |                           |         |                        |            |