



Volunteers and Section 355 Committees

1. Intent of Policy

To clarify the relationship between the Oberon Council and its volunteers as part of its Risk Management Program

2. Scope of Policy

This policy applies to *volunteers which includes members of Section 355 Committees of Council. This policy sets out the expectations of the Oberon Council, articulating the rights and responsibilities of volunteers.

Oberon Council policies relevant to this policy
Section 355 & Volunteers Management Manual
Policy 1102 - Code of Conduct
Policy 1118 – Values, Principles and Business Ethics

3. Guidelines

Rights

Council will:

- Ensure that all voluntary work is undertaken on a voluntary basis and without coercion
- Ensure a safe environment and implement procedures and provide personal protective equipment to safeguard volunteer's safety and well being, including appropriate volunteer insurance
- Provide clear delineation of their duties and responsibilities
- Ensure the same legal protection as paid workers in terms of Occupational Health Safety and Welfare and Equal Employment Opportunity principles and recognising ethnic and cultural diversity
- Provide a volunteers Induction Program and Management Manual which will be developed, implemented and maintained by Council staff
- Provide training appropriate to their role
- Ensure that Section 355 Committees are provided with an endorsed constitution or charter setting out their membership and delegation.

Responsibilities

Volunteers will:

- Become familiar with, and work within Councils policies and procedures including Code of Conduct
- Respect and maintain confidential information
- Work within a team structure and accept any direction and supervision from appropriate paid staff
- Work in a safe manner and not put others at risk

Definitions

Volunteer: Volunteers are community members who are motivated to undertake some form of service or activity for no financial reward or recompense of their own free will and without coercion which is of benefit to the community and the volunteer.

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Contact	Corporate Planner
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