



Policy Name:	Volunteer Policy	Version Number:	01
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Approved by:	Lynne Makin	Date Approved:	27 th February 2008
Contact:	HR Team	Date to be reviewed:	27 February 2010

Declaration

This policy describes the way in which Upper Murray Regional Library (UMRL) supports the use of volunteers.

Objectives

This policy seeks to enhance the relationship between Upper Murray Regional Library and the community. It does so by providing opportunities for members of the public to gain experience by voluntarily contributing to the provision of services for Upper Murray Regional Library.

Definitions

- Upper Murray Regional Library" includes
 - Upper Murray Regional Library and its Councils and employees
- Volunteer" refers to a person from the community who has UMRL approval to perform work for UMRL without monetary compensation.

Status of Volunteers

Volunteers are not employees of UMRL and must not, under any circumstance, receive any remuneration of financial or other compensation for their services.

Volunteers are not covered by UMRL workers' compensation insurance and UMRL does not provide personal accident insurance for them

Volunteers will be covered by personal accident and public liability insurance policies. These do not cover volunteers' use of their own motor vehicle, which in all cases is undertaken at their own risk.

Appointment of Volunteer

- Individuals who are interested in becoming volunteers must complete a “Volunteer Registration form”. This form is required to be completed and lodge it with Human Resources Department before the volunteer commences work.
- If the position involves working with children, child protection checks must be completed.
- Volunteers must adhere to this Policy, and all other relevant Policies and Procedures of UMRL at all times.
- Volunteers may only undertake work under the supervision and direction of an appropriate UMRL employee.
- Volunteers must not disclose, disseminate or make use of confidential information relating to UMRL affairs that they gain access to during the course of their engagement as a volunteer with UMRL
- Failure by a volunteer to comply with this Policy, or other applicable UMRL Policies and Procedures may result in UMRL terminating the volunteer's engagement.
- UMRL must comply with the Privacy Principles set out under the Privacy Act.
- The UMRL will encourage interaction between staff and volunteers, and encourage the personal and professional growth of volunteers, and will endeavour to keep volunteers informed of matters that affect them.
- The UMRL will recognise and reward the contribution of volunteers both formally and informally.
- UMRL will review regularly the policy, direction, and procedures of the Volunteer Program.
- The volunteer program will be the responsibility of the Administration Manager

VOLUNTEER PROGRAM

UMRL STATEMENT OF COMMITMENT TO VOLUNTEERS

The UMRL will....

- provide effective induction, training, and ongoing education about the organisation (mission, structure, policies, and programs)
- provide a place of work which is safe and suitable for the task(s) being performed, and provide the necessary equipment, and provide training which is appropriate to the task(s) and volunteer.
- provide a clear description of the tasks to be performed.
- consult volunteers on matters that affect them, and provide opportunities for volunteers to make suggestions about work practices.
- treat volunteers professionally and in accordance with Company policies.

UMRL STATEMENT OF EXPECTATIONS OF VOLUNTEERS

The UMRL expects volunteers to ...

- perform tasks which they have agreed to undertake at the appointed time unless negotiated or notified otherwise.
- be responsible to the particular section or branch where they are performing their duties but ultimately to the CEO through managers and co-ordinators
- perform all tasks to UMRL standards or to the satisfaction of the supervisor
- accept and abide by all UMRL rules and policies
- sign on and off as per UMRL procedure
- behave professionally towards staff and other volunteers and generally uphold the UMRL's good standing with the people of the region.