

VOLUNTEER INFORMATION

“A harmonious community based on respect and responsibility, where everyone is made to feel welcome and valued”.
Sutherland Shire Council’s Management Plan

Guidelines for Council Volunteers

Why have volunteers

Council’s volunteer program reflects its commitment to involving citizens in activities that are personally satisfying while being of benefit to the community and the organisation.

Definitions

Council supports 2 main groups of volunteers.

1. Council Managed Volunteers that are recruited and operated directly by council eg Bushcare.
2. Group Sponsored Volunteers that are recruited and managed by a committee recruited, appointed or in partnership with council eg The Rural Fire Service, Surf Life Saving Clubs.

A comprehensive set of Volunteer Guidelines has been prepared by council to assist staff when setting-up or working with Council Managed Volunteers.

With the Group Sponsored Volunteers the controlling organisation needs to have in place their own OH&S and volunteer management guidelines.

ADMINISTRATION

Volunteer Registration

To safeguard both the individual and Council it is necessary for all new volunteers to be formally registered before participating in a volunteer program. Registration is done after first contacting the Program Coordinator.

Volunteer Program Coordinators have the prerogative after sighting the registration form to refuse the services of the applicant if their skills do not match those required for the tasks.

Who can Apply

Any person wishing to contribute to the local community, whether they are a resident in the Sutherland Shire or not.

Who to Contact

The volunteer program coordinators have the day to day responsibility for the operation of the programs and the involvement and performance of the volunteers.

Registration for each program is slightly different. Anyone interested in volunteering should first contact the appropriate Program Coordinator on the following telephone numbers. The Coordinator will be able to answer any questions you have and will explain their requirements for registration.

- Botany Bay Family History Society / Sutherland Library (9710 0172).
- Bushcare (9524 5672).
- Community Facilities Management Committees (9710 0278).
- Council's standing committees' (9710 0817).
- Cultural Planning and Events (9710 0991).
- Hazelhurst Regional Gallery (8536 5732).
- Kurnell Historic Drive Care Program (9710 5737).
- Managing tennis and other sporting facilities (9710 0605).
- Sister Cities Committees (9710 0161).
- Sutherland Shire Council's Animal Shelter (9710 0401).
- Youth and seniors' events (9710 0524).

The Program Manager has overall responsibility for the Council Managed Volunteer programs and can be contacted on 97100655.

Further Details

Visit council's website for details on www.sutherland.nsw.gov.au.

Training

Adequate training including induction & orientation training will be provided to inform, prepare and protect volunteers, the local community and staff.

It is important to provide training because many volunteers may not have participated in volunteer programs previously and may be about to engage in activities they have no experience with.

Occupational Health and Safety

Council has responsibility for the health; safety and welfare of people at work, including volunteers and visitors to the workplace. Volunteer programs by their very nature operate largely independent of council. Therefore Volunteers are responsible to ensure their own safety and the safety of others within their work area.

Equal Employment Opportunity

All volunteers have the right to participate free of harassment, bullying and discriminatory practices. Volunteers have the right to protection under the NSW Anti Discrimination Legislation.

Council's recruitment Policy is based on principles of EEO and recruiting the best applicant for a position. Volunteers should have no increased expectation for future employment with Council from working on a volunteer program. Volunteering is however an important way to gain valuable work experience while at the same time contribute to the local community and your own sense of self worth.

RESPONSIBILITIES

Council

- Council has the responsibility to treat volunteers with respect and recognise the valuable contribution volunteering makes to the ethos of the local community and the benefits to the organisation.
- Council has a Duty of Care towards its volunteers to provide a suitable standard of safety and a team free from bullying, harassment and discrimination.

Volunteers

Volunteers are expected to:

- Meet minimum standards as defined by the organisation and to satisfy any reasonable request from a person authorised to provide them with directions.
- Abide by the rules relevant to their role and the project they are working on. Including the organisation's OH&S and anti discrimination rules and the rules on privacy, confidentiality, code of conduct and ethical behaviour.
- Demonstrate dedication and commitment to the project even if it is on a short term or casual basis.
- Be a team player and be open and honest in their communications with the organisation and other team members.

COMMUNITY PROGRAMS

The Manager-Community Service operates as council's representative to liaise with community agencies and can be contacted on 97100524.

Try checking their website but useful contact details for volunteering in the community include:

Volunteering Australia ((03) 9820 4100).

Volunteering NSW (9261 3600).

Volunteer Link (9580 5822).

“A strong community based on networks of families, neighbourhoods, community groups and local businesses.”
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