

## HR 14 VOLUNTEERS

<b>This procedure applies to</b>	Employees of the SA Murray-Darling Basin Natural Resources Management Board involved in working or engaging volunteers
<b>Policy</b>	<p>It is the policy of the SA Murray-Darling Basin Natural Resources Management Board to ensure that the Board:</p> <ul style="list-style-type: none"> <li>• Will acknowledge the role of volunteers within the Board's operations</li> <li>• Will enhance the standards of volunteers</li> <li>• Will identify the Boards responsibility in relation to volunteers</li> <li>• Will identify the rights of volunteers</li> <li>• Does not engage volunteers in programs to displace paid staff</li> </ul>
<b>Definitions</b>	<p>Volunteers are people who participate actively in a way that contributes to the outcomes of the Board's objectives.            People who give of their time voluntarily in some form of activity of their own choosing.            Volunteering involves people undertaking defined activities:</p> <ul style="list-style-type: none"> <li>• Of their own free will</li> <li>• without payment (other than out of pocket expenses)</li> <li>• which will be of benefit to the community and the Board</li> </ul>
<b>Procedure</b>	
<p>While the intention of the Board will focus primarily on the outcomes of the activities and quality of service the interest of the volunteer/s must be considered.</p> <p>The roles, rights and responsibilities of volunteers need to be clearly defined and understood by all parties and mutual respect and confidence engendered. The Board must ensure that:</p> <ul style="list-style-type: none"> <li>• Volunteers are adequately protected from unsafe situations in accordance with the principles and practices as set out in the Board's OH&amp;S policies</li> <li>• Volunteers tasks are clearly defined and consistent with the Board's role and function</li> <li>• Volunteers tasks are useful, meaningful and do not exploit volunteers;</li> <li>• Volunteers have a clear understanding of the objectives, roles and functions of the Board;</li> <li>• Volunteer's expectations, interests, time commitments and skills match the task to be performed</li> <li>• Volunteer programs must be vested with a member of the Board's staff who possesses appropriate skills in working with volunteers;</li> <li>• During induction the OH&amp;S policy and any other Board policies in relation to accident and incident reporting shall be given to and explained to the volunteer</li> <li>• Communications channels are clear to all concerned and volunteer staff should be consulted on decisions which affect them;</li> <li>• Volunteer activities are assessed regularly and volunteers should be given the opportunity of formal appraisal of their contribution to the Board</li> <li>• Volunteers need to be aware of dealing with any material of a confidential nature and the importance of preserving confidentiality</li> </ul> <p>To ensure an effective working relationship is established volunteers must be given:</p> <ul style="list-style-type: none"> <li>• A clear description of the task/s to be performed</li> <li>• orientation / induction and appropriate training</li> <li>• appropriate supervision</li> </ul> <p>If a staff member is involved in working with volunteers, appropriate staff development and training should be undertaken to cater for dealing and managing volunteers. Volunteers if deemed necessary can also participate in training to enable them to perform their particular task/s and the cost/s may be met/or contributed to by the Board.</p> <p>Staff engaging volunteers should ensure budgetary costs are considered to ensure that out of pocket expenses of volunteers can be met. These could be accommodation, travel etc.</p> <p>Clear guidelines should be established between the staff member responsible for the volunteer, and the volunteer to ensure clarity of out of pocket expenses that will be met by the Board including the rate to be paid.</p> <p>The Board will provide information annually to SAICORP of the number of volunteers engaged and nature of tasks performed to ensure that the volunteers are covered by the Board's insurance arrangements. Volunteers are covered for personal accident and civil liability claims made against them. The Board will accept no responsibility for property damage or third party bodily injury incurred in the use of a private vehicle.</p>	

The Board will maintain records providing information on the extent of the contribution of volunteers to the Board.

<b>References</b>	SAICORP Insurance File
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<b>General</b>	
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<b>Implementation</b>	Responsibility of General Manager/Supervisors/Human Resource Officer
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<b>Periodic Review</b>	Responsibility of General Manager
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<b>Approved</b>	30 <sup>th</sup> March 2009
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<b>Review Date</b>	30 <sup>th</sup> March 2011
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