VOLUNTEERS POLICY

Human Resources
YASC POL 25 – V7

2026

YARRABAH ABORIGINAL SHIRE COUNCIL
56 Sawmill Rd Yarrabah, QLD 4871

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1. LEGISLATION AND AUTHORITY

The Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Industrial Relations Act 2016(Qld)
YASC Code of Conduct

2. COUNCIL'S STATEMENT

Yarrabah Aboriginal Shire Council ('YASC') conducts its business with integrity, honesty and fairness. All employees are expected to work within the rules and actions of YASC will comply with all relevant laws, regulations, codes and corporate standards.

Everyone representing YASC must reflect the highest standards of behaviour. Our relationships are critical to the ongoing success of our organisation. Our leaders have responsibility for fostering a culture where ethical conduct is recognised, valued and applied at all levels.

This policy is to be read in conjunction with the Code of Conduct, which outlines our standards of behaviour and workplace culture are in accordance with YASC's principles.

3. PURPOSE

YASC is committed to supporting individual members of the public and community groups who choose to volunteer their time to enhance the provision of services to the community.

4. COMMENCEMENT OF POLICY

This Policy replaces all other volunteers policies of YASC (whether written or not).

5. APPLICATION OF THE POLICY

This policy applies to all YASC staff involved in the engagement of volunteer workers, and to all members of the public and community groups who perform voluntary work for YASC. This policy does not include:

- Any volunteering activities undertaken by YASC employees or contractors
- Work Experience or Student Placements
- Work for the Dole, Green Corps or other labour workplace/funded arrangements

6. PRINCIPLES

Voluntary positions are not to be created as an alternative to the appointment of paid employees and such work undertaken by a volunteer is not to replace work that would normally be completed by a paid employee.

Volunteer workers are obligated to observe the same standards of conduct as expected of paid council staff.

7. RESPONSIBILITY

The Chief Executive Officer, Directors and Managers are responsible for ensuring this policy is understood and adhered to by all councillors and staff.

Directors are responsible for the authorisation of the engagement of volunteer workers.

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Supervisors of Volunteers are responsible for:

- the recruitment, selection and task site specific induction of volunteer workers;
- forwarding copies of Volunteer Worker Agreements to the Human Resources Department for retention in the Register of Volunteers;
- retaining all documentation relevant to the volunteer workers; and
- providing ongoing supervision and, where necessary, training of volunteer workers in their respective areas

The Human Resources Department is responsible for maintaining the Register of Volunteers.

8. DEFINITIONS

Blue Card – a card issued to adults confirming suitability to working with children. This card must be held by volunteer workers and/or supervisors where specified in a position description or otherwise directed or required by law.

Volunteer – a person who wishes to contribute to the community in useful and meaningful ways by undertaking activities of his/her free will, or to gain work experience, without monetary reward. Activities undertaken by volunteers will compliment rather than replace the activities of paid YASC staff.

Short Term Volunteer - for the purpose of this policy, is defined as a person who volunteers on a once off, short term or ad hoc basis, often as part of a community event.

9. POLICY

Managers may consider the use of volunteer positions to enhance service delivery to customers of council.

The following conditions apply prior to engaging a volunteer worker:

- volunteers under 15 years of age will only undertake work suitable to their age and will be required to provide a consent form signed by their parents or guardian. The consent form must include details as to the nature of the volunteer work to be undertaken;
- background checks must be conducted to confirm the validity of claimed relevant qualifications; and
- background checks of other aspects such as criminal history and currency of Blue Card (working with children) must be conducted where specified in a position description or otherwise directed or required by law.

Consideration must be given to the candidate's:

- knowledge and skills in the required field;
- physical ability to perform the range of tasks required; and
- motivation for undertaking the voluntary work.

Volunteer Workers at all times when performing work on behalf of YASC:

- must comply with all YASC policies and procedures including but not limited to the Workplace Health and Safety Policy and Code of Conduct;
- who are required to work with children under the age of 18 are required to have completed a Working With Children check and hold a current suitability card (Blue Card);

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- will not be issued with YASC supplied clothing unless otherwise required for compliance with workplace health and safety requirements or for promotional purposes associated with a specific event or program;
- must wear appropriate clothing when performing work on behalf of YASC. Such clothing should maintain personal presentation standards appropriate to the task being conducted and must take into consideration workplace health and safety requirements.
- are permitted to use YASC fleet vehicles for the purposes of work related travel. The permitted travel cannot include travel to and from the volunteer's place of residence and the place of work.
- may withdraw their services, or a relevant manager may terminate a volunteer worker's services at any time by notifying the other party of their intentions.

Supervisors should familiarise themselves with Council's insurance coverage for volunteers.

10. VOLUNTEER APPLICATIONS & RECOGNITION

Any person applying to volunteer with YASC must complete an application in the prescribed form (at Appendix A) and forward to the Human Resources Department for registering.

Volunteers will be provided a Certificate recognising periods and areas in which they have volunteered with YASC.

11. VARIATIONS

YASC reserves the right to vary, replace or terminate this policy from time to time.

12. DOCUMENT CONTROL

Adoption Date:	6 September 2016	Resolution No.	Version No. 1
Amended Date:	30 January 2020	Resolution No. 03:30/01/2020	Version No. 2
Amended Date:	17 February 2021	Resolution No. 05:17/02/2021	Version No. 3
Amended Date:	18 May 2022	Resolution No. 09:18/05/2022	Version No. 4
Amended Date:	29 June 2023	Resolution No. 11:29/06/2023	Version No. 5
Reviewed Date:	26 July 2024	Resolution No. 12:26/07/2024	Version No. 6
Reviewed Date:	19 August 2026	Resolution No. 28:19/08/2026	Version N0. 7
Next Review Date:	2027		
Responsible Officer:	Chief Executive Officer		

Richard Wright
Chief Executive Officer

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13. APPENDIX A

Volunteer **| Application Form**

Personal Details

Mr☐ Mrs☐ Ms☐ Miss☐ Dr☐ Other☐

First Name: _____Last Name: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Mobile: _____

Telephone Home: _____Telephone Work_____

Gender: Male ☐ Female ☐ Date of Birth: _____

Email address:_____

Languages spoken other than English

_____

Volunteer Position Information

Why would you like to become a Volunteer for the Yarrabah Aboriginal Shire Council?

_____

_____

_____

Is this volunteer application part of another scheme? Example, Centrelink agreement.
Yes No If yes, please provide details:

_____

_____

_____

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Please indicate the areas are you interested in Volunteering.

☐ Administration ☐ Home & Community Care
☐ Community Visitors Scheme ☐ Justice of the Peace
☐ Cultural Heritage Program ☐ Indigenous Knowledge Centre
☐ Events ☐ Graffiti Removal
☐ Other_____

_____

_____

_____

Please indicate the day/s and time/s you are available for a Volunteer commitment.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

Have you previously Volunteered? Yes☐ No☐ If yes, please list your roles and tasks:

_____

_____

_____

Please describe your skills, experience and interests relevant to the Volunteer role you are interested in:

_____

_____

_____

_____

_____

_____

Are you currently employed? Yes☐ No☐
If yes, please specify: Full time ☐ Part time ☐ Casual ☐

Please rate your competency with the following Programs using the scale: poor, average, good, excellent.

	Microsoft word	Microsoft Excel	Internet
Competency			

Do you have a current drivers licence? Yes ☐ No ☐

If yes, please provide the following details:

Licence number _____Licence class _____Licence expiry date_____

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If you will be using your own vehicle for Volunteer duties please provide the following:

Vehicle make _____Registration number _____No. of cylinders_____

Insurance Company _____Insurance renewal date_____

Justice of the Peace Number (if applicable): _____

Referees

Please provide the contact details of two people, preferably other than family and friends, who can be contacted as a referee for you.

Name	Position/Title	Company	Relationship to you	Telephone number
1/				
2/				

Medical Information

Do you have a medical condition or disability which may affect your Volunteer work?

Yes☐ No☐ If yes, please specify:

_____

_____

Emergency Contact Details

Please provide the contact details of two people we can contact on your behalf in the event of an emergency.

Emergency Contact 1:

Name: _____Relationship to you:_____

Telephone
Home/Work:_____Mobile:_____

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Emergency Contact 2:
Name: _____ Relationship to you: _____

Telephone Home/Work: _____ Mobile: _____

Police Clearance: Have you had a National Police Clearance?

Yes☐ No☐ If yes, please provide the date the clearance was issued: _____

How did you hear about our Volunteer Programs?

_____

_____

Applicant Declaration

I certify that to the best of my knowledge, the details included in this application form are correct and accurate. I agree to notify the Yarrabah Aboriginal Shire Council should a change occur in my circumstances which could affect my volunteering role.

Name: _____

Signature: _____

Date: _____

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