



Brighton Council

POLICY NAME: VOLUNTEER POLICY

POLICY No: 7.13

PURPOSE OF POLICY:

The purpose of this policy is to establish a position of the Brighton Council regarding the contribution of volunteers to Council programs and services and set out the respective responsibilities of the Council and Volunteers.

Council's Vision for Volunteering: *Through trust, kindness and respect, the diversity of our valued volunteers creates a thriving place with opportunities for all.*

Council recognises the significant contribution of volunteers within the community and values its volunteers who initiate, deliver and enhance a broad range of services and programs offered. Volunteers forge a strong bond between the Council and the community it serves by encouraging:

- Community participation / development
- Access to resources, information and capacity building
- Services responsive to community needs
- Social interaction and respectful relationships

DEFINITIONS:

Volunteer – means people undertaking activities for Brighton Council of their own will, without payment that will be of benefit to the community. Volunteers may provide their time and service for activities on a periodic basis or regularly over an extended period of time.

Responsible Council Officer – means the person that the volunteer or group of volunteers reports to when undertaking volunteer work with the Council,

POLICY:

Council will provide quality volunteer management practices and the allocation of appropriate resources – human, physical and financial. This includes training, mentoring and capacity building opportunities. Communication with volunteers will be simple and easy to understand, utilising the practice of plain English to convey information that is accessible to all.

Procedures

Prior to undertaking any volunteer work, the responsible Council officer must ensure the following:

- A volunteer registration form and associated documents are completed prior to undertaking any volunteer work with Council.
- The volunteer receives an induction to comply with Council's workplace health and safety policies and procedures and all other legislative requirements including Child and Youth Safe Standards when engaging with children and young people.
- A current and valid Working with Vulnerable Persons check is required.
- Copies of drivers licence (if applicable) and Working with Vulnerable People cards are sighted and copied for file.

- The 'Volunteer Record of Attendance' form is completed and retained for future reference.
- The volunteer is made aware of any potential risks associated with the activity and a Risk Assessment is carried out if required.
- The volunteer has the necessary physical attributes and capability to perform the role.
- Emergency provisions such as communications and first aid are available.
- Provide the volunteer with a copy of Council's Volunteer Policy and Code of Conduct.

Volunteer Code of Conduct / Responsibilities

Volunteers must adhere to Council's Code of Conduct for Employees, Contractors and Volunteers (Policy HR14).

Volunteers are responsible for:-

- Undertaking their assigned duties responsibly and following all reasonable instructions;
- Working in a constructive and cooperative manner with Council employees and the responsible Council Officer;
- Respecting Council's values and complying with relevant policies, procedures and guidelines;
- Maintaining the same standards of confidentiality, courtesy, respect and organisational discipline in accordance with Council's Code of Conduct; and
- Taking reasonable care for the health and safety of themselves and others.
- Observing the *Child and Youth Safe Organisations Act 2023* and requirements of Council Policy 7.12 – Safeguarding Children and Young People.

Compliance with basic conditions of work

The responsible Council Officer will outline to the volunteer their conditions of work, including working hours, and any requirement for the volunteer to attend training sessions, security arrangements and restrictions on the use of equipment etc.

The volunteer is required to maintain and return any specialised equipment or clothing provided by Council during the course of their volunteer work.

The volunteer or responsible Council Officer must complete the 'Volunteer Record of Attendance' form each day to record the starting and finishing times of the volunteer work.

Workplace Health and Safety

Council will maintain the workplace in a safe and healthy condition for all staff and volunteers. Council will provide and maintain safe equipment and systems of work in which the safe use, handling, storage and transport is implemented and monitored.

Under the terms of the *Work Health and Safety Act 2012*, Volunteers must follow all established practices, procedures and instructions of the Council which apply to the tasks they volunteered to perform.

Protection of Volunteers from Liability

This policy acknowledges that S47(3) of the *Civil Liability Act 2002* protects a volunteer from civil liability for anything that the volunteer has done in good faith when doing community work.

This protection however, does not apply to a volunteer -

- a) who knew or ought reasonably to have known that at the relevant time he or she was acting:
 - outside the scope of the community work organised by the Council; or
 - contrary to instructions given by the Council; or
- b) whose ability to do the community work in a proper manner was, at the relevant time, significantly impaired by alcohol or drugs.

Insurance

Council holds a Public Liability Insurance policy that covers volunteers for injury 'whilst engaged in activities undertaken at the discretion of or on behalf of the Council'.

Any injury to the volunteer or an incident in which injury or property damage to other parties occurs while acting as a volunteer for the Council must be notified to the responsible Council Officer immediately.

Volunteers' own motor vehicles are not covered under Council's insurance policy and therefore Council strongly recommends that all volunteers using private vehicles have their own motor vehicle insurance cover. Volunteers should note that the Council does not pay insurance costs for private vehicles. Council will not cover costs incurred by volunteers driving their own vehicles.

Volunteer Induction Handbook

All Volunteers will be provided with a copy of the Volunteer Induction Handbook by the Council officer responsible for their Induction.

REFERENCES:

Brighton Community Volunteer Strategy, August 2024

Volunteer Induction Handbook

Local Government Act 1993

Child and Youth Safe Organisations Act 2023

Civil Liability Act

Work Health and Safety Act 2012

Code of Conduct Policy (HR14)

Safeguarding Children and Young People Policy 7.12

ADMINISTRATIVE DETAILS:

Policy compiled: August 2025

Adopted by Council: 19/08/2025

To be reviewed: August 2029

Responsibility: Community Development & Engagement



CHIEF EXECUTIVE OFFICER


**Brighton
Council**

Volunteer Registration Form

Full Name:	
Address:	
Phone Number:	
Email:	
Date of Birth:	
Emergency Contact:	
Emergency Contact Phone:	

Have you volunteered before? Yes ☐ No ☐

If so, where?

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What was your role?

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What is your availability? e.g days/times

.....

.....

What are your skills/abilities/qualifications?

Trade		Admin/ICT	
The Arts		Hospitality	
Events		Gardening	
Craft		Marketing	
First Aid		Languages	
Other			

Do you have a current Working with Vulnerable People Card? Yes ☐ No ☐

If yes, WWVP Registration No: Expiry Date:

Do you have your own transport? Yes ☐ No ☐

Do you have a current driver's licence? Yes ☐ No ☐

Drivers Licence Number and Expiry Date

Do you have comprehensive motor vehicle insurance cover? Yes ☐ No ☐

Is your vehicle registered, properly maintained & roadworthy? Yes ☐ No ☐

Any medical conditions that may affect your volunteer work? Yes ☐ No ☐

If yes, please specify:

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As a Volunteer of Council the following conditions apply:-

- a) Only while you are assisting Council in the volunteer role for a Council business activity, and while your assistance is approved/controlled and/or known by Council, you will be covered for Public Liability Insurance. The insurance does not cover volunteers whilst driving their own vehicles.
- b) While acting as a volunteer, a limited personal accident insurance cover will be affected by Council subject to the terms and conditions for the policy. Age limit 12 to 75 years.
- c) Should any injury occur to you while you are acting as a volunteer of Council you must notify your Council Supervisor immediately, or as soon as practicable.
- d) Any incident which occurs in which injury or property damage to other parties may rise must be reported immediately or as soon as practicable to your Council Supervisor.
- e) Under the terms of the *Work Health & Safety Act 2012*, you must follow all established practices, procedures and instructions of Council which apply to the tasks you have volunteered to perform.
- f) You are expected to perform the tasks you have volunteered to perform, and you need to take reasonable care of your own health and safety. You must do this by:
 - Following the instructions given to you by the Council, and
 - Comply with policies and procedures of Council.
- g) You must also take care to ensure your actions don't affect the health and safety of other people, for example, other volunteers, a client you are assisting or the general public.
- h) Volunteering is unpaid work and not an employee of Council, no payment will be made to you by Council.
- i) You may be required to obtain a 'Working with Vulnerable People' Card or Police check which Council will reimburse the cost upon providing a receipt or the card/check.

- I confirm that I have read and understand the abovementioned conditions.
- I further declare that, to the best of my knowledge, personal information provided by me is true and correct. If any information changes, I will inform Council as soon as possible.
- I understand that inaccurate, misleading, or untrue statements or knowingly withholding information may result in termination of volunteer duties with Council.
- I understand that this volunteer application is an expression of interest and does not constitute an offer of a volunteer role or offer of employment with Council.
- I will cooperate with and respect the Council Supervisor/Project Manager.
- My volunteer placement or role is at the discretion of the Council Supervisor/Project Manager.

Volunteer Name
Signature
Date

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<i>Parent/Guardian Name</i>	<i>Parent/Guardian Signature</i>	<i>Date</i>
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Responsible Council Officer *Signature* *Date*

Council Office Use:	
Date Received	
Induction Date	
Start Date	
Task assigned	
View/file WWVPC	
Volunteer Register Updated	
Volunteer documents filed	
Completed by	Council Employee: Date:

Responsible Council Officer Name:.....