

KABC Volunteers Policy

February 2023

Overview

The establishment of the Keep Australia Beautiful Council brings effect to the objects of the [Litter Act 1979](#) (Litter Act) through the execution of its functions and the development and implementation of a litter strategy.

The functions of the Keep Australia Beautiful Council (KABC) include:

- a) To educate members of the public in, and to awaken, stimulate, encourage and maintain the interest of members of the public in, and to promote public knowledge of, the correct disposal of waste items.
- b) To preserve and improve the appearance of our environment in the schools, in factories, shops and offices, in parks, beaches and recreation places and along the roadside by the prevention of litter.
- c) To make recommendations and submit proposals to the Minister from time to time with respect to regulations to be made under this Act.
- d) To maintain continuous and effective campaigns against the disfigurement of the landscape by litter and to encourage a responsible community attitude to cleanliness in all public places.
- e) To cooperate, where considered desirable by the Council with other organizations within the State or elsewhere on questions relating to all forms of pollution and generally to work for a clean healthy environment.
- f) To cooperate with local governments to accomplish co-ordination of local anti-litter efforts.
- g) To encourage, organise and coordinate voluntary local anti-litter campaigns seeking to focus the attention of the public on programmes to control and remove litter.
- h) To do such other acts and things as are conducive to the prevention and control of litter.

This policy outlines KABC's approach to encouraging and supporting volunteers to share in delivering the functions of KABC.

1. OBJECTIVES

The objectives of this policy are to:

- Encourage and facilitate volunteer activities which contribute to litter management, environmental protection, prevention of harm to native animals on land and in the marine environment and generally support the functions of KABC outlined above.
- Build community awareness, understanding and commitment to these objectives.
- Ensure appropriate opportunities for voluntary participation are provided for individuals, interest groups, organisations, and communities.

2. CONTEXT

Community involvement is integral to KABC's operations. KABC has support from volunteers in groups or as individuals, who either work directly with KABC as Tidy Towns judges or on clean-up activities or through sanctioned independent activities, such as registered Adopt-a-Spot participants connected to site or place. Other volunteers are registered under KABC's Litter Report Scheme, reporting offenders who litter from vehicles.

Volunteering is defined as 'Time willingly given for the common good and without financial gain' (Volunteering Australia's National Strategy for Volunteering 2023-2033). Volunteers are valuable to KABC because they build communication links and understanding between KABC and the community, as well as expanding KABC's work capabilities, knowledge, and skills base.

Consistent with Volunteering Australia's National Strategy for Volunteering 2023-2033, KABC acknowledges that:

- volunteering is not a substitute for paid work
- effective volunteer involvement requires organisational leadership and a structure that supports and values the role of volunteers
- volunteers have similar rights and privileges to paid employees, including the right to work in a safe environment
- volunteering is a two-way relationship, to achieve shared goals for KABC's outcomes and visions
- volunteers should be acknowledged and recognised for their contribution
- volunteers should be reimbursed for approved out-of-pocket expenses.

KABC provides support to its volunteers in the Tidy Towns Sustainable Communities Awards program, the Adopt-a-Spot program and regular KABC led clean-ups. KABC is committed to building respectful and supportive relationships with volunteers, partners, neighbours, organisations and communities that do business with KABC.

3. LEGISLATION

The Litter Act makes direct reference to community involvement in delivering KABC's programs. KABC and volunteer groups must adhere to the *Work Health and Safety Act 2020*.

4. STANDARDS

KABC is guided by Volunteering Australia's National Standards for Volunteer Involvement 2015.

This policy should be read in conjunction with the *KABC Volunteer Health and Safety Guidelines* and the *KABC Volunteer Handbook*. These documents provide further information on occupational safety and health, anti-discrimination and bullying and harassment legislation as they apply to volunteers and organisations.

5. POLICY

KABC aims to ensure its work is supported by volunteers to meet its objectives for litter management, environmental protection, prevention of harm to native animals on land and in the marine environment. In doing so, KABC will:

Volunteer opportunities

5.1 When designing or reviewing programs to implement the KABC's litter strategy, consider whether opportunities for volunteers to contribute can be incorporated. .

Volunteer engagement

5.2 Seek and recruit interested members of the community and community groups to be volunteers and take a coordinated approach to promoting and managing volunteer opportunities.

Equity and diversity

5.3 Seek to be inclusive of culturally and linguistically diverse groups and implement strategies to achieve effective engagement with these groups.

Training, capabilities and management

5.4 Provide training and support for volunteers to ensure they have a safe and enjoyable experience while volunteering for KABC.

5.5 Provide training for KABC staff in the management of voluntary activities, including administration and departmental safety and health responsibilities.

5.6 Administer and manage voluntary activities to ensure that work health and safety, equal opportunity and anti-discrimination, industrial relations and KABC's insurance cover obligations are met.

Acknowledgement and reward

5.7 Acknowledge, support, encourage and reward volunteers for contributions.

Continual improvement

5.8 Assess and continually improve all aspects of KABC's volunteer program.

6. POLICY IMPLEMENTATION STRATEGIES

In order to implement this policy effectively, KABC will adopt the following strategies:

Volunteer opportunities

6.1 Recruit volunteers to participate in projects that complement KABC's work and suit volunteer capabilities, knowledge or interests.

6.2 Clearly define, document and communicate volunteer roles, including skill and knowledge requirements.

6.3 Liaise with the private sector to determine and leverage funding opportunities and support.

Volunteer engagement

6.4 Implement an innovative volunteer communication plan that makes use of social media, newsletters and other communication channels.

Equity and diversity

6.5 Identify and provide volunteering opportunities through liaison with staff, individuals, community groups, traditional owner groups, local government agencies, not-for-profits and stakeholders.

Training, capabilities and management

6.7 Volunteers will be provided with the necessary training, equipment, safety guidance, mentoring, supervision and other resources to ensure they are able to undertake their roles safely and effectively. This includes a volunteer handbook, Code of Conduct, health and safety information, and other documents that outline information relevant to their role.

6.8 KABC will provide advice and/or assistance to volunteers and volunteer groups to achieve effective outcomes.

6.9 KABC will support groups that arrange educational, recreational, and conservation activities.

6.10 KABC will provide information, guidance, training and resources to staff for volunteer management to ensure appropriate supervision, support and inclusion.

6.11 KABC may pay groups that engage volunteers a fee to cover the cost of work done in accordance with an MOU, Service Level Agreement or contract. KABC makes small payments to volunteer judges of the Tidy Towns Sustainable Communities Awards.

Acknowledgement and reward

6.12 Volunteer coordinators are encouraged to arrange an annual volunteer award ceremony or other appropriate recognition events for volunteers.

6.13 Volunteer coordinators are encouraged to arrange regional events, or other forms of recognition, for volunteers working in regional areas.

6.14 Volunteers will be included in appropriate reward programs in acknowledgement of their contributions to KABC.

Continual improvement

6.15 The volunteer coordinators will coordinate surveys in line with ethical guidelines and standards to determine volunteer expectations, motivations and level of satisfaction.

6.16 Volunteer coordinators will collate and distribute information on volunteer program successes and challenges, and champions continual improvements to the volunteer programs.

6.17 Volunteer contributions will be monitored to assess and determine if the programs continue to meet KABC's objectives.

7. CUSTODIAN

Chairman, Keep Australia Beautiful Council

8. PUBLICATION

This policy will be made available on KABC's website.

9. REVIEW

This policy will be reviewed no later than 2028.

10. APPROVAL



Michael Aspinall

Chairman

Date: 2 March 2023