

Fleurieu Films Incorporated
Board Position Paper

Volunteers

Controlled Document

Created 13 October 2020 by C Corkindale, L Fell and J Thomas

The activities and operations of Fleurieu Films Incorporated (FFI) utilises the substantial engagement of volunteers, whose skills, talents and assistance are essential to the Fleurieu Film Festival's success. The purpose of this policy is to ensure that volunteers are respected, valued, well catered for, and that FFI's volunteer management practices are consistent with legal and regulatory requirements and with Volunteering Australia's National Standards

The Board of FFI is resolved that:

- 1) FFI aims to maximise volunteer's potential by creating opportunities to utilise their talents and abilities.
- 2) FFI is responsible for providing clear role descriptions and communicating these effectively, endeavouring to match the roles with volunteer's skills, interests, and capabilities.
- 3) FFI is responsible for providing induction to its volunteers
- 4) FFI shall ensure the provision of a complaints and grievance reporting and management process. Part of that process shall ensure that volunteers are made aware of the process.
- 5) The duty of care for the volunteers remains with FFI.
- 6) FFI shall use reasonable endeavours to provide a safe and healthy workplace, consistent with its Occupational health, Safety and Welfare Policy
- 7) FFI will reimburse volunteers for any pre-approved purchase made on behalf of FFI upon receipts being provided. Volunteers will not be reimbursed for their general costs such as phone or travel unless approved. Such approvals to be at the whole discretion of the Festival Director.
- 8) FFI Will ensure appropriate insurance is in place for its volunteers, consistent with the FFI Insurance Policy.
- 9) Volunteers must be made aware of legislative requirements relative to their role e.g. the model Work Health and Safety (WHS) Act as it applies in South Australia, and the Volunteers Protection Act (SA) through dissemination of that information in a "Welcome to FFI" introduction pack, to be delivered by email or in writing, as the circumstances dictate..
- 10) All volunteers are to be informed of and shall adhere to FFI's Policies and the FFI Code of Conduct. Failure to comply with FFI policies may result in procedures for resolution, or dismissal.
- 11) Volunteers have the right to refuse work which is outside their role description.
- 12) Volunteers have the right to leave their role at any time but should give as much notice to FFI as possible.
- 13) FFI may terminate a volunteer position for just cause e.g. gross breach of the FFI Code of Conduct. Dismissal in other instances will be a last resort after reasonable attempts for resolution have failed.

Agreed by Board of Fleurieu Films Incorporated 17/Oct/2020.
Controlled copy held by Chairman of the Board, copy to all Members.