

## City of Albany – Volunteer Policy

### Policy Statements

1. The City of Albany acknowledges and values the significant contribution the volunteers managed by the City of Albany make to our community and recognises that the work they do contributes to improving the quality of life and environment within the City of Albany.
2. Volunteers work alongside staff to deliver and enhance a broad range of services and programs offered by the City of Albany.
3. The City will support City of Albany direct volunteers by:
  - a. Involving volunteers in relevant and appropriate work and ensuring that this work is meaningful;
  - b. Supporting volunteers to do their job with training and adequate resources.
  - c. Encouraging high quality and consistent standard approaches within the City of Albany to manage, resource and support volunteers.
  - d. Recognising volunteer contributions at all levels of the organisation through appropriate award and recognition.
  - e. Supporting and encouraging City of Albany staff to volunteer within the community.
  - f. Engaging with volunteers on any change that may impact on them.

### Objective

4. The objective of the Volunteering Policy is to outline the scope of the organisation wide volunteering program run by the City of Albany including the role and contribution of volunteers to City of Albany programs and services, and the City's commitment to volunteers.

### Scope

5. This policy relates to the City of Albany's direct volunteers – those that are engaged in the volunteering programs managed by the City of Albany including:
  - a. Bush Fire Volunteers;
  - b. Bushcare Volunteers;
  - c. Community representatives on City of Albany Committees and working groups;
  - d. Albany Heritage Park Volunteers;
  - e. Albany Public Library Volunteers;
  - f. Spontaneous Volunteers engaged for special events and in times of emergency;
  - g. Vancouver Arts Centre Volunteer; and
  - h. Visitor Ambassadors.
6. This policy ensures that volunteers who deliver these essential services are supported through an active and well managed volunteer program.

### Legislative and Strategic Context

7. This policy relates to the following strategic objectives of the City of Albany Strategic Community Plan 2023:
  - a. 4.1. To build resilient and cohesive communities with a strong sense of community spirit.
  - b. 5.1. To establish and maintain sound business and governance structures.

8. This policy is complimented by the following legislation:
- a. *Local Government Act 1995*
  - b. *Volunteers Protection Act 2001*
  - c. *Occupational Health Safety and Welfare Act 1986*
  - d. *Bushfires Act 1954*
  - e. *Emergency Management Act 2005*

### **Review Position and Date**

9. This policy is to be reviewed by the document owner on or before 30 June 2019.

### **Associated Documents**

- City of Albany – Code of Conduct
- Occupational Health and Safety Policy
- Community Development Strategy
- Volunteer Strategy

### **Definitions**

Volunteering. As per Volunteering Australia's definition, formal volunteering is time willingly given for the common good and without financial gain and is undertaken:

- To be of benefit to the community and the volunteer;
- Of the volunteer's own free will and without coercion;
- For no financial payment;
- In designated volunteer positions only.
- Principles of volunteering include:
  - Volunteering benefits the community and the volunteer;
  - Volunteer work is unpaid;
  - Volunteering is always a matter of choice;
  - Volunteering is not compulsorily undertaken to receive pensions or government allowances;
  - Volunteering is a legitimate way in which citizens can participate in the activities of their community;
  - Volunteering is a vehicle for individuals or groups to address human, environmental and social needs;
  - Volunteering is an activity performed in the not for profit sector only;
  - Volunteering is not a substitute for paid work;
  - Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers;
  - Volunteering respects the rights, dignity and culture of others;
  - Volunteering promotes human rights and equality.

\*As adopted by Volunteering Australia in 1997.

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1.0	HR Coordinator	Updated approved document to current format – footer, version date, Synergy Ref etc. and updated to current definition of volunteering	2/12/2016
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