



VOLUNTEER MANAGEMENT POLICY

Version: 1.0

Document No.: 1

1.1 Objectives:

The purpose of this Policy is to establish consistent practice for the engagement of volunteers within Ipswich City Council and to ensure that the management of volunteers is undertaken in accordance with the Volunteering Australia Inc. "National Standards for Volunteer Involvement."

1.2 Regulatory Authority:

Local Government Act 2009

Work Health and Safety Act 2011

Anti-Discrimination Act 1991

Volunteering Australia Inc. "National Standards for Volunteer Involvement"

Ipswich City Council Volunteer Management Procedure

Ipswich City Council Long Term Community Plan (i2031)

Ipswich City Council Corporate Plan 2012-2017

1.3 Policy Statement:

The significant contribution of volunteers to the social, cultural, environmental and economic development of our community is one that Council values highly. Volunteerism assists in developing a caring, equitable society and, at the same time, provides opportunities for volunteers to develop new knowledge and skills and realise their full potential. Participation as a volunteer builds a sense of community belonging and encourages active citizenship.

Council supports the engagement of volunteers in civic activities, which enhance/complement the work of Council staff and which are mutually beneficial to both the Ipswich community and the volunteer. Through this collective action, we are all able to work together to build a more liveable community.

By acknowledging the "National Standards for Volunteer Involvement" Council can distinguish itself as an organisation that has achieved good practice in the field of volunteer management.

1.4 Scope:

This policy and attendant methods, procedures and practices apply to all Departments and Business Units of Council in which volunteers are involved and their officers.

1.5 Roles and responsibilities:

The Community Development Branch within Ipswich City Council will provide a support role across all Council Volunteer programs to ensure the adoption of a consistent organisational approach to volunteer management, volunteer recognition, the implementation of national volunteer standards and the development of quality volunteer programs within Council.

1.6 Definitions:

- Volunteering is defined as: *“an activity undertaken within Council which is unpaid and which supports the role of Local Government within the community. The purpose of Ipswich City Council’s volunteer programs is to recognise and enhance existing community capacity and assist in building a healthy and sustainable community.”*
- Council will implement a volunteer management system that meets good practice and aligns with Volunteering Australia Inc. “National Standards for Volunteer Involvement”.
- Volunteer programs and activities within Ipswich City Council will be managed and coordinated by staff who have the skills, knowledge and experience to develop effective volunteer programs. This role of volunteer coordination and management will be recognised in the position descriptions for those staff members.
- Volunteers will be selected in a non-discriminatory manner in accordance with Council’s policies and procedures on recruitment and selection and with due regard to the availability of volunteering positions and the specific requirements for the roles and responsibilities to be undertaken by the volunteer.
- Volunteers within Council will be regarded and valued as team members and complement the role of staff.

1.7 Policy Author:

The Community Development Manager is responsible for reviewing this policy.

Date of Council resolution: 23 October 2015

Committee Reference and date: Policy and Administration Board No. 2015(10) of 6 October 2015 – City Management and Finance Committee No. 2015(10) of 13 October 2015

No of resolution: 9

Date to be reviewed: 23 October 2017