

Volunteer Policy

Responsible Division	Community and Development
Responsible Business Unit	Community Development
Responsible Officer	Manager Community Development
Affected Business Units	Community Development
ECM Document Set ID	3406378

Purpose

To ensure volunteer management systems and processes are in place that;

- Recognise the valuable contribution of City of Bayswater registered volunteers; and
- Ensure compliance and industry leading volunteer management, particularly in the areas of recruitment, training, Occupational Health and Safety and support of volunteers.

Scope

This policy is for the management of volunteers within the City of Bayswater. It includes volunteers across all volunteer service areas in the City, and includes Friends of Groups who support environmental community works.

Definitions

Nil.

Policy Statement

The City of Bayswater values and acknowledges the contributions made by volunteers who connect and participate in the community by freely sharing their time, skills and knowledge through volunteering within programs and projects managed by the City.

The City maintains a Volunteer Management Practice to guide the management of registered volunteers in line with industry leading standards, and the provision of:

- Healthy and safe working environments;
- Clarity regarding their role, organisational values, expectations and relevant policies and procedures;
- Appropriate training, induction and instruction to conduct their role;
- An environment free from bullying, harassment and any form of discrimination;
- Access to a grievance process;
- Recognition and celebration of the City's registered volunteers; and
- A Volunteer handbook and other tools containing relevant information and guidance.

Related Legislation

- *Work Health and Safety Act 2020;*
- *Equal Opportunity Act 1984; and*
- *Local Government Act 1995.*

Related Documentation

City of Bayswater Volunteer Management Practice and Volunteer toolkit.

Document details

Relevant delegations	Nil.		
Risk evaluation	Low.		
Strategic link	<p>In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:</p> <p>Theme: Leadership and Governance Goal L1: Provide the community with useful information about Council’s policies, services and events and advise the community of engagement outcomes</p>		
Council adoption	27 August 2002	Resolution	
Reviewed/Modified	22 March 2005	Resolution	
Reviewed/Modified	26 August 2014	Resolution	
Reviewed/Modified	1 March 2016	Resolution	
Reviewed/Modified	22 February 2017	Resolution	8.3.13
Reviewed/Modified	9 April 2019	Resolution	10.5.2.1
Reviewed/Modified	25 July 2023	Resolution	10.5.1.11
Next review due	July 2027		