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## Volunteering Policy

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| <b>Policy Owner:</b>     | Community Development         |
| <b>Contact Person:</b>   | Manager Community Development |
| <b>Date of Approval:</b> | 9 August 2022 (CP06-08/22)    |

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### POLICY STATEMENT

The City of Wanneroo (the City) is committed to delivering a quality **Volunteer Program** which provides opportunities to **volunteer** with the City, and encourages **volunteering** activity more broadly across the community.

### POLICY OBJECTIVE

The purpose of this policy is to provide guidance on the delivery of volunteering opportunities with the City, and to define the City's role in relation to community volunteering more broadly.

The following principles guide the City's approach to volunteering:

- volunteering benefits the City, community and the volunteer;
- volunteering is always a matter of choice;
- volunteering is a planned activity supported by effective resourcing and practices;
- volunteering is an unpaid activity;
- volunteers do not replace paid workers;
- volunteers are treated as a valued part of our organisation;
- people's rights, dignity and culture are respected.

### SCOPE

This policy applies to all City of Wanneroo employees and volunteers, excluding Bushfire Brigade volunteers and Council Members.

City working group, advisory group and committee members are included within this policy and are managed in accordance with the Committees and Advisory/Working Groups Management Procedure.

City of Wanneroo Bushfire Brigade volunteers are managed in accordance with the requirements of the *Bushfires Act 1954*, the *Bush Fire Brigades Local Law 2001*, and the Work Health and Safety Act 2020. The City has a shared duty with the Department of Fire and Emergency Services for Volunteer Bushfire Brigades.

### IMPLICATIONS (Strategic, Financial, Human Resources)

The City acknowledges that volunteering strengthens community cohesion, resilience and inclusiveness through providing opportunities for active social and civic participation, and recognises that volunteers contribute to the social, economic, environmental and cultural well-being of the community.

This Policy aligns with the Strategic Community Plan 2021-2031; Social Strategy 2019 and Community Development Plan 2021/22-2024/25.

The financial management and staffing of the volunteer program is the responsibility of the relevant service units and is incorporated within the City's operating budget and reviewed annually.

The City is guided by the Work Health and Safety Act 2020 (WHS Act). The WHS Act defines volunteers as workers and it provides volunteers the same work, health and safety protections as paid workers.

## **IMPLEMENTATION**

Implementation of the Volunteering Policy is to be guided by appropriate operational processes and practices. Where possible, these are aligned with the National Standards for Volunteer Involvement 2015 developed by Volunteering Australia.

## **ROLES AND RESPONSIBILITIES**

Community Development is responsible for implementation of this Policy and all associated procedures in collaboration with relevant service units.

**Operational leaders and leaders** are responsible for the day to day leadership and management of volunteers within their service unit.

**Volunteer mentors** are responsible for assigning the day-to-day tasks of the volunteer.

The City's role is to:

- manage and deliver an effective Volunteer Program;
- provide a safe and healthy workplace;
- encourage and promote volunteering broadly across the community;
- recognise the valuable contribution of volunteers; and
- adhere to relevant overarching policies and legislation, including the WHS Act.

The role of a **City volunteers** is to:

- carry out volunteer activities in the spirit of the City's Corporate Values and the Volunteer Code of Conduct;
- take reasonable care for their own health and safety and ensure their actions do not adversely affect the health and safety of those around them and;
- comply with the requirements of a volunteer position, City policies, procedures and relevant legislation, including the WHS Act.

## **DISPUTE RESOLUTION**

All disputes in regard to this policy will be referred to the Director Community and Place in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

## EVALUATION AND REVIEW

This policy shall be reviewed every three years.

## DEFINITIONS

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| DEFINITIONS: Any definitions listed in the following table apply to this document only. |   |
| Volunteer Program   | This refers to the Volunteer Program operated by the City which provides opportunities to volunteer with City run programs, services, working groups, advisory groups and committees under the supervision of City Administration.  |
| Volunteer/s   | A person who works for an organisation without payment or financial reward (but they may receive reimbursement for out of pocket expenses).   |
| Volunteering  | Time willingly given for the common good and without financial gain. It can include both formal volunteering which takes place within organisations, and informal volunteering which takes place outside an organisational setting. |
| City Volunteer  | A person who is registered with the City as a volunteer and is actively participating in a volunteering opportunity within the Volunteer Program.   |
| Volunteer Mentor  | City employee who assigns tasks to the volunteer and serves as a mentor to the volunteer.   |
| Operational Leader / Leader   | City employee who is appointed to a position that has management/supervisory responsibilities for other employees and volunteers.   |

## RELATED DOCUMENTS

Volunteer Program Management Procedure  
 Safety Health and Wellbeing Policy  
 Work Health and Safety Management Plan  
 Committees and Working Groups Management Procedure  
 Volunteer Code of Conduct  
 Council Member, Committee Member and Candidate Code of Conduct

## REFERENCES

City of Wanneroo Strategic Community Plan 2021-2031  
 City of Wanneroo Social Strategy 2019  
 City of Wanneroo Community Development Plan 2021/22-2024/25  
 National Standards for Volunteer Involvement 2015, Volunteering Australia  
 Work Health and Safety Act 2020

## RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Development

| <b>Version</b>                 | <b>Next Review</b> | <b>Record No:</b> |
|--------------------------------|--------------------|-------------------|
| 4 March 2014 – CD01-03/14      | March 2016         | 13/8689           |
| 24 September 2019 – CP04-09/19 | September 2022     | 13/8689[v2]       |
| 9 August 2022 – CP06-08/22     | September 2025     | 13/8689 [v3]      |