

Volunteer Policy

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Document Compliance

Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* https://content.legislation.vic.gov.au/sites/default/files/2020-04/06-43aa014_authorized.pdf and the *Equal Opportunity Act 2010*. The *Charter of Human Rights and Responsibilities Act 2006* is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

Greater Dandenong City Council Policies comply with the Victorian Charter of Human Rights and Responsibilities, the *Gender Equality Act 2020*, the *Climate Change Act 2017*, the Child Safe Standards contained in the *Child Wellbeing and Safety Act 2005* (Amended) and the Overarching Governance Principles specified in 9(2) of the *Local Government Act 2020*.

Acknowledgment of Country

Greater Dandenong City Council acknowledges the Traditional Custodians of this land, the Bunurong People and pays respect to their Elders past and present. We recognise and respect their continuing connections to climate, Culture, Country and waters.

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1. POLICY OBJECTIVE (OR PURPOSE)

The purpose of the Volunteer Policy is to:

- Provide a strategic framework for the support, development and governance of volunteering across Council.
- Outline Council's commitment to ethical, inclusive and sustainable volunteer engagement that is aligned with Volunteering Australia's National Standards for Volunteer Involvement.
- Affirm the value of volunteers and ensure consistency and accountability in volunteer management.
- Clarify Council's relationship with external volunteer-involving organisations.
- Reinforce the message that volunteering is a meaningful and complementary contribution to civic life – not a replacement for paid employment.

2. BACKGROUND

Greater Dandenong City Council has a long-standing commitment to supporting volunteering as a vital contributor to community wellbeing. Volunteering is recognised as an integral part of life for many in the Greater Dandenong community, offering positive social, cultural, and economic impacts.

This policy underpins Council's role in fostering volunteering across a wide range of programs, services, initiatives, and activities. It supports the development of diverse, vibrant, safe, and resilient communities by encouraging formal volunteering.

Council demonstrates its commitment to best practice in volunteer management through its membership with Volunteering Victoria, the state peak body for volunteering, which provides sector-wide resources and support. At the national level, Volunteering Australia provides leadership through the National Standards for Volunteer Involvement, which guide the ethical recruitment, engagement, and recognition of volunteers.

Council volunteer programs align with these National Standards and reflect a whole-of-Council approach to inclusive, ethical and sustainable volunteer engagement.

3. SCOPE

This policy outlines Council's approach to managing and supporting volunteering across the organisation. It includes the policy context, guiding principles, volunteers' rights and responsibilities and Council's responsibilities in delivering volunteer engagement.

The Policy also defines Council's relationship with external volunteer-involving organisations and community groups operating on Council-managed land or receiving Council support, ensuring a consistent and best-practice approach to volunteer involvement.

This policy applies to:

- All internal Council-managed volunteer programs.
- Registered volunteers and the Council officers or contract staff responsible for supervising them.
- Councillors and members of Council-appointed advisory committees, reference groups, or community panels serving in a volunteer capacity.

This policy does not apply to:

- Volunteers involved in Council funded programs that are managed externally and/or do not operate on Council Land or in Council facilities.
- Other forms of unpaid engagement such as student placements, internships, or work experience.
- Council employees undertaking voluntary work for Council or another organisation outside of their employment duties.

Note: Provisions related to Council's Paid Volunteer Leave Program are outlined separately in the [Paid Volunteer Leave Guidelines](#). Participation by Council staff in Council-wide volunteer activities outside of work hours is considered a private, unpaid engagement and does not form part of an individual's employment relationship with Council.

4. DEFINITIONS

Key Terms	Definition
<i>Council Volunteer</i>	An individual who: <ul style="list-style-type: none">• Is aged 18 years or older;• Holds current and valid Police and Working with Children Checks;• Has completed all mandatory training and demonstrates understanding of the Child Safe Standards;• Is formally registered and has been onboarded through the Council Volunteer Program; and• Is actively engaged in an approved volunteer role directly supporting a Council service or program.
<i>Volunteering</i>	As defined by Volunteering Australia (2015), volunteering is time willingly given for the common good and without financial gain. It must: <ul style="list-style-type: none">• Benefit both the community and the volunteer;• Be undertaken of the volunteer's own free will and without coercion;• Occur within designated volunteer roles, guided by a position description or Terms of Reference; and• Not replace paid employment or be used to fill workforce gaps.
<i>Council Volunteer Program</i>	Council's centralised program that: <ul style="list-style-type: none">• Promotes, recruits, onboards, supports, retains, and recognises volunteers across all Council departments.• Is guided by the <i>National Standards for Volunteer Involvement</i>;• Is informed by the <i>National Strategy for Volunteering 2023–2033</i>; and• Provides supports to Council staff in the effective supervision and engagement of volunteers.
<i>Volunteering Victoria</i>	The state peak body for volunteering in Victoria, providing sector-wide resources, advocacy, and support to volunteer-involving organisations.
<i>Volunteering Australia</i>	The national peak body for volunteering, responsible for defining volunteering, developing the <i>National Standards for Volunteer Involvement</i> , and providing strategic leadership and guidance on volunteer engagement, recruitment, and recognition.
<i>Council advisory committee, reference</i>	Individuals appointed by Council resolution or by delegation from Council's CEO/Directors to provide input from a broad range of

<i>groups or panel members</i>	perspectives. These members contribute to informed decision-making and support Council in progressing its strategic priorities.
<i>Not for profit service and community group</i>	An organisation that does not operate for the profit, personal gain, or other benefit of particular individuals (e.g. their members, staff or associates).
<i>Volunteer-involving organisations</i>	Organisations that provide opportunities for volunteering as part of their operation. These may include local councils, government departments, grassroots collectives, community groups and local sports clubs
<i>Code of Conduct</i>	The Volunteer Code of Conduct, which includes a Child Safe Code of Conduct.

5. POLICY

Greater Dandenong City Council recognises the vital role that volunteers play in enhancing Council services, supporting community groups, and strengthening local community connections. Volunteering contributes significantly to individual wellbeing, civic participation, and a personal sense of belonging.

Council offers a diverse range of volunteer opportunities. Council is committed to clearly communicating the types of roles available and making reasonable adjustments to ensure that our volunteer programs are inclusive, accessible, and equitable for all.

Council also acknowledges the importance of supporting staff who work with volunteers. It is committed to strengthening volunteer program management through improved systems, training and ongoing support, thereby ensuring a safe, positive and effective experience for both volunteers and staff.

5.1. Principles

This Policy is guided by the following Volunteer Engagement Principles:

- ***Inclusive Participation:*** Council champions volunteering as a pathway to social inclusion, wellbeing and civic engagement. Volunteer opportunities are designed to be meaningful, accessible, and reflective of the diverse strengths and interests of the Greater Dandenong community.
- ***Best Practice and Continuous Improvement:*** Council is committed to delivering a high-quality, organisation-wide volunteer program. Volunteer engagement is guided by the *National Standards for Volunteer Involvement* and informed by the *National Strategy for Volunteering 2023–2033*. Programs are regularly reviewed to ensure alignment with best practice.
- ***Support for Staff and Volunteer Leaders:*** Council recognises the important role of staff and volunteer leaders in creating positive volunteer experiences. Training, systems, and resources are provided to support effective volunteer supervision and program delivery.
- ***Community Capacity Building:*** Council supports local not-for-profit organisations and volunteer-led groups through partnerships, funding, and access to a local Volunteer Resource Service. This includes sharing resources, facilitating collaboration, and strengthening the capacity of the sector to attract and retain volunteers.
- ***Civic Engagement by Council Staff:*** Council encourages staff participation in volunteering through the *Paid Volunteer Leave Program*, fostering a culture of community contribution within the organisation.

5.2. Volunteers Internal to Council

Greater Dandenong City Council values the contributions of volunteers and is committed to fostering a respectful, safe, and inclusive environment for all participants in Council-managed volunteer programs.

This policy outlines the rights and responsibilities of volunteers who are recruited, engaged and supported by Council officers to deliver tasks that enhance Council services and community outcomes.

Volunteers can expect:

- Meaningful and clearly defined roles.
- Fair and respectful treatment.
- Access to appropriate training and support.
- Recognition of their contribution

Volunteers are expected to:

- Act in accordance with Council's values and policies.
- Prioritise safety and wellbeing for themselves, their colleagues, and the community.
- Maintain confidentiality and professionalism.
- Participate in required training and comply with relevant checks and standards.
- Handle Personal Information in accordance with the Privacy and Data Protection Act.

By clearly defining these expectations, Council aims to promote transparency, mutual respect, and a shared commitment to excellence in service.

5.3. Volunteer Rights

Council volunteers have the right to:

- Engage in satisfying work that considers their interests, temperament, capabilities and available time.
- Be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation.
- Receive a job description and agreed working hours.
- Be provided with a copy of their signed Volunteer Agreement Form.
- Understand what work is expected and to whom they are accountable.
- Receive an orientation to the program in which they are working.
- Access sufficient training to perform their role, including ongoing training opportunities.
- Have choices and the right to decline tasks that do not suit them or that they feel they are unable to perform.
- Be heard and have their views respected.
- Receive support and constructive feedback from colleagues and supervisors.
- Be reimbursed for authorised out-of-pocket expenses where appropriate.
- Have personal and confidential information managed in accordance with the Privacy and Data Protection Act 2014.
- Work in a healthy and safe environment.
- Be adequately covered by insurance relevant to their role.
- Access grievance procedures.

5.4. Volunteer Responsibilities

Council volunteers are expected to:

- Act in a manner which ensures the safety and wellbeing of themselves and others, and follow all occupational health and safety rules instituted by Council.

- Sign the Volunteer Agreement, confirming their commitment to Council’s Volunteer Code of Conduct and policies and procedures.
- Adhere to all applicable policies and procedures, including the Volunteer Code of Conduct and any requirements outlined in Volunteer Handbook.
- Report any concerns to the Program Supervisor or Volunteer Program staff.
- Complete all required legal checks and compulsory training prior to commencement, such as Child Safe Standards and program-specific training.
- Inform the Volunteer Program of any health conditions or limitations that may affect their ability to perform tasks, including changes over time.
- Carry out tasks responsibly and to a standard that reflects positively on themselves and Council.
- Refrain from making public statements on behalf of or about Council, including on social media.
- While volunteering on behalf of Council, devote their full attention to volunteer activities and refrain from engaging in other activities or bringing unregistered friends or family members to the activity.
- Notify their Program Supervisor as soon as possible if unable to attend rostered duties.

5.5. Health, Safety and Insurance

Under Work Health and Safety legislation, volunteers are considered “workers,” meaning that they share similar rights and responsibilities as Council staff.

5.5.1. COUNCIL RESPONSIBILITIES

Council is committed to providing a safe, inclusive, and respectful work environment for all volunteers. This includes:

- Maintaining a workplace free from discrimination and sexual harassment.
- Offering support for domestic and family violence.
- Providing appropriate equipment and safe work procedures.
- Conducting regular risk assessments to identify and mitigate hazards.

5.5.2. VOLUNTEER RESPONSIBILITIES

Volunteers are expected to:

- Take reasonable care of their own health and safety.
- Ensure their actions do not harm others.
- Follow all relevant policies, procedures, and instructions.
- Report incidents, injuries, or near misses to their program supervisor immediately.
- Provide three weeks notification when resigning and return all formal council garments and volunteer name badges.

5.5.3. INSURANCE COVERAGE

Council-appointed volunteers are covered by:

- Voluntary Workers (Personal Accident) Insurance.
- There is limited coverage under the Voluntary Workers policy for those aged 75+, with details available upon request.
- Public Liability Insurance for third-party injury or property damage.

5.6. Volunteer Conduct

Volunteers are expected to uphold the highest standards of integrity, professionalism, and respect while representing Council. This includes:

- **Respecting Diversity:** Embrace and value the diverse backgrounds, experiences, and perspectives within the community.

- **Living Council Values:** Demonstrate behaviours aligned with Council's REACH (Respectful, Engaged, Accountable, Creative, Honest) values in all volunteer activities.
- **Following Guidelines:** Adhere to the Volunteer Handbook and Volunteer Code of Conduct as relevant to your role.
- **Committee Participation:** For advisory committees, reference groups, and panels, comply with the applicable Terms of Reference.
- **Fulfilling Role Expectations:** Carry out tasks as outlined in your volunteer position description and follow all instructions provided.
- **Professional Behaviour:** Maintain a professional manner and comply with all Council policies and procedures.
- **Confidentiality and Privacy:** Protect the confidentiality of Council and client information and respect the privacy rights of all individuals.
- **Uniform Standards:** Wear the designated uniform if required and be mindful that you are representing Council whilst in uniform.
- **Conflict of Interest:** Avoid situations where personal interests conflict with your volunteer duties. Disclose any potential or actual conflicts of interest to your Program Supervisor as soon as they arise.

5.7. Volunteer Training and Compliance

To ensure volunteers are well-prepared and operate safely and effectively within Council programs, the following training and compliance expectations apply:

- **Induction and Mandatory Training:** Participate in the induction process and complete all mandatory training relevant to your volunteer role.
- **Legislative and Policy Awareness:** Understand and acknowledge the requirements of applicable legislation, Council policies, and guidelines.
- **Supervision and Direction:** Operate under the guidance and supervision of Council personnel to achieve program objectives.
- **Time Commitment:** Make and maintain a realistic and reliable time commitment to your volunteer role.
- **Child Safety Compliance:** Adhere to child safety and wellbeing standards in accordance with the Child Safe Policy and the Child Wellbeing and Safety Act 2005.
- **Background Checks:** Undertake required background screening checks as outlined in your Position Description.

5.8. Council's Advisory Committees, Reference Groups and Panels

Council's Advisory Committees, Reference Groups, and Panels operate under clearly defined Terms of Reference and convene to provide informed advice on key issues affecting the community.

These groups offer meaningful opportunities for Council to engage with individuals who bring lived experience and subject matter expertise, thereby helping to shape effective policies and programs. Members contribute their time and insights voluntarily and are expected to uphold the following standards:

5.8.1. CONDUCT AND RESPONSIBILITIES

Members of Council's Advisory Committees, Reference Groups and Panels are expected to:

- Provide objective and independent advice and/or recommendations to Council.
- Act in the best interest of Council and for the benefit and wellbeing of the Greater Dandenong community.
- Act in good faith with honesty and integrity and apply their skills and expertise with diligence and care.

- Uphold Council’s REACH values.
- Respect the ideas and beliefs of all members and foster an inclusive environment where everyone feels comfortable to participate.
- Declare any actual, potential, or perceived conflicts of interest.
- Abide by Council’s Volunteer Code of Conduct and the relevant Terms of Reference.
- Not make public comments regarding matters discussed in meetings. In accordance with Council’s Media Policy, the Mayor and the CEO are the official spokespeople, and any public comment should be directed to Council’s Media and Communications Unit.
- Maintain confidentiality in accordance with the Local Government Act 2020.

5.9. Council’s Responsibilities to Internal Volunteers

Greater Dandenong City Council is committed to ensuring that all internal volunteers - including members of advisory committees, reference groups, and panels - are appropriately recruited, inducted, supported, and recognised throughout their engagement with Council.

To uphold this commitment, Council is responsible for:

- **Ethical and Inclusive Recruitment:** Ensuring recruitment practices are fair, transparent, and aligned with the National Standards for Volunteer Involvement.
- **Clear Role Definition:** Providing accurate and accessible role descriptions and expectations for all volunteer positions.
- **Training and Induction:** Delivering comprehensive induction and ongoing training, including compliance with Child Safe Standards and Occupational Health and Safety requirements.
- **Support and Supervision:** Ensuring volunteers have access to appropriate resources, supervision, and guidance throughout their engagement.
- **Feedback and Exit Processes:** Facilitating opportunities for volunteers to provide feedback and participate in exit processes to support continuous improvement.
- **Insurance and Reimbursement:** Maintaining appropriate insurance coverage and reimbursement mechanisms, such as the Petrol Reimbursement Form.
- **Accessibility and Inclusion:** Supporting digital and remote volunteering arrangements and ensuring accessibility, including language support, where needed.

These responsibilities are operationalised through the Council’s Volunteer Management Structure, which includes the key documents and tools listed in section: 9.3.

5.9.1. COUNCIL’S COMMITMENTS

Greater Dandenong City Council is committed to creating a safe, inclusive, and supportive environment for all volunteers. Council acknowledges that every individual has unique needs and will take reasonable steps to ensure that volunteering opportunities are accessible and meaningful for all.

Council’s commitment include:

- **Equity and Inclusion:** Ensuring volunteering opportunities are inclusive and responsive to individual needs, with active efforts to reduce barriers to participation.
- **Role Integrity:** Volunteers will not be engaged to replace paid staff or fill positions previously held by paid employees.
- **Clarity of Role:** Providing a clear volunteer position description outlining duties, responsibilities, prohibited actions, and working environment.

- **Fair and Respectful Recruitment:** Conducting volunteer interviews based on skills, experience, ability, and interests.
- **Safety and Compliance:** Ensuring volunteers are cleared of any security or safety compliance matters relevant to their role.
- **Training and Induction:** Providing induction, training, relevant documentation, and resources to enable volunteers to perform their roles safely and effectively.
- **Ongoing Support and Supervision:** Offering appropriate support, supervision, and direction through designated Volunteer Program Supervisors. Ensuring that Volunteer Program Supervisors follow the Volunteer Management Guidelines., which outline best practice and legislative requirements.
- **Information Management:** Maintaining secure record-keeping of all volunteer information.
- **Access to Policies and Procedures:** Providing volunteers with relevant policies and procedures, including this Policy, the Volunteer Code of Conduct, complaints process, and termination procedure.
- **Recognition and Celebration:** Recognising and celebrating the contributions of volunteers.

5.9.2. ACCESS TO RESOURCES AND RELEVANT INFORMATION

- Council will provide updated resources, guidelines, and toolkits relevant to the Volunteering Sector which will be accessible through Council's internal website and where applicable will be uploaded onto Council's webpage. These resources will be in accordance with the standards provided by Government Legislation and Volunteering Australia.
- As required, Council will provide translations, easy English versions and/or simplified visual version of the policy.

5.9.3. WORKPLACE ADJUSTMENTS

- Under the Disability Discrimination Act 1992 (Cth) and the Equal Opportunity Act 2010 (Vic) Council is obligated to make workplace adjustments to accommodate individuals or groups who may experience barriers due to disability, health conditions, communication difference or other factors. Council is committed to ensuring all volunteer programs are inclusive of people with disability. Where applicable and appropriate, reasonable adjustments should be considered, to enable volunteers to fulfil the essential requirements of the role.

5.9.4. CHILD SAFE ORGANISATION

- Greater Dandenong City Council has zero tolerance for child abuse. Council is a committed Child Safe organisation and requires volunteers to understand and activate their role in preventing, detecting, responding, and reporting any suspicions of child abuse to the relevant authorities, and to maintain a child safe culture. All Council-appointed Volunteers are to adhere to child safety and wellbeing standards in accordance with:
 - The Child Safety and Wellbeing Policy.
 - The Child Wellbeing and Safety Act 2005
- Volunteer Supervisors are responsible for providing volunteers with the relevant policies and practices and to ensure that volunteers understand and comply with these policies and practices.

5.9.5. GENDER EQUITY

Greater Dandenong City Council is committed to advancing gender equality across all aspects of its volunteer programs. This commitment is guided by the principles of the Victorian Gender

Equality Act 2020, which requires public sector organisations to take positive action to eliminate systemic disadvantage and promote equal participation.

- **Policy Development and Review:** Gender equality considerations have been embedded in the development of this Volunteer Policy to ensure that it does not unintentionally reinforce inequalities. The policy aligns with Council's broader strategic objectives to promote diversity, access, and inclusion across all programs and services.
- **Equitable Practices:** Council acknowledges that historical and social disadvantage means women, gender diverse, and non-binary individuals may not have equal access to decision-making, resources, or opportunities. As such, Council is committed to using equitable practices to ensure all volunteers can participate meaningfully and safely.
- **Inclusive Volunteering Culture:** The principles, rights, and obligations outlined in this policy aim to foster a volunteering culture that is inclusive, respectful, and reflective of the diverse community we serve. This includes ensuring equal access to opportunities, resources, and recognition for all volunteers, regardless of gender identity.
- **Monitoring and Accountability:** Council will continue to monitor volunteer engagement practices to identify and address any barriers to gender equity. This includes ensuring diverse representation in volunteer recruitment, training, and leadership pathways.

5.10. Volunteers External to Council

There are a range of volunteer activities that are not managed by Council that operate within a Council facility or on Council land. As separate entities to Council they are responsible for the independent management of their volunteers.

5.11. Engagement of Volunteer-Involving Not-for-profit Community Groups and Services

Greater Dandenong City Council is committed to strengthening the capacity of the local community sector by connecting volunteers with meaningful opportunities across the municipality. Council or a contracted third party will provide volunteer-facing services to fulfil this commitment. These services may include:

- **Volunteer matching and referral services**, ensuring volunteers are placed in roles that suit their skills and interests.
- **Support** for both volunteers and Volunteer Involving Organisations (VIOs), helping to reduce barriers to participation and improve retention.
- **Training and capacity-building** for community organisations, including tailored workshops and networking events.

6. RESPONSIBILITIES

Department	Role and Responsibilities	Timelines
Councillors	Elected community representatives providing leadership. Custodian and stewards of the Policy and its implementation.	Ongoing
CEO and Executive Team (ET)	Ensure Council meets Policy objectives and standards. Promote and support implementation across the organisation and community.	Ongoing
Volunteer Program	Provide guidance, resources, and support to ensure organisational compliance. Facilitate	Ongoing

	education and engagement initiatives and promote volunteering.	
Other Internal Council Business Units	Supervise volunteers, deliver training and induction, maintain records, and ensure a safe and inclusive environment through OHS compliance and risk management.	Ongoing

7. REPORTING, MONITORING AND REVIEW

Reporting	Executive Team
Monitoring	Community Partnerships and Volunteers is responsible for the monitoring of this Policy
Review	This Policy will be reviewed every four (4) years or where required under relevant legislation by the Community Partnerships and Volunteers Business Unit.
Stakeholder Engagement	<ul style="list-style-type: none"> ▪ Governance Legal Risk ▪ Executive Team ▪ Council Volunteer Program ▪ Relevant Council Department and Business Unit who engage and work with volunteers, including but not limited to: Creative and Engaged City, Community Wellbeing, Community Care, Safe Active and Connected Communities, Strategic Growth and Advocacy, Strategic and Environmental Planning, Business Development and Investment, ▪ Council Volunteers ▪ Volunteering Victoria ▪ Volunteering Australia

8. BREACH OF THIS POLICY

Volunteers and Council officers are expected to uphold the standards outlined in this policy. Breaches may lead to corrective actions such as retraining, suspension, or termination of volunteer engagement. Serious breaches, such as those involving safety, misconduct, or legal non-compliance will be escalated to the relevant Council department and addressed in line with Council's grievance and disciplinary procedures.

9. REFERENCES AND RELATED DOCUMENTS

9.1. Legislation

- *Charter of Human Rights and Responsibilities Act 2006*
- *Gender Equality Act 2020*
- *Climate Change Act 2017*
- *Child Wellbeing and Safety Act 2005 (Amended)*
- *Local Government Act 2020.*
- *Privacy and Data Protection Act 2014*
- *Public Interest Disclosures Act 2012*
- *Equal Opportunity Act 2010*

- *Working with Children Act 2005*
- *Occupational Health and Safety Act 2004 (Vic)*
- *Disability Discrimination Act 1992*

9.2. Related Council and Other Policies, Procedures, Strategies, Protocols, Guidelines

- *Appropriate Workplace Behaviour Policy.*
- *Anti-Poverty Strategy 2022-2025.*
- *Arts, Culture and Heritage Strategy 2022-2026.*
- *Climate Change Emergency Strategy and Action Plan 2020-2030.*
- *Child Safety and Wellbeing Policy.*
- *Community Development Framework 2021.*
- *Community Engagement Strategy 2021*
- *Greater Dandenong Community Engagement Planning Framework 2022.*
- *Greater Dandenong Diversity, Access and Equity Policy 2021.*
- *Complaints Policy.*
- *Gender Equality Action Plan 2021-2025.*
- *Positive Ageing Strategy 2025-2029.*
- *Prevention of Bullying and Violence in the Workplace Policy.*
- *Human Rights and Equal Opportunity Policy.*
- *Police Check Policy.*
- *Privacy and Personal Information Policy*
- *Risk Management Policy.*
- *Risk Management Procedure.*
- *Sustainability Strategy 2016-2030.*
- *Youth and Family Strategy 2021-2026.*
- *Occupational Health and Safety Policy.*
- *Media Policy.*
- *Social Media Policy.*

9.3. Related Council Procedures, Forms, Handbooks, and Documents

The following procedures and tools support the consistent, safe, and effective implementation of this Policy, ensuring volunteers are well-informed, protected, and aligned with Council standards:

- *Volunteer Position Descriptions.*
- *Volunteer Application Form.*
- *Volunteer Code of Conduct – Handbook*
- *Volunteer Induction Kit.*
- *Volunteer Manual*
- *Volunteers Rights and Responsibilities.*
- *Volunteer Agreement Form.*
- *Volunteer Police Checks.*
- *Volunteer Working with Children Checks.*
- *Volunteer Exit and Feedback Process.*
- *Digital and Remote Volunteering Statement.*
- *Accessibility and Language Support Statement.*
- *Child Safe Standards Training.*

- *Volunteer Insurance Coverage.*
- *Petrol Reimbursement Form.*
- *REACH Principles.*

10. ADMINISTRATIVE UPDATES

Minor administrative changes to this document may be made without Council resolution, provided that they do not materially alter its intent or content. Examples include updates to department names, referenced policies, or minor legislative amendments. Any changes that materially impact the Policy must be approved by Council resolution.

Date	Update