

Shire of Mundaring

POLICY

VOLUNTEER SUPPORT POLICY

Policy Ref:	CD-01		
Committee Rec:	OSC758	Date:	7 April 2003
Adopted by:	R25238	Date:	22 April 2003
Amended by:	C4.04.08	Date:	25 Mar 2008
Reviewed:	Once per Electoral Cycle	Date:	25 Mar 2008
Procedure Ref:		Delegation Ref:	
Statute Ref:			
Local Law Ref:			

PURPOSE

To outline the support provided to Volunteers in the Shire of Mundaring

POLICY

Council's Policy is that volunteers will be supported in the following manner:

1. Promotion on volunteering options and the value of volunteering in the community is to occur on an annual basis. The strategies to be used in promotion of volunteering be determined by officers on an annual basis. An annual allocation of \$3,000 be considered for this purpose dependant upon the availability of resources.
2. Training to be provided to organisations which use volunteers and volunteers themselves on an annual basis. The frequency, topics and venues to be determined by officers based upon liaison with potential users. An annual allocation of \$3,500 be considered for this item dependant upon the availability of resources.
3. Organisations which use volunteers be able to make application to the Shire of Mundaring to financially contribute towards a recognition event in line with one of the following:

- a. Annual recognition event – an organisation may make application to the Shire of Mundaring to hold an event to recognize the contribution volunteers have made to their organisation. An amount of up to \$200 may be allocated per organisation per annum towards an event. No more than 5 organisations will be approved to receive financial support, requiring a commitment of \$1,000 annually by Council. This allocation will be dependant upon budget considerations.
 - b. Milestone events – where an organisation has achieved a milestone in its history or development it can make application to the Shire of Mundaring for an amount up to \$2,500 to host a large recognition event for volunteers. It is proposed that only one Milestone event be awarded annually.
4. Applications for recognition events must be made in writing during the advertised submission period. Notice of the application process will be advertised and promoted to groups as appropriate in August of each year. Applications will be received during a 4 week period.

Applications for both categories must demonstrate:

- i. the contribution the host organisation is making to the event
- ii. the benefit the event will bring to volunteers
- iii. the consultation that took place with volunteers to determine that the event proposed is supported
- iv. How the Shire of Mundaring contribution is going to be recognized
- v. How the success of the event will be determined.

Applications will be considered in the following manner:

- a. Applications for annual events will be approved or rejected by the Chief Executive Officer based upon the abovementioned criteria. A list of those organisations which received a grant to host an annual recognition event will be presented to Council for information as part of the annual review process in March of each year.
- b. Applications for the Milestone Events will be presented to Council for consideration. Council may decide not to approve any applications.

All organisations which receive a contribution towards their recognition event will be required to prepare a brief evaluation of the event. Officers will liaise with those successful organisations to determine reporting requirements dependant upon the scale of the event.

5. A report will be presented to Council in March of each year reviewing the effectiveness of the policy.