

# Glen Eira Volunteer Framework Action Plan

## Action Plan Part 1 – Improving Council’s Volunteer Programs and Initiatives

OBJECTIVES	ACTIONS 2019 - 2022	PERFORMANCE MEASURE	TIMEFRAME
<b>Lead and manage</b>			
Develop systems and processes to effectively manage and support Council volunteers.	Role descriptions developed for all Council volunteer categories.	Role descriptions developed for all volunteer categories across Council.	Year 1 2019-2020
	Implement a central register of all Council volunteers.	Central register of all Council volunteers established.	Year 1 2019-2020
The Volunteering Framework is integrated within Council’s policies and procedures throughout the organisation.	Develop organisational policy and procedures that align with the National Standards for Volunteer Involvement.	Council policy and procedures developed to guide volunteer promotion, recruitment, support, training and recognition.	Year 2 2019-2020
<b>Promote and recruit</b>			
Actively promote all Council volunteering opportunities to the community to encourage volunteer involvement.	All Council volunteer opportunities promoted to the community.	Volunteer opportunities promoted in Glen Eira News, on a new Council volunteer webpage and through the Council’s social media.	Year 1 2019-2020
	List all Council volunteer opportunities on online volunteer media platforms.	All Council volunteer roles listed on <i>GoVolunteer</i> , <i>SeekVolunteer</i> and the Community Information and Support Victoria websites for all community to access.	Year 1 2019-2020
Provide new opportunities for volunteering and ensure Council has consistent policies and procedures for the recruitment of all volunteering across the organisation.	Identify new volunteer opportunities for people with a disability.	Two new volunteer opportunities identified for people with a disability.	Year 3 2021-2022

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OBJECTIVES	ACTIONS 2019 - 2022	PERFORMANCE MEASURE	TIMEFRAME
<b>Support and develop</b>			
Develop Council volunteer training programs to ensure all volunteers receive appropriate training commensurate with their roles (i.e. Occupational Health and Safety, Child Safe Standards).	Develop Council volunteer induction programs for all Council volunteers and training programs for all Council volunteer roles.	Volunteer induction program implemented and training programs completed by Council volunteers.	Year 2 2020-2021
Explore professional development opportunities for Council volunteers including links with relevant volunteer sector training programs.	Work with Community Information and Support Victoria and Volunteering Australia to identify joint professional development opportunities for Council volunteers.	At least two new professional development opportunities promoted to all Council volunteers each year.	Annually
<b>Recognise and celebrate</b>			
Recognise and celebrate internal Council volunteers at the annual <i>Glen Eira Volunteer Recognition Ceremony</i> .	Recognise and celebrate Council's volunteers.	Volunteers recognised at the annual Glen Eira Volunteer Recognition Awards.	Annually
Acknowledge our volunteers through articles in Council publications, website and social media platforms.	Recognise and celebrate the achievements of Council's volunteers in Council publications, website and social media platforms.	Five articles in Council publications, including Glen Eira News, Glen Eira People and social media platforms.	Annually

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## Action Plan Part 2 – Supporting Local Volunteers and Community Organisations

OBJECTIVES	ACTIONS 2019 - 2022	PERFORMANCE MEASURE	TIMEFRAME
<b>Lead and manage</b>			
Build a shared comprehensive understanding of the volunteering profile across the municipality with local community organisations and businesses in relation to the requirements of the National Standards for Volunteer Involvement.	Partner with Community Information and Support Victoria to deliver a volunteer conference for all local community groups and businesses.	Volunteer conference delivered to strengthen the capacity of community organisations and businesses to follow the National Standards for Volunteer Involvement.	Annually
Collaborate with volunteers, local community groups and Community Information and Support Victoria to explore ways to develop joint volunteering initiatives.	Establish a local volunteering network for the creation of new joint volunteering initiatives.	Local Glen Eira Volunteer Network established and at least two new joint initiatives created to improve support for local volunteers.	Annually
<b>Promote and recruit</b>			
Partner with Community Information and Support Victoria and invest in volunteer support services to strengthen community access to volunteering opportunities.	Provide Community Information and Support Victoria with funding to deliver a volunteer resource service for the Glen Eira community.	Provide at least \$27K to Community Information and Support Victoria to deliver a volunteer resource service.	Annually
Promote the benefits of volunteering to the community to encourage the community to volunteer for local community organisations.	Promote and encourage the benefits of volunteering to the community through Council publications.	The health and wellbeing benefits of volunteering promoted to the community in the May edition of Glen Eira News to coincide with National Volunteers Week and the December edition of the Glen Eira News to coincide with International Volunteer Day.	Annually

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OBJECTIVES	ACTIONS 2019 - 2022	PERFORMANCE MEASURE	TIMEFRAME
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## Support and develop

Council will support local community organisations to deliver volunteer orientation, training and support programs.	Provide opportunities for community organisations to seek Council funding to develop and deliver new programs that support and develop local volunteers.	Council Community Grant Guidelines reviewed to include new funding opportunities for volunteer support, training and development initiatives.	Year 1 2019-2020
Support local community organisations to build and promote a positive and inclusive culture for volunteerism.	Promote volunteer training, support and networking events for community organisations.	Volunteer training, support and networking opportunities promoted on the Council website.	Year 2 2020-2021

## Recognise and celebrate

Recognise and celebrate the achievements of Glen Eira's volunteering community at <i>the Glen Eira Volunteer Recognition Ceremony</i> held annually as part of National Volunteer Week.	Deliver a Glen Eira Volunteer Ceremony delivered during National Volunteers week.	Local volunteers recognised and celebrated for 500, 1,000 or 2,000 hours of service and acknowledged for 10, 20, 30 or 40 years of continuous voluntary service.	Annually
Recognise and celebrate the achievements of local volunteers and community organisations in Council publications, website and social media platforms.	Celebrate the unique services and programs delivered by local volunteers that support the community.	Local services and programs supported by volunteers, promoted in the May edition of Glen Eira News and on Council's social media platforms, to coincide with National Volunteers Week.	Ongoing