

Gap Analysis

		Met	Partially Met	Not Met
Star	dard 1: Volunteering is embedded in leadership, governance and culture			
1.1	Responsibilities for engaging, leading and managing volunteer participation are defined and supported.			
1.2	Governance and risk management arrangements facilitate safe and meaningful volunteer participation.			
1.3	Policies and procedures applying to volunteers are developed with volunteers and communicated and implemented across the organisation.			
1.4	Volunteer records are maintained, and volunteers and employees understand their obligations on information sharing, record keeping and privacy.			
1.5	Processes are in place to manage relationships with partner agencies in collaborative volunteering activities. (This criterion only applies to organisations or groups working with other organisations in a collaborative activity involving volunteers and/ or sharing responsibility for volunteers).			



		Met	Partially Met	Not Met
Stan	ndard 2: Volunteer participation is championed and modelled			
2.1	The organisation publicly declares its commitment to volunteer participation.			
2.2	A volunteering culture is championed and modelled at all levels of the organisation.			
2.3	Volunteer participation is part of the organisation's vision, purpose, goals and objectives and is developed through engagement with volunteers.			
2.4	Volunteering programs are supported by adequately resourced volunteer managers or officers.			
2.5	Resources (including time, funds, equipment, and technology) are allocated for volunteer involvement and participation.			
Stan	ndard 3: Volunteer roles are meaningful and tailored			
3.1	Volunteer roles are designed and negotiated with volunteers, considering the needs and interests of volunteers.			
3.2	Volunteer roles contribute to the organisation's purpose, goals and objectives			
3.3	Volunteer roles are defined, documented and communicated.			
3.4	Volunteer roles are reviewed regularly including through feedback and engagement with volunteers about their experience.			



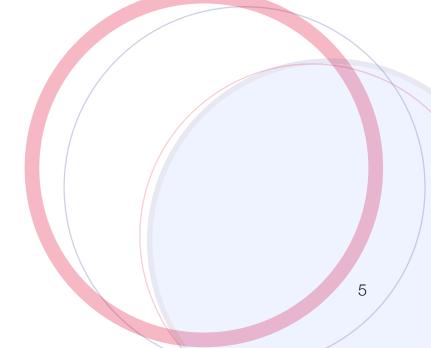
		Met	Partially Met	Not Met
Stan	dard 4: Recruitment is equitable and diversity is valued			
4.1	Organisations and groups engage volunteers using planned and innovative approaches to attract people with relevant interests, knowledge and skills.			
4.2	Potential volunteers are provided with information about the organisation, how volunteers contribute to its purpose and vision, available opportunities and the selection process.			
4.3	Volunteers are selected based on their interests, knowledge, skills and suitability for the role, and consistent with anti-discrimination law.			
4.4	Diversity, inclusivity and accessibility principles are built into recruitment activities, reflecting and promoting awareness of, and respect for, diversity and inclusion and the inherent value this brings to the organisation.			
4.5	Screening processes maintain the safety and security of service recipients, employees, volunteers, and the organisation, in line with legal requirements and regulations.			
Stan	dard 5: Volunteers are supported and developed			
5.1	Volunteers are provided with relevant induction and training.			
5.2	Volunteers' knowledge and skills are reviewed to identify support and development needs.			
5.3	Volunteers are engaged with throughout their time with an organisation or group and provided with supervision and support that enables them to participate fully.			
5.4	People with responsibility for volunteers have sufficient time and resources to engage with and provide appropriate and required support to volunteers.			
5.5	Changes to the role of a volunteer are fair and consistent and achieved through engaging with the volunteer.			

		Met	Partially Met	Not Met
Stan	dard 6: Workplace safety and wellbeing			
6.1	Effective working relationships with employees, and between volunteers, are facilitated.			
6.2	Organisations and groups understand their legal and ethical obligations to protect volunteers from harm.			
6.3	Processes are in place to protect the health, safety and wellbeing of volunteers in their capacity as volunteers, including relevant insurances.			
6.4	Volunteers understand and have access to complaints procedures.			
6.5	Complaints, concerns and safety incidents are analysed to identify causes and inform continuous improvement.			
Stan	dard 7: Volunteers are recognised			
7.1	How volunteers add value to the organisation, service recipients and the community is clearly understood.			
7.2	Volunteer effort is measured and acknowledged in the organisation's reporting and used to demonstrate impact.			
7.3	The organisation regularly engages with volunteers about the impact of their contribution.			
7.4	Volunteer acknowledgement is appropriate to the volunteer and respectful of cultural values and perspectives.			



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Star	dard 8: Volunteer policies and practices are continuously improved			
8.1	Policies and procedures are designed and implemented to effectively guide all aspects of volunteer involvement.			
8.2	Volunteer involvement is regularly reviewed in line with the organisation's evaluation and quality management frameworks.			
8.3	The organisation's performance with volunteer involvement is monitored and reported to the governing body, employees, volunteers, and other stakeholders.			
8.4	Opportunities are available for volunteers to provide feedback on their experience and relevant areas of the organisation's work.			





Contact Details



Volunteering Australia

volunteeringaustralia.org 02 6189 4921 hello@volunteeringaustralia.org



Volunteering SA&NT

volunteeringsa-nt.org.au 08 8221 7177 reception@vsant.org.au



VolunteeringACT

volunteeringact.org.au 02 6251 4060 info@volunteeringact.org.au



Volunteering Tasmania

volunteeringtas.org.au 03 6231 5550 team@volunteeringtas.org.au



The Centre for Volunteering (NSW)

volunteering.com.au 02 9261 3600 info@volunteering.com.au



Volunteering Victoria

volunteeringvictoria.org.au 03 9052 4524 info@volunteeringvictoria.org.au



Volunteering Queensland

volunteeringqld.org.au 07 3002 7600 reception@volunteeringqld.org.au



Volunteering WA

volunteeringwa.org.au 08 9482 4333 info@volunteeringwa.org.au

