

## C7. Volunteers for the Shire of Dundas Policy

### **Policy Objective**

To provide a framework for engaging and working with volunteers.

### **Policy Statement**

Volunteers are an important and valued resource in the Shire of Dundas community contributing their time, knowledge and skills to a variety of events, organisations, projects and activities.

The Shire of Dundas is committed to providing a safe workplace for volunteers and in doing so has standards, procedures and codes of conduct that is required of volunteers involved in Shire work, activities, events and projects. The Shire also has a responsibility to the community it provides services to and expects that services provided through paid or volunteer work are done so in a professional manner.

### **Clearances and Qualifications**

Volunteers are required to have the appropriate clearances, licenses, permissions and qualifications for the work they are performing. It is the responsibility of Shire management to ensure the appropriate documents are current and recorded.

A volunteer will advise the Chief Executive Officer immediately if any Authority commences proceedings that may result in either the Police Clearance, Working with Children Clearance or any other license, clearance or permit that is required to perform the volunteer work being negated.

### **Equal Opportunity & Access and Inclusion**

The Shire of Dundas acknowledges that volunteers in all their diversity are a resource to be valued and is committed to equal opportunity for all people. The Shire supports the objectives of the Western Australian Equal Opportunity Employment Act (1984) and Shire of Dundas staff and volunteers are expected to support these objectives in their behavior and conduct when representing the Shire.

The Shire of Dundas has a Disability Access and Inclusion Plan and is committed to promoting access and inclusion, both in the workplace and in the delivery of its services and projects. Staff and volunteers are expected to support these objectives in their behavior and conduct when representing the Shire.

### **Induction and Training**

Volunteers are required to have induction and training appropriate to the role they are volunteering in. It is the responsibility of the Shire management to ensure volunteers are appropriately equipped to perform the role they are working in.

Where there is a cost involved with training volunteers, approval must be given in writing by the CEO.

### **Insurance**

All volunteers will be covered by the insurance policies of the Shire of Dundas when they are working in their volunteer capacity for the Shire. The work and duties involved must be documented and registered on the volunteer activity register. It is Shire management responsibility to ensure all volunteers they are using for a specific activity have signed the register and the details recorded.

## **C7. Volunteers for the Shire of Dundas Policy**

Volunteers should take reasonable precautions to ensure the security of their personal possessions brought into the workplace to reduce the risk of theft or damage. The Shire of Dundas does not take responsibility for loss or damage to personal property due to negligence or wilful action on part of the volunteer.

### **Children in the Workplace**

The Shire of Dundas provides a caring work environment for volunteers and is supportive of family values, however it is not considered appropriate for children to be in the workplace for an extended period of time. In exceptional circumstance the CEO may determine if it is appropriate to waive this policy.

*Policy Reviewed October 2020*