

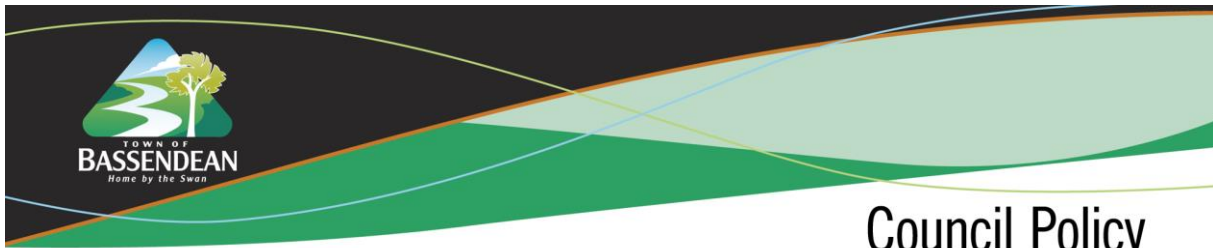
## 5.1 Town of Bassendean Volunteer Policy

### Objective

To provide a principle statement and guidelines for the management of registered volunteers working on behalf of the Town of Bassendean.

### Strategy

1. The Town accepts and encourages volunteering as important to community wellbeing and supports the involvement of volunteers within all appropriate programs and activities managed by the Town.
2. The Town recognises a volunteer as anyone who, without compensation beyond reimbursement of expenses, performs their designated duties at the direction of and on behalf of the Town of Bassendean.
3. Volunteers who work directly with and on behalf of the Town's services will be required to first register as a Town of Bassendean volunteer.
4. Registered volunteers, whilst engaged in voluntary work authorised by and under the control of the Council, are insured with the Local Government Insurance Service. This covers volunteers between the ages of 16 to 90 years of age (with restrictions to cover those volunteers aged 75 to 90 years).
5. The cost of any medical, driving test or other assessments to meet legislative, statutory or regulatory requirements of the volunteer task, is to be paid by the Town of Bassendean.
6. Volunteers that retire may receive a farewell function and gift at the approval of the Mayor or Chief Executive Officer.
7. All volunteers who apply to work on behalf of the Town will be required to complete an application process.
8. Volunteers will be required to follow the volunteers' code of conduct and maintain the corporate values.
9. The Town supports the rights and responsibilities of volunteers and will ensure volunteers are provided with adequate support, induction, training and recognition for the contribution of their services to the community.
10. The Town will provide a recruitment, selection and monitoring service to volunteers that will ensure people's health and safety are protected by matching skills and abilities with the required tasks.



## Council Policy

11. The Town reserves the right to refuse the services of an applicant or registered volunteers.
12. Volunteers who have a conflict of interest with their role in providing the activities and programmes of the Town shall disclose the nature of the interest at the earliest opportunity after becoming aware of such intent.
13. The Town will ensure that volunteers' information is held confidentially.
14. The Town will ensure that volunteers have access to a complaint's procedure that provides the opportunity for volunteers to air their grievances in an appropriate manner without fear of retribution or discrimination.
15. The Town provides a complaint handling mechanism that applies equally to staff and volunteers. The principle of natural justice applies in all cases.

### Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors and Chief Executive Officer. The Policy is to be reviewed every three years.

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusiveness, Lifelong Learning, Health and Social Wellbeing</p>	<p><b>Policy Owner:</b> Director Community Development and Director of Operational Services</p> <p><b>Last Review Date:</b> 5 March 2010 <b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>
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