

# VOLUNTEER POLICY

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## 1. OBJECTIVE

To outline the basis on which volunteers are being engaged by the City and to ensure adequate orientation, support, training and supervision is provided for volunteers during their period of volunteering.

## 2. PRINCIPLES

### 2.1 Introduction

It is acknowledged that there is a growing need for volunteers across City of Karratha programs.

The following policy has been developed to support members of the community who volunteer in programs managed by the City of Karratha.

### 2.2 Definitions

A "volunteer" is anyone who, without compensation, or expectation of compensation, undertakes work in programs or services under the control, direction and on behalf of the City of Karratha.

The City of Karratha has two distinct volunteer roles and definitions.

- Volunteers required for specific corporate events, services and programs which may occur annually and only require the volunteer for the duration of that particular event, service or program such as Red Earth Art Festival (REAF) and Cossack Family Day.
- Volunteers who are required on a regular basis for community services, programs and events. These volunteers are supported by Coordinators of the services and are available for assignments at specific venues such as Friends of the Theatre (FOTTs) and The Youth Shed.

### 2.3 Exclusions

Voluntary participants representing community groups and not-for-profit organisations are not covered by this policy.

## 3. ROLES AND RESPONSIBILITIES

- Volunteers will not be used to perform work otherwise performed by employees.
- The City of Karratha accepts and encourages the involvement of volunteers within all appropriate Council programs and activities. The goals of the City of Karratha are best achieved by the active participation of volunteers in the community.
- Registration of volunteers shall be without discrimination to gender, disability, race or other attribute through a registration and application process.

- Volunteers for the City of Karratha are insured for Personal Accident Insurance (when a volunteer is injured) and Public Liability Insurance (when a volunteer causes injury or property damage to other parties). Volunteers are insured between the ages of 16 to 80.
- Council volunteers are provided with a volunteer's code of conduct.
- Council volunteers are expected to perform these services in the spirit of the Council's corporate values.
- Volunteers will receive on the job training and support to provide them with the information and skills necessary to perform their volunteer service.
- All volunteers' personal information will be kept confidential.
- The City of Karratha reserves the right to refuse the services of an applicant or registered volunteer.
- If corrective action is required, the affected volunteer shall be informed of the procedures for expressing their concern or grievance without fear of discrimination.

#### **4. CONSEQUENCES**

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

#### **5. REFERENCES TO RELATED DOCUMENTS**

- Volunteer Code of Conduct
- Volunteer Procedure
- Volunteer Expressions of Interest
- Volunteer Registration Form
- Volunteer Register
- Volunteer Sign-in Register
- Volunteer Confidentiality Statement
- Volunteer Checklist
- Volunteer Reference Check

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Responsible Officer:	Manager Human Resources

*This policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*