

**ADMINISTRATION POLICY**

<b>POLICY NO</b>	<b>A.6</b>
<b>POLICY SUBJECT</b>	<b>VOLUNTEER NATIONAL POLICE CHECK AND WORKING WITH CHILDREN CHECK - VOLUNTEERS</b>
<b>FILE NUMBER</b>	<b>POL1</b>
<b>ADOPTION DATE</b>	<b>1 August 2001</b>
<b>LAST REVIEW</b>	<b>13 May 2010</b>

**STATEMENT OF INTENT**

This policy is designed to assist Council in protecting members of the community participating in Council managed activities.

**OBJECTIVES**

To minimise the likelihood of engaging Council volunteers who have a criminal record and to enable the Chief Executive Officer to refuse the services of volunteers deemed to be unsuitable to undertake activities on behalf of the Shire of Toodyay.

**POLICY STATEMENT**

Note: this policy is not intended to cover Volunteer Bush Fire Brigade Members.

1. Council requires that any volunteer acting on behalf of the Shire of Toodyay must undergo a Volunteer National Police Check prior to undertaking any matter on behalf of the Shire of Toodyay, the cost of which is to be borne by the Shire of Toodyay.
2. Council requires that any volunteer acting on behalf of the Shire of Toodyay that will be supervising children in their capacity as a volunteer, must obtain a Working with Children Check prior to undertaking any matter on behalf of the Shire of Toodyay, the cost of which is to be borne by the Shire of Toodyay.
3. Council further delegates that the Chief Executive Officer will have authority to determine a volunteer un-acceptable to act on behalf of the Shire of Toodyay if :
  - a) the volunteer refuses to obtain a police clearance certificate or Working with Children Check where necessary;
  - b) in the opinion of the Chief Executive Officer the police clearance certificate once obtained identifies matters that are in the opinion of

the Chief Executive Officer, not suitable to the undertaking of volunteer activities on behalf of the Shire of Toodyay;

- c) the Chief Executive Officer is required to identify all issues relevant to any volunteer should Clause 2(b) of the policy be applied.

**Reviewed Council Meeting 24 November 2005**

**Reviewed Council Meeting 16 November 2006**

**Reviewed Council Meeting 15 November 2007**

**Amended Council Meeting 21 May 2009**

**Amended Council Meeting 13 May 2010**