

SHIRE POLICY 1.10

Reimbursement of Volunteers for Damaged Personal Equipment

Responsible Department:	Office of the CEO
Responsible Business Unit:	Governance
Date of Adoption:	18 March 2026
Council Resolution:	210326

1. OBJECTIVE

The objective of this Policy is to provide clarity and consistency when dealing with claims from volunteers for damage to their equipment whilst volunteering at a Shire of Chittering (Shire) endorsed activity.

2. SCOPE

This policy applies to damage caused to a volunteers personal equipment and non-equipment items that were approved for, and critical to, being undertake a Shire endorsed volunteer activity. Damage to personal equipment or non-equipment items that occurs in transit to/from the volunteer activity is not covered.

3. DEFINITIONS

Fit for purpose equipment is well maintained and well suited for its designated role or purpose.

Non-equipment items means clothing and footwear, spectacles, mobile phones, etc unless they were critical to being able to undertake the volunteer activity and had prior approval to be used at a Shire endorsed volunteer activity.

Personal equipment includes privately owned motor vehicles, stationery engines, power tools, etc. which are critical to being able to undertake the volunteer activity and approved to be used at the Shire endorsed volunteer activity.

Serviceable means capable of or ready to be used and to perform its function.

Short term means a period not in excess of three calendar months.

4. POLICY STATEMENT

Personal equipment proposed for use at a Shire endorsed volunteer activity must have been inspected, to ensure it is fit-for-purpose and serviceable, and approved for use prior to any claim for damage being made.

The Shire may provide financial assistance to volunteers undertaking Shire endorsed activities where their personal equipment has been endorsed to be used at that volunteer activity, and that equipment has been damaged.

Reimbursement of Volunteers for Damaged Personal Equipment

In the first instance, the Shire will facilitate the volunteer, who has suffered personal equipment damage, making an insurance claim on one of the Shire’s existing insurance policies (if applicable).

The Shire’s insurance policy is considered to provide an adequate and fair compensation for the damage / loss of volunteer equipment.

The Shire may (upon application by the volunteer outlining their claim) provide a contribution towards the cost of renting a replacement for the damaged equipment, whilst an insurance claim is being processed. The hire period should be short-term and only occur with the approval of the Shire.

5. ROLES AND RESPONSIBILITIES

The Chief Executive Officer (CEO) is responsible for the implementation of this Policy.

The Coordinator Communications Marketing & Events is responsible for ensuring that any volunteer personal equipment or non-equipment items proposed for use at a Shire endorsed volunteer activity are inspected, to ensure that they are fit-for-purpose and serviceable prior to approving use at the activity.

6. COMPLIANCE

Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Work Health and Safety Act 2000 State Records Act 2000
Industry	Local Government Insurance Scheme (LGIS) Policy Requirements WorkSafe WA Guidance Material
Organisational Documents	Policy 1.9 – Risk Management
Strategic Alignment	Connected Communities

7. ADMINISTRATION

Review Cycle	Every 3 years	Next Review Due	October 2026
Policy Owner	Chief Executive Officer		
Version	Decision Ref	Date	Change
1.0	231019	16/10/2019	Initial adoption
2.0	210326	18/03/2026	Review