

Policy Reference Number:	1.24
Classification:	General
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Next Review Date:	May 2027
Approved By:	Council Resolution
Responsible Officer:	Chief Executive Officer
Applicable Legislation:	Local Government Act 1999 Local Government Act 1999 Work, Health and Safety Act 2012 Work, Health and Safety Regulations 2012 Volunteer Protections Act 2001 Children's Protection Act 1993 Children's Protection Regulations 2010 Privacy Act 1988
Relevant Policies, Procedures and Standards:	Volunteer Management Policy

1. INTRODUCTION

The District Council of Robe recognises the importance of volunteers within its community. Volunteers, like paid employees, are representatives of the District Council of Robe and are part of the structure of the organisation. This Code of Conduct identifies that volunteers have the same level of responsibility as all Council employees, with regard to their behaviour and activities while carrying out their duties. Volunteers play an integral role within society in general by initiating and enhancing the services provided by employed staff, without being a substitute for paid work. This Code of Conduct serves as a commitment by each volunteer to Elected Members, Council employees, and fellow volunteers, and encompasses the obligations of Council to its volunteers.

2. STATEMENT OF THE GENERAL DUTY OF COUNCIL VOLUNTEERS

The general duties of volunteers are to act honestly and with reasonable care and diligence in the performance and discharge of their duties and functions.

Council volunteers must not make improper use of information acquired or make improper use of their position as a volunteer of Council.

3. STATEMENT OF COMMITMENT

Volunteers of the District Council of Robe are committed to discharging their duties conscientiously and to the best of their ability.

In the performance of their community role, they will act with honesty and integrity and conduct themselves in a way that both generates community trust and confidence in them as individuals and enhances the role and image of the Council and Local Government

generally.

In addition to all legislative requirements, volunteers of the District Council of Robe recognise the requirements of this Code of Conduct as the standards that will be adopted in the performance of their functions and duties.

CODE OF CONDUCT PRINCIPLES

There are three broad principles that underpin the ethics and standards of conduct of volunteers engaged in Local Government:

- Integrity
- Respect; and
- Accountability.

Integrity

A volunteer must act in a fair, honest and proper manner according to the law, including:

- behaving in a reasonable, just and non-discriminatory way.
- acting in good faith
- being able to formally identify themselves as a registered Council volunteer at all times.
- Adhering to the guidelines that relate to the acceptance of gifts and benefits.

A volunteer must act with reasonable care and be diligent in the performance of their role, ensuring they:

- Carry out lawful policies, instructions and decisions of their designated supervisor in a respectful manner.
- In so far as is reasonably practicable, based on individual experience and training, be aware of the effectiveness and efficiency of the activities and services for which they are responsible.
- Ensuring that resources are used in the Community's interest.

Volunteers guard against a Conflict of Interest by:

- Abiding by Council Policies regarding receiving gifts, benefits or reimbursements
- Ensuring that personal interest does not improperly influence the way in which they carry out their duties.
- Declaring any known Conflict of Interest and not participating in any decision-making process where they have a Conflict of Interest

Respect

Volunteers must be fair and honest in their dealings with individuals and organisations and behave in a manner that facilitates constructive communication between the Council, other volunteers and the community. This means volunteers will:

- Be honest and fair dealing with all members of the Community.
- Demonstrate courteous and sensitive behaviours that does not discriminate against people.
- Be aware of and disclose any situation that may create conflict between their public and voluntary roles.
- Guard against the misuse of a volunteer's position to gain an advantage for themselves or others.
- Be punctual and reliable.
- Advise the designated supervisor if unable to perform the designated role for any reason.

If representing the Council in the community, volunteers will:

- abide by the media policy.
 - Not use information obtained in their role for any purpose that results in adverse impact on Council's business
 - respect and maintain confidentiality.
 - provide an accurate and fair representation of Council decisions.
- only make public comment in relation to their duties when specifically authorised to do so, and restrict such comment to factual information and professional advice

Volunteers will seek to achieve a team approach in an environment of mutual respect, trust and acceptance of their different roles in achieving the Council's objectives.

Accountability

Information obtained by Volunteers in the course of their duties and functions is respected and used in a careful and prudent manner. Volunteers understand that:

- Information obtained as a volunteer as a result of his or her role is not to be willfully used for any purpose that results in adverse impact on Council's business.
- Volunteers will not make comments to the media unless authorised by their supervisor.
- They must respect and maintain confidentiality and acknowledge that this obligation extends beyond the term of their engagement.
- Upon leaving the Council, they have no right to any information contained in the Council's records including email or network file systems.

4. COMPLIANCE WITH CODE OF CONDUCT

Volunteers and Council staff who supervise volunteers are responsible for ensuring that they comply with the Code of Conduct. Volunteers are entitled to representation in the consideration of a question of non-compliance against them as investigation and management of the matter will have regard to the principles of fairness, equity and natural justice. Volunteers may be public officers for the purposes of the ICAC Act. Conduct which breaches this code may be misconduct under the ICAC Act. Investigations undertaken regarding compliance with the Code of Conduct will be kept confidential.

The consequences of breaching the Code may result in a verbal or written warning, suspension, or termination of volunteer engagement. If a volunteer is found to have committed serious misconduct it may result in 'termination effective immediately'.

5. FURTHER INFORMATION

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: www.robe.sa.gov.au

Royal Circus, Robe SA 5276

Copies will be provided to interested parties upon request. Email council@robe.sa.gov.au

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

6. POLICY REVIEW

This policy may be amended at any time and must be reviewed at least every four years since its adoption (or latest amendment).