



## **POLICY – 1.1.2 – Volunteer Code of Conduct**

### **Relevant Delegation**

N/A

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### **1. INTRODUCTION**

The Shire of Menzies is dedicated to maintaining high standards of ethical behavior in all its operations. As a volunteer, you play a vital role in upholding these standards. Your conduct should reflect the trust that the community places in the Council. It is important to avoid any actions that could bring the Council, its staff, or its representatives into disrepute. Shire of Menzies is committed to providing you with the necessary support and supervision to help you enjoy and fulfill your volunteer role.

### **2. A GUIDE FOR VOLUNTEERS**

This guide has been produced to provide an outline of our Code of Conduct and how this would apply to you should you choose to become a Volunteer.

### **3. WHY VOLUNTEER?**

Volunteering is a great opportunity to contribute to the local community, make new friends, develop new skills and have fun!

Volunteers are fundamental to the successful provision of our much-needed services and programs. The contribution of Volunteers enables us to reach out to more people. Volunteers provide an invaluable contribution to the community.

### **4. OUR RESPONSIBILITIES TO YOU AS A VOLUNTEER**

At Shire of Menzies, we value the contribution of our Volunteers and are committed to ensuring you have a positive and rewarding experience. Our responsibilities to you include:

- Ensuring that you receive all the information and guidance you need to perform your role effectively;
- Offering the necessary support and supervision to help you succeed in your volunteer role;
- Providing a safe working environment and the necessary training to help you follow health and safety procedures;
- Acknowledging and appreciating your efforts, recognising the important role you play in our community;
- Treating you with respect and fairness, ensuring that your contributions are valued and that you are treated equitably.

### **5. YOUR RESPONSIBILITIES AS A VOLUNTEER**

Volunteering brings with it certain commitments and responsibilities including:

- Supporting the Council's values and vision (refer to the Strategic Community Plan on the shire website);
- Keeping customer and client information confidential;
- Following the Council's policies.

As a Volunteer you are a representative of the Council, and any breaches of the Volunteer Code of Conduct could impact your volunteer status and the Council's reputation.

### **6. GENERAL CONDUCT**

Volunteers must avoid any behaviour that could be seen as disorderly or inappropriate. This includes:

- Violating the Local Government Act or related policies;
- Acting improperly, unethically, or in a way that misuses power;

- Engaging in intimidation, harassment, or discrimination;
- Providing biased services to the community.

Volunteers are expected to act honestly, with care, and to treat others with respect.

## **7. BALANCED AND FAIR APPROACH**

When carrying out your duties as a Volunteer, you should:

- Act fairly, justly, and without discrimination;
- Ensure that your decisions are based on accurate and complete information;
- Treat all individuals — whether they are staff, Councillors, or members of the public — fairly and courteously.

## **8. CONFLICTS OF INTEREST**

Maintaining the trust of the community requires that volunteers act free from conflicts of interest. You must identify and declare any potential or actual conflicts, particularly where there could be a financial gain or loss. Notify your supervisor if you believe a conflict of interest may exist.

## **9. USE OF INFORMATION**

Volunteers must ensure that any information acquired during their duties is used solely for Council purposes. This includes:

- Protecting confidential information;
- Accessing information only as needed for your volunteer role;
- Not using information for personal purposes or sharing it without proper authority.

## **10. GIFTS AND BENEFITS**

Volunteers must not ask for or accept any payment, gift, or benefit related to their volunteer duties.

## **11. USE OF COUNCIL'S RESOURCES**

Council resources, including equipment and facilities, should be used:

- Ethically, efficiently, and carefully;
- For Council purposes only, and not for personal use.

## **12. ADDITIONAL STANDARDS**

Volunteers must:

- Always adhere to work health and safety procedures;
- Avoid being under the influence of alcohol or drugs while on duty;
- Refrain from making media comments about Council matters. Direct any media inquiries to the Chief Executive Officer.

All media enquiries should be referred to the Council's Chief Executive Officer.

## **13. FURTHER INFORMATION**

Please feel free to contact the Chief Executive Officer on 08 9024 2041 for further information.

## VOLUNTEER DETAILS AND AGREEMENTS

Please fill in and sign the Volunteer Code of Conduct before participating in any Shire of Menzies activities. Your signature confirms that you have read, understood, and agree to comply with the guidelines.'

<b>Name</b>	<b>Phone</b>
<b>Organisation</b> (if relevant)	
<b>Address</b>	
<b>Email</b>	
<b>Activity and activity duration</b>	
<b>Skills/experience/qualifications relevant to the activity (for Assessors/Supervisors)</b>	
<input type="checkbox"/> I have read, understood and agree to comply with the Volunteer Code of Conduct. <input type="checkbox"/> I am over 18 years of age.	
<b>Working with Children Information</b> (if relevant)  <b>State/Territory allocated number:</b>  <b>Full Name:</b>  <b>Date of Birth:</b>  <b>Expiry Date:</b>	
<b>Volunteer Signature:</b>	<b>Date:</b>
<b>Shire of Menzies Supervisor Name and Signature:</b>	<b>Date:</b>

– End of Policy

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