



POLICY – 1.1.3 Volunteer Code of Conduct

Relevant Delegation

N/A

1. INTRODUCTION

The Shire of Menzies is committed to fair dealing and high standards of ethical behaviour in the Menzies Municipality's care, control and management. The community places its trust in Menzies' Councillors, Council staff and Council delegates to ensure that they serve it faithfully and honestly and that they manage its resources on behalf of the community.

As a volunteer, you are required to observe a standard of professional behaviour that maintains and promotes confidence and trust in the work of the Council. You must avoid any form of conduct that would bring the Council, Councillors, staff or Council delegates into disrepute.

The community is entitled to expect that the business of the Council will be conducted with efficiency, impartiality and integrity and that the public will always have absolute priority over private interests.

The Shire of Menzies will endeavour to ensure that all volunteers receive the appropriate support and supervision to fulfil and enjoy their 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 vital contribution of volunteers enables us to reach out to more people. Volunteers provide an invaluable contribution to the community.

4. YOUR RESPONSIBILITIES AS A VOLUNTEER

Volunteering brings with it certain commitments and responsibilities including:

- a. Commitment to the Council's values and vision;
- b. Maintenance of customer/client confidentiality at all times;
- c. Compliance with the Council's policies; and
- d. Compliance with the Council's Code of Conduct.

As a volunteer you are a representative of the Council and breaches of the Code on your behalf could jeopardise your volunteer relationship with the Council and compromise the Council's reputation.

5. OUR STRATEGIC OBJECTIVES

- a. Our Community: A vibrant and inclusive community
- b. Local Economy: A prosperous local economy
- c. Our Environment: Enhance and maintain our built infrastructure and natural environment
- d. Leadership: Responsible management and good governance, leading an empowered community

6. OUR VISION AND VALUES STATEMENT

Menzies will continue to be an inclusive and welcoming community, celebrating our heritage and place.

Our community is diverse, strong and resilient.

We will make the most of the natural beauty, open spaces, views and proximity to cultural sites.

We will be a harmonious, engaged and connected community that looks out for each other.

7. GENERAL CONDUCT

You must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, as a volunteer, you must avoid conduct that:

- a. Contravenes the Local Government Act, associated regulations and the Council's relevant administrative requirements and policies;
- b. Is detrimental to the pursuit of the charter of the Council;
- c. Is improper or unethical;
- d. Is an abuse of power or otherwise amounts to misconduct;
- e. Causes, comprises or involves intimidation, harassment or verbal abuse;
- f. Causes, comprises or involves discrimination, disadvantage or adverse treatment; or
- g. Causes, comprises or involves prejudice in the provision of a service to the community.

You must act lawfully and honestly and exercise reasonable care and diligence in carrying out your volunteering work. You must treat others with respect at all times.

8. EQUITABLE TREATMENT

Volunteers, in carrying out Council duties must:

- a. Act reasonably, justly, in accordance with the law and in a non-discriminatory manner;
- b. Deal with all situations consistently, but treat each matter on its merits;
- c. Take all reasonable steps to ensure that the information upon which decisions or actions are based is factually correct and that all relevant information has been obtained;
- d. Treat all staff members, Councillors and members of the public fairly and with courtesy; and
- e. Refrain from any form of conduct, in the performance of your duty, which may cause any person unwarranted offence or embarrassment, or give rise to the reasonable suspicion or appearance of improper conduct or bias in the performance of your duties.

9. CONFLICTS OF INTEREST

If the Council is to keep the trust and confidence of the community, the Council must ensure that the actions and decisions of the Council's volunteers are free from any conflicts of interest and are also clearly seen to be free from any conflicts of interest.

The law places the onus on you to identify and declare any conflicts of interest or pecuniary interests. A pecuniary interest is an interest in a matter where there is a reasonable likelihood, or expectation, of an appreciable financial gain or loss to yourself or another person with whom you are associated.

You must not allow your private interests to interfere with your volunteering duties as a volunteer. Any actual or potential conflict between your private interests and those of the Council is to be avoided. The onus is on you to notify your supervisor or a senior manager if a potential or actual conflict of interest arises.

10. USE OF INFORMATION

It is important that the community has confidence that any information acquired by the Council is used only for Council purposes.

As a volunteer, if you access any confidential information (commercial or personal) from the Shire during the course of your volunteering duties, you must:

- a. Protect confidential, commercial or personal information;
- b. Only access it when needed in your capacity as a volunteer for Council;
- c. Not use the confidential, commercial or personal information for any unofficial purpose outside the Council's work;
- d. Only release confidential, commercial or personal information when you have the authority to do so;
- e. Only use confidential, commercial or personal information for the purpose it is intended to be used; and
- f. Not use Council information for personal purposes.

11. GIFTS AND BENEFITS

As a volunteer, you must never demand or request any payment, gift or benefit for yourself or anyone else in connection with your volunteering duties.

If you are offered or receive a gift, you must advise your supervisor who will fully explain the Council's Code of Conduct requirements in relation to gifts and benefits.

12. USE OF COUNCIL'S RESOURCES

Council equipment, facilities, property and other resources are to be used:

- a. Ethically, effectively, efficiently and carefully;
- b. For the benefit of the Council and only in connection with your volunteering work for Council; and
- c. With no usage for private purposes and only by the details stated in the Council's Code of Conduct.

13. ADDITIONAL STANDARDS

Some provisions you must adhere to in your role as a volunteer are that:

- a. You must adhere to work health and safety procedures at all times.
- b. If necessary, you may be asked to undertake a drug and alcohol test, and agree to partake;
- c. You must not be under the influence of alcohol or other drugs whilst volunteering; and
- d. You must not make media comments about Council matters in your capacity as a volunteer.

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

14. BREACHES

Volunteers are required to both act by the Council's Code of Conduct and to immediately report any breaches of the Code.

15. FURTHER INFORMATION

Please feel free to contact the Chief Executive Officer on 08 9024 2041 for further information. For a copy of the Council's Code of Conduct, visit www.menzies.wa.gov.au.

– *End of Policy*

ADOPTED: 20 DECEMBER 2022
REVIEWED: 31 AUGUST 2023



VOLUNTEER DETAILS AND AGREEMENTS

The Volunteer Code of Conduct must be signed prior to an Event or Activity that the Volunteer is undertaking with any Shire of Menzies activities.

Name	Phone
Organisation (if relevant)	
Address	
Email	
Skills/experience/qualifications relevant to Participant's activity (for Assessors/Supervisors)	
<input type="checkbox"/> I have read, understood and agree to comply with the Volunteer Code of Conduct. <input type="checkbox"/> I understand that any breach of the Volunteer Code of Conduct may result in my termination as a Shire of Menzies Volunteer. <input type="checkbox"/> I agree to assess and/or supervise areas only where I am suitably skilled, experienced and/or qualified, and approved by the Chief Executive Officer. <input type="checkbox"/> I am over 18 years of age.	
Working with Children Information (if relevant)	
State/Territory allocated number:	
Expiry Date:	
Full Name:	
Volunteer Signature:	Date:
Shire of Menzies Staff Name and Signature:	Date: