

# THE BAROSSA COUNCIL VOLUNTEER CODE OF CONDUCT



<b>Corporate Plan Link:</b>	6.2 Ensure that Council's policy and process frameworks are based on principles of sound governance and meet legislative requirements.		
<b>Policy Owner:</b>	Manager, Community and Culture	<b>Previous Approval Date(s):</b>	n/a
<b>Document Control Officer:</b>	Coordinator, Volunteering Services	<b>Current Approval Date:</b>	18/07/2017
<b>HPE CM Reference:</b>	17/3883	<b>Next Review Date:</b>	17/07/2019

## 1. Purpose

This Volunteer Code of Conduct ("Code of Conduct") sets out the standard of conduct expected of all Volunteers registered and working with The Barossa Council ("Council") and is in addition to any legislative requirements.

## 2. Definitions

Volunteer Supervisor/ Supervision	Any direct line supervisor, including Chief Executive Officer, Director, Team Manager, Line Manager, Coordinator, Supervisor or Team Leader who are responsible for Volunteers reporting to them.
Volunteer	A person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses); [As defined in <i>Work Health Safety Act 2012</i> ]

## 3. Principles

The three broad principles that underpin the standards of conduct for Volunteers engaged by Council are integrity, respect and accountability.

### 3.1 Integrity

- 3.1.1 Volunteers must behave in a fair, honest and proper manner when carrying out their role/s.
- 3.1.2 Volunteers must act in good faith and not for improper or hidden motives. Conflicts of interest can be avoided when Volunteers ensure that their personal interest does not improperly influence the way in which they carry out their duties for Council.

If a Volunteer finds that their personal interest might influence how they carry out their duties for Council, they should declare this to their Supervisor and not participate in any decision-making for that particular task.

Volunteer Code of Conduct approved by Council on 18th of July 2017

Page 1 of 4

This electronic copy is the approved version and is stored in Council's Record Management System (TRIM). Printed copies are considered uncontrolled. Before using a printed copy please verify that it is the current version.

3.1.3 Volunteers must act with reasonable care and be conscientious in the performance of their role, ensuring they carry out Council tasks and their Supervisor's instructions in a respectful manner.

3.1.4 Volunteers must be able to formally identify themselves as a registered Council Volunteer at all times.

## 3.2 **Respect**

3.2.1 Volunteers must be transparent in their dealings with individuals and organisations and behave in a manner that aids positive communication between Council, its staff, other Volunteers and the community.

This means Volunteers will:

- (a) seek to develop a professional relationship with fellow Volunteers and Council staff based on trust and respect;
- (b) acknowledge the value of diversity and the right of all points of view to be heard and considered;
- (c) contribute to a working environment that is free from discrimination harassment or bullying; and
- (d) be punctual and reliable and advise their Supervisor promptly if unable to perform their role.

3.2.2 If representing Council in the community, Volunteers will:

- (a) provide an accurate representation of Council decisions;
- (b) conduct themselves in a manner that reflects favourably on Council;
- (c) dress appropriately for their role.

## 3.3 **Accountability**

3.3.1 Any confidential information received by Volunteers as part of their duties must continue to be kept confidential during and beyond their volunteer role, subject to legal responsibilities.

3.3.2 Even if information is not confidential, Volunteers must not deliberately release it if it may result in a negative impact on Council or another person.

3.3.3 Volunteers will not make comments to the media unless authorised by the Chief Executive Officer or appropriate delegate.

3.3.4 Volunteers must efficiently use Council's resources.

## **4. Gifts and Benefits**

4.1 Volunteers must not:

- (a) seek gifts or benefits of any kind;
- (b) accept any gift or benefit that may reasonably create a sense of obligation on their part to influence them in carrying out their public duty;
- (c) accept any gift or benefit from any person who is, or who seeks to be in any contractual relationship with the Council;
- (d) in any circumstance accept cash.

4.2 However, Volunteers may accept hospitality provided while performing their duties, which includes:

- (a) free or subsidised meals, beverages or refreshments of reasonable value provided at:
  - Council work-related events such as training, education sessions, workshops and conferences;
  - Council functions or events; and
  - social functions organised by groups such as Council committees and community organisations;
- (b) Invitations to and attendance at local social, cultural, or sporting events in their capacity as a Council Volunteer.

4.3 Appropriate gifts as identified in clause 4 which are accepted by the Volunteer and which are above the value of \$50 must be reported to the Supervisor, for inclusion in Council's public Gift Register.

## **5. Following this Code of Conduct**

5.4.1 Volunteers are personally responsible for following this Code of Conduct.

5.4.2 Supervisors are responsible for checking that Volunteers are following this Code of Conduct.

5.4.3 Claims of a breach of this Code of Conduct will be referred to Council's *Grievance Dispute Resolution Process*.

5.4.4 On the rare occasion that a Volunteer has been given a delegated power from Council, they may be Public Officers for the purposes of the *Independent Commissioner Against Corruption Act 2012*. In such case, they will be given specific training from Council as to their role and responsibilities.

5.4.5 The consequences of breaching this Code of Conduct may result in a verbal or written warning, suspension, or termination of Volunteer engagement – in addition to legal consequences taken outside of Council.

**6. Training**

Council is committed to providing information to its Volunteers to assist their understanding of this Code of Conduct.

**7. Supporting Processes**

- Volunteer Management Process
- Volunteer Recognition Process
- Grievance/Dispute Resolution Process

**8. Related Policies**

- Volunteer Management Policy
- Social Media Policy

**9. Legislation and References**

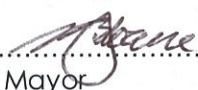
- Work Health Safety Act 2012
- Local Government Act 1999
- Independent Commissioner Against Corruption Act 2012 (SA)
- Volunteering Australia – The National Standards for Volunteer Involvement (2015)
- Volunteer Protection Act (2001)
- Covering All Bases: A Guide to Best Practice Management of Volunteers in Local Government, Local Government Association Mutual Liability Scheme

**10. Review**

This Code of Conduct shall be reviewed by Council, in consultation with the relevant stakeholders, within four years of the Current Approval Date or more frequently if legislation or Council's needs changes.

**11. Further Information**

- 11.1 This Code of Conduct is available on Council's website at [www.barossa.sa.gov.au](http://www.barossa.sa.gov.au). It can also be viewed electronically at Council's principal office at 43-51 Tanunda Road, Nuriootpa and all Council branches, during ordinary business hours. A copy of this Code of Conduct can be obtained at those venues upon payment of a fixed fee.
- 11.2 Complaints regarding this Code can be made to the Coordinator, Volunteering Services on 8563 8444 or [barossa@barossa.sa.gov.au](mailto:barossa@barossa.sa.gov.au) at first instance.

Signed:  .....  
Mayor

Dated: 23/8/2017 .....