


<h1>CODE OF CONDUCT</h1>		Responsible Department	Governance and Community
		Original Adoption Date	27.11.19
		<b>Current Adoption Date</b>	<b>27.11.19</b>
		Audit Committee Review Date	n/a
		Date of Review	30/11/2022

TITLE	CODE OF CONDUCT for Volunteers
<b>Latest Review Changes</b>	New Code of Conduct for Volunteers
<b>Previous Council Reviews</b>	N/A
<b>Previous Audit Committee Reviews</b>	N/A

**Applicable Legislation:**

Local Government Act 1999 Volunteer Protection Act (SA) 2001 Independent Commissioner Against Corruption Act 2012 (SA) Work Health and Safety Act 2012 (SA)
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**Related Policies (alphabetical list):**

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**Related Procedures:**

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**Reference Documents:**

Volunteering Australia National Standards for Involving Volunteers in Not for Profit Organisations (2001) Covering All Bases: A Guide to Best Practice Management of Volunteers in Local Government (LGA MLS) LGA Model Code of Conduct for Volunteers (July 2014)
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## 1. POLICY STATEMENT

Volunteers, like paid employees, are a public face of the Council and even though they give their time freely, they are still a part of the overall structure of the Council

This Code of Conduct identifies that Volunteers have the same level of responsibility as the paid workforce with regard to their behaviour and activities while carrying out their duties.

## 2. PURPOSE

This document sets out the standard of conduct expected of all volunteers registered with the Council.

## 3. SCOPE

The standards in this Code of Conduct relate to all volunteers registered with the Council and are in addition to any statutory requirements of the Local Government Act 1999 or any other relevant Act or Regulation.

## 4. DEFINITIONS

**Volunteer** means a person who willingly provides unpaid help in the form of time, service or skills through the Council's volunteer program.

## 5. CODE OF CONDUCT

### 5.1 General duty of volunteers

In addition to all legislative requirements and any specific directions or guidance provided by the Council, volunteers should recognise the requirements of this Code of Conduct as the standards to be adopted in the performance of their role.

### 5.2 Principles of this Code of Conduct

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

- integrity;
- respect; and
- accountability.

### 5.3 Integrity

5.3.1 Volunteers must act in a fair, honest and proper manner according to the law when carrying out their roles. This includes but is not limited to:

- (a) behaving in a reasonable, just and non-discriminatory way;
- (b) acting in good faith and not for improper or ulterior motives;
- (c) adhering to the guidelines that relate to the acceptance of gifts and gratuities;
- (d) being able to formally identify themselves as a registered Council volunteer at all times.

- 5.3.2 Volunteers must act with reasonable care and be diligent in the performance of their role, ensuring they:
- (a) carry out lawful policies, instructions and decisions of their designated supervisor in a respectful manner;
  - (b) in so far as is reasonably practical, based on individual experience and training, be aware of the effectiveness and efficiency of the activities and services for which they are responsible.
- 5.3.3 Volunteers must guard against a conflict of interest by:
- (a) abiding by Council guidelines and policies regarding receiving gifts, benefits or reimbursements;
  - (b) ensuring that personal interest does not improperly influence the way in which they carry out their duties;
  - (c) declaring any known conflict of interest and not participating in any decision making process where they have a conflict of interest.

#### **5.4 Respect**

- 5.4.1 Volunteers must be fair honest and transparent in their dealings with individuals and organisations and behave in a manner that facilitates constructive communication between the Council, its staff, other volunteers and the community.
- 5.4.2 This means volunteers will:
- (a) be honest and fair with all members of the community;
  - (b) demonstrate courteous and sensitive behaviour that does not discriminate against people;
  - (c) be aware of and disclose any situation that may create conflict between their voluntary roles and their personal interests;
  - (d) guard against the misuse of a volunteer's position to gain an advantage for themselves or others;
  - (e) be punctual and reliable;
  - (f) advise the designated supervisor in a timely manner if unable to perform the designated role for any reason.
- 5.4.3 If representing the Council in the community, volunteers will:
- (a) provide an accurate and fair representation of Council decisions;
  - (b) abide by the Council media policy;
  - (c) conduct themselves in a manner that will not reflect unfavourably on the Council;
  - (d) 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.

- (e) dress appropriately and to the safety standard for their role.

5.4.4 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 by:

- (a) seeking to develop a relationship with fellow volunteers and staff that is cooperative, productive and constructive and based on mutual trust and respect;
- (b) conducting the relationship with courtesy and respect;
- (c) acknowledging the value of diversity and the right of all points of view to be heard and considered;
- (d) contributing to a working environment that is free from harassment or bullying.

## 5.5 Accountability

5.5.1 Volunteers understand that:

- (a) information obtained by a volunteer as a result of his or her role is not to be wilfully disclosed for any purpose that may result in an adverse impact on the Council;
- (b) volunteers will not make comments to the media unless authorised by the CEO or appropriate delegate as outlined in the Media Policy;
- (c) they must respect and maintain the confidentiality of information that volunteers have as a result of their role at the Council (not being information that is generally available to the public) and acknowledge this obligation extends beyond the term of their engagement;
- (d) upon leaving the Council, they have no right to any information contained in the Council's e-mail or network file systems.

5.5.2 Volunteers must use Council resources in a proper and responsible way by:

- (a) being mindful of the way in which resources are deployed;
- (b) giving consideration to budget provisions and guarding against wasteful practices;
- (c) ensuring that resources are used in the community's interest; and
- (d) avoiding the wilful damage of Council property including information technology systems.

## **6 Compliance with this Code of Conduct**

- 6.1 Volunteers are personally responsible for ensuring their compliance with this Code of Conduct.
- 6.2 Council staff supervising volunteers are responsible for monitoring volunteer compliance with this Code of Conduct.
- 6.3 Questions of compliance raised by other volunteers, staff, and members of the community regarding this Code will be considered by the Chief Executive in accordance with the Council's complaints handling process.
- 6.4 Volunteers are entitled to representation in the consideration of an allegation of non-compliance against them and investigation and management of the matter will have regard to the principles of fairness, equity and natural justice.
- 6.5 Volunteers may be public officers for the purposes of the ICAC Act. Conduct which breaches this Code may be misconduct under the ICAC Act.
- 6.6 Investigations undertaken by the Council regarding compliance with this Code of Conduct will be kept confidential except where there is a legislative requirement to report information relating to the investigation.
- 6.7 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'.

## **7 Training**

Council is committed to providing information and training to its volunteers to ensure that they understand the requirements of this Code of Conduct.

## **9 Review**

This Code of Conduct will be reviewed every 3 years.

## **10 Availability**

This Code of Conduct is available for inspection without charge at the Council Office at 6 Richardson Place, Roxby Downs, SA 5725 and on the Council website [www.roxbydowns.sa.gov.au](http://www.roxbydowns.sa.gov.au)



## **Municipal Council of Roxby Downs**

### **Acknowledgement of the Code of Conduct for Volunteers**

I, \_\_\_\_\_ (print name) acknowledge that I have received a copy of the Municipal Council of Roxby Downs Code of Conduct for Volunteers (adopted by Council on \_\_\_\_\_) which applies to all volunteers of Council.

I understand the obligations, and I agree to apply this Code to the way I approach my volunteering activities while engaged as a volunteer with the Municipal Council of Roxby Downs.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_