

CODE OF CONDUCT

The purpose of the Volunteer Code of Conduct is:

- To ensure that volunteers act honestly and openly in their volunteer duties and exercise a reasonable degree of care and diligence in expressing views about Council matters.
- To provide a practical means of identifying and resolving situations which involve conflict of interest or improper use of their volunteering role.
- To act in a way which enhances public confidence in the system of local government.

Responsibilities of a Volunteer

A volunteer must:

- Accept the directions of the Designated Staff Member.
- Carry out volunteering duties in an ethical and responsible manner.
- Act honestly and with a reasonable degree of care and diligence in carrying out volunteering duties.
- Not act contrary to the law and consider the interests of Council when carrying out activities as a volunteer.
- Not act unreasonably, unjustly or oppressively or in a discriminatory manner.
- Treat members of the public, Council staff and other volunteers fairly and equitably and with respect, courtesy, compassion and sensitivity. Not act in a manner that would cause unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct.
- Use Council's resources effectively and economically and must not use them for private use unless authorised to do so and proper payment is made where appropriate.
- Comply with their obligations in relation to confidentiality.
- Those volunteers working with children must take all reasonable steps to ensure a safe, caring and protective environment for children should a volunteer be convicted of a child related offence, they must advise the General Manager immediately. If any volunteer is aware of a colleague who has been convicted of a child related offence they shall notify the General Manager immediately.

Conflict of Interest

Where the volunteer carries out duties in a role that makes decisions on behalf of Council as a member of a Council approved Committee, the volunteer must:

- Not seek or accept a bribe/inducement or take advantage of their volunteering role to influence others in order to secure a private benefit for themselves or someone else.
- Not by virtue of their volunteering role accept or acquire a personal profit or advantage of a pecuniary value (other than of a token kind) other than as permitted by the Local Government Act 1993.

A volunteer must declare any potential conflict of interest, both pecuniary and non-pecuniary and appropriately resolve any conflict or incompatibility between their private and personal interests and the impartial performance of the volunteering duties.

A conflict of interest arises if the volunteer with the private or personal interest could be inappropriately influenced in the performance of their public or professional duties by that interest, or that a reasonable person would believe that the person could be so influenced.

Where the volunteer has a pecuniary interest (ie. relates to money) impacting their volunteering duties, the volunteer must comply with the requirements of the Local Government Act 1993 in this respect. The volunteer should talk with their Designated Staff Member about this immediately.

Where the volunteer has another type of interest (eg. kinship, friendship, membership of an association, society or trade union or involvement or interest in an activity), they should openly declare their interest or involvement.

A volunteer should talk with their Designated Staff Member if they are unclear about these matters.

Breach of the Code

All occasions of a volunteer not complying with this code should be immediately reported to the Designated Staff Member.

Depending upon the nature of what has occurred, the breach may result in:

- a requirement to apologise to the person concerned;
- instituting the disciplinary procedure for volunteers;
- dismissal as a volunteer;
- prosecution of any breach of the law.

If a volunteer knows or has good reason to suspect any fraud, corrupt, criminal or unethical conduct, he/she report it immediately to their Designated Staff Member or the General Manager.