



Batchelor Institute

POLICY Volunteer			
Date of approval	September 2016	Approved by	Senior Management Committee
Date of effect	September 2016	Current to	September 2019
Registered no	HR014	Version	v1 2016
Policy Owner	Director, Human Resources & Work Health & Safety (HR&WHS)		
Contact Officer	Director, Human Resources & Work Health & Safety		

1. Outline

- 1.1 The Institute values the contribution that can be made by persons who volunteer their services to the benefit of the Institute, their students and staff.
- 1.2 A guiding philosophy of the Institute is the Both-Ways Philosophy. This philosophy brings together Indigenous Australian traditions of knowledge and western academic disciplinary positions and cultural contexts, and embraces values of respect, tolerance and diversity. The philosophy extends to the Institutes approach to how it utilises and values those who may undertake volunteer tasks within the Institute, or on behalf of the Institute. The Both-Ways philosophy recognises that who we are is as important as what we know, that relationships underpin all learning, and that strengthening identity is integral to the Institute.

2. Summary

- 2.1 This policy outlines the Institute's approach, requirements and obligations in regard to the use of volunteers.

3. Policy

- 3.1 The Institute values and supports the use of volunteers on tasks and projects that benefit the Institute, its staff and students, provided that volunteers are not used to replace employees.
- 3.2 Volunteers must not be directed to perform or replace work that would normally be undertaken by Institute employees or by positions that have been made redundant. Volunteers are not employees of the Institute and hence are not subject to *Batchelor Institute of Indigenous Tertiary Education Union Enterprise Agreement 2015–2017*.

Scope

- 3.3 This policy applies to anyone undertaking tasks on a volunteer basis; with the exception of those mentioned in 3.4.
- 3.4 This policy does not apply to people undertaking unpaid or volunteer tasks when subject to a Relationship Deed or other formal contract. For example, adjuncts, interns or those with other honorary academic titles.

Insurance

- 3.5 Volunteers are covered by the Institute's General and Products Liability Protection insurance policy for personal injury or damage they may accidentally do to other people or property in the course of their work for the Institute. However, as with all insurance policies there are exceptions to the cover.

Responsible Use of Resources

- 3.6 Volunteers must act responsibly in the use, maintenance and custody of all Institute resources, and will observe the normal practices of the Institute.

Duties and supervision

- 3.7 The duties of a volunteer must be carried out under the appropriate supervision of a nominated supervisor(s). The supervisor(s) are to be nominated on the Volunteer Registration Form.

Code of Conduct

- 3.8 Volunteers are required to comply with the Staff Code of Conduct. In the case of a volunteer also being enrolled as a student at the Institute they will continue to be required to act in accordance with the Student Code of Conduct.

Induction

- 3.9 The supervisor nominated on the Volunteer Registration Form is responsible for ensuring that the volunteer receives an induction that is appropriate to the duties they will be undertaking, the location and context of the volunteering. All volunteers will receive appropriate induction relating to work health & safety issues.

Social Media

- 3.10 Volunteers may come into contact with a variety of staff, students and communities. Volunteers need to be aware of the legalities in relation to privacy and child protection and the cultural sensitivities that may be relevant in different situations. As such, care needs to be taken when using social media and photography so that privacy rights and cultural sensitivities are not violated.

Working with Children, Licenses, Tickets and Registrations

- 3.11 Prior to the engagement of a volunteer an assessment must be undertaken by the supervisor to ascertain if there is any requirement for a Police History Check, Working with Children Clearance (Ochre Card), licence, ticket to operate machinery or other

items, certificates or registration. The requirement for these must be noted on the Volunteer Registration Form and current copies attached.

Additional Costs

3.12 If there are additional costs incurred in the duties or tasks undertaken by the volunteer these must be approved by the appropriate Cost Centre Manager; prior to the expense being incurred. If there are to be additional costs in the engagement of the volunteer these must be notified to the Cost Centre Manager prior to the volunteer being engaged.

References/Qualifications

3.13 Depending on the nature of the volunteer tasks and duties it may be necessary to make enquiries or assessment in regard to qualifications, experience or other relevant matters. Any required enquiries or assessment will be decided by the Approving Authority.

Approving Authority

3.14 All volunteer arrangements are to be approved at Director level or above.

Volunteer Registration Form

3.15 All volunteer arrangements will be formalised through the completion and signing of a Volunteer Registration Form which on approval will be sent to the Director HR&WHS for registration. Volunteers are not to start until the approved form has been registered and confirmation received from the Human Resources Department.

Termination of Agreement

3.16 The volunteer agreement may be terminated at any time by either the Institute (approving authority or higher level officer) or the volunteer.

4. Responsibilities

4.1 Director HR & WHS.

4.1.1 Maintain a Register of Volunteers.

4.1.2 Keep a file/folder of all signed Volunteer Registration Forms.

4.1.3 Send confirmation to the nominated supervisor that the signed Volunteer Registration Form has been registered.

4.2 Approving Authority

4.2.1 Ensure the Volunteer Form is completed, approved and sent to Director HR&WHS.

4.3 Supervisor(s)

4.3.1 Ensure that the approved Volunteer Registration Form has been registered with the Human Resources Department before the volunteer starts undertaking the tasks and duties.

4.3.2 Ensure that the volunteer receives an induction that is appropriate to the tasks and duties they will be undertaking.

- 4.3.3 Ensure that the volunteer has provided copies of any relevant licences, registrations, 'tickets', certificates, qualifications Police History Check or 'Ochre Card' and that these are included with the approved Volunteer Registration Form at the Human Resources Department.
- 4.3.4 Ensure that the volunteer is provided with a copy of:
 - The approved Volunteer Registration Form,
 - Staff Code of Conduct, and
 - Volunteer Policy.
- 4.3.5 Ensure that the volunteer is provided with, or has access to, relevant system access, equipment, PPE etc needed to undertake the tasks.
- 4.3.6 Provide the appropriate level of oversight and monitoring relevant to the tasks and duties of each individual volunteer.

4.4 Volunteer

- 4.4.1 Ensure that the tasks and duties that it is expected they will perform are detailed on the Volunteer Registration Form and sign the form.
- 4.4.2 Provide relevant documentation.
- 4.4.3 Make any declarations on the Volunteer Registration Form regarding any criminal record, medical condition or disability that may be relevant.
- 4.4.4 Ensure that they have received an appropriate induction.

5. Acronyms & Terms

Acronym/Term	Definition/Description
Employee	A person employed by the Institute under the terms and conditions of the Batchelor Institute of Indigenous Tertiary Education Union Enterprise Agreement 2015–2017; or otherwise subject to a contract of employment.
Volunteer	A person who willingly offers to provide their services on an unremunerated basis. This does not include persons subject to a Relationship Deed or other formal contract.
Remuneration	Any wage, salary or fee for service paid to a person or business entity for services provided. This does not include support provided to a volunteer in order to provide the services, expertise or duties for which they have been engaged as a volunteer. For example, out-of-pocket expenses, meals, accommodation or transport.

6. Supporting documents

- *Batchelor Institute of Indigenous Tertiary Education Act,*
- Volunteer Registration Form,
- Work Health & Safety Policy,
- Staff Code of Conduct.

7. Related documents

- *Work Health and Safety (National Uniform Legislation) Act [NT],*
- *Work Health and Safety (National Uniform Legislation) Regulations [NT],*
- *Fair Work Act 2009.*
- *Care and Protection of Children Act*

8. Modification history

<i>Date</i>	<i>Version</i>	<i>Sections modified</i>	<i>Authority</i>	<i>Details</i>
September 2016	1	New policy	Senior Management Committee	

9. Feedback

If you have any comments or feedback about this Policy, please contact the Director, Human Resources & Work Health & Safety.