

Policy Title: Volunteering Arrangements
Policy Owner: Director, Human Resources Service Centre
Keywords: Voluntary; Unpaid; Volunteer; Work Experience; Volunteering
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1. INTENT

This policy outlines the circumstances that a volunteering arrangement can be made between the University and individuals, groups or organisations that elect to perform unpaid activities as volunteers.

It is essential that throughout relevant processes where decisions are being made, due regard is given to the University's commitment to equity and the building of an agile and internationally competitive workforce that reflects the diversity of its community.

2. ORGANISATIONAL SCOPE

- All ECU staff
- Individuals or groups approved by the University to participate in a volunteering arrangement

3. DEFINITIONS

| TERM | DEFINITION |
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| Relevant supervisor | an employee determined by the University to supervise and direct the volunteer(s) |
| Short, fixed-term | a period no greater than eight (8) weeks unless agreed otherwise by the Director, Human Resources Service Centre |
| Voluntary | an unpaid engagement where the individual receives no monetary compensation or goods or chattels from the University whilst performing a particular activity |
| Volunteer(s) | an individual, group or organisation that is engaged by the University to provide a particular activity in a voluntary unpaid capacity, or an |

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| | unpaid work experience placement |
| Volunteering arrangement | <p>Key characteristics of a genuine volunteering arrangement include:</p> <ul style="list-style-type: none"> • the parties did not intend to create a legally binding employment relationship • the volunteer is under no obligation to attend the workplace or perform work • the volunteer doesn't expect to be paid for their work <p>(www.fairwork.gov.au/unpaidwork)</p> |
| The University | Edith Cowan University |

4. POLICY CONTENT

- 4.1 The University may in certain circumstances and with the required approval enter into a volunteering arrangement with individuals or groups.
- 4.2 The University at its discretion may offer or accept a proposal for a volunteering arrangement that includes activities that are intended to enhance knowledge, skills, and learning opportunities not usually available to the individual, groups or organisations. Voluntary type activities are to be short, fixed-term in nature, and meaningful to the individual, group or organisation and to the University.
- 4.3 Volunteering activities and individuals/groups participating in a volunteering arrangement must comply with relevant state or federal legislation. This may include providing evidence of a Working With Children Check or Police Clearance where relevant.
- 4.4 The University may accept from, or provide to, certain individuals (e.g. pensioners, disabled, and students) or other community or disadvantaged groups, volunteering arrangements.
- 4.5 An area must not use persons in a voluntary capacity without prior input from Human Resources Service Centre.
- 4.6 Before the commencement of the volunteering arrangement, the respective area shall assign a relevant supervisor.
- 4.7 The relevant supervisor is to ensure that all applicable University policies, procedures, protocols and expectations are brought to the attention of the volunteer.
- 4.8 The relevant supervisor is required to conduct and document a risk assessment to determine what level of information, instructions, training and supervision of the individual, group or organisation is required.

- 4.9** During the course of the volunteering arrangement, the relevant supervisor shall have the responsibility of supervising and directing activities performed by the volunteer. If the volunteer is unsuitable the volunteering arrangement will end.
- 4.10** If during the course of the volunteering arrangement a volunteer is provided with or required to use University tools or equipment, the relevant supervisor must ensure they are competent and/or trained in the safe use of that equipment. All appropriate personal protective equipment is to be provided and the volunteer is to be given instructions in the use of such.
- 4.11** The relevant supervisor, when giving instructions to the volunteer for the performance of an activity, must ensure the volunteer comprehends and understands those instructions, and has the capacity (both physically and mentally) to carry out that activity without injuring themselves or others.
- 4.12** A volunteer may refuse to perform activities that they did not volunteer to do.
- 4.13** During the course of the volunteering arrangement the volunteer is required to:
- (i) abide by any directions/instructions given to them by their relevant supervisor or their nominee;
 - (ii) abide by the University's policies and procedures as amended from time to time, this includes the Code of Conduct;
 - (iii) not disclose or inappropriately use any University information accessed, provided or generated by them; and
 - (iv) not indicate or represent to be a University employee to any persons.
- 4.14** Where the University approves a volunteering arrangement and the individual has provided a signed undertaking to abide by the conditions of the arrangement (see [Engagement of Unpaid Volunteers Form](#)), they will be covered by the University's Public Liability insurance. Such insurance shall only apply during the course of the volunteering arrangement where the volunteer is acting under guidance and direction of the relevant supervisor and whilst performing the agreed activities allocated to them by the University.
- 4.15** Should an accident/injury concerning a volunteer occur, the University's procedures for reporting and investigating such incidents remain the responsibility of the relevant supervisor. Accident Report Forms are available from the University's [Occupational Safety & Health](#) web site.
- 4.16** A volunteering arrangement shall not give rise to, or an expectation of employment or the existence of an employment relationship between the individual and the University.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner, the Director, Human Resources, has overall responsibility for the content of this policy and its operation in ECU.

Those identified in the scope of this policy are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS

6.1 Other documents which are relevant to the operation of this policy are as follows:

- [Engagement of Unpaid Volunteers Form](#)
- [Code of Conduct Policy](#)
- [Working With Children Check and Child Protection Policy](#)
- [Insurance Coverage](#)
- [Hazard & Risk Management \(Risk Assessment\)](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

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|------------------------|--|
| Policy Owner | Director, Human Resources Service Centre |
| All Enquiries Contact: | Manager, HR Client Services |
| Telephone: | 08 6304 5995 |
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8. APPROVAL HISTORY

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| Policy Approved by: | Vice-Chancellor |
| Date Policy First Approved: | |
| Date last modified: | 13 January 2016 |
| Revision History: | 1 July 1999 29 November 2005 (HEWRRs Compliance) 12 March 2009 13 January 2016 (Change to title – previously “Engagement of Voluntary Unpaid Individuals” and other minor amendments) |
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