



# Sydney University Postgraduate Representative Association (SUPRA) Volunteer Policy

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## A. Preamble

### **Name of Policy**

This is the Sydney University Postgraduate Representative Association (SUPRA) Volunteer Policy.

### **Commencement**

This policy commenced on 30 March 2023.

### **Policy is binding**

This policy binds SUPRA, its Council, constituents, members, staff, affiliates, contractors, clients, customers, and visitors.

### **Statement of intent**

This policy:

- a) supports the SUPRA Constitution ('the Constitution') and shall not be interpreted so as to contravene the Constitution;
- b) should be read in conjunction with the SUPRA Safer Spaces Policy, and any other relevant policies in the SUPRA Policy Manual;
- c) recognises that volunteers are valued members of SUPRA who enhance SUPRA's ability to meet its Objects and deliver services to the University's postgraduate students.

## **B. Policy**

### **1. Definitions**

- 1.1 The definitions set out in the Constitution, the SUPRA Safer Spaces Policy, the SUPRA Offices & Resources Use Regulations, and the SUPRA Financial Regulations shall apply to this policy.
- 1.2 In addition, for the purposes of this policy:
  - 1.2.1 **Honorarium** means a nominal or token payment made to an individual as a small acknowledgement of their volunteer services, notwithstanding the fact that there is no liability or legal obligation to make such a payment.
  - 1.2.2 **Volunteer** means any member of SUPRA who provides their time, energy, and service to SUPRA and who does not receive remuneration, financial, or other compensation for their services.

### **2. Recruitment**

- 2.1 SUPRA will recruit and select volunteers who are suitable, motivated, and appropriately skilled for the volunteer role, relevant event, or activity they are being recruited for.
- 2.2 New volunteers will be provided with an induction/orientation aimed at introducing them to SUPRA, their duties, and the policies and procedures governing the work they will be performing.
- 2.3 New volunteers in ongoing roles will be subject to a probationary period of three (3) months.
- 2.4 Volunteers are required to provide SUPRA with at least one (1) referee who can provide SUPRA with a verbal reference, if required, prior to commencing in their volunteer role with SUPRA.
- 2.5 Volunteers are expected to declare any conflict of interest regarding their engagement with SUPRA, their role or the work undertaken as soon as they become aware of a potential conflict.

### **3. Engagement**

#### **3.1 Duties**

- 3.1.1 Volunteers will carry out duties assigned to them at the discretion of SUPRA.
- 3.1.2 In assigning duties, SUPRA will, as far as practicable:
  - a) consider a volunteer's skills, experience, and interests; and
  - b) provide meaningful work and well-defined tasks and timeframes for completion.
- 3.1.3 Volunteers must not disclose, disseminate or make use of confidential information they have access to whilst volunteering at SUPRA.

#### **3.2 Supervision and Performance Management**

- 3.2.1 The General Manager of volunteers and SUPRA's volunteer program will be the President.
- 3.2.2 Volunteers will be provided with ongoing support and supervision from designated Council members or SUPRA staff depending on their role and tasks.
- 3.2.3 Where a volunteer's performance in a role does not meet SUPRA's expectations, the volunteer will be:
  - a) advised of what is expected in the role, and what measures or steps are to be taken to assist them in meeting these expectations;
  - b) given a reasonable amount of time following the implementation of the measures and steps set out in clause 3.4(a) to demonstrate that they can fulfill the requirements of the role;
  - c) consulted regarding the provision of an alternative more suitable volunteer role where they are unable to demonstrate that they can fulfill the requirements of their original role in a reasonable amount of time;
  - d) released from their role where a suitable alternative role cannot be found for them.

#### **3.3 Health & Safety and Insurance**

- 3.3.1 SUPRA will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare whilst at work, in accordance with the relevant SUPRA and University policies.

### 3.3.2 Volunteers are:

- a) covered by public liability and personal accident insurance policies whilst undertaking SUPRA duties under the direction of SUPRA;
- b) not covered by SUPRA's workers compensation insurance; and
- c) personally liable for any wilful or unlawful acts causing damage to any person or property whilst volunteering at SUPRA.

## 3.4 Adherence to Policies

- 3.4.1 Volunteers must comply with the SUPRA Policy Manual and University policies which apply to them, including but not limited to those relating to codes of conduct, privacy and confidentiality.
- 3.4.2 Volunteers are afforded support and protection under the SUPRA Policy Manual and University policies which apply to them, including but not limited to those covering privacy and grievance and complaints handling.
- 3.4.3 A volunteer who breaches relevant SUPRA or University policies, may be subject to disciplinary action. Depending on the nature of the breach, this may include:
  - a) performance counselling;
  - b) formal warnings;
  - c) performance management; and
  - d) in the case of a serious breach;
    - i) suspension;
    - ii) demotion; or
    - iii) dismissal.

## 3.5 Financial Payments

- 3.5.1 Where SUPRA has provided approval in advance, SUPRA will reimburse out-of-pocket expenses incurred directly as a result of undertaking volunteer work.
- 3.5.2 Claims for reimbursement will require the provision of evidence of both prior approval and expenditure and will be processed in accordance with the SUPRA Financial Regulations.

3.5.3 At the discretion of SUPRA, volunteers may be paid an honorarium.

### **3.6 Notice periods**

3.6.1 Volunteers are expected to give a minimum of two (2) weeks' notice when they propose to cease their volunteer activities with SUPRA.

3.6.2 SUPRA may terminate a volunteer immediately in the event of serious misconduct, including breaches of any SUPRA policies which warrant instant dismissal and serious misconduct as defined in the *Fair Work Act 2009 (Cth)*.

3.6.3 SUPRA reserves the right to terminate a volunteer's involvement with the organisation at any time for reasons including but not limited to the volunteer being:

- a) no longer required due to workload changes;
- b) not having suitable skills for the work available; and/or
- c) no longer considered suitable for the role.

### **3.7 Statement of Service**

3.7.1 Volunteers may request a written statement of service at any time during or at the completion of their volunteer activities with SUPRA.

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## **NOTES**

### **SUPRA Volunteer Policy**

Date ratified by Council: 30 March 2023

Date commenced: 30 March 2023

Date last amended: Not yet amended

Administrator: Vice President, SUPRA

Review date: 30 March 2025

### **Amendment History**

#### **Dates amended:**

1. Not yet amended.