

Volunteer (Including Volunteer Researcher) Procedure

Section 1 - Context

(1) This Procedure supports the provisions of the University's [Volunteer Management \(Including Volunteer Researcher\) Policy](#) and should be read in conjunction with that document.

Section 2 - Invitation to a Volunteer Researcher

(2) An invitation to a volunteer researcher should include a clear indication of:

- a. the University's contribution to the initiative (e.g. airfares, living allowance);
- b. the contribution of any third party;
- c. the activities to be undertaken;
- d. the details of the supervision to be provided by the University; and
- e. the duration of the activity.

Section 3 - Safety Risk Review

(3) A Safety Risk Review will be completed prior to the engagement of a volunteer. A Safety Risk Review will be facilitated by the attached Volunteer Checklist and should include an assessment of the:

- a. tasks to be undertaken;
- b. necessary supervision;
- c. need to formally induct the volunteer;
- d. ethics and safety approval requirements;
- e. clearance requirements;
- f. occupational health & safety considerations;
- g. need for a formal risk assessment where consistent with standard discipline or organisational practice; and
- h. information technology requirements.

Section 4 - Supervision of a Volunteer

(4) The assigned supervisor will be responsible for ensuring that:

- a. a volunteer is provided with a copy of the approved Volunteer Checklist;
- b. the completed and approved Volunteer Checklist is forwarded to the School Executive Officer, Director's Office or nominee;
- c. volunteers are made aware of University policy requirements and Emergency Procedures; and

d. international volunteers hold a valid visa.

(5) The assigned supervisor will also be responsible for the following consistent with standard discipline and organisational practices:

- a. volunteers undergo occupational health and safety and college induction;
- b. volunteers are made aware of legislative and statutory requirements;
- c. volunteers obtain any clearance appropriate to an activity or discipline (e.g. working with children and/or criminal record checks and/or a Statutory Declaration); and
- d. approval is obtained from the relevant supervisor of high-risk facilities (eg. radiation facilities or PC2 facilities) where necessary.

Section 5 - Supervision of Volunteer Researchers

(6) In addition to the responsibilities outlined in clause 4, supervisors of volunteer researchers must ensure that:

- a. a formal research plan has been developed for a volunteer researcher and that their performance is monitored against the plan;
- b. the health and safety controls documented in the Safety Risk Review or Health and Safety Risk Assessment are implemented and monitored.
- c. an intellectual property agreement is established where volunteers are engaged in research activities with potential for commercialisation.
- d. the nominator of an Occupational Trainee Visa (Subclass 442) is familiar and complies with the obligations of the visa.

Section 6 - Expenses

(7) Volunteers may be reimbursed for out-of-pocket expenses, provided that prior approval has been obtained by the supervisor and a suitable receipt is provided (e.g. travel or food expenses).

Section 7 - Insurance

(8) Each School Executive Officer, Director or nominee will be responsible for maintaining a consolidated file of all approved Volunteer Checklists. This information will be periodically requested by the Risk Management Unit for insurance purposes.

(9) Granted the limited personal accident insurance for volunteers provided by the University, volunteers should be made aware of the benefits of having their own Personal Accident Insurance.

(10) In the event of a claim against the University's policy, the volunteer will need to be able to produce the completed Volunteer Checklist as proof of their being authorised by the University. Information regarding coverage is available on the Work Experience and Volunteering Insurance Website.

(11) Work experience volunteers are not covered by the University's person accident policy. Work experience volunteers associated with another organisation (e.g. TAFE students, secondary school students) must provide proof of personal accident and public liability insurance from their associated organisation prior to commencing their work experience. It is the responsibility of the supervisor to ensure that such proof is provided.

Status and Details

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Responsible Executive	Martin Sainsbury Chief People and Culture Officer martin.sainsbury@newcastle.edu.au
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Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Risk assessment" - The overall process of risk identification, risk analysis, and risk evaluation.

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"Work experience volunteer" - Means an individual who is approved to undertake vocational work experience at a University facility without remuneration in the form of salary.

"Intellectual property" - Intellectual property (IP), as defined by the World Intellectual Property Organisation, refers to creations of the mind: inventions; literary and artistic works; and symbols, names and images used in commerce. Intellectual property is divided into two categories: Industrial property includes patents for inventions, trademarks, industrial designs and geographical indications; and Copyright covers literary works (such as novels, poems and plays), films, music, artistic works (e.g. drawings, paintings, photographs and sculptures) and architectural design. Rights related to copyright include those of performing artists in their performances, producers of phonograms in their recordings, and broadcasters in their radio and television programs.

"School" - An organisational unit forming part of a College or Division, responsible for offering a particular course.

"Supervisor" - Staff members with direct supervisory responsibility for other staff within the workplace (a Supervisor may also be member of Senior Management, with duties as an Officer as defined in the Work Health and Safety Act 2011, or any replacing legislation).

"Third party" - A person or group other than the University or any of the University's partner institutions.

"Volunteer researcher" - Means an individual, other than a visiting or conjoint appointment, Higher Degree by Research candidate or participant in a formal student exchange program, who is invited to participate in research activities without being employed or remunerated by the University. This includes international placements and a University of Newcastle student with approval to participate in research activities outside of their assessable course or program requirements. An international volunteer researcher would normally: i. be at least eighteen

years of age; ii. have been studying or engaged in their field of expertise for at least the last twelve months prior to the visit; iii. have sufficient English proficiency to undertake a research program; iv. have adequate health insurance; v. not be enrolled at post-graduate level at another Australian institution; and vi. hold an appropriate visa for the purpose and duration of stay.

"College" - An organisational unit established within the University by the Council.