

Volunteer (Including Volunteer Researcher) Policy

Section 1 - Introduction

(1) The engagement of volunteers allows the University to strengthen its strategic relationships with local and international institutions and with community stakeholders. It also enables members of the wider community to engage with and support the activities of the University.

(2) The engagement of volunteer researchers is a particular form of volunteer involvement. It assists the University in the global competition for human capital by supporting collaborative partnerships and enhances the University's international research profile.

(3) This document is supported by the provisions of the University's [Volunteer \(Including Volunteer Researcher\) Procedure](#) and should be read in conjunction with that document.

Section 2 - Policy Intent

(4) This policy seeks to enhance the relationship between the University, other institutions and the community by providing a framework for engaging and managing volunteers.

Policy Objectives

(5) To mitigate risk by ensuring compliance with University policy and with legislative and statutory obligations.

(6) To ensure consistency in the engagement of volunteers.

Section 3 - Scope

(7) This policy applies specifically to:

- a. persons undertaking research as volunteers without remuneration;
- b. individuals who volunteer their services to assist the University without receiving remuneration; and
- c. individuals with approval to undertake a program of vocational development through work experience activities at the University.

(8) This policy does not apply to:

- a. volunteers offering to be the subject of a research trial or project;
- b. staff and students of the University engaging in work integrated learning activities;
- c. individuals attending the University as part of a formal student exchange program or collaborative research arrangement;
- d. individuals attending the University to engage in routine academic, operational or business activities;

- e. community members appointed to University committees; or
- f. visiting or conjoint appointments.

Section 4 - Policy Provisions

Engagement of a Volunteer

(9) A volunteer, volunteer researcher or work experience volunteer may only be approved to undertake a voluntary role or work experience by an officer with delegated authority in accordance with the University of Newcastle [Delegation of Authority Policy](#) - Human Resource Schedules.

(10) Volunteers may only be engaged by the University when the supervision and infrastructure necessary to support their activities are available and have been assigned.

(11) An intellectual property agreement must be established where volunteers are engaged in research activities with potential for commercialisation.

(12) An initial Safety Risk Review detailed on the Volunteer Checklist will be completed prior to the engagement of a volunteer, volunteer researcher or work experience volunteer.

(13) Where consistent with standard discipline or organisational practice a Health and Safety Risk Assessment will be completed prior to the engagement of a volunteer, volunteer researcher or work experience volunteer.

(14) Steps must be taken during the engagement of a volunteer to ensure the safety of children, families or other members of the public (including students) who may be involved in dealing with a volunteer undertaking approved activities. Specific to the context of their engagement such steps may include undergoing working with children and/or criminal record checks and/or a Statutory Declaration.

Volunteer Responsibilities

(15) Volunteers engaged by the University will be subject to the legislative and statutory obligations of the University, and the provisions of University policies and procedures.

(16) Volunteers must not disclose, disseminate or make use of confidential information relating to the University's affairs gained during the course of their engagement as a volunteer.

(17) Volunteers should acknowledge and observe the University's [Code of Conduct](#) in all of their University dealings.

Supervisor Responsibilities

(18) Supervisors are required to provide adequate supervision, ensure that suitable training, information and instruction are provided and that the controls identified in any Safety Risk Review or Health and Safety Risk Assessment are implemented and monitored.

Access to Information Technology

(19) Volunteers should seek access to information technology services through registration as an IT affiliate. Information regarding IT affiliate access is available on the [Types of User Account](#) webpage.

Withdrawal of an Invitation

(20) An invitation to participate as a volunteer may be withdrawn at the discretion of the approving officer or nominee.

Expenses

(21) Volunteers may be reimbursed for out-of-pocket expenses subject to the conditions set out in the [Volunteer \(Including Volunteer Researcher\) Procedure](#).

Insurance

(22) Volunteers will be covered by the University's Public Liability Policy for damage they may accidentally do to other people or property in the course of their approved University activities.

(23) The University will provide limited personal accident insurance for volunteers of the University subject to the conditions set out in the [Volunteer \(Including Volunteer Researcher\) Procedure](#).

(24) Work experience volunteers will not be covered by the University's personal accident policy.

(25) Volunteers are not employees of the University and are not covered by the University's Workers Compensation Policy.

Section 5 - Privacy

(26) The University will comply - in all of its dealings with volunteers - with the privacy principles set out in the [Privacy and Personal Information Protection Act 1998 No 133](#) (NSW) as set out in the University's [Privacy Management Plan](#).

Status and Details

Status	Historic
Effective Date	24th June 2009
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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" - Effect of uncertainty on objectives. Note: An effect is a deviation from the expected, whether it is positive and/or negative.

"Confidential information" - All information which is disclosed to a party by, or on behalf of, the other party, or which is otherwise acquired by a party from the other party, or any adviser engaged by the other party, which: (a) is by its nature confidential; (b) is designated by the other party as being confidential; or (c) the party knows or ought to know is confidential, but does not include information which: (d) is or becomes public knowledge other than through a breach of confidentiality; (e) was already in the possession of a party and not subject to an obligation of confidentiality; (f) is lawfully received from a third party; or (g) is independently developed by a party.

"Conjoint appointment" - Appointment of a person who is not employed by the University of Newcastle and who makes a significant contribution to the teaching, research and academic activities of the University without remuneration in the form of salary.

"Course" - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.

"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.

"Officer" - Has the meaning given in the Corporations Act 2001 (Cth), or any replacing legislation.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

"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).

"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.