

Volunteer Code of Conduct

This Code of Conduct guides behaviour and decision making. Applicable to all volunteers assisting the Department of Biodiversity, Conservation and Attractions Parks and Wildlife Service (DBCA), it outlines principles of acceptable behaviour, acknowledging the role as Parks and Wildlife Service volunteers.

Parks and Wildlife Service adopts as the foundation of its Code of Conduct the principles of the Western Australian Public Sector Code of Ethics and the department's values, as follows:

Personal integrity

We act with care and diligence and make decisions that are honest, fair, impartial and timely and consider all relevant information.

Relationships with others

We treat people with respect, courtesy and sensitivity and recognise their interests, rights, safety and welfare.

Accountability

We use the resources of the State in a responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial and physical resources, property and information.

Environmental responsibility

We are passionate and relish our responsibility to care for and protect the natural environment. This often entails taking a long-term perspective, building and sharing scientific knowledge, and working with other agencies, communities and stakeholders. We know we cannot do this alone and are motivated to partner with and empower others.

Work ethic

We believe that persistence, dedication and a realistic perspective are important to ensure responsive environmental and conservation outcomes. We are innovative and progressive, showing courage, initiative and creativity in our responsibilities, in partnership with the community.

Team work

We value and rely on each other to be safe and to work effectively across the diverse lands, waters and activities that we manage across the State.

In volunteering with DBCA, it is your obligation to be aware of our purpose and values and ensure that these are always reflected in our behaviour. By registering as a DBCA volunteer, you must be familiar with the Code of Conduct and sign off on its provisions via the volunteer registration form.

The full version of Parks and Wildlife Service's Code of Conduct is available on request from PWSVolunteers@dbca.wa.gov.au

I agree that to make the most of my experience, and to make the best contribution I can as a volunteer, I will:

1. Treat members of the public, volunteers and staff with respect, courtesy, sensitivity, honesty and fairness, and have proper regard for their interests, rights, safety and welfare;
2. Sign in and sign out every time I perform volunteer duties (or report via my supervisor), for accurate record keeping of volunteer hours and for Health and Safety purposes;
3. Work safely at all times, avoid unnecessary risks to myself and others, and follow the DBCA Health and Safety practices and policies;
4. Report any hazard, hazardous practice or incident in a timely manner via the appropriate channels;
5. Not use or tamper with DBCA infrastructure or property unless authorised by a DBCA supervisor;
6. Not disclose any official and or confidential information that I may obtain in the course of my work with the department, or use that information for my own personal gain;
7. Accept directions from DBCA staff supervisors and seek guidance if I am uncertain of what is required of me;
8. Responsibly and reliably carry out all the tasks I agree to do and notify others if or when I am unable to do so;
9. Actively value and support other volunteers and the high quality of services we all seek to provide;
10. Constructively contribute and address any issues affecting my role and the quality of volunteer service;
11. Approach the project supervisor as the first point of contact if there are any issues/ queries or concerns;
12. Be aware of my volunteer job description or role. Seek volunteer tasks that suit my skills, interest, availability and aspirations;
13. Consider and/or seek opportunities for relevant training and development when available; and
14. Refer all media enquiries to the DBCA media team and not make public comment as a DBCA representative without being authorised to do so.