

EHA PROCEDURE

VOLUNTEERING PROCEDURE

Procedure No:	EHANP2015-03	Responsible Officer:	Brian Jones
Procedure Type:		Version Number:	
Approval Date:	13 January 2016	Sunset/Review Date:	13 January 2019

1.Preamble – The aims of the Volunteer Procedure are to:

- Provide for appointment of volunteers to participate in the business so Environmental Health Australia (EHA).
- Provide guidance to volunteers to enable to participate effectively in EHA activities

2. Scope – The volunteer procedure applies to any member of EHA occupying any position or role without expectation of payment or personal gain.

3. Actions – Roles

The role of a volunteer may include:

- Provision of any support to EHA operation.
- Participation in any EHA activity.
- Participation on any EHA role.

Responsibilities

A volunteer is responsible to act in:

- The best interests of EHA
- A manner to preserve EHA intellectual knowledge and property.
- A professional manner.
- Accordance with EHA policy and guidelines.
- Accordance with directions by EHA executive.
- A manner consistent with workplace health & safety guidelines.
- A manner that avoids any conflicts of interest.

Opportunities

Volunteers will be offered opportunities to:

- Participate in the activities of EHA within their professional expertise.
- To be engaged in EHA activities that will assist professional development of EHA.
- Experience professional development through participation in EHA activities.

- Be engaged in as safe working environment.

4. Definitions and Abbreviations –

A volunteer is:

- A person who gives time to support EHA without any financial payment from EHA.
- A person who participates in any EHA activity without financial payment from EHA.
- A person who occupies any voluntary position in EHA.

EHA includes:

- Environmental Health Australia National
- Environmental Health Australia (Queensland)
- Environmental Health Australia (New South Wales & ACT))
- Environmental Health Australia (Victoria)
- Environmental Health Australia (Tasmania)
- Environmental Health Australia (Northern Territory)
- Environmental Health Australia (South Australia)
- Environmental Health Australia (Western Australia)

Member. A person who holds current member status or above of EHA.

5. References –

- Volunteers Protection Act 2001
- Health Safety and Welfare Legislation.
- Environmental Health Australia Strategic Plan.