

<p>Volunteers at the City of Bunbury have the below Core Values and Key Focus Areas to observe in their day to day activities:</p> <p><b>Core Values</b>  <b><u>We Are Community</u></b>          We are one team          We keep each other safe          We display empathy and respect          We have fun and celebrate our successes          We work together to achieve great outcomes</p> <p><b><u>We Are Open</u></b>          We are open to opportunities          We actively listen and think things through          We are inclusive and treat everyone equally          We are honest and open in our communications          We are open to feedback to improve our performance</p> <p><b><u>We Are Brave</u></b>          We lead the change, we own it!          We trust and empower each other          We have the difficult conversations early          We hold ourselves to the highest standard          We have the courage to improve and simplify</p> <p><b>Key Focus Areas</b>  <b><u>Community Focus</u></b>          Promoting a positive relationship in the way the Council and Administration conduct itself.</p> <p><b><u>Customer Service</u></b>          All of our staff strive to find solutions exploring avenues that may combat any legislative restrictions.</p> <p><b><u>Partnerships</u></b>          Foster and establish partnerships with the government, business and most importantly the community.</p> <p><b><u>Capital Works</u></b>          Adopt a whole of life costing to ensure future maintenance and replacement costs are factored in to our decision making and long term financial planning.</p> <p><b><u>Project Delivery</u></b>          Progress projects within the approved financial year to ensure the community are able to see improvement and progress.</p> <p><b><u>Financial Management</u></b>          Ensure our projects and activities result in benefits to our community, ensuring proposals for funding are supported by robust evidence and exploring new options for increasing the rate base.</p> <p><b><u>Administration Operations</u></b>          Continually review operations to ensure an increase in productivity, including the reduction of use of external contractors.</p>	<p><b>Misconduct</b>          City of Bunbury Volunteers are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.  <b><u>Volunteers must:</u></b></p> <ul style="list-style-type: none"> <li>• Apply accountable and ethical decision making principles within the work environment.</li> <li>• Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.</li> <li>• Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.</li> <li>• Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your manager, Director or CEO.</li> </ul> <p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. Where required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.</li> <li>• Apply sound operational risk management practices within the work environment.</li> </ul> <p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Foster, advocate and implement the City's Customer Service Charter.</li> <li>• Aim to exceed customer expectations.</li> <li>• Strive for an element of consistency from one service transaction to the next.</li> <li>• Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.</li> <li>• Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.</li> </ul> <p><b>Access and Inclusion</b></p> <ul style="list-style-type: none"> <li>• Compliance with the Equal Opportunity Act 1984.</li> <li>• Our ongoing commitment for the City of Bunbury to be an Equal Employment Opportunity employer, aiming to build organisational capacity and foster a positive work environment.</li> <li>• To support the City's MARCIA' Strategy reaching our goal of becoming the Most Accessible Regional City in Australia, our aim as the Local Government Authority is to connect with this strategy to provide equality and equity in our service delivery.</li> </ul>	<p><b>Occupational Safety and Health</b>  <b><u>Supervisors must:</u></b></p> <ul style="list-style-type: none"> <li>• Ensure adherence to OSH policies and procedures.</li> <li>• Consult and cooperate with workers and OSH representatives on OSH issues.</li> <li>• Ensure that volunteers are equipped with the information, instruction, training and supervision that they need to work safely.</li> <li>• Identify, assess and control hazards within their area of responsibility.</li> <li>• Encourage early reporting of incidents and forward information to OSH Officer immediately.</li> <li>• Ensure that volunteers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.</li> <li>• Develop safe work procedures as required and ensure adherence to procedures.</li> <li>• Provide PPE as required and ensure volunteers are aware of correct usage and storage requirements.</li> <li>• Ensure all plant and equipment is properly maintained.</li> <li>• Maintain relevant knowledge of OSH issues.</li> <li>• Act as a role model by demonstrating safe work behaviours.</li> </ul> <p><b><u>Volunteers must:</u></b></p> <ul style="list-style-type: none"> <li>• Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.</li> <li>• Participate in the development of a safe and healthy workplace.</li> <li>• Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.</li> <li>• Cooperate with management in its fulfilment of its legislative obligations.</li> <li>• Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.</li> <li>• Not place others at risk by any act or omission.</li> <li>• Not wilfully or recklessly interfere with safety equipment.</li> </ul> <p><b>Accountable and Ethical Decision Making</b></p> <ul style="list-style-type: none"> <li>• Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.</li> <li>• Act fairly and justly, abiding by principles of due process and natural justice.</li> <li>• Be accountable and transparent.</li> <li>• Do your job effectively and as efficiently as possible.</li> <li>• Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.</li> <li>• Declare any potential conflicts of interest.</li> </ul>
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