



Volunteer Policy

June 2026

VOLUNTEER POLICY

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Purpose

This Policy acknowledges Skunkworks Community (Skunkworks) commitment to supporting and encouraging community volunteering with Skunkworks Community. This Policy defines Skunkworks adherence to the National Standards for Volunteer Involvement and best practice.

Volunteering provides valuable opportunities for participants to contribute to their community through one of Skunkworks' events. Volunteering provides a variety of benefits for participants such as social inclusion and community connection, physical and psychological wellbeing, along with demonstrating appealing traits relevant to professional opportunities. The economic benefits of volunteering are an additional and admirable benefit to Skunkworks and the broader community. Volunteering strongly supports the development of a diverse, vibrant, cohesive, and sustainable community.

Scope

This Policy guides Skunkworks efforts in the promotion, recruitment, engagement, and recognition of volunteers across all Skunkworks events and activities. The Community have provided volunteer resourcing to Skunkworks for the benefit of the broader community for many years. Traditionally volunteering is in the areas of Community Engagement, Performing Arts, Culture, and Events.

The benefits of volunteering for Skunkworks and the broader community include:

- Enhancing Skunkworks event and activities to the wider community.
- Strengthening communities through inclusiveness and connection.
- Expanding an individual's skills and experiences.
- Improving an individual's health and wellbeing.

Definitions & Policy Statement

Definitions

Volunteers: Refers to time willingly given, for the common good and without financial gain.

Skunkworks Community (Skunkworks): Refers to the registered Australian Charities and Not-for-profits Commission (ACNC) entity trading as Skunkworks Community Inc. ABN 39 648 443 038.

Policy Statement

Volunteering contributes to community wellbeing through social connection, inclusive participation, and supported community services facilitated by Skunkworks. Volunteering can provide a sense of purpose and fulfillment whilst also supporting job readiness and various further opportunities to acquire valuable workplace skills to participants.

Skunkworks commits to the promotion, recruitment, engagement, and recognition of volunteers across all of its events and activities. The following principles have been developed to facilitate

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Skunkworks role in supporting, engaging, and protecting Skunkworks volunteers. Skunkworks will:

- Ensure all Skunkworks volunteers are provided with appropriate volunteer insurance.
- Support the involvement of volunteers in the development and delivery of a range of Skunkworks events and activities.
- Provide leadership, support, and advocacy to increase volunteer participation within Skunkworks.
- Raise the profile of volunteerism through positive promotion, education and recognition.
- Celebrate the contribution volunteers make to the broader community of Skunkworks through their contributions to service delivery.
- Facilitate access to information, advice, and volunteering opportunities within Skunkworks.
- Protect volunteers through its duty of care to provide a safe environment to undertake their community volunteering.
- Provide volunteers with supporting documentation relevant to the role and service being undertaken

Volunteering Standards

The National Standards provide a framework for the development and implementation of volunteers within Skunkworks. These standards address eight key areas of volunteer governance and implementation which Skunkworks supports and encourages:

Leadership and Management: Volunteering benefits the community and the volunteer. Volunteering is a matter of choice, of one’s free will and without coercion. Skunkworks will promote a positive culture towards volunteering.

Commitment to Volunteer Involvement: Volunteering is a legitimate way for individuals to participate in supporting their community through Skunkworks events and activities.

Volunteer Roles: Volunteering is a means for individuals or groups to address human, environmental and social needs. Skunkworks will promote the engagement of volunteers in meaningful roles which contribute to Skunkworks overall purpose, goals, and objectives.

Recruitment and Selection: Volunteering is time willing given, for the common good and without a financial gain. Skunkworks will promote volunteer recruitment and selection strategies that are planned and consistent with service and program requirements. Volunteer opportunities are available to people aged 16 years and over. Volunteering does not take the place of paid staff. In accordance with Federal and State Legislation, and Skunkworks policy, Skunkworks embraces diversity and values the individual contribution of all members of our community. Skunkworks is committed to providing an environment free of harassment and discrimination.

Support and Development: Volunteers are treated with respect, consideration, and awareness of the culture of others. Skunkworks ensures volunteers understand their roles and engagement to carry out their duties safely and effectively through induction, position descriptions and training programs.

Safety and Wellbeing: Protection for volunteers has been afforded through legislation and public policy. For example, national workplace health and safety legislation recognises the importance of protecting volunteers in the workplace, and through its duty of care to provide a

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safe work environment and the need to provide appropriate volunteer insurance coverage for active volunteers. Volunteers will participate in volunteer orientation and training programs that provide information and resources to carry out volunteer roles safely and competently. Skunkworks supports practices that ensures the health, safety and wellbeing of volunteers are protected.

Volunteer Recognition: Recognition of volunteer involvement is an important aspect of Skunkworks goals. Skunkworks will continue to ensure the value, contribution, and impact of the role of volunteers is understood, recognised, and promoted within the organisation.

Quality Management and Continuous Improvement: Skunkworks will promote effective volunteer management strategies by implementing good practice, reviews, and continuous improvement

Guidelines

Volunteers are under the direction, supervision, and control of Skunkworks and Skunkworks is to ensure that each Volunteer properly carries out Skunkworks functions.

The engagement of volunteers should be for a set purpose or period. The Volunteer Role Description should include the start and completion dates.

Each Volunteer will be required to sign a Volunteer Role Description, which explains the tasks to be undertaken and sets out in simple terms the Skunkworks safety and compliance requirements.

Prior to the volunteer/s undertaking any tasks, Skunkworks will conduct a risk assessment of each task to identify controls and mitigations that will reduce the likelihood and consequence rating to acceptable level. Once controls and mitigations are identified they need to be developed and once implemented must be signed off by the Skunkworks Directors.

Skunkworks Public Liability and Professional Indemnity extends to volunteers undertaking tasks on behalf of Skunkworks.

Skunkworks will reimburse reasonable out of pocket expenses provided prior approval has been received by the relevant Skunkworks Director and that any expenditure is supported by receipts.

Skunkworks may terminate the engagement of a volunteer, should a volunteer breach the terms and conditions of their engagement.

Legislative References

This policy was developed in accordance with the following legislation:

- The National Standards for Volunteer Involvement 2015
- Occupational Health and Safety Act 2004
- Privacy and Data Protection Act 2014
- Gender Equality Act 2020
- Equal Opportunity Act 2010
- Charter of Human Rights and Responsibilities Act 2006
- Child Wellbeing and Safety Act 2005
- Child Safe Standards 2022

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Ancillary Policies

The following policies and procedures work together to support child safety and wellbeing across all of our operations:

- Risk Management Policy
- Code of Conduct
- Social Media Policy
- Bullying Equal Opportunity Discrimination Sexual Harassment Policy
- Child Safety and Wellbeing Policy
- Diversity, Equity and Inclusion Policy

Policy Governance & Maintenance

Administration of this Policy

The Director (Governance and Strategy) holds primary accountability for the systematic implementation, practical administration, and procedural oversight of this Policy.

Amendments and Review Cycles

Following initial standard approval of this Policy by the Board of Directors, subsequent operational amendments, technical revisions, or minor structural updates are delegated to the SW Directors for authorisation. This Policy is subject to a mandatory review cycle every 1 year, unless statutory adjustments or statutory legislative modifications necessitate more immediate updates.

Document Control & Version History

The table below outlines the archival and administrative modification history for this policy document:

Version	Date	Author	Description of change	Approved by
V1.0	27/07/25	Dusty Vallance	Creation of Policy	SW Directors
V1.1	28/04/26	Dusty Vallance	Insertion of Cover Page	SW Directors
V1.2	22/06/26	Dusty Vallance	Formalisation and extension into working document layout	Pending Review