

## Environmental Volunteer Program Volunteer Agreement

### General

- I have registered as a volunteer with and will participate in accordance with Central Coast Councils Environmental Volunteer Program.
- I understand that I am volunteering my services to Central Coast Council and will not receive remuneration nor be entitled to automatic progression to a paid position.
- I agree to comply and accept instruction and direction from Council Officers and delegates such as group convenors and site supervisors.
- I agree to undertake compulsory training identified for volunteers in Central Coast Councils Environmental Volunteer Program.
- I agree to Central Coast Council initiating a Working with Children check or prohibited person declaration if deemed relevant for my volunteer role.
- I give permission for Central Coast Council to maintain on file my personal information relevant to my voluntary duties which may be accessed by relevant staff members.
- I understand that my actions as a volunteer represent the reputation of all volunteers, groups and staff within the Environmental Volunteer Program.
- I agree to support a non-discriminatory and harassment-free work environment and to treat members of the public, staff and other volunteers with respect, courtesy and consideration.
- I will address any grievances to the Environmental Volunteer Program Team Leader, which may be escalated to the Unit Manager or an independent mediator where necessary.

### Duty of Care

- I agree to take reasonable care of my own work health and safety and my impact on the environment.
- I agree to take reasonable care that my acts or omissions do not adversely affect the health and safety of myself, others or the environment.
- I agree to cooperate with any policy, procedure or instruction of Council including Council Code of Conduct, Workplace Health and Safety (WHS) and environmental management.
- I agree to use plant, equipment, materials and personal protective equipment in accordance with the correct procedures as directed for the work activity.
- I understand that I can only use tool and equipment which have been inspected and authorised by Environmental Volunteer Program Staff.
- I agree to advise Council staff of any health problems that may affect my ability to undertake tasks.
- I agree to report and accidents, incidents, illnesses or concerns relating to WHS or the environment to the Incident Hotline (phone 4350 5789), the site supervisor and Environmental Volunteer Program staff within 24 hours.

### Cessation of Volunteer Participation

- I will inform Council when I no longer wish to continue volunteering activities.
- I understand that Council may take disciplinary action or terminate my volunteering services for non-conformance with the above agreement.
- On cessation of volunteer participation in the Environmental Volunteer Program, I will return all equipment, including uniforms.

**Volunteer name (print):**

**Volunteer signature:**

**Date:**

Submit this form to [environmentalvolunteering@centralcoast.nsw.gov.au](mailto:environmentalvolunteering@centralcoast.nsw.gov.au)