

Volunteering

Conditions of Engagement

Laycock Street Community Theatre



Application

These conditions of engagement apply to individuals who volunteer at Laycock Street Community Theatre.

Personal Accident Insurance

Council has personal accident insurance in place for volunteers who are not part of an incorporated body and/or part of an organisation that has its own insurance.

The policy provides specific cover (subject to the terms and conditions of the policy) for voluntary activities undertaken that have been approved by Council.

Volunteers

- Will not be used to replace the routine or specialist tasks usually undertaken by paid employees.
- May be deployed only on ancillary duties.

Future Paid Employment

Engagement and service as a volunteer with Council will not be construed as providing access to, or right for, consideration for future paid employment with Council.

Obligations of Volunteers

Prior to starting any work activity, volunteers must:

- Participate in the appropriate induction program.
- Attend specified training courses for the work activity, to reduce risk of health and safety of self, others and minimise risk to the environment.

- Maintain the same standards of confidentiality, courtesy and compliance with Council policies and procedures as are required of paid employees. This includes Council's Code of Conduct policy.
- Follow directions of the appropriate supervisor.
- Wear appropriate clothing, footwear and personal protective equipment at all times. Volunteers are provided with a uniform top, which is required to be worn.
- Promptly report all incidents, accidents, illnesses and any risks to health, safety or environmental, to Council staff on duty.
- Ensure any expenditure has prior approval of Council and advised by appropriate supervisor.
- Ensure any inferred, in-kind or actual obligation for Council to undertake works or action has prior approval from the appropriate supervisor.

Attendance

Council will keep attendance records for volunteers. Volunteers are encouraged to contact the appropriate supervisor if they are unable to attend.

Discontinuing Service

Please inform the appropriate supervisor as soon as possible if you wish to suspend or cease being a volunteer.

Council may discontinue an activity or the services of a volunteer at any time without notice.

Quick Links:

www.centralcoast.nsw.gov.au/theatres

Ask us a Question:

Have more questions? Contact us at laycockstreettheatre@centralcoast.nsw.gov.au



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