

## **GOSFORD REGIONAL GALLERY VOLUNTEER CONDITIONS OF ENGAGEMENT**

### **Application**

These conditions of engagement apply to all volunteers.

### **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.

For further information refer to:

*'Volunteers Personal Accident Policy - Selected Summary of Cover*

### **Restriction on duties**

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 any 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
- ▶ Complete Checklist with Program coordinator or convenor

Volunteers are expected to:

- ▶ Maintain the same standards of confidentiality, courtesy and compliance with Council policies and procedures as are required of paid employees
- ▶ Follow directions of nominated Supervisor/Program Convenor or Program Coordinator
- ▶ Wear appropriate clothing, footwear and personal protective equipment at all times
- ▶ Promptly report all incidents, accidents, illnesses and any risks to health, safety and environmental risks
- ▶ Ensure any expenditure has prior approval of Council as 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 requested to contact their Program Convenor or Program Coordinator if they are unable to attend.

### **Discontinuing service**

Please inform your Program Convenor or Program Coordinator 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.