



Australian Government

Australian National Botanic Gardens

ANBG Associates & Volunteer Agreement 2007/08

This agreement is valid until 30 June 2008

Name:

Address:

.....

.....

Telephone number:

Email address:

What do you do in the Gardens? (please tick the appropriate boxes)

- Volunteer Guide
- Friends Council
- Seedbank
- Library
- Photo Collection
- In Flower This Week
- Newsletter
- Other (please specify).....
- Growing Friends
- Centre for Plant Biodiversity Research ANBG
- Centre for Plant Biodiversity Research CSIRO
- Australian Network for Plant Conservation
- Australian Biological Resources Study
- Australian Cultivar Registration Authority
- Summer Sounds Concert Volunteer

ANBG Supervisor:

Proposed times of attendance (note sign-in requirement*):

.....

Emergency Contact Name: **Phone:**

Do you have any medical conditions relevant to your work? Yes No

If yes please give details

Do you require a parking permit? Yes No

Have you been issued with any keys to the ANBG or buildings? Yes No

I have read and understood the Guidelines for Volunteers listed overleaf and agree to abide by those conditions.

Signature.....

Supervisor Signature

(print name).....

(print name)

Date: / /2007

Date: / /2007

Approved (Director ANBG) **Date:** / /2007

* All volunteers are required to sign in to keep record of when they are on site.

Guidelines for Parks Australia Volunteers at ANBG¹

January 2007

YOUR HELP IS APPRECIATED

Each year volunteers contribute a great deal to help Parks Australia in understanding, protecting and managing our biodiversity. Your offer of assistance at ANBG is very much appreciated.

As a volunteer you can expect:

- a supervisor to assist with enquiries and provide any training necessary for your work;
- safe and healthy working conditions, in line with standards required for paid staff;
- insurance cover for accidents while you are directly engaged at your work with ANBG; and
- rewarding work.

If you wish, you can terminate your services to ANBG at any time by writing to your supervisor.

WHAT ARE YOUR RESPONSIBILITIES AS A VOLUNTEER?

Completed paperwork

Before you start, you must complete and sign the Volunteer Agreement and Indemnity and also ensure you have completed the attached induction checklist with a member of staff.

Fitness for duty

Before you start, and while working for us, you must disclose any medical condition that you may have that could affect your duties. You may need to undergo a medical examination or other tests to assess your fitness to do the work.

Health and safety compliance

You must follow any reasonable directions that your supervisor or an authorised member of staff gives in relation to health and safety. You must consider your own safety and well-being, as well as that of others. You must tell your supervisor if you have any concerns about the work or the working conditions. You must tell your supervisor as soon as practicable if you incur an injury. If you wish to undertake hazardous activities you must first obtain your supervisor's permission. You will not be permitted to do those activities unless you can demonstrate that you are competent to do them.

As a volunteer you are expected to:

- respect any conditions of work outlined to you by your supervisor, or another authorised member of staff, including attendance at training sessions as required and periodic review of performance;
- respect all security arrangements and restrictions on the use of equipment outlined by your supervisor, or another authorised member of staff; and
- not incur expenditure or make any statements on behalf of ANBG or Parks Australia.

Important Note

We reserve the right to end your engagement as a volunteer by written notice if you do not abide by these guidelines.

¹ Parks Australia Volunteer Policy: <http://www.intranet.deh.gov.au/parks/policies/volunteers-policy.pdf>

INDUCTION CHECKLIST FOR ANBG VOLUNTEERS & ASSOCIATES

ACTIONED:

Ensure keys/security pass arranged, if required.

Provide car parking permit, if required.

Introduce new person to people working in the immediate and local area, and to Section Head

Introduce the new person to ANBG Office staff and advise of contact telephone number.

Explain the layout of the building/s, including the location of the kitchen facilities, toilets, parking facilities, cafe, library etc.

Explain sign-in requirements while on site.

Explain:

- fire exits, evacuation procedures
- contact details of Occupational Health and Safety (OH&S) representative
- contact details of fire and floor wardens
- contact details of first aid officers
- contact details of Diversity and Harassment Officer

Explain the structure of the organisation including where the volunteer fits into the structure.

Explain the volunteer's role and responsibilities as well as the Departmental standards and values.

Show the new person the location of equipment and facilities they are to use, advise of any OHS issues.

Assist with IT logon application if required.

Ensure work station is set up ergonomically with help from OH&S Unit if necessary (if required).

Provide person with logon ID and password—assist them to log on to the network and demonstrate the Intranet (if required).