

biennaleofsydney

VOLUNTEER AGREEMENT

The Biennale of Sydney values the individual worth, uniqueness and diversity of all people. We seek to remove barriers to participation in our volunteer program, enabling all people to meet their full potential and experience meaningful involvement with the Biennale.

The Biennale recognises and values the significant contribution of our volunteers, and agrees to adhere to best practice standards, as outlined in the National Standards for Volunteer Involvement.

As a volunteer, the Biennale has a commitment to you, as you do to the Biennale. Before commencing as a volunteer, we ask that you read and agree to our values and the terms outlined below.

Our Volunteer values are

- Inclusive and respectful of people from all backgrounds
- Connecting through common interests
- Kind and compassionate to others
- Supporting creativity and curiosity
- Learning together through sharing skills and knowledge

The Biennale of Sydney agrees to

- Provide volunteers with a healthy and safe working environment;
- Ensure that all volunteer roles are offered and recruited in an accessible, open and inclusive way, in accordance with the principles of equal opportunity and anti-discrimination legislation;
- Ensure that all volunteers are covered under the Biennale of Sydney public liability insurance and Personal Accident Insurance for Voluntary Workers;
- Provide access to property and materials necessary for volunteers to fulfil their role successfully;
- The appropriate use of photography or recordings of volunteers for the sole purpose of the Exhibition and promotion of the Biennale of Sydney only;
- Reimburse volunteers for reasonable out-of-pocket expenses related to their volunteering, with prior approval from the Volunteer Manager;
- Provide access to the Biennale of Sydney Volunteer Policy, and other policies and guidelines relevant to your volunteering;
- Create mutually beneficial volunteer roles, that support but do not replace paid employment;
- Provide detailed role descriptions and reasonable time commitments involved with volunteering;
- Provide training and learning and development opportunities relevant to volunteer roles;



Biennale of Sydney Ltd.

Level 4 The Arts Exchange 10 Hickson Rd The Rocks NSW 2000 Australia
www.biennaleofsydney.art | +61 2 8484 8700 | ABN 74 001 614 384 | CFN 10662

biennaleofsydney

- Provide appropriate levels of supervision, support and guidance;
- Store personal and confidential information in accordance with privacy legislation;
- Recognise the contribution of all volunteers

As a Biennale Volunteer you agree to

- Respect personal and confidential information you may encounter while volunteering at the Biennale, and uphold the privacy of this information;
- Carry out the volunteer activities listed in your role description to the best of your ability, and only carry out tasks that you are qualified to perform (if you are unsure, check with your supervisor);
- Follow reasonable direction of Biennale staff and your supervisor(s) and adhere to Work, Health and Safety policies and procedures;
- Participate in training and learning and development opportunities relevant to your volunteer role;
- Be punctual and reliable in your commitment, providing as much notice as possible if you will be late or unable to attend on any given day;
- Use any property and materials provided by the Biennale safely, and return these to the organisation when you finish volunteering;
- Granting the Biennale of Sydney, the rights to use any photographs or recordings taken of you for the purposes of the Exhibition and promotion of the Biennale of Sydney, unless otherwise stated in writing;
- Adhere to the Biennale of Sydney's policies, guidelines and procedures;
- Ask for support where needed, and support fellow team members;
- Provide truthful and accurate information to the Biennale team, other volunteers and the public;
- Report any injuries, hazards or near misses that you notice to your supervisor(s) immediately;
- Inform your supervisor(s) of any issues, such as health or personal circumstances, that might impact on your ability to effectively perform any volunteer role and do not work outside of your comfort zone
- Be open and honest in your communications with us and let us know if we can improve the Volunteer program and the support that you receive.



Biennale of Sydney Ltd.

Level 4 The Arts Exchange 10 Hickson Rd The Rocks NSW 2000 Australia
www.biennaleofsydney.art | +61 2 8484 8700 | ABN 74 001 614 384 | CFN 10662