

The Royal National Capital Agricultural Society

Volunteer and Stewards Policy

Volunteers and Stewards Policy Statement

Volunteers and Stewards (hereafter referred to as Volunteers for the purposes of this document) are an essential part of the Royal National Capital Agricultural Society (RNCAS) and fulfil major roles required in the production of the Royal Canberra Show.

The RNCAS views volunteering as:

- An activity that benefits the community and the volunteer.
- A role undertaken for no financial payment.
- An activity undertaken at the volunteer's own free will and without coercion.
- An activity performed in the not for profit sector
- An activity where each volunteer respects the rights, dignity and culture of others.

Volunteer Rights and Responsibilities

The RNCAS respects the rights of volunteers. We undertake to;

- Comply with legal requirements under the work Health and Safety Act 2011 (ACT) to provide Volunteers with a healthy and safe Workplace.
- Assess volunteer applications in accordance with anti-discrimination and equal opportunity legislation.
- Provide orientation and training as required.
- Provide appropriate and adequate insurance coverage for our volunteers.

We expect that our volunteers will;

- Make an informed choice to volunteer for us.
- Inform us about their relevant skills and experience.
- Inform us of any medical conditions, special needs or other relevant factors that should reasonably be taken into account in assessing which volunteer roles would be appropriate.

Please Note: Volunteering at the RNCAS requires a level of fitness. Walking and standing are involved in all our roles. In addition, as the Show is an agricultural based event, you may be in the presence of, or in close proximity to all types of food produce, plants, animals including but not limited to, flowers, peanuts, hay, straw livestock, horses, poultry or domestic animals.

Volunteers should be aware for the following rights and responsibilities;

RIGHTS

- Be treated with respect
- Be given opportunities to participate at the Show in a way which matches individual needs
- Participate without fear of discrimination in accordance with anti-discrimination and equal opportunity legislation
- Be provided with a healthy and safe workplace and adequate and appropriate insurance cover

RESPONSIBILITIES

- Make an informed decision to work as a volunteer with the RNCAS.
- Undertake work orientation and training as required.
- Behave in an ethical manner.
- Be committed to the RNCAS' aims and objectives.
- Inform the RNCAS when unable to undertake or complete a task.
- Use appropriate information channels within the RNCAS when needing support, information, back-up, supervision or review.
- Be aware of limits of their role within the RNCAS.
- Be aware of their duty of care.
- Be aware of occupational health and safety policies and practices.
- Act as a member of the team.
- Commit to achieving results and make an effective contribution to the RNCAS.
- Report all injuries, illnesses, accidents and near misses immediately to the appropriate people
- Not to consume alcohol during the performance of volunteer tasks.
- Take responsibility for any personal property and agree to indemnify the RNCAS against any claim arising as a direct consequence of personal negligence.
- Not use or disclose any of the confidential or privileged information that I may acquire prior or during completing my duties