



## ANGLICAN DIOCESE OF NEWCASTLE

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*[Parish name]*

## Volunteer Agreement with

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*[Volunteer name]*

## 1. Introduction

The \_\_\_\_\_ “Parish” recognises the value and importance of the contributions of volunteers.

The Parish is pleased to confirm you have been authorised to perform a Volunteer Role within the Parish.

This agreement details the commitments and obligations of a Volunteer and the Parish.

The use of Volunteers is not intended to compete with, undermine or displace any position being held by an employee.

This agreement must be signed by both you and the appointed delegate of the Parish.

## 2. General Principles Applying to a Volunteer Role

A Volunteer:

- Is a person who performs a Volunteer Role willingly and without pay;
- Must have a Volunteer Agreement with a Parish of the Anglican Diocese of Newcastle;
- Is not an employee or contractor and does not receive payment, financial reward, or pecuniary benefit of any kind;
- May receive reimbursement for genuine and previously approved out of pocket expenses incurred by them during the course of performing the Volunteer Role. Such reimbursement must be substantiated by receipts and these should be claimed through your supervisor; and
- Will be covered by the Diocese’s Volunteer Personal Accident Policy and Public Liability Policy (noting the Volunteer Personal Accident Policy has limitation in coverage for Volunteers over the age of 75).

## 3. Commitments and Obligations of Volunteers

**Induction:** You will be required to attend an induction. This is to ensure that all our Volunteers understand their rights, responsibilities and obligations.

**Training:** To ensure you are able to fulfill the requirements of your role, you will be provided with training in the use of all equipment with which your Volunteer Role is connected and your obligations under work health and safety (WHS) legislation. You may be required to complete the Safe Ministry Training.

**Communication:** You agree to provide the Diocese with your mobile phone number and to remain subscribed to the Diocesan Volunteer Electronic Mailing List.

**Code of Conduct:** You should be familiar with the Code of Conduct known as *Being Together* as approved in the Diocese of Newcastle. If your role is defined as a church worker role then you are also required to know the requirements of the Code of Conduct known as *Faithfulness in Service*. If your role is defined as a Governance Role you will also be required to know the requirements of the *Governance Model Code of Conduct*.

**Work Health and Safety:** The health and safety of all workers is paramount. Volunteers are regarded as workers under WHS legislation.

As a Volunteer, you have WHS obligations to:

- Take reasonable care of your own health and safety;
- Work in a manner that is safe for you, other volunteers, employees, and others within the workplace;
- Comply with instructions so far as you are reasonably able – if unsure seek advice;
- Co-operate, within reason, with notified policies and procedures;
- Undertake WHS training as required; and
- Report any hazard, incident, or injury immediately it occurs or as soon as practicable.

Volunteers may be asked to complete a health declaration that assists the Diocese explore areas of accommodation that we can reasonably make to enable you to perform a Volunteer Role.

**Non-Disclosure and Confidentiality:** You may have access to personal information about individuals or financial and other confidential matters.

As such it is a condition of your engagement as a Volunteer that you will not disclose any such personal, confidential, or sensitive information that you may receive.

You shall not use or attempt to use any such information in any manner which may cause or be calculated to cause injury or loss to either the organisation, the Anglican Diocese of Newcastle or any of its entities.

**Inducements:** You shall not accept any payment, financial reward or other pecuniary benefit of any kind from any person as an inducement or reward for any act or forbearance in connection with any matter or business transacted by or on behalf of either Parish, the Anglican Diocese of Newcastle or its entities.

**Use of Parish and Diocese facilities:** You may be permitted to use email and internet services and landline telephones to make or receive short personal messages in an emergency.

Facilities must not be used to access, download, copy, circulate, distribute, send, receive, or otherwise communicate:

- Material that is hateful, abusive, offensive, defamatory in nature;
- Material that would offend anti-discrimination and/or harassment laws;
- Confidential material to unauthorised third parties; or
- Pornography.

Breaches will be treated seriously and can result in prosecution by the relevant authorities.

**Use of Private Motor Vehicle:** If you are required to use your private motor vehicle in the course of your Volunteer Role, you must hold a current driver's license issued within NSW.

Approval for you to use your private motor vehicle is contingent upon:

- The vehicle being maintained in good and safe working order at all times;
- The vehicle being registered and comprehensively insured at all times;
- Your insurer being made aware of the proposed use of your vehicle for your Volunteer Role;
- You providing us annually with a copy of your current driver's license, registration papers and comprehensive insurance coverage
- You being liable for any traffic infringements (parking or traffic offences) that occur during the course of your voluntary services
- You immediately notifying the Parish and your insurer if your private motor vehicle is involved in an accident whilst you are performing your Volunteer Role.

## 4. Commitments and Obligations of the Parish

**Out of pocket Expenses:** Reimbursement for your pre-approved out of pocket expenses that you incur in the course of performing your Volunteer Role.

**Insurance:** As a Volunteer authorised to perform a Volunteer Role, you are covered under the Diocese's Voluntary Workers Personal Accident Policy. In the event that you sustain accidental injury whilst engaged in voluntary work on behalf of the Diocese or during direct travel to/from such voluntary work policy benefits may include lump sum payments (for bodily injury suffered as a result of a specific event/injury), weekly benefit payments (if temporarily unable to undertake your usual occupation or duties as a result of the accidental injury), and some non-Medicare medical expenses (less any recovery from private health insurance and the Medicare gap). Other additional benefits of the policy may apply depending on the nature of the accidental injury and situation of the Volunteer.

Under the Diocese's Public Liability policy, you are covered whilst you are engaged in voluntary work, services and activities on our behalf, for your legal liability for any third-party property damage or personal injury which occurs in

connection with the voluntary work. Noting that there are limits in coverage for Volunteers over the age of 75.

This insurance cover does not extend to damage incurred when using your private motor vehicle. You are personally responsible for all costs incurred if your private motor vehicle is damaged.

The above comments do not constitute or guarantee acceptance of any claim or request for compensation of loss or damage sustained, as the acceptance of such is at the decision of the insurers and subject to the full policy terms, conditions and exclusions and circumstances of any individual claim made. This insurance cover is in place to protect the Diocese's Volunteers and as a benefit should an event occur where you sustain loss or damage during the course of your Volunteer Role with the Diocese.

**Privacy:** By accepting this role you accept that the Anglican Diocese of Newcastle will retain information and sensitive information about you.

## 5. Termination

You can cease performing a Volunteer Role at any time. Termination of the Volunteer Agreement may also be initiated by the Parish following due process and procedural fairness.

A Notice of Termination of Volunteer Agreement will need to be completed.

When you cease being a volunteer, all property, equipment, documents, keys, access cards or codes and records must be returned to the Parish.

## 6. For further information

Please contact your Parish Priest or email [safeministry@newcastleanglican.org.au](mailto:safeministry@newcastleanglican.org.au)



## 7. Declaration

**Volunteer Name:** \_\_\_\_\_ "Volunteer"  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Parish Name:** \_\_\_\_\_ "Parish"  
  
**Volunteer Role Authorised:** \_\_\_\_\_  
**Volunteer Role Category:** \_\_\_\_\_  
**Volunteer Role Expiry Date:** \_\_\_\_\_

Please tick where applicable to acknowledge you have read and understood the relevant documentation and codes of conduct:

CATEGORY 3 VOLUNTEER ROLE	CATEGORY 2 VOLUNTEER ROLE	CATEGORY 1 VOLUNTEER ROLE	<b>THE ROLE</b>
			<p><b>All Volunteer Role Categories</b></p> <p><input type="checkbox"/> I have been given the relevant Volunteer Role Duty Statement and acknowledge and accept all that is required of me to fulfil the position requirements.</p>
			<b>CODE OF CONDUCT</b>
			<p><b>All Volunteer Role Categories</b></p> <p><input type="checkbox"/> I have read and understood the General Synod Code of Conduct, <b>'Being Together'</b> and make my commitment to adhere to all requirements as outlined in the document.</p>
			<p><b>All Category 2 &amp; 3 Volunteer Roles</b></p> <p><input type="checkbox"/> I have read and understand the Diocesan Code of Conduct, <b>'Faithfulness in Service'</b> and make my commitment to adhere to all requirements as outlined in the document.</p>
			<p><b>Category 2 b Volunteer Role (Governance Volunteer Only)</b></p> <p><input type="checkbox"/> I have read and completed the <b>Responsible Persons Declaration</b> required under the Diocese of Newcastle (Responsible Person) Ordinance 2015.</p> <p><input type="checkbox"/> I have read and signed the <b>Revised Model Code of Conduct - Governance Diocesan Bodies 2019</b></p>



**Category 3 b Volunteer Role (SRE Teacher Only)**

- I have read the **SRE Teacher Code of Conduct** and make my commitment to adhere to all requirements as outlined in the document.

I have ticked all boxes relevant to my Volunteer Role in the table above.

I have read, understood, accept and agree to comply with the provisions of the Volunteer Agreement.

It is acknowledged that neither party intends any employment relationship to be created by the entering into or signing of this agreement either now or at any time in the future.

**Volunteer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:**

X  
 \_\_\_\_\_  
 Volunteer Signature

**Parish Incumbent or Locum Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:**

X  
 \_\_\_\_\_  
 Incumbent/Locum Signature



## 8. Schedule

Please attach the Volunteer Role Duty Statement, and any relevant codes of conduct and signed declarations to this agreement.