**ANGLICAN DIOCESE OF NEWCASTLE**

### [insert name of organisation]

### Volunteer Agreement with

### [insert name of the person]

# 

# Introduction

[insert name of organisation and governing body] recognises the value and importance of the contributions of its volunteers.

[insert name of organisation and governing body] is pleased to confirm your engagement as one of its duly authorised volunteers.

To ensure that everyone understands their responsibilities and obligations, this agreement details the boundaries under which you agree to volunteer your services and [insert name of organisation and governing body] formally accepts your offer.

This agreement serves to assure you of our appreciation of your services and indicates our commitment to ensuring that your experience as a volunteer is both productive and rewarding.

This agreement must be signed by both you and the duly appointed delegate of [insert governing body such as Church Council].

# General Principles Applying to Volunteering

A Volunteer:

* is a person who elects of their own volition to give their time to undertake work or provide services to primarily benefit an ‘approved activity’ that is under the direct control of an organization of the Anglican Diocese of Newcastle; and
* must be formally recognised by the governing body of organization of the Anglican Diocese of Newcastle; and
* is not a participant in an activity or an employee or contractor and does not receive payment, financial reward or pecuniary benefit of any kind; and
* may receive reimbursement for genuine and previously approved out of pocket expenses incurred by them during the course of the volunteering activity. Such reimbursement must be substantiated by receipts; and
* will be covered by the Diocese’s Volunteer Personal Accident Policy.

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

# Volunteer Duty Statement

The following details the tasks that you will be performing as authorised volunteer with [insert organisation]:

**Role:** [insert position title]

**Volunteer Category:** 1, 2 or 3

**Objectives:** [insert objectives to be achieved]

**Location:** [insert primary location]

**Days Required:** [insert days required]

**Hours per day:** [insert hours per day]

**Supervisor:** [insert name and position title]

Please contact your supervisor in the first instance if you wish to discuss any volunteer related matters or issues that may arise.

**Duties and Responsibilities:**

[insert duties]

**Individual Qualities and Expectations, if applicable:**

[insert qualities and expectations]

**Dress Code:** [insert dress code if applicable]

# Commitments and Obligations of Volunteers

**Induction and Orientation:** You will be required to attend an induction and orientation session. 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 work is connected and your obligations under work health and safety legislation. You may be required to complete the Diocesan 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 known the requirements of the Code of Conduct known as *Faithfulness in Service.*

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

As a Volunteer you have WHS obligations to:

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

**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.

**Child, Aged Care and Disability Protection Obligations:** You are obligated to become familiar with and undertake your responsibilities in accordance with current and future Child, Aged Care and Disability Protection legislation that have application to you volunteering your services.

If you are volunteering your services in:

* the provision of face to face services with children unsupervised you are required to hold a working with children clearance prior to commencing volunteering and ensure that it is valid at all times.
* An aged care facility you are required to undergo a criminal record check prior to commencing your voluntary duties

**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 the organisation, the Anglican Diocese of Newcastle or its entities.

**Use of organisational 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
* 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 volunteering your services, 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 volunteering purposes
* 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 both us and your insurer if your private motor vehicle is involved in an accident whilst you are volunteering.

# Commitments and Obligations of the Organisation

**Background Checks:** Except where limited by law, the Anglican Diocese of Newcastle reserves the right to conduct background and/or medical checks on you as is necessary.

**Out of pocket Expenses:** You will be reimbursed for pre-approved out of pocket expenses that you incur in the course of volunteering your services. You are required to provide documentation to substantiate the expenses incurred and these should be claimed through your supervisor.

**Insurance:** As a formally recognised Volunteer you are covered under the Diocese’s Volunteer Personal Accident Policy, in the event that you are injured during the course of volunteering your services.

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.

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

# Termination

Termination of this Agreement may be made by either party. 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.

Upon termination of the agreement, all property, equipment, documents, keys, access cards or codes and records must be returned to [insert name of organisation].

# For further information

Please contact your supervisor(s) or [insert name of governing body]

# Confirmation

Please confirm your agreement to provide voluntary services to [insert name of organisation] by signing the attached photocopy of this page and returning it to [insert to whom] with all relevant documentation attached.

Please note that you cannot commence volunteering with [insert name of organisation] until your confirmation and relevant documentation has been received and processed.

Name of Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Volunteer signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_

**[insert organisation name] Representative Signature: \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_

Please attach copies of the following documentation ***where required***:

Driver’s License

Motor Vehicle Registration Papers

Comprehensive Motor Vehicle Certificate of Currency

Working with Children Clearance (NSW)

Criminal Record Check Clearance