

# VOLUNTEER AGREEMENT

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Thank you for agreeing to be a volunteer with Granite Borders Landcare Committee. Volunteers have an important role to play within Landcare and this Volunteer Agreement has been developed to ensure that volunteers fully understand their rights and responsibilities.

This agreement is made between Granite Borders Landcare Committee and insert name of volunteer.

## VOLUNTEER AGREEMENT

Please tick to acknowledge you have read each of the statements

- I understand that the times when I volunteer for Granite Borders Landcare Committee (GBLC) will be mutually agreed between myself and GBLC.
- I understand that as a volunteer I will not receive a wage or salary.
- I understand that, as a volunteer, I am a representative of GBLC and agree to uphold its principles and standards and agree to abide by Landcare NSW's policies at <https://www.graniteborderslandcare.com.au>.
- If I am injured in the course of my duties as a volunteer, I will immediately report the matter to the GBLC Landcare Coordinator and fill in an Incident Report.
- I understand GBLC has Voluntary Workers Personal Accident Insurance for volunteers and that volunteers are not provided with any cover under Workers Compensation, which is established for the purpose of paid staff only.
- I understand that no expenses will be reimbursed unless approved by GBLC. Types of reimbursements that may be approved include: travel for field work, meals for office volunteer work, and honorariums in recognition of expertise (such as for Land For Wildlife assessments).

## VOLUNTEER RESPONSIBILITIES:

### I. DUTIES:

Volunteers play an important role in Landcare. For this reason, as a volunteer, you will be provided with the training and ongoing support needed to successfully undertake your voluntary placement.

### II. CONFIDENTIALITY AND PRIVACY:

The activities you perform as a volunteer for Granite Borders Landcare Committee (GBLC) may involve access to confidential information. You should not discuss sensitive information with members of the public, other volunteers, staff members or other organisations. You must not use information gained in the course of your volunteer placement to cause harm or detriment to the GBLC, any person or body.

### III. COPYRIGHT/OWNERSHIP ISSUES:

As a volunteer, you grant non-exclusive permission to Granite Borders Landcare Committee (GBLC) for use of any materials produced during the period of engagement to become the property of GBLC upon submission

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### IV. CODE OF CONDUCT:

Granite Borders Landcare Committee (GBLC) has established a Code of Conduct that outlines the standard of behaviour expected of our team. While volunteering with GBLC, you are required to be aware of this Code and to observe its principles.

### V. WORK HEALTH AND SAFETY:

Volunteers have a responsibility to take reasonable care for the health and safety of others; and to cooperate with any health, safety, biosecurity or welfare requirements. This includes abiding by all WHS policies and procedures of Granite Borders Landcare Committee (GBLC).

As a GBLC volunteer, you commit to not compromising your safety or the safety of others and you understand that there may be risks associated with providing particular voluntary services. It is a duty of volunteers to notify the Landcare Coordinator (or a Supervisor Manager in a field situation) of a situation that is, or may be, a health or safety concern for themselves or others.

### VI. VOLUNTEERS USING GRANITE BORDERS LANDCARE COMMITTEE'S INFORMATION SYSTEMS:

If, as a volunteer, you are granted access to Granite Borders Landcare Committee's computer services you will be required to sign a Confidentiality Agreement for Information Systems.

## GRIEVANCE PROCEDURE

Granite Borders Landcare Committee (GBLC)'s Grievance Policy may be found at the Granite Borders Landcare Committee Office or at <https://www.graniteborderslandcare.com.au/resources/details/grievance-policy-and-procedure>

If you have a dispute or grievance relating to your voluntary placement with GBLC, you are encouraged to inform the Landcare Coordinator and/or the Chair of GBLC.

## VOLUNTEER AGREEMENT

This agreement is made on the \_\_\_th of \_\_\_\_\_ 20\_\_\_\_.

I (insert name of volunteer) have read and understood the terms of the above agreement and in signing this agreement I agree to abide by its terms and conditions.

Volunteer's Name: (volunteer to print name here)

Volunteer's Signature: (insert volunteer signature)

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SIGNED ON BEHALF OF GRANITE BORDERS LANDCARE COMMITTEE:

(print name of authorised Granite Borders Landcare Committee signatory)

(signature of authorised Granite Borders Landcare Committee representative)