

Volunteer Agreement

This document is not intended to be a legally binding contract between us and it may be cancelled at any time by either us or you.

1. You are a volunteer

The position at 3Bridges Community is a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your contribution, other than reasonable reimbursement of expenses (see below at paragraph 9).

There is no intention to create an employment or contractual relationship with you (ie. you are not an employee, independent contractor or consultant) at 3Bridges Community. If this changes at any time, and there is a possibility that you might undertake paid work or be involved in vocational training, we will discuss this and document the arrangement in a formal employment contract, contract for services or other arrangement.

2. What you can expect when volunteering at 3Bridges Community

3Bridges Community values its volunteers and we will endeavour to provide you with:

- a written position description so you understand your role and the tasks you are authorised to perform
- a full induction, orientation and any on the job or other training necessary for the volunteer role
- a safe environment in which to perform your role
- respect for your privacy, including keeping your private information confidential
- a supervisor, so that you have the opportunity to ask questions and get feedback (see para. 4 below)
- reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us (for further information see para. 9 below), and
- insurance to cover you for the volunteer duties you are authorised to perform whilst volunteering with us.. (see para. 10 below).

3. What 3Bridges Community asks of its volunteers?

We ask that you to:

- support 3Bridges Community's Values (VOICE).
- participate in all relevant induction and training programs.
- only undertake duties you are authorised to perform and always operate under the direction and supervision of nominated staff and obey reasonable directions and instructions.
- understand and comply with our policies and procedures including Code of Behaviour and Conduct, Privacy and Confidentiality and Work Health and Safety. Please advise your supervisor or another member of staff of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers, contractors, students or the workplace.
- behave appropriately and courteously to all staff, clients and the public in the course of your role.
- use any property or equipment given to you in your role safely and only for the purpose of the role and return it to us when you finish your volunteer role.
- let us know if you wish to change the nature of your contribution (e.g. hours, role) at any time.
- comply with the law at all times, and

- be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

4. Contact person

Your contact person at 3Bridges Community will be the Volunteer Coordinator. If you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to help you undertake your role, please contact the Volunteer Coordinator on 1300 327 434 as soon as possible.

5. Position description and details

It is important that you only perform the tasks in the position description and you follow the instructions of the Program Coordinator and/or 3Bridges Community staff.

In New South Wales there are laws that protect volunteers in community organisations from civil liability, Civil Liability Act 2002 (i.e. legal action like a negligence claim) in specific circumstances. We will explain more about these laws in your induction. However, one of the key factors in ensuring you are protected is that you are performing voluntary community work that is directed or supervised by an incorporated community organisation. It is therefore important that you only perform the tasks in the position description and as instructed by us. To be covered by these laws it is also important that you are not affected by drugs or alcohol when you are volunteering. (Ref Civil Liability Act 2002 no 22 Part 9)

If you are unsure whether a particular task or work is authorised, please do not hesitate to talk to your contact person.

6. The health and safety of you and others

At 3Bridges Community volunteer safety, and the safety of everyone who is involved in our organisation, is a priority. In New South Wales, the Work Health and Safety Act 2011 applies to many volunteers because all organisations that engage workers on a paid basis or manage or control a workplace can owe WHS duties to everyone in the organisation (including volunteers). Also, there may be other legal actions (such as negligence claims) that mean we always need to consider work health and safety issues.

Under the WHS Act and other laws, 3Bridges community has a duty of care to minimise risks to everyone affected by its conduct (including paid employees and volunteers).

It also means that as a volunteer, you may have WHS obligations as well. These include:

- to take reasonable care for your own health and safety
- to take reasonable care for the health and safety of others
- to comply with any reasonable instruction by 3Bridges Community
- to let us know of any concerns you may have about safety and/or fitness in undertaking our role, and
- to cooperate with any of our reasonable policies and procedures.

We will provide you with a full induction, safety equipment and safe work instruction and the opportunity to attend a WHS Information session when you commence as a volunteer with us. However, please do not hesitate to talk to your direct supervisor or Volunteer Coordinator at any time if you have any health and safety concerns.

7. Induction and training when you start in the volunteer role

3Bridges Community is committed to providing suitable training in support of our health and safety, discrimination and privacy policies. For this reason it is our policy that all volunteers undertake induction/orientation and training when you commence your volunteer position.

8. Information we require before you can start in the volunteer role

Before you can commence the volunteer role, we need the following information:

Relevant background checks will be conducted in accordance with our Human Resources, Volunteer and our Privacy and Confidentiality policy.

9. Volunteer expenses and other benefits

As a volunteer, 3Bridges Community will provide you with reimbursement for any reasonable out-of-pocket expenses you incur when performing authorised tasks associated with your role.

We do this to ensure you are not financially disadvantaged as a result of your volunteer position with us. These payments are not remuneration or wages. You might need prior approval and will always need to produce receipts.

We may sometimes provide you with other benefits as part of your volunteering role (e.g. training and free food). Where this occurs, it is on a gratuitous basis at our discretion of and is not payment in lieu of salary.

10. Insurance

3Bridges Community is committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering roles that have been approved and authorised by us.

To ensure this insurance covers you for any incidents that occur while you are volunteering with us, you will need to: Sign an attendance sheet when you are volunteering with us and report an incident or accident immediately to your supervisor.

However, the following events are unlikely to be covered by our insurance:

- actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permission from us
- criminal activity (including criminal charges arising out of driving incidents)
- dishonest or reckless activities

11. Intellectual Property

All volunteers at 3Bridges Community agree to transfer all intellectual property rights and interests (including copyright and inventions) for any ideas or materials they create while providing voluntary services with us. Volunteers consent to 3Bridges Community use of such creations in a way considered reasonable by the voluntary services provided under this document. As a volunteer you also agree not to make a claim for infringement of your moral rights in respect of that use.

Please sign to acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions.

Volunteer full name : _____ Volunteer signature: _____

Date : _____

Ref: Justice Connect