



Volunteer Agreement

This is an Agreement between: _____
(referred to in this document as 'the volunteer' or 'you') and Remembrance Parks Central Victoria
RPCV (sometimes referred to in this document as 'we'). This Agreement 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 role of General Duties at RPCV is a volunteer role. This means you are not an employee of, or contractor to, RPCV and, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work, other than reasonable reimbursement of expenses (see below at paragraph 9).

Neither RPCV nor you intend any employment or contractual relationship to be created (you are not an employee, independent contractor, or consultant at RPCV). If this changes at any time, and there is a possibility that you might perform paid work for the organisation or be involved in vocational training, we will discuss this and document the arrangement in a formal contract.

2. What you can expect when volunteering at RPCV.

RPCV values its volunteers, and we will endeavor to provide you with:

- a written role description so you understand your role and the tasks you are authorised to Perform.
- orientation and training relating to 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 paragraph 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 paragraph 9 below), and
- insurance to cover you for the volunteer duties you are authorised to perform (see paragraph 10 below).



Our vision

is to honour the past, celebrate life and create memorial parks.

Our Mission

is to preserve and maintain, compassionate services and support and plan and provide for the future.

Our Values

Respect for all people, places, and communities

Compassion through honouring and celebrating life

Community serving through engagement, planning and connections

Collaboration with our industry partners, the sector, Government, and our communities

3. What RPCV asks of its volunteers

We ask that you:

- support RPCV's aims and objectives
- participate in all relevant induction and training sessions
- only perform duties you are authorised to perform and always operate under the direction and supervision of RPCV's staff and obey reasonable directions and instructions
- understand and comply with the organisation's policies and procedures including equal opportunity, health and safety, privacy and confidentiality policies, and grievances policy
- notify 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, 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 purpose of the role and return it to the organisation when you finish your volunteer role
- let us know if you wish to change the nature of your contribution (for example, hours, role) to RPCV at any time.
- let us know immediately if there is anything, or anything arises, that makes you unsuitable or unable to legally carry out your volunteer role (for example, your role requires you to



drive and you lose your license, or you injure yourself)

- Always comply with the law
- 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 RPCV will be Kylie Brown 1300 266 561 or 0433 00 99 80. If you have any questions or concerns about your role, your health and safety, or if you need any assistance to help you perform your role, please contact Kylie as soon as possible.

5. Role description and details

We ask that you only perform duties you are authorised to perform, always operate under the direction and supervision of RPCV's staff and obey reasonable directions and instructions. This is particularly important for health, safety and insurance reasons (see paragraph 6 below). We have developed a role description to help you understand your role and the tasks you are authorised to perform and tasks that are prohibited. If you are unsure whether a particular task or work is part of your role, or who you can and can't receive directions and instructions from please don't hesitate to talk to your contact person.

6. The health and safety of you and others

At RPCV volunteer safety, and the safety of everyone who is involved in our organisation, is a priority. RPCV has safety obligations towards:

- you in your capacity as a volunteer at RPCV, and
- the people that you interact with as a part of your volunteer role.

It's important to understand that you may be personally liable (that is legally or financially responsible) for any harm or damage caused to yourself or others if you act outside of the role description, outside of the instructions given to you or you are affected by drugs or alcohol when you are volunteering. It's therefore important that you only perform the tasks in your role description and that you follow the instructions of your contact person or the Director of Services- Kylie Brown.

In Victoria, the Occupational Health and Safety Law applies. Also, there may be other legal actions (such as negligence claims) that mean we always need to consider safety issues. RPCV has a duty of care to minimize risks to everyone affected by its conduct (including paid employees and volunteers).

It also means that as a volunteer

- taking reasonable care for your own health and safety



- taking reasonable care for the health and safety of others
- complying with any reasonable instruction by RPCV
- letting RPCV know of any concerns you may have about safety or fitness in performing our role
- cooperating with any reasonable policies and procedures of RPCV

We will provide you with a full induction, safety equipment and role training. However, please do not hesitate to talk to your contact officer at any time if you have any health and safety concerns.

7. Induction and training

Is required before you start in the volunteer role RPCV is committed to providing suitable training in support of the organisational policies relevant to your role as a volunteer. This will be done with Kylie Brown or Supervisor on certain projects.

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

Before you can start the volunteer role, we need the following information: reference checks, police checks, license. Check all background check information will be conducted in accordance with our 'Background Check' policy and our privacy policy.

9. Volunteer expenses and other benefits

As a volunteer, RPCV will reimburse you for any reasonable out of pocket expenses that you incur when performing authorised tasks associated with your role. We do this to ensure that you are not financially disadvantaged as a result of your volunteer role with us. These payments are not remuneration or wages. You will require prior approval by Kylie Brown and will always need to produce receipts.

10. RPCV Media Policy

1. Under **NO circumstances** are you to engage or comment to media representatives. They must be given the office number 1300 265 561 and ask to talk to the Chief Executive Officer.

2. The following five standards apply to RPCV, volunteers to use and personal use of social media at any time, when it has a clear and close connection with RPCV.

RPCV will enforce these five standards as and when appropriate. Volunteers should:

- Always follow relevant Public Service and RPCV policies including the Code of Conduct
- Not act unlawfully (such as breaching copyright) when using social media
- Make sure their personal online activities do not interfere with the performance of their role



- Be clear that their personal views are theirs, and not necessarily the views of RPCV

11. Insurance

We are committed to providing adequate insurance cover for volunteers while carrying out their volunteering roles that have been approved and authorised by us.

RPCV has the following insurances: VIMA (Victorian Managed Insurance Authority)

To ensure this insurance covers you for any incidents that occur while you are volunteering with us, you need to: report an incident as soon as it has occurred, sign in each time you volunteer.

We want to let you know that 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), and
- dishonest or reckless activities (for example turning up intoxicated).

11. Confidential information

Volunteers are likely to be given access to RPCV's confidential information as part of, or to assist them with, their role. Confidential information includes any information about RPCV, its business, services and clients which has been designated by RPCV as confidential or which is, by its nature, confidential or proprietary to RPCV.

You are not permitted to use or disclose any confidential information for any purpose other than the proper discharge of your duties as a volunteer of RPCV.

12. Intellectual Property

You agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials you create relating to your provision of voluntary services at RPCV.

You consent to the use by RPCV of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.



13. Consent to use photographs and images

You agree that RPCV may take photographs and video footage of you carrying out your volunteer work and use it for the purposes of marketing and promotion of RPCV and its goods or services. This may include printed and digital marketing, including the use of your image on social media platforms.

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

Volunteer's Full name: _____

Volunteer's Signature: _____

Date: _____