

# VOLUNTEER AGREEMENT

Location: \_\_\_\_\_ Date: \_\_\_\_\_

## **PARTIES TO THIS AGREEMENT**

Organisation Name: \_\_\_\_\_

Volunteer Full Name: \_\_\_\_\_

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

Phone/Email: \_\_\_\_\_

### **1. ENGAGEMENT**

The Organisation hereby engages the Volunteer, and the Volunteer accepts the engagement, to perform volunteer services for the Organisation according to the terms set out in this Agreement. The Volunteer agrees to carry out the services faithfully and to the best of their ability.

### **2. VOLUNTEER'S OBLIGATIONS**

The Volunteer agrees to: - Perform the agreed duties diligently and responsibly. - Comply with all applicable policies, rules, and lawful instructions issued by the Organisation. - Maintain confidentiality of all Organisation information and any sensitive data encountered during volunteering. - Notify the Organisation promptly of any changes in availability or ability to perform the volunteer services.

### **3. ORGANISATION'S OBLIGATIONS**

The Organisation agrees to: - Provide the Volunteer with all necessary information and training to perform their duties safely and effectively. - Ensure a safe working environment consistent with applicable Australian laws and regulations. - Provide appropriate supervision and support for the Volunteer. - Respect the Volunteer's rights and dignity.

### **4. DURATION AND TERMINATION**

This Agreement commences upon signing and continues until either party terminates it by providing notice in writing. The Organisation may also terminate this Agreement immediately if the Volunteer breaches any of the terms or behaves in a manner detrimental to the Organisation.

### **5. INSURANCE AND LIABILITY**

The Organisation will maintain insurance coverage as required by law for volunteers. The Volunteer releases and discharges the Organisation from any liability for injuries or damages sustained while volunteering, except where caused by the Organisation's negligence or breach of statutory duty.

### **6. CONFIDENTIALITY**

The Volunteer agrees not to disclose any confidential information obtained during the course of volunteering, both during and after the termination of this Agreement, unless required by law.

## **7. INTELLECTUAL PROPERTY**

Any intellectual property created or developed by the Volunteer in connection with their volunteer services shall belong to the Organisation unless otherwise agreed in writing.

## **8. PRIVACY**

The Organisation collects and manages personal information in accordance with the Privacy Act 1988 (Cth). The Volunteer consents to the collection, use, and disclosure of their personal information for purposes related to this Agreement.

## **9. NO PAYMENT**

The Volunteer acknowledges that this is a voluntary position and that they are not entitled to any remuneration, benefits, or compensation for the services provided.

## **10. GOVERNING LAW**

This Agreement is governed by and construed in accordance with the laws of the Commonwealth of Australia and the state or territory in which the Organisation is located. The parties submit to the exclusive jurisdiction of those courts.

## **11. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, understandings, and representations, whether oral or written.

## **12. AMENDMENTS**

Any amendment or variation to this Agreement must be in writing and signed by both parties.

## **13. SEVERABILITY**

If any provision of this Agreement is found to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect.

**ORGANISATION REPRESENTATIVE**

**VOLUNTEER**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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