

MODEL VOLUNTEER AGREEMENT

NAME:

ADDRESS:

PHONE NUMBER (INCLUDING FORWARDING IF APPLICABLE):

IN CASE OF EMERGENCY PLEASE CONTACT:

PROJECT NAME/DESCRIPTION:.....

PARK OR RESERVE TO WORK IN:.....

ESTIMATED WEEKLY HOURS:.....

PROPOSED TIMES OF ATTENDANCE:.....

DESIGNATED SUPERVISOR:.....

DATE OF COMMENCEMENT:.....

ESTIMATED FINISH DATE:.....

PROJECT DUTIES (INCLUDING ANY SPECIAL CONDITIONS):.....

(park specific duty list to be completed OR written description of duties to be attached)

ANY KNOWN MEDICAL CONDITIONS WHICH MAY AFFECT YOUR WORK:

(separate medical declaration MUST be completed and attached if remote are work is involved)

ANY ARRANGEMENTS FOR OUT OF POCKET EXPENSES AND ACCOMMODATION:

I have read and understood the Guidelines for Volunteers and agree to abide by them

I have provided an induction including an outline of OH&S issues and hazards

.....
Volunteer
Date:

.....
Designated Supervisor
Date:

.....
Park Manager/ District Manager/Chief Ranger
Date:

Project completed and agreement terminated

.....
Volunteer
Date: _____

.....
Designated Supervisor
Date: _____

GUIDELINES FOR VOLUNTEERS

PARKS AUSTRALIA AND COMMONWEALTH MARINE PROTECTED AREAS PROGRAM

Important Note

We reserve the right to end your engagement as a volunteer by written notice if you do not abide by these guidelines

Dear Volunteer

Thank you for your offer of help.

Every year volunteers like you help Parks Australia and the Commonwealth Marine Protected Areas Program in our work to protect and manage Commonwealth reserves. Some activities are short term and involve high levels of supervision, such as work experience volunteers. At the other end of the spectrum, activities may involve long term and formalised relationships via largely autonomous community groups, the Friends of the Australian National Botanic Gardens being a good example.

The Australian Government values this commitment from volunteers to conserving our important natural places. My staff and I appreciate the energy, skills and experience that volunteers bring to conservation work. Your contribution will help us to exceed our basic responsibilities for managing Australia's protected areas. You'll benefit too, gaining valuable skills and experience - and, I hope, a sense of satisfaction from helping to protect the environment.

Our volunteering arrangements carries statutory and common law obligations. These guidelines tell you about your rights and responsibilities as a volunteer with Parks Australia or the Commonwealth Marine Protected Areas Program. If you decide to join as a volunteer, you will be required to enter into a Volunteer Agreement and you will also be required to sign a medical declaration if work in remote areas is involved.

Remember, please don't hesitate to contact us if you need advice or assistance.

I trust that you enjoy will working with us and look I forward to hearing about the results of your project.

[SIGNED]

Peter Cochrane
Director of National Parks

WHAT ARE YOUR RIGHTS AS A VOLUNTEER?

Prior agreement about the type of work

As a volunteer you can expect rewarding and often challenging work. Before you start we'll discuss the details of your project with you and plan out a work program. Your Volunteer Agreement will record the results of this discussion. It will include a description of your project and an agreed estimate of how long it will take you.

Assistance and guidance while working

We'll provide you with information about the reserve or section of the Department where you'll be working and any special conditions that apply to your work. You'll be supervised by a person who has enough experience to provide you with any assistance, guidance or additional training that you may need to complete each task.

Essential equipment and facilities

We'll provide the equipment and facilities that you need to do the work. However we recommend that you ask your supervisor what you need to bring before you sign the Volunteer Agreement.

Safe working conditions

While you are working for us you'll be treated as an employee of the Commonwealth for occupational health and safety purposes. You'll receive insurance cover for accidents. You can expect safe and healthy working conditions, in line with standards required for paid staff. Your Volunteer Agreement will include advice of OH&S and safety issues.

The right to stop at any time

If you wish, you can terminate your work with us at any time by writing to your supervisor. Please note, however, that if you're in a remote location there may be delays in arranging transport for your return.

WHAT ARE YOUR RESPONSIBILITIES AS A VOLUNTEER?

Completed paperwork

Before you start, you must complete and sign the Volunteer Agreement.

Accommodation and clothing expenses

You must supply your own clothing, other than any specialist protective clothing that may be required to operate certain equipment that we wish you to operate. Usually you must arrange and pay for your accommodation.

Fitness for duty

Before you start, and while working for us, you must disclose any medical condition that you may have that could affect your duties. If you are working in a remote area, you'll also need to complete and sign a Medical Declaration form. You may need to undergo a medical examination or other tests to assess your fitness to do the work.

Health and safety compliance

You must follow any reasonable directions that your supervisor or an authorized member of staff gives in relation to health and safety. You must consider your own safety and well-being, as well as that of others. You must tell your supervisor if you have any concerns about the work or the working conditions. You must tell your supervisor as soon as practicable if you incur an injury. If you wish to undertake hazardous activities you must first obtain your supervisor's permission. You should note that you won't be permitted to do those activities unless you can demonstrate that you are competent to do them.

Compliance with basic conditions of work

Your supervisor or an authorised member of staff will outline your basic conditions of work, including working hours, any requirement for you to attend training sessions, security arrangements and restrictions on the use of equipment. You should note that you won't generally be allowed to operate our vehicles and vessels. You are required to maintain and return any specialised equipment or clothing provided during the course of your engagement. You must comply with these basic conditions of work.

Ethical behaviour

You are expected to perform the work in accordance with Best Practice principles. In particular, you must not incur expenditure or make any statements on behalf of Parks Australia or the Commonwealth Marine Protected Areas Program.

Team work

Team work is highly valued in the government. It is important that as a volunteer you work as a team member, as well as respect the functions and demands of paid staff.

MEDICAL-IN-CONFIDENCE

REMOTE AREA MEDICAL DECLARATION

Name: _____

Address: _____

State: _____ Postcode: _____

Phone: Home:(____) _____ Work: (____) _____

In Case of Emergency Please Contact:

Name: _____

Address: _____

State: _____ Postcode: _____

Phone: Home:(____) _____ Work:(____) _____

Do you have any of the following conditions?

- | | |
|---|----------|
| a. Diabetes mellitus (either using tablet or insulin control) | Yes / No |
| b. Epilepsy (especially on tablet control) | Yes / No |
| c. Peptic ulceration (Stomach or Duodenal Ulcer) | Yes / No |
| d. Motion Sickness | Yes / No |
| e. Asthma | Yes / No |
| f. Any other condition requiring medications/tablets | Yes / No |
| g. If female are you pregnant | Yes / No |
| h Any food allergies | Yes / No |

Please give brief details for any conditions identified above, including any medications used:

Do you have any other symptoms or medical condition that may affect your work or give you cause for concern, or for which you are currently under the care of a medical practitioner? If so, please specify:

Signature: _____ Date: _____ / _____ / _____