

**VOLUNTEER**

**AGREEMENT**

***For the South Gippsland Landcare Network***

Thank you for agreeing to be a volunteer with the South Gippsland Landcare Network (SGLN). Volunteers have an important part to play within Landcare and this Volunteer Agreement has been developed to ensure that volunteers fully understand their rights and responsibilities.

I understand as a volunteer that:

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| **volunteer Agreement:** |   | * A position description will be provided
* The SGLN Code of Conduct must be signed and complied with at all times
* I understand that as a volunteer I will not receive a wage or salary ad that no expenses will be reimburse unless approved by the SGLN
* Sufficient information will be provided to me to undertake the allocated activities
* Attendance at orientation and some training sessions is mandatory
* The position will require effective teamwork and cooperation
* Mentoring and support will be provided
* Safety guidelines must be followed
* All policies and procedures must be complied with. SGLN policies at http://www.sgln.net.au/about-us/network-documents/ and Landcare Victorian Inc. policies at https://www.landcarevic.org.au/groups/state/lvi/.
* Activities are covered by Volunteer Personal Accident Insurance
* If I am injured through an accident in the course of my duties as a volunteer, I will immediately report the matter to Kate McKenzie, SGLN Network Coordinator and fill in a Health and Safety Incident Report
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| **Volunteer Responsibilities:** | 1. **Duties**
	1. 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.
2. **Confidentiality and Privacy:**
	1. The activities you perform as a volunteer for the SGLN may involve access to confidential information. You should not discuss sensitive information with members of the public, other volunteers, staff members or other organisations. Also, you should not use information gained in the course of your volunteer placement to cause harm or detriment to the SGLN, any person or body.
3. **Copyright/Ownership Issues**
	1. As a volunteer, you grant non-exclusive permission to the SGLN for use of any materials produced during the period of engagement as a volunteer to become the property of the SGLN upon submission.
4. **Code of Conduct:**
	1. The SGLN has established a Code of Conduct that outlines the standard of behaviour expected. While volunteering with the SGLN, you are required to be aware of this Code and to observe its principles.
5. **Work Health and Safety**
	1. Volunteers have a responsibility to take reasonable care for the health and safety of others; and to co-operate with any health, safety or welfare requirements. This includes abiding by all WHS policies and procedures of the SGLN.
	2. As a SGLN volunteer, you commit to not do anything to compromise 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 their Supervisor or Manager of a situation that is, or may be, a health or safety concern for themselves or others.
6. **VOLUNTEER RIGHTS AND RESPONSILBITIES**
	1. Like all team members, volunteers have a number of fundamental rights and responsibilities. The SGLN has the right to expect that volunteers will undertake their allocated tasks in a professional manner, respecting the needs of the colleges and the organisation. For a full list of rights and responsibilities see pages 18-19 of the Landcare Victoria Volunteer Management Manual at <https://www.landcarevic.org.au/resources/volunteer-management-manual/>
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| **Grievance Procedure:** | A guidance note on conflict resolution can be found at https://www.landcarevic.org.au/assets/Uploads/9.2-Conflict-Resolution.pdf If you have a dispute or grievance relating to your voluntary placement with the SGLN, you are encouraged to inform Frank Dekker, SGLN Board Chair at dekkerhallston@outlook.com or 0487 433 208. |

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DISCLAIMER: The information contained in this agreement is based on a guidance note created by Landcare NSW in 2014, along with advice provided in the Landcare Victorian Inc *Landcare Volunteer Management Manual* 2016. Produced by SGLN, 2018.