

VOLUNTEER AGREEMENT

(FCEO066)



VOLUNTEER AGREEMENT

Thank you for agreeing to be a volunteer for the Shire of Narrogin. Volunteers have an important role within Shire. This Volunteer Agreement has been developed to ensure that volunteers fully understand their role, rights and responsibilities and to ensure that our clients have the best possible service.

This agreement is made between: Shire of Narrogin and the listed Volunteer.

Induction

The Shire has established a **Volunteer Handbook**, an **Employee and Volunteer Code of Conduct**, and a **Code of Conduct for Council Members, Committee Members and Candidates** (for volunteers who have been appointed to a Council Committee or Reference Group), that outline the standard of behaviour expected of a Shire Volunteer. While volunteering with the Shire, you are required to be aware of this Code and to observe its principles.

All Volunteers of the Shire must participate in the Induction process prior to the signing of this Agreement. The Volunteer Handbook and Code of Conduct are provided and reviewed during the induction process (by Shire Employees or Volunteer Supervisors).

Induction includes completion of the Volunteer Induction & WHS Checklist (FCEO068) and familiarisation with emergency and evacuation procedures.

By signing this Agreement, the Volunteer agrees that they have received and fully understand the duties and responsibilities outlined in these documents.

Duties

Where applicable you will be given a Letter of Appointment (if to a Council Committee or Reference Group) or a Role Statement outlining the duties of the role for which you are volunteering, and/or the Terms of Reference for Council Committees and Reference Groups. We request that you read these documents and if you have any questions, please see the relevant Employee or Volunteer Supervisor.

Work Health & Safety (WHS)

Whilst volunteering with the Shire you will be required to comply with all WHS requirements for Workers as outlined in the Work Health and Safety Act 2020. These are explained further in the **Volunteer Handbook**.

Volunteer Agreement Acknowledgement

I _____ have read and understood the terms of the **Volunteer Handbook** and the **Employee and Volunteer Code of Conduct** and/or the **Code of Conduct for Council Members, Committee Members and Candidates**; and in signing this agreement I agree to abide by the terms and conditions within.

Volunteer Name:			
Signature:		Date:	
Witness:			
Signature:		Date:	
Guardian (if under 18)			
Signature:		Date:	

OFFICE USE ONLY

Name of Supervisor/Employee		Officer's Signature:	
Entered into Volunteer Register as Attachment		Date:	