

The Farm in Galong Limited

Volunteer Agreement Form

EVERY VOLUNTEER MUST SIGN THE VOLUNTEER AGREEMENT BELOW BEFORE COMMENCING

- I understand that the times when I volunteer for The Farm, and the precise scope of my activities, will be mutually agreed between myself and the Chief Executive Officer (CEO) or their delegate of The Farm.
- I understand that variations to my volunteering role will be agreed to by the CEO or their delegate prior to commencing the revised tasks.
- I understand that as a volunteer I will not receive a wage or salary, and that I am responsible for all my costs and expenses incurred in relation to my volunteer activities, such as travelling to and from The Farm.
- I understand that The Farm is a Christian organisation and as a volunteer I agree to uphold its principles and standards.
- I agree to abide by the policies and procedures set by The Farm, and to follow the directions of the CEO or their delegate.
- I agree to meet all the requirements of the legislation governing The Farm (e.g. Working with Children legislation, Work Health and Safety etc.).
- I understand that The Farm needs to collect basic personal information from me to assess my suitability and manage my volunteering activities and this information will be managed legally and in line with The Farm's Privacy Policy.
- I have received information about The Farm and have a reasonable understanding of its vision, mission and activities.
- If I am injured through an accident in the course of my duties as a volunteer, I will immediately report the matter to the CEO or their delegate and fill in an Incident Report.
- I understand that The Farm has Personal Accident Insurance for volunteers and I have signed the attached Insurance Agreement Form.
- I understand that if my services as a volunteer are no longer required, there is no obligation on The Farm to provide me with volunteer tasks or activities.

VOLUNTEER RESPONSIBILITIES

Confidentiality and Privacy of residents

The activities you perform as a volunteer for The Farm may involve access to confidential information about residents. You must not discuss that information with members of the public or other organisations. You should only discuss that information with other volunteers or staff members if it is necessary as part of your volunteering activities and consistent with the Code of Conduct. You must not use information gained in the course of your volunteering to cause harm or detriment to The Farm, any person or body.

Code of Conduct

The Farm has established a Code of Conduct that outlines the standard of behaviour expected of our team. While volunteering with The Farm, you are required to be aware of this Code, sign it, and observe its principles.

Work Health and Safety

Volunteers have a responsibility to take reasonable care for the health and safety of others; and to cooperate with any health, safety or welfare requirements. This includes abiding by all WHS policies and procedures of The Farm.

As a volunteer at The Farm, you must 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 the Chief Operating Officer of a situation that is, or may be, a health or safety concern for themselves or others.

Gifts

Clients are in training to "give back" to the community and as such the Farm asks that you do not offer or give gifts to clients.

AGREEMENT

This agreement is made on:

I _____ have read and understood the terms of the above agreement and in signing this agreement I agree to abide by its terms and conditions.

Volunteer's signature:

Signed on behalf of The Farm by (print and signature):

Date: