



AUSTRALIAN CONSERVATION FOUNDATION

Change today for
a sustainable future

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ACF Volunteer Agreement

This document is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither party (i.e. ACF or you, the volunteer) intend any employment relationship to be created either now or at any time in the future.

You are a volunteer

Your role at ACF is a volunteer position. This means that you perform all duties on a voluntary basis, of your own free will, and you will not receive payment for your work. You are not an employee of ACF and you are not entitled to a salary or any other entitlements associated with employment.

What you can expect when volunteering at ACF

ACF values its volunteers and we will endeavour to provide you with:

- a written position description so that you can understand your role and the tasks you are authorised to perform as a volunteer
- an induction, orientation and any training necessary for the volunteer role
- a safe and healthy environment in which to perform your role
- a supervisor, so that you have the opportunity to ask questions and get feedback
- reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us
- insurance to cover you for the volunteer duties you are authorised to perform

What ACF asks of its volunteers

We ask that you:

- support ACF's aims and objectives
- participate in all relevant induction and training programs
- operate under the direction and supervision of nominated staff and obey reasonable directions and instructions
- understand and comply with the organisation's policies and procedures; including anti-discrimination, health and safety, confidentiality and maintaining our charitable purpose (for further information see Volunteer Manual)





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- notify your supervisor or another member of staff of any hazardous situations that pose a risk to you or others; and report any accidents or incidents relating to staff, volunteers or plant and equipment
- Observe and comply with ACF's strict approach to the protection of the personal information of our supporters, and go to all reasonable lengths to keep ACF data secure at all times.
- behave appropriately and courteously to both the staff and the public with whom you interact in the course of your role
- not act as an ACF spokesperson in any circumstances
- use any property or equipment given to you in your role only for purpose of the job and return it to the organisation when you finish your volunteer role
- let us know if you wish to change the nature of your contribution (e.g. hours role) to ACF at any time
- be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive

Volunteer Expenses

As a volunteer, ACF will provide you with reimbursement for any reasonable out-of-pocket expenses that you incur when performing tasks associated with your role (not including travel costs to and from our office).

We do this to ensure that you are not financially disadvantaged as a result of your volunteer position with us. These payments are not salary or wages. You will need to keep and produce receipts of all expenses. For further information on the expenses we will cover, and when you might need prior approval, please speak to your supervisor.

Insurance

We are committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering roles that have been approved and authorised by us. ACF has the following insurances:

- Group Personal Accident Voluntary Workers Insurance with CGU Insurance Limited.

Intellectual Property

All volunteers at ACF agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of voluntary services at ACF to ACF.

Also volunteers are taken to consent to the use by ACF of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also consent to not to bring any claim for infringement of your moral rights in respect of that use.



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Privacy laws

ACF is subject to the Australian Privacy Principles under the Privacy Act 1988. From time to time, as part of your volunteer role, you might be exposed to the personal or sensitive information of ACF supporters. This includes ACF members, supporters, donors, employees, contractors, job applicants, other volunteers, and other people with whom ACF has contact with in connection with ACF's activities.

All volunteers at ACF agree to at all times comply with the requirements of these laws and with the ACF Privacy Policy, which is available here: <http://www.acfonline.org.au/privacy-statement>.

As signing up as an ACF volunteer and in the course of doing so providing us with your information, you consent to your personal information (including your sensitive information) being collected, used and disclosed as set out in the ACF Privacy Statement and in the Privacy Policy.

Confidential Information

All volunteers at ACF agree to at all times maintain the confidentiality of all Confidential Information (including personal and sensitive information under privacy laws) and will not at any time during or after the period of volunteering disclose it, permit it to be disclose, use it for yourself, use it to the detriment of ACF

"Confidential Information" means any information (in any form, whether written, electronic or otherwise) belonging to ACF which might reasonably be expected by either party to be confidential in nature. This includes but is not limited to its employee information, client lists, donor lists, donor information, business and activities plans, strategies, financial information, intellectual property, financial information, and business and activities information including future plans.

All volunteers agree that at no time will they remove Confidential Information from the premises of ACF or store it offsite or in a way that can be accessed offsite, unless permission is gained from your Supervisor. Upon the ending of the volunteer period, all volunteers agree to return to ACF all records, whether in hard copy or electronic form, containing any Confidential Information which is in the possession or under the control of the volunteer.

Volunteer please sign to acknowledge have sighted and had opportunity to ask questions

Volunteer name _____

Volunteer signature _____

Date _____

