

## Volunteer Agreement

I \_\_\_\_\_ understand that:

Volunteering is a mutual arrangement and as such, any agreement to undertake activities on behalf of the Meals on Wheels Queanbeyan is done only with the consent of the volunteer. Either party may terminate the arrangement at any time by notification to the other party.

The undertaking of volunteer activity does not create any right or expectation of future paid work. If this changes at any time, and there is a possibility that you might undertake paid work for the organisation or be involved in vocational training, we will discuss this and document the arrangement in a formal employment contract, contract for services or other arrangement. Volunteers operate under a moral responsibility to undertake the activities that they commit to but are under no legal obligation to attend or carry them out.

If I am unable to undertake or complete any assigned task or activity, or where I am unsure of how tasks are to be performed, I will seek clarification from the Coordinator.

I am expected to be courteous at all times to staff, clients, the public and other volunteers according to Meals on Wheels Queanbeyan's code of conduct.

Under the Work Health & Safety Act 2011 I must follow reasonable direction given Meals on Wheels Queanbeyan, its agent or representative in regard to safety practices and procedures. Under the Act I am also expected to take reasonable responsibility for my own health and safety as well as the health and safety of others. I will notify the Coordinator of any health and safety issues or potentially hazardous situations that may pose a risk to myself or others and report any accidents or incidents relating to staff, volunteers, or the workplace.

While undertaking tasks under the direction of Meals on Wheels Queanbeyan, its agent or representative, I will be indemnified by the Meals on Wheels Queanbeyan Liability Insurance for any injury or damage caused by my actions, other than where I wilfully or deliberately cause that injury or damage.

Should I suffer any injury I must notify the Coordinator immediately. Should I become aware of an injury to another party or damage to property I must notify the Coordinator immediately.

If I use my vehicle for my volunteering role, I will ensure that it is clean, roadworthy, registered and has comprehensive insurance as required by the Liability Insurance provided by Meals on Wheels Queanbeyan. I will inform the Coordinator if at any time I am unable to drive due to loss of license, registration or roadworthiness of my vehicle.

Any property or equipment that is provided for use during my placement is only to be used to undertake tasks assigned to me and remains the property of Meals on Wheels Queanbeyan at all times e.g. mobility parking stickers, name tags, eskies.

I \_\_\_\_\_ agree to follow the code of conduct determined by Meals on Wheels Queanbeyan Inc.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Date]