

# Volunteer Agreement

for individual and community group volunteers

(to be completed by volunteer and NPWS project supervisor)



This agreement is made between the NSW National Parks and Wildlife Service (NPWS) and

(Volunteer) \_\_\_\_\_

Of (address) \_\_\_\_\_

This agreement commences on (date) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ and remains valid until (date) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

This agreement may be cancelled at any time by either party, effective from the date of receipt of a letter from the cancelling party. This agreement may be renewed for a further period if both parties agree.

In signing this agreement, the volunteer agrees to undertake the work described in the attached Statement of Volunteer Duties.

## The NPWS volunteer agrees to:

- follow NPWS health and safety requirements and risk management procedures
- register attendance at each volunteering session
- participate in orientation and training programs as required
- follow guidance from the NPWS supervisor and seek advice if any directions are unclear
- undertake tasks in a responsible, dependable, conscientious and courteous manner
- comply with all conservation requirements, legislation and regulations as outlined
- read and complete a Prohibited Employment Declaration (Appendix H), if working with volunteers under 18 years of age
- not disclose any confidential or sensitive information to any person
- support a non-discriminatory and harassment-free work environment
- the use and publication by NPWS of images of the volunteer taken during NPWS volunteer activities.
- produce appropriate technical and competency certificates or licences where necessary.

## The NPWS agrees to:

- establish a clear plan which details volunteer activities and tasks
- provide appropriate supervision, orientation and training
- provide technical advice, guidance and assistance to volunteer
- provide risk management procedures and necessary safety equipment for volunteer tasks
- cover volunteers for insurance in case of injury
- provide information on new NPWS policy decisions relevant to volunteers
- provide an avenue for volunteers to raise questions, concerns and/or complaints
- encourage and recognise volunteer efforts and achievements
- provide feedback on volunteering efforts and achievements.
- other conditions as described here: \_\_\_\_\_

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## Appendix G1

<b>Licences / certificates held by volunteer</b>				
Record details (as applicable) of licences, certificates / registrations and certificates of competency below:				
Licence / certificate	Type of authority	Licence / certificate no.	Expiry date	Date checked

**Note:** The Volunteer Supervisor must sight the original documents, make a copy, certify that the copy is a true copy of the original and keep it on the volunteer project's file.

I, *(insert name)* \_\_\_\_\_ undertake to abide by this agreement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ / /

Parent / guardian, for  
volunteers under 18 yrs \_\_\_\_\_ Date: \_\_\_\_\_ / /

I, *(insert name)* \_\_\_\_\_ sign for and on behalf of the Deputy  
Director-General of the National Parks and Wildlife Service (PWG, DECC).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ / /

<b>Office use only</b>	
* <b>Volunteer identification card</b>	~ Card number: _____
	~ Date issued: _____ / /
	~ Expiry date: _____ / /
* <b>Statement of Volunteer Duties attached</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
* <b>Copy of Volunteer Agreement given to volunteer</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
* <b>Park Entry Pass issued</b> (for term of project)	<input type="checkbox"/> Yes <input type="checkbox"/> No
* <b>Driver's licence sighted</b> ( <i>Emergency Ops only</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
* <b>Prohibited Employment Declaration attached</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
* <b>All Parks Pass issued</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	~ Date of issue: _____ / /

