



## Volunteer Agreement

I, \_\_\_\_\_ (please print your name) declare that I have received and read through the Willoughby City Council handbook on ...../...../..... (Date) and I:

- Verify that I have received the Volunteer Handbook.
- Understand my obligations and processes set out within the Volunteer Handbook.
- Agree to Willoughby City Council conducting required background checks.
- Give permission for Willoughby City Council to maintain on file, my personal information, relevant to my voluntary duties, which may be accessed by relevant staff members of Willoughby City Council in the case of an emergency. I understand that this information will not be given to any other person unless I give specific permission.
- Am aware of my rights and responsibilities as a volunteer with Willoughby City Council and abide by them.
- Agree to represent Council in a positive way.
- Will not take illegal drugs or consume alcohol whilst engaged in volunteer activities or be under the influence of the same whilst engaged in volunteer activities.
- Agree to work in a manner that is safe to myself, other volunteers, paid staff and members of the public.
- Agree to maintain the confidentiality of all privileged information to which I am exposed to whilst working as a volunteer including the personal details of clients/staff and other volunteers and their families.
- I have read and understand the grievance procedures as set out by Willoughby City Council.
- Agree to treat clients, staff and volunteers with respect, courtesy and consideration.
- Agree to participate in induction, orientation and ongoing training arranged by Willoughby City Council as required.
- Agree to accept guidance and direction from my volunteer supervisor/s.
- Agree to work as part of a team.
- Agree to sign the attendance register at each volunteering session.
- Agree to inform my Supervisor if I am unable to attend a rostered session.
- Agree to inform my Supervisor if I am unable to continue as a Volunteer.
- Agree to a three month trial period with an evaluation of the suitability of the role for me at the end of this period.
- I understand and agree Volunteer Service may be terminated by the Volunteer or Council at any time without a notice period. I have read and understand the Performance section of the Volunteer Handbook.
- I understand that photographs may be taken by and of people participating in volunteer activities with Willoughby City Council.

I give permission for my photograph to be used for publicity purposes.  Yes  No

Signature: .....

Date: ...../...../.....

**Please return to your Volunteer Supervisor.**