



## Volunteer Agreement

Thank you for agreeing to be a volunteer for Kempsey Shire Council. Volunteers have an important role within Council. This Volunteer Agreement has been developed to ensure that volunteers fully understand their role, rights and responsibilities and to ensure that our clients have the best possible service.

This agreement is made between: **Kempsey Shire Council** and

\_\_\_\_\_ (Name of Volunteer)

### Induction

Council has established a **Volunteer Handbook** and a **Volunteer and Community Representative Code of Conduct** that outlines the standard of behaviour expected of a Council Volunteer. While volunteering with Council, you are required to be aware of this Code and to observe its principles.

All Volunteers of Council must participate in the Induction process prior to the signing of this Agreement. The Volunteer Handbook and Code of Conduct are provided and reviewed during the induction process (by Council employee or Committee Representative).

By signing this Agreement the Volunteer agrees that they have received and fully understand the duties and responsibilities outlined in these documents.

### Duties

Where applicable you will be given a Role Statement outlining the duties of the role for which you are volunteering. We request that you read this document and if you have any questions please see the relevant Supervisor or Committee Representative.

### Hours of Work

As discussed and agreed to, the normal hours and day/s of work will be as follows:

Day/s of week	Time/s

If you are unable to work the above hours, please inform your Supervisor or Committee Representative as soon as possible. Volunteers are not required to work on Public Holidays.

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### Voluntary Agreement Acknowledgement

I \_\_\_\_\_ have read and understood the terms of the Volunteer Handbook and the Volunteer and Community Representative Code of Conduct, and in signing this agreement I agree to abide by the terms and conditions within.

Signed \_\_\_\_\_  
Volunteer Date

Signed \_\_\_\_\_  
Witness Date