



Please take the time to carefully read this document before signing and returning it to the relevant RSPCA Victoria representative.

As an event volunteer with the RSPCA Victoria, you are joining a highly valued and respected team of people. As a part of your commitment, there are certain rights and responsibilities you need to be aware of and abide by. If you have any queries about the agreement, please contact the Volunteer Engagement team at volunteer@rspcavic.org.au. A copy of this agreement will be provided for your records upon your request.

Please note:

- Volunteers at RSPCA Victoria must be aged over 15 years of age and have guardian consent.

EVENT NAME AND DATE

YOUR DETAILS

Full Name

Contact phone number

Address

Date of Birth

EMERGENCY CONTACT ON DAY

Name

Name

Number

Number

YOUR VOLUNTEER RIGHTS

As a volunteer, you have the right to:

- Be provided with sufficient orientation, training, and support for your event role.
- Have an agreed role profile and rostered shift (as applicable) for your event role.
- Have access to relevant RSPCA Victoria's Policies and Procedures via the RSPCA Victoria Volunteer Manual.
- Have access to feedback and grievance procedures.
- Have your personal information dealt with in a confidential manner in accordance with the Privacy Act 1988 (Cth) and the Privacy and Data Protection Act 2014 (Vic).
- Be able to cancel your agreement to volunteer at any time.
- Be recognised and appreciated for your contribution.
- Work in a healthy and safe environment in accordance with the Occupational Health and Safety Act (2004).
- Work in of equal opportunity environment which is free from discrimination, bullying and harassment and in accordance with the Equal Opportunity Act (2010).
- As a volunteer, be covered by personal accident and public liability insurance whilst volunteering for RSPCA Victoria.

As a volunteer, I agree to the following responsibilities and conditions:

- I agree to work within the guidelines contained in my role profile and will respect the supervision of RSPCA event staff or supervising event volunteers.
- I will read and comply with the RSPCA Victoria Policies and Procedures, as outlined in the Volunteer Manual.
- I acknowledge that the tasks I undertake for RSPCA Victoria are done in a voluntary capacity and that no employment relationship exists between myself and RSPCA Victoria, therefore I acknowledge and accept that I will receive no remuneration for my volunteer service.
- I understand that RSPCA Victoria may use my personal information to verify my identity, to provide services to me, to assist me with my enquiries, to determine suitable voluntary work and roster details, to perform research and analysis, to market its services to me and to fulfil any legal obligations.
- I have not been charged with any criminal offence / animal cruelty in or outside of Australia. I agree to notify my supervisor should I be charged of any criminal offence / animal cruelty whilst I am a volunteer of RSPCA Victoria.
- I have advised the RSPCA Victoria Volunteer Engagement team or my supervisor of health considerations (e.g. allergies, any medical/physical conditions or considerations) that may affect my ability to safely perform my event volunteer role and I confirm that I have sought medical advice prior to commencement of my role.
- I acknowledge that I am not covered by WorkCover insurance as I am not an employee.
- I understand that, in the event that I am an employee of RSPCA Victoria, as well as a volunteer, these terms apply in relation to my volunteering arrangement and the terms of my employment contract apply to my work as an employee of RSPCA Victoria.

I have read and agree to the right, responsibilities and conditions as written in this document, and have had the opportunity to ask questions relevant to my role. I declare that all information I have provided is true and correct.

Volunteers Full Name (please print)

Volunteer Signature

Date

Name of parent / guardian Signature (please print)
(if volunteer is below 18 years of age)

Date

Volunteer of parent / guardian Signature
(if volunteer is below 18 years of age)

Date

Signature of RSPCA Victoria Representative

Date