



Wide Bay Volunteers

VOLUNTEER REFERRAL AGREEMENT

PLEASE NOTE: PLEASE READ THIS AGREEMENT CAREFULLY BEFORE SIGNING.

THIS AGREEMENT is made on the _____ day of _____ in the year _____

BETWEEN: Wide Bay Volunteer Resource Association Inc (WBV) of
78 Woongarra Street, Bundaberg Qld 4670

AND: Organisation Seeking Membership ('ORGANISATION')
(Insert Details)

Organisation Name:

Address: **Postcode:**

CONDITIONS OF AGREEMENT:

1. Status Of Organisation:

The organisation agrees –

- (1) it is a community organisation; and
- (2) if requested, it will give to WBV reasonable proof that it is a community organisation.

2. Effecting and maintaining insurance policies:

The organisation has effected and agrees to maintain **Public Liability** and **Personal Accident** insurance for volunteer workers; and agrees, on request, to give to WBV a copy of such Public Liability Insurance Policy and Volunteer Personal Accident Insurance Policy and relevant certificates of currency.

3. No Partnership or Agency

1. The organisation agrees not to represent itself and to use its best endeavours to ensure that its officers, employees, agents and sub-contractors do not represent themselves, as being an officer, employee, partner or agent of WBV or is otherwise able to bind or represent WBV;
2. The organisation is not, by virtue of this agreement, or by using the referral service, an officer, employee, partner or agent of WBV, nor does the prospective member have any power or authority to bind or represent WBV;
3. The organisation agrees that nothing in this agreement shall create a partnership, agency or joint venture between WBV and the prospective member, and neither party shall enter into or have authority to enter into any engagement or make any representation or warranty on behalf of or pledge the credit of or otherwise bind or oblige the other party.

4. Independence Of Organisation (Not An Agent Of WBV)

1. The organisation agrees that it is an Independent Organisation responsible for its own actions, and not an agent of WBV.
2. The organisation agrees that WBV is not responsible for the operations or conduct of volunteers or organisations using this referral service.

5. What WBV is, and is not, responsible for in relation to prospective volunteers

1. WBV agrees that it is responsible for –
 - a) giving, or explaining, the information shown on the member's Organisation Profile to a prospective volunteer;
 - b) giving a copy of, or providing, the information shown on the member's Volunteer Job Description Form to a prospective volunteer.

Please turn over...



Wide Bay Volunteers

2. The organisation agrees that WBV is not responsible for –
 - a) checking or validating any information given to WBV about a prospective volunteer's attributes and skills, and checking or validating whether a volunteer is a fit and proper person to be engaged in volunteer work;
 - b) deciding if a prospective volunteer has the appropriate attributes and skills or is a fit and proper person to be engaged in work at the member's workplace;
 - c) supervising the work, conduct, health, safety and welfare of a volunteer working at the member's workplace.

6. What the organisation is responsible for in relation to prospective volunteers

The organisation agrees that it is responsible for –

1. deciding if a prospective volunteer has the appropriate attributes and skills and is a fit and proper person to be engaged in work at the member's workplace;
2. entering into an agreement with a volunteer in respect of a volunteer position;
3. supervising the work, conduct, health, safety and welfare of a volunteer working at the member's workplace.

7. Circulating details about organisation and volunteer jobs on websites and through media outlets

The organisation agrees that WBV may list contact details of the organisation and available volunteer jobs on WBV website, Volunteering Australia's National website GoVolunteer and VolunteerSearch.

8. Complying with code of practice

The organisation agrees to comply with the Code of Practice for Voluntary Organisations. (refer to the 'Code of Practice for Organisations' section of the Volunteer Referral Handbook)

9. Definitions (as defined by the Queensland Civil Liability Act 2003)

In this agreement – '**community organisation**' means any of the following that organises the doing of community work by volunteers –

- a) an incorporated association;
- b) a branch or sub branch of a state/ national organisation;
- c) a church or other religious group;
- d) a registered political party as defined under the *Electoral Act 1992* or the *Commonwealth Electoral Act 1918* ;
- e) a Government Agency ('Crown' within the meaning of the *Crown Proceedings Act 1980*);
- f) a local government;
- g) any public authority constituted under an Act.

'**community work**' means work that is not for private financial gain and that is done for a charitable, benevolent, philanthropic, sporting, recreational, educational or cultural purpose.

'**volunteer**' means a person who does community work on a voluntary basis.

'**work**' includes any activity.

You must sign here

10. Signatures

Signed for and on behalf of:

Name: Position:

Signature: Date:

Signed for and on behalf of: **Wide Bay Volunteer Resource Association Inc**

Coordinator: Date: