

NPWS VOLUNTEER AGREEMENT



NSW National Parks and Wildlife Service

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

(NPWS volunteer) _____

of (address) _____

This agreement commences on (date) _____ and remains valid until the _____ (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.

The NPWS volunteer agrees to:

- 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 conservation legislation and regulations as outlined.
- Not disclose any confidential or sensitive information to any person.
- Undertake voluntary service recognising health and safety requirements and following risk management procedures.
- Support a non-discriminatory and harassment-free work environment.

The NPWS agrees to:

- Provide appropriate orientation and training
- Provide technical advice, guidance and assistance to volunteer efforts.
- Provide necessary safety equipment for volunteer tasks
- Assist with grant applications and facilitate appropriate expenditure of grant funds
- Provide guidance and advice in supervising programs, projects and emergency operations
- Establish a clear plan which outlines volunteer activities and tasks.
- Cover volunteers for insurance in case of injury.
- Provide information on new NPWS policy decisions relevant to volunteers.
- Provide an avenue where volunteers can raise questions, concerns and/or complaints.
- Encourage and recognise volunteer efforts and achievements.
- Provide feedback on volunteering efforts and achievements.

6. DECLARATION

I, (insert name) _____, the NPWS volunteer, undertake to abide by this agreement.

Signed: _____ Date: _____

I, (insert name) _____, sign for and on behalf of the Director-General of the National Parks and Wildlife Service.

Signed: _____ Date: _____

NPWS VOLUNTEER CARD NUMBER: _____ EXPIRY DATE: _____

Please return to the project coordinator or to Lenore Lindsay, Senior Ranger, Community Programs
Blue Mountains Region, NSW National Parks & Wildlife Service, PO Box 552, Katoomba. 2780, fax:
(02) 4782 6199, lenore.lindsay@environment.nsw.gov.au