



VOLUNTEER DEED

1. You are a volunteer

The position at La Trobe Student Union is a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work. LTSU confirms that no fee will be paid for the provision of services by the Volunteer and that no employer/employee relationship exists between the parties.

La Trobe Student Union ABN 15079588570 has agreed to accept the Volunteer's offer to provide the Services upon the terms and conditions in this agreement.

Volunteer Details	Name: E:mail Phone:
LTSU Contact details	Name: (project leader) Phone: E:mail
Services	
Terms and Conditions	See attached Terms and Conditions

2. What you can expect when volunteering at LTSU.

LTSU values its volunteers and we will endeavour to provide you with a written position description so you understand your role and the tasks you are authorised to perform. A full induction, orientation and any training necessary for the volunteer role will be provided.

- A safe environment in which to perform your role
- Respect for your privacy, including keeping your private information confidential
- A supervisor, so that you have the opportunity to ask questions and get feedback
- Reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us, and
- Insurance to cover you for the volunteer duties you are authorised to perform.



3. What LTSU asks of our Volunteers

- Support LTSU’s aims and objectives
- Participate in all relevant induction and training programs as required
- Only undertake duties you are authorised to perform and always operate under the direction and supervision of nominated staff.
- Understand and comply with the organisation’s policies and procedures (see terms & conditions)
- Notify your supervisor or another member of staff of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers, or the workplace
- Behave appropriately and courteously to all staff, clients and the public in the course of your role
- Use any property or equipment given to you in your role safely and only for purpose of the role and return it to the organisation when you finish your volunteer role
- Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.
- Contact your contact person at the LTSU if you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to help you undertake your role.
- To take reasonable care for your own health and safety and others.

Signed for and on behalf of the LTSU	Signed for and on behalf of the Volunteer
Date:	Date: