

Volunteer Registration: Consent Form and Terms & Conditions



By registering with Volunteering Victoria as a HelpOUT Volunteer commencing on and from the date of submission, I agree that the following terms and conditions apply:

1. Registration as a HelpOUT Volunteer is an acknowledgement of my interest in volunteering as a HelpOUT Volunteer. By registering my interest, I agree to being contacted by Volunteering Victoria and being offered the opportunity to undertake suitable volunteer activities as they become available at authorities, councils and other organisations who request volunteer assistance during times of natural disaster and other emergency events (Organisations). I acknowledge that such opportunities will only arise in the event that an Organisation requests the services of a HelpOUT Volunteer.
2. I acknowledge that the role of HelpOUT Volunteer is an unpaid volunteer position and I freely undertake any associated activities at my discretion and based on my own personal choice. I acknowledge that any time and skill I provide to fulfill any activities undertaken as a HelpOUT Volunteer is on a gratuitous basis and without remuneration, superannuation or any other payment for undertaking the volunteer duties.
3. I agree and acknowledge that:
 - 3.1 any HelpOUT Volunteer position or activities that I undertake will be by agreement between me and the Organisation and not between me and Volunteering Victoria and I understand that I will be required to perform the duties and activities as specified and directed by the Organisation from time to time;
 - 3.2 Organisations that use Volunteering Victoria to source HelpOUT Volunteers are independent entities responsible for their own actions and are not in any agency, partnership, joint venture or any other representative relationship with Volunteering Victoria. Volunteering Victoria is not responsible for the operations or conduct of any Organisations or for HelpOUT Volunteers referred to such Organisations;
 - 3.3 Volunteering Victoria only acts as a referral service for HelpOUT Volunteers and cannot guarantee that any HelpOUT volunteer opportunity will become available. My referral to an Organisation is dependent on my skills, availability and location and volunteer opportunities are solely dependent on the needs and requirements of an Organisation; and
 - 3.4 any information provided to me by Volunteering Victoria in respect of a HelpOUT volunteer position and any HelpOUT volunteer activities is limited to the information provided to Volunteering Victoria by the Organisation requesting the services of HelpOUT Volunteers. Volunteering Victoria is not responsible for checking or testing the accuracy of the information provided to it by the Organisations. I am responsible for clarifying the details or requirements of a volunteer role or activity to which I am deployed, with the Organisation upon arrival at the activity.
4. The HelpOUT register (Register) will be used by Volunteering Victoria to contact eligible HelpOUT Volunteers on receiving a request from an Organisation in the event of a disaster, emergency or other circumstances requiring the assistance of a volunteer. My Personal Information (as that term is defined in the Privacy Act 1988 [Cth] and the Privacy and Data Protection Act 2014) will be handled in accordance with the Volunteering Victoria Privacy Policy: <http://volunteeringvictoria.org.au/about-us/privacy-policy/>. I agree and consent to:
 - 4.1 my Personal Information being included on the Register and being contacted by Volunteering Victoria in the event that an Organisation requires the assistance of a HelpOUT Volunteer;
 - 4.2 Volunteering Victoria providing my Personal Information to any Organisation for the purpose of a referral and/or appointment to a HelpOUT Volunteer position with the Organisation; and
 - 4.3 use of my Personal Information and any data collected about me by Volunteering Victoria for research, statistical analysis and reporting by Volunteering Victoria.

Except as required by law, while performing my role as HelpOUT Volunteer and following termination or completion of my role as a HelpOUT Volunteer, I will not disclose or misuse any confidential information of the Organisation to which I am deployed, including information about the Organisation's business

operations or affairs, their personnel or other information that is confidential, without the prior written consent of the Organisation. In handling and using confidential information of the Organisation, I agree to:

- 4.4 take whatever measures are reasonably necessary to prevent the disclosure or misuse of the confidential information; and
- 4.5 use and reproduce confidential information only as directed and only for the purpose of performing my duties and activities as a HelpOUT Volunteer.
5. Volunteering Victoria requires Organisations to provide evidence of Public Liability and Personal Accident insurance at the time of registration. However, Volunteering Victoria does not check with each Organisation that such insurances are maintained or renewed upon expiration. Therefore, I acknowledge and agree that Volunteering Victoria is not responsible for ensuring the Organisation has insurance to cover me for any loss or damage whatsoever which I, or a third party, may suffer out of or in connection with my role as a HelpOUT Volunteer or the activities I undertake as a HelpOUT Volunteer. I understand that any applicable insurance will be provided by the Organisation and not by Volunteering Victoria and that the acceptance of any claim made by me in connection with my role of a HelpOUT Volunteer is at the discretion of the Organisation's insurer. I accept full responsibility for making my own independent enquiries in respect of the currency and adequacy of the Organisation's insurance before commencing any HelpOUT volunteer position or work with that Organisation.
6. I agree and acknowledge that activities of a HelpOUT Volunteer may involve a risk of personal injury and public liability. I agree to accept and mitigate such risk, including by complying with all policies, practices, procedures and directions of the Organisation relevant to the role of a HelpOUT Volunteer. I will carry out the role and associated activities of a HelpOUT Volunteer at my own risk and will be responsible for my own safety (and the safety of my property) while carrying out HelpOUT volunteer duties and responsibilities. In consideration of Volunteering Victoria and the Organisation allowing me to undertake the role of SEV, I agree that Volunteering Victoria and its staff, contractors, agents and representatives (excluding any Organisations to which I am referred by Volunteering Victoria) will not be liable for my or any third party's personal injury, death or damage to property resulting from my participation in HelpOUT volunteer roles and activities. I release Volunteering Victoria and its staff, contractors, agents and representatives from all liabilities and claims directly or indirectly incurred or suffered by me or any third party arising from or in connection with my role as a HelpOUT Volunteer.
7. I agree that if I have any pre-existing injuries that could be exacerbated by HelpOUT volunteer duties, I take responsibility for ensuring that I register for only those SEV duties for which I believe I am fit and capable, and which I believe are unlikely to exacerbate any pre-existing injury. Furthermore, I will advise the Organisation of any health conditions that may impact on my ability to safely perform the functions of a HelpOUT Volunteer or that may lead to injury to myself or others in the normal course of my role as a HelpOUT Volunteer.
8. On termination or completion of my role as a HelpOUT volunteer, or at the direction of the Organisation, I will promptly return to the Organisation any of the Organisation's property which is in my possession or under my control.

Declaration and acceptance

By submitting this HelpOUT Volunteer Registration Form, I acknowledge that:

- I have read, understood and agree to the above terms and conditions for my registration as a HelpOUT Volunteer; and
- Any information or representations provided to Volunteering Victoria in my registration or otherwise in connection with my role as a HelpOUT Volunteer are true and correct.

If you have any questions about these Terms and Conditions, please contact us on (03) 8327 8560 to discuss before submitting your registration form.