



The Maryborough and District Committee on the Ageing Inc.

VOLUNTEER AGREEMENT

The Maryborough & District Committee On The Ageing Inc. (MaDCOTA) is an incorporated body.

- The **Well Aged Program** is funded by the Department of Communities – MaDCOTA Inc., supervises this program;
- The **ORACLE** is a program funded by Disability Services, supervised by MaDCOTA Inc.;
- **Our Place** is sponsored by MaDCOTA Inc. in conjunction with Fraser Coast Regional Council and operates within Maryborough City Hall;
- **The Maryborough and District Committee on the Ageing Inc. Centre** – Volunteer

Volunteers are a *vital component* of the delivery of the organisations services. Privacy relates to all information and practice that is personal or sensitive in nature. The act of ensuring and maintaining privacy and valued status in these matters will protect the rights and dignity of all individuals.

All volunteers attend induction prior to commencement of duties and are trained to provide the service for which they volunteered.

Volunteers have the right:-

- A. To know about disability and the effects these disabilities have on an individual's life;
- B. To know to whom they are accountable and the defined channels of communication;
- C. Are entitled to protection through insurance, personal accident or public liability;
- D. To be briefed on the organisation and updated with new developments;
- E. To receive job satisfaction – positions which are worthwhile and/or challenging.
- F. To receive position guidelines, assistance and development with on the job training.
- G. To receive support and respect from co-workers and share responsibilities with them.
- H. To feel free to make suggestions. Constructive feedback is appreciated.
- I. To know what tasks are expected and be able to say "NO" to unacceptable tasks through the correct channels of communication.
- J. To participate in decision making and planning, when management decisions are being made which affect them directly.
- K. To be entitled to the opportunity to work in a different area.
- L. To feel welcome at all times.
- M. To provide services to consumers in ways that are supportive and encouraging, and will foster interpersonal skills and the care, trust and empathy inherent in positive human relationships.
- N. Observe the privacy, dignity, confidentiality and rights of employees/volunteers, consumers, their families and advocates.
- O. If applicable, to be advised why they are not seen as suitable for a task.

All volunteer inductions are to be completed prior to commencement of duties by:-

- A. The executive committee team is responsible for all Management Committee Members.
- B. The Project Coordinator is responsible for Oracle, Our Place and internet volunteers.
- C. Additional training is available on need be basis.



The Maryborough and District Committee on the Ageing Inc.

VOLUNTEER DETAILS

VOLUNTEER INFORMATION

Surname		Given Name	
Street Address		Mailing Address <input type="checkbox"/> "Same as Street Address"	
Suburb State Postcode			
Email Address:			I consent to receiving emails <input type="checkbox"/>
Home Phone:		Mobile Phone:	
Work Phone:		Other:	

EMERGENCY CONTACT INFORMATION

Primary Contact

Surname		Given Name	
Relationship to Volunteer			
Residential Address			
Work Address			
Email Address			I consent to receiving emails <input type="checkbox"/>
Home Phone:		Mobile Phone:	
Work Phone:		Other:	

Secondary Contact

Surname		Given Name	
Relationship to Volunteer			
Residential Address			
Work Address			
Email Address			I consent to receiving emails <input type="checkbox"/>
Home Phone:		Mobile Phone:	
Work Phone:		Other:	

VOLUNTEER DECLARATION

I, _____ (print) understand and agree to comply with all policies and procedures as provided by the Maryborough & District Committee On The Ageing Inc. (MaDCOTA). I understand and agree that, when undertaking volunteer duties, I am representing MaDCOTA and shall do so in a professional manner. I understand and agree to abide by MaDCOTA's Code Of Conduct at all times while delivering Volunteers services. I understand and agree that I am responsible for ensuring my personal health and safety, and that of the public, during my volunteer duties, and agree to report perceived and/or identified risks to the MaDCOTA Project Coordinator and/or Executive Committee.

Signature		Date:	
Witness Name		Witness Position	
Witness Signature		Date:	

PRIVACY DISCLAIMER

The Maryborough and District Committee on the Ageing Inc. has systems and procedures in place to protect the privacy of our volunteers in relation to the handling of all personal information. However, by entering into this agreement you are giving us permission to release your contact phone number to Executive Committee Members and Registered Volunteers only for the purpose of finding relief for a rostered duty, in particular for Our Place and Oracle Reading, and for purposes ensuring regular business activities remain uninterrupted.

Form Distribution

Original: To File _____ (initial)

Copy: To Volunteer _____ (initial)

Volunteers Register Updated: By: _____ Date: _____



The Maryborough and District Committee on the Ageing Inc.

VOLUNTEER AGREEMENT

Confidentiality Agreement

I, _____, understand that:

- This agreement applies to all employees, volunteers, members of the Committee of Management, and contractors.
- In the course of work undertaken for The Maryborough and District Committee On The Ageing Inc. and as detailed below, I will have access to certain protected information.
- I will be required at all times to maintain confidentiality of such information.
- I will not disclose to any unauthorised person any information confidential to The Maryborough and District Committee On The Ageing Inc., its employees, contractors, clients of these services, or any Government Department.
- I understand that "protected information" means confidential information and personal information.
- Confidential information includes knowledge, material or information that is by its nature confidential, is deemed to be confidential by the person providing it or is known to be, or ought to be known to be confidential.
- Personal Information includes information as defined in the Privacy Act 1988 and Privacy Amendment (Enhancing Privacy Protection) Act 2012.
- Information (both confidential and personal) may be held in, but not restricted to, computer records, databases, letters, faxes, electronic mail, documents, reports, memos, records, spread sheets, publications and any other format for the storage of information.
- I will not give any unauthorised or unintentional access, copy, forward, destroy, deface, alter, impede, hide or in any other way impede the appropriate and authorised use or damage such information to which I have access or possession.
- I will not disclose protected information to any subcontractor, employee, agent or other person or entity unless on a need to know basis for the purpose of delivery of contracted services.
- I understand that breaches of this agreement may constitute offences under various acts including the Crimes Act 1914, and the Social Security Act 1991 which attract substantial penalties including imprisonment.
- My duty not to disclose protected information will be operative during the time of my contracted work to The Maryborough and District Committee On The Ageing Inc. and will continue beyond the cessation of the contracted period.
- I acknowledge the failure to comply with this confidentiality agreement may lead to termination of my contract or position.

Agreement:

I _____ have read and understood the material contained within the confidentiality agreement, and I have had the opportunity to ask questions about any of the material set out in that policy.

I understand the ramifications of failure to adhere to the policy.

Signature: _____ Date: _____