

INSERT

Dear INSERT

Congratulations on being selected by INSERT to work together on the community and human development project detailed in the attached schedule (Project).

As you are aware, ICV's main role is to facilitate the volunteer relationship between yourself and the community applicant. This letter provides details of the respective rights and obligations of you and ICV concerning the Project.

By signing this letter we enter into a binding agreement. Accordingly please read this letter carefully and contact us with any queries. Once you are happy with it, please sign and date it ensuring that your signature is witnessed. Please return a copy to us and keep one for yourself.

1. Provision of Volunteer Services by you

You agree to:

- (a) Adhere to ICV's values and code-of-conduct which are posted on ICV's website www.icv.com.au;
- (b) Complete the ICV volunteer screening process including the two-day face-to-face ICV workshop (ICVw) prior to commencing the Project;
- (c) Negotiate with the applicant appropriate commencement and completion dates for the Project and notify us of any changes;
- (d) Work collaboratively with the community to gain the best possible community & human development outcomes;
- (e) Keep us advised of any relevant issues arising during the Project and immediately notify us of any event that may give rise to any dispute or claim against us;
- (f) Provide only the services that are requested by the community and reasonable to obtain successful Project outcomes; and
- (g) Not do anything related to the Project before, during or after it with a view to obtaining financial gain or benefit for you, any relative of yours or any entity in which you have any interest or hold any position.

2. Reporting to Us

Please notify us when you arrive in the community at the beginning of the Project and again when you leave. We will require brief reports (verbal or written) from you during and upon completion of the Project about its impacts.

3. Personal Security & Indemnity

We have made enquiries in relation to the living and working conditions and materials that will be used as part of the Project. You acknowledge we have conveyed this information to you. But we cannot and do not guarantee your safety while undertaking the Project. You should ensure you are satisfied at all times with your personal safety and security while engaged on the Project and you should not place yourself in a situation of unacceptable personal risk. If you have any concerns in this regard you must contact us immediately.

Should you wish to have any person/s (including but not limited to children) accompany you on the Project, you must obtain the prior consent of the applicant. You agree to indemnify us and keep us indemnified at all times against any loss, cost, expense or damage suffered by us as a result of any claim being made against us by you or any person accompanying you to the community.

Should you or any person accompanying you to the Project wish to take any personal property to the community (including but not limited to motor vehicles) you must ensure that you have all insurances in respect of that personal property that a prudent person visiting the community would have. You agree to indemnify us and keep us indemnified at all times against any loss, cost, expense or damage suffered by us as a result of any claim being made against us by you or any person accompanying you to the community in relation to loss or damage to personal property.

4. Limits of Liability

You acknowledge that you undertake the Project at your own risk, and having made your own assessment of the Project and the community and taken all reasonable steps to ensure your own safety and the security of your personal property at all times. Further, you agree you will not bring any claim or action against us in respect of any matter arising out of or ancillary to your performance of the Project (including but not limited to any loss, cost, expense or damage suffered by you).

Without in any way limiting the scope of the previous paragraph, we may maintain a personal accident insurance policy from time to time. Such policy may provide limited benefits to you in the event you suffer personal injury as a result of an accident while undertaking the project. Confirmation of the policy and a summary of the benefits provided may be obtained from us on request.

5. Reimbursement of Costs

We will pay some basic allowances and the travel costs set out in the attached summary.

- (a) **Basic Living Allowance (where applicable)**
The Basic Living Allowance is paid to contribute to some of the costs you might incur while undertaking the project and will normally be paid monthly by direct transfer to a bank account nominated by you.
- (b) **Long-term Project Supplement (where applicable)**
The Long-term Project Supplement, where provided, will generally be paid prior to commencing travel to the community to help you meet some of the costs associated with long-term projects.

- (c) **Travel Costs**
- i. All travel will be arranged by us unless negotiated otherwise;
 - ii. All travel will be prepaid and include return economy class (or equivalent) fares;
 - iii. We will determine the method of travel having regard to appropriate and cost effective means of transporting you to the project;
 - iv. You may be provided with Cabcharge (or similar) e-tickets to effect short travel between your home and other public transport. Where e-tickets are provided you must return the receipt to us within two weeks of travelling; and
 - v. We may at our discretion pay or reimburse (as the case may be) costs of private transport incurred by you in respect of return travel between your residence and the community. Reimbursement for travel by private car will be for expenses only and will not exceed the cost of economy travel if travelling by public transport.
- (d) **Accommodation**
- Other than for stopovers during your travel to the community, accommodation will normally be provided by the community. The style and type of accommodation will depend upon the location and circumstances of the community. The accommodation will provide basic privacy and security. You should contact us immediately if you consider the accommodation provided is inadequate in any way.

6. Commencement and Termination

This agreement commences on the day it is signed or the day you arrive in the community (whichever occurs first).

Except as provided further in this paragraph, this agreement ends when the Project is completed and you leave the community, which may occur either:

- (a) on the date agreed with the community; or
- (b) on an earlier date requested by the community or us in our absolute discretion.

Irrespective of the termination of this agreement the provisions of clauses 2, 3, 4, 7 and 8 survive and remain in full force and effect.

7. Intellectual Property Rights

The title to all intellectual property rights in anything related to the Project created by you in the course of undertaking the Project vests upon its creation in the community, or where this is not possible, in us. You must not, on completion of the Project, remove from the community in any form any information or items used in or created as part of the Project (other than your own materials and items).

8. Sharing information with others

Each of us can disclose or share with others information about the Project unless:

- (a) Any law or regulation prohibits such disclosure or sharing; or
- (b) The disclosure concerns personal information; or
- (c) The disclosure is of confidential information concerning any of the financial position, strategy, administrative procedures or processes of either ICV or the Project.

Each of us will use reasonable endeavours to consult prior to any such disclosure or sharing.

9. Conflict of Interest

You confirm that no conflict of interest exists or is likely to arise between you and the community and/or you and us in relation to you undertaking the Project.

10. Negation of Employment

Nothing in this agreement or otherwise gives rise to (nor is it intended to give rise to) any relationship of employee, partner or agent between you and us.

11. Dispute Resolution

All reasonable efforts must be taken in good faith by you and us to resolve any disputes which arise in connection with this agreement.

12. Applicable Law

The laws applicable to this agreement are the laws of the Australian Capital Territory.

Yours faithfully

**INSERT
Regional Manager – INSERT Region**

19 March 2010

I agree to the terms and conditions set out in this letter including all attachments.	
Date:.....	
..... Volunteer Signature Witness Signature
..... Print Name Print Name