



CAT PROTECTION SOCIETY OF VICTORIA

APPLICATION FOR VOLUNTEERING

The Cat Protection Society is an independent, non-government funded, community based organisation providing a range of services for the care and protection of cats. To achieve the best possible care for cats the CPS relies on volunteer assistance.

Please find attached 4 documents:

Application form:

The information provided by you on this form is to assist us to determine your suitability for our volunteer program, and to then help us place you in the most appropriate role. Please be assured all information provided is confidential and treated in accordance with the Victorian Information Privacy Act 2000.

Volunteer Rights

Volunteers must be aware that whilst there is no employment relationship between the CPS and it's volunteers, we strive to ensure your volunteer experience is a rewarding and enjoyable one. To achieve this we have developed a schedule of volunteer rights which details the CPS's responsibilities to our volunteers.

Volunteer Registration

In order to have our volunteer program working efficiently, effectively and with the volunteer services provided being consistent and of high quality, we have outlined your volunteer responsibilities to CPS in the attached registration form. The CPS regularly reviews its volunteer program to ensure the best use of resources.

Volunteer Insurance

The CPS has insurance to cover our volunteers which working on CPS activities, full details are outlined here. We also require all our volunteers to have current tetanus vaccinations.

Please read, fill in and sign all sections. Keep a copy for your records and send your application in to:

CPS Volunteer Coordinator
P.O. Box 257
Greensborough VIC 3088

VOLUNTEER RIGHTS

Unlike paid staff, award conditions or workplace agreements do not cover volunteer staff. Volunteers, however, do have rights, some of which are legal rights and others are moral obligations of an organisation involving volunteers.

CPS recognises the following volunteer rights:

- To work in a healthy and safe environment in accordance with the Occupational Health and Safety Act
- To work in an environment of equal opportunity and anti-discrimination;
- To be covered by insurance as set out in the attached Volunteer Insurance sheet;
- To be given accurate and truthful information about CPS which is relevant to volunteers
- To be reimbursed, when pre-arranged with an appropriate staff member, for out of pocket expenses incurred whilst volunteering for CPS
- To have access to CPS Volunteer Program Management policy and any other policy that affects them as a volunteer;
- To have agreed volunteer roster and task specifications
- To have access to a grievance procedure
- To be provided with orientation to CPS
- To have confidential and personal information dealt with in accordance with the principles of the *Privacy Act 1988* as amended by the Privacy Amendment (Private sector) Act 2000
- To be provided with sufficient training for the tasks to be undertaken
- To be included, where deemed appropriate, in further staff training and meetings

*By signing this Volunteer Registration **LAGREE***

- to abide by and work within the guidelines of CPS policy as from time to time amended;
- to abide by and work within the guidelines contained in the Handbook for Volunteers;
- that the tasks I undertake for the CPS are done in a voluntary capacity;
- that the CPS may change or cancel any part of its volunteer program as it sees fit;
- that CPS may cancel my registration as a volunteer at any time;
- that nothing in my registration as a volunteer with CPS constitutes a continuing right to work as a volunteer for the CPS or be present on CPS premises;
- that my hours of volunteer work are at the complete discretion of the CPS;
- that no employment relationship exists between CPS and myself via provision of my volunteer services
- that I will receive no remuneration for my volunteer services;
- that I understand that the training required for me to become a valuable volunteer constitutes significant input of resources from CPS and I will therefore commit to provide volunteer services for at least a 6 month period;
- that I have read and signed the Volunteer Insurance sheet; attached to this form;
- that I will be subject to the supervision of paid staff and supervising volunteers of the CPS;
- that I am not covered by Workcover insurance, as I am not an employee;
- that the terms and conditions of this volunteer arrangement between myself and CPS have effect notwithstanding that I may be engaged in paid work for the CPS in addition to Volunteer services;
- that I am free to provide or not provide my services as I see fit but I otherwise agree to abide by the roster arrangements for volunteer work as set by CPS
- that if I am provided with access to information considered confidential by the Society (or which is obviously so from its nature), I will not use or disclose any of the information to anyone for 12 months after cessation of volunteer work without the Society's prior written consent. Where the confidential information is a trade secret, the restraint is not limited to 12 months, but shall remain in force until the trade secret has entered the public domain

Applicant signature _____ **Date** _____

VOLUNTEER INSURANCE

The CPS has insurance for volunteers that provides the following benefits covering all committee Members and Voluntary workers whilst on Society Activities:

Death and Capital	\$50,000
under 18; Death only	\$20,000
Accident benefit per week	\$500
Up to 52 weeks	
Excess one week	

Injury assistance – this section provides the additional cover below in case of total disablement of the insured person:

for up to 26 weeks	\$200
excess – nil	

75% of actual non-medical related expenses incurred for home help, child minding, traveling and the like up to the maximum weekly amount.

75% of actual expenses incurred for home tutorial by a qualified tutor up to the maximum weekly amount shown on your schedule.

Note: *The age limit applicable to the cover is up to 80.*

The exception to this is the cover for permanent total disablement which is limited to those under 65 years of age.

The Volunteer insurance cannot cover medical expenses that are covered by Health Insurance.

Applicant Signature _____ **Date** _____

TETANUS INJECTION

Current tetanus cover, (a tetanus injection within the previous 10 years), is a requirement before commencing volunteer services in the animal handling areas of CPS. I understand that I am required to have current tetanus cover and that it is my responsibility to keep this current during my time with CPS and that I am not covered by WorkCover.

Applicant signature _____ **Date** _____