

ACMI Volunteer Agreement 2025 - 2026

This is an Agreement between you (*if completing as a hard copy, write your name below*):

(referred to in this document as '**the volunteer**' or '**you**' or '**I**') and Australian Centre for the Moving Image (ABN 37 375 237 227) **ACMI** (sometimes referred to in this document as '**we**'). This Agreement may be cancelled at any time by either ACMI or you.

1. You are a volunteer

The position of Visitor Experience Volunteer at ACMI in a volunteer position. This means that you are not an employee of, or contractor to, ACMI and, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work, other than reasonable reimbursement of expenses (see paragraph 9).

Neither ACMI nor the volunteer intend any employment or (other than in relation to paragraph 11) contractual relationship to be created (i.e. you are not an employee, independent contractor or consultant at ACMI). If this changes at any time, and there is a possibility that you might undertake paid work for the organisation or be involved in vocational training, we will discuss this and document the arrangement in a formal employment contract, contract for services or other arrangement.

2. What you can expect when volunteering at ACMI

ACMI values its volunteers and we will 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;
- 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 (see paragraph 4);
- reimbursement for your reasonable expenses (except for travel expenses to and from ACMI), so you are not out-of-pocket as a result of volunteering for us (for further information see paragraph 9); and
- insurance to cover you for the volunteer duties you are authorised to perform (see paragraph 10).

3. What ACMI asks of its volunteers

We ask that you:

- support ACMI's values, aims and objectives;
- participate in all relevant induction and training programs;
- only undertake duties you are authorised to perform and always operate under the direction and supervision of nominated staff and obey reasonable directions and instructions;

- understand and comply with the organisation's policies and procedures;
- 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;
- let us know if you wish to change the nature of your contribution (e.g. hours, role) to ACMI at any time;
- let us know immediately if there is anything, or anything arises, that makes you unsuitable or unable to legally carry out your volunteer role;
- comply with the law at all times; and
- 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.

4. Contact person

Your contact people at ACMI will be Volunteer Program staff and your designated supervisor. 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, please contact Volunteer Program staff or your supervisor as soon as possible.

5. Role description and details

It is important that you only perform the tasks in your role description and that you follow the instructions of Volunteer Program staff, your supervisor and ACMI staff.

6. The health and safety of you and others

In your induction session, we will explain our liability to you as a volunteer of the organisation as well as, your liability to third parties. However, one of the key factors in ensuring you are protected is that you are performing voluntary community work that is directed or supervised by ACMI. It is therefore important that you only perform the tasks in the role description and as instructed by the organisation. To be covered by these laws it is also important that you are not affected by drugs or alcohol when you are volunteering.

If you are unsure whether a particular task or work is authorised, please talk to your contact person.

At ACMI volunteer safety, and the safety of everyone who is involved in our organisation, is a priority.

In Victoria, the Occupational Health and Safety Act 2004 (OHS Act), and the Occupational Health and Safety Regulations 2017 apply. Also, there may be other legal actions (such as negligence claims) that mean we always need to consider workplace health and safety.

Under the OHS Act and other laws, ACMI has a duty of care to minimise risks to everyone affected by its conduct (including paid employees and volunteers).

It also means that as a volunteer, you may have OHS duties too. These include:

- to take reasonable care for your own health and safety
- to take reasonable care for the health and safety of others
- to comply with any reasonable instruction by ACMI
- to let ACMI know of any concerns you may have about safety and/or fitness in undertaking our role, and
- to be aware and comply with ACMI policies and procedures.

We will provide you with a full induction, safety equipment and role training when you commence as a volunteer with ACMI. However, please talk to your Volunteer Program staff member at any time if you have any health and safety concerns.

To the fullest extent permitted by law, I agree to release and discharge ACMI and their directors, officers and employees from all liability in respect of any loss or damage I suffer from volunteering at ACMI. Without limiting the foregoing, I also agree to release, defend, hold harmless and indemnify ACMI and their directors, officers and employees from and against any claims, expenses and liabilities arising in connection with any negligent or reckless act or omission or misconduct by me in the course of volunteering at ACMI.

7. Induction and training required before you start in the volunteer role

ACMI is committed to providing suitable training in support of our health and safety, appropriate workplace behaviours, privacy and other policies. For this reason, it is our policy that all volunteers undertake induction and/or training at ACMI prior to commencing their volunteer position.

As a volunteer I agree to be bound by ACMI's policies and procedures (as developed and amended from time to time) and provided to me, including but not limited to:

- Volunteer Grievance Procedure
- Volunteer Policy
- ACMI Privacy Policy
- ACMI Workplace and Behaviour Policy
- Child Safety Code of Conduct
- Child Safe Policy

8. Information we require before you can start in the volunteer role

Before you can commence the volunteer role, we need the following information:

- ACMI Volunteer Application Form
- Current Working with Children Check
- Completed Referee Checks

All background check information will be verified as required which you consent to, and conducted in accordance with our privacy policy.

9. Volunteer expenses and other benefits

As a volunteer, ACMI will provide you with reimbursement for any reasonable out-of-pocket expenses (apart from travel costs to and from ACMI) that you incur when performing authorised tasks associated with your role.

We do this to ensure that you are not financially disadvantaged as a result of your volunteer position with us. These payments are not remuneration or wages. You might need prior approval and will always need to produce receipts.

We may sometimes provide you with other benefits as part of your volunteering role (examples include: training, free food, event entry, clothing or equipment). Where this occurs, it is on a gratuitous basis at the discretion of ACMI and is not payment in lieu of salary.

10. Insurance

We are committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering roles that have been approved and authorised by us.

ACMI has the following insurances:

- Group Personal Accident
- Combined Liability – Public & Products Liability

You understand that if you are injured in the course of volunteering at an ACMI event, you are not covered by ACMI's workers' compensation insurance.

To ensure this insurance covers you for any incidents that occur while you are volunteering with us, you need to: report an incident (including a near miss) as soon as it has occurred, and sign in and out each time you volunteer.

We want to let you know that the following events are unlikely to be covered by our insurance:

- actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permission from us;
- criminal activity (including criminal charges arising out of driving incidents); and
- dishonest or reckless activities.

11. Confidential information and Personal Information

Volunteers are likely to be given access to ACMI's confidential information as part of, or to assist them with, their role. Confidential information includes any information about ACMI, its business, services and clients which has been designated by ACMI as confidential or which is, by its nature, confidential or proprietary to ACMI.

You are not permitted to use or disclose any confidential information for any purpose other than the proper discharge of your duties as a volunteer of ACMI.

As a volunteer, I agree that the personal information provided to ACMI will be used by ACMI under the terms of this statement and ACMI's privacy policy located at <https://www.acmi.net.au/about/reports-policies/privacy-policy/> which contains information about how I may access and seek correction of my personal information or complain about a breach of my privacy, and how ACMI will deal with that complaint. If I do not agree, I must not provide my personal information, and I may be unable to participate as an ACMI volunteer.

12. Intellectual Property

You agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials you create relating to the provision of voluntary services at ACMI to ACMI.

You consent to the use by ACMI of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.

13. Consent to use photographs and images

You agree that ACMI may take photographs and video footage of you carrying out your volunteer work and use it for the purposes of marketing and promotion of ACMI and its goods or services. This may include printed and digital marketing, including the use of your image on social media platforms.

Please sign and acknowledge that you have read, understood and agree to be bound by this Volunteer Agreement and have had an opportunity to ask questions or seek independent legal advice.

If completing as a hard copy, complete below:

Volunteer's Full Name:

Volunteer's Signature:

Date:
