



# Student volunteer program agreement

## Justices of the Peace Branch

Once completed, this agreement is retained by the Justices of the Peace Branch.

This is an Agreement between:

*[insert volunteer name]* (referred to in this document as ‘me’ or ‘you’) and the Department of Justice and Attorney-General within the service area of the Justices of the Peace Branch (sometimes referred to in this document as ‘we’ and ‘us’).

This Agreement is not intended to be a legally binding contract between us, and it may be cancelled at any time by either us or you.

Signature panel	
<p>In consideration for the Department of Justice and Attorney-General offering to provide me with an opportunity to learn new skills and gain experience in public service employment,</p> <p>I, _____ of _____</p> <p>undertake to be bound by the Student Volunteer program terms and conditions, including the Code of Conduct for the Queensland Public Service for the duration of this agreement, which will commence on _____ up until _____, which includes to the close of business.</p> <p>In particular, I agree that I will:</p> <ul style="list-style-type: none"> <li>• not disclose any information obtained during my volunteer duties to any unauthorised person</li> <li>• not use any information obtained during my volunteer duties for any personal benefit or gain</li> <li>• advise my supervisor of any apparent conflict of interest as soon as I become aware. <i>An example of a conflict of interest is if you see a document that involves a family member or friend</i></li> </ul> <p>I further acknowledge that a breach of this agreement will result in the termination of volunteering and may give rise to further action being taken by us against me.</p>	
<p>Dated this day of _____ in the year _____</p>	
Volunteer name	Signature
Supervisor name	Signature

# Details for student volunteer

This page is to be completed by the Justices of the Peace Branch and returned to student volunteer, prior to their commencement.

Our department details					
Department name	Justices of the Peace Branch				
Department location	Level 6, 154 Melbourne Street South Brisbane Q 4001				
Contact phone	1300 301 147				
Contact email	jp@justice.qld.gov.au				
Getting here	Use Translink's <a href="#">journey planner</a> to help you plan your travel. If you prefer to park and pay, check Brisbane City Council's information on <a href="#">parking</a> in the Brisbane CBD.				
Important information for you					
Supervisor name					
Supervisor phone					
Commencement date	Start time		Finish time		
Weekly shift details	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu <input type="checkbox"/>	<input type="checkbox"/> Fri <input type="checkbox"/>
	Start _____	Start _____	Start _____	Start _____	Start _____
	Finish _____	Finish _____	Finish _____	Finish _____	Finish _____
Completion date					
Notes					