

PROSPECTIVE VOLUNTEER INFORMATION BOOKLET

BARROW ISLAND & MUNDABULLANGANA STATION FLATBACK TURTLE TAGGING PROGRAM 2017/18



PENDOLEY
ENVIRONMENTAL
MARINE CONSERVATION
ENVIRONMENTAL SERVICES

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IMPORTANT: This document provides **information you need to know before completing the online application form**. Please read the document in its entirety – once selection is underway you will not be able to change your preferences.

1 INTRODUCTION

1.1 Flatback Turtle Biology

The flatback turtle (*Natator depressus*) is the least well known of the marine turtle species. This is primarily due to its restricted distribution; nesting only in Australia, the flatback occurs in shallow coastal waters in the north of the continent, and can be found as far north as Indonesia and Papua New Guinea (Limpus 2009). The current status of this species on the IUCN Red List is Data Deficient (IUCN 2013), while it is listed as Vulnerable under the Environmental Protection and Biodiversity Conservation (EPBC) Act (1999). The common name flatback is derived from the shape of the turtle's carapace, which appears flatter when compared with other marine turtle species. The carapace lacks keratin and distinctively curves up at the margins. The flatback is a medium-sized marine turtle (average curved carapace length 900 mm) and are grey, grey-green, or olive in colour (Spotila 2004).

It is estimated that approximately 10,000 flatback females nest each year in Australia. Mundabullangana and Barrow Island flatback populations are considered globally significant due to the size of their rookeries, with up to 1,500 turtles nesting per year at each site (Pendoley et al. 2014). Flatback turtles generally breed every one to three years (average two years), and lay up to four clutches of around 50 eggs each between October and February (in the Pilbara region of WA) in a nesting year (Pendoley et al. 2014). Peak nesting season at Barrow Island is between late November and January, with the peak nesting season at Mundabullangana occurring between early November and December. After an incubation period of approximately six weeks, the eggs hatch and the hatchlings immediately make their way to the ocean. Flatback turtles do not have an oceanic phase to their lifecycle, and instead remain on the continental shelf (Hamann et al. 2009). It is thought that females reach maturity at about 20-30 years of age, where they show nest site fidelity, generally returning to their natal (birth) beach to lay their eggs.



Figure 1: Adult flatback turtle; flatback turtle track; flatback turtle hatchling

1.2 The Gorgon Gas Project & Barrow Island

Chevron Australia has operated an oilfield on Barrow Island since 1964. The Gorgon Gas Project, operated by Chevron Australia and in joint venture with ExxonMobil and Shell, have approval to develop the Greater Gorgon gas fields, which contain 40 trillion cubic feet of gas. Located on Barrow Island will be a gas processing facility and LNG shipping facilities. Chevron Australia is committed to protecting the conservation and biodiversity values upon Barrow Island, and provides full support of the marine turtle research program upon Barrow Island. Part of this research program involves the Flatback Turtle Tagging Program that has been conducted by Pendoley Environmental since 2005/06 as part of baseline studies to assess the status and monitor the nesting flatback turtle populations on the east coast of Barrow Island. Equivalent studies have also been undertaken at a reference beach located on the mainland at Mundabullangana Station, west of Port Hedland. **Figure 2** shows the location of the two sites in WA, and the closest major town.



Figure 2: Location of Barrow Island and Mundabullangana and nearby town of Port Hedland

1.3 Program Costs

The Barrow Island and Mundabullangana Station Flatback Turtle Tagging Program is **FREE***.

1.3.1 Costs covered by the program

Costs covered by the Program include:

- flights to/from Barrow Island or Port Hedland;
- accommodation and meals while at Barrow Island or Mundabullangana Station; and
- insurance – volunteers are covered during the course of their volunteer duties under the Pendoley Environmental Public Liability and Volunteer insurance policies.

1.3.2 *Costs not covered by the Program

The following costs are not covered by the Program:

- travel to/from Perth from regional WA, interstate or overseas;
- accommodation in Perth (including accommodation required following demobilisation for a Tropical Cyclone);
- travel to and from:
 - the airport;
 - the volunteer medical;
 - training; and
 - information nights.
- your time.

2 PRE-SELECTION

To be eligible for selection on the Volunteer Tagging Program you must:

- be **18 years** or older;
- be relatively fit and healthy (capable of walking up to 15 km per day on a sandy beach);
- complete the online application form available on the Pendoley website;
- attend an Information Night held in Perth (with the exception of remigrants¹ and interstate applicants); and
- provide Pendoley Environmental with the required paperwork (see '[What to Bring](#)' section).

2.1 Character Reference

All prospective volunteers (with the exception of remigrants) must provide a *signed* Character Reference.

Your Character Reference must be written by someone who knows you well and is qualified to comment on your personal attributes and abilities. It is preferable that the reference is written by an employer or lecturer, but friends or family will suffice.

Your Character Reference must include:

- your referee's name, email address and contact phone number;
- your referee's relationship to you;
- the length of time your referee has known you;
- the qualities/attributes that make you a suitable candidate for the program (for example):
 - able to work well as part of a team;
 - able to follow instructions and work unsupervised;
 - able to undertake physical tasks in a challenging environment;
 - able to work away from your family and friends for an extended period.

The *signed* Character Reference may be uploaded when you complete the online application form, emailed to volunteer@penv.com.au, or submitted at a Volunteer Information Night.

¹ Remigrant – returning volunteer. The term 'remigrant' also refers to a nesting female turtle that has been recorded nesting at a particular nesting beach before and has returned, or remigrated, to the nesting beach in a different subsequent year to nest again (seaturtle.org).

2.2 Online Application

Online applications are open from 30th June – 21st August 2017. Applications lodged before 30th June 2017 or after 21st August 2017 will be discarded. When completing your online application form you will be asked to indicate your availability for Information Nights and Tagging Groups.

2.2.1 Information Night Preferences

There are limited seats at each Information Night, so please indicate *all* sessions for which you are available (see **Table 1**). Official invitations to each of the Information Nights will be distributed in the week commencing 28th August 2017.

Note: If you are unable to attend any of the scheduled Information Nights, you **may** be granted a phone interview with a Pendoley Environmental Staff member.

Table 1: Information Night Schedule

Information Night	Date	Venue
1	Tuesday, 12 th September 2017	Swan River Rowing Club 2 The Esplanade Canning Bridge, 6153
2	Wednesday, 13 th September 2017	
3	Thursday, 14 th September 2017	
4	Tuesday, 19 th September 2017	

2.2.2 Tagging Site Preferences

You will be asked to indicate your preference between MUNDABULLANGANA STATION (MDA) and BARROW ISLAND (BWI).

We will do our best to place successful volunteers at their preferred location, but as places on the program are very competitive you may not be offered your preferred location.

You will significantly improve your chances of selection by:

- not having a specific preference for when and where you go, i.e. having a greater availability; and
- not having any special dietary preferences or requirements.

Note: We are unable to commit to provision for special dietary preferences or requirements at Mundabullangana Station as catering at the Station is outside of our control.

2.2.3 Tagging Group Preferences

You will also be asked to indicate which Tagging Groups you are available for (see **Table 2: Tagging Groups**). Please select **only** the groups for which you are genuinely available. If you only want to go to BWI, then select **only** the BWI groups. If you want to go to BWI but are willing to accept a position at MDA if you miss out, then please select both BWI and MDA groups.

Table 2: Tagging Groups

Location	Group	Start Date	End Date
Mundabullangana Station (MDA)	1	Sun, 5 th November 2017	Tue, 21 st November 2017
	2	Tue, 21 st November 2017	Thu, 7 th December 2017
	3	Thu, 7 th December 2017	Sat, 23 rd December 2017
	4	Thu, 28 th December 2017	Sat, 13 th January 2018
Barrow Island (BWI)	1	Tue, 21 st November 2017	Thu, 7 th December 2017
	2	Thu, 7 th December 2017	Sat, 23 rd December 2017
	3	Thu, 28 th December 2017	Sat, 13 th January 2018
	4	Sat, 13 th January 2018	Mon, 29 th January 2018

2.2.4 Confirmation

If your online application form is successfully submitted, the system will generate an automated response to the email address you provided. Please allow a few minutes for the response to come through (if it doesn't come through then please contact volunteer@penv.com.au).

Note: Check your email (including spam folder) to confirm your application has been received.

3 INFORMATION NIGHTS & SELECTION

3.1 What to Bring

To be eligible for selection you must complete and bring with you to your Information Night the following paperwork:

- Character reference (if you did not submit it online or email it to volunteer@penv.com.au);
- Gorgon Project Confidentiality Agreement – Volunteer Worker (**Appendix A**);
- Pendoley Environmental Volunteer Service and Confidentiality Agreement (**Appendix B**); and
- Pendoley Environmental Volunteer Personal Information and Health Form (**Appendix C**).

All paperwork (with the exception of the Character Reference) *must* be submitted at your Information Night.

Note: If you are not selected as a Volunteer your paperwork will be destroyed at the conclusion of the Program.

3.2 Presentation

The Information Night presentation will provide information about the Gorgon Gas Development, flatback turtles, Barrow Island and Mundabullangana, an overview of the flatback turtle tagging program, administrative and training requirements, accommodation, and recreational activities available on site.

After the presentation you will have the opportunity to ask questions and chat with Pendoley Environmental staff and remigrant volunteers about the tagging experience.

3.3 Group Activities

The main purpose of the Information Night is to facilitate the selection of Volunteers. After the presentation you will be asked to participate in a number of group activities. Your participation and interaction within your group will allow your Pendoley Environmental assessor to determine your potential suitability.

Note: Group activities may involve sitting or kneeling on the floor, so please wear sensible/comfortable clothes on the night.

3.4 Selection

Selection for the Volunteer Program is **very competitive**. In previous seasons there have been around 350 prospective volunteers applying for 72 positions. There are also a number of Reserve positions available – in case a position re-opens (historical figures show that a good percentage of selected Reserves make it onto the Program).

Selection for the Program depends on a number of factors including (in no particular order):

- your Information Night group activity assessment;
- your experience (we will allocate at least one ‘remigrant’ to each Tagging Group to assist with training);
- your availability (greater availability means you are more likely to be offered a position);
- your previous application history;
- your character reference;
- your online application information; and
- your location.

3.4.1 If you are selected

If you are selected for the Program (Volunteer and Reserve positions) you will be informed by **Friday, 13th October 2017**, and sent the *Information for Selected Volunteers* Booklet.

Prior to participating in the program you will need to:

- pass your Volunteer Medical (half day);
- complete online training modules (about 2 hours);
- complete your Driver Training (if you are selected as a driver) (1 day); and
- provide copies of your training certificates to Pendoley Environmental.

3.4.2 If you are not selected

If you are not selected for the Program you will be informed by **Friday 13th October 2017**.

If you are not selected, you will be one of many excellent candidates to miss out. We encourage you to put your name down as a Reserve or apply for subsequent programs, and will look with favour on applicants who have applied more than once.

4 WHAT TO EXPECT ON THE PROGRAM

Note: Consumption of alcohol at any time during the Program is prohibited. Persons caught drinking alcohol will be removed from the Program immediately. Volunteers and staff will be subject to random Drug & Alcohol testing in accordance with Site Policy.

4.1 Day One

When you arrive at your work site you will be assigned a room, and allowed to get yourself settled in (at Barrow Island access to rooms can be delayed on the arrival day due to availability).

Under the direction of the Field Team Leader you will then be required to attend:

- a camp induction;
- on-site kick-off meeting;
- tagging training (may be conducted on day two); and
- other onsite training as required.

You will then be given the first night to rest and adjust yourself to nightshift.

4.2 Day Two

After sleeping as much as you can during the day, you will attend an evening toolbox meeting to discuss the plan for the night and sign on to the Job Hazard Analysis (JHA).

You will head into the field as a group and the Field Team Leader will conduct some practical tagging demonstrations. Then, under supervision, it will be your turn to tag.

4.3 Day Three Onwards

Once the Field Team Leader is confident in your tagging ability (and your ability to work safely in the field) you will be divided into tagging pairs and assigned a section of the beach to patrol for the night. A typical night will include:

- equipment checks;
- safety ('toolbox') meeting to plan the shift and discuss hazards and controls;
- drawing a 'line' along the beach in order to identify the tracks of new or missed turtles;
- patrolling the high tide line;
- spotting turtles and waiting for a suitable time to approach;
- scanning turtles for a PIT tag, collecting and recording relevant data;
- removing barnacles from existing flipper tags; and
- applying new flipper and PIT tags when required.

4.4 Beach Patrols

Beach patrols are hard work. You will walk up to 15 km a night on soft sand, almost always in hot, humid conditions. You will be tagging, reading the tags, and collecting data (measurements/GPS) of up to 30 turtles in one patrol. You will be required to wear safety glasses (foam backed), safety boots, full length clothing, and gloves.

You will be required to patrol the beach for up to eight hours at a time. Due to shifting high tide times, beach patrols will sometimes be required over two consecutive high tides. What this means in practice is that on one occasion during your tagging group you will have to work two shifts in one 24-hour period.

Heat stress and fatigue are very real hazards for work in the Pilbara. To minimise the associated risks you will need to:

- drink lots of water;
- get plenty of rest;
- look out for each other; and
- report immediately to the Field Team Leader if you (or your buddy) feel unwell.

If these working conditions don't put you off volunteering, please read on.

5 BARROW ISLAND



Figure 3: Taggers on an excursion at Barrow Island; Lufkin at Barrow Island; Taggers preparing for night survey on Barrow Island; nesting turtle at Yacht Club South beach

Barrow Island is a 23,400 hectare island located 88 km from the north-west of Onslow. Western Australia's second largest island, it is a Class A Nature Reserve, providing habitat for 14 mammal species, more than 110 types of birds, 54 reptile species and over 350 native plant species. Four species of marine turtles either nest on Barrow Island and/or forage in the waters surrounding the island.

The Tagging Program focuses on the six most populous flatback turtle nesting beaches, all located along the east coast of the island.

The construction phase of the Gorgon Project on Barrow Island commenced in December 2009. Please note that Barrow Island is a construction site and there will be noise around the camp facilities during the day (earplugs are recommended).

5.1 Travel

Flights to Barrow Island depart daily from Cobham Airport, Perth.

Note: Barrow Island is subject to strict quarantine requirements, so if you plan on taking snacks or other dietary supplements to Barrow Island, you do so at your own risk. Quarantine information can be requested from the office at any time. Otherwise, detailed quarantine information will be provided to selected volunteers at their Gorgon Project Induction.

5.2 Accommodation & Facilities

You will be assigned your own private room (or 'donga'), complete with ensuite. Your linen/towels will be provided, and your room regularly cleaned (regularity dependent on circumstances at Barrow Island). You will have access to laundry facilities and free laundry powder.

You will have access to a pool, a gym, and a shop which stocks toiletries, confectionery, snacks, soft drinks etc.

5.3 Meals

You will dine at the camp 'mess', buffet style. Vegetarians are well catered for, and meals are labelled for those with common special dietary requirements (i.e. dairy-free, or gluten-free). Plastic and biodegradable containers are provided for 'crib', or takeaway meals, so you won't miss out because of your awkward working hours.

Note: Minimum dress requirements at the mess are enforced. Clothing such as singlets, cap-sleeved shirts, short shorts/skirts, ripped jeans, and ball caps are not allowed.

5.4 Recreation

Barrow Island is an A-class nature reserve, and an active construction site. For the sake of Barrow Island's ecology, and your own safety, you will have very limited opportunities to partake in recreational activities outside the Camp.

Island tours *may* be arranged, but cannot be guaranteed. There are restricted areas outside camp for walking/cycling. There is strictly no swimming (or wading) in the ocean due to the presence of dangerous 'stingers'.

Recreational activities available within the confines of the camp include:

- yoga;
- tennis;
- darts;
- table tennis;
- badminton;
- pool/snooker;
- gym/fitness classes; and
- swimming.

5.5 Communications

If you are on a Telstra plan you will have mobile phone reception within the camp. Otherwise, calls to Perth landlines are free of charge from phones in your room. For calls to other numbers, phone cards can be purchased from the shop. Internet is available depending on the location of your accommodation, with most rooms providing a data connection port for computer connection.

Note: Volunteers must adhere to the Gorgon Project Mobile Phone Policy. Mobile phones are not permitted in work areas, or otherwise outside the camp (including when participating in recreational activities).

6 MUNDABULLANGANA STATION



Figure 4: Volunteers at the entrance to MDA; station homestead; livestock; flatback turtle (Munda Main Beach)

Mundabullangana Station (MDA) is located on the Western Australian mainland approximately 60 km southwest of Port Hedland. It is a working station spanning approximately 500,000 acres and home to approximately 10,000 head of cattle. It is host to a significant flatback turtle rookery, located on the beaches to the north of the station. This population of flatback turtles appears to be discrete from the turtles found on Barrow Island, located approximately 280 km to the west.

6.1 Travel

To get to MDA you will fly from Perth domestic airport to Port Hedland. There will be an opportunity to purchase last minute supplies at South Hedland Shopping Mall prior to departure for the station. The drive to the station will take approximately 1.5 hours.

Note: Your arrival at Port Hedland is your last opportunity to stock up on your favourite snacks/drinks. MDA is very remote, and supply runs will be made only when absolutely necessary.

6.2 Accommodation & Facilities

At MDA you will be accommodated adjacent to the homestead. You will likely have to share a room with another volunteer. Your linen/towels will be provided, and will be changed once a week (depending on circumstances at the station). All rooms are air conditioned and fitted with blackout curtains for sleeping during the day.

Bathroom facilities are communal (and gender specific). You will have access to laundry facilities and free laundry powder.

At times you may be required to 'chip-in' and help out by cleaning your own room, cleaning the bathrooms, or washing linen.

There is a Volunteer recreation room with a TV, DVD player, Foxtel, games console and a fridge.

6.3 Meals

MDA is a remote cattle station, and meat is a staple. Special dietary requirements will not be catered for.

6.4 Recreation

The volunteer recreation room is equipped with TV, DVD player, Foxtel, games console (with limited games) and a fridge for the sole use of the Taggers. You are also welcome to bring your own games, iPods, books, board games, playing cards etc. There is an open grass area where football, soccer, Frisbee or other outdoor games can be played.

Recreational field trips (i.e. fishing trips) around the station can be organised in consultation with the Field Team Leader.

6.5 Communications

If you are on a Telstra plan you will have mobile phone reception in particular areas at the MDA station. The kitchen landline phone is also available for volunteer use, but there are no free calls (i.e. you will need to purchase a phone card prior to arrival). There is very limited WiFi internet access for volunteers at MDA and will only be made available to volunteers at the discretion of the Field Team Leader.

7 PERSONAL PROTECTIVE EQUIPMENT

As a Volunteer Tagger you will be required to dress in accordance with the Health, Environment, Safety and Quality (HESQ) Plan, and in accordance with any additional site rules. You will also need to supply some of your own gear (see **Table 3**).

Table 3: Field Dress:

Item	Specifications	Provided by	
Safety boots		Program	
Hard hats		Program	
Sun hats	Wide-brimmed or legionnaire-style	Volunteers	
Safety glasses		Program	
Hi-vis shirts		Program	
Trousers	Full length, natural fibre, loose fitting (Note: Use of tight or ripped trousers/jeans for fieldwork is not recommended)	Volunteers	
Gloves	Full and Fingerless	Program	



7.1 Camp Dress

The general dress requirement for both camps is to **dress practically and modestly**. BWI has more rigid dress standards (particularly in the mess), but if you follow the basic guidance below you will be ok:

- Leave your tight and ripped jeans at home;
- Leave your short skirts and short shorts at home;
- Leave your strappy singlets and cap-sleeve shirts at home; and
- Take comfortable, enclosed shoes.

8 REFERENCES

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Appendix A: Gorgon Project: Confidentiality Agreement – Volunteer Worker

**Gorgon Project: Confidentiality Agreement –
Volunteer Worker (Turtle Tagging Program)**



In consideration for the Company agreeing to provide certain confidential information to the Volunteer Worker, the Company and the Volunteer Worker agree as follows:

1. All information in any form ("Confidential Information") developed by or for the Company in the course of any aspect of its business, as now or hereafter conducted, is the property of the Company and its affiliates and joint venture participants and may not be used or disclosed to others by the Volunteer Worker unless the Company has authorised such use or disclosure or unless it has been determined that the information has become part of the public domain without breach of any contractual or other obligation by the Volunteer Worker. Without prejudice to the generality of the definition, Confidential Information includes:
 - a) Inventions, discoveries and improvements, whether patentable or not, including trade secrets;
 - b) Geophysical, geological, well information and any other data, including interpretations thereof or processes relating thereto;
 - c) Any other information or intellectual property having present or potential commercial value to the Company or its affiliates or joint venture participants;
 - d) Confidential information of any kind belonging to others but licensed or disclosed to the Company for use in any aspect of its business; and
 - e) All Confidential Information whether or not designated or marked as such.
2. a) The Confidential Information covered by this Agreement may or may not be reduced to writing or contained in or on some other medium (collectively "Confidential Material") such as reports, records, maps, drawings, designs, photographs, notebooks, magnetic tapes, software and recordings. Any Confidential Material developed by the Volunteer Worker in the course of his or her activity either alone or with others, and the copyright or any other intellectual property right therein, shall be the exclusive property of the Company.
b) Except as required by law or by the performance of the Volunteer Worker's activities with the Company the Volunteer Worker will not use or disclose any Confidential Material to others either during or after the research activity. The Volunteer Worker will not make, or permit others to make, or possess except when and so long as required for the discharge of the Volunteer Workers activities, any copy, abstract or summary of any Confidential Material, and at the end of the association, the Volunteer Worker will deliver to the Company all Confidential Material including all copies, abstracts and summaries. Nor will the Volunteer Worker during the period of research engage in any activities or investments or engage in any other remunerative employment which may in any way conflict with the business or public relations interests of the Company.

3. The parties acknowledge that the Company, one of its affiliates or one of the Company's joint venture participants may by itself or by one of its affiliates cause certain proprietary technology to be made available to the Volunteer Worker from time to time. The Volunteer Worker hereby agrees in addition to the obligations set out above to guard such technology and not disclose it to third parties or contribute in any manner to its use contrary to the interests of the Company or its affiliates. For the purpose of this clause, "third parties" includes the Company's other joint venture participants from time to time.
4. The Volunteer Worker acknowledges that damages are not a sufficient remedy for the Company for any breach of this Agreement and the provisions of paragraph 7 of the Agreement do not preclude the Company from, and for the avoidance of doubt the Company is entitled to apply for specific performance or injunctive relief (as appropriate) prior to the appointment of any arbitrator as a remedy for a breach or threatened breach of this Agreement by the Volunteer Worker, in addition to any other remedies available to the Company at law or in equity.
5. This Agreement shall constitute the entire contract between the Volunteer Worker and the Company or an affiliate and supersedes all existing arrangements between them whether oral or written with respect to the subject matter hereof. Notwithstanding the foregoing, the Company's rights and remedies under this Agreement shall be in addition to any other rights and remedies that the Company may have at law or in equity. No change, modification or amendment of this Agreement shall be of any effect unless in writing signed by the Volunteer Worker and by an officer of the Company.
6. This Agreement shall extend to and bind the assigns, successors and heirs of the Volunteer Worker and shall survive the termination of the Volunteer Worker's activities with the Company for any reason. This Agreement may be assigned in whole or in part by the Company to an affiliate. As used in this Agreement, the term "affiliate" shall mean the parent of the Company, if any, or any company of which the Company or its parent owns directly or indirectly 50% or more of the shares entitled to vote at an election of directors, and the term "parent" shall mean any company which owns directly or indirectly 50% or more of the shares entitled to vote at an election of directors of the Company.
7. This Agreement is governed by the law in force in Western Australia (without regard to conflict of law principles) and each Party submits to the non-exclusive jurisdiction of Western Australia. If any dispute or claim arises out of or in relation to this Agreement and if such matter cannot be settled through direct discussions of the parties, the matter shall be referred to mediation in Perth, Western Australia. If the parties fail to settle the matter by mediation within thirty (30) days of referral to mediation, any unresolved issues shall be finally settled by binding arbitration in Perth, Western Australia, by one arbitrator, in English, with no discovery, using UNCITRAL Rules and requiring completion of the process and a written reasoned decision of the arbitrator no later than one hundred and twenty days (120) days after referral to arbitration or as soon thereafter as possible. Prior to arbitration, should the parties fail to agree on an arbitrator within sixty (60) days of commencement of the failed mediation, either party may request selection of an arbitrator by the Institute of Arbitrators and Mediators Australia, Western Australia Chapter, which selected shall be accepted by the parties. Unless the parties to this Agreement agree in writing otherwise, the arbitrator shall not have the power to award, nor shall he/she award, any punitive or consequential damages (however denominated). Each side shall pay its own attorney fees and costs no matter which side prevails.

By signing where indicated below the parties agree to the terms and conditions of this agreement:

Signature of Chevron Australia Pty Ltd Representative	Print Title	Date
Volunteer Worker Signature	Print Name	Date

Original: HR Personnel File
Copy: Volunteer Worker

**Appendix B: Pendoley Environmental Volunteer Service and Confidentiality
Agreement**

Volunteer Service Agreement



This Agreement, made on _____ [DATE] by and between the Company Pendoley Environmental, hereinafter referred to as "**PENV**", and

NAME _____

ADDRESS, _____

DOB, _____ hereinafter referred to as "**the Volunteer**."

IT IS NOTED:

Whereas, volunteer intends to donate services to PENV identified below, and said PENV intends to accept the donation of volunteer services.

In consideration of the mutual promises, the parties hereto agree as follows:

1. The Volunteer agrees to donate services to PENV in the capacity of Turtle Tagging Program – Gorgon Project. Said services shall include, but may not be limited to, the following:

Tagging of turtles and collection of other biological data.

1. It is mutually and expressly understood that volunteer services shall be donated, and that said Volunteer is not entitled to nor expects any present or future salary, wages, or other benefits for these voluntary services.
2. The Volunteer agrees to follow the supervision and direction of any personnel; employee of PENV to whom the Volunteer has been assigned to perform services, and to participate in any training required by PENV in order to perform the voluntary services.
3. The Volunteer agrees that he/she will not be considered to be an employee of PENV, for any purposes other than tort claims and injury compensation, while performing the above described voluntary services.
4. The Volunteer further understands that if the Volunteer is responsible for injuries to third parties or damages to their property while acting outside the scope of assigned volunteer duties that said Volunteer may be held personally liable for any damages a court may award to the injured party.
5. It is further understood and agreed to by the Volunteer that the services rendered to PENV shall apply only in the case of liability arising out of the ordinary negligence that occurs during the scope of the Volunteer's services agreed to herein, and that in no way do any of these provisions apply for the benefit of the Volunteer, his/her heirs, executors or administrators in any action arising out of gross negligence, wilful misconduct, or any other conduct on the part of said Volunteer, which cause or may give rise to criminal liability.

6. The Volunteer has been made aware and is aware of the activities that the Volunteer will be undertaking while volunteering with PENV at site. The Volunteer understands that it consists of strenuous and arduous activities and the Volunteer will take every precaution while undertaking such activities and the Volunteer will not hold the PENV or PENV Client liable for any injury through the strenuous and arduous activities undertaken.
7. The Volunteer further agrees that volunteer will fully cooperate with PENV and its agents in any investigation, lawsuit, arbitration, or any other legal or quasi-legal proceedings that arise from the matters covered by this agreement. The Volunteer further agrees to notify PENV immediately of any incident – **medical or operational** - that occurs or may occur within the knowledge of the volunteer, which gives rise to liability on the part of the volunteer of PENV. **It is imperative that any incidents or unusual observations throughout the course of your work, are reported to their Team Leader immediately or as soon as practicable.**
8. The Volunteer further agrees to keep all information confidential. Confidential information means all information (whether or not in oral, written or electronic form) relating to the Volunteer Tagging Program – Gorgon and that is supplied by or on behalf of the Company to the Volunteer, including but not limited to, present or future, notes, opinions or memoranda containing any information which at the time of its supply or creation is identified as, or is capable of being confidential.

The Volunteer agrees to keep any information secret and confidential except to the extent that the Volunteer is required by law to disclose any Confidential Information in which case it will notify the Company and seek to minimise the amount of Confidential Information disclosed, including requesting that the Confidential Information be disclosed only on confidential terms.

That the Volunteer will only disclose information to related persons who need to know and have been advised of the confidential nature of the Information and who are obliged to the Volunteer to keep confidential the Confidential Information.

That the Volunteer or any third party not publish or release Confidential Information for any purpose.

Immediately on request the Volunteer and any third party must deliver up to the Company (or at the Company's election) destroy and cease to use, all Confidential Information, including any copies of the Confidential Information (stored in any medium) which is in their possession or control. The return or destruction of Information does not release the Volunteer or any third party from their other obligations under this deed.

9. The Volunteer understands that unless they submit a formal request to withhold photographs of their likeness, any photographs taken of the Volunteer during their work with, or attendance at events held by, Pendoley Environmental Pty Ltd can be used wholly or in part in reports, publications and for internet or advertising purposes. Use of the photographs may be granted to third parties, however the photographs will remain the property of Pendoley Environmental Pty Ltd.

The Volunteer acknowledges that by neglecting to submit such a request they give up all claims of ownership, income, editorial control and use of the relevant photographs and assign all copyright ownership to the Pendoley Environmental.

I understand that my volunteer assignment is current for the 2017/18 PENV **Turtle Tagging Program – Gorgon Project** field season. I also understand that my volunteer assignment may be terminated at any time by either party to this agreement.

VOLUNTEER NAME & SIGNATURE

DATE

SIGNATURE & NAME OF PENV REPRESENTATIVE

DATE

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**Appendix C: Pendoley Environmental Volunteer Personal Information and
Health Form**

VOLUNTEER PERSONAL INFORMATION AND HEALTH FORM



The information provided on this form is for Pendoley Environmental's use only, and the form will be destroyed if you are not successful in gaining a volunteer position. The medical information of successful volunteers will be kept in the strictest of confidence and is intended only to be used in the management of injuries or health related incidents that may arise as a result of volunteer work. Your 'fitness for duty' as a volunteer turtle tagger will be determined independently by the Chevron medical assessment.

Personal Details

Name	_____	DOB	_____
Address	_____	Mobile No.	_____
	_____	Home Phone No.	_____
	_____	Email Address	_____
Name of Next of Kin	_____	Relationship	_____
Next of Kin Contact No.	_____		
Address of Next of Kin	_____		

Health Questionnaire

Do you suffer from any of the below?

	Yes	No
Asthma		
Diabetes		
Epilepsy / Seizure Disorders		
High Blood Pressure		
Heart Problems		
Joint problems		
Back Problems		
History of fainting / blackouts		
Recent surgeries		
Required to take regular medications		
Mental or psychiatric issues, depression		
Other		

If you answered YES to any of the above, please provide details including any medications taken (continued on the next page):

Basic Fitness

Date of your last tetanus shot? (It is **strongly advised** to have a current tetanus shot).

Do you have any specific dietary requirements (e.g. vegetarian, gluten free)?

Are you allergic to any medications / foods / fabrics (e.g. Latex)?

Have you had any surgery in the last 5 years? If yes, please detail below.

Personal Protective Equipment

All volunteers must wear safety boots while in the field. Please list your shoe size: _____

Declaration

By signing this Personal Information and Health form, I declare that all and every answer is true to the best of my knowledge.

Signed:

Date:
