

# **THE WORLD'S BIGGEST GARAGE SALE**



## **VOLUNTEER AGREEMENT**

## **BACKGROUND**

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

### **1. YOU ARE A VOLUNTEER**

1.1. The positions of General Volunteer / Department Manager at the World's Biggest Garage Sale are volunteer positions. This means that, if you accept either 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 below at clause 9).

1.2. Neither the World's Biggest Garage Sale or the volunteer intend any employment or contractual relationship to be created (i.e. you are not an employee, independent contractor or consultant at the World's Biggest Garage Sale). 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 THE WORLD'S BIGGEST GARAGE SALE**

2.1. The World's Biggest Garage Sale values its volunteers and we will endeavour to provide you with:

- (a) a written position description so you understand your role and the tasks you are authorised to perform;
- (b) a full induction, orientation and any training necessary for the volunteer role;
- (c) a safe environment in which to perform your role;
- (d) respect for your privacy, including keeping your private information confidential;
- (e) a Department Manager or Manager, so that you have the opportunity to ask questions and get feedback (see clause 4 below);
- (f) reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us (for further information see clause 9 below), and
- (g) insurance to cover you for the volunteer duties you are authorised to perform (see clause 10 below).

### **3. WHAT THE WORLD'S BIGGEST GARAGE SALE ASKS OF ITS VOLUNTEERS**

3.1. We ask that you:

- (a) Support the World's Biggest Garage Sale aims and objectives;
- (b) participate in all relevant induction and training programs;
- (c) 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;
- (d) understand and comply with the organisation's policies and procedures;

- (e) notify your Department Manager, Manager 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;
- (f) behave appropriately and courteously to all staff, clients and the public in the course of your role;
- (g) 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;
- (h) let us know if you wish to change the nature of your contribution (e.g. hours, role) to the World's Biggest Garage Sale at any time;
- (i) comply with the law at all times, and
- (j) 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**

4.1. 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 your appointed Department Manager or World's Biggest Garage Sale Management on 1300 12 12 97 as soon as possible.

#### **5. ROLE DESCRIPTION AND DETAILS**

5.1. You will be required to perform the position in accordance with the Position Description in Schedule A.

5.2. It is important that you only perform the tasks in this Position Description and that you follow the instructions of your appointed Department Manager and the World's Biggest Garage Sale staff.

5.3. It is also important that you are not affected by drugs or alcohol when you are volunteering.

5.4. If you are unsure whether a particular task or work is authorised, please do not hesitate to talk to your contact person.

#### **6. THE HEALTH AND SAFETY OF YOU AND OTHERS**

6.1. At the World's Biggest Garage Sale volunteer safety, and the safety of everyone who is involved in our organisation, is a priority.

6.2. Under the Work Health and Safety Act 2011 (the WHS Act) and other laws, the World's Biggest Garage Sale has a duty of care to minimise risks to everyone affected by its conduct (including volunteers).

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

- (a) to take reasonable care for your own health and safety;
- (b) to take reasonable care for the health and safety of others;
- (c) to comply with any reasonable instruction by the World's Biggest Garage Sale;
- (d) to let the World's Biggest Garage Sale know of any concerns you may have about safety and/or fitness in undertaking our role, and;
- (e) to cooperate with any policies and procedures of the World's Biggest Garage Sale.

Please do not hesitate to talk to your contact officer at any time if you have any health and safety concerns.

## **7. INDUCTION AND TRAINING REQUIRED BEFORE YOU START IN THE VOLUNTEER ROLE**

7.1. The World's Biggest Garage Sale is committed to providing suitable training in support of our policies and procedures. For this reason it is our policy that all volunteers undertake induction and/or training at the World's Biggest Garage Sale prior to commencing their volunteer position.

7.2. We will be holding a volunteer induction session at the World's Biggest Garage Sale warehouse headquarters.

## **8. INFORMATION WE REQUIRE BEFORE YOU CAN START IN THE VOLUNTEER ROLE**

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

(a) personal contact and emergency details;

a. <https://worldsbiggestgaragesale.com.au/volunteer-information/>

(b) licence / identity checks; and

(c) any other information the World's Biggest Garage Sale determines relevant to you being able to carry out the duties of your position.

## **9. VOLUNTEER EXPENSES AND OTHER BENEFITS**

9.1. As a volunteer, the World's Biggest Garage Sale will provide you with reimbursement for any reasonable out-of-pocket expenses that you incur when performing authorised tasks associated with your role.

9.2. 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 will need prior approval and will always need to produce receipts.

9.3. 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 the World's Biggest Garage Sale and is not payment in lieu of salary.

## **10. INSURANCE**

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

10.2. The World's Biggest Garage Sale has the following insurances: Voluntary Workers Group Insurance

10.3. To ensure this insurance covers you for any incidents that occur while you are volunteering with us, you need to:

(a) report an incident as soon as it has occurred;

(b) sign in and sign out each time you volunteer;

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

(a) actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permission from us;

(b) criminal activity (including criminal charges arising out of driving incidents);

(c) dishonest or reckless activities; and

## **11. INTELLECTUAL PROPERTY**

11.1. All volunteers at the World's Biggest Garage Sale agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of voluntary services at the World's Biggest Garage Sale to the World's Biggest Garage Sale.

11.2. Volunteers are taken to consent to the World's Biggest Garage Sale use 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.

**Your initials acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions.**