

Volunteer Agreement

(Community Ambassador)



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

The position of Community Ambassador at Ambulance Wish Western Australia is a volunteer position. This means that, 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.

Ambulance Wish Western Australia does not intend any employment or contractual relationship to be created (i.e. you are not an employee, independent contractor or consultant at Ambulance Wish Western Australia). If this changes at any time, and there is a possibility that you might undertake paid work for the organisation, 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 Ambulance Wish Western Australia

Ambulance Wish Western Australia values its volunteers and we will endeavour to 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 contact person, so that you have the opportunity to ask questions and get feedback;
- reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us; and
- insurance to cover you for the volunteer duties you are authorised to perform.

Ambulance Wish Western Australia Volunteer Agreement

3. What Ambulance Wish Western Australia asks of its volunteers?

We ask that you to:

- Support Ambulance Wish Western Australia 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 coordinators and obey reasonable directions and instructions;
- understand and comply with the organisation's policies and procedures including equal opportunity, health and safety, privacy, code of conduct and ethics policies;
- notify your Volunteer Coordinator or Management Committee member 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 wish recipients and their families, volunteers, or the workplace;
- behave appropriately and courteously to all volunteers, 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 Ambulance Wish Western Australia at any time;
- 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 person at Ambulance Wish Western Australia will be the Volunteer Coordinator (volunteercoordinator@ambulancewishwa.org.au). 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 the Volunteer Coordinator (volunteercoordinator@ambulancewishwa.org.au) or Chair of the Management Committee, Susie Wilson (susie.wilson@ambulancewishwa.org.au) as soon as possible.

5. Role description and details

This is a flexible role to suit your availability, and as such there is no minimum time commitment. Community Ambassadors will be contacted as appropriate and offered the opportunity to attend events to which we are invited. It is important that you only perform the tasks in this role description and that you follow the instructions of your Volunteer Coordinator and Ambulance Wish Western Australia Management Committee. 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

At Ambulance Wish Western Australia volunteer safety, and the safety of everyone who is involved in our organisation, is a priority. In Western Australia, the Occupational Health and Safety Act 1984 (OHS Act) applies to many volunteers because all organisations that engage workers or manage or control a workplace owe OHS duties to everyone in the organisation (including volunteers). Under the OHS Act and other laws, Ambulance Wish Western Australia has a duty of care to minimise risks to everyone affected by its conduct (including 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 Ambulance Wish Western Australia;
- to let Ambulance Wish Western Australia know of any concerns you may have about safety and/or fitness in undertaking our role; and
- to cooperate with any reasonable policies and procedures of Ambulance Wish Western Australia. We will provide you with a full induction, safety equipment and role training when you commence as a volunteer with our organisation. However, please do not hesitate to talk to your Volunteer Coordinator or Health and Safety Officer at any time if you have any health and safety concerns.

When the Work Health and Safety Act 2019 is proclaimed in WA, and replaces the OSH Act, many volunteer associations will not be covered under the new legislation. Ambulance Wish Western Australia will continue to adopt good safety and health practices and meet industry guidelines to ensue, so far as is reasonably practicable, the health and safety of all its volunteers, including minimising the risks to wish recipients and their families.

Ambulance Wish Western Australia Volunteer Agreement

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

Ambulance Wish Western Australia is committed to providing suitable training in support of our health and safety, discrimination and privacy policies. For this reason it is our policy that all volunteers undertake induction and/or training at Ambulance Wish Western Australia prior to commencing their volunteer position.

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

Before you can commence the volunteer role, we need the following information: (CV, references and sufficient ID confirmation to obtain a Volunteer National Police Clearance Certificate from WA Police.)

9. Volunteer expenses and other benefits

As a volunteer, Ambulance Wish Western Australia will provide you with reimbursement for any reasonable out-of-pocket expenses 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, accommodation, event entry, clothing or equipment). Where this occurs, it is on a gratuitous basis at the discretion of Ambulance Wish Western Australia 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. Ambulance Wish Western Australia has the following insurances:

- Personal liability Insurance;
- Association and Officials liability insurance;
- Volunteer Personal Accident Insurance.

To ensure this insurance covers you for any incidents that occur while you are volunteering with us, you need to: (include details of what the volunteer needs to do, e.g. report an incident as soon as it has occurred, sign in each time you volunteer etc.) We want to let you know that the following events are unlikely to be covered by our insurance:

Ambulance Wish Western Australia Volunteer Agreement

- 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);
- dishonest or reckless activities.

11. Intellectual Property

All volunteers at Ambulance Wish Western Australia 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 Ambulance Wish Western Australia to Ambulance Wish Western Australia. Volunteers are taken to consent to Ambulance Wish Western Australia 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.

Please sign to acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions.

Volunteer full name: _____

Volunteer signature: _____

Date: _____

Volunteer Coordinator full name: _____

Volunteer Coordinator signature: _____

Date: _____

Ambulance Wish Western Australia Volunteer Agreement

Chair: Management Committee: Susie Wilson

Chair: Management Committee: _____

Date: _____