

NRMA Volunteering – Bright Futures Touring Event 2020

Volunteer Rights and Responsibilities

Based on the Volunteer rights developed by Volunteering Australia (2015) and to be read in conjunction with the NRMA Group Policies

We know that by volunteering you are generously donating your time, skills and efforts. But a volunteer environment is still a workplace, and as such, you have certain responsibilities that must be upheld. And of course, you have rights as well!

The following list is the basis of your rights as a volunteer

As a volunteer, you have the right to:

- Be treated fairly and with respect in accordance with the principles of Equal Opportunity legislation
- Be provided an appropriate orientation and a safe workplace with the correct tools and equipment to safely fulfil your role
- Be recognised and included as a valued team member
- Receive information, regarding what is required as a volunteer for NRMA Bright Futures Touring Event
- Know who you are accountable to and should direct questions or raise issues
- Be supported in your role
- A healthy and safe working environment
- Be covered by insurance
- Be made aware of the grievance procedure within the organisation
- Have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988

You have the responsibility to:

- Read and comply with all information & policies sent to you in the lead up to the event
- Comply with NRMA Code of Conduct & Group policies
- Complete a 'Working with Children's Check' and provide documentation of the check
- Be reliable and notify an appropriate person if you are not available or running late to the event
- Value, support and respect the rights of other team members
- Respect confidentiality
- Be committed to the NRMA and your volunteering role at the Bright Futures Touring Event
- Carry out the jobs specified in the induction briefing on the day, responsibly and ethically
- Exercise a duty of care in areas of work, health and safety, including informing others of potential or actual hazards
- Ask for support when needed
- Care for all equipment and property that you come into contact with on the day of the event
- Report any injuries or hazards that you notice

Volunteer FAQs - Centenary Portal

Why should I volunteer?

Volunteering for our centenary touring event will give you an opportunity to be directly involved in a regional community event. It's your chance to represent the NRMA and be part of a once-in-a-lifetime opportunity to celebrate NRMA's Centenary with the local community. The event itself will include entertainment, art, food and education as part of the day's program.

What does volunteering involve? / What would I be expected to do?

Volunteer roles include but are not limited to assisting with Help Desk, staging, Kids Zone and general enquiries. The volunteer roles are to support the smooth running on the day and ensure all of NRMA's Members and visitors enjoy the experience.

What can I expect on the day?

You will be asked to attend approximately an hour before the start time of the event to participate in an onsite induction. You will be assigned your volunteer role and expected to carry out this role until the finish time. You will be provided a lunch break along with other short breaks throughout the day.

Is there a cost to attend?

Entry to the Bright Futures Tour is free. Food and drinks will be available for purchase at the event.

How long do I need to work for?

You will need to be onsite from 7.45am for your site induction and training on your role. Depending on the location you are volunteering at, your shift will finish at 4pm or 5pm.

Do I get breaks?

Yes you will get a 30 minute morning tea, 1hr lunch and 30 minute afternoon break.

Do I get meals?

Yes you will be provided with food and beverage vouchers for lunch and snacks across the day that you can choose to use at the multiple vendors on location. There will be a range of food available to suit all dietary requirements.

Do you supply a uniform?

Yes, you will receive a t-shirt, hat and lanyard on the day. Please wear black pants or shorts and comfortable shoes. You will be able to keep your t-shirt and hat.

Will I be doing the same role all day or are you going to move me to different parts of the event?

The intention is for you to do the same role across the day. Depending on circumstances, this could vary from one event to another.

How big will these events be? How many people do you think will be at these events?

The more the merrier! The number of people attending each event will vary depending on the size of each venue. In regional towns, we are expecting up to 10,000 visitors to the event over the course of the weekend. In Parramatta, we are expecting up to 15,000 visitors over the course of the weekend.

Will I be able to attend the event, even if I'm volunteering?

You will be able to enjoy the event in your breaks, however by registering to volunteer, you are committing to a role that is required on the day. You may also come to the event on a day that you are not volunteering.

Can I volunteer for my more than one event?

Yes, you can volunteer at more than one event. If you are an NRMA employee, this will however require approval from your leader.

Will NRMA pay for my expenses to and from the event such as transport and accommodation?

All transport and accommodation costs are at the expense of each person. We anticipate that our employees who live in nearby areas will volunteer. And of course some may like to take the opportunity to make an extended weekend out of it with family or friends and use it for a short getaway.

Will there be transport for volunteers?

Currently the only planned transport for volunteers is to Kiama. There will be a return bus transfer depart and return from 9 Murray Rose Avenue, Sydney Olympic Park. More details will be provided closer to the date.

Can friends or family volunteer?

Yes, we encourage you to invite your family and friends to volunteer as well. They will need to register themselves through the portal. All volunteers will need to be 18 years of age or over.

What do I need to do to register for the event?

1. If you are an NRMA employee, speak with your leader about the day/s you are considering volunteering to obtain approval
2. Read all the information in the portal
3. You will need to apply for a [Working with Children Check](#) (WCC) which is free from the NSW Office of the Children's Guardian. Please submit this well in advance as it is a two-part process - following submitting your application on line, you will need to go to a [Service NSW location](#) to present identification. You should allow three weeks from attending a Service NSW location for your WCC to arrive.
4. Once you have registered, if you are selected you will be notified at least four weeks in advance and provided further information and details. At this point you will also be required to send your Working with Children Check.

If I register as a volunteer on the portal does this mean I will automatically be selected?

This will depend on how many volunteers register as we have a set number of volunteers for each event. As part of the process all registrations will be reviewed to ensure we have the right mix of people with the right skills – in some circumstances it may not be possible for everybody who has registered to be selected.

Where are the events and when?

1. Northern Rivers – Sat 29th Febuary 2020 & Sun 1st March 2020
2. Tamworth – Sat 14th & Sun 15th March 2020
3. Kiama – Sat 4th & Sun 5th April 2020
4. Wagga Wagga – Sat 18th and Sun 19th April 2020
5. Queanbeyan - Sat 2nd & Sun 3rd May 2020
6. Parramatta – Sat 6th & Sun 7th June 2020

What time are the events?

- Northern Rivers – 9am – 5pm
- Tamworth – 9am – 5pm
- Kiama – 9am – 5pm
- Wagga Wagga – 9am – 4pm
- Queanbeyan - 9am -4pm
- Parramatta – 9am – 5pm