



Visiting Volunteers Program



Handbook for volunteers –
a guide to regional volunteering

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Attachments:

Expression of Interest

Record of Regional Volunteering

Image Release Form

About Visiting Volunteers

Hello & welcome to the Visiting Volunteers Program

An Invitation to Volunteers

Many towns in regional WA are experiencing dwindling, aging and in some cases new, expanding populations. These changes significantly impact on the capacity of the towns to provide adequate volunteer resources for a range of community services and projects.

These same communities may annually also experience a population explosion during the winter months as thousands of long and short stay intrastate, interstate and international travellers become 'temporary residents' when they head to warmer locations.

'Temporary residents' contribute to the economic and social fabric of a community, become consumers of local services such as Ambulance, First Aid and Sea Rescue and place increased demands upon tourism related enterprises such as museums/historical attractions and natural attractions, most of which are manned by a diminishing pool of volunteers.

It has been identified that travellers may be willing to become Visiting Volunteers and provide a valuable source of additional volunteers for these and other community services, while enjoying new experiences, meeting new friends and making a difference. Visiting Volunteers assist communities to build their capacity to deliver services, complete outstanding projects or provide assistance in rural and remote community schools. Additional sources of expertise in any fields are always welcome.

For further information please visit www.volunteeringwa.org.au.

If you are a potential Visiting Volunteer, Volunteering WA can assist in finding you a rewarding volunteering experience in a community that will welcome and needs you.

An Invitation to Volunteer-Involving Organisations & Communities

If you are a rural or remote local government authority, volunteer-involving organisation or community group in a rural area that needs volunteer assistance, contact Volunteering WA to discuss how we can assist you in identifying and referring volunteer project opportunities in your community as part of the Visiting Volunteers program.

Should there be an existing Volunteer Referral Centre in your region, then Volunteering WA will liaise with the centre to work in partnership to support the Visiting Volunteers program. Where no local Volunteer Resource Centre has been established, groups are asked to register an interest directly with Volunteering WA.

Definitions and Principles of Volunteering

Definition of formal volunteering

Formal volunteering is an activity which takes place through not for profit organisations or projects and is undertaken:

- to be of benefit to the community and the volunteer;
- of the volunteer's own free will and without coercion;
- for no financial payment; and
- in designated volunteer positions only.

Principles of Volunteering

- Volunteering benefits the community and the volunteer.
- Volunteer work is unpaid.
- Volunteering is always a matter of choice.
- Volunteering is not compulsorily undertaken to receive pensions or government allowances.
- Volunteering is a legitimate way in which citizens can participate in the activities of their community.
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
- Volunteering is an activity performed in the not for profit sector only.
- Volunteering is not a substitute for paid work.
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.
- Volunteering respects the rights, dignity and culture of others.
- Volunteering promotes human rights and equality.

Information source - www.volunteeringaustralia.org

Volunteer Rights and Volunteer Checklist

Unlike paid staff, volunteers are not covered by awards or work-place agreements. Volunteers however do have rights, some which are enshrined in legislation and some which could be considered the moral obligations of an organisation involving volunteers. Volunteering Australia promotes the following as the basic rights of a volunteer.

As a volunteer you have the right:

- to work in a healthy and safe environment (refer various Occupational Health and Safety Act[s]);
- to be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation;
- to be adequately covered by insurance and, if required, to be signed on before commencing;
- to be given accurate and truthful information about the organisation for which you are working;
- to be reimbursed for out of pocket expenses (see also section on Police and Working with Children Checks);
- to be given a copy of the organisations volunteer policy and any other policy that affects your work;
- not to fill a position previously held by a paid worker;
- not to do the work of paid staff during industrial disputes;
- to have a job description and agreed working hours;
- to have access to a grievance procedure;
- to be provided with orientation to the organisation;
- to have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988; and
- to be provided with sufficient training to do your job.

Check that:

- The organisation is a not-for-profit
- The purpose of the organisation matches your own values and beliefs
- The organisation carries volunteer insurance
- Your role is clear and specific
- The organisation can provide you with written information about its purpose and activities
- You are satisfied that the funds of the organisation are expended in accordance with its mission.

Model Code of Practice for Organisations Involving Volunteer Staff

Volunteering Australia has developed, through consultation with volunteer involving organisations and projects in the not for profit sector, national standards for volunteer involvement which represent and explain the tenets of 'best practice' in the management of volunteers. The following points identify policy considerations for volunteering involving organisations and can be addressed as part of the process to implement the national standards.

- Interview and employ volunteer staff in accordance with anti discrimination and equal opportunity legislation;
- provide volunteer staff with orientation and training;
- provide volunteer staff with a healthy and safe workplace;
- provide appropriate and adequate insurance coverage for volunteer staff;
- not place volunteer staff in roles that were previously held by paid staff or have been identified as paid jobs;
- differentiate between paid and unpaid roles;
- define volunteer roles and develop clear job descriptions;
- provide appropriate levels of support and management for volunteer staff;
- provide volunteers with a copy of policies pertaining to volunteer staff;
- ensure volunteers are not required to take up additional work during industrial disputes or paid staff shortage;
- provide all staff with information on grievance and disciplinary policies and procedures;
- acknowledge the rights of volunteer staff;
- ensure that the work of volunteer staff complements but does not undermine the work of paid staff;
- offer volunteer staff the opportunity for professional development;
- reimburse volunteer staff for out of pocket expenses incurred on behalf of the organisation;
- treat volunteer staff as valuable team members, and advise them of the opportunities to participate in agency decisions; and
- acknowledge the contributions of volunteer staff.

Information source - www.volunteeringaustralia.org

Registration Procedure

If you have not already done so, you will need to complete an Expression of Interest form (attached) to register with the Visiting Volunteers Program. This document should be forwarded to Volunteering WA and will be used by the Volunteer Services Manager to enable suitable contact to be commenced with regional organisations that have requested the support of a volunteer.

Once you have forwarded this form to Volunteering WA your contact details will be entered on the Visiting Volunteers mailing list (unless advised otherwise) and you will receive Visiting Volunteers (Vis Vols) newsletters and occasional fliers to keep you informed.

Volunteering WA does not forward contact details of our volunteers to other parties.

Regional Projects

Volunteers should give consideration to the fact that community capacity differs from one community to another in terms of the availability of personnel and resources. Not every community will be able to provide the same level of support.

Locating a Volunteer Position

A search for a suitable regional position may be made by accessing VWA's website, www.volunteeringwa.org.au. Presently the search for a position is able to be made via postcode, locality, area of interest, or keywords. Once a potential position has been selected further position details will be shown, together with an Express Interest form. Once the Express Interest form has been completed and submitted, your details are then sent to the organisation by email to commence negotiations.

Members of Volunteering WA will be happy to assist any person without internet access.

Insurance

The organisation who has engaged a volunteer is responsible for insurance to cover the volunteer from any claim for public liability or costs in the event of an accident.

Certificates of currency for Public Liability and Volunteer Accident insurance are provided to Volunteering WA when an organisation completes the registration process; this occurs prior to the listing of their projects.

Police Clearance and Working with Children Check

In general having a Police Clearance is a pre-requisite to volunteering. Some organisations are able to cover the cost and to obtain this on the volunteer's behalf, although in some instances volunteers may be expected to cover a small fee for this.

A Working with Children Check is normally only required if a volunteer's core duties involve working with children.

Prior to agreeing to the volunteer position, the volunteer should ensure that they have clarified this fee situation with the appropriate contact person in the organisation.

Evaluation and Feedback

As the peak body for volunteering in Western Australia, Volunteering WA maintains statistical records of all volunteering that has been completed through our organisation and allied partners. We need to ensure that the valuable time given by our Visiting Volunteers is collected, recognised, and included in our statistics.

Therefore, at the completion of the project, we request that you provide VWA with the following brief details:

- the project name and the location
- the actual duties completed
- the number of hours volunteered
- general feelings about the project and the organisation and/or the community.

If you find it convenient, you may wish to use the attached Record of Regional Volunteering to assist with recording the details requested.

You are also encouraged to provide additional comments to Volunteering WA and the local organisation involved. These comments may refer to whether you:

- enjoyed the placement
- were provided with enough information about the project
- found the training to be adequate (if required)
- were able to complete the project within the time allocated
- were made welcome by members of the organisation and the community in general

Additional comments are welcomed as these will allow us to continually enhance the delivery of our programs for the benefit of our volunteers.

Photographs

Volunteering WA would welcome copies of any 'volunteering in action' images that you may have taken, together with your permission for Volunteering WA to use these images for non-commercial promotional purposes. An Image Release Form is attached should you wish to provide Volunteering WA with copies of your photographs.

Contact Details

Volunteering WA
City West Lotteries House
2 Delhi Street
WEST PERTH WA 6005
08 9482 4333
visiting@volunteeringwa.org.au
www.volunteeringwa.org.au



**Visiting Volunteers
Program
Expression Of Interest**
(Please tick appropriate box)



Given Names	Family Name	Date
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Residential Address _____ _____ _____ _____ P/C: _____	Personal Details Date of Birth: _____ Occupation: _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female How did you hear about Visiting Volunteers Program? _____
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Background Information Have you volunteered before? Yes <input type="checkbox"/> No <input type="checkbox"/> If so please list dates and places:	Contact Details T (H) _____ T (W) _____ M _____ E _____
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Volunteering/Visiting Data

Which towns or places do you intend to visit? How long will you be staying in each place?	State the intended dates of your visit:
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What type of volunteer work interests you? Eg. building maintenance, tourism, arts, sports, school etc.

Please list your employment skills/qualifications, special skills, and any previous volunteer experience:

What is your means of accommodation? <input type="checkbox"/> Caravan <input type="checkbox"/> Mobile Home <input type="checkbox"/> Camper <input type="checkbox"/> Other	Are you able to lift heavy objects? Yes <input type="checkbox"/> No <input type="checkbox"/> List any special requirements or considerations:
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Please post, fax or email to **Volunteering WA** 2 Delhi Street WEST PERTH WA 6005
 fax: 9482 4334 email: visiting@volunteeringwa.org.au



**Visiting Volunteers
Program
Record of Regional
Volunteering**



Name of Volunteer: _____

Project Name and Location: _____

Date	Duties	Hours	Project Notes (optional)	Organisation or Community Notes (optional)



City West Lotteries House
 2 Delhi Street
 WEST PERTH WA 6005
 9482 4333
visiting@volunteeringwa.org.au
www.volunteeringwa.org.au

Image Release Form

Date of photo	Locality and Venue	Activity	Caption

My signature below indicates that I am providing consent to Volunteering WA or its agents to publish photographs taken while contributing to the Visiting Volunteer Program, including me and/or my likeness which may be published on the Web and in public information materials. I agree that this image can be used to raise the profile of volunteering in Western Australia.

Name (print)	Signature	Organisation	Contact (phone or email)

Photo Release

I give permission for these photos to be used by Volunteering WA for non-commercial purposes only.

Photos taken by _____

Signature _____ Date _____