

Valuing Volunteering

...now and into the future



Quarterly electronic update from the Volunteering Secretariat



Left: Volunteering Secretariat Staff donning aprons during National Volunteer Week.

What's New

Employee Volunteering & Corporate Social Responsibility: A Guide to Employee Volunteering

This new publication from the Secretariat was launched by Minister Kucera, in May during National Volunteer Week. The guide targets employers and is designed to support private and public sector organisations to develop, implement and evaluate programs that enable employees to volunteer in the community. Copies are available from the Volunteering Secretariat on 9220 1111 or online at www.community.wa.gov.au/volunteers.

Working with Children Checks and National Police Checks for Volunteers Program

The Working with Children (Criminal Record Checking) Act 2004 was passed in November 2004 and implementation will commence 1 January 2006 with a five year roll out period. This Act introduces compulsory child related criminal record checking to Western Australia to ensure a consistent and high standard of checking for people working and volunteering with children.

An 'Assessment Notice' will be needed to work and volunteer with children. There will be some exemptions for volunteers including volunteers under 18 years and parents volunteering in an activity in which their child is involved.

A community education campaign is currently being developed to fully inform organisations and volunteers of their obligations and the application processes. There are some answers to Frequently Asked Questions as well as information updates at the following web address: www.community.wa.gov.au/aboutdcd/legislation/workingwithchildrenchecks

Message from the Executive Director, Office for Seniors Interests and Volunteering

Welcome to the third edition of Valuing Volunteering. In recent months there have been some significant changes for the Office for Seniors Interests and Volunteering. In March this year, the Hon. Premier, Dr Geoff Gallop MLA, announced the reallocation of portfolios for his second term Cabinet. Bob Kucera AM MLA JP, has taken on the role of Minister for Seniors and Volunteering along with his other portfolios of Disability Services, Sport & Recreation and Citizenship and Multicultural Interests. The Hon. Sheila McHale MLA remains Minister for Community Development, Culture and the Arts and Women's Interests. Though we have a new Minister, the Office for Seniors Interests and Volunteering remains part of the Department for Community Development (DCD).

As a result of DCD's recent redevelopment of its website the Volunteering Secretariat now has a new website address. To access information on our projects and initiatives, go to www.community.wa.gov.au/volunteers.

Happy reading!

Judy Hogben
Executive Director
Office for Seniors Interests & Volunteering

The National Police Checks for Volunteers Program currently run by Volunteering Secretariat and WA Police will continue to operate after 1 January 2006 for those volunteers and organisations needing checks for duties not related to children.

Coming Events

Thank a Volunteer Day 2005

In 1985, the United Nations recognised the first International Volunteer Day to celebrate the important role that volunteers play in communities around the world.

At the conclusion of the International Year of Volunteers in 2001, the Premier of Western Australia announced that in future years, 5 December would become 'Thank a Volunteer Day' in Western Australia.

Remember to place Monday, 5 December 2005 'Thank a Volunteer Day' in your diary to recognise and celebrate the gift of time and effort given by volunteers in your community.

The 2005 grants scheme will be announced shortly. Grants of \$500 are available to assist organisations hold 'whole of community' celebrations recognising the contributions of volunteers. They are not designed for individual organisations to stage events for their volunteers.

11th National Conference on Volunteering 7-10 March 2006

The 11th National Conference on Volunteering will be held in Melbourne from 7-10 March next year. The Conference theme, 'Let the Games Begin' links in with the upcoming Commonwealth Games and highlights the role of volunteers in major events. There are four streams to the conference focusing on:

- Sport and Recreation;
- Arts, Culture and Tourism;
- Emergency Management and Relief; and
- International Role of Volunteers.

For more information about the conference visit Volunteering Australia's website at www.volunteeringaustralia.org.

Profiling Western Australian Volunteer Resource Centres

Cockburn VRC

A new feature of the newsletter profiles work by Volunteer Resource Centres (VRCs) around the State. Cockburn VRC is the feature VRC in this edition of the Volunteering Secretariat's newsletter.

After a recent staff change, the new co-ordinator of the Cockburn Volunteer Resource Centre is Kate Burrell. Daniel Hanley, Leader of the Community Development team at the City of Cockburn says that the Cockburn VRC is an integral part of the City's community development activities. As a result of the increased volume of activity through the Centre, expansion both of volunteer staff numbers and premises has taken place.

Three new projects taking off in Cockburn are:

1. Residents' Associations and Insurance Solutions

The 14 Residents' Associations in the City of Cockburn have not been able to afford public liability and volunteer personal accident insurance in the past. As a result they have not been able to recruit volunteers through the VRC as insurance is a necessary pre-requisite. They have now successfully negotiated as a group of volunteer organisations with EIG Ansvar Insurance to take out an insurance package that will save each of them one-third of the normal premium annum. In addition, the Cockburn Community Projects Fund sponsored by Alcoa and the City of Cockburn has agreed to meet the first year's costs of their insurance premiums so all are free to begin taking volunteers from the VRC for their community projects.

The Residents' Associations are undertaking whole-of-locality volunteering projects of different kinds and also auspicing small special purpose interest groups, acting as a conduit for funding submissions and potentially for insurance coverage. The Residents' Associations inform the community of activities through the "Pass it On" email newsletter and through a regular presence in the local newspaper. They are an active and grass roots volunteering presence.

2. Intergenerational Volunteering – Seniors volunteering in local schools

All 30 Principals of government, private and alternative schools in the Cockburn area have expressed willingness to be part of a program that links seniors with students from local schools on a range of volunteering activities. The aim of the project is to engage seniors and young people in joint activities where they feel they are contributing to the community.

3. Streets Alive - Reclaim the Streets Walk Program

The VRC has also been involved with another excellent community capacity building initiative. They have recruited volunteer Walk Leaders for a new program, Reclaim the Streets Walk designed to help neighbours get to know each other, raise fitness levels, dispel fear about safety on the streets and have a visible presence of people out in the streets to deter crime. The volunteer program has now expanded to 6 different walk groups and each walk leader is police screened, has first aid qualifications and is trained in how to safely conduct walks.

Cockburn VRC is looking forward to a busy and productive time ahead. They are certainly showing what is possible when support for volunteering is made a central focus of a community's mission.

Volunteers and Tax

The Australian Taxation Office (ATO) has produced a useful publication, 'Non-profit organisations and Volunteers' explaining the tax treatment of transactions that commonly occur between non-profit organisations and volunteers.

A copy of the Volunteers and Tax Information Sheet can be downloaded from the Volunteering Australia website on www.volunteeringaustralia.org.

Special Message to Marlene and Jo

The Volunteering Secretariat sends very warm wishes and thanks to Marlene Oostryck and Joanne Visic who have recently left their positions as VRC Coordinators of Fremantle and Melville. Both Marlene and Jo were founding Coordinators and have developed innovative and quality programs. We welcome in their place Nicola Schumann at Melville and Samantha Richardson-Newton at Fremantle.

Highlights from National Volunteer Week 2005

Employee Volunteering & Corporate Social Responsibility

Developed by Catherine Doherty, Policy Officer in the Volunteering Secretariat the new guide will help private and public sector organisations establish employee volunteering programs as part of their commitment to corporate social responsibility.

Employee volunteering programs are an important way for organisations to become involved in the community and demonstrate corporate social responsibility.

The guide features a number of case studies of existing employee volunteering programs supported by businesses such as Woodside, Westpac, the Body Shop and BHP Billiton.

Copies are available from the Volunteering Secretariat on (08) 9220 1111 and online at www.community.wa.gov.au/volunteers.



Above: Phillippa O'Connell MC



Above: The Hon Bob Kucera, Minister with responsibility for Volunteering.



Above: Tahnie Davies, lawyer and Pro Bono Coordinator, Blake Dawson Waldron.

Shared Vision Training Grants

Over 80 volunteer managers and volunteers attended a special presentation from organisations who successfully developed and delivered specific training programs geared towards volunteers as part of the Volunteering Secretariat's Shared Vision Training Grants Scheme.

In 2004, 17 partnerships from around the State were funded to develop and deliver innovative training for volunteers. Training projects included mentoring, first aid, cross cultural awareness, youth leadership, listening and support skills, board governance and trauma support.

Representatives from three of the training projects presented an overview of the training they developed, how it was planned and presented, the outcomes achieved and the challenges faced. It is anticipated that this will assist organisations to develop and deliver similar training for their own volunteers.

For further information on the training projects developed visit our website at www.community.wa.gov.au/volunteers Click on Resources, Volunteering, Community Partnerships, then scroll down to Shared Vision Training Grants.

The Shared Vision Training Grants Presentation was videoed and the Volunteering Secretariat is offering, free of charge, a copy of the video to interested organisations. Please contact Cal Clee, Project Officer, Volunteering Secretariat on (08) 9220 1151 and a copy will be posted out to you. The training resources available are listed on the following page.



Judy Hogben, Executive Director Office for Seniors Interests & Volunteering talking with Hugh Rogers, President Seniors Recreation Council.



Margaret Dawkins, Manager, Volunteering Secretariat

Shared Vision Training Resources for the Sector

Three innovative volunteer training projects funded by the Volunteering Secretariat have produced resource materials that can be shared with other organisations. The Secretariat has the master copies and will provide copies to interested organisations. Call Cal Clee on 92201151 or email her at volunteering@dcd.wa.gov.au

The resources are:

1. Corporate Governance Resource Manual for Boards of Community Based Organisations

This very valuable resource developed by Peel Community Legal Services and Quality Relationships Alliance will be a real boon for organisations wanting to develop corporate governance policies and processes for Boards. In a magnificently set out file it provides templates for all manner of governance and operational policies and processes that can be adapted and personalised for individual agency use. All the contents are also on a CD allowing easy modification. The resource manual can become the Board Member's bible, a one stop shop of resource information and a tool for keeping their Board materials well organised and to hand. It is recommended that any Board wishing to take up use of the Manual engages a qualified trainer to work with the Board to develop new or review existing policies and processes to gain maximum benefit. Michelle Emmerson-Law at Peel Community Legal Services Inc who developed the Manual can provide this training function and can be contacted on Mobile 0438 598 984.

2. Advanced Skills Training Manual for Parent Home Visitors

Developed by Centrecare this highly professional and well researched training manual is designed to be used for training parent home visitors who have already had some basic training and experience working with families. The Manual includes all the training plans, materials, activities, resources and handouts needed to cover six module areas- Working from a Strengths Perspective, Family Partnerships, Child and Family Issues, Depression, Cultural and Family Diversity and Social/Emotional Competency and Resilience.

3. Paralegal Training in Advocacy, Family Law and Risk for use with Trusted Community Members acting as volunteers

Geraldton Resource Centre developed this resource for paralegal volunteers working in a range of organisations in the Mid-West.

Volunteering Secretariat Staff Volunteer during National Volunteer Week 2005

Staff from the Volunteering Secretariat donned aprons to help prepare and serve meals at a St Patrick's drop-in centre during National Volunteer Week. The centre provides meals, showers and recreational facilities to low-income people.

Margaret Dawkins, Manager of the Volunteering Secretariat said by supporting staff to volunteer their time, the Secretariat hoped to spread the word about the value of employee volunteering. "We are walking the walk, so to speak".

Employee volunteering is an important part of corporate social responsibility and helps to boost staff morale while raising the profile of an organisation in the community.

A fun day was had by all!

Volunteer Resource Centre Alliance WA

At the launch of National Volunteer Week 2005, the Minister for Seniors and Volunteering Bob Kucera MLA, announced the formation of the Volunteer Resource Centre Alliance WA. The 22 VRCs spread across Western Australia who have worked informally as a network of centres over recent years have now formed a formal network. Through this Alliance VRCs will be better able to share member agencies, volunteer positions and volunteers across regional boundaries giving wider choices for all. It will also assist centres to collaborate on the production of resources and publications, reduce duplication and allow Co-ordinators to work closely with colleagues in other centres for their mutual benefit. The Alliance will foster a sense of confidence in the community that the VCRs are a strong coordinated service. All members will use the VRC Alliance WA logo which incorporates the "Flying Angels" image. Plans for technological linkages between the centres and a VRC Alliance website are underway.

Contact details of the Volunteer Resource Centre Alliance WA are available on the Volunteering Secretariat website and on the back of this newsletter.

Recognising Volunteers

An extract from the Volunteering Australia website.

Ways that volunteer organisations can give recognition to their volunteers include:

- Adequately orientate volunteers.
- Ensure volunteer coordinators are readily accessible to volunteers.
- Encourage volunteer participation in team planning.
- Encourage participation in planning that affects their work.
- Provide training.
- Give additional responsibility.
- Enable volunteers to 'grow' on the job.
- Include volunteers in coffee breaks.
- Recommend volunteers to prospective employers.
- Maintain Occupational Health and Safety standards.
- Take the time to explain and listen to volunteers' ideas and concerns.
- Recognise and accommodate personal needs and problems.
- Celebrate achievements and efforts.
- Keep volunteers informed via newsletters.
- Provide letters of reference.
- Send birthday and Christmas cards.

- Allocate notice board space to applaud volunteer achievement.
- Organise awards with certificates or plaques or medals.
- Honour volunteers on International Volunteers/Thank a Volunteer Day, 5 December with planned activity such as afternoon tea or lunch.
- Celebrate National Volunteer Week.

The full information sheet – Recognising Volunteers – can be downloaded from www.volunteeringaustralia.org.

Show Your Appreciation

A new electronic Certificate of Appreciation is available for organisations involving volunteers. The certificate can be downloaded and presented to volunteers on Thank a Volunteer Day or on any other occasion that recognises volunteers efforts. The certificate recognises individual effort and highlights the significant contribution that volunteers make to the community.

To download the Certificate of Appreciation visit the Volunteering Secretariat's website and click on Certificates of Appreciation. On the certificate, the name of the recipient and the organisation to which they belong can be filled in by the donor organisation.



Interesting website links:

Here is a collection of useful volunteering websites on Employee Volunteering and Corporate Social Responsibility.

Business in the Community
www.bitc.org.uk

Center for Corporate Citizenship Boston College
www.bc.edu/centers/ccc/index.html

Centre for Corporate Public Affairs
www.accpa.com.au

Community Business Partnerships Brokerage Service
www.ourcommunity.com.au/business/business_main.jsp

Corporate Citizenship Company
www.corporate-citizenship.co.uk

Employee Volunteering
www.employeevolunteering.org.uk

GoVolunteer
www.govolunteer.com.au

NSW Community Builders
www.communitybuilders.nsw.gov.au

Points of Light Foundation
www.pointsoflight.org

Positive Outcomes
www.positiveoutcomes.com.au

Prime Minister's Community Business Partnership
www.partnership.zip.com.au

Probono Australia Volunteer Match
www.volunteermatch.com.au/default.asp

South Australian Office of Volunteers
www.savolunteer.info

UN Online Volunteering
www.onlinevolunteering.org/

Volunteering Australia
www.volunteeringaustralia.org

Volunteering New South Wales
www.volunteering.com.au

Volunteering WA
www.volunteer.org.au

Your contact details

If your contact details have changed please email us at volunteering@dcd.wa.gov.au and we will update your records.

Previous Editions

If you would like a copy of the previous editions of the Newsletter, you can download a copy from our website at www.community@dcd.wa.gov.au/volunteers

Have Your Say:

The Volunteering Secretariat would love to hear any comments and suggestions you may have about this newsletter or about volunteering issues in general. Please let us know what you think by emailing us on volunteering@dcd.wa.gov.au.

Western Australian Volunteer Resource Centres

Volunteering Western Australia
Tel: (08) 9420 7288
Email: community@volunteer.org.au

Albany Volunteer Centre
Tel: (08) 9841 3588
Email: volinfo@omninet.net.au

Armadale Volunteer Resource Centre
Tel: (08) 9399 0111
Email: pfranklin@armadale.wa.gov.au

Busselton-Dunsborough Volunteers
Tel: (08) 9754 2047
Email: volunteers@westnet.com.au

City of Cockburn Volunteer Resource Centre
Tel: (08) 9411 3583
Email: kburrell@cockburn.wa.gov.au

Esperance Volunteer Resource Centre
Tel: (08) 9072 0346
Email: evrc@esperance.wa.gov.au

Fremantle Volunteer Centre
Tel: (08) 9335 3394
Email: fvc@fremantle.wa.gov.au

Geraldton Centacare Family Services
Tel: (08) 9921 1433
Email: cvs@centacare.wn.com.au

Hedland Volunteer Resource Centre
Tel: (08) 9140 1552
Email: hvrc@porthedland.wa.gov.au

City of Joondalup Volunteer Resource Centre
Tel: (08) 9400 4734
Email: jrea@volunteer.org.au

Kalgoorlie-Boulder Volunteer Centre
Tel: (08) 9022 3197
Email: volunteers@kbvc.org.au

Kwinana Volunteer Resource Centre
Tel: (08) 9439 0425
Email: claire.willans@kwinana.wa.gov.au

Manjimup Volunteer Resource Centre
Tel: (08) 9777 2774
Email: manjivrc@westnet.com.au

Melville Volunteer Resource Centre
Tel: (08) 9364 0666
Email: mvrc@melville.wa.gov.au

Nannup Volunteer Resource Centre
Tel: (08) 9756 3022
Email: nannupvc@comswest.net.au

Nedlands Volunteer Referral Service
Tel: (08) 9386 6326
Email: nedvolservice@nedland.wa.gov.au

Swan Volunteer Referral Service
Tel: (08) 9250 6421
Email: ajames@swan.wa.gov.au

Peel Volunteer Resource Centre
Tel: (08) 9250 6421
Email: ajames@swan.wa.gov.au

Volunteer South West
Tel: (08) 9791 3214
Email: Volunteer.south.west@bigpond.com

Wickepin Volunteer Resource Centre
Tel: (08) 9888 1500
Email: Wickepin@westnet.com.au

Volunteer Christmas Island
Tel: (08) 9164 7247
Email: cinc@cinc.org.cx





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Email: volunteering@dcd.wa.gov.au

Website: www.community.wa.gov.au/volunteers