

Bassendean Volunteer Centre

Information for Community Groups



About Us

The Centre is an initiative of the Town of Bassendean. Our Centre is situated in the Bassendean Seniors and Community Centre at 50 Old Perth Road, Bassendean.

Our objective is to link volunteers to voluntary work of their choice. The diverse ranges of people who use the Volunteer Centre are seeking the following:

- An opportunity to make a difference to their community
- To experience personal growth / self-esteem and confidence
- To fulfil an empathy/connection with a specific cause
- To learn about a new organisation, community or country
- To have fun
- To create employment skills

A registered community organisation is entitled to place as many volunteer positions as required on the Bassendean Volunteer Centre (BVC) database register. We will recruit and promote volunteer positions as soon as we have all your relevant details. The Centre has one full time paid Coordinator who is also assisted by our own group of great Volunteers.

Benefits of Registering your Community Organisation with BVC

Membership provides access to a volunteer referral service. You tell us your volunteer requirements; we match the skills, interests and availability of the potential volunteers to your requests.

- Making the task of sourcing volunteers quicker, more efficient and cost effective.
- Promotion of your service to potential volunteers and the local community.
- Access to best practice standards for volunteer involvement through the Centre's involvement with other Volunteer Resource Centres across Australia.
- Access to Volunteer Training.
- Membership Information Booklet.
- News items of interest, in future Bassendean Briefings.
- Future Network meetings of Community Organisations/Groups to share ideas, information or concerns re Volunteering in the community.

About Formal Volunteering

Formal Volunteering is an activity that takes place in 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.
- 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 a legitimate way in which citizens can participate in the activities within 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 and do not constitute a threat to the job security of paid workers
- Volunteering respects the rights, dignity and culture of others and volunteering promotes human rights and equality.

Code of Ethics

The Bassendean Volunteer Centre is an affiliate of Volunteering Australia and agrees to a Code of Ethics so that:

- Volunteers are given sufficient information and support in order to make informed choices about volunteering.
- The “Principles of Volunteering” are actively promoted and adhered to.
- Volunteers are referred to not-for-profit organisations and projects only.
- Volunteers are not referred to organisations involved in industrial disputes.
- A volunteer is not knowingly referred to a job that directly replaces a paid position.
- Volunteers are not referred directly to individuals, and confidentiality is maintained

Community Organisation Requirements

Community organisations applying for membership will need to provide information on not-for-profit status, proof of volunteer insurance cover and available promotional brochures and information.

Proof of Not-for-Profit – a copy of one of the following is required:

- Certificate of Incorporation
- Correspondence from the Australian Taxation Office confirming Deductible Gift Recipient (DGR) status
- Charitable Status.
- Extract from the Rules of the Community Organisation/Group

Community Group Membership

- Non-government, non-profit groups and organisations.
- Commonwealth, State or Local Government Units or Programs.
- Educational institution units or programs.
- Church organisations or groups.

Eligibility is gained by community organisations/groups that involve volunteers in appropriate services to the community and whose policies support the Volunteer Code of Ethics and “Principles of Volunteering”.

Volunteer Insurance Information

To register with the Bassendean Volunteer Centre organisations are required to have valid Volunteer Personal accident Insurance as well as Public Liability Insurance. Volunteer Insurance is one way in which a not-for-profit organisation protects itself, its volunteers and paid staff, committee of management, clients and customers against risk. Volunteer-involving organisations should minimise risk to its staff, clients and customers through proper health and safety practices, documented procedures, and training and management practices.

Please note: The member organisation/community group using the referral service agrees that it is an independent agency responsible for its own actions, including maintenance of insurance informing the Bassendean Volunteer Centre immediately of any changes in the status of required insurance coverage.

Types of Insurance

The Bassendean Volunteer Centre recommends that volunteer-involving organisations seek professional advice in determining what cover is available and appropriate for their needs. Listed below are some of the types of insurance you may wish to consider.

- **Personal Accident Insurance** to cover volunteers for out of pocket expenses following accidental injury, disability or death while carrying out their work on behalf of the organisation. This type of insurance would normally cover loss of income.
- **Public Liability Insurance** to cover an organisation for its legal liability to third parties for personal injury or property damage caused by an occurrence in connection with the insured organisation's business activities.
- **Director's and Officers' Liability** to compensate committee members and office bearers for loss, including legal costs, where they have committed a wrongful act in the running of the organisation.

Other types of insurance for organisations to consider include professional indemnity insurance, motor vehicle comprehensive insurance, property/contents, products liability and events insurance.

Organisations/Community Groups should take professional advice to ensure that they are adequately and appropriately covered by insurance.

Community Organisation Responsibilities

Community organisations that register with the Bassendean Volunteer Centre have a responsibility to:

- Develop a policy statement regarding volunteer involvement. Volunteer roles should not replace paid workers or be designed to simply provide cost savings. The roles should offer a different aspect of service than a paid employee.
- Understand the philosophy of volunteerism and the rights of volunteers.
- Appoint a person (paid or unpaid) to organize volunteer involvement.
- Provide ongoing support and training for volunteers.
- Ensure that appropriate out-of-pocket expenses are negotiated for authorised tasks.
- Provide adequate insurance cover for authorised volunteer involvement.
- Provide ongoing information and recognition to enhance volunteer participation.
- Provide opportunities for regular feedback and evaluation.

Please note: The member group should be made aware and agree that the Bassendean Volunteer Centre is not responsible for the conduct or selection of volunteers, nor for the conduct of the member group using the referral service.

Volunteer Responsibilities

Volunteers should be made aware of their responsibilities, which should include the following:

- Participate in a co-operative team effort to achieve the goals of the organisation.
- Adhere to policies and procedures of the organisation.
- Fulfil the negotiated commitment to the agency.
- Be reliable and dependable.
- Respect the confidentiality of the agency and client(s)
- Give advance notice when changing circumstances will affect their capacity to volunteer.
- Be non-judgmental and respect the privacy and dignity of others.
- Undertake training as required.
- Be willing to accept positive and negative feedback related to performance.

Contact Us

If you require more information about the Bassendean Volunteer Centre and how it can assist and promote your service in relation to volunteer recruitment and support, please contact:

Bassendean Volunteer Centre

Phone: 9377 2191

Monday – Friday 9am – 5pm

Email: volunteer@bassendean.wa.gov.au