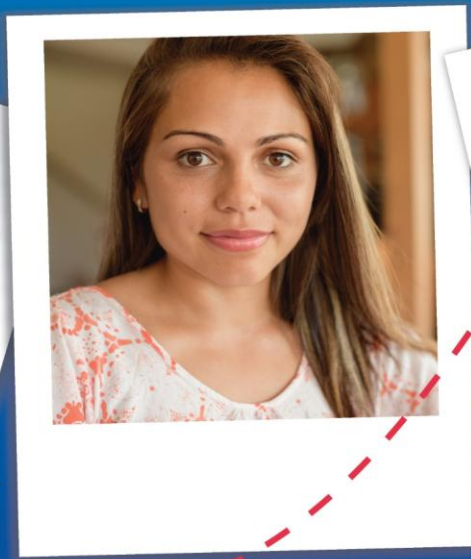




# Rockingham Volunteer Centre

## Membership Package



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## Welcome

Thank you for your interest in becoming a Rockingham Volunteer Centre (RVC) Member.

This Membership Package has been developed to provide your organisation with an overview and understanding of the services and support the RVC can offer your organisation.

## The Rockingham Volunteer Centre

### About the Rockingham Volunteer Centre

The Rockingham Volunteer Centre (RVC) is located within the Rockingham Library on Dixon Road, in Rockingham. It was established in 2017 and is fully funded by the City of Rockingham.

The role of the RVC is to provide support and a link between local community groups, sporting clubs and not for profit organisations with volunteer programs and local community members looking for a volunteer role.

### Opening Hours and Contact Details

The RVC is open four days a week:

- Mondays and Tuesdays – 9.30am – 2.30pm
- Wednesdays and Thursdays – 1pm – 5pm
- Fridays – Closed.

For information or enquiries, please contact the Community Development Officer (Rockingham Volunteer Centre); contact details provided below:

- Email: [volunteering@rockingham.wa.gov.au](mailto:volunteering@rockingham.wa.gov.au)
- Phone: 08 9528 8670

## Becoming a Rockingham Volunteer Centre Member

### Eligibility

To become an RVC member you need to:

- be a not for profit organisation
- be located within the City of Rockingham
- provide proof of current Public Liability and Personal Accident Insurances for your volunteers
- provide your Certificate of Currency annually.

## **Cost**

There is **no cost** for community organisations to become a RVC member.

## **Benefits**

There are a range of benefits being a RVC member.

### **Corporate Volunteer Program**

All RVC Members will be the first to receive information regarding the City of Rockingham Corporate Volunteer Program (CVP) and have an opportunity for City of Rockingham (City) staff to assist them with a project or an event.

There are three CVP opportunities each year. If this is something your organisation is interested in, you are required to complete the [Expression of Interest – Corporate Volunteer Program Form](#).

### **Training Opportunities**

All RVC members have access to the City's free training program. These will be communicated to you on a regular basis.

We will also communicate other training opportunities that may be available via our networks i.e. Volunteering WA. The aim is to keep volunteer involving organisations up-skilled with the latest knowledge and best practice processes in the volunteering sector.

### **Volunteer Management Support**

Training and support is available to volunteer managers in both group and individual settings. Members are provided with a range of resources and information.

### **Recruitment of Volunteers**

We assist with advertising and promotion of available volunteer positions. We do so by utilising VIKTOR platform and email networks.

Your positions will automatically appear on SEEK Volunteer, Go Volunteer and other platforms advertising volunteer roles. We manage these roles for you and refer potential volunteers to you.

Complete [the Volunteer Position Form](#) and send in.

### **Networking**

Access to networking events and opportunities with other local organisations to share information and experience.

## **Registration as a RVC Member**

Registration is simple – just complete the [Application for Organisational Membership form](#), include all relevant attachments and send it in to [volunteering@rockingham.wa.gov.au](mailto:volunteering@rockingham.wa.gov.au).

## Attachments

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## Attachment 1 – Application for Organisational Membership Form

The City of Rockingham is collecting your personal information to process this application and to enable promotion and advertising of your organisation's volunteer role(s). The City will use those details for the purpose of sharing sector specific information and updates. It may also be used for secondary purposes which would be reasonably expected.

Your personal information will be disclosed to any interested community members through the Volunteer Referral Process.

If you choose not to provide your personal information, we will be unable to process your RVC Membership application or support you with promotion of your volunteer role(s).

To access, correct or learn more about how we handle personal information please contact [privacy@rockingham.wa.gov.au](mailto:privacy@rockingham.wa.gov.au) or visit [rockingham.wa.gov.au/privacy](http://rockingham.wa.gov.au/privacy).

## Application for Organisational Membership

### 1. Organisation Details

|                                                      |                              |                             |  |
|------------------------------------------------------|------------------------------|-----------------------------|--|
| Name of Organisation                                 |                              |                             |  |
| Trading as (if applicable)                           |                              |                             |  |
| Street Address                                       |                              |                             |  |
| Suburb                                               |                              | Postcode                    |  |
| Postal address (if different from street address)    |                              |                             |  |
| Brief description of organisation/services provided: |                              |                             |  |
| Website:                                             |                              |                             |  |
| ABN Number:                                          |                              |                             |  |
| Incorporation:                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| Focus/Service Area:                                  |                              |                             |  |
| <input type="checkbox"/> Aged Care                   |                              |                             |  |
| <input type="checkbox"/> Animal Welfare              |                              |                             |  |
| <input type="checkbox"/> Arts and Culture            |                              |                             |  |
| <input type="checkbox"/> Community Services          |                              |                             |  |
| <input type="checkbox"/> Children (6-11)             |                              |                             |  |
| <input type="checkbox"/> Disability                  |                              |                             |  |
| <input type="checkbox"/> Disaster Relief             |                              |                             |  |
| <input type="checkbox"/> Drug and Alcohol            |                              |                             |  |
| <input type="checkbox"/> Early years (0-5)           |                              |                             |  |
| <input type="checkbox"/> Education and Training      |                              |                             |  |
| <input type="checkbox"/> Emergency Response          |                              |                             |  |
| <input type="checkbox"/> Environment                 |                              |                             |  |
| <input type="checkbox"/> Family Services             |                              |                             |  |
| <input type="checkbox"/> Health                      |                              |                             |  |
| <input type="checkbox"/> Hobby Group                 |                              |                             |  |
| <input type="checkbox"/> Homeless Services           |                              |                             |  |
| <input type="checkbox"/> Human Rights                |                              |                             |  |
| <input type="checkbox"/> Indigenous Services         |                              |                             |  |

|                                               |                                                       |                                             |
|-----------------------------------------------|-------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Mentoring            | <input type="checkbox"/> Migrant Services             | <input type="checkbox"/> Museum/Heritage    |
| <input type="checkbox"/> Sport/Recreation     | <input type="checkbox"/> Seniors                      | <input type="checkbox"/> Veteran/Ex Service |
| <input type="checkbox"/> Young people (12-24) | <input type="checkbox"/> Other (please specify) _____ |                                             |

## 2. Main Contact Person

|                              |  |        |  |
|------------------------------|--|--------|--|
| Contact Person's Name        |  |        |  |
| Position                     |  |        |  |
| Work Phone                   |  | Mobile |  |
| Email address                |  |        |  |
| Second Contact Person's Name |  |        |  |
| Position                     |  |        |  |
| Phone                        |  |        |  |
| Email                        |  |        |  |

## 3. Insurance Details

| Volunteer Personal Accident Insurance |               |             |
|---------------------------------------|---------------|-------------|
| Insurer                               | Policy Number | Expiry Date |
|                                       |               |             |
| Public Liability Insurance            |               |             |
| Insurer                               | Policy Number | Expiry Date |
|                                       |               |             |

Copies of policies are attached ☐ Yes ☐ No

## 4. Agreement of Applicant Organisation

I/we certify and agree that:

- ☐ We are a not for profit organisation.
- ☐ Our organisation holds both Volunteer Personal Accident and Public Liability Insurance. Certificates of Currency are attached.
- ☐ We are an independent organisation responsible for its own actions, including maintenance of insurances, and we are not an agent of Rockingham Volunteer Centre and will not hold ourselves as such.
- ☐ We acknowledge and agree that we are solely responsible for the operations or conduct of our volunteers or of any affiliate organisation(s) using this listing service and that we will indemnify and hold harmless Rockingham Volunteer Centre in the event of any breach of this declaration.

- ☐ We declare that the organisation complies with current Work Health and Safety Act.
- ☐ We agree to adhere to the National Standards for Involving Volunteers in not for profit organisations ([www.volunteeringaustralia.org](http://www.volunteeringaustralia.org)).
- ☐ We agree to inform Rockingham Volunteer Centre of any changes in the status of required insurance coverage.
- ☐ We understand the Rockingham Volunteer Centre does not carry out police checks, references or health checks when referring potential volunteers; and that it is the responsibility of our organisation to carry out such screening of volunteers as part of our selection process.

|            |  |      |  |
|------------|--|------|--|
| Signature  |  |      |  |
| Print Name |  |      |  |
| Position   |  | Date |  |

## Attachment 2 – Volunteer Position Form

The City of Rockingham is collecting your personal information to enable promotion and advertising of your organisation's volunteer role(s). It may also be used for secondary purposes which would be reasonably expected.

Your personal information will be disclosed to any interested community members through the Volunteer Referral Process.

If you choose not to provide your personal information, we will be unable to support you with promotion of your volunteer role(s).

To access, correct or learn more about how we handle personal information please contact [privacy@rockingham.wa.gov.au](mailto:privacy@rockingham.wa.gov.au) or visit [rockingham.wa.gov.au/privacy](http://rockingham.wa.gov.au/privacy).

### Volunteer Position Form

#### 1. Organisation Details

|                     |  |          |  |
|---------------------|--|----------|--|
| Organisation's Name |  |          |  |
| Street Address      |  |          |  |
| Suburb              |  | Postcode |  |

#### 2. Contact Person for Referrals

|               |  |          |  |
|---------------|--|----------|--|
| Name          |  | Position |  |
| Contact Times |  | Phone    |  |
| Email         |  | Mobile   |  |

#### 3. Volunteer Position

|                                                         |                                                             |                             |                                                             |
|---------------------------------------------------------|-------------------------------------------------------------|-----------------------------|-------------------------------------------------------------|
| Position Title                                          |                                                             |                             |                                                             |
| Duties/<br>responsibilities<br>(list tasks involved)    |                                                             |                             |                                                             |
| Requirements<br>(qualifications,<br>experience, skills) |                                                             |                             |                                                             |
| Police Check                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Working With Children Check | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

|                               |                                                                                                                     |                 |                                                             |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------|
| Driver's Licence              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                                         | Heavy Lifting   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Days Required                 | <input type="checkbox"/> Weekdays<br><input type="checkbox"/> Weekends                                              |                 |                                                             |
| Time Required                 |                                                                                                                     |                 |                                                             |
| Age Range                     |                                                                                                                     |                 |                                                             |
| Duration                      | <input type="checkbox"/> Ongoing <input type="checkbox"/> Short Term <input type="checkbox"/> One Off               |                 |                                                             |
| Public Transport              | <input type="checkbox"/> Close By <input type="checkbox"/> No Public Transport available                            |                 |                                                             |
| Training                      |                                                                                                                     |                 |                                                             |
| Volunteer Placement           | <input type="checkbox"/> Part of a team <input type="checkbox"/> Working alone <input type="checkbox"/> Mix of both |                 |                                                             |
| Number of volunteers required |                                                                                                                     |                 |                                                             |
| Wheelchair Access             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                                         | Urgent Position | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

#### 4. Position Suitability (Please see the below Information Sheet)

| Item                                       | Yes                      | No                       | Item                            | Yes                      | No                       |
|--------------------------------------------|--------------------------|--------------------------|---------------------------------|--------------------------|--------------------------|
| Centrelink Approved Volunteering           | <input type="checkbox"/> | <input type="checkbox"/> | Youth/School Volunteers (14-18) | <input type="checkbox"/> | <input type="checkbox"/> |
| Large Group Volunteering (10+)             | <input type="checkbox"/> | <input type="checkbox"/> | Disaster Recovery               | <input type="checkbox"/> | <input type="checkbox"/> |
| Volunteers with a high level of Disability | <input type="checkbox"/> | <input type="checkbox"/> | Family Volunteering             | <input type="checkbox"/> | <input type="checkbox"/> |
| Volunteers with limited English            | <input type="checkbox"/> | <input type="checkbox"/> | Skilled Volunteer               | <input type="checkbox"/> | <input type="checkbox"/> |
| Travelling/Short term volunteers           | <input type="checkbox"/> | <input type="checkbox"/> | Virtual Volunteering            | <input type="checkbox"/> | <input type="checkbox"/> |
| Volunteers outside Rockingham area         | <input type="checkbox"/> | <input type="checkbox"/> | Volunteers with Support Workers | <input type="checkbox"/> | <input type="checkbox"/> |

#### Position Suitability – Information Sheet

##### Centrelink Approved Volunteering

This indicates that the volunteer involving organisation is Centrelink approved and this position is suitable for a Centrelink volunteer.

**Youth/school volunteers (14-18)**

The position is suitable for younger volunteers. Please check insurance cover and be aware that additional supervision will be required.

**Large group volunteering (10+)**

The position is a group volunteering position, and can cope with a large number of volunteers (at least 10) on a single day. Group volunteering positions need to be well organised, with all equipment provided, and may require additional administration (such as a job hazard analysis). Please contact your local VRC / state peak body if you have any questions about group volunteering.

**Disaster Recovery**

This covers both emergency response and disaster recovery positions - anything dealing with a crisis (fires, floods, etc.). Many of these positions will only be activated during an emergency, and they will be advertised on specialist websites when assistance is required.

**Volunteers with disability**

This indicates that the position can accommodate volunteers who have additional support needs. Generally these positions will need a high level of supervision, and specialist staff training may be required.

**Family Volunteering**

Family group volunteering is arranged to involve the entire family. Since under-18s will be involved (and potentially very young children), you should verify insurance cover.

**Volunteers with limited English**

Some volunteers may take on volunteer roles to help improve their English language skills. Positions flagged here are roles that do not require a high level of English, but they should also provide some opportunity to use and practice language skills.

**Skilled Volunteer**

This position requires a volunteer with a specific qualification and/or skill set. For example: a lawyer, an accountant, an electrician and so on. The position must require and utilise that specific skill at a high level of proficiency. Do not select this option unless the position requires qualifications/skills. Please enter the details of what skills are required in the requirements field.

**Travelling/short term volunteers**

These positions are suitable for volunteers who will only stay a short length of time. In general, it is project based volunteering that people can complete before moving on. Small heritage and restoration projects often fall into this category.

**Virtual Volunteering**

The position can be done entirely from any location the volunteer likes - from home, from work, etc. This would usually be an online or telephone-based position.

**Volunteers outside Rockingham area**

This position is available to community members from outside the Rockingham area and your organisation is happy to accept such referrals.

### **Volunteers with Support Workers**

Your organisation is prepared and happy to accept volunteers who may need extra support from their support workers. Usually, support workers insurances are covered by the agency that employs them.

### **Attachment 3 – Expression of Interest - City of Rockingham Corporate Volunteer Program**

The current Corporate Volunteering Program Expression of Interest form is available on the City's website - [Corporate Volunteer Program - Expression of Interest](#).