

Checklist for Volunteers

Volunteering is time willingly given for the common good and without financial gain

Good practice

The National Standards for Volunteer Involvement are recognised within Australia as the best practice framework to promote mutually positive relationships for volunteers and Volunteer Involving Organisations (VIOs). Under the Standards:

Volunteer roles are meaningful and:

- designed to contribute to the organisation's purpose, goals and objectives
- appropriate for the community, service user and stakeholder groups
- defined, documented and communicated
- reviewed with input from volunteers and employees

Potential volunteers are:

- provided with information about the organisation, roles and the selection process
- selected based on interest, knowledge, and skills or attributes relevant to the role
- invited to complete screening processes for volunteer roles

Volunteers are supported and developed by:

- provision of orientation relevant to their role and responsibility
- accessing the tools and resources to undertake their role
- provision of training and development opportunities
- provision of appropriate supervision and support
- being treated fairly and consistently when there are any changes to their involvement

The health, safety and wellbeing of volunteers are protected by:

- Work Health and Safety legislation
- respectful and harmonious working relationships between volunteers and employees
- effective processes
- access to complaint and grievance procedures

Volunteer contributions are appreciated by being:

- informed about how their contributions benefit the community
- acknowledged in a culturally appropriate and respectful way
- given the opportunity to provide feedback to a Volunteer Involving Organisations.

The National Standards for Volunteer Involvement, can be accessed [here](#).

Legal rights

In Australia, most volunteers are also protected by legal rights to:

- be involved in an environment free from
 - sexual harassment
 - discrimination
 - bullying
 - victimisation
- volunteer in a healthy and safe environment
- have your personal information kept private
- be protected from personal civil liability when operating in good faith for a community organisation.

These rights are governed by both Commonwealth and State or Territory based legislation.

For more information on legal rights in Western Australia, the National Volunteer Guide published by Justice Connect is available [here](#).

Finding a volunteer role

Volunteers are encouraged to learn about organisations and volunteer roles in which they are interested. Not every role will be a fit for you. Take advantage of opportunities to try a role or get to know an organisation before you commit to a long-term role.

Volunteering WA has an online database with thousands of volunteering roles. To develop your volunteer profile, or to look for a role, visit us at www.volunteeringwa.org.au

Please note that this fact sheet provides general information for volunteers. It does not constitute legal advice.