

**Pre-requisites for Organisations
listing volunteer positions**



Volunteer involvement is a critical part of Australian society. It contributes to civil society and active participation in building strong, inclusive, and resilient communities. It underlies innovation and social change, our responses to community need and community challenges, and it brings together and supports the local strengths and assets of communities.

This checklist is designed to assist DVCS Volunteers Hub determine relevant information about your organisation prior to the publication of your volunteer role/s on the Volunteers Hub's web site. We ask these questions to ensure and protect the rights, obligations and integrity of all parties. The checklist has been formulated with reference to The National Standards for Volunteer Involvement as determined by Volunteering Australia, and the Australian Charities and Not-For-Profits Commission.

By accepting this document, you are confirming your organisation meets all the following requirements. These are the minimum requirements for us to list your volunteering roles.

If you do not meet all these requirements and need to list a position please contact us on volunteershub@dvsupport.org.au

Insurance:

- Your organisation is covered by appropriate insurances.
- Your organisation's volunteers are insured for personal injury and liability.
- The organisation is currently insured for Third Party Property Damage.

Health, Safety and Wellbeing of Volunteers:

- All volunteers are engaged in accordance with equal opportunity and anti-discrimination legislation and there are effective working relationships with and between employees and volunteers facilitated by the organisation.
- Processes are in place to protect the health and safety of volunteers in their capacity as volunteers.
- Volunteers have access to complaints and grievance procedures.

Volunteer Support and Development:

- Volunteers are provided with orientation relevant to their role and responsibilities.
- Volunteers are made aware of their rights and responsibilities related to their role and the organisation.
- Volunteers are provided with supervision and support that enables them to undertake their roles and responsibilities.
- Volunteer performance or misconduct issues are promptly identified, recorded, and addressed in line with principles of natural justice.