



GUIDE NO.9 *volunteers*

Volunteers can provide invaluable assistance in the coordination and running of an event. The Centre for Volunteering (home of volunteering NSW) can assist member organisations with recruitment of volunteers through the Volunteer Referral Service. For more details visit www.volunteering.com.au and follow the links “Become a Member “and then “Volunteer Referral Service”.

Another good way to find volunteers for events is to approach your local service clubs such as Lions, Rotary and Apex, as well as educational and training institutions that offer event courses.

You need to be aware of your rights and responsibilities in relation to volunteers. These include:

INSURANCE

Professional advice should be sought about the type of insurance you will require to cover volunteer activity (also see Guide 4 – Risk Management page 16). You should also check to ensure that any existing insurance policies cover volunteers. Some you might consider are:

- volunteers/workers personal accident
- public liability
- motor vehicle
- professional indemnity liability

OCCUPATIONAL HEALTH AND SAFETY

Volunteers are entitled to the same safe conditions that are provided to paid employees.

APPROPRIATE ORIENTATION AND TRAINING

To ensure volunteers are able to do their assigned job effectively. Note that volunteers serving alcohol at a licensed event must be trained in the responsible service of alcohol.

REFERENCE, POLICE OR OTHER CHECKS

Depending on the role assigned to a volunteer (such as working with children (see below)) it may be necessary to carry out checks. If checks are relevant, volunteers should always be advised and their permission sought.

For more detailed information about the rights and responsibilities of organisations and volunteers go to www.volunteering.com.au or call the Centre for Volunteering on (02) 9261 3600.

CHILD PROTECTION

There are various aspects of events that involve working with children. There are some things that employers and self employed people must do by law to help keep children safe. The NSW Commission for Children and Young People is an independent organisation working with others to make NSW a better place for children and young people.

For more information regarding child protection and events visit www.kids.nsw.gov.au or call (02) 9286 7276.