Administration
Cnr Gilmore Ave & Sulphur Rd, Kwinana WA 6167 | PO Box 21, Kwinana WA 6966
Hours Mon-Fri 8:30am-4:30pm | **Telephone** Mon-Fri 8:00am-5:00pm 08 9439 0200
NRS 133 677 (hearing/speech impaired) | **TIS National** 131 450 (Translating and Interpreting Service)
customer@kwinana.wa.gov.au | **www.kwinana.wa.gov.au**

KWINANA VOLUNTEER CENTRE MEMBERSHIP
APPLICATION FOR ORGANISATIONAL MEMBERSHIP

Thank you for your enquiry regarding membership of the Kwinana Volunteer Centre. The centre is funded by the City of Kwinana to support and promote volunteering in Kwinana and surrounding areas.

Our service is available for all volunteer-involving organisations, and clubs whose purpose is for the common good. Registration provides many valuable and rewarding benefits.

We are primarily a referral service, designed to make it easier for agencies to find volunteers. We will enter your volunteer positions into our database and refer interested members of the public to you. It is important to note that, while we endeavour to achieve a good match between volunteers and agencies, we refer prospective volunteers, we do not recommend them. Please apply all your usual screening procedures before accepting their volunteer service.

As a member you are entitled to have as many volunteer positions as you require on our database. Please fill out the attached Volunteer Position Form and return it to us. If you have more than one position, please copy the form and fill out a separate form per position.

As soon as we have your organisation and insurance details, we can begin referring interested volunteers to your agency.

To qualify for membership, you need to be a not for profit organisation, and be able to provide proof of volunteer insurance, this includes both Public Liability and Personal Accident Insurance. We will need to obtain your annual Certificate of Currency, whilst registered with Kwinana Volunteer Centre.

Having the following on hand will assist you during your registration process:

- Your organisation's purpose - shows potential volunteers why your cause is important
- Details of programs or services that you offer
- Your ABN (if you have one)
- Insurance details including Public Liability and Volunteer Personal Accident Insurance

Once your organisation is registered with the Kwinana Volunteer Centre; prospective volunteers can apply for your volunteer role from the website. The Kwinana Volunteer Centre use various websites to advertise your position.

When a volunteer expresses interest in an advertised position, they are provided with the contact details of your opportunity. You will receive an email with the volunteer's contact details. It is then up to your organisation to liaise with the potential volunteer and arrange a meeting to discuss their suitability for the position.

Please remember to keep us informed of your needs.

I look forward to a long and rewarding association with you.

Kind Regards,

Kwinana Volunteer Centre

PRIVACY COLLECTION NOTICE - ORGANISATIONAL CONTACTS

The City of Kwinana, through the Kwinana Volunteer Centre, collects the personal information of the organisation's contact persons to assess and administer membership, maintain contact, advertise volunteer opportunities and manage volunteer referrals.

Contact details may be provided to prospective volunteers or published with an opportunity only where the contact person has been told and has agreed to that disclosure. Providing contact details is voluntary, but the Centre cannot administer membership or referrals without a reliable organisational contact.

The City will hold the information in its records and information systems, protect it against misuse, loss and unauthorised access, modification or disclosure, and retain or dispose of it in accordance with applicable recordkeeping requirements.

To request access to or correction of personal information, or to make a privacy enquiry, contact the City of Kwinana Privacy Officer using the contact details in the City's current Privacy Statement.

If this form is completed by someone other than a named contact, the organisation must ensure each contact person has received this notice before their details are provided to the Centre.

Name of Organisation

Trading as *(if applicable)*

Sector
(eg aged, health, youth, sports)

Street Address

Suburb / Postcode

Postal Address
(or as above)

ABN *(if applicable)*

Phone

Email

Website address

PRIMARY CONTACT

Primary Contact Name

Position | Phone Work

Mobile | Email

Preferred role-based email or work telephone number for publication with volunteer opportunities (recommended)

SECONDARY CONTACT

Secondary Contact Name

Position | Phone Work

Mobile | Email

INSURANCE DETAILS

Essential and evidenced by a Certificate of Currency for each policy.

Volunteer Personal Accident Insurance

Insurer | Policy number | Expiry date

Public Liability Insurance

Insurer | Policy number | Expiry date

Are there age limitations? *eg over 18/16* ☐ Yes ☐ No

Volunteer Opportunities (please list currently vacant or filled)

AGREEMENT OF APPLICANT ORGANISATION

I/We certify 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 agree to inform the Kwinana Volunteer Centre of any change in the status of our insurance coverage.

We declare that the organisation complies with current Work Health and Safety legislation.

We agree to adhere to the National Standards for Involving Volunteers in Not-For-Profit Organisations.

We understand that the Kwinana 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.

PRIVACY AND REFERRAL INFORMATION

The organisation agrees that personal information received from the Centre will be used only to contact and assess the prospective volunteer for the specific opportunity for which the referral was made.

The information will be accessed only by officers, employees or volunteers who need it for that purpose.

The information will not be used for marketing, fundraising, unrelated recruitment or any other secondary purpose, and will not be disclosed to another person, unless the individual has consented or the use or disclosure is required or authorised by law.

The organisation will protect the information through reasonable administrative, physical and technical safeguards against misuse, loss and unauthorised access, modification or disclosure.

The organisation will take reasonable steps to keep referral information accurate and updated, and will securely destroy or permanently de-identify it when it is no longer required for the referral or any lawful retention purpose.

The organisation will promptly notify the Centre at volunteering@kwinana.wa.gov.au if it suspects loss, unauthorised access, use or disclosure of referral information.

The organisation will not ask the Centre to provide optional statistical information, participation-requirement information, health or disability information, or police and working-with-children screening results unless the information is necessary for the specific role and the proposed collection and disclosure are lawful.

The organisation is responsible for giving its own collection notice and obtaining any consent required before collecting screening or sensitive personal information directly from a prospective volunteer.

The organisation confirms that each person named as a contact on this form has received the Privacy Collection Notice and has authorised the organisation to provide their details to the Centre.

The Centre may suspend or cease referrals if it reasonably considers that referral information has not been handled in accordance with this agreement.

Signature		Print name	
Position		Date	

Please return to:

Kwinana Volunteer Centre

PO Box 21, Kwinana WA 6966

Email: **volunteering@kwinana.wa.gov.au**