

# ONE-DAY WORKSHOP

# VOLUNTEERS & THE LAW

Questions are often raised in relation to volunteers and their legal rights and the organisations' responsibilities when managing volunteers.

Previously this was fairly straight forward, however over the past few years changes to WH&S legislation, anti-discrimination laws, National Volunteering Standards and legislative compliance matters now require organisations to be aware of and comply with such requirements.

To assist volunteer organisations, Volunteering Illawarra (VI) has contracted *Justice Connect* to answer some of these questions. The workshop has been prepared and will be delivered by a suitably qualified lawyer.

**This is a unique opportunity and not easy to come by. The workshop is heavily subsidised and those attending will walk away with a greater understanding of their organisations' legal requirements when managing a volunteer team.**

## TOPICS TO BE COVERED

This full day workshop will provide essential training for anyone in a position of managing or coordinating volunteers. Topics to be covered include:

- The legal differences between a volunteer, an employee and an independent contractor
- Other forms of unpaid work (such as vocational placements, internships, work trials, work for the dole and court ordered 'volunteering')
- Volunteer selection process and equal opportunity laws
- Volunteer screening and background checks
- How to meet the 'duty of care' your organisation owes to volunteers
- An organisation's legal responsibility for the actions of its volunteers
- Volunteers and risk management
- The importance of volunteer insurance
- Workplace behaviours and volunteers discrimination, sexual harassment, bullying and victimisation
- Reimbursing or paying volunteers
- Volunteers records, personal information and privacy
- Reviewing volunteer performance and having difficult conversations
- Ending the volunteer relationship
- Questions, top tips and summary.

Time and Date : 9:30am to 4:30pm, Thursday 22 November 2018  
Lunch, tea & coffee provided

Venue : Bistro Function Room, Illawarra Leagues Club  
97-99 Church Street, Wollongong

Cost : \$80.00 - VI members  
\$160.00 - non-members

Presenter : Justice Connect (*see over for more info*)

## ABOUT THE TRAINER – JUSTICE CONNECT

Not-for-profit Law (NFP Law) is a legal program of Justice Connect, a community legal centre and charity.

*NFP Law* is a specialist legal service for not-for-profit organisations (NFPs). It provides free or low cost assistance to NFPs across Victoria and New South Wales on a wide range of legal and legally-related issues.

The mission of *NFP Law* is to promote and support the highest standards of governance by community organisations, so that their economic and social contribution to society is maximised.

*NFP Law's* services include a legal information website, training, phone advice and a pro bono referral service. NFP Law also does law reform work in which it aims to ensure the legal and regulatory framework for NFPs is effective.

You can find out more about *NFP Law* and legal services provided at [www.nfplaw.org.au](http://www.nfplaw.org.au)