



# VOLUNTEER SOUTH WEST


## Newsletter

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Government of Western Australia  
Department of Local Government and Communities

99 Victoria Street, Bunbury WA 6230 Ph:97913214 Fax:  
Email: [volunteer.south.west@bigpond.com](mailto:volunteer.south.west@bigpond.com) Website:  
[www.volunteersouthwest.org.au](http://www.volunteersouthwest.org.au) 

### ***From the manager***

*Happy New Year all!*

*It is February already and things are beginning to gather speed.*

*The VSW Board of Management, staff and volunteers have been working on our Strategic Plan to set our direction for coming years. This document will guide program development and set our vision to:*

*'Value volunteering as a sustainable social, cultural and economic activity.'*

*Our mission: 'Promote and support volunteer effort through recruitment, retention, education and training opportunities. Connecting people to communities.'*

*I invite you to take part in the initiatives we offer in the Greater Bunbury Region and beyond to enhance volunteering in your community. We offer a training calendar with plans to expand to a wider audience, and also our website providing a vast amount of information. VSW supports volunteers and agencies, Enhancing Access for people with barriers to volunteering, Smart Events for events volunteering; and our volunteer referral service provided by dedicated volunteers who are in our office to help you. Please call in.*

*Tania*

### **Plan your event the SMART EVENTS way!**

Anyone who's been involved in planning/coordinating an event knows that events don't just happen and that in actual fact a great deal of hard work goes on behind the scenes – mostly by volunteers. Volunteer South West assists with this by managing the Smart Events program which offers support to festivals and events throughout the south west region.



Membership of Smart Events has a variety of benefits including the availability of an events trailer for hire (see page 2 for further information) and access to annual event-related training, resources and information. You can also choose to have an event evaluation conducted that will boost your grant applications.

Volunteer South West's Smart Events program has been very busy during this festival season and we are very pleased to welcome Denise Sara to the role of Smart Events Coordinator. Denise, who also volunteers at the Dolphin Discovery Centre, started with Volunteer South West in early 2013 and her knowledge of local community groups will hold her in good stead as she liaises with local organisations and event coordinators. She is very enthusiastic about the support that Smart Events can bring to volunteers who value add to their communities by making festivals and events happen in the region, attracting visitors to the south west. She looks forward to networking and collaborating with groups who organise these exciting events that showcase our towns.

Denise will be busy organising event surveys and evaluations for a number of festivals in the next few months. Please send in your 2014 events to be added to the Smart Events website and for all things Smart Events contact Denise on 9791 3214 or [smartevents@bigpond.com](mailto:smartevents@bigpond.com)



**Those who can, do. Those who can do more, volunteer.**

## The webinar trend

Meaning 'web based seminar', a webinar is a way to attend a conference without leaving home. Using your computer and telephone, you can hear a presentation (like a conference call) and also see the presenter's slides (watching over an internet connection). Unless that option is available you won't be able to see the presenter or the moderator, or others attending the program -- and they won't be able to see you. This is a plus if you want to attend in your pajamas!

Volunteer South West will be joining the trend soon and presenting some of our shorter training sessions as webinars.

Keep a look out for sessions we offer that are advertised as webinars and follow the prompts to register and join in at the scheduled time.

Trying out new forms of technology like webinars can feel somewhat intimidating. We think so too! However, it is the future and we want to embrace it along with you.



VSW QR Code

Consider keeping your costs down and have us provide training to your organisation via this method which can be quite inexpensive compared to running a "live" seminar with a meeting facility, travel costs, etc. We encourage you to give a webinar a try!



Smart Events QR Code



## EVENT TRAILER

The Smart Events trailer has been very busy as festival season has got under way.

You may have seen it out and about at the following events and festivals:

- ★ Seniors Expo
- ★ Kirup Market Day
- ★ Dolphin Festival Bunbury
- ★ Eaton Millbridge Community Project



Smart Events has also undertaken Event Evaluations recently for Dardanup Bull and Barrel and the Manjimup Cherry Harmony Festival with others lined up for March.

Contact Denise Sara, Smart Events Coordinator, on 9791 3214 or by emailing [smartevents@bigpond.com](mailto:smartevents@bigpond.com) to book the trailer for your next event or to set up an evaluation of your event.



## VAST Volunteer Active Support Training

Volunteer South West's VAST program for volunteers, volunteer managers and the not-for-profit sector will be delivering the following training/workshops for you to participate in and network with other local volunteers and volunteer coordinators.

### 3 Rs - Volunteer Management – Wednesday 26<sup>th</sup> February.

Recruitment, Retention and Recognition—how do YOU do it? This workshop will also touch on recent VSW research into barriers to volunteering for people from a CaLD background and discuss strategies for retention.

### Auditing - Wednesday 26<sup>th</sup> March.

Assisting with planning for end of financial year audits, this training is always very useful to agencies in the NFP sector

### Governance (webinar) – Wednesday 30<sup>th</sup> April.

This session will help you understand your role & responsibilities in a Board of Management.

### National Standards in Volunteer Management - Tuesday 20<sup>th</sup> May.

A one-day interactive workshop. Implementing the concepts from this workshop will enable you to work to international best practice standards and make you a star!

\*\* Tie this training in with *Human Resource Management 1 and 2* being run in Busselton on the following days.

**TO REGISTER:** Contact Shamara Williams on [admin.volunteer@bigpond.com](mailto:admin.volunteer@bigpond.com) or 9791 3214

## Why not TAKE 2?

Bunbury not for profit agencies who utilise a volunteer workforce are being invited to mentor a person with a disability and encourage them to volunteer long term. The program will match a client volunteer with an existing established volunteer working in an established role within an organisation.

This 6-8 week position has the potential to skill up the volunteer to take on a more independent role. This helps support sustainability in volunteer placement and gives the agency an extra pair of hands.



Andrew McLean (pictured with his mentor Betty Stannard) is a volunteer at St John of God hospital and enjoys an excellent working relationship with his mentor Betty Stannard. We would like to see more agencies having the benefit of assisting someone like Andrew and being benefitted themselves.

The Take 2 volunteer mentor program, being set up in partnership with Enable SW, has the objectives of :  
Matching new volunteers with suitable mentors;

- Providing appropriate training and orientation for the mentor and new volunteer
- Guiding and supporting both volunteers in the relationship
- Assisting the new volunteer to set goals and identify ways to achieve these;
- Providing appropriate support and supervision to mentors and host agencies.



For individuals and community organisations interested in participating in this Take 2 program, please contact Volunteer South West to register your interest. Talk to Gaitree Sud or Shamara Williams on (08) 9791 3214 or email [enhancingaccess.volunteer@bigpond.com](mailto:enhancingaccess.volunteer@bigpond.com)



## WA Volunteering Awards

The Western Australian Volunteer of the Year Awards program is committed to acknowledging the remarkable endeavours of Western Australian volunteers. These prestigious awards promote the value and important contribution of volunteering to the social, cultural, economic and environmental well-being of Western Australia and pay tribute to those who inspire and promote the spirit of volunteerism through their endeavours.

Award nominations cover seven categories, listed below:

- Western Australian Volunteer of the Year Award
- Western Australian Youth Volunteer of the Year Award
- Lifetime Contribution to Volunteering Award
- Excellence in Volunteer Management Award
- Western Australian Corporate Volunteer of the Year Award
- Western Australian Community Volunteer of the Year Award
- The Edie Hoy Poy Volunteer Award for Ethnic Communities

**Nominations for 2014 will open on Monday 10 February 2014.**

More details and an online application form will be available from 10 February on [www.volunteeringwa.org.au](http://www.volunteeringwa.org.au)

## Say Goodbye to Windows XP and Office 2003

Support for Windows XP will be expiring soon and if your not-for-profit hasn't already planned to upgrade, now is the time to take the steps to do so.

Windows XP retires in early April 2014, and you may well be wondering how much of your current software and hardware will work on Windows 7 or Windows 8.1. Fortunately there are some great free tools to help you figure that out. April has been called the 'XPocalypse' for a good reason: When Microsoft stops support, PCs using XP and Office 2003 will face greatly increased exposure to malware attacks. So I hope you're planning to upgrade.

The good news is that pretty ancient PCs will run Windows 7 and somewhat less ancient ones will run Windows 8.1. If you are still running IT equipment that is older than 15 year old P3's, good for you! You have exceeded the full lifespan expectations of computers, but it's probably time to get newer equipment.

We have heard that Windows 8 is largely Windows 7 under the hood, so it also runs on older computers. (For more information go to: <http://www.connectingup.org/blog/windows-xp-upgrade-tips>)





**Dates for your diary**

**4th March B2V Session**— held the 1st Tuesday of every month, this community education is about what volunteering is and isn't!  
No obligations, come and check it out. ... Volunteer coordinators why not send your new volunteers to learn about rights and responsibilities of volunteering!

**1st April—B2V—Bridge to Volunteering session**

**1st April— 22nd April Enhancing Access**—a supported volunteer program

**6th May—B2V—Bridge to Volunteering session**

**3rd June—23rd June —Enhancing Access program**



LOOK OUT for:

- Take 2 program launch — in March/April — invitations will be sent out.
  - VAST training—see Page 2 for further details
  - Enhancing Access program dates
- Contact us on 9791 3214 for more information about all of the above programs.

## A huge “THANK YOU!” to our volunteers

On December 5<sup>th</sup>, International Volunteer Day, volunteers were recognised and celebrated across the globe. In Western Australia, the Thank a Volunteer Day grants program run by the Department of Local Government and Communities allowed us to recognise, appreciate and say ‘thank you’ to our local volunteers.

Over 70 volunteers from about thirty not for profit organisations in the south west region gathered together at the Dolphin Discovery Centre for a late afternoon sundowner coordinated by Volunteer South West. These volunteers had been specially nominated by their organisations and enjoyed refreshments in a tranquil setting, entertained by a high school jazz ensemble.

This made for a wonderful celebration with certificates of appreciation presented to each volunteer in thanks for their service to the community.



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### Facebook

Check out our Facebook page to see photos from our many events and activities.  
Search for “[Volunteer South West](#)”

### Website

Look out for upcoming training and other information on our website  
[www.volunteersouthwest.org.au](http://www.volunteersouthwest.org.au)

## Volunteer South West Board of Management 2013-2014

Chairperson: Deb Wilkins  
Deputy Chairperson: Laurette Le Cras  
Treasurer: Jill Cross  
Manager: Tania Jackson

Members: Sharon Kavanagh  
Tanya Beechey  
Sabrina Haines

### Volunteer South West

**Tania Jackson** – Manager  
**Shamara Williams** – Coordinator  
**Gaitree Sud**– Access & Inclusion Project Officer  
**Denise Sara**—Smart Events Coordinator  
Volunteer Referral Officers - **Jean, Milla, Mike, Christine, Ellen & Esha**

Volunteer South West  
supported by:



Government of Western Australia  
Department of Local Government and Communities



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