

NSW Volunteering Taskforce

Terms of Reference

The NSW Volunteering Taskforce is being instigated by the Hon. Natasha Maclaren-Jones MLC, in her capacity as Minister responsible for Volunteering. The Taskforce is being created as a key initiative under the NSW Volunteering Strategy 2020-2030.

Role of the Taskforce

The NSW Volunteering Taskforce seeks to:

- Identify and consider emerging trends, and priorities for action based on the needs, challenges and opportunities across the NSW Volunteering Sector.
- Deliver a *NSW Volunteering Taskforce Report*, including recommendations for action.

Subject to the decisions of the NSW Volunteering Taskforce, the Taskforce may:

- Invite written submissions from stakeholders across the NSW Volunteering Sector
- Conduct online consultation surveys with the NSW Volunteering Sector
- Conduct online forums or seek submissions, if required, with the NSW Volunteering Sector.

Topics for consideration as part of the Taskforce's deliberations may include, but not limited to the following, and will be agreed by the Taskforce members:

- Role of social media / technology in volunteering
- Empowering volunteers
- Youth volunteering – promotion and supporting youth participation
- Affordability of volunteer participation
- Accessibility and inclusion in the NSW Volunteering Sector
- Diversity of the volunteering workforce – age, gender, and cultural identity
- Volunteer recruitment, management and retention – challenges, needs and opportunities
- Volunteer research – knowledge gaps on volunteering in NSW
- Volunteer recognition – challenges, needs and opportunities
- Volunteer insurance and safety
- Barriers to participation in volunteering, including the role of red tape
- Awareness of the benefits and impact of volunteering
- A NSW Volunteer Charter, and the level of interest in related NSW legislation
- Impacts of the pandemic and disasters on volunteers and volunteer involving organisations.

Membership

Members of the Taskforce will be appointed by the Minister responsible for Volunteering, the Hon. Natasha Maclaren-Jones MLC.

The Chair of the Taskforce is the Hon. Scott Farlow MLC.

There will be 13 members of the NSW Volunteering Taskforce, in addition to the Chair (14 in total).

Six Standing Members will be directly appointed. Seven members will be appointed through an online membership expression of interest process.

The Taskforce membership will span volunteers and volunteer involving organisations from rural/regional and metropolitan locations.

Membership of the Taskforce will comprise the following six (6) Standing Members (directly appointed):

- Representative of the State Peak for Volunteering in NSW – The Centre for Volunteering
- Volunteers with lived experience (four volunteers) – drawn from NSW Volunteer of the Year Award recipients: young volunteer, adult volunteer and senior volunteers.
- The Department of Communities and Justice (ex-officio representative) – Executive Director Child and Family (or nominated delegate).

The online membership Expression of Interest process to fill seven (7) places on the Taskforce involves:

- A simple online membership Expression of Interest form where a link for public access will be provided and promoted by the Secretariat. The platform used to collect the expressions of interest will be the Department's secure SmartyGrants software which enables online applications to be submitted through tailor made online forms. No late submissions or appeals will be accepted. All expressions of interest will be considered based on merit. All parties will be advised of the outcome in writing (via email).
- The following seven (7) membership places will be filled through the Expression of Interest process:
 - Aboriginal volunteer or Aboriginal volunteer involving organisation
 - Three (3) volunteer involving organisations from metropolitan locations with diverse lived experience
 - Three (3) volunteer involving organisation from rural/regional locations with diverse lived experience.
- If a membership placement remains unfilled at the end of the Expression of Interest process, the Minister will directly select and appoint members to fill those vacancies, ensuring the Taskforce membership is diverse.

Secretariat

Secretariat support for the Taskforce will be provided by the Department of Communities and Justice.

The Secretariat will support the membership Expression of Interest process, organise Taskforce meetings, take minutes, distribute minutes to members, organise and support consultation processes on behalf of the Taskforce, compile findings and prepare the Taskforce's Report.

The Secretariat will keep documents and records for the Taskforce in the Department's secure TRIM Records Management System.

Reporting

The Taskforce will report to Minister Maclaren-Jones MLC in her capacity as Minister responsible for Volunteering.

The Taskforce will prepare a report that will include recommendations for action. The *NSW Volunteering Taskforce Report* will be provided to the Minister in December 2022.

The *NSW Volunteering Taskforce Report* will be considered by the Minister with recommendations being either: noted with no further action; or, noted with action to be taken.

Meetings and Timeframes

The Taskforce will have three meetings, online via MS Teams. The meetings will be recorded for transcription and minute taking purposes only.

The quorum threshold for Taskforce meetings will be seven (7) Taskforce members, including the Chair.

The following three (3) meetings will be conducted with dates and times to be confirmed based on member availability:

1. First Meeting – late May or early June 2022
2. Second Meeting – late July 2022
3. Third meeting – late September or early October 2022.

Taskforce members will be required to provide comment or feedback on consultation findings, and/or the draft report out of session.

The recommendations of the Taskforce will be presented to the Minister in December 2022.

Conflicts of Interest and Confidentiality

Where the Taskforce members identify a real or perceived conflict of interest in regards to the role, activities or recommendations of the Taskforce, these will be noted and recorded. Should such conflicts of interest be identified, it will not preclude the member from participating in Taskforce discussions, or conclude the individual's membership on the Taskforce.

All members of the Taskforce will be requested to sign a Confidentiality Agreement prior to the first meeting of the Taskforce.

All Taskforce discussions will be treated as confidential, and the Taskforce's discussions will only be shared by the Chair or Secretariat if the Chair or Secretariat needs to resolve questions raised by the Taskforce, or matters arise through the Taskforce's consultation and deliberation process.