

THE ROYAL WESTERN AUSTRALIAN HISTORICAL SOCIETY INC.

The Royal Western Australian Historical Society (Inc.)

Volunteer Program Policy

**Approved by Council:
28 April 2022**

Table of Contents

1. INTRODUCTION.....	3
2. MAJOR COMPONENTS OF THE SOCIETY’S OPERATIONS.....	3
2.1 ADMINISTRATION	3
2.2 BOOKSHOP SPECIALISING IN WESTERN AUSTRALIAN HISTORY AND ARCHIVAL PRODUCTS	4
2.3 PROMOTIONS AND MARKETING	4
2.4 READINGS AND PUBLICATIONS	4
2.5 TOURS AND EVENTS.....	4
2.6 MUSEUM.....	4
2.7 LIBRARY.....	5
3. VOLUNTEER RECRUITMENT AND PLACEMENT PROCEDURES	5
4. VOLUNTEER AGREEMENT	6
5. VOLUNTEER TRAINING AND DEVELOPMENT	7
6 VOLUNTEER RIGHTS AND RESPONSIBILITIES.....	8
6.1 VOLUNTEERS’ RIGHTS	8
6.2 VOLUNTEERS’ RESPONSIBILITIES.....	8
7. VOLUNTEER CONDITIONS	9
7.1 SALARY AND EXPENSES	9
7.2 HOURS OF DUTY.....	9
7.3 PUBLIC LIABILITY AND HEALTH AND ACCIDENT INSURANCE	9
7.4 SECURITY	9
7.5 THE SOCIETY’S POLICIES, PRACTICES, VALUES AND CODE OF CONDUCT	9
7.6 CAPACITY TO INCUR EXPENDITURE	9
7.7 USE OF RESOURCES.....	10
7.8 INTELLECTUAL PROPERTY	10
7.9 REMOVAL OF LIBRARY OR MUSEUM PROPERTY	10
7.10 PRIVACY	10
7.11 SUPERVISION	10
7.12 PARKING.....	10
8. RECOGNITION OF SERVICE	10
9. DISPUTE RESOLUTION	11
10. VOLUNTEER MONITORING AND AGREEMENT TERMINATION	11
11. REVISION SCHEDULE	11
12. REPORTING	11
ATTACHMENT B	13
ATTACHMENT C	14
ATTACHMENT D.....	16
ATTACHMENT E	18

1. Introduction

The Volunteer Program at the Royal Western Australian Historical Society (the Society) offers the community an opportunity to play an active role in supporting the work of the Society. The Society values the important contribution that volunteers make in all aspects of its operations.

The Society accepts, at its discretion, volunteers who are committed to its programs and goals. Volunteers, who may or may not be members of the Society, must agree to work in accordance with its Constitution, policies, procedures and values. The Society offers volunteers the opportunity to gain knowledge, experience and satisfaction from involvement with one of Western Australia's leading collecting and cultural institutions.

The Society is a member of Volunteering WA and keeps up to date with the latest standards and best practice procedures as stated by the national peak body, Volunteering Australia. This document draws upon the National Library of Australia's Volunteer Program Policy.

Volunteers may choose from a number of different ways of being involved in the Society's activities. The Program is managed by the Community Officer. All volunteers agree to work in accordance with a list of tasks relevant to the aspect of the Society's operations in which they agree to participate.

This policy will come into effect on the date it is ratified by the Society's Council and recruitment provisions will only apply to new volunteers accepted after that date.

2. Major components of the Society's operations

The Society's organisation comprises the following major components:

2.1 Administration

The Society is administered by the Council which has the authority to manage all its business and make policy decisions affecting all operations. The day-to-day work is managed by various Committees appointed by Council. The peak committee is the Executive which ensures that routine and minor matters are dealt with promptly and only policy matters or major problems are the concern of Council. There are 18 Councillors nominated by members and elected by the membership at the Annual General Meeting for a period of two years. Half the Council resigns each year and the resigning Councillors are eligible for re-nomination.

The President of Council is elected annually at the AGM for a term of one year. Under the Constitution the President so elected may serve in that position for three years. The Chairperson and Vice-Chairperson are elected by the Councillors at the first meeting after the AGM.

The Council has set up a number of committees to co-ordinate and manage the various aspects of the Society's business. A volunteer may opt to join one of the committees for more specialised work or may wish to be involved in general administrative tasks. These include reception, answering phone calls, filing, photocopying, preparing mail-outs and whatever else needs to be done. Note, non member volunteers are not entitled to vote on recommendations to Council.

Volunteers, following one year's membership of the Society, may wish to seek election as Councillors on its Council. Councillors are nominated by individual members and elected by the membership for a two-year period at the end of which time they may be nominated and re-elected.

2.2 Bookshop specialising in Western Australian history and archival products

Volunteers may opt for one of a number of different roles offered by the Bookshop. These include Bookshop Manager/Officer and assisting the Bookshop Manager/Officer to carry out all the tasks necessary to run the outlet efficiently (e.g. keeping the Bookshop Catalogue up-to-date; selling books and archival products; assisting with book and archival products ordering and keeping the book shelves stocked and attractively presented).

2.3 Promotions and Marketing

Volunteers in this aspect of the Society's business normally belong to the Promotions and Marketing Committee and contribute to the decision-making in that body and take on responsibilities according to their skills and interests in implementing the decisions of the Committee. The major role of this body is to promote the Society through its annual program of research paper readings, tours and events and its other services to the wider community.

2.4 Readings and Publications

Volunteers interested in taking an active scholarly role in the Society may become involved in the Readings and Publications Committee. This body is responsible for arranging the annual program of research paper readings at the monthly general meetings, producing the Society's journal *Early Days* and its monthly newsletter *History West* and organising special lectures. The Committee also annually manages a history prize and monitors the validity of the historical information provided by the Society to the public via its website and the media.

2.5 Tours and Events

The Society's tours and events are arranged by volunteers which comprise the Tours and Events Committee. The Committee is responsible for arranging the Society's annual program of guided historical walks and tours, except tours of more than one day which are managed under separate arrangements. The Committee also arranges special events such as the annual East Perth Cemeteries Memorial Service held at the Cemetery and members' social events such as the annual Christmas Party.

2.6 Museum

The Society owns an important collection of artefacts relevant to the history of Western Australia. Volunteering in this area of the Society's activities involves assisting with the acquisition, cataloguing, conservation, housing, mounting of displays and researching the historical significance of some items. The Museum is managed by

the Museum Committee, membership of which includes all those Museum volunteers who wish to be involved and is under the leadership of the Museum Coordinator.

The Museum is open to members and the public between 10am and 4pm on business days. Assistance to researchers and members of the public wishing to access the collection can be arranged by appointment. "Read Only" Access to Collection artefact records is available to the public through its website or to authorised persons to the database itself.

The Museum has an approved Museum Collection Policy which provides guidance for the operation of the Museum.

It is desirable that Museum volunteers undertake to learn to use the automated data based catalogue with *CollectiveAccess* software as this is important for dealing with the collections and in searching for information. Training will be provided at Stirling House.

The *RWAHS Museum and Library Fund* is a tax deductible fund which benefits the collection through the generosity of members and the community.

2.7 Library

The Society owns an important collection of books, journals, ephemera, manuscripts and photographs relevant to the history of Western Australia from the time of European settlement and before. Library volunteers assist with the management of the collections, including the acquisition, cataloguing, indexing, conservation and housing of items. The Library is managed by the Library Committee under the leadership of its Convenor.

The Library is open to members and the public from 10.00am to 4.00pm on business days (Monday to Friday) and provides a reference service and assistance to anyone who is seeking information.

Library volunteers must undertake to learn to use the automated data based catalogue with *CollectiveAccess* software as this is essential for dealing with the collections and in searching for information. Training will be provided at Stirling House.

The Library has an approved Library Collection Policy which provides guidance in building and maintaining the collections.

The *RWAHS Museum and Library Fund* is a tax deductible fund which benefits the collection through the generosity of members and the community.

3. Volunteer Recruitment and Placement Procedures

- 3.1** The Volunteer Program is managed by the Community Officer who is a paid member of staff.
- 3.2** Volunteers may be recruited through Volunteering WA, press advertisement, online applications or by contacting the Community Officer {(08) 9386 3841}. The Society may actively recruit volunteers with specialised knowledge or skills.
- 3.3** Interested volunteers are required to complete a *Volunteer Application Form* (see Attachment C) which provides personal details and information regarding skills,

preferences and times when willing to volunteer. This form can be obtained on the Society's website (<http://histwest.org.au>) or in hard copy obtained through the office by phone {(08) 9386 3481} or written request by email (admin@histwest.org.au) or by post to Royal Western Australian Historical Society, 49 Broadway, Nedlands, WA, 6009. Following completion of the form, volunteers' names will be placed on the Volunteer Register. The Community Officer maintains the register and acts accordingly. All volunteer records are kept securely to ensure confidentiality.

- 3.4** Volunteers are required to have a strong interest in and commitment to the Society and to honour their commitment in time and quality of service and to perform the agreed tasks.
- 3.5** The Community Officer in consultation with the President or Chairperson of Council may decline to accept the services of any potential volunteer.
- 3.6** As soon as the completed Volunteer Application Form is submitted the Community Officer will arrange to meet the applicant and discuss his/her interests and skills. Every effort will be made to accommodate the applicant's wishes as to where in the Society he/she wishes to work and the nature of the tasks he/she wishes to undertake. The Community Officer will then discuss the applicant's skills and interests with the relevant Committee Convenor, or in the case of administration, the Community Officer.
- 3.7** If the applicant meets the Society's requirements and he/she wishes to proceed, he/she will then be asked to complete a Volunteer Agreement Form (Attachment D) and complete a Statutory Declaration form (Attachment E).
- 3.8** The volunteer will then be introduced to the appointed Convenor or other authorised person of the section of the Society in which he/she has chosen to work.
- 3.9** The volunteer will then discuss with his/her Supervisor (that is, the Committee Convenor or other authorised person) the specific tasks to be undertaken. The agreed list of tasks (List of Voluntary Tasks) will be provided by the Supervisor to the volunteer.
- 3.10** The volunteer will be introduced to staff and other volunteers.
- 3.11** Volunteers who are absent for more than 12 months from the Volunteer Program will need to reapply for re-registration.
- 3.12** The Community Officer will provide the new volunteer with a copy of the Volunteer Agreement.

4. Volunteer Agreement

- 4.1** Volunteers are required to read and complete the following documentation prior to commencement with the Society's Volunteer Program:
 - The Society's Values (Attachment A)
 - Code of Conduct (Attachment B)
 - Volunteer Application Form (Attachment C)
 - Volunteer Agreement (Attachment D)

- Statutory Declaration (concerning criminal charges, conflicts of interest and medical conditions) (Attachment E).

At the discretion of the Society a Police Clearance may be sought. The cost will be borne by the Society. The Society owns historically significant items, many of which have considerable monetary value. It is the responsibility of Council to protect this material for the use and benefit of current and future members of the Society and the wider community. The signing of a Statutory Declaration and discretionary power to obtain a Police Clearance contributes to the measures Council has taken to protect its movable heritage collection.

By signing the Volunteer Agreement the Volunteer acknowledges acceptance of the conditions of volunteer placement and, on commencement as a volunteer, will be covered by the Society's Public Liability Policy. This cover provides indemnity for legal liability to third parties for bodily injury and property damage as a result of an occurrence arising out of staff and voluntary work performed on behalf of The Royal Western Australian Historical Society Inc. provided such damage is not deliberately and maliciously inflicted. The volunteer signing the Volunteer Agreement will also be covered under the Society's Volunteer Health and Accident Insurance Policy which provides cover for volunteers who are injured in the course of their volunteering activities for the Society regardless of where such injuries occur.

- 4.2** The Volunteer will be provided with the list of tasks which he/she has agreed to undertake, will be offered appropriate training and will work in accordance with that list unless by mutual agreement with the supervisor the list is amended.
- 4.3** Volunteers are required to adhere to legislation as required under the Society's Constitution, including occupational, health and safety regulations. A copy of the Constitution can be found on the Society's website at <http://histwest.org.au>.

5. Volunteer Training and Development

5.1 The Community Officer will maintain a *Volunteer Induction Manual* and explain to and provide each new volunteer with a hard copy. This manual is to include a copy of the Volunteer Induction Form; Volunteer Briefing Notes; priority items to be saved in an emergency; information for volunteers relating to prevention of personal accident; risk reduction and preparedness; loss due to theft, vandalism; and preparedness and loss due to fire, emergency evacuation; personal safety practices; the Society's Constitution, values and guiding principles; and Code of Conduct. Emergency contact numbers and the names of staff with first aid training also to be included. The Community Officer is authorised to amend this manual when and if the need arises.

5.2 All volunteers are required to attend the first available induction course following their commencement in the Program. The induction course provides an overview of the structure of the Society and its staff. The course will cover the topics covered in the *Volunteer Induction Manual* and a guided tour of Stirling House.

5.3 Volunteers will have access, subject to availability, to in-house and, if appropriate, off-site training that will assist them with their duties.

5.4 It is important for all volunteers to attend where possible their respective Committees' regular meetings (usually monthly).

5.5 The Community Officer will liaise regularly with volunteers to ensure that any training and development issues can be identified and discussed. Arrangements can be made at the office for the Volunteer to discuss with the Community Officer issues they have concerning their work with the Society. The Community Officer in conjunction with the Chairperson-of-Council will also meet with Supervisors from time-to-time to review practices and procedures of the Volunteer Program.

5.6 The Community Officer will provide opportunities for interaction between staff and volunteers, for example, the Annual Volunteer Morning Tea, invitations to selected events and staff presentations.

6 Volunteer Rights and Responsibilities

6.1 Volunteers' rights

- To be made aware of the Constitution, values, policies and procedures of the Society.
- To have access to appropriate induction and training within the limits of the Society's resources.
- To be treated as a co-contributor and member of the team.
- To be given a suitable placement.
- To have a list of tasks that have been mutually agreed between the volunteer and his/her supervisor.
- To be informed about communication lines within the Society.
- To receive feedback from their Supervisor and the Community Officer.
- To have appropriate insurance cover.
- To have appropriate occupational health and safety protection.
- To have appropriate workspace and resources within the Society's ability to provide them.
- To have support, feedback and debriefing.
- To have the right to change from volunteering in one section to another or to seek a change of tasks within a section.
- To be acknowledged/recognised for original research on or publication about the Society's Museum and Library collection under conditions (Section 7.9).

6.2 Volunteers' responsibilities

- To make an informed decision to work as a volunteer with the Society.
- To comply with the Society's Constitution, policies and practices.
- To adhere to the *Society's Values (Attachment A) and Code of Conduct (Attachment B)*.
- To advise the Community Officer of any medical condition they have which may prevent them from undertaking any aspect of their duties.
- To work within the agreed List of Voluntary Tasks suitable to their skills and experience.
- To keep Society matters confidential as appropriate.
- To inform their Supervisor if unable to undertake or complete a task.
- To use appropriate communication channels within the Society when needing support, back-up, supervision and debriefing.

- To inform their Supervisor as soon as possible when and for how long they may be absent or on holidays. All absences due to illness or other commitments preventing them from attending to their volunteering duties should be notified to the Community Officer prior to their absence.
- To report all accidents, hazards or incidents to their supervisor as soon as possible.
- To act as a member of the team.
- To advise the Supervisor or Community Officer if there is any potential conflict of interest.

7. Volunteer Conditions

7.1 Salary and Expenses

No salary, wages or other financial consideration will be paid to a volunteer. Volunteers will not normally be reimbursed for miscellaneous personal expenditure associated with their services as a volunteer unless specified in the *Volunteer Agreement* (Attachment B) or endorsed by their Supervisor.

7.2 Hours of Duty

The Volunteer will indicate to the Community Officer the hours per week or fortnight he/she wishes to work. All volunteering at Stirling House is confined to its business hours of 10.00 am to 4.00 pm. Volunteering outside Stirling House may be undertaken during and outside business hours by agreement with the Supervisor.

7.3 Public Liability and Health and Accident Insurance

Any volunteer undertaking work for the Society is covered by the Society's Public Liability Insurance cover which provides indemnity for legal liability to third parties for bodily injury and property damage as a result of an occurrence arising out of staff and voluntary work performed on behalf of The Royal Western Australian Historical Society Inc. at Stirling House provided such damage is not wilfully or deliberately inflicted. Similarly, any volunteer of the Society will be covered by the Society's Volunteer Health and Accident Insurance Policy. This provides cover for volunteers who are injured in the course of their volunteering activities for the Society regardless of where such injuries occur.

7.4 Security

All volunteers will be required to sign a Statutory Declaration agree to a Police Clearance Check before commencement of their work with the Society.

7.5 The Society's Policies, Practices, Values and Code of Conduct

Volunteers must adhere to the Society's Constitution (copy on the Society's website, <http://histwest.org.au>), policies (Policy Manual held in the office), practices, *Values* (Attachment A) and *Code of Conduct* (Attachment B)

7.6 Capacity to Incur Expenditure

Volunteers cannot incur expenditure on behalf of the Society, nor should they incur personal expenditure in the course of their volunteer services in the expectation that expenditure will be reimbursed without the specific and prior approval of the Supervisor.

7.7 Use of Resources

Volunteers will only have access to the resources of the Society as determined by their respective Supervisors.

7.8 Intellectual Property

Intellectual property created by volunteers in the course of their work for the Society is the property of the Society. The title to, and ownership of, intellectual property (including copyright) rests with the Society. This includes material such as reports, databases, research, website material, software, artwork, photos and film and publications. The Society does not claim intellectual property rights over historical or other research papers, books, photographs and film created by the Volunteer outside his/her volunteer hours at his/her expense and which have no bearing on work undertaken at the Society. The Society may permit the acknowledgment of the Volunteer creator on an interpretive display label, published photograph or other published research material, such permission to be granted by the Society's Council.

7.9 Removal of Library or Museum Property

No item of property or item from the collections shall be removed from the Library or Museum for any purpose, including the performance of a service by a volunteer without the authorisation of the Supervisor and (a) the completion of a loan form or, (b) if appropriate, the signing of a special agreement with the Society setting out the specific conditions relating to the removal, care and return of the items to Stirling House. Any collection items identified for use in offsite exhibitions/festivals or similar must be documented for Council endorsement prior to them leaving Stirling House.

7.10 Privacy

Volunteers must not disclose any personal, sensitive or commercial information regarding the Society, volunteers or its staff obtained in the course of their duties.

7.11 Supervision

Each volunteer will have a supervisor designated in the *Volunteer Agreement* (Attachment B). Until he or she is deemed to have reached a level of competence to work without immediate supervision, the Volunteer must be under the direction of a Supervisor or some other authorised person at all times during their hours of duty.

7.12 Parking

Volunteers have access to the same car parking areas as the general public and staff.

Official Nedlands City Council permits are available from the Community Officer to enable volunteers to park for periods extending beyond those normally permitted in Clark Street. These permits must be returned to the Community at the termination of the parking period.

8. Recognition of Service

8.1 The work undertaken by Volunteers is highly valued by the Society.

8.2 Supervisors are asked to ensure that Volunteers are introduced to the staff they will be working with and made to feel a part of the team.

8.3 Volunteers should be included in social aspects of the work section and the broader sphere within the Society where appropriate.

9. Dispute Resolution

Any disputes over the application of matters covered in this policy will be settled through consultation with the Community Officer and the Chairperson of Council or other Councillor so authorised in accordance with the requirements of the Society's Constitution.

10. Volunteer Monitoring and Agreement Termination

10.1 Volunteers are expected to be effective members of the organisation. Unsatisfactory voluntary work and/or inappropriate behaviour may result in termination of the *Volunteer Agreement*.

10.2 Either the Volunteer or the Community Officer has the right to terminate the *Volunteer Agreement* at any time by giving the other written notice to that effect.

10.3 Potential reasons for the unsuitability and termination of volunteers from the Society's point of view include but are not limited to:

- Failure to adhere to the Society's Code of Conduct.
- Inability to perform the agreed tasks satisfactorily.
- Excessive staff time is taken up by on-the-job training.
- Volunteer's style of interaction prevents staff and other Volunteers from meeting their own commitments.
- Volunteer's level of attendance is less than agreed and Volunteer's contribution is deemed ineffective by the work area.
- Failure to adhere to relevant clauses within the Society's Constitution, the Society's values, policies and procedures.
- Volunteer uses unsafe work practices in completing assigned tasks.

10.4 In the case of perceived unfair dismissal the Volunteer who has been terminated has the right to conflict resolution procedures as set out in the Constitution.

11. Revision Schedule

This policy document will be reviewed in 2023 or at such other times as the Society believes is appropriate or necessary. Any amendment to this document as a result of a review will apply from the date it is approved.

12. Reporting

The Community Officer will maintain statistics of recruitment and resignations which are to be reported to Council on a six-monthly basis.

The Community Officer will be invited at the time the statistics are presented to Council to discuss with Councillors any Volunteer Program difficulties and highlights. Volunteers' hours will be recorded and reported regularly to Council by the Executive Officer.

Attachment A

The Society's values and guiding principles.

In all its dealings the Society operates in accordance with the following values and guiding principles:

- 1. Understanding and preserving Western Australia's unique history and heritage**
We recognise and value Western Australia's unique history and heritage and will work to promote, preserve and increase our understanding of these important aspects of our socio-cultural background.
- 2. Creativity and innovation**
We value creativity and innovation in the study and presentation of Western Australia's history and heritage and will encourage a range of approaches to ensure a vibrant and dynamic program.
- 3. Integrity**
We value honesty, trust, respect and openness and we will act ethically and lawfully in all relationships and dealings.
- 4. Respect for diverse cultural groups in Western Australian society**
We will respectfully support the endeavours of Indigenous and other cultural groups to study, preserve and promote their history and static and moveable heritage.
- 5. Excellence**
We strive to achieve the best results in all we do. We value professionalism and encourage critical engagement by all with the matters under our consideration.
- 6. Consultation and co-operation**
We value our Volunteers, staff, affiliated societies and other like-minded community history groups and commit to undertaking consultation and achieving co-operation with them in the development of relevant policies and projects.

Ex the Society's Council approved Business Plans 2009-2011 and 2013-2015 – The current plan is available for inspection at Stirling House upon request to a staff member.

Attachment B

THE ROYAL WESTERN AUSTRALIAN HISTORICAL SOCIETY INC.

Code of Conduct

All Volunteers and staff are required, under the *Code of Conduct*, to behave at all times in a way which upholds the Society's values.

The *Code of Conduct* requires that an employee/volunteer must in the course of his or her work with the Society:

- behave honestly and with integrity;
- act with care and diligence;
- treat everyone with respect and courtesy, and without harassment;
- comply with all applicable Australian laws;
- comply with any lawful and reasonable direction given by someone who has authority to give the direction;
- maintain appropriate confidentiality about sensitive dealings that the Volunteer has with any member of staff, Volunteer, Society member or the public;
- disclose, and take reasonable steps to avoid any conflict of interest (real or apparent);
- use Society's resources in a proper manner;
- not provide false or misleading information in response to a request for information
- not make improper use of inside information; or
- not make improper use of the employee's/Volunteer's duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person;
- at all times behave in a way that upholds the Society's values and the integrity and good reputation of the Society;
- comply with any other conduct requirement that is prescribed by the Society's regulations

Attachment C

THE ROYAL WESTERN AUSTRALIAN HISTORICAL SOCIETY INC.

Volunteer Application Form

Personal details

Name:
Address:
Telephone:and/or email

Disability: (optional)**

Physical Intellectual Brain Injury Mental Illness
 Vision Hearing Other

Medical (optional) **

Doctor: Telephone:.....
Medication: (list any relevant medications currently taken)

Additional information

.....
.....
.....

Emergency contact

Name:..... Telephone:.....
Comment:

** Please note that this information is provided on a needs-to-know basis. If you believe that this information will be helpful in your volunteer placement, it is appreciated if you can provide it.

AVAILABILITY (please circle days and times when you are available to volunteer)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday
(Saturday & Sunday for special events and tours only)
Morning
Afternoon
Evening

Do you have any preferences for a Volunteer partner (interests etc)
.....
.....

What areas are you most interested in (for example reception, Museum, Library, Bookshop, Readings and Publications Committee, assisting with events etc.)?
.....
.....
.....

What skills, experience or interests do you have (for example, working with people, good listener, have completed hospitality course, word processing, etc)?

.....
.....
.....
.....

The information I have provided is correct at the time of my application

.....

(Signature) (Date

Note: This personal information will be destroyed once the volunteer ceases volunteering with the Society.

Attachment D

THE ROYAL WESTERN AUSTRALIAN HISTORICAL SOCIETY INC.

Volunteer Agreement

This Agreement is made between the Management Committee of The Royal Western Australian Historical Society Inc.

and

.....

.....

(the volunteer)

who has agreed to undertake the following volunteer position:

.....

.....

This agreement is subject to the following terms and conditions:

Duties:

The volunteer shall undertake the tasks listed as per their agreed List of Voluntary Tasks.

Day of the week: Hours:

.....

Absences:

The volunteer shall inform the organisation (Community Officer) of any absences from their volunteer work for sick leave, holiday leave etc as soon as possible after the commencement of business on the day of absence, and in the case of holidays at least a week prior to commencement of the leave.

Training:

The volunteer will be provided with induction training from the organisation and will also attend relevant volunteer training.

Intellectual property

The volunteer agrees that the intellectual property produced by their volunteer work is recognised accordingly but belongs to the Society.

Complaints:

If the volunteer has a complaint to make, he/she will consult his/her respective Committee Convenor and/or the Community Officer who will prepare a report for the Chairperson of Council.

Conduct:

The Volunteer must adhere to the Society’s Constitution, policies, procedures, values and *Volunteer Code of Conduct*.

Occupational Health and Safety

Under the Occupational Health and Safety Act 2000, reasonable directions provided by organisations about safety practices and procedures must be followed. Under the Act, it is expected that Volunteers will take reasonable responsibility for their own health and safety as well as the health and safety of others.

Insurance

The volunteer will be covered by the Society’s Volunteer Personal Accident Insurance and Public Liability Insurance policies.

Termination:

This agreement may be terminated by either the Volunteer or the organisation signifying that action in writing.

Signed for and on behalf of (name of organisation)

The Royal Western Australian Historical Society (Inc.)

.....

.....

Community

Officer

.....Date.....

Volunteer

.....Date.....

This form is to be returned to the Community Officer.

ATTACHMENT E

WESTERN AUSTRALIA OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

I,

.....
.....

.....
.....

.....
.....

(name, address and occupation of person making declaration)

sincerely declare as follows:-

1. I have no record of criminal convictions.
2. I am not a defendant in any current or pending criminal court proceedings.
3. I am unaware that I have any medical conditions that are likely to put the collections at risk of damage and/or adversely affect the wellbeing of my fellow Volunteers and if I should develop a medical condition of this nature I will immediately inform my Supervisor.
4. I am unaware of any conflict of interest. If at any time between the work I am undertaking at the Society and any of my other activities and if I should become aware of such a conflict of interest I will immediately inform my Supervisor, the Volunteer Coordinator or the Executive Officer.

(insert content of the statutory declaration; use numbered paragraphs if content is long)

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

at

.....
.....

(place

.....
.....

(date)

in the presence of

.....
(Signature of authorised witness)

.....
(Name of authorised witness and qualification as such a witness
by.....
.....

(Signature of person making the Declaration)

***Important** This Declaration must be made before any of the following persons:
Academic (post-secondary institution), Accountant, Architect, Australian Consular Officer, Australian Diplomatic Officer, Bailiff, Bank Manager, Chartered secretary, Chemist, Chiropractor, Company auditor or liquidator, Court officer (Judge, magistrate, registrar or clerk), Defence Force officer (Commissioned, Warrant or NCO with 5 years continuous service), Dentist, Doctor, Engineer, Industrial organisation secretary, Insurance broker, Justice of the Peace, Lawyer,
Local government CEO or deputy CEO, Local government councillor, Loss adjuster, Marriage Celebrant, Member of Parliament (State or Commonwealth), Minister of religion, Nurse, Optometrist, Patent Attorney, Physiotherapist, Podiatrist, Police Officer, Post Office manager, Psychologist, Public Notary,
Public Servant (State or Commonwealth), Real Estate agent, Settlement agent, Sheriff or deputy Sheriff, Surveyor, Teacher, Tribunal officer, Veterinary surgeon or,
Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a statutory declaration may be made.

IMPORTANT INFORMATION:
AS OF 1 JANUARY 2006 THERE IS NO PROVISION FOR COMMISSIONERS OF DECLARATIONS IN WESTERN AUSTRALIA TO WITNESS A STATUTORY DECLARATION.