

STATE LIBRARY OF WESTERN AUSTRALIA

VOLUNTEER POLICY

1. Purpose

To provide a framework for the management and implementation of the State Library of Western Australia's (SLWA) volunteer program.

2. Scope

This policy applies to:

- all SLWA staff that manage, supervise or work with volunteers; and
- all volunteers that take part in SLWA activities.

The policy is not applicable to:

- work experience students, practicum students and student placements; and
- volunteers that provide their time under agreements with SLWA including Family History WA, Read Write Now and Justice of the Peace.

3. Context

As a government agency, SLWA recognises the importance of volunteers and the valuable role they play.

For the purposes of this policy, volunteering is defined as:

"Time willingly given for the common good and without financial gain."

(Source - Volunteering Australia – Definition of Volunteering)

SLWA supports the Australian Library and Information Association's (ALIA) Statement on Voluntary Work in Library and Information Services that states:

"Use of volunteers in library and information services for specific purposes is acceptable but must never compromise the quality of service provision, nor replace paid employment in any way.

Library services can be enhanced by well supported volunteers, and providing volunteers with meaningful community roles is a legitimate function of a public library service."

Volunteers include those that undertake activities within the State Library building or those that undertake activities online or remotely. SLWA may assign volunteers to work with their partners or organisations where there is a strategic benefit to SLWA. If the volunteer work is located at the partner organisation, the partner organisation will provide insurance cover for the SLWA volunteer.

Volunteers work alongside staff, assisting the SLWA with day to day activities, special projects and events to achieve organisational objectives. Volunteering

tasks will be clearly defined and volunteers will be matched to these tasks according to their skills, availability and interests.

Recruitment and selection

Any Western Australian over the age of 18 may apply to become a SLWA volunteer. SLWA may actively recruit volunteers with specialised knowledge or skills. SLWA may decline to accept the services of any applicant. Applicants must provide a National Volunteer Police Check and may be required to provide a Working with Children Check.

Roles and responsibilities

SLWA will provide volunteers with:

- Meaningful opportunities;
- A safe and healthy work environment;
- Costs associated with volunteer's Working with Children Check and National Volunteer Police Check; and
- Adequate insurance coverage whilst carrying out SLWA work on SLWA premises or under any approved Remote Working Agreement.

The Volunteers Team Leader will manage the recruitment of volunteers.

The Volunteers Team Leader and any relevant Line Manager will provide volunteers with:

- An induction and orientation into the organisation;
- Adequate information, training and resources to carry out their duties;
- Adequate supervision, support and communication to ensure that volunteers are aware of relevant policies and procedures relating to their duties; and
- Additional screening and training for any volunteer who will work with children.

Volunteers will:

- Sign a volunteer position description;
- Abide by the Code of Conduct;
- Comply with relevant SLWA policies, procedures and guidelines;
- Work in a cooperative manner with SLWA staff and other volunteers;
- Take reasonable care for the safety and health of themselves, staff and members of the public;
- Provide a National Volunteer Police Check; and
- Provide a Working with Children Check if required.

Intellectual Property

Unless contractually agreed upon by SLWA and a volunteer, any intellectual property generated by a SLWA volunteer will become the property of the State of Western Australia.

Volunteer recognition

SLWA ensures that the contribution of volunteers is recognised and acknowledged. SLWA maintains a register of volunteer length of service and

acknowledgements for length of service are made at an annual function celebrating the contribution of all volunteers.

Ceasing to be a volunteer

A SLWA volunteer can cease their engagement at any time by communicating this to the Volunteers Team Leader. Exit interviews may be conducted to better understand volunteering at SLWA.

SLWA may cease a volunteer engagement at any time. Possible grounds for cessation, other than the natural end of their volunteering agreement, might include breaches of the Code of Conduct or non-compliance with relevant procedures.

4. Policy Statement

It is the policy of the Library Board of Western Australia that:

- The State Library shall provide a flexible volunteering environment to broaden the opportunities for volunteer involvement. Volunteers will be actively recruited for once off, long and short-term roles.***
- Volunteers will undertake a variety of clearly defined tasks and shall be matched to these tasks according to their skills, availability and interests.***
- Volunteers add value to the services the State Library provides and do not replace paid staff.***
- The State Library shall provide ongoing training, support and supervision to enable volunteers to undertake the tasks to which they are assigned and will recognise the contribution they make.***
- The State Library shall provide a safe workplace for volunteers and volunteers shall adhere to the State Library's Code of Conduct and the State Library's occupational safety and health requirements.***

5. Responsibilities

Manager Client Services – development and implementation

6. References

- [Guidelines for Successful Partnerships between Public Sector Agencies and Volunteers – Department of Communities](#)
- [Definition of Volunteering - Volunteering Australia website](#)
- Code of Conduct
- ALIA Statement on Voluntary Work in Library and Information Services
- Volunteering WA website
- Remote Working Agreement

7. Authorisation and Review

First Approved	Library Board, 3 October 2013
Review date	Three years from Board approval

Approved	Library Board, December 2019
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Reviewed	January 2024
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