



**Rottnest Voluntary Guides Association Inc.**

# **REGULATIONS**

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## 1 Subscription Fees

1.1 In accordance with Rule 14(1), subscription fees are payable by each member as follows:

Patron	Exempt from the payment of Subscription Fees in accordance with Rule 14(3).
Life Member	Exempt from the payment of Subscription Fees in accordance with Rule 14(3).
Guide and Trainee Guide	\$40.00 per membership year.
Trainee Guide	\$425 (70% of the estimated total cost of running the course, including the expenses associated with the training weekends on Rottnest Island) is inclusive of the Subscription Fee through to June 30 in the membership year of joining. If a trainee guide has paid the associate member's fee for the current membership year, then the training fee payable is to be discounted by the amount previously paid.
Associate Member	\$30.00 per membership year, or part year thereof. A Guide who has paid their Annual Membership Fee and changes Membership category during the membership year will not be required to pay this fee.

## 2 Management

2.1 Committee and subcommittee members are required to obtain from the website for their ongoing reference:

- i a copy of the Rules of Association
- ii a copy of the Regulations including a copy of the Standing Orders
- iii the current duties for their portfolio

2.2 Committee members shall be responsible for the management of the following portfolios:

1. Environment and Sustainability
2. Events
3. Heritage
4. Maintaining Excellence
5. Membership
6. Social and Meetings
7. Tours
8. Training
9. Visitor Experience

2.3 Members (who may be committee members) shall be appointed to manage the following portfolios:

- 1) Archives
- 2) Caretaking
- 3) Holiday Guiding
- 4) Newsletter Editor
- 5) Property and Equipment Officer
- 6) Roster Coordinator and 419 Management
- 7) Special Requests
- 8) Statistics
- 9) Uniforms
- 10) Webmaster
- 11) Working Bees
- 12) Such other portfolios as the committee may determine.

2.4 Outgoing officers shall hand over to incoming officers all information and records relevant to the efficient management of the tasks.

2.5 The names of subcommittee members shall be published in the newsletter.

2.6 Each subcommittee shall keep records of its activities and present reports at committee meetings. Such records are to be placed in the archives.

2.7 Subcommittees should endeavour to forward reports to the relevant committee nominee 10 days prior to each committee meeting for distribution to committee members.

2.8 The 'Maintaining Excellence' portfolio is considered to be critical to the corporate health of the Rottneet Voluntary Guides Association (RVGA) and, as such, may not be removed from Reg. 2.2 without the approval of the Members at a General Meeting.

### **3 Spokesperson**

The President shall act as Spokesperson for the RVGA. The President shall make statements in accordance with the previously agreed policy or, in an emergency, after consultation with the Vice President or if the Vice President is not available, another member of the committee. In the absence of the President, the Vice President shall act as Spokesperson.

### **4 Uniforms**

4.1 Guides shall be neatly and tidily dressed at all times while on duty.

4.2 Whilst on duty, including travelling on the ferry to and from Rottneet Island, guides shall wear the approved shirt and name badge with the RVGA logo, together with navy/dark blue slacks, shorts or skirts, and enclosed footwear.

4.3 If a jumper/windcheater /jacket is worn, it shall be a navy blue jumper/windcheater /jacket and shall bear the RVGA logo.

4.4 If a cap or hat is worn it shall be navy blue and bear the RVGA logo.

## **5 Working with Children Check**

- 5.1 A current Working with Children Check card (WWC) or evidence that a WWC application has been lodged is a prerequisite for guides to be rostered for duty on Rottnest Island.
- 5.2 Guides who are unable to comply with Regulation 5.1 must advise the Membership Officer accordingly, in writing.

## **6 Duties and Responsibilities of Members**

- 6.1 Guides must not undertake functions or duties on Rottnest Island that have not been rostered by an authorised coordinator without obtaining the President's or Vice President's permission for such activities. Such permission, when granted shall be for a specified period and will be reviewed at the expiration of that time. If permission has not been obtained the activity will be a private matter for the guide and shall not confer the rights of transport, accommodation or insurance cover.
- 6.2 Guides may only travel to Rottnest Island as guides in order to carry out duties as determined by the committee, or as approved by the President or Vice President under Regulation 6.1.
- 6.3 Guides are deemed to be on duty while engaged in approved RVGA activities.
- 6.4 Guides shall perform rostered or equivalent duties as determined by the committee for a minimum of six days per membership year.
  - 6.4 (a) Guides who have graduated during 2020 or later shall perform rostered or equivalent duties as determined by the committee for a minimum of ten days per membership year.
- 6.5 Guides who do not perform rostered or equivalent duties as required by Regulation 6.4 will be advised and may elect to:
  - i take leave or extend their leave, however Regulation 7 will still ultimately apply;
  - ii resume normal duties, after complying with Regulation 7;
  - iii become an associate member; or
  - iv resign from the RVGA.
- 6.6 Guides must complete all compulsory in-service training activities as determined from time to time by the committee. Completion of such activities is a pre-requisite for a guide to be rostered for the daily roster, special request duties or holiday guiding duties on Rottnest Island in the following membership year, unless the committee grants an exemption.
- 6.7 Guides who wish to be temporarily removed from the roster must request leave of absence by emailing the details to the Roster Coordinator or on the prescribed form.
- 6.8 Members who change their address or contact details shall advise the Membership Officer providing the information preferably by email or as indicated on the Change of Address form.
- 6.9 Guides shall not smoke while conducting a tour or while dealing with the public.
- 6.10 Guides shall abide by the travel arrangements determined by the committee.
- 6.11 Guides staying in Bungalow 419 are limited to one night if rostered for one day, two nights if undertaking two duties. Guides wishing to stay an extra night must

seek approval from the Roster Coordinator. All stays in B419 must be booked with the Roster Coordinator.

- 6.12 Overnight access to P Hut must be approved by the President or Vice President.
- 6.13 Guides shall abide by accommodation regulations as displayed in 419 and P Hut.
- 6.14 Guides in uniform must refrain from public criticism of the Rottnest Island Authority (RIA), its contractors and the Rottnest Island business community.
- 6.15 Guides must refrain from criticism of or dispute with other guides in public.
- 6.16 Guides must comply with RIA requirements and the Road Traffic Act 1974 regarding road safety, bicycle riding and vehicle handling.
- 6.17 The RVGA's bikes may be used by guides and trainee guides when they are on Rottnest Island for committee approved purposes, including 'free-time' that may occur before or after official activities. The test for accessing the RVGA's bikes overnight is that the guide/trainee guide must be staying in B419, the P Hut or RVGA booked accommodation.
- 6.18 Guides on duty on Rottnest Island shall sign the Attendance Register kept in The Hub.
- 6.19 Guides must comply with the requirements detailed in the administration and procedures documentation as contained in The Hub Procedures Manual.
- 6.20 All donations received from the public must be passed on to the Treasurer.
- 6.21 It is the express responsibility of the rostered guide to fulfil his/her assigned duties or make adequate arrangements for replacement.
- 6.22 With the exception of Regulation 1 Subscription fees, all references to a guide or guides in these Regulations shall include life members.
- 6.23 Guides should report maintenance requests in the maintenance book located in The Hub and not directly to RIA personnel or their contractors.

## **7 Return to Duties after not Completing Six Rostered Duties**

- 7.1 Guides or former guides who have not complied with Regulation 6.4 are required to undertake re-training and/or an assessment, before being rostered for duty on the island.
- 7.2 The nature and scope of this re-training and/or assessment may be determined by the committee.
- 7.3 In determining what re-training and/or assessment is appropriate, the committee will review the situation of each guide individually.
- 7.4 In the first instance, the guide must contact the Roster Coordinator or the Training Coordinator regarding their desire to resume guiding and/or other activities on Rottnest Island.
- 7.5 All arrangements for the re-training and/or assessment will then be made by the Training Coordinator in consultation with the guide.
- 7.6 On completion of all requirements, the guide may again be rostered for duty on Rottnest Island.

## **8 Holiday Guiding**

- 8.1 Holiday guides will have priority for accommodation in B419, P Hut and other accommodation provided by the RIA.
- 8.2 Team leaders must be approved by the Holiday Guiding Coordinator.

## **9 Property and Equipment Managers**

- 9.1 The committee shall appoint a member responsible to a committee nominee, to buy, sell and have custody of items of uniform for re-sale.
- 9.2 The committee shall appoint member/s of the Association to ensure the safekeeping and maintenance of the Association's property and equipment. They shall be responsible to a committee nominee.

## **10 Training**

- 10.1 The Training Coordinator will establish a Training subcommittee to assist in all aspects of training, including selection of content and presentation format for the course.
- 10.2 The Training Coordinator will select his/her preferred members for the subcommittee, and present names to the committee for confirmation.
- 10.3 The Training Coordinator will select the Group Leaders who will act as Mentors for the Trainee Guides.
- 10.4 Interested persons are to be invited to attend a non-mandatory information evening prior to interviews being conducted.
- 10.5 All prospective candidates for training must be interviewed, and a process of selection conducted. New Trainee Guides must be able to attend the two training weekends on Rottnest Island.
- 10.6 Applicants offered a place in the training course must pay the full training fee prior to the commencement of the course.
- 10.7 Once the full training fee has been paid upon acceptance of the offer to train as a Rottnest Guide and the course has commenced there will be no refund of any component of the training fee
- 10.8 Unless special arrangements have been made with the Training Coordinator, each trainee guide shall complete two Supported Tours within six weeks of completion of training. Trainee Guides will wear the approved guide's uniform for these tours and be entitled to free ferry transport.
- 10.9 Upon completion of the Supported Tours, Trainee Guides must successfully complete both Assessment Tours as set by the Training Coordinator, prior to being considered for recommendation as a Guide.
- 10.10A Trainee Guide will become a Guide on the recommendation of the Training Coordinator to the committee.
- 10.11 On receipt of their graduation certificate and name badge the new Guides will be available for rostered duties.
- 10.12 Trainee guides must comply with Regulation 5.1 before being eligible to undertake guiding on Rottnest Island.
- 10.13 In the first six months after their graduation, new guides will not be rostered for the role of duty guide.
- 10.14 Commencing with the 2014 intake each new guide will be required to undertake the full range of daily rostered duties unless approved otherwise by the committee.

## **11 Insurance**

- 11.1 The RVGA will provide and maintain insurance so that members will be covered whilst on duty or engaged in other unpaid activities authorised, organised and under the control of the RVGA, including direct travel to and from such activities and incidental leisure activities whilst on Rottnest Island.
- 11.2 The RVGA must ensure adequate Public Liability Insurance cover at all times.

## **12 Employment/Contract Labour**

Any programme of the RVGA which involves paid or contracted labour must be approved by a General Meeting.

### **13 Occupational Safety and Health on Rottnest Island**

- 13.1 In the first instance, all injuries should be treated at the Rottnest Island Nursing Post.
- 13.2 All accidents to guides must be recorded on the Accident/Incident Report Forms.
- 13.3 Accident/Incident Report Forms must be completed on-line.
- 13.4 Guides MUST advise people of any potential hazards on tours before a tour commences so that due care is taken.

### **14 Standing Orders**

Standing orders set out in appendix 4 of the sixth edition of 'Guide for Meetings' by N.E. Renton has been adopted as the standing orders for conducting general meetings of the Association. (A copy of appendix 4 is available on the Governance webpage.)

### **15 Bulk Email System**

- 15.1 The Bulk Email System shall only be available for sending bulk emails by members of the Association holding the following portfolio positions:
  - President
  - Vice President
  - Treasurer/Membership Officer
  - Secretary
  - Editor, Golden Whistler
  - Environment & Sustainability
  - Heritage
  - Holiday Guiding
  - Maintaining Excellence
  - Meetings and Social Events
  - Rosters
  - Special Requests
  - Tours & Events
  - Training
  - Visitor Experience
  - Webmaster
- 15.2 The President, Vice President and Secretary may use the system for any purpose that they consider is consistent with the good administration and governance of the Association. All other portfolio holders may only use the system for purposes directly related to their portfolio responsibilities.

## **16 Website Access**

### **16.1 Members Website**

The Members Website is available for access by the Patron, Life Members, Guides, Trainee Guides and those Associate Members who have transitioned from being a Guide to an Associate Member without a break in membership of the Association.

### **16.2 Committee Website**

The committee website is available for access by office holders of the Association, ordinary committee members and the Webmaster. The Webmaster may only access the committee website for purposes associated with the technical support and administration of the website.

## **17 Website Documentation**

17.1 Documentation on the website is the officially approved version of any document, spreadsheet or PowerPoint Presentation and shall take precedence over any other version of a document, spreadsheet or PowerPoint Presentation.

17.2 The procedure for updating a document or a spreadsheet on the website is for the appropriate portfolio holder to open the Microsoft Office version on the website, save the document to a known location on the user's computer, update as required and then email the updated document to the Webmaster for uploading to the website.

17.3 If a PowerPoint Presentation requires updating, the original will need to be obtained by contacting the Webmaster. On receipt from the Webmaster, save the PowerPoint Presentation to a known location on the user's computer, update as required and then email the updated presentation to the Webmaster for uploading to the website.

17.4 If the Webmaster is uncertain as to whether a document, spreadsheet or PowerPoint Presentation should be uploaded to the website, the Webmaster shall refer the matter to the Vice President for advice.

## **18 COVID-19 Vaccination Certificate Requirements**

18.1 All Guides who wish to be considered for any Duty commencing on or after 1 February 2022 must be able to provide on request a current COVID-19 Vaccination Certificate in either electronic or paper form.

18.2 Guides who are unable to provide on request a current COVID-19 Vaccination Certificate will be exempt from the minimum duty requirement of Regulation 6.4 and 6.4 (a) for the membership year ending 30 June 2022.