



Rottnest Voluntary Guides Association Inc.

Regulations

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1. PREAMBLE

- 1.1** These Regulations, issued in accordance with Rule 70 of the Rules of Association, are binding on all members of the Association and apply to all future occasions.
- 1.2** Non-compliance will be managed as per Part 4 of the Rules of Association.
- 1.3** Guides are considered on duty during Committee approved activities, including direct travel to and from the voluntary activity.
- 1.4** All references to “Guide” or “Guides” include Life Members.

2. GUIDING RESPONSIBILITIES

2.1 Required Credentials

- 2.1.1 Subject to Clauses 2.1.5 and 2.1.6, Guides must hold a valid Working with Children Card, Rottnest Island Driving Permit and AMSA Lighthouse Tour Guide Safety Induction Certificate and must renew them on time.
- 2.1.2 Guides must provide electronic copies of their updated Rottnest Island Driving Permit and AMSA Lighthouse Tour Guide Safety Induction Certificate to the Membership Officer at the time of renewal.
- 2.1.3 When requested by the Membership Officer, Guides must provide an electronic copy of their Working with Children Card to the Membership Officer.
- 2.1.4 Guides and Trainee Guides with a Working with Children Card obtained through another organisation, must notify the Working with Children Screening Unit of their work with the RVGA.
- 2.1.5 Guides who have informed the Membership Officer they will not drive the RVGA’s electric buggies are exempt from needing a current Rottnest Island Driving Permit.
- 2.1.6 Guides approved by the President not to undertake Lighthouse Tour duties are exempt from needing an AMSA Lighthouse Tour Guide Safety Induction Certificate.
- 2.1.7 Subject to Clauses 2.1.5 and 2.1.6, from the next available rostering period Guides cannot be rostered for duties if:
 - a) credentials in Clause 2.1.1 have not been renewed,
 - b) copies of required credentials in Clause 2.1.2 or 2.1.3 have not been provided to the Membership Officer, or
 - c) the Membership Officer has not received advice from the Working with Children Screening Unit, that the Guide has been approved to undertake child related work with the RVGA, in accordance with Clause 2.1.4.
- 2.1.8 Before being eligible to graduate as a Guide a Trainee Guide must have provided a copy to the Membership Officer of their:
 - a) Current Working with Children Card,
 - b) Rottnest Island Driving Permit (subject to Clause 2.1.5), and
 - c) AMSA Lighthouse Tour Guide Safety Induction Certificate.

2.2 Change of Address and/or Contact Details

- 2.2.1 Members must inform the Membership Officer of any changes in address or contact details by email.

2.3 Work Health and Safety

- 2.3.1 All accidents must be recorded on the Hazard/Incident/Near Miss (HIN) Report Form.
- 2.3.2 HIN Report Forms must be forwarded to the President, Health & Safety Coordinator and the RIA.
- 2.3.3 Guides must advise tour participants of potential hazards before and during a tour.

2.4 Tours

- 2.4.1 Tours, duties and activities must follow the procedures, guidelines and general content provided in the tour notes.

2.5 Holiday Guiding

- 2.5.1 Team leaders must be approved by the Holiday Guiding Coordinator.

2.6 Uniforms

- 2.6.1 While on duty, including ferry travel, Guides must wear the approved shirt, name badge with the RVGA logo, and navy/dark blue slacks, shorts or skirts, with enclosed footwear. Shorts and skirts must be an appropriate length.
- 2.6.2 If worn, jumpers, windcheaters, or jackets must be navy blue and bear the RVGA logo.
- 2.6.3 Caps or hats, if worn must be navy blue and bear the RVGA logo.

2.7 Respect for Others

- 2.7.1 Guides must refrain from public criticism of the Rottnest Island Authority (RIA), its staff and contractors and the Rottnest Island business community.
- 2.7.2 Guides must refrain from criticism of or dispute with other Guides in public.
- 2.7.3 Concerns and complaints should be communicated by email to the President.

2.8 Travelling to Rottnest

- 2.8.1 Guides must not undertake non-rostered duties on Rottnest Island without prior approval from the President or Vice President. Unauthorised duties refer to tasks that fall outside a Guide's assigned responsibilities and have not been formally approved. If permission is granted, it applies only for a specified period and will be reviewed upon expiration. Unapproved activities are considered personal matters, and engaging in them does not entitle Guides to benefits such as transport, accommodation, or insurance cover. It is important to seek proper authorisation to avoid issues related to these privileges.
- 2.8.2 When using RVGA ferry travel privileges, Guides must:
 - a) wear the approved RVGA uniform, and
 - b) sign the Attendance Register, even if not on duty on the day of travel.

2.9 RVGA Bike Usage

- 2.9.1 With the Duty Guide's approval, Guides may use RVGA's bikes for committee approved purposes, including 'free-time' before or after official activities.
- 2.9.2 The order of priority for bike allocations is: Special Request Tours; Holiday Guiding; Whitecaps and Wilderness duties; and, West End duties.
- 2.9.3 Overnight manual bike access is allowed if the Guide is staying in B419, P-Hut or RVGA booked accommodation.
- 2.9.4 eBikes must be returned to the bike storage area for overnight charging.

2.10 Maintenance

- 2.10.1 Maintenance requests must be reported by email to the RVGA's Property Officer.
- 2.10.2 Guides must not contact RIA personnel or their contractors about maintenance unless there are safety issues, in which case the Rangers must be notified immediately.

2.11 Donations

- 2.11.1 All cash donations from the public must be passed on to the Treasurer, via the Hub Treasurer's Tin.
- 2.11.2 Objects and archives donations must be safely stored in the Hub Office area by the Duty Guide, with advice of the donation and location to be emailed to archives@rvga.asn.au.

2.12 Rosters

- 2.12.1 Rostered Guides must fulfil their assigned duty or arrange for another Guide to cover them.
- 2.12.2 Details of roster swaps or replacements must be emailed to the Rosters Coordinator by the initiating Guide.
- 2.12.3 Guides advising leave of absence of 3 months or more must email the details to the Membership Coordinator.
- 2.12.4 Guides seeking a temporary or permanent exemption from any rostered duty must email the Membership Coordinator for approval. Non-sensitive information justifying the request must be provided.
- 2.12.5 A membership year is from 1 July to 30 June of the following year.
- 2.12.6 Guides who graduated before 2020 must perform a minimum of six days of rostered duties per membership year. Guides who graduated in 2020 or later must perform a minimum of ten days of rostered duties per membership year.

Rostered or equivalent duties includes the daily roster, special events, special request guiding and holiday guiding.
- 2.12.7 Guides not meeting the requirements of Regulations 2.12.6 must:
 - a) take leave or extend their leave;
 - b) resume normal duties, after complying with Regulation 2.13;
 - c) become an associate member; or,
 - d) resign from the RVGA.

2.13 Returning to Duty after not Completing Minimum Rostered Duties in Preceding Membership Year

- 2.13.1 Guides who have not met minimum duties as specified in Clause 2.12.6 must undertake re-training and/or assessment before being rostered again.
- 2.13.2 A Guide wishing to return to duty after not completing minimum rostered duties must give notice to the Training Coordinator.
- 2.13.3 The Committee must determine the nature and scope of re-training/assessment. Returning Guides' individual circumstances will be taken into consideration.
- 2.13.4 The Training Coordinator will arrange the necessary re-training/assessment.
- 2.13.5 The Training Coordinator will recommend to the Committee when a Guide can be rostered for duty.

2.14 Overnight Accommodation

- 2.14.1 Stays in B419 must be approved and booked in advance with the Rosters Coordinator
- 2.14.2 Guides staying in B419 are limited to one night if rostered for one day, and two nights for consecutive day duties.
- 2.14.3 Men and women may be required to share a room when staying in B419
- 2.14.4 Advance booking of a particular bed is not possible.
- 2.14.5 The priority for B419 bed allocations are:
 - a) Holiday Guiding when no other accommodation is available.
 - b) Special Request Tours requiring an overnight stay
 - c) Guides living outside the Perth Metropolitan and Peel areas.
 - d) Guides with consecutive day duties.
 - e) Guides with a single day duty who may stay the preceding or following night.
- 2.14.6 Reservations are provisional but convert to confirmed 2 weeks prior to the stay.
- 2.14.7 Overnight access to P-Hut or other RVGA booked accommodation must be approved by the President or Vice President.

3. TRAINING

3.1 Trainee Guides

- 3.1.1 Applicants must pay the full training fee before starting the course.
- 3.1.2 Once the course has started, there will be no refunds unless approved by the Committee.
- 3.1.3 A Trainee Guide will become a Guide after the Training's Coordinator's recommendation to the Committee has been endorsed and the Graduation Ceremony has been held.
- 3.1.4 The Committee will request that the Roster Coordinator add Trainee Guides to the roster once they have been endorsed by the Committee. As Trainee Guides they will wear their training name badge and introduce themselves as a Trainee Guide until after the Graduation Ceremony.
- 3.1.5 New Guides will not be rostered as Duty Guide or Guns Leader for the first 12 months after graduation.
- 3.1.6 Starting with the 2014 intake, new Guides must undertake the full range of daily rostered duties unless otherwise approved by the Committee.

4. WEBSITE & COMMUNICATION

4.1 Website Access

- 4.1.1 The Guides and Archives Websites are accessible to the Patron, Life Members, Guides, Trainee Guides and those Associate Members who transitioned from Guide to Associate without a break in membership.
- 4.1.2 The committee website is accessible to office holders of the Association and ordinary committee members. The Webmaster may only access it for technical support and administration.

4.2 Website Documentation

- 4.2.1 The Guides website hosts the officially approved versions of documents, spreadsheets and PowerPoint Presentations, which take precedence over any other versions.
If uncertain, the Webmaster will refer the matter to the President for advice.

4.3 Bulk Email System

4.3.1 The Bulk Email System is available to the following portfolio holders for sending bulk emails:

President	Maintaining Excellence Coordinator
Vice President	Meetings & Social Events
Treasurer	Membership Officer
Secretary	Property Officer
Editor	Recruitment Officer
Environment & Sustainability Coordinator	Rosters Coordinator
Health & Safety Coordinator	Special Requests Coordinator
Heritage Coordinator	Tours Coordinator
Holiday Guiding Coordinator	Training Coordinator
	Visitor Experience Coordinator
	Webmaster

4.3.2 The President, Vice President and Secretary may use the system for any purpose 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.

4.4 Social Media

4.4.1 RVGA approved Social media platforms are Facebook and Instagram.

4.4.2 Only Guides appointed to Social Media portfolios by the Visitor Experience Coordinator are authorised to post content.

4.4.3 Written consent must be obtained before uploading images of individuals visiting the island, especially visitors under the age of 18 or vulnerable adults.

5. GOVERNANCE

5.1 Association Spokesperson

5.1.1 The President is the spokesperson for the RVGA. The President is required to make statements in accordance with agreed policy or, in an emergency, after consultation with the Vice President or another member of the Committee if the Vice President is unavailable.

5.1.2 In the absence of the President, the Vice President will act as spokesperson.

5.2 Subscription and Training Fees

5.2.1 In accordance with Rules of Association 14(1), subscription fees are payable by each member as follows:

Patron	Exempt from the payment of Subscription Fees in accordance with Rules of Association 14(3).
Life Member	Exempt from the payment of Subscription Fees in accordance with Rules of Association 14(3).
Guide and Trainee Guide	\$40.00 per membership year.
Trainee Guide	\$425 is inclusive of the Subscription Fee through to June 30 in the membership year of graduating. If a Trainee Guide has paid the Associate Member's fee in the membership year that the training

	course commences, then the training fee payable is 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 is not required to pay this fee.

5.3 Portfolios

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

- a) Environment and Sustainability
- b) Events
- c) Heritage
- d) Maintaining Excellence
- e) Membership
- f) Social and Meetings
- g) Tours
- h) Visitor Experience

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

- a) Archives
- b) Caretaking
- c) Health & Safety Coordinator
- d) Holiday Guiding
- e) Newsletter Editor
- f) Property Officer
- g) Recruitment Officer
- h) Roster Coordinator and 419 Management
- i) Special Requests
- j) Statistics
- k) [Training](#)
- l) Uniforms Officer
- m) Webmaster
- n) Working Bee Coordinator
- o) Such other portfolios as the committee may determine.

5.3.3 Committee members, subsidiary office holders and subcommittee members must be familiar with the contents of the following reference documents:

- Rules of Association
- Regulations
- Model Standing Orders for Conducting General Meetings
- Portfolio Duty Statement

5.3.4 Office holders and outgoing portfolio holders must hand over to incoming office holders and portfolio holders all relevant equipment, information and procedures.

5.4 Subcommittees

- 5.4.1 On appointment, the names of subcommittee members will be published in the newsletter.
- 5.4.2 Each subcommittee will keep records of activities and provide reports to the relevant committee member.

5.5 Model Standing Orders for Conducting General Meetings

- 5.5.1 For conducting general meetings, the RVGA has adopted the Model Standing Orders as set out in Appendix 4 of the sixth edition of 'Guide for Meetings' by N.E. Renton. A copy is available on the Governance webpage.

5.6 Employment/Contract Labour

- 5.6.1 Any RVGA activity that involves paid labour must be approved by majority resolution at a General Meeting.

5.7 Insurance

- 5.7.1 The President and the Treasurer are jointly responsible for ensuring the RVGA and its members, regardless of age, are covered by adequate insurances while the member is on duty or engaged in other unpaid activities authorised, organised, and under the control of the RVGA, including direct travel to and from the voluntary activity.
- 5.7.2 These insurances must at a minimum provide adequate cover for:
 - Crime
 - General Property
 - Motor Comprehensive
 - Personal Accident, including direct travel to and from Committee approved activities
 - Primary Liability and Protector Liability
 - Property.

5.8 Property and Equipment Managers

- 5.8.1 The Committee will appoint property and equipment managers with responsibilities that ensure the safekeeping and maintenance of the Association's property and equipment.
- 5.8.2 Fixed assets must be retained and disposed of in accordance with the Fixed Asset Retention and Disposal Procedure.
- 5.8.3 The Property Officer-will maintain a Maintenance Log.
- 5.8.4 The Committee will appoint a member responsible to the Treasurer to buy, sell and have custody of items of uniform.
- 5.8.5 Property and equipment managers must undertake an annual stocktake of items under their control as at 30 June each year, and periodically during the year if requested by the Treasurer.