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Volunteers

Policy

CP005

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Introduction

The State Government of South Australia maintains a partnership agreement with the volunteer community. This agreement, Advancing the Community Together, 'recognises the enormous role volunteers play in building strong, supportive and inclusive communities in South Australia. It further recognises our important social responsibility to invest in and support volunteers and their organisations to enable their significant work in the community to continue'.

State Records of South Australia (State Records) recognises that volunteering enables people to participate actively in society in a way that is personally satisfying and contributes to the spirit of community involvement.

Everyone benefits from volunteering. Volunteers are unpaid but choose to give their time, skills and experience to assist others. The work volunteers do is extensive and supports services to the community. Volunteers bring with them expertise, life skills and knowledge.

The work of volunteers is welcomed and encouraged by State Records as a valuable supplement to the work performed by its paid staff. The use of volunteers is not intended to replace existing staff or to circumvent future recruitment of paid staff. It is intended to contribute to the ongoing access to and use of State Records' archival collection by the community as a whole.

Scope

This Policy applies to State Records volunteers working at either of the Gepps Cross or Collinswood facilities, and offsite.

Purpose

This policy has been developed to ensure that there is clarity and transparency in relation to the engagement of volunteers within State Records. It sets out the relationship between the work that volunteers undertake and the work of paid staff. It also sets out the principal obligations of State Records and volunteers.

Principles for engaging volunteers

Volunteers will only be engaged in work that, without their assistance, would not be undertaken or would not be done in the foreseeable future. The majority of the tasks that volunteers undertake will increase knowledge of the contents of the collection by the community and the ongoing access to and preservation of the records. In return it will provide an opportunity for volunteers to engage with a rich historical collection.

Projects suitable for volunteers will be identified and developed by State Records, and allocated taking in to account volunteer's interests and skills.

Volunteers will be:

- able to contribute their skills, knowledge and experience to work that will benefit the community and State Records
- able to develop new skills aligned with their personal interests, and
- engaged to work on specific projects, such as digitising, indexing, item listing, transcribing, research or minor preservation.

Obligations

State Records' obligations

- Provide volunteers with appropriate induction and training
- Provide onsite volunteers with a healthy and safe work environment, including information and training regarding safe work practices, behaviours and work environment
- Provide Personal Accident Cover for onsite volunteers and ensure that they understand the coverage provided to them
- Create volunteer positions that do not replace paid positions that undertake the core work of the agency set out in the *State Records Act 1997*
- Provide appropriate levels of support and management for volunteers
- Ensure the duties undertaken by volunteers are suited to their capabilities
- Provide volunteers with access to policies relevant to their role
- Ensure that the rights of volunteers are respected and take action if they are infringed
- Treat volunteers equally as valued team members, and advise them of opportunities to participate in decision making
- Acknowledge the contributions of volunteers.

State Records may decline the services of a volunteer applicant, or with due process, vary the duties or terminate the agreement with a volunteer.

Volunteer obligations

- Accept direction and supervision
- Provide feedback on progress of the tasks undertaken
- Read notifications and communications from State Records
- Respect and work towards State Records' vision, objectives and values outlined in State Records' Corporate Strategy 2014-2020 (see attached)
- Comply with State Records' policies relevant to their role
- When working on a project, abide by all reasonable instructions provided by State Records
- Provide constructive feedback when asked to do so

- Be accountable and accept constructive feedback
- Undertake training as required and ask for support when it is needed
- When discussing State Records activities, clearly state that the views expressed are their own and that they are not speaking on behalf of State Records
- Abide by all legislative responsibilities under the *Equal Opportunities Act 1984* and the *Work Health and Safety Act 2012*, including the immediate reporting of any workplace injuries, near misses or hazards.

Volunteers may decline or resign from a project, or in consultation with State Records, vary the duties of a project.

Policy Review

This policy is to be reviewed once every two years by State Records, or as required.

Contact

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STATE RECORDS CORPORATE STRATEGY

2014 - 2020

Our vision

South Australians have a secure, state-of-the-art facility for storing government records that illuminate our history and are accessible as appropriate. Our skilled and dedicated staff provide services that satisfy customer needs and underpin open and accountable government.

Our strategies

We will achieve our vision by:

- delivering robust governance based on legislative and business needs
- establishing storage and access capabilities for a high quality archives collection
- ensuring organisational sustainability

Our objectives

To achieve our strategies we have the following overarching objectives:

- Value and respect our people and support their development and growth
- Deliver high quality advice and policy direction to government
- Establish and maintain a quality archives collection which incorporates a repository for digital material
- Establish and maintain a high quality reference and access service that responds equitably to customer needs
- Increase the community's engagement with the collection
- Ensure genuine engagement with our stakeholders and customers to deliver high quality services
- Establish and maintain sustainable facilities
- Perform as an organisation based on high levels of professionalism and quality

Our values

Foster and encourage creative and innovative ways of doing business.

Value:	We will:
Respect	Respect and value our people and ensure their safety and wellbeing
Trust	Trust each other's ability to deliver results and do what is right
Honesty and Integrity	Demonstrate honesty and integrity in all that we say and do
Pride	Take pride in our organisation, ourselves and the service we provide to the community
Creativity and innovation	Encourage the identification and implementation of improved ways of delivering services