



This is an Agreement between:

\_\_\_\_\_ [volunteer name]  
(referred to in this document as 'the volunteer' or 'volunteer Trainer' or 'you')

and

**Royal Life Saving Society WA** (sometimes referred to in this document as 'we').

This Agreement is not intended to be a legally binding contract between us and it may be cancelled at any time by you or Royal Life Saving WA.

### **1. You are a volunteer Trainer**

Your role of Trainer with Royal Life Saving WA is a volunteer role.

Royal Life Saving WA values and appreciates the many organisations that support their employees to volunteer in activities to help train lifesavers and first responders in every community. Royal Life Saving WA is grateful that your employer is willing to allow you to volunteer in activities that occur during your regular working hours. Workplace volunteering complements the important role that Royal Life Saving WA plays in the community and helps us to achieve our organisational purpose of; *"Empowering our community to be safe in and around water"* and leading efforts to reduce the impact of drowning.

This however means you are not an employee of, or contractor to, Royal Life Saving WA and, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work from Royal Life Saving.

### **2. What you can expect when volunteering as a Trainer**

Royal Life Saving WA values its volunteer Trainers and to ensure you have the support necessary for you to undertake this role we will provide you with:

- a written role description so you understand your role and the tasks you are authorised to perform
- a full induction, orientation and training relating to the volunteer role
- a safe environment in which to perform your role
- respect for your privacy, including keeping your private information confidential
- a supervisor, so that you have the opportunity to ask questions and get feedback (see paragraph 4)
- reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us (see paragraph 9), and
- insurance to cover you for the volunteer duties you are authorised to perform (see paragraph 10).



### **3. What Royal Life Saving WA asks of its volunteers:**

We ask that you:

- support Royal Life Saving's aims and objectives
- participate in all relevant induction and training sessions
- only perform duties you are authorised to perform and always operate under the direction and supervision of Royal Life Saving WA's staff and obey reasonable directions and instructions
- understand and comply with the organisation's policies and procedures <https://royallifesavingwa.com.au/programs/vocational-training/rto-policies>
- notify your supervisor or another member of staff of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers, or the workplace
- behave appropriately and courteously to all staff, clients and the public in the course of your role
- use any property or equipment given to you in your role safely and only for purpose of the role and return it to the organisation when you finish your volunteer role
- let us know if you wish to change the nature of your contribution (for example, hours, role)
- let us know immediately if there is anything, or anything arises, that makes you unsuitable or unable to legally carry out your volunteer role (for example, your role requires you to drive and you lose your licence or you injure yourself)
- comply with the law at all times, and
- be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

### **4. Contact person**

Your contact person at Royal Life Saving WA will be Ms Francesca Amoroso.

If you have any questions or concerns about your role, your health and safety, or if you need any assistance to help you perform your role, please contact Francesca as soon as possible.

Francesca Amoroso  
Member Engagement Manager  
Royal Life Saving Society WA Inc.  
PO Box 28, Floreat Forum WA 6014  
P: (08) 9383 8200  
E: famoroso@royallifesavingwa.com.au

### **5. Role description and details**

We ask that you only perform duties you are authorised to perform, always operate under the direction of Royal Life Saving WA's staff and obey reasonable directions and instructions. This is particularly important for health, safety and insurance reasons (see paragraph 6).



We have developed a role description for our Trainers (see Appendix 1) to help you understand your role and the tasks you are authorised to perform.

If you are unsure whether a particular task or work is part of your role, or who you can and can't receive directions and instructions from please don't hesitate to talk to your contact person (see paragraph 4).

## **6. The health and safety of you and others**

At Royal Life Saving WA volunteer safety, and the safety of everyone who is involved in our organisation, is a priority.

Royal Life Saving has safety obligations towards:

- you in your capacity as a volunteer, and
- the people that you interact with as a part of your volunteer role.

It's important to understand that you may be personally liable (that is legally or financially responsible) for any harm or damage caused to yourself or others if you act outside of the role description, outside of the instructions given to you or you are affected by drugs or alcohol when you are volunteering.

It's therefore important that you:

- take reasonable care for your own health and safety,
- take reasonable care for the health and safety of others,
- comply with any reasonable instruction by Royal Life Saving WA,
- let Royal Life Saving WA know if you have any concerns about your safety or fitness to perform the role, and
- implement and comply with the policies and procedures of Royal Life Saving WA with respect to performing the role.

We will provide you with a full induction, safety equipment and role training when you commence as a Volunteer Trainer with our organisation. However, please do not hesitate to talk to your contact officer at any time if you have any health and safety concerns.

## **7. Induction and training required by Trainers**

Royal Life Saving WA is committed to providing suitable training in support of the organisational policies relevant to your role as a volunteer Trainer. For this reason, it's our policy that all volunteers undertake induction and training before starting their volunteer role and on an annual basis for reaccreditation.

The induction and training schedule for volunteer Trainers includes:

1. Completion of online Trainer Induction Professional Development
2. Acknowledge and agree to the "Trainer and RTO Requirements" document
3. Acknowledge and agree to the Volunteer Agreement



## **8. Trainer Accreditation requirements**

Before you can start the volunteer Trainer role you will need to meet and acknowledge the RLSWA Trainer accreditation requirements. All RLSSWA trainers are required to renew these requirements on an annual basis.

**Please see Appendix 1 – Trainer and RTO Requirements**

## **9. Volunteer expenses and other benefits**

As a volunteer, Royal Life Saving WA will reimburse you for any reasonable out-of-pocket expenses that you incur when performing authorised tasks associated with your role.

We do this to ensure that you are not financially disadvantaged as a result of your volunteer role with us. These payments are not remuneration or wages. You will need prior approval to incur these expenses and will always need to produce receipts for reimbursement.

We may sometimes provide you with other benefits as part of your volunteering role (such as clothing or equipment). Where this occurs, it is on a gratuitous basis at the discretion of Royal Life Saving WA and is not considered payment in lieu of salary.

## **10. Insurance**

We are committed to providing adequate insurance cover for volunteers while carrying out their volunteer Trainer roles that have been approved and authorised by us.

As a Royal Life Saving WA volunteer trainer you are covered by the following insurances:

Ansva Insurance Limited

Professional Indemnity - Policy Number 06.085.0603472

Public and Products Liability – Policy number - 06.080.0603471

We want to let you know that the following events are unlikely to be covered by our insurance:

- actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permission from us
- criminal activity (including criminal charges arising out of driving incidents), and
- dishonest or reckless activities (for example turning up intoxicated).

## **11. Confidential information**

Volunteers are likely to be given access to Royal Life Saving WA's confidential information as part of, or to assist them with, their role.

You are not permitted to use or disclose any confidential information for any purpose other than the proper discharge of your duties as a volunteer Trainer of Royal Life Saving WA.

## **12. Confidentiality and Intellectual Property**

All **Confidential Information** remains the exclusive property of The RTO



You agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials you create relating to your provision of voluntary services at Royal Life Saving WA to Royal Life Saving WA.

You consent to the use by Royal Life Saving WA of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.

### **13. Termination of Volunteering Agreement**

The RTO may terminate this Agreement without notice, in the event of a breach of any of the above clauses. Should the volunteer wish to cease delivery of services under the RTO, they must inform the contact person as per clause 4.

### **14. Consent to use photographs and images**

Royal Life Saving WA may take photographs and video footage of you carrying out your volunteer work and use it for the purposes of marketing and promotion of Royal Life Saving WA and its goods or services. This may include printed and digital marketing, including the use of your image on social media platforms. Please advise if you do not consent.

Please sign to acknowledge that you have read this volunteer agreement and have had an opportunity to ask questions.

Date:

Printed name:

Signature: