

FOOTSCRAY HISTORICAL SOCIETY

Volunteers' Welcome Pack

This pack contains:

- Purposes of Footscray Historical Society
- Values of the association
- Volunteer Information
- Code of Conduct
- Confidentiality Agreement (requires volunteer's signature)
- Equal Opportunity, Discrimination, Harassment & Bullying Policy
- Occupational Health and Safety Policy
- Smoke-free Workplace Policy
- Volunteer Agreement (example)

Introduction

The purposes of the association are— to advance culture by:

- recording and cataloguing the history of the Footscray district
- collecting, preserving, and exhibiting items of historical significance to the Footscray district for the benefit of the community
- advocating for the conservation, restoration and maintenance of buildings and sites of historical significance to the Footscray district for the benefit of the community
- fostering public awareness of, and interest in, the history of the Footscray district.

Our Values

Example from National Trust

| | |
|-----------------------------------|---|
| <i>Leadership and Inspiration</i> | An innovative, effective and respected advocate, we inspire the community to appreciate, recognise, conserve, protect and celebrate heritage |
| <i>Celebration and Inclusion</i> | We are passionate about engaging our community and working with partners to promote the appreciation of and accessibility to our shared heritage. |
| <i>Innovation and Learning</i> | We are committed to sharing our stories with our community through new and dynamic education and interpretation programs |
| <i>Trust</i> | We display transparency and credibility in all that we do so that the community can have confidence in the custodianship of our shared heritage. |
| <i>Responsibility</i> | We meet our commitments and fulfil our obligations to the community as custodians of heritage. |
| <i>Resourcefulness</i> | We efficiently utilise our resources to achieve sustainable outcomes. |

Information for volunteers: members of Committee & Friends of Ercildoune group

Footscray Historical Society encourages members to join the committee or Friends of Ercildoune group which enable members to share interests, make new friends, find out more about the society and provide vital help through fundraising and practical activities in support of the society.

Volunteer Agreement

Footscray Historical Society strives to establish and revise policies and procedures that ensure that volunteering at Ercildoune is a positive experience for all concerned. To this end, it is expected that Footscray Historical Society and individual volunteers agree to bear specific responsibilities.

What's required to Volunteer?

Responsibilities of the Footscray Historical Society:

- To clearly define volunteer roles and related duties, policies and procedures
- To provide information and resources required for the volunteer, including an orientation/induction session
- To provide a healthy and safe environment
- To respect volunteers and ensure relationships are based on mutual respect
- To recognise and reward volunteers for their contributions
- To provide regular and constructive feedback to the volunteer, in a spirit of open communication
- To deal with personal information in a confidential manner
- To engage volunteers in accord with equal opportunity and anti-discrimination policy of Footscray Historical Society and legislation

Responsibilities of Volunteers:

- To represent Footscray Historical Society in a positive and appropriate manner at all times
- To comply with Footscray Historical Society's internal policies
- To advise Footscray Historical Society immediately of any potential conflict of interest between Footscray Historical Society and any other activities
- To treat everyone with respect, inclusive of employees, volunteers and visitors
- To notify the Footscray Historical Society of changes to circumstances including personal details and/or availability to continue volunteering
- To be reliable and adhere to start and finish times and to notify the Footscray Historical Society if unable to attend a duty due to illness or leave
- To complete agreed tasks responsibly and ethically and to ask for support if needed
- To comply with Footscray Historical Society Policies including (but not limited to)
 - * Code of conduct,
 - * Confidentiality Policy
 - * Occupational Health and Safety Policy
 - * Volunteer Agreement

Volunteer Forms

| Type of Volunteer | Requirements |
|-------------------------------|--|
| Ongoing Volunteers | Confidentiality Policy, Police Check & Volunteer Details Form |
| Committee Members | Confidentiality Policy, Police Check & Volunteer Details Form |
| Event Volunteers | Reference Check & Volunteer Details Form |
| Corporate Volunteers | Confidentiality Policy, Volunteer Details Form |
| Interns | Confidentiality Policy, Reference Check or Police Check & Volunteer Details Form |
| Volunteers at Children Events | Working With Children Check & Reference Check or Police Check |

Additional Information, Terms and Conditions:

- The number of contributed hours will be mutually agreed upon between volunteers and the 'responsible person' identified by the committee. A minimum of once a week or five days per month is expected, however Friends of Ercildoune group members may be exempt from this.
- A volunteers is required to sign in when entering Ercildoune, and out when leaving.
- Duties may be altered by agreement between the volunteer and the 'responsible person'.
- Volunteers can resign from their appointment at any time, however notice of intention to resign is appreciated. Footscray Historical Society also reserves the right to terminate the services of a volunteer at any time.
- Footscray Historical Society has public liability & volunteer insurance, which will cover volunteers. Please discuss with 'responsible person' should you need to make a claim.
- All keys and Footscray Historical Society property must be returned immediately should a volunteer resign, retire or be terminated.
- Any volunteer provided with a name badge is expected to wear it at all times when volunteering at Ercildoune. A generic 'volunteer' name badge will be provided to new volunteers except for some events or working bees. All ongoing volunteers will receive a personalised name badge.
- Footscray Historical Society keeps personal information on all volunteers for a variety of reasons including: insurance, charity registration and Occupational Health and Safety.
- Any volunteer volunteering at an event is required to follow all instructions (including in some cases Dress Code) and event procedures and schedules.

Footscray Historical Society Code of Conduct

All Footscray Historical Society volunteers and employees must abide by the following:

- Treat everyone with respect, including staff, volunteers, members of the public regardless of their gender, race, colour, religious beliefs, sexual preference, age, national extraction, social origin, position in the company or any other characteristics
- To represent the Footscray Historical Society in a positive and appropriate manner at all times; to not act in a manner that might discredit the name and reputation of Footscray Historical Society and/or its stakeholders
- Be familiar with and abide by society policies and procedures
- Conduct all business activities and financial transactions with integrity, in an honest, fair and reasonable manner that reflects positively upon the individual, Footscray Historical Society and its stakeholders
- Maintain accurate written records of all material dealings with the organisation's activities and its stakeholders to provide adequate substantiation, and demonstrate compliance with company policies and procedures
- Not accept any benefits, gifts or other inducements from third parties associated with the organisation or its stakeholders' business activities.
- Not enter into any transaction or become engaged in any other situation that may result in a conflict of interest with Footscray Historical Society or its stakeholders. A volunteer aware of a potential conflict of interest is expected to inform the 'responsible person' or the committee.
- Not use the name, reputation or other resources of Footscray Historical Society and/or its stakeholders to promote any unauthorised activity
- Report promptly to management any breach, by any person, of the Code of Conduct, or any of the organisation's policies or procedures, or any unlawful activities
- Accept responsibility for the health and safety of oneself, co-workers, volunteers, visitors and anyone else who may visit Ercildoune
- Ensure that the personal use of any drug or medication, alcohol or other substance does not adversely affect their work/volunteer performance or endanger the health, safety or welfare of others in the workplace
- Maintain an appropriate standard of dress and grooming when volunteering at Ercildoune, or representing Footscray Historical Society elsewhere.

Confidentiality Conditions

In signing the Footscray Historical Society Volunteer Agreement, a volunteer acknowledges the following:

- that Footscray Historical Society has certain technical and proprietary information, knowledge and/or data relating to its business and that may be disclosed to the volunteer in the course of volunteering at Footscray Historical Society
- that Footscray Historical Society may suffer commercial, financial and other loss and damage if Footscray Historical Society information is used, provided or disclosed to any person by the volunteer contrary to this Agreement.
- that Footscray Historical Society information is confidential to Footscray Historical Society and is the property of Footscray Historical Society. This applies while a volunteer is engaged at the Footscray Historical Society and continues to apply once the volunteer ceases to be engaged.
- that a volunteer may come into possession of confidential information, knowledge or data as a result of Footscray Historical Society's business with other parties which is proprietary to such other parties and that Footscray Historical Society is required to maintain the confidentiality of such information, knowledge or data within Footscray Historical Society.

In signing the Footscray Historical Society Volunteer Agreement, a volunteer agrees:

- to observe and maintain the confidentiality and secrecy of all such Footscray Historical Society information and to this end will not:
 - (a) Disclose or communicate Footscray Historical Society information to any person nor
 - (b) Reproduce, use, publish or otherwise make available, take advantage of or seek to take advantage of Footscray Historical Society information; and to prevent duplication or disclosure of Footscray Historical Society information at any time, either during or subsequent to volunteering at Footscray Historical Society.
- to surrender any and all papers relating to or containing Footscray Historical Society information, on ceasing volunteering for Footscray Historical Society.
- that all information, data, inventions, improvements, discoveries or ideas, whether patentable or not, made or conceived by the volunteer while engaged with Footscray Historical Society, connected in any way whatsoever with the business of Footscray Historical Society and all copyright in respect of same, are and remain the property of Footscray Historical Society and that the volunteer shall not obtain or retain any property or copyright in any such information, data, inventions, improvements, discoveries or ideas.
- that this agreement shall be construed to the laws of the State or Territories as Footscray Historical Society may in its sole discretion determine. Proceedings may be instituted in such state or Territory as Footscray Historical Society may in its sole discretion determine. Failing such determination the parties consent to any proceedings being instituted and heard by any appropriate Court sitting in the State of Victoria applying the laws of the State of Victoria.
- to promptly notify Footscray Historical Society of any known circumstances surrounding any access to, or possession, or use of Footscray Historical Society information not authorised by this agreement.

Occupational Health & Safety (OH&S) Policy

Footscray Historical Society aims to provide a safe and healthy working environment for all employees, volunteers, contractors, customers and visitors. This policy sets out minimum guidelines and procedures that should be followed to ensure compliance with the Occupational Health and Safety Act 2004 (Vic) and any other legislative requirements and industry standards. This policy applies to all employees, contractors, volunteers and any other individuals who represent Footscray Historical Society, in any capacity. It is the responsibility of everyone to actively work towards a safe and healthy work environment. Guidelines on the minimum responsibilities of individuals and Footscray Historical Society are detailed in this policy.

Footscray Historical Society compliance with workplace policies and procedures implemented in relation to health and safety

Footscray Historical Society is committed to occupational health and safety, and is committed to undertake the following:

- Provide and maintain a safe and healthy work environment, taking reasonable care of themselves and others who may be affected by their acts or omissions
- Endeavour to ensure compliance with all health and safety legislative requirements
- Maintain Footscray Historical Society's safety action plan
- Identify, assess and control hazards where employees/volunteers are required to work
- Report all situations that may adversely impact on workplace health and safety
- Maintain plant and facilities that are under our control
- Provide appropriate training and updates, supervision and information for all employees/volunteers to enable them to perform their tasks safely
- Provide ongoing inspection and review of the workplace, work practices and procedures and to contribute to, and be involved in, the organisation's ongoing management of health and safety
- Ensure appropriate responses are made in the event of an incident or injury, including taking action to prevent a recurrence
- Facilitate rehabilitation and encourage the early return to work of employees who may be injured
- Include Occupational Health and Safety in committee meeting agendas, to address risks, set goals and allocate resources towards Occupational Health and Safety.

Individual compliance with workplace policies and procedures implemented in relation to health and safety

It is the responsibility of everyone to undertake the following:

- Take reasonable care for themselves and others who may be affected by their acts or omissions
- Contribute to, and be involved in, the organisation's ongoing management of health and safety
- Comply with all workplace policies and procedures implemented in relation to health and safety
- Report all situations that may adversely impact on workplace health and safety
- Not misuse or purposely damage equipment, or put at risk the health, safety or wellbeing of others at work

Equal Opportunity –Discrimination, Harassment & Bullying Policy

Footscray Historical Society's committee will treat all disputes confidentially, seriously and sympathetically. However, it may be necessary to speak with other employees/volunteers in order to determine what happened, to afford fairness to those against whom the complaint has been made and to resolve the complaint. Outlined within this policy are prohibited behaviours and the internal dispute resolution process to assist in resolving any disputes.

Discrimination

The Equal opportunity Act 2070 (Vic) prohibits unlawful discrimination in the form of direct and indirect discrimination.

Discrimination is also unlawful under federal legislation, including

- the Age Discrimination Act 2004 (Cth),
- sex Discrimination Act 7984 (Cth),
- Racial Discrimination Act 1975 (Cth);
- Disability Discrimination Act 1992 (Cth);
- Human Rights and Equal Opportunity Commission Act 1986 (Cth);
- and the Fair work Act 2009 (Cth),

Changes to this legislation are implemented from time to time.

Direct discrimination occurs when someone is treating or proposing to treat a person with a protected attribute unfavourably because of that attribute.

Indirect discrimination can occur when someone is unfairly disadvantaged by a specific requirement, condition or practice due to having one of the protected attributes. This could involve firing, demoting or not hiring someone due to protected attributes.

Some examples of protected attributes include, but are not limited to: age, colour, gender, sexual preference, gender identity, marital status, family or carer's responsibility, pregnancy, religion, national extraction and social origin.

Harassment

Harassment is unlawful under the Victorian Equal opportunity Act 2010. A person unlawfully harasses another person if he or she makes that other person (another employee, volunteer or member of the public) feel offended, humiliated or intimidated because of one of the protected attributes listed above. It may involve inappropriate actions, behaviour, comments or physical contact that makes a victim feel: offended and humiliated, intimidated or frightened and / or uncomfortable.

Some examples of unlawful harassment:

- Telling insulting jokes about particular racial groups
- Sending explicit or sexually suggestive emails
- Displaying offensive or pornographic posters or screen savers
- Making derogatory comments or taunts about someone's race or religion
- Asking intrusive questions about someone's personal life, including their sex life.

Bullying

In the Ercildoune setting, the duties of Footscray Historical Society equate with those of the 'employer' and the volunteers' duties equate with those of 'employees' as set out in the following paragraphs.

Bullying is a significant occupational health and safety issue, as it can cause harm to a person's health and wellbeing, both physical and psychological. Under the Victorian Occupational Health and Safety Act 2004 employers have a primary legal duty to provide a healthy and safe workplace. Employees also have a responsibility to abide by safety standards and to cooperate with their employer's actions to ensure a healthy and safe workplace is maintained.

Bullying may also be unlawful under federal and state anti-discrimination legislation where the bullying is linked to, or based on, one of the attributes covered by the various pieces of legislation (for example, age, sex, race, disability, etc.).

Workplace bullying is repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety.

"Unreasonable behaviour" means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten the other person.

"Behaviour" includes actions of individuals or a group, and may involve using a system of work as a means of victimising, humiliating, undermining, punishing or threatening.

"Risk to health and safety" includes risk to the mental or physical health of the employee.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour could be considered to be workplace bullying:

- physical or verbal abuse
- intimidation
- yelling, screaming or offensive language
- excluding or isolating employees
- psychological harassment
- assigning meaningless tasks unrelated to the job
- giving employees impossible jobs
- deliberately changed work rosters to inconvenience particular employees
- undermining work performance by deliberately withholding information vital for effective work performance.

Other types of behaviour may also constitute bullying.

Workplace bullying can occur between a worker and a manager or supervisor, or between co-workers.

Bullying does not cover situations where an employee has a grievance about legitimate and reasonable matters:

- reasonable performance management processes
- reasonable disciplinary action
- allocation of tasks in compliance with systems
- Rostering and allocating hours
- Deciding not to select a person for promotion
- Informing a person about unsatisfactory performance or inappropriate behaviour
- Implementing organisational changes
- Performance management processes
- Constructive feedback

Footscray Historical Society takes bullying very seriously and applies the above standards to volunteers in addition to employees.

Ercildoune is a Smoke Free Workplace

Footscray Historical Society has adopted the policy of a smoke free work or volunteer place. This policy applies to all employees, volunteers and visitors and applies at all times including before, during and after the opening and closing times of Footscray Historical Society. The aim of this policy is to reduce the risks to health associated with tobacco use by clients, staff, volunteers and visitors to Footscray Historical Society and the community's exposure to second-hand smoke. This policy applies to banning the use of cigarettes and other smoking products in Ercildoune's buildings and grounds and also to the use of electronic cigarettes to eliminate the risks of exposure to particulate matter emitted by second-hand vapour.

Smoking is prohibited in any part of Ercildoune and within four meters of any entrance.

Breach of Policies

Any breach of policies may result in conclusion of service.

Resolution of Disputes and Issues of Concern

Complaints Procedure

Complaints and grievance should be made and dealt with in strict accordance with the Volunteer Grievance Procedure, which can be found on the intranet. The Volunteer Grievance Procedure has been specifically developed so that concerns can be raised and the right course of action is taken. You should make a complaint under this procedure if you consider that you may have been subjected to conduct in breach of this Policy. Any breach of this Policy may result in disciplinary action up to and including conclusion of Service.

FOOTSCRAY HISTORICAL SOCIETY – VOLUNTEER AGREEMENT

Please complete and return to Footscray Historical Society secretary: foothist@bigpond.com or 66 Napier Street Footscray 3011.

First name:

Last name:

Address:

Postal address (If different from above):

Contact number (M):

(H):

Email address:

Emergency contact details

Name:

Relationship:

Contact no:

Policy Acknowledgement

- Confidentiality Agreement
- Code of Conduct
- Volunteer Agreement
- OHS Policy
- EODHB Policy
- Smoking Policy

Please forward the following documents (if applicable)

- Volunteer Agreement (this form)
- Police Check
- Working with Children

I have read and been informed about the content, requirements, and expectations of the above mentioned policies for volunteers at Ercildoune.

Signed:

Date:

These policies are in place for the protection of volunteers and the people and organisation they will be working with. Footscray Historical Society Inc. has obligations under OH&S legislation, anti-discrimination legislation, bullying & harassment legislation and to ensure our volunteers are insured correctly.

FIELDS BELOW OFFICE WORK ONLY

File opened by

Date:

File closed by:

Date:

ROLE TITLE -----

CIRCLE DAYS AVAILABLE

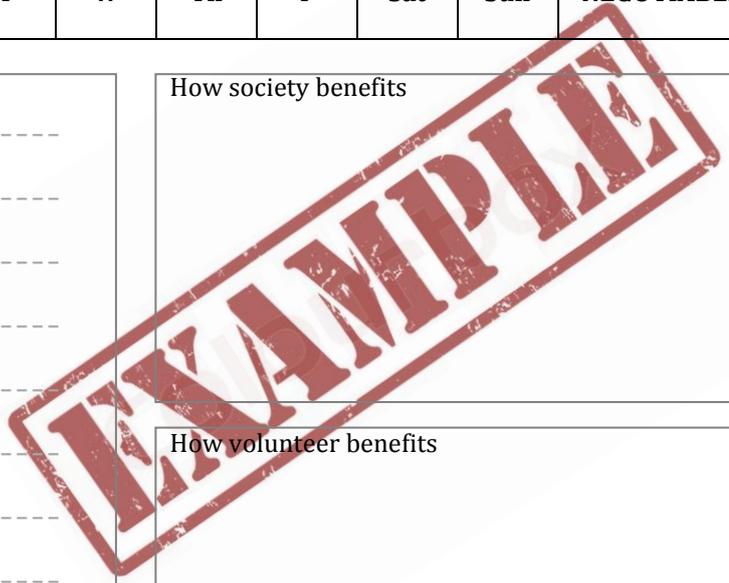
| | | | | | | | |
|----------|----------|----------|-----------|----------|------------|------------|-------------------|
| M | T | W | Th | F | Sat | Sun | NEGOTIABLE |
|----------|----------|----------|-----------|----------|------------|------------|-------------------|

Brief role description

- -----
- -----
- -----
- -----
- -----
- -----
- -----
- -----
- -----

How society benefits

How volunteer benefits



When a volunteer is issued with property key(s) or become an authorised contact for the society, details are to be recorded on the volunteer agreement and in the secretary's register. Tick any boxes that apply.

| VOLUNTEER'S KEYS | |
|-------------------------|--------------------------|
| MASTER | <input type="checkbox"/> |
| LETTER BOX | <input type="checkbox"/> |
| VAULT | <input type="checkbox"/> |
| AMENITIES BLOCK | <input type="checkbox"/> |
| FIRST FLOOR | <input type="checkbox"/> |
| GARDEN | <input type="checkbox"/> |
| SHED | <input type="checkbox"/> |
| EXT. POWER BOX | <input type="checkbox"/> |

| AUTHORISED CONTACT | |
|---------------------------|--------------------------|
| NAB | <input type="checkbox"/> |
| CBA | <input type="checkbox"/> |
| ATO | <input type="checkbox"/> |
| SRO | <input type="checkbox"/> |
| ACNC | <input type="checkbox"/> |
| MyCAV | <input type="checkbox"/> |
| Maribyrnong CC | <input type="checkbox"/> |
| Water | <input type="checkbox"/> |
| Electricity (a) | <input type="checkbox"/> |
| Electricity (b) | <input type="checkbox"/> |
| Telstra (bundle) | <input type="checkbox"/> |
| Website | <input type="checkbox"/> |
| | |

Assigned by _____

Date _____

Returned to _____

Date _____