

SMM LTD VOLUNTEER POLICY

1. Policy Objectives

The Sydney Maritime Museum Ltd, (SMM), trading as Sydney Heritage Fleet (SHF), is a member-based organisation and as such, recognises the central importance of volunteers to its activities. The SMM could not exist without the tasks and activities led by its volunteer members who contribute tens of thousands of hours to the SMM each year.

The SMM is a signatory to the NSW Government's *Statement of Principles for the Recognition of Volunteers* which states:

- *This organisation demonstrates a commitment to best practice in volunteer management and all our people respect and support this commitment*
- *Our volunteers are involved in the life of the organisation and are included in decisions that affect them*
- *This organisation provides volunteers with clarity about their roles and is clear about expectations and policies that impact on their roles*
- *Our volunteers respect the roles of everyone in the organisation*
- *This organisation recognises and celebrates the contribution of volunteers*
- *Our volunteers are provided with training and professional development for their roles*
- *This organisation provides all our people with the opportunity to resolve disputes with respect and dignity.*

The SMM recognises that the implementation of these principles requires a commitment to support volunteers and respect the roles they perform within the SMM. It also requires a commitment by all to ensure that the principles of the SMM Values Statement are embraced.

2. Application

This policy has broad applicability to all SMM volunteers. This policy and its appendix is intended to complement other relevant SMM policies and be supplemented by relevant guidelines and in the case of Work Health and Safety policies, by relevant risk assessments.

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Procedures and guidance relating to the Volunteer Policy

1. Definition

The key definition used in the Volunteer Policy is:

Volunteer: a person willingly contributing time to support the activities of the Sydney Maritime Museum (Sydney Heritage Fleet) for no financial reward.

2. Applicable legislation and Standards

The SMM is committed to compliance with all current applicable state and federal legislation.

In addition, SMM notes and is guided by the following standards and guidelines:

- Volunteering NSW¹ <https://www.volunteering.nsw.gov.au>
- Safework Australia: The Essential Guide to Work Health and Safety for Volunteers²

3. Responsibility

The Board of the Sydney Maritime Museum will appoint a Volunteer Coordinator (reporting to the GM) on the recommendation of the Volunteer Services Committee (VSC).

The Volunteer Coordinator in conjunction with the VSC is responsible for organising the recruitment of volunteers, together with the oversight of their induction into the SMM training and retention.

The VSC is responsible for reporting to the Board of the Sydney Maritime Museum Ltd on the management of the volunteer program.

4. Recruitment

Volunteers will be recruited according to the Sydney Maritime Museum's recruitment procedure.

SMM reserves the right to decline to recruit a person considered not suitable for volunteer work with the SMM.

5. Induction and Training

All volunteers shall be offered appropriate information and training to discharge their functions.

¹ <http://www.volunteering.nsw.gov.au>

² http://www.safeworkaustralia.gov.au/sysem/files/documents/1703/volunteers_guide.pdf

All volunteers are required to undertake Work Health and Safety induction and training before commencement. In addition, where specific skills are required to undertake duties, volunteers will be provided with targeted training. This includes but is not limited to training in the safe operation of the Fleet's vessels and equipment.

In addition, and where appropriate, volunteers are encouraged to obtain qualifications in related areas including Maritime Operations, Safe Food Handling and Responsible Service of Alcohol and any relevant training in delivery of educational modules for Youth Programs which may arise at any time.

6. Work Health and Safety

The Sydney Maritime Museum is committed to maintaining a safe workplace for all volunteers and staff and it is expected that the highest standards of safety are maintained at all times.

Under the terms of the Work Health and Safety (WHS) Act, a person volunteering with the Sydney Maritime Museum:

- is classified as a 'worker' under the Work Health and Safety Act 2011 (NSW);
- and has the same duty as a 'worker' to take reasonable care for their health and safety and those of others;
- is owed health and safety duty under the WHS Act;
- can be prosecuted for failing to comply with their duties under the WHS Act if they do not take reasonable care for their own health and safety or create risks to others.

The person responsible for implementing of WHS within the Fleet is the **General Manager** and/or **Operations Manager**. Any issues or concerns should be brought to their attention and all accidents, injuries or incidents reported.

For more on Work Health and Safety, refer to the **Sydney Heritage Fleet Work Health and Safety Policy**.

7. Working With Children Check

This is now mandatory for all new volunteers.

8. Work Supervision

Volunteers will be linked to a supervisor or other person delegated to take responsibility for their role and the tasks they will perform.

9. Volunteer Records

The Sydney Heritage Fleet will respect the privacy and confidentiality of personal information supplied by volunteers in accordance with the provisions of the **SHF Privacy Policy**.

10. Communication

Every effort will be made to ensure that volunteers are kept informed of relevant matters. This will be done through the weekly Fleet Forum, briefings after Board

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meetings and the members' section of the SHF website, and by other means as appropriate.

11. Insurance

In accordance with the law, volunteers are insured for personal injury and liability. A copy of the Voluntary Workers Insurance Policy can be found in the members' section of the SHF website. It is the responsibility of volunteers to acquaint themselves with the provisions of this policy.

12. Other Compliance Requirements

Roles undertaken by volunteers within some areas of the Fleet have attached to them certain compliance requirements. These include but are not limited to:

- operation of vessels and equipment;
- working with children; all joining volunteers are required to obtain a WWCC (Working With Children Check);
- service of food and alcohol.

In addition, some volunteer roles require certain standards of dress for safety reasons and/or to identify the volunteer as a member of the Fleet.

All of these requirements will be explained to volunteers by their supervisor or trainer.

13. Termination

Under certain very limited circumstances (for example, repeated unsafe behaviour putting others at risk; repeatedly damaging the reputation of SMM; bullying; harassment; inappropriate sexual behaviour), it may be necessary for SMM to terminate a volunteer relationship. If these circumstances arise:

- every effort will be made to ensure procedural fairness, natural justice and transparency;
- the GM will be involved;
- the volunteer involved will be provided with the reasons for the decision, in writing.

14. Feedback Procedure

Information for volunteers about how to make a suggestion, provide feedback or raise a concern within the organisation is included in the Fleet Feedback available in the members' section of the SHF website.

1 <http://www.volunteering.nsw.gov.au>

2 http://www.safeworkaustralia.gov.au/sysem/files/documents/1703/volunteers_guide.pdf