

# SYDNEY MARITIME MUSEUM LTD T/A SYDNEY HERITAGE FLEET

## Members and Volunteers Policy

### 1. Purpose

This policy establishes guidelines to ensure the safe, fair, and respectful involvement of members and volunteers in compliance with relevant legislation and world best practices. It outlines the rights, responsibilities, and standards of conduct for all participants while promoting inclusivity, safety, and privacy.

### 2. Scope

This policy applies to all members and volunteers involved in the organization, including prospective participants, current members, and volunteers at all levels.

### 3. Compliance with Legislation and Standards

The organization is committed to adhering to the following:

#### *Legislation*

- **Privacy Act 1988:** Ensuring the protection and confidentiality of personal information.
- **Work Health and Safety Act 2011:** Promoting and maintaining a safe work environment for all participants.
- **NSW Children and Young Persons (Care and Protection) Act 1998:** Safeguarding the welfare and rights of children and young people.
- **NSW Anti-Discrimination Act 1977:** Prohibiting discrimination based on race, gender, age, disability, or other protected attributes.
- **Racial Discrimination Act 1975:** Ensuring equality and the prohibition of race-based discrimination.
- **Sex Discrimination Act 1985:** Preventing discrimination based on gender, sexual orientation, or marital status.

- **Human Rights and Equal Opportunity Commission Act 1996:** Upholding human rights standards and addressing breaches of equality.
- **Disability Discrimination Act 1992:** Ensuring equal opportunities and accessibility for individuals with disabilities.

### *Standards and Guidelines*

- **Volunteering Australia: National Standards for Volunteer Involvement:** Fostering good practice in volunteer management.
- **Safework Australia: The Essential Guide to Work Health and Safety for Volunteers:** Prioritizing volunteer safety and well-being.

## **4. Principles**

The organization is guided by the following principles:

1. **Inclusivity:** Welcoming members and volunteers from all backgrounds without discrimination.
2. **Safety:** Providing a safe and healthy environment.
3. **Respect and Dignity:** Ensuring all individuals are treated with fairness, respect, and dignity.
4. **Privacy and Confidentiality:** Protecting the personal information of members and volunteers.
5. **Fair Opportunity:** Offering equal opportunities for participation and development.

## **5. Responsibilities**

***SYDNEY HERITAGE FLEET undertakes to:***

- Provide a safe and inclusive environment.
- Ensure compliance with all relevant legislation and guidelines.
- Offer appropriate training, supervision, and support for members and volunteers.
- Maintain transparent and equitable recruitment practices.

### ***Members and Volunteers***

- Adhere to organizational policies and guidelines.
- Respect the rights, privacy, and dignity of others.
- Act in a manner consistent with organizational values and principles.
- Report any safety or misconduct concerns promptly.

## **6. Procedures**

### ***Recruitment and Onboarding***

- Recruitment will be conducted without discrimination.
- All members and volunteers will undergo an induction process covering safety, roles, and organizational policies.
- Working With Children Checks (WWCC) and other required background checks will be conducted for roles involving children and vulnerable groups.

### ***Health and Safety***

- Risk assessments will be performed for all activities.
- Appropriate personal protective equipment (PPE) and safety training will be provided.
- Incidents or hazards must be reported immediately, and investigations will be conducted.

### ***Training and Support***

- Regular training will be provided to ensure members and volunteers understand their roles and responsibilities.
- A support system will be in place for addressing grievances or concerns.

### ***Privacy and Data Protection***

- Personal data will be collected, stored, and used in compliance with the Privacy Act 1988.
- Members and volunteers will be informed about their rights regarding data access and correction.

## ***Equal Opportunity and Anti-Discrimination***

- Any form of harassment, discrimination, or bullying will not be tolerated.
- Mechanisms will be in place to report and address complaints confidentially and promptly.

## **7. Review and Continuous Improvement**

This policy will be reviewed regularly to ensure ongoing compliance with relevant legislation and standards and to adapt to emerging best practices. Feedback from members and volunteers will be considered in the review process.

## **8. Related Documents**

- Code of Conduct
- Health and Safety Policy
- Privacy Policy
- Complaints Policy
- Volunteer Handbook

## **9. Contact Information**

For further details or to raise concerns regarding this policy, contact

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## **Approval and Revision History**

- Approved by: Board of Directors
- Effective Date: 15 December 2024
- Next Review Date: May 2026