



THE DAX CENTRE

## **Volunteer policy**

We welcome and value the assistance of volunteers who, by generously giving their passion, time and expertise, help us and our artists to continue the important work we do.

To become a volunteer at The Dax Centre you must:

- Be 17 years of age or older
- Have or be prepared to obtain a Victorian Working with Children Check
- Commit to a set amount of hours across a 6 month volunteer program (within this time period there is scope for flexibility and a review of the hours/days you choose to commit).
- Sign an Agreement Form to commit to the values and policies of The Dax Centre.

## **Definition**

The Dax Centre recognises the definition of volunteering endorsed by Volunteering Australia:

“Volunteering is time willingly given for the common good and without financial gain.”

Volunteering Australia (VA) endorsed the following notes in support of this definition: Volunteering is part of the wider concept of civic participation.

These notes clarify what Volunteering Australia considers volunteering is, but also lists a number of somewhat similar activities or areas that are outside of volunteering. These may also act as pathways for people to become volunteers. The term ‘volunteering’ covers a wide diversity of activities in Australian society. It includes formal volunteering that takes place within organisations (including institutions and agencies) in a structured way and informal volunteering, acts that take place outside the context of a formal organisation. While the vast majority of volunteering is undertaken by individuals, entities also donate employee time, and this is

included within this definition of volunteering. Consideration of the term volunteering needs to also note best practice guidelines. Volunteering should not be exploitative or be used to replace paid employment. While volunteering provides substantial benefits to society, importantly it also provides significant benefits to the volunteers themselves. The personal benefits of volunteering need to be recognised and fostered. Further information regarding best practice and the appropriate involvement of volunteers in organisations and more widely is available on the VA website.

## **Rights and Responsibilities of Volunteers**

The Dax Centre volunteers have the right to:

- be treated with respect and gratitude for their contribution
- volunteer in a healthy and safe environment consistent with current legislation.
- be interviewed, engaged and inducted in accordance with equal opportunity and antidiscrimination legislation;
- be adequately covered by insurance;
- be given accurate and truthful information about the organisation for which they are volunteering;
- be given a copy of the organisation's Volunteering Policy and any other policy which affects their volunteering activities;
- not fill a position previously held by a paid worker;
- have a volunteering position description and agreed working hours
- have access to grievance procedures;
- be provided with an induction
- be provided with sufficient training and appropriate resources to undertake their volunteering activities
- refuse volunteering activities which are outside their role description.

## **Recruitment and selection**

Twice annually The Dax Centre will initiate a volunteer recruitment process.

Volunteering opportunities are available to people aged 17 years and over. Applicants must be permitted to volunteer in Australia under relevant visa conditions if applicable.

Recruitment of volunteers is organised by the Gallery Coordinator in discussion with our Director. The Gallery Coordinator is responsible for

interviewing and selecting candidates to meet the requirements of the volunteer role.

In accordance with its policies and legislation, The Dax Centre embraces diversity and values the unique contributions of all people regardless of gender, race, ethnic origin, age, religion, sexual preference, marital status, pregnancy, disability or carer responsibility. We are committed to providing an environment free of harassment and discrimination.

Volunteer roles may be promoted via The Dax Centres website and through a range of volunteering recruitment and community organisations.

All volunteer applications are considered on a merit basis. Assessment of suitability include relevant experience and competencies that demonstrate the ability to achieve agreed outcomes, and capacity to attend at agreed times. Reference checks may be conducted as part of the assessment process.

Any possible conflict of interest a volunteer may have will be openly declared and satisfactorily resolved as soon as possible between the volunteer and The Dax Centre.

The Dax Centre has the right to offer or withhold an offer of a volunteer placement to any applicant based upon the availability of a suitable volunteer role for that applicant at that time. The offer of a volunteer role at The Dax Centre is in no way a commitment to an offer of a future paid role at The Dax Centre.

### **Privacy and Confidentiality**

In accordance with our Privacy Policy, The Dax Centre respects the privacy and confidentiality of personal information supplied by volunteers.

### **Responsibilities of Volunteer**

As part of the recruitment process and prior to commencing as a volunteer, volunteers must:

- obtain a valid Working with Children Check. The Dax Centre also reserves the right to conduct police checks. Continued engagement as a Dax Centre volunteer will be subject to a satisfactory police check in accordance with role requirements, laws and The Dax Centre policies applicable at that time.

- participate in any requested interviews and training
- acknowledge and agree to The Dax Centre's Volunteer Agreement and all relevant policies and procedures.
- cooperate with The Dax Centre in any action it considers necessary to maintain a safe working environment
- ensure the privacy and confidentiality of any information to which they have access is maintained as per The Dax Centre policies.

## **Safety and Liability**

The Dax Centre aims to provide a safe and healthy environment for all volunteers.

If a volunteer is injured in the course of the volunteer's service, it is important that the volunteer notify the Gallery Coordinator or another member of staff immediately. Volunteers should also complete an incident report and submit the report to the Gallery Coordinator.

Contact the Gallery Coordinator with questions or for more information about insurance and liability.

## **Volunteer Grievance Policy**

The Dax Centre is committed to maintaining a workplace that encourages collaboration, trust, cooperation and communication.

This grievance policy aims to ensure that complaints and grievances are handled and resolved in an appropriate, fair, transparent and timely manner.

What is a grievance?

A grievance is a clear, formal written statement by an individual staff member or volunteer about another staff member or volunteer about a work-related problem.

As with employees, volunteers are encouraged to deal with and resolve any concerns directly in a respectful, constructive and reasonable way. If that is unsuccessful, or inappropriate, this policy outlines procedures to deal with a grievance about the behaviour of a team member.

As with employees, volunteers have the right to raise and have resolved any grievances they may have without fear of retribution. Grievances from volunteers are managed consistently, transparently, equitably and in line with principles of natural justice.

Please refer to our full Grievance Policy provided at induction or a copy of it can be provided at any time by request.

## **Workplace Health and Safety Policy**

The health and safety of you and others at The Dax Centre and the safety of everyone who is involved in our organisation, is a priority.

Please refer to our full Workplace Health and Safety Policy provided at induction or a copy of it can be provided at any time by request.

## **Visa Holders/Permission to volunteer**

To volunteer at The Dax Centre you must be one of the following;

- an Australian citizen
- an Australian permanent resident
- a New Zealand citizen, or
- a foreign national with a visa with permission to work in Australia (and who is not in breach of their visa conditions, for example, the visa has expired)

At your induction or before, please provide a copy of your Australian or New Zealand passport or a copy of your current Visa that shows you have permission to work/volunteer in Australia (this can be obtained directly from the VEVO Enquiry Form).