



Yalukit Willam Nature Association



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WELCOME

Thank you for helping to make a difference by volunteering with us. Your efforts and experience will help connect you to the YWNR community as well as bring you closer to your natural environment. The intention of this handbook is to provide you with a simple, easy to use guide for volunteering with Yalukit Willam Nature Association (YWNA). It includes an overview of our organisation, ideas and tips for best practice as well as links to important volunteer resources.



About us

YWNA formed out of a coalition of community groups, all with a common interest in creating a Nature Reserve in a former Golf Course and a vision (now expressed in the YWNR Masterplan) to create a beautifully designed and maintained wetland reserve with an environmental focus on biodiversity and habitat, in the Yalukit Willam Nature Reserve.

Purpose

We are working with community members towards a beautifully designed and maintained wetland and grassy woodland, one that provides refuge and tranquility for people and wildlife.

Acknowledgement of country

Yalukit Willam Nature Association acknowledges the Yaluk-ut Weelam clan of the Boon Wurrung people, Custodians of the Land and Sea Country we live on. First Peoples of the Bays (Port Phillip and Westernport) and South East Victoria. The Boon Wurrung Peoples continue their tradition as the proud custodians and protectors of these lands from the Werribee River to Port Phillip Bay to Westernport Bay to Phillip Island and all the way to Wilsons Promontory. We pay our respects to

their Elders past and present. We celebrate the stories, cultures and traditions of Aboriginal and Torres Strait Elders of all communities.

Volunteer Activities



Working Bees

Working Bees are open for all to come along and learn new skills. They are a great way to get involved in the Nature Reserve itself and actively contribute to the growing diverse habitat. The activities vary depending on the priorities of the Nature Reserve, Plant Lab or SPA (Seed Production Area). You do not need to be an YWNA member to participate.

Planting & Propagation (Plant Lab and SPA (Seed Production Area))

The Plant Lab is the YWNA's very own plant propagation facility. It plans to supply the Yalukit Willam Nature Reserve with thousands of plants per year. The Plant Lab endeavours to grow the rare, difficult or inconspicuous plant species, which are often forgotten in nurseries and revegetation projects. These will make all the difference in our aim to restore biodiversity. Ongoing propagation will remain essential in maintaining populations even after the initial establishment of the reserve's plantings. It will give the plants the help they need to overcome impediments to natural regeneration such as weeds, climate change, missing pollinators, lack of fire etc. The SPA is set up with the Plant Lab and is a seed production area for direct sowing in the Reserve. You need to become an YWNA member to be involved.

Waterwatch

This activity is a terrific one for YWNA members to join in and learn more about the health of the local waterways and Chain of Ponds. Historically the data from this group was instrumental in helping to argue for the Reserve's transformation from a golf course. The Masterplan has the goal to reduce the nitrogen load going in the Bay and we hope to be able to detect an increase in the health of the waterway by both the water testing and witnessing an increase in the water bug biodiversity in Elster Creek and Chain of Ponds.

Fly By Night

Have you ever wondered what all those wonderful flying critters in the dark are? Would you like to learn more about the insect life in the reserve? You can join us in studying the insects that fly by night in the Yalukit Willam Nature Reserve. These surveys occur monthly around the time of the New Moon.

Nest box making

Trees with hollows and the animals that depend on them are disappearing. Only old trees have hollows. As they fall and die or are logged or cleared, they cannot be replaced without 100 or more years of growth, maturity and decay. Building nest boxes will help provide refuge for many displaced species helping to enhance our local urban biodiversity.

Litter Collection

The monthly partnered Love Our Streets/YWNA litter collections within the Yalukit Willam Nature Reserve are a wonderful way to connect with your community and to help the YWNR.

Bird Surveys

Our monthly bird surveys are held for community to learn about local bird life and help collect useful data. Generally these are held on the second Saturdays, after sunrise 7.30 am, though these changes in the winter months.



Tawny Frogmouth chicks in the YWNR. Photo: Danny Fog

Volunteer Induction

As we work in a dynamic landscape our induction development reflects the changes that occur over time. Therefore, we ask that you attend an induction refresher course annually in order keep up to date with organisational policy updates, changes and other relevant information. The induction refresher course occurs around the time of our Annual General Meeting (AGM).

Volunteer Rights and Responsibilities

Volunteers are valuable to YWNA. The tasks and time commitment of your volunteering will vary depending on your role as noted in your specific Position Description and we have outlined some key points related to your volunteering to ensure that everyone's journey can be meaningful and that you have a positive experience with us.

Volunteer Rights

As a volunteer you have the right to:

- a written position description of your role and the tasks you are authorised to perform
- a full induction to the site and to be provided with sufficient training to do your job
- work in a healthy and safe environment
- feel safe and supported while volunteering
- have a task or activity tailored to your suit your ability where possibly to do so
- a supervisor, so that you have the opportunity to ask questions and get feedback
- insurance to cover you for the volunteer duties you are authorised to perform
- have access to the organisation's policies and procedures that may affect your work
- reimbursement for expenses (with prior agreement) so you are not out-of-pocket as a result of volunteering for us
- not to fill a position previously held by a paid worker
- have your confidential and personal information dealt with in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic)

Volunteer Responsibilities

We ask that you:

- support YWNA's aims and objectives
- participate in all relevant induction and training programs
- arrive on time and notify the designated activity supervisor if you are unable to attend at an agreed time or unable to attend or continue involvement for any reason
- operate under the direction and supervision of nominated activity supervisor and follow rules, reasonable directions and instructions
- understand and comply with the organisation's policies and procedures; including Code of Conduct, anti-discrimination, health and safety and confidentiality
- notify your supervisor or committee member of any hazardous situations that pose a risk to you or others; and report all incidents relating to volunteers, premises or equipment
- behave appropriately and courteously to all YWNA members and the public with whom you interact in the course of your role
- dress appropriately for your role including relevant personal protective equipment
- only use property or equipment given to you in your role for the purpose of the job and return it to the organisation when you finish your volunteer role

Code of Conduct

Our Code of Conduct is designed to ensure that all members, volunteers and external parties engaging with YWNA present themselves in a manner that reflects the vision, culture and legal obligations of the organisation. Strict observance of the Code is fundamental to the activity and culture of YWNA. YWNA has a zero tolerance policy with respect to any antisocial, personal /sexual harassment. Diversity and inclusion are intrinsic to a safe workplace and fundamental to wellbeing. YWNA strives to be an inclusive and diverse environment. We will take steps to remove barriers and support volunteers and members.

Respect

- Support the vision and purpose of YWNA.
- Respect people's personal, cultural, linguistic and religious preferences and background.
- Encourage the participation of all people regardless of age, ethnicity, religion, physical/mental ability, gender identity or sexual preferences.
- Acknowledge the traditional owners of the land upon which we reside - the Yalukut Weelam clan of the Boon Wurrung people of the Kulin nation.
- Conduct activities, programs and meetings in a manner that respects shared use of our common grounds, facilities and that demonstrates best environmental practices.
- Keep all information of fellow staff, volunteers, participants and records of YWNA confidential.
- Effectively communicate openly and honestly with fellow staff, volunteers and the wider community.
- The entire reserve is a dog on-leash area including YWNA's compound at 174 Glenhuntly Road. No dogs are permitted in the compound during community activities.

Professionalism

- Maintain a high degree of ethics, integrity, honesty and professionalism.
- Observe all policies, procedures, rules and regulations at all times.
- Comply with all Federal, State and local laws and regulations.
- Comply with all reasonable, lawful instructions and decisions related to their work.
- Be punctual in communications and attendance. This includes notifying your supervisor by phone or email with 24-hours' notice or ASAP if unable to get to or running late volunteering, meeting etc.
- No person will be permitted to work/volunteer under the influence of alcohol and/or other drugs.
- Maintain and keep up to date all: qualifications, police checks, licences and registrations required.
- No person will indicate allegiance to or advocate for any one particular political party or politician, when working or volunteering for and representing YWNA.

Personal and Sexual Harassment

YWNA has a zero tolerance policy with respect to personal /sexual harassment. Harassment in any form is strictly prohibited and following relevant investigation procedures may be grounds for termination as a volunteer, or, in the case of a stakeholder or contractor immediate dismissal for just cause.

- Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment or career development.
- Personal harassment means any conduct whether verbal or physical that is discriminating in nature, based upon another person's race, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation. Personal harassment can occur in other circumstances that are not based on one of these aforementioned protected classes e.g. misuse of power in relationships. Personal harassment is discriminatory behavior, directed at an individual that is unwanted or unwelcome and causes substantial distress in that person.

Grievance Procedure

Volunteers are encouraged to report any harassment and concerns to their supervisor/manager. In accordance with the YWMA's grievance procedure, the process for lodging a grievance or complaint is to report it to your supervisor immediately.

Organisational Policies

- Child Safety Policy
- OH&S (First Aid, CPR, Safe Chemical Handling)
- Communications Policy

Volunteer Forms

- Volunteer Registration
- Volunteer Attendance Record
- Contacts Directory
- Code of Conduct
- Incident Report
- Media Consent Form
- Volunteer Expenses Reimbursement

Volunteer Information and Privacy

Contact information and other personal information are gathered for volunteering. Our information handling practices, privacy and record-keeping is in alignment with Yalukit Willam Nature Association. We affirm that the collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014 (Vic).

Expenses

As a volunteer, YWNA will provide you with reimbursement for any approved out-of-pocket expenses that you incur when performing tasks associated with your role. We do this to ensure that you are not financially disadvantaged as a result of your volunteer position with us. These payments

are not salary or wages. Permission to incur any expenses on behalf YWNA needs to be granted by a YWNA director in writing before purchase for a reimbursement to occur. You will need to keep and produce receipts of all expenses.

Insurance

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

Emergency Procedures

Fire

- Remain calm
- Call 000
- If safe to do so assist anyone in immediate danger
- Use Fire extinguisher if appropriate
- Evacuate to the Assembly Area
- Supervisors take attendance record and check off names
- Remain at the Emergency Assembly area until further instructions are received from Emergency Services

Other emergency

- Remain calm and check for danger
- Seek professional assistance for minor injury which requires medical treatment, in accordance with the wishes of the patient
- Call an Ambulance (dial 000) for serious injury or unconsciousness
- Provide First Aid if safe and appropriate to do so
- Complete and submit an incident report immediately after the incident

Fire extinguishers and First Aid kits Locations

Emergency exits and the Emergency Assembly Areas

Health and Safety

YWNA Committee and volunteers are expected to always act with due diligence in regard to their own health, safety and wellbeing, and that of fellow Committee, volunteers and the general public.

- You are reminded that potential risks are inherent in some of the activities with YWNA.
- Uphold the Child Safety Standards including mandatory reporting if there are reasonable grounds to suspect a child is at risk
- Report any concerns regarding health and safety immediately to one's supervisor or senior member. In an emergency, to immediately call **000**. In the event of an accident/incident, to document or assist document all details relating to the event.
- Supervisors are first aid trained

Risk Management

Below is a list of ways to help reduce hazard risks. This is not a comprehensive list of ways to ensure your safety. Always refer to the relevant Job Safety Analysis (JSA) before starting an activity.

- Complete a site orientation to know emergency procedures and location of first aid kit, fire extinguisher etc.
- Use tools carefully, correctly and only for the purpose they are intended for
- Power tools, buggy and potentially dangerous equipment must only be used by trained volunteers and supervisors.
- All tools must be cleaned and stored safely in their correct place after use
- Wear appropriate PPE for the task. E.g. Gloves, sturdy shoes/boots with a covered toe, protective eyewear.
- Be sun smart. Wear sunglasses, sunscreen and a hat.
- In hot weather, work in shade, keep fluids up, take frequent breaks, be mindful of signs of dehydration or [heat stroke](#) and treat accordingly.
- In cold and wet weather wear a rain jacket to avoid hyperthermia.
- Dress appropriately to avoid [insect bites and stings](#) and be mindful of allergic reactions.
- Exercise safe handling of potting mix, compost, and soil. Please read the full [health warning report](#).
- Watch out for sharp edges, uneven surfaces and trip hazards around the site.
- Paths need to be accessible for all people, pram and wheelchair access at all times. Reduce and remove trip hazards. E.g. Use the hose mindfully and put away immediately after use. Do not leave tools and other trip hazards on paths.
- Work in teams or pairs where possible.
- Lift appropriately and only what you can carry. Use correct lifting techniques – bend knees rather than back, keep loads light for ease of lifting.
- Rotate tasks to avoid repetitive strain injuries or working in an unsound bio-mechanical position.
- Report all incidents, including near misses by completing an incident report and taking it to the office. Scan or take a photo of the report and email to the YWNA.
- Notify your Supervisor/Manager if you identify other potential hazards.

Incident reports

YWNA's Occupational Health and Safety regulations indicate that all incidents, no matter how small, need to be reported to your supervisor. Please complete an incident report, have your supervisor sign it and take it to the office or email a copy to YWNA.

Contact Directory

Address: Shed 172 Glenhuntly Road, Elsternwick 3185
Email: committee@elsternwickpark.org
Website: <https://www.elsternwickpark.org/>
Facebook page: <https://www.facebook.com/groups/elsternwickparkassociation/>

Induction Checklist

General

- Operating hours
- Location & maps
- Toilet & amenities
- Transport and parking
- Rubbish bins
- Volunteer attendance records
- Storage & equipment
- Tea & coffee
- Name badges
- PPE

Volunteer Position

- Volunteer registration
- Position description
- Induction & training
- Volunteer rights & responsibilities
- Code of Conduct
- Volunteer expenses reimbursement
- Insurance
- Contacts directory
- Volunteer Induction form signed post-induction

Emergency Procedures & OH&S

- OH&S
- Fire extinguishers
- First Aid kits
- Risk management/JSAs.
- Emergency exits and the emergency assembly areas
- Allergies & special needs
- First aid
- Incident reporting

Organisational Policies

- Child Safety Policy - Working With Children Check card details
- Communications Policy
- OH&S (First Aid, CPR, Safe Chemical Handling)

Volunteer Forms

- Volunteer forms

Volunteer Induction Form

Note: This page is signed following the volunteer induction.

By signing this document, you acknowledge that you have attended the induction, sighted all material within the Volunteer Handbook and the following has been explained:

- Volunteer rights and responsibilities
- Code of Conduct
- Occupational health and safety (including location of first aid kits, fire extinguishers and fire blankets) risk reduction, emergency exits and emergency assembly areas

I confirm that the above have been explained to me and I have had the opportunity to ask questions.

I understand and will adhere to my volunteer rights and responsibilities.

Name _____

Signed _____

Date _____