



The Moreton Bay Foundation (TMBF)

VOLUNTEER INDUCTION MANUAL

The Moreton Bay Foundation
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TMBF acknowledges and thanks **Volunteering Victoria** for development of its Manual Template, and TMBF's free use of that template.

TMBF also acknowledges the Traditional Custodians of Country in and around Moreton Bay, and their continuing connection to land, sea and community. It pays respect to them and their cultures, and to Elders both past, present and emerging.

Welcome to TMBF

Welcome! Thank you for taking on the very important role of volunteering within The Moreton Bay Foundation (TMBF). You will be provided with a separate letter that sets out when you will commence volunteering, and the duties and responsibilities of your position. Please note this Manual or the separate letter you will receive is not an offer of employment and does not constitute a contract of employment with TMBF.

TMBF highly values its volunteers. This Volunteer Induction Manual should help you better understand your role.

As a volunteer you are subject to the rules, bylaws and policies of TMBF. I hope that you will enjoy your time spent with TMBF and I look forward to working together.

Yours sincerely



Rob Siganto,

Chairman of TMBF's Board

Date: 10 October 2019

About TMBF

TMBF was created in 2018. For some years before that, John and Meta Goodman, through the Goodman Foundation, had worked in partnership with University of Queensland to support marine research and community engagement in respect of Moreton Bay, including initiating the Moreton Bay (Quandamooka) Forum 2016 and Biodiversity Roadshows for the public.

Over that time, it became apparent to John and Meta that, while the many scientists conducting research on the Bay were passionate about their work and there was a great body of scientific knowledge about the Bay, the knowledge was not necessarily being used to shape Government policy. They began to think that they wanted to do more.

They believed there was a need for broadly-distributed advocacy and evidence-based research, to shape community opinion and Government policy, with the aim of better protecting the long term sustainability of Moreton Bay.

The Moreton Bay (Quandamooka) Forum also showed that the Bay does not have an independent voice to speak for it: in addition to advising authorities on policy, to help facilitate the great efforts of the many groups that are involved in and concerned about the Bay in some way; or to be a universal point of contact for the Bay's many stakeholders. For example, the *South East Queensland Regional Plan* barely mentions Moreton Bay, despite it having more visitors a year than the Great Barrier Reef! So the idea of a Moreton Bay foundation was born.

Work on the creation of TMBF began. To seed TMBF, the Goodman Foundation committed \$850,000 as an unconditional gift, including funding TMBF's inaugural staff expenses. The Foundation is presently seeking tax-deductible gift recipient status for donations.

Information about TMBF's Board and its activities can be found on our website at <https://moretonbayfoundation.org/governance/>.

Benefits of Volunteering at TMBF

We hope you benefit from being a part of TMBF, including making new friends, learning new skills, and being involved in saving our wonderful Moreton Bay for future generations. As a volunteer member of TMBF you may be entitled to free or discounted entry to TMBF's functions and events.

Out of pocket expenses

Ordinarily, you should not be asked to pay for any TMBF expenses. However, if a situation arises where you are involved in a TMBF activity, and you do need to pay for minor expenses, please keep the receipt for such payment, and TMBF will reimburse any reasonable expense you incur. If possible, please ask a TMBF Board or staff member to pay for the expense, rather than yourself.

Volunteer Rights & Responsibilities

As a volunteer you have the right to:

- work in a healthy and safe environment
- be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation
- be adequately covered by insurance
- be given accurate and truthful information about TMBF and your role in it
- have clear instructions regarding your role and agreed working hours
- have access to a grievance procedure
- be provided with orientation to TMBF
- have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988
- be provided with sufficient training to do your job.

Absences

Your role as a volunteer is important to TMBF. If circumstances prevent you from attending any activity you have volunteered for, please advise a staff member of TMBF as soon as possible, so alternative arrangements can be made for someone else to undertake that activity.

Membership

While membership of TMBF is not necessary for you to volunteer with it, we would be delighted if you joined TMBF as a member. A membership application can be found at our website at <https://moretonbayfoundation.org/become-a-member/> .

Police Clearance

Some positions within TMBF, especially those that involve working with children, may require you to obtain a Criminal History Assessment which includes a Police Check. If this is necessary TMBF staff will advise you, and can assist you with that application.

TMBF Policies

TMBF policies can be found on our website at <https://moretonbayfoundation.org/policies-and-procedures/> .

A Safe Work Environment

TMBF takes very seriously its obligations to provide a safe environment for all and to ensure there is responsible behaviour and fair decision-making, very seriously. Please see TMBF's Policy: Staff Recruitment and Management, and Procedure: Safety of Staff and Other Stakeholders from Injury, Harm and Abuse, which can be found on our website at <https://moretonbayfoundation.org/policies-and-procedures/>.

TMBF expects all staff and volunteers within TMBF to respect and protect the safety and health of everyone they work with. TMBF does not tolerate any form of abuse against any person. If you have any questions about this responsibility please contact a Board or staff member of TMBF.

Confidentiality

Volunteers are bound by the same requirements for confidentiality as paid staff. You will be asked to sign a Confidentiality Agreement before you commence volunteering with TMBF.

Contact Details

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