



PARRAMATTA FEMALE FACTORY FRIENDS

ROLES AND RESPONSIBILITIES OF COMMITTEE

CODE OF CONDUCT

WORK HEALTH & SAFETY POLICY & PROCEDURES

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ROLES AND RESPONSIBILITIES OF COMMITTEE

COMMITTEE POSITIONS AND ROLE DESCRIPTIONS

The structure of Committees and roles within Committees may vary according to their purpose and length of operation. The Parramatta Female Factory Friends

Role of the President (Chair)

Charged with providing leadership and direction to the Committee, the President is responsible for ensuring that the Committee fulfils its responsibilities for the governance and success of the organization. He/she also works to optimise the relationship between the Committee, volunteers and other members, and to achieve the organization's agreed goals. The President is generally the spokesperson for the organization and should work to maintain key relationships within and outside of the organization.

Role of the Vice President (Vice Chair)

The Vice President is responsible for assisting the President to fulfil his/her responsibilities for the governance and success of the organization. This may mean chairing meetings at short notice. The Vice President role is commonly regarded as preparation for the next President. At times, the Vice President will need to work with the President to help him/her understand concerns and alternative points of view within the organization.

Role of the Treasurer

The Treasurer is responsible for the financial supervision of the organization to allow the Committee to provide good governance of the organization. The Treasurer is the chief financial management officer whose tasks include the preparation of annual budgets, planning for the organization's financial future and monitoring the organization's revenue and expenditure. The Treasurer should ensure that the organization does not incur debts that are not expected to be repaid. It is desirable that the Treasurer is well organised and possesses a level of financial expertise.

Role of the General Secretary

The General Secretary is responsible for the documentation and communications of the activities of the Committee. The Secretary is the primary administration officer of the Committee. The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others. AS communicator the General Secretary's tasks are to prepare agendas, receive and disseminate correspondence to and from the organization etc.

Role of the Minute Secretary

The Minute Secretary is responsible for writing and disseminating minutes to the membership.

Role of Membership Secretary

Membership Secretary is responsible for supporting the membership, sharing social information, organising social activities for members, inducting new members to the Friend's rooms and the organisation and maintaining current membership. The membership secretary is also responsible for providing new members with organization information: constitution, meeting times, and encouraging new members.



EX OFFICIO POSITIONS

The Ex- Officio positions are non- voting roles and can be held by committee members or general members.

Role of the Public Officer

The Public Officer is appointed by the Committee and is not elected by the general membership of the incorporated organization. Generally, this person needs to be a member of the State and over the age of 18. In short, the Public Officer provides the liaison between the organization and Consumer Affairs.

Role of the Tour Coordinator

The Tour Coordinator manages tour program, liaises with potential visitors/tour groups and organises the nature and content of the tour, determines a mutually agreed date and organises roster of guides for each group. They also provide conditions and information with tours and arranges payment by the tour participants

Role of the Research Centre Coordinator

The Research Centre Coordinator manages the research centre program of workshops, research inquiries, research program, volunteer work and related resources.

Role of the Publicity Officer

The Publicity Officer is responsible for promotion of the organization, maintaining media contacts and developing relevant media releases. organization of incoming talks for membership and interested public members.

Role of the Newsletter Editor

The Newsletter Editor Officer is responsible for editorial content, style, liaison with contributors and dissemination of the final publication.

Role of the Site Monitor

The Site Monitor identifies and reports the status of buildings and site localities within the Parramatta Female Factory Footprint.

Role of the Work Health and Safety Officer

The Work Health and Safety Officer is responsible for advising regarding the work health and safety of members and visitors and enacting the COVID-19 Marshall Position and ensuring the adherence as outlined by the Public Health Authorities.

Role of the Tearoom Coordinator

The Tearoom Coordinator is responsible for advising regarding catering for events, coordinating the tearooms during events and ensuring health and safety compliance is adhered to in relation to any service of food and drink.



CODE OF CONDUCT

MEMBER CODES OF CONDUCT

Member Codes of Conduct reflect agreed expectations for members. This document should be reviewed on a regular basis prior to an AGM and should take into account the members' expectations also.

Purpose

The purpose of this code is to set out the standards of behaviour expected of members. In agreeing to be part of the organization each member must also agree to adhere to these codes at all times.

Committee Members must:

1. Be diligent as a member
2. Attend meetings or forward their apology prior to the meeting
3. Treat all people associated with the organization, including members, volunteers, partners, external stakeholders, and committee members with respect to ensure a 'healthy' culture within the group and mental health of members.
4. Attend to their fiduciary responsibility as a member and make decisions based on what is best for the organization, not for individual interest or gain
5. Not take advantage of their role as a member in any way
6. Declare any conflicts of Interest as they arrive and act to ensure that these conflicts do not pose a risk to the organization
7. Be open to feedback from members and respond appropriately
8. Be honest and loyal to the group at all times
9. Act as a positive role model with respect to good behaviour. Maintain a positive tone in both verbal and written communication.
10. Adhere to the policies and procedures established by the organization and adhere to the legislative requirements of the organization
11. Respect the equipment and resources of the organization and only use these in organization-related business
12. Not receive gifts that result in personal financial benefit
13. Always look for opportunities for improved performance of the organization's operations and committee functions
14. Always represent the organization in a professional manner
15. Not speak to external parties about an aspect of the organization that could damage the organization or its reputation
16. At meetings, follow protocols of respect
17. Appoint a Public Officer and ensure that any vacancy is filled within 28 days
18. Ensure all documents in their possession, belonging to the organization, are delivered to the organization within 14 days of vacating office
19. Ensure the required particulars are provided for inclusion in the register of members



20. Appoint additional authorized signatories and remove such appointments as required. The organization must have at least two authorized signatories, who have authority to sign official documents on behalf of the organization, the Public Officer and the President of the organization is automatically one of the authorized signatories, however is not automatically a signatory to the organization's bank account.
21. Ensure that any document addressed to the organization is brought to the attention of the organization as soon as practicable.

COMMITTEE MEMBER CODES OF CONDUCT

Committee Member Codes of Conduct should reflect agreed expectations for Committee Members. This document should be reviewed on a regular basis prior to an AGM and should take into account the members' expectations also.

Purpose

The purpose of this document is to set out the standards of behaviour expected of Committee Members. In agreeing to be part of the Committee each member must also agree to adhere to these codes at all times.

Committee Members must:

1. Be diligent in their role
2. Attend Committee meetings or forward their apology prior to the meeting
3. Treat all people associated with the organization, including members, volunteers, partners, external stakeholders, and other Committee Members with respect to ensure a 'healthy' culture within the group and mental health of members.
4. Attend to their fiduciary responsibility and make decisions based on what is best for the organization, not for individual interest or gain
5. Not take advantage of their position on the Committee in any way
6. Declare any Conflicts of Interest as they arrive and act to ensure that these conflicts do not pose a risk to the organization
7. Be open to feedback from members and respond appropriately
8. Be honest and loyal to the group at all times
9. Act as a positive role model with respect to good behaviour. Maintain a positive tone in both verbal and written communication.
10. Adhere to the policies and procedures established by the organization
11. Adhere to the legislative requirements of the organization
12. Respect the equipment and resources of the organization and only use these in organization-related business
13. Not receive gifts that result in personal financial benefit
14. Always look for opportunities for improved performance of the organization's operations and Committee functions
15. Always represent the organization in a professional manner
16. Not speak to external parties about an aspect of the organization that could damage the organization or its reputation



17. At meetings, follow protocols, address the President
18. Appoint a Public Officer and ensure that any vacancy is filled within 28 days
19. Ensure all documents in their possession, belonging to the organization, are delivered to the organization within 14 days of vacating office
20. Ensure the required particulars are provided for inclusion in the register of Committee members
21. Appoint additional authorized signatories and remove such appointments as required. The organization must have at least two authorized signatories, who have authority to sign official documents on behalf of the organization, the Public Officer and the President of the organization is automatically one of the authorized signatories, however is not automatically a signatory to the organization's bank account.
22. Ensure that any document addressed to the organization is brought to the attention of the Committee as soon as practicable.



WORK HEALTH & SAFETY POLICY & PROCEDURES

Appendix 1

Parramatta Female Factory Friends

INDUCTION CHECKLIST for GUIDES

Member's name:Date of induction:by.....

Orientation

- ☐ Shown member volunteer facilities
- ☐ Conducted tour of premises
- ☐ Shown location of fire alarms & fire extinguishers
- ☐ Shown fire exits
- ☐ Told procedures in event of fire
- ☐ Told about no-smoking rule
- ☐ Shown location of first aid kits
- ☐ Told what do if injured
- ☐ Security measures explained
- ☐ Introduced to other members

Conditions of engagement

- ☐ *Volunteer Handbook* explained, and copy given
- ☐ Rosters explained
- ☐ Contact details obtained
- ☐ Next of kin or contact person obtained
- ☐ Obtain contact phone number
- ☐ Special medical requirements supplied
- ☐ Told how to contact PFFF official representatives
- ☐ *Guides Notes* explained & copy given
- ☐ Obtained or obtaining *Working with Children Checks*
- ☐ *Procedure for Accepting Donations* and related forms explained

Safe work practices

- ☐ Assigned a mentor
- ☐ Provided with role outline
- ☐ PFFF and management structure explained
- ☐ Notified of potential hazards
- ☐ WH&S Policy explained
- ☐ WH&S forms explained
- ☐ Fire Emergency Procedures explained

Member's acknowledgement.....

Date of induction.....



Appendix 2

Parramatta Female Factory Friends

INDUCTION CHECKLIST FOR VOLUNTEERS

Member's name:Date of induction:by.....

Orientation

- ☐ Shown member volunteer facilities
- ☐ Conducted tour of premises
- ☐ Shown location of fire alarms and fire extinguishers
- ☐ Shown fire exits
- ☐ Told procedures in event of fire
- ☐ Told about no smoking rule
- ☐ Shown location of first aid kits
- ☐ Told what do if injured
- ☐ Security measures explained
- ☐ Introduced to other members

Conditions of engagement

- ☐ *Volunteer Handbook* explained and copy given
- ☐ Contact details obtained
- ☐ Next of kin or contact person obtained
- ☐ Obtain contact phone number
- ☐ Special medical requirements supplied
- ☐ Told how to contact Committee members
- ☐ *Procedure for Accepting Donations* and related forms explained

Safe work practices

- ☐ Assigned a mentor
- ☐ Provided with job outline
- ☐ Society & Management structure explained
- ☐ Notified of potential hazards
- ☐ O H & S Policy explained
- ☐ O H & S forms explained
- ☐ Fire Emergency Procedures explained

Member's acknowledgement.....

Date of induction.....



APPENDIX 3

Parramatta Female Factory Friends

MEMBER COMPLAINT LOG

Report No	Nature of Complaint	Recommended Action	Resolution Summary	Work Completed

APPENDIX 4

Parramatta Female Factory Friends

INJURY REPORT FORM

Date and time of injury.....

Name of person(s) injured.....

Address of injured.....

Contact number of injured or next of kin.....

Fully describe how and where injury occurred and extent of injury:

.....

Witness? YES/NO Name and contact number of witness.....

Immediate action taken and by whom.....

Follow-up action taken.....

.....

PFFF Officer to whom Injury reported..... Date.....

(PFFF USE ONLY)

INJURY REPORT No.....

Date entered on Injury Register.....By whom.....

Long term action required.....

Witness statements attached: YES / NO

Follow-up undertaken by.....Date.....

Follow-up Action.....



APPENDIX 5

Parramatta Female Factory Friends

INJURIES REGISTER

Report No.	Summary of Injury	Treatment Required	Witness Statements	OH&S Officer Notified



APPENDIX 6

Parramatta Female Factory Friends

HAZARD REPORT FORM

Hazard Report Number: **Date:**.....

Where is the hazard located?

.....
.....

What is the hazard?

.....
.....

Action you have taken:

.....
.....

Action required:

.....
.....

Reported by:

.....

Assessed by:

.....**Date**.....

Recommended action:

.....
.....

Referred to for action:

.....**Date**.....

Entered onto Hazard Control Log by:

.....**Date**.....



APPENDIX 7

Parramatta Female Factory Friends

HAZARD CONTROL LOG

Report No.	Nature of Hazard	Remedial Action	Contact Person	Work Completed



APPENDIX 8

Parramatta Female Factory Friends

HOUSEKEEPING INSPECTION CHECK LIST

Inspected by.....Date:.....

FACTOR	CORRECTIVE ACTION
Outdoor areas	
Surrounding grounds are free of rubbish, unnecessary materials & weeds	
Adjacent car park is clean & free from rubbish	
Outdoor signage is clearly visible & in good repair	
Verandas clear of debris	
Indoors	
Entrance has COVID conditions of entry displayed and registration available	
All rooms set out with COVID-19 Safe Compliance, room numbers displayed, and surfaces sanitized before each use	
Each room has sanitizer equipment available	
Fire & Emergency	
Internal doors are kept closed when area is not in use	
Fire extinguishers are in place in members rooms	
All lights are operable – no globes need changing	
First Aid Kits are in place, up to date and identified	
Fire Emergency Procedures are displayed clearly in each of the Members Room	
Emergency Contact numbers are displayed clearly in Members Rooms and on external doors	
Research Room	
Research room furniture in place, books, work areas and displays presentable and research areas and equipment in a safe state	
All doorways & are clear	
Floor coverings are intact	
No exposed wiring on power cords	
All areas are clean & tidy	
Kitchen - Matron Gordons Tearoom	
Doorway clear	
No exposed wiring on power cords	
All areas are clean & tidy	



Meeting Room	
Doorway is clear	
Tables & chairs in good condition	
No exposed wiring on power cords	
All areas are clean & tidy	
Toilets	
Toilets are clean & tidy and supplied with toilet paper and soap	
No apparent water leaks	



APPENDIX 9

Parramatta Female Factory Friends

WORK HEALTH & SAFETY STATEMENT

The Parramatta Female Factory Friends organisation is committed to providing and maintaining a safe and healthy working environment for its members and anyone entering its premises or with connection to the organisation's operations.

In demonstrating our Duty of Care, the organisation will make every reasonable effort to provide a working environment that minimises incidents of risk or personal injury, ill health or damage to property. This includes providing:

- members with appropriate training
- safe plant and equipment and systems of work
- regular consultation on health and safety issues

A safe working culture is the responsibility of everyone. Members are responsible for their own safety and the safety of other members, visitors and contractors. A safe culture can be best achieved through cooperative efforts of our members, and will be reinforced through:

- continually identifying, assessing and controlling possible risks to the health and safety of people that may arise in the workplace.
- the provision of information concerning such risks and the promotion, instruction, training and supervision of our members to ensure safe work



APPENDIX 10

Parramatta Female Factory Friends

FIRE EMERGENCY PROCEDURES

In the event of fire or the presence of smoke being discovered anywhere on this site:

- **immediately call the Fire Brigade on "000"**
- alert other persons on the site
- without endangering yourself or other persons, attempt to contain or extinguish the fire using the fire extinguisher or fire blanket provided in the area
- if you cannot get near to the fire, evacuate all persons from the site
- check for stragglers and hurry them to safety
- go to the assembly point located in front of the Liberty Vernon building between Greenup Drive and Fleet Street
- ensure all persons on site are accounted for
- advise the Fire Brigade of any person not accounted for
- attend to any people who need first aid and, if any people are seriously injured, call Ambulance on "000";
- note any information that could be relevant to fire inspectors, police or insurers
- do not re-enter the site until it is declared safe by the Fire Brigade
- as soon as possible, prepare a report about the incident and forward to INSW.
- reporting all injuries and incidents, as well as not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare. Incident reports emailed to Committee and tabled at next meeting.
- giving our members, visitors and other appropriate persons the opportunity to participate in health and safety issues that affect them.
- In the interests of maintaining safety, visitors, contractors and their employees, are required to observe and comply with all health and safety standards and rules produced. This includes any safety signage or warnings given by any Parramatta Female Factory Friends Member whilst on our premises. All contractors to sign in visitors book with name of organization and contact number.

.....PresidentWH&S Officer

Dated:



APPENDIX 11

Parramatta Female Factory Friends

ACCIDENT EMERGENCY PROCEDURES

In the event of an accident or serious injury requiring medical attention:

- Assess the situation quickly – check for danger
- identify the nature of the injury or illness as far as possible
- **immediately call the Ambulance on "000"**
- **if there is any fire, call the Fire Brigade on "000"**
- stay calm, speak slowly and clearly – advise the address and as many details as possible – stay on phone to answer any queries
- stay with the casualty and assist to the best of your ability until able to hand-over to Ambulance officer
- if trained in first aid or CPR, render assistance as per training
- if not trained in first aid, keep the casualty safe and calm and monitor their condition – request assistance from others at the scene as necessary
- when ambulance arrives at the scene, give them as much information about the accident and the casualty's condition as you can (hand-over)
- notify the casualty's emergency contact person (refer to Emergency Contact list)
- note any information that could be relevant to fire inspectors, police or insurers
- as soon as possible, prepare a Report about the incident & forward to committee by email and to be tabled at next meeting



APPENDIX 12

Parramatta Female Factory Friends

NOTICE TO VISITORS

- In the interests of your personal safety, you are reminded that this is a Heritage Site with uneven surfaces and specific conservation requirements.
- You are requested to take care in moving throughout the site
- The site is strictly non-smoking.
- If you are on site unescorted, the Parramatta Female Factory Friends do not take responsibility for your safety and be aware there may be health clients onsite.
- Photography of Parramatta Female Factory Friends material for personal interest only is allowed for any other purpose permission is required by copyright law.



STANDARD OPERATING PROCEDURES

To be added