

Appendix A - Mount Martha House Community Centre

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Contact details

Find us at: 466 Esplanade, Mount Martha
Email: mountmarthahouse@mornpen.vic.gov.au
Phone: 5974 2297
Out of Hours: 0466 691 585
Website www.mountmarthahouse.com



Find us on Facebook

www.facebook.com/mountmarthahousecommunitycentre



Mt Martha TV
Keeping Connected!

Mt Martha TV

<https://www.youtube.com/channel/UCnAQYRrJmYtKvK3u5E5yOpw>

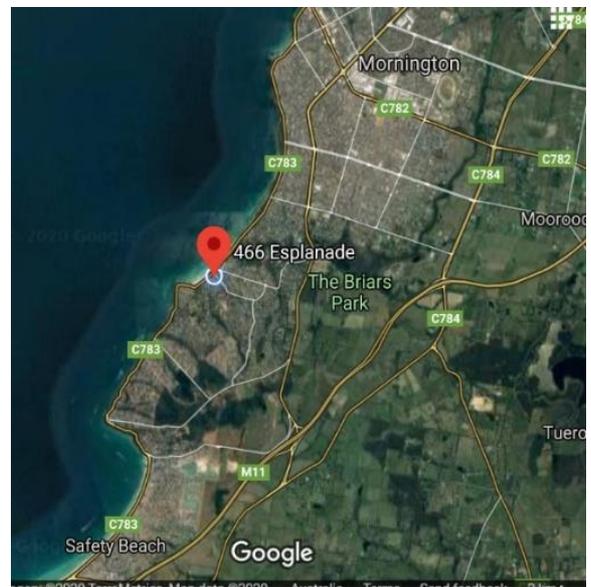
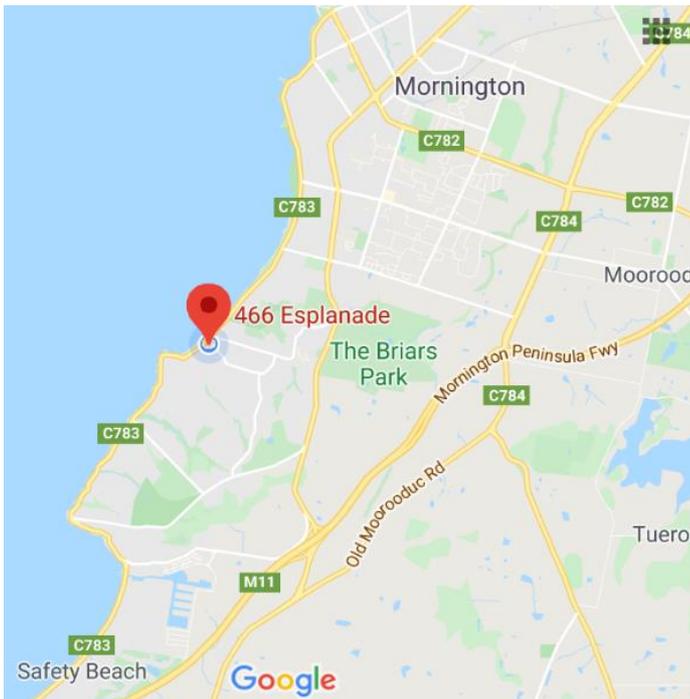
Opening Hours

The Community House is available for use as required, 7 days (day and night). Community House Coordination Programs and activities are daytime and evenings as advertised.

Official Office hours - 9am to 5pm Monday to Friday

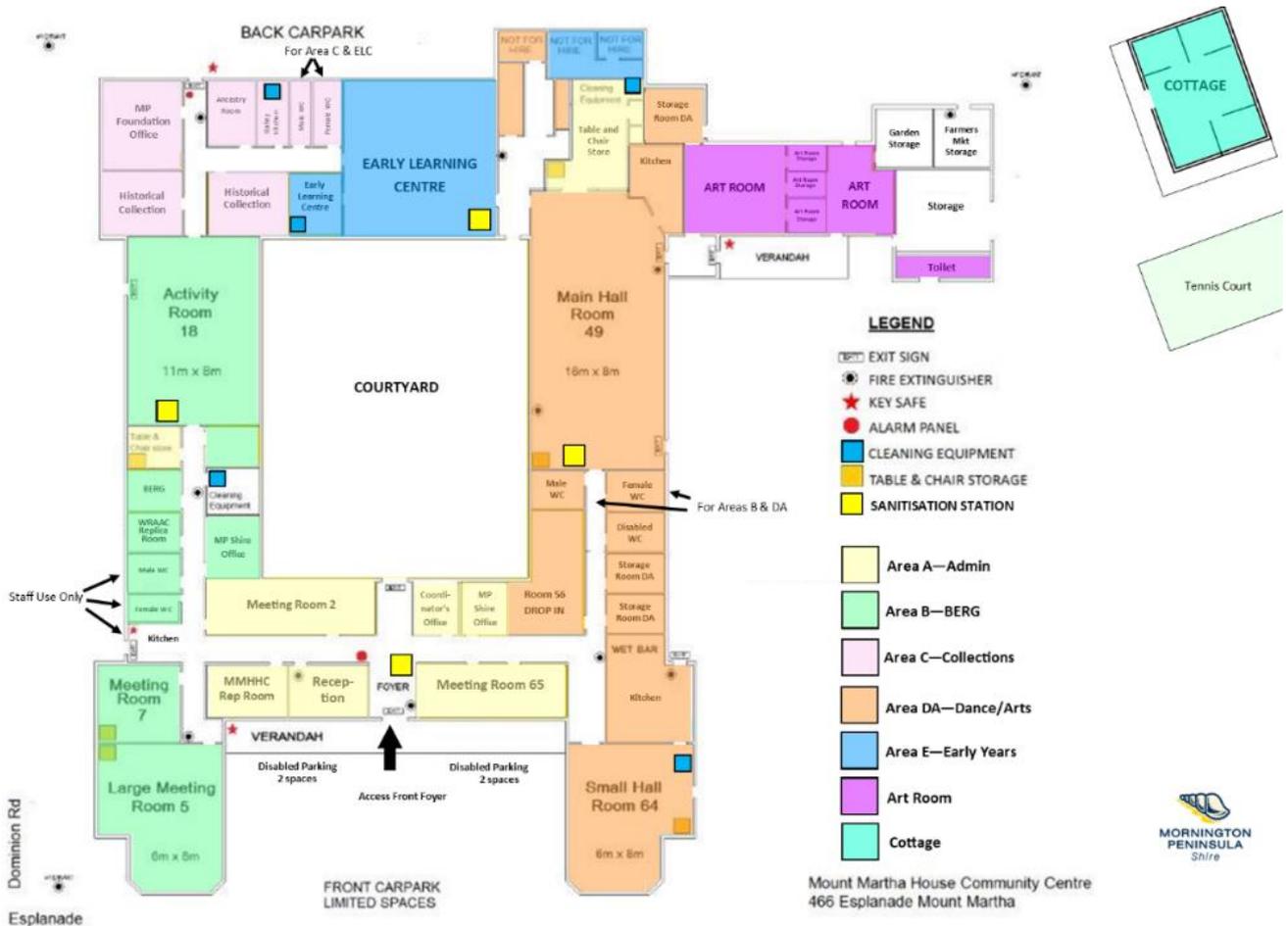
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Where to find us



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Layout of Mount Martha House



Mount Martha House Community Centre Advisory Group

The Mount Martha House Community Centre Advisory Group is made up of committed local volunteers who share their time and expertise in the interests of having a healthy, connected and vibrant community.

The role of the Advisory Group is to provide advice about the programs and activities at Mount Martha House Community Centre to relevant Shire Officers.

Key features of Mt Martha House

Heritage Listed

Mount Martha House has a valued history and character that is protected by heritage controls and a Mt Martha House Conservation Land Management Plan. All buildings and works, including any minor internal modifications must be in accordance with that plan and relevant controls.

Mount Martha House also contains a Historical Collection of heritage items that are owned by the Shire. Volunteers manage this collection with oversight from the Shire's Manager Libraries, Arts and Culture.

Regular groups

There are many regular community groups, classes and activities that are available at the Mount Martha House Community Centre. They include Lions, Probus and Mornington Peninsula Shire Officers.

Community partners include, but are not limited to:

- Mt Martha Rotary
- Mornington Peninsula Foundation
- Sustainable Table
- Mornington Community Information Support Centre
- Mt Martha Bowls
- Mt Martha Golf Club
- Mt Martha Bendigo Bank

Communication with volunteers

The Shire recognises the significant contribution that you as volunteers make and strives to support and acknowledge volunteers by providing training opportunities, regular updates, recognition, support and supervision.

Attendance book

To be covered by insurance and in the case of an emergency evacuation, everyone is required to Sign In and Sign Out in the book located at Reception – with date, start and finish times. This data is collected for reporting purposes only.

Occupational Health and Safety

Injuries, Feeling Unwell or Needing a Break?

If you are feeling unwell, please feel free to take 'time out'; don't feel shy about asking for help – or to access any first aid equipment.

The main Centre First Aid Kit is located in the room behind Reception - please don't hesitate to use it if needed.

A Defibrillator is located in the foyer of the building.

In the event of an injury or illness, please notify the Community House Coordinator as soon as practicable. We will be able to administer first aid and support if required. The Coordinator will complete an Incident Report with you to keep on file.

Emergency Evacuation Plan

Please also make sure that you are familiar with Mount Martha House Community Centre Emergency Management Plan (copies: Early Learning, Reception, Central office)

You will be informed immediately - and we will continue to inform you – if the building needs to be in lockdown (or a degree of lockdown) and if any changes occur.

When staff or children are put at risk of an abusive or harmful situation, a whistle will be blown by a Shire staff member. Evacuation Drills are conducted a minimum of one per term (quarterly). Please check these notices which are placed around the building to familiarise yourself of the process.

Code Red Days: The Centre will be closed on Code Red Days. However, as Mount Martha House Community Centre is a listed Evacuation Centre and in some circumstances, provides an essential service, it may be necessary to keep the Centre open for the community to use.

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Induction Process by Community House Coordinator

The Community House Coordinator will work to ensure that our volunteers feel prepared & welcomed by completing the steps below prior to their commencement.

Description	Date Completed
Confirm documents received including Police and Working With Children Checks prior to commencement.	
Make contact with the new volunteer to ensure they are ready for their new role (explain start times, parking requirements, provide your contact number).	
Organise a workspace if required (i.e., desk, chair, laptop, phone/headset).	
Organise uniforms if required.	
Communicate to your team and advise them of the new volunteer's commencement.	
Consider a 'buddy' to provide general assistance and support to new volunteer.	
Organise your one-on-one meetings in advance to ensure you connect with and provide continual support to the new volunteer.	

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Day One - Volunteer

Dedicate time to your new volunteer in your calendar and take time to thoroughly work through the Workplace & Safety Induction Checklist. Furthermore, support your new volunteer by completing the suggested goals for Day One.

Induction Checklist- Workplace

Volunteer Name:	
Position / Unit:	
Date Commenced:	
Probation End Date:	
Day One	
Action – To be completed on the first day of volunteering	Date Completed
GENERAL	
Understand why are we here? – Our community	
Strategic Directions – and intended outcomes	
What we currently do at the Centre	
MMHCC Values	
Who's Who, Advisory Group – structure and roles	
Understanding your volunteer role and contribution	
Where to find volunteer related policies.	
How to report potential fraud related activities.	
Questions?	
WALK THROUGH	
Program rooms and public use rooms	
Caretakers Cottage	
Kindergarten	
Toilets, Tea / Coffee making facilities	
Reception and Office. Noticeboard	
Where you will be based for your volunteer work	
Equipment to use – provided (if appropriate)	
ADMINISTRATION	
Working with Children Check – regulatory requirements	
Sign in and Sign Out book	
Volunteer meetings (if relevant)	
SUPPORTING A NEW VOLUNTEER	
Volunteer Information Book provided and read by volunteer YES/NO	
Strategic Directions 2019-2022	

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Safety Checklist for Volunteers

Safety	
General Safety Responsibilities	
Explained the requirement to comply with safety practices and procedures?	
Explained what to do in an emergency; Offices & in field or other locations. Keep yourself safe and let us know!	
Explained First Aid. In offices, where is the First Aid Room, What do I do if serious? – Call Emergency Services – Ambulance	
Explained incident and hazard reporting requirements? <u>It is never part of anyone's role to get injured or exposed to anything that may harm you. Always report! Don't make a bad situation worse by not.</u>	
Team Specific Safety	
Explain consultation arrangements	
Introduce local HSR Health & Safety Representatives/Safety Champions.	
Provided information about any high hazard or restricted access areas such as workshops, etc.	
Provided to team member appropriate personal protective equipment (where applicable).	
Explain application of Code of Conduct, safety specific elements- i.e. Fit For Work - Drug and Alcohol testing, Long Long (SunSmart).	
Role Specific Safety	
Discussed the main Safety risks associated with the role?	
Provided information about safe work procedures relevant to the role?	
Explain what the controls in place to address these risks?	
Explained local procedures for minimising manual handling risks?	
Identified initial Safety training needs of new volunteer? (i.e. Risk Assessment, Manual Handling, Situational Awareness, first aid)	
Checked with team member about any accommodation requirements or existing health conditions?	
Machinery (if applicable)	
Informed the team member of the main hazards associated with machinery the person will be operating?	
Explained and demonstrated the safe work methods to be followed when operating the machinery, including location and operation of emergency stop buttons?	
Shown the team member where to access instruction manuals for the machinery being used?	
Arranged for any relevant personal protective clothing or equipment to be obtained?	

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Week One

Try not to 'overload' your new volunteer with too much information on their first day. Revisit important information towards the end of their first week, ensuring that you ask the new volunteer if they have any questions or require further support. Please return the Workplace & Safety Induction Checklist to HR at the commencement of week one.

Week One	
Action – To be completed within the first week of volunteering	Date Completed
Discuss MPS Values and how they apply to the workplace.	
Discuss the Code of Conduct.	
Discuss the role in more detail, and address short term training requirements.	
Introduce the new team member to key contacts for their specific role (this may be at the same location or other sites).	
Further discuss MPS Policies and Procedures specific to the role.	
Outline your expectations. Discuss and plan role specific objectives and explain how performance will be assessed at the end of their probationary period.	
Finalise the Safety Induction section of the Workplace Checklist items not covered off on day one.	

Signed & Dated (Volunteer)	
Signed & Dated (Team Leader)	

Once completed, please sign and return it to HR at hr@mornpen.vic.gov.au for filing on volunteer file.

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First Month

Your new volunteer should slowly be feeling more comfortable within their role and getting to know the colleagues and the community groups around them.

Within your one-on-one catch ups take the opportunity to listen to any feedback the new volunteer has about their role, the organisation, and the induction processes. Fresh eyes give us great perspective, and this enables us to keep improving!

Description	Date Completed
Discuss any concerns the new volunteer has, attend to specific topics or areas they are having difficulty adjusting to.	
Reiterate the importance of safety in the workplace and ask volunteer to provide feedback (i.e. have they noticed any unsafe work practices).	
Consider if job shadowing or mentoring would be of benefit to the new employee.	
Monitor development on key tasks and objectives.	

Beyond the First Month

Induction is not simply about 'checking the boxes', and it is not completed after your volunteer's first day, week or month in their new role. Ensure that you continue to support your team member within their new role into the extended future. This will assist them in remaining motivated, feeling supported, and maintaining an overall productive team dynamic.

Description	Date Completed
Complete probationary review.	
Continue to monitor progress.	
Have regular one-on-ones to address any concerns or areas of improvement.	