



# REQUIREMENTS FOR WORKING AT GUNDITJMARA



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## Introduction

The Victorian government mandates that employees must apply for and pass several pre-employment checks. And maintain these checks during employment.

We will reimburse you for any fees and charges relating to application for the following:



## APPLICABLE TO ALL GAC EMPLOYEES

### Leadership

Be a positive role model for GAC, utilising training and experience to enhance employee satisfaction levels, leading to greater productivity.

Effective Delegation/Time Management

Manages own time and where applicable effectively delegates.

### Financial

Where required, budgets are maintained or input provided, costs are minimised through intelligent spending, and reported on as required.

### Confidentiality & Privacy

Confidentiality and privacy of all information obtained is maintained.

### Behaviours

At all times adhere to GAC's Code of Ethics and Professional Conduct and Equal Employment Opportunity policies and have a zero tolerance to discrimination, bullying and harassment.

### Quality Control

Work in accordance with all relevant GAC's Quality systems.

### Safety

Be a positive role model for other employees in the matter of Occupational Health & Safety.

### Environmental

Commitment to and active promotion of GAC's Sustainable Business Growth (Environmental) Policy.

## CULTURAL SAFETY

Gunditjmara Aboriginal Cooperative Limited is a culturally safe workplace. This means that the incumbent must always meet the expectations of cultural safety, including:

Shared respect, Shared meaning, and Shared knowledge.

Learning together with dignity and truly listening.

Supporting strategic and institutional reform to remove barriers to the optimal health, wellbeing, and safety of Aboriginal people. This includes eliminating unconscious bias, racism, and discrimination, and the support of Aboriginal self-determination.

Where possible, and within the incumbent's powers, share decision-making and governance, and resources with other Aboriginal communities and organisations.



## CHILD SAFETY

Child Safety is embedded at every level of GAC – from its employees to its policies and procedures (ie how we conduct our work), its governance and its culture.

GAC is a Child Safe Organisation and is committed to the safety of children and protecting children from abuse. There is a requirement that the incumbent always has in place whilst working at GAC a current National Police Check and Working with Children Check (and such other checks that GAC may mandate from time to time).

Where the incumbent's role involves working with children and young people they must be informed about their rights, participate in decisions affecting them and be taken seriously.

## DIVERSITY & INCLUSION

GAC is committed to ensuring that people who are employed at, or use our services, have a safe place to work/visit. It is therefore an essential requirement of positions that we provide a positive working/client experience regardless of a person's religion, gender, sexual orientation, and/or socio-economic background.

The incumbent, as a condition of working at GAC must:

- Embrace and foster diversity.
- Recognise and overcome personal biases.
- Be respectful and value everybody's contribution – regardless of whether they differ from what some would consider the social "norms".
- Assist GAC to foster a work culture that allows employees to be themselves at work without fear.

Above all, never discriminate – either directly or indirectly – against any person because they may differ from you. It is also a requirement that where the incumbent observes discriminatory behaviour, they must immediately report it to their supervisor.

## FAMILY VIOLENCE

Undertake the appropriate level of The Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM) training. The level of training will be determined by GAC and will be based on your level of responsibility.

The training will allow the incumbent to:

- Respectfully, sensitively, and safely engage with clients.
- Identify family violence.

Where family violence is suspected, the incumbent will discretely advise their manager who will then refer the matter to the appropriate family violence practitioner.