



Volunteer Application Form

Thank you for offering to volunteer and be a part of our exciting festival.

The festival will be held at SPC KidsTown

Over two and a half days from 21st September to 23rd September 2018.

The program will run from Friday 4pm to 8pm and Saturday and Sunday
10.00am – 4.00pm daily.

PERSONAL INFORMATION DETAILS:

Please tick: 14yrs -15yrs 16yrs – 17yrs 18+ (18 and over require WWC)

(Please note under 16yrs requires parent permission) Date of birth: / /

Surname: Given Names:

Address:

Postcode:

Phone No: daytime: evening:

E-mail: Mobile:

Comprehensive Insurance Yes / No Name of Company:

Ambulance Cover: Yes / No Policy Number:

What is the best way and time for us to contact you?

Are you on Work Cover? Yes / No

Do you have any disability, medical condition, injuries or illnesses, which would affect your ability to do certain types of work? Yes / No

If yes, please specify:

Do you have a current police check? Yes / No

Do you have a current Working with Children's check? Yes / No

Working with Children's Check card number:

Do you have a current Drivers Licence? Yes / No

If yes to any of the above please attach a photocopy of both sides of the card or document.

Do you have access to transport? Yes / No

How did you hear about the Volunteer Program?

In case of an emergency NEXT OF KIN DETAILS:	
Name:	Relationship:
Address:	
Ph. (home)	Ph. (work)
Ph. (mobile)	

Availability:

Prior to the festival: (if available, please indicate days and times)			
During the festival: (Please circle dates and times you wish to volunteer)			
Friday 21 September	4.00pm – 8.00pm	Evening	
Saturday 23 September	9.00am – 1pm	12pm – 4.30pm	All Day
Sunday 24 September	9.00am – 1pm	12pm – 4.30pm	All Day
Post festival: (if available, please indicate days and times)			

KidsFest Volunteer Duty Areas:

KidsFest offers a broad range of duties during the 2 & 1/2-day event. Please indicate your preferred areas of interest by numbering 1, 2, 3 for the following duties / areas.

	Main Entry Meet and Greet
	Arts & Crafts Program – Bunnings
	Catering- BBQ and keeping KidsFest Beautiful
	Preparation / Set-up prior to festival
	Stage
	Train Station
	General Admin- Volunteers tent
	Sport's- Program Support Area's
	Survey's throughout the Festival

**Last page includes a description of duties*



**GREATER SHEPPARTON
VOLUNTEER CODE OF CONDUCT**

As a Volunteer,

I understand that I am subject to a code of ethics similar to that which binds the professional in the field in which I work. I too will assume responsibility for the tasks I undertake and will keep consumer and the Council information confidential.

I understand that volunteering means that I have agreed to work without remuneration. Having been accepted as a Volunteer I will undertake to do my tasks in a professional manner, with an attitude of open-mindedness and interest.

I accept this code for the Volunteer and agree to it.

I also accept that all information given regarding my personal details is true and correct.

<u>Volunteer</u>		<u>Witness</u>	
Name		Name	
Signed		Signed	
Date		Date	

VOLUNTEER INSURANCE:

- Volunteer workers who are registered with Greater Shepparton City Council are covered by the terms and conditions as per Council’s Personal Accident Insurance Policy.
- This policy does not cover Volunteers whilst driving their own vehicles. Therefore, the Council strongly recommends that all Volunteers using private vehicles be covered by their own comprehensive insurance policy.
- Volunteers should note that the Council does not pay insurance costs for private vehicles. Council will not cover costs incurred by Volunteers driving uninsured vehicles.
- If Volunteers wish to take helpers (e.g. friends or relatives) to assist with volunteer duties, these individuals will not be covered within the terms and conditions of the Council’s Personal Accident Insurance Policy.
- Volunteer parents who take their children along whilst they, the parents, participate in volunteer work, must be prepared to do so at their own risk.
- Please contact your Supervisor/Manager/Council Officer immediately should any of the following incidents occur while you are volunteering for Council:
 1. You suffer an injury.
 2. Any incident occurs in which injury or property damage occurs to third parties.
 3. Any incident that occurs with your own or third party vehicle



**GREATER SHEPPARTON CITY COUNCIL
VOLUNTEER REGISTRATION FORM
To be completed by Volunteers**

Name	
Address	
Phone No.	

The Greater Shepparton City Council appreciates you offering your services as a volunteer, for the period commencing _____

As a volunteer of Council, the following conditions apply:

1. The Council will make no payment to you.
2. The position you have volunteered for is a KidsTown Event assistant
3. Your Council Supervisor is the KidsTown Coordinator
4. Only while you are assisting Council in the above-mentioned clearly defined Council business activity, and while your assistance is approved/controlled and/or known by the Council, you will be covered by the Council's Personal Accident Insurance Policy.
5. While acting as a Volunteer, a limited Personal Accident Insurance cover will be affected by the Council subject to the terms and conditions of the Personal Accident Insurance Policy.
6. Should any injury occur to you while you are acting as a Volunteer of Council, you must notify your Council Supervisor immediately.
7. Any accident whereby an injury or property damage to other parties may arise must be reported immediately or as soon as practicable to your Council Supervisor.
8. If an ambulance is required to transport a Volunteer, the Volunteer may incur the full cost of the ambulance.
9. Under the terms of the **Occupational Health and Safety Act 2004**, you must follow all established practices, procedures and instructions of the Council which apply to the tasks you have volunteered to perform.
- 10 You are expected to perform the task you have volunteered for with all due care, skill and diligence.
- 11 You have declared all medical conditions that may affect your volunteer work.
- 12 You understand you must comply with all aspects of the **Privacy and Data Protection Act 2014** and all information learnt in your role as a volunteer remains confidential.

I confirm that I have read and understand the above-mentioned conditions and the information sheet.

Volunteer (Print Name): _____

Volunteer Signature: _____ **Date** ____/____/2018



VOLUNTEER RIGHTS:

Under the National Standards for Volunteering, as a Volunteer you have the right:

- To work in a healthy and safe environment (refer various Occupational Health Safety Act[s]);
- To be interviewed and engaged, in accordance with equal opportunity and anti-discrimination legislation;
- To be adequately covered by insurance;
- To be given accurate and truthful information about the organisation for which you are working;
- To be reimbursed for out-of-pocket expenses;
- To be given a copy of the organisation's volunteer policy and any other policy that affects your work;
- Not to fill a position previously held by a paid worker;
- Not to do the work paid staff would normally do during industrial disputes;
- To have a job description and agreed work hours;
- To have access to a grievance procedure;
- To be provided with orientation to the organisation;
- To have your confidential and personal information dealt with in accordance with the principles of the **Privacy and Data Protection Act 2014**; and
- To be provided with sufficient training for you to do your job.

All KidsFest Volunteers will be provided with snacks & refreshments. Volunteers who are rostered for more than 5 hours will also be provided with a BBQ lunch. As a KidsFest Volunteer, you will be provided with a uniform as part of our appreciation of their contribution to the festival.



Please complete this form and send it to:

**SPC KidsTown
KidsFest Volunteer Program
Locked Bag 1000
Shepparton VIC 3632**

or: Fax to 03 5821 2172

or: E-mail to kidsfest@kidstown.org.au

For further information contact KidsTown on (03) 5831 4213

I can confirm that I have read and understand the abovementioned conditions and information sheets.

For Volunteers under the age of 18 years, a Parent or Guardian is required to consent and sign on the Volunteers behalf:

Volunteer (Print Name): _____

Volunteer Signature: _____ **Date:** __/__/2018

Parent / Guardian (Print Name): (if applicable): _____

Parent / Guardian Signature: _____ **Date:** __/__/2018

Council Supervisor/Manager (Print Name): _____

PRIVACY STATEMENT:

Greater Shepparton City Council ("Council") collects, holds, uses and discloses personal information subject to the *Privacy and Data Protection Act 2014* (Vic) ("PDPA"). By providing your personal information, you consent to Council using and disclosing such information for the purpose of participating in KidsFest and any secondary purposes permitted by the PDPA. Failing to provide personal information to Council may mean that Council cannot provide its services to you. You may apply to Council for access to and/or amendment of the information by contacting Council on 03 5832 9700.

For more information please contact KidsTown

on 03 5831 4213 or 0447 697 509 e-mail kidsfest@kidstown.org.au



KidsFest Volunteer Area Descriptions

Main Entry Meet and Greet: Welcoming patrons when they first arrive at KidsFest, handling entry fees, answering customer enquiries and general clean-up of the area.

Arts and Crafts Program: Assist children with their craft, hot glue guns, providing supplies and general clean-up of the area.

Catering: Preparing food and drinks for volunteers. This involves cooking BBQ for lunches each day as well as general clean-up of the area.

Set up of KidsFest in the days prior to the event: Lending a hand where ever it is needed. Jobs could include setting up the car park, helping the operations team with the logistics and gardening.

Stage Assistant: Crowd Control, assisting acts with set up and removal of equipment

Train Station: Greeting customers, taking tickets, and general clean-up of the area.

General Admin of the volunteer's tent: Assist staff with induction, handing out of volunteer goodie bags, general clean-up of the area.

Sport's- Program Support Area's: Supervise and participate in activities in each of the sporting zone's.

Survey's throughout the festival: Conducting postcode surveys and tourism surveys throughout the event.

- **Please note: All areas will have an Area Supervisor present to assist volunteers with any questions and help when needed.**