



Gundaroo Music Festival Volunteer Application form

Thank you for registering to volunteer with the Gundaroo Music Festival in support of Motor Neurone Disease. Please complete the following information so that we can help you have the best possible time at our event.

- Please note that all volunteers will be contacted by email to confirm their role prior to event day 26 October.
- All volunteers are required to attend a safety and event briefing 1 week prior to event day 26 October.
- All volunteers are required to comply with the event code of conduct.

CURRENT PERSONAL INFORMATION

Family Name:		First Name:	
Current Street Address:		Suburb:	Postcode:
Gender:	Date of Birth:	Mobile:	
Land line:	Email:		

SKILLS/EXPERIENCE/QUALIFICATIONS

Please outline your relevant employment, experience and/or qualifications :

HOBBIES and INTERESTS

Please outline your hobbies and interests:

<p>How did you hear about the Gundaroo Music Festival?</p> <p> <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Advertisement <input type="checkbox"/> Event Website <input type="checkbox"/> MND Website <input type="checkbox"/> <i>Go Volunteer!</i> Seek volunteer <input type="checkbox"/> Newspaper or magazine article <input type="checkbox"/> Other: </p>	<p>Have you ever volunteered before? If yes please list previous roles:</p>
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EMERGENCY CONTACT DETAILS

Please let us know who the best person is to contact in case of an emergency:

Name:	Relationship:	Mobile:
Address:		Land Line:

VOLUNTEER ROLES – please tick all roles that you may be able to undertake	AVAILABLE TIMES – Please tick all available
<input type="checkbox"/> Pre event set up (Friday) <input type="checkbox"/> Ticketing / Ushering <input type="checkbox"/> Post event pack down (Sunday) <input type="checkbox"/> VIP Hosting / Service <input type="checkbox"/> Event operations / Site crew <input type="checkbox"/> Information <input type="checkbox"/> Traffic marshal <input type="checkbox"/> Any role	<input type="checkbox"/> Morning shift EG 7am – 10am <input type="checkbox"/> Midday shift EG 10am – 2pm <input type="checkbox"/> Afternoon shift EG 2pm – 6pm <input type="checkbox"/> Evening shift EG 6pm – 10pm

Do you have any medical condition that you would like to share with us which may impact on your role as a volunteer with the GMF? YES NO (Example: Allergies / Diabetes / etc.)

If yes, please outline briefly below. This information will only be used to allocate a suitable role, and only shared with medical & first aid personell in the event of accident or injury.

Volunteer Declaration:

- Whenever I am undertaking my volunteer work, I will follow reasonable directions of the Gundaroo Music Festival Event Management team.
- I consent to the Gundaroo Music Festival photographing me for the purpose of publication or use in any medium which is most appropriate (including promotional material). I waive any moral rights that I might have to my images, photographs, or any caption relating to the photographs.
- I have been advised in regards to personal insurance cover for volunteers.

Name: _____ (please print)
Signature: _____ **Date:** _____

Send Form to: Gundaroo Music Festival PO Box 8025 Gundaroo NSW 2620

For Information contact: Lisa Reading volunteering@gundaroomusicfestival.com



Volunteer Agreement

1. You are a volunteer

All positions at the Gundaroo Music Festival are a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work.

Neither the Gundaroo Music Festival nor you intend any employment or contractual relationship to be created (ie. you are not an employee, independent contractor or consultant at the Gundaroo Music Festival. If this changes at any time, and there is a possibility that you might undertake paid work for the organisation or be involved in vocational training, we will discuss this and document the arrangement in a formal employment contract, contract for services or other arrangement.

2. What you can expect when volunteering at the Gundaroo Music Festival

Gundaroo Music Festival values its volunteers and we will endeavour to provide you with:

- a written position description so you understand your role and the tasks you are authorised to perform
- a full induction, orientation and any training necessary for the volunteer role
- a safe environment in which to perform your role
- respect for your privacy, including keeping your private information confidential
- a supervisor, so that you have the opportunity to ask questions and get feedback
- insurance to cover you for the volunteer duties you are authorised to perform

3. What Gundaroo Music Festival asks of its volunteers?

We ask that you to:

- support Gundaroo Music Festival aims and objectives
- participate in all relevant induction and training programs
- only undertake duties you are authorised to perform and always operate under the direction and supervision of nominated staff and obey reasonable directions and instructions
- understand and comply with the organisation's policies and procedures including Code of Conduct
- notify your supervisor or another member of staff of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers, or the workplace
- behave appropriately and courteously to all staff, clients and the public in the course of your role
- use any property or equipment given to you in your role safely and only for purpose of the role and return it to the organisation when you finish your volunteer role
- let us know if you wish to change the nature of your contribution (e.g. hours, role) to Gundaroo Music Festival at any time
- comply with the law at all times, and
- be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

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4. Role description and details

It is important that you only perform the tasks in this role description and that you follow the instructions of Gundaroo Music Festival staff.

The key factors in ensuring you are protected is that you are performing voluntary community work that is directed or supervised by an incorporated community organisation. It is therefore important that you only perform the tasks in the role description and as instructed by the organisation. To be covered by these laws it is also important that you are not affected by drugs or alcohol when you are volunteering.

If you are unsure whether a particular task or work is authorised, please do not hesitate to talk to your contact person.

5. The health and safety of you and others

At Gundaroo Music Festival volunteer safety, and the safety of everyone who is involved in our organisation, is a priority.

The *Work Health and Safety Act 2011* (WHS Act) applies to many volunteers because all organisations that engage workers on a paid basis or manage or control a workplace can owe WHS duties to everyone in the organisation (including volunteers). Also, there may be other legal actions (such as negligence claims) that mean we always need to consider work health and safety issues.

Under the WHS Act and other laws, Gundaroo Music Festival has a duty of care to minimise risks to everyone affected by its conduct (including paid employees and volunteers).

It also means that as a volunteer, you do have WHS duties too. These include:

- to take reasonable care for your own health and safety
- to take reasonable care for the health and safety of others
- to comply with any reasonable instruction by Gundaroo Music Festival
- to let Gundaroo Music Festival know of any concerns you may have about safety and/or fitness in undertaking our role, and
- to cooperate with any reasonable policies and procedures of Gundaroo Music Festival

We will provide you with a full induction, safety equipment and role training when you commence with our organisation. However, please do not hesitate to talk to your contact officer at any time if you have any health and safety concerns.

6. Induction and training required before you start in the volunteer role

Gundaroo Music Festival is committed to providing suitable training in support of our health and safety, discrimination and privacy policies. For this reason it is our policy that all volunteers undertake induction and/or training at Gundaroo Music Festival prior to commencing their volunteer position.

We will be holding the volunteer induction session at the Soldiers Memorial Hall in Gundaroo Wednesday 16 October. Please contact Lisa Reading volunteering@gundaroomusicfestival.com to confirm you are able to attend this session or for details of alternative arrangements.

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7. Information we require before you can start in the volunteer role

Before you can commence the volunteer role, we need the following information:

- completed application form
- signed Code of Conduct form

8. Volunteer expenses and other benefits

As a volunteer, Gundaroo Music Festival will provide you with reimbursement for any reasonable out-of-pocket expenses that you incur when performing authorised tasks associated with your role.

We do this to ensure that you are not financially disadvantaged as a result of your volunteer position with us. These payments are not remuneration or wages. You will need prior written approval and will always need to produce receipts.

We may sometimes provide you with other benefits as part of your volunteering role (examples include training, free food, or event entry). Where this occurs, it is on a gratuitous basis at the discretion of Gundaroo Music Festival and is not payment in lieu of salary.

9. Insurance

We are committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering roles that have been approved and authorised by us.

Gundaroo Music Festival has volunteer insurance provided by MND assoc of NSW.

To ensure this insurance covers you for any incidents that occur while you are volunteering with us, you need to:

- report an incident as soon as it has occurred
- sign in and out each time you volunteer

We want to let you know that the following events are unlikely to be covered by our insurance:

- actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permission from us
- criminal activity (including criminal charges arising out of driving incidents)
- dishonest or reckless activities
- being under the influence of drugs or alcohol



Volunteer Code of Conduct

Code of Conduct

As a volunteer at the Gundaroo Music Festival, I contribute to the success of the festival by:

- Prioritising safety at all times, my own and others attending the event, by taking all necessary steps to either resolve or report an unsafe situation as quickly as possible;
- Exhibiting at all times a positive and friendly approach with the purpose of ensuring festival attendees and volunteers have an enjoyable and memorable experience;
- Promoting the festival at all times as a fun, interesting and diverse event;
- Acknowledging the importance of individual contributions to the total effort involved in providing a happy and comfortable, yet safe and structured environment;
- Always demonstrating the volunteer ethic by being mindful of situations requiring attention or resolution. This may involve alerting the delegated control points (injury, illness, missing armbands, unacceptable behaviour) or resolving the issue on the spot (ad hoc rubbish removal);
- Respecting and assisting each other to the best of our ability;
- Respecting all people I come in contact with regardless of their race, religion, colour or age;
- Be aware of any issues that may cause problems and report to the Volunteer Manager;
- Following WHS practices and policies;
- Ensuring I am not under the effects of drugs or alcohol whilst volunteering.

Terms of Agreement

- I agree to abide by the Code of Conduct.
- I agree to carry out my volunteer tasks according to the rostered hours.
- I agree to contact the Volunteer Manager as early as possible if circumstances prevent my being able to undertake volunteering at the festival.
- I agree to contact my team leader as early as possible if circumstances prevent my commencing a shift
- I agree not to talk to the media or make public comments whilst fulfilling my volunteer role.
- If I breach the Code of Conduct, I acknowledge I may be relieved of my duties and escorted from the site. Such conduct may also result in denial of future volunteer applications.

I have read and acknowledge the volunteer code of conduct:

Signed; _____

Date; _____

Name; _____

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10. Intellectual Property

All volunteers at Gundaroo Music Festival agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of voluntary services at Gundaroo Music Festival to Gundaroo Music Festival.

Volunteers are taken to consent to Gundaroo Music Festival use of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.

Please sign to acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions.

Volunteer full name _____ Volunteer signature _____

Date _____

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