

To whom it may concern,

Thank you for your interest in being a volunteer at the St Helens, Tasmania, One Night Stand.

Break O'Day Council is proud to be able to host this huge national event and we are grateful to all those, like yourself, who are interested in helping us make this event the best One Night Stand in history.

There is a lot for you to think about so we have prepared an information pack so you understand the expectations of being a volunteer at this event. If you have any questions which are not included in this information pack, please give us a call on 03) 6376 7900 or email [admin@bodc.tas.gov.au](mailto:admin@bodc.tas.gov.au).

One thing you will notice is that a Working with Vulnerable People Card is required to volunteer at the event. This is because the event is all ages and children will be in attendance. Any person who is volunteering or working in an environment where children are present is required by law to have this.

The process to obtain a working with Vulnerable People Card is not difficult or costly and can be done online through [www.cbos.tas.gov.au](http://www.cbos.tas.gov.au). Just make sure you select the Volunteer application which is a cost of \$18.96.

Please read through all the information provided and fill out your application with as much relevant information as possible.

We will be assessing each application on individual merit and we expect that this will take some time so please bear with us, we will be in touch to notify you of the progress of your application as soon as possible.

If there is any other information you require, please don't hesitate to get in touch with us.

Kind regards,



John Brown  
**GENERAL MANAGER**

from the **mountains** to the sea



# One Night Stand

## Volunteer Information Pack



Version: 1 – Date: June, 2018

## **One Night Stand, St Helens, Tasmania**

**When: September 1, 2018 Time: 3.00 - 9.30pm**

**Where: St Helens Football Ground**

### **About the concert:**

- The concert is always hosted in a regional town that doesn't always have the opportunity to support or host live music.
- It is a drug and alcohol free event.
- The event is Free but encourages a gold coin donation – money raised will go to a local charity.
- The event has been going for 15 years and is always well attended.
- This will be the first time that Tasmania has hosted the event and St Helens is one of the smallest regional towns ever selected.
- The event is expected to attract more than 7,000 attendees. Crowds of between 10,000 and 15,000 at other locations.
- The concert is all ages and will be televised on ABC and streamed live on triple j.
- Triple j will bring out big name Aussie bands with artists announced for this year's event including: Peking Duk, Vance Joy, Middle kids, Alex the Astronaut and Tkay Maidza.
- A Tasmanian artist will get to open the event via a triple j Unearthed competition.
- Triple j will work with Council and be the lead agency in the event.
- There are also four local young people who have the opportunity to assist with the production on the day. Working a 12 hour shift being mentored by the triple j Production team.

### **About the Break O'Day area**

The Break O'Day municipality extends 3809 square kilometres along the East Coast of Tasmania from Eddystone Point (Irapuna) and Mt William National Park in the north to Denison River in the south and west to the eastern portion of the Fingal Valley.

Our region includes a diverse range of scenery and townships from the arty and creative hub of St Marys, historic townships like Fingal, Mathinna and Weldborough to the coastal towns and hamlets such as Falmouth, Scamander, Beaumaris, Binalong Bay and St Helens - the Game Fishing capital of Tasmania.

St Helens is the main Township and service hub of the area and the largest town on the north east coast of Tasmania.

Break O'Day Council is a proactive local government body dedicated to providing quality services for our community and visitors while balancing economic development with environmental sustainability.

For more information about us please visit our website.

## How to apply

Please read through this information pack to make sure that you understand the expectations that will be placed on you as a volunteer at the St Helens One Night Stand.

Once you are comfortable with this, download the Volunteer Application Form from our website and fill it out in as much detail as possible.

Before you submit your application please make sure that you have given us as much information about yourself as possible particularly around your availability on the day.

Please note that all volunteers will be required to attend an induction session on the day before the event. This is compulsory so you must be available on this day.

## Induction

You MUST be available on August 30 to attend an induction information session on site. This is where you will be able to familiarise yourself with the ONS site, get more information on your role, receive an official authorized by triple j volunteer t-shirt and receive all relevant information to make sure you are ready for the event.

## Accommodation

Sourcing accommodation will be your responsibility. Council are aware that most accommodation in St Helens is already booked out. There is plenty of free camping in the area but we would recommend getting in early to ensure you secure a spot.

## Food

While you are volunteering at the One Night Stand you will receive a \$10 food voucher that can be used at any of the food stalls. These will be given out to all volunteers in their Volunteer Packs at the induction to the event.

## Car parking

Car spaces will be provided for volunteers at the event. You will be advised where these are closer to the event date.

## Volunteer restrictions

Council is unable to accept volunteers under the age of 16. Volunteers who are between 16 and 17 years old require a legal guardian to authorise the volunteer application form.

Volunteers will also have to adhere to Council's Fitness for Workplace policy with a ZERO tolerance for alcohol and illicit drugs.

Volunteers will also have to have a Working with Vulnerable People accreditation. This can be done online through [www.cbos.tas.gov.au](http://www.cbos.tas.gov.au).

## **Volunteer Positions available:**

### **Pre-Event**

Poster distribution, handing out flyers to youth hot spots (skate park, high schools, beaches, etc.)

### **Set Up**

Setting up marquees & equipment, event signage, assisting vendors, assisting event organisers, sponsorship signage, manual handling, scaffolding support, room set up (laptop, chairs, tables, linen).

### **During**

Bag checks, identifying hazards in racers, rubbish collection, runners (delivery of water from various locations) toilet supervisors (not cleaning) crowd control, merchandising.

### **Post Event**

Packing down marquees and infrastructure, stacking chairs, rubbish collection, collection of signage, assisting event organisers.

## **Deadline:**

We will be closing applications on August 10, 5pm so we will need to have all relevant information by this time to be able to assess your application.



## TRIPLE J: One Night Stand

### Volunteer Application Form *(part 1)*

#### 1. Compulsory Requirement

To volunteer for this event you will need to have a current **Working with Vulnerable People** (WWVP) card.

Do you currently hold a valid WWVP card? **(Please attach photocopy)**    Y     N

If you don't hold one, would you be willing to obtain one?    Y     N

You can find more information on the application process here: <https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/applications/apply>

#### 2. Applicant Details

Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Preferred Name \_\_\_\_\_ Date of Birth \* \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Driver Licence / Photo ID No. \_\_\_\_\_ Expiry Date: \_\_\_\_\_

T-Shirt size:    Small     Medium     Large     Extra Large

**\* Council is unfortunately unable to accept any volunteers under the age of 16. Volunteers who are between 16 to 17 years old require a legal guardian to authorise this volunteer application.**

**Please complete section 3. Guardian Consent.**

#### 3. Guardian Consent

Surname of guardian \_\_\_\_\_ Given Name guardian \_\_\_\_\_

Relationship to volunteer \_\_\_\_\_

Mobile \_\_\_\_\_ Date of Birth \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### 4. Emergency Contact

Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Preferred Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

## 5. Medical Information

Do you have an existing medical disability, condition, allergy or injury that is likely to affect your work performance or which could recur or be aggravated by the type of work for which you will be volunteering for?

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Are there specific management plans BODC should be aware of in the event you experience a medical issue or emergency? \_\_\_\_\_

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## 5. Additional Requirements

Do you have any additional requirements BODC should be aware to assist your volunteering with at Triple J One Night Stand. \_\_\_\_\_

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## 6. Applicants Relevant Skills & Qualifications

Formal Qualifications (*E.g. Diploma, Degree, Trade Certificate etc. Please attach documentation*)

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Other Training/Certification (*E.g. First Aid, Driving License etc. Please attach documentation*)

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Skills (*E.g. Computer, merchandising, crowd controlling, Tools use, Personal interaction, Manual Handling etc.*)

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## 7. Volunteer Position

Please number your order of preference (1: most favourable and 3: least favoured) you wish to volunteer your time. This may or may not be limited to the following tasks-

**PRE EVENT**

Poster distribution, handing out flyers to youth hot spots (skate park, high schools, beaches, etc.).

**SET UP**

Setting up marquees & equipment, event signage, assisting vendors, assisting event organisers, sponsorship signage, manual handling, scaffolding support, room set up (laptop, chairs, tables, linen).

**DURING**

Bag checks, identifying hazards in racers, rubbish collection, runners (delivery of water from various locations) toilet supervisors (not cleaning) crowd control, merchandising

**POST EVENT**

Packing down marquees and infrastructure, stacking chairs, rubbish collection, collection of signage, assisting event organisers

## 8. Applicant Declaration

I agree to comply with the following terms and conditions that refer to my participation in all voluntary work for Local Government.

1. I am applying for Volunteer Work.
2. I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.
3. I shall respect the rights, feelings and property of all others associated with my volunteer work.
4. I declare that the information contained in this application is true and correct.
5. I understand that I may be required to undergo an interview and selection process, undertake a reference check and background check and/or Working with Children Check etc.)
6. **I understand that I will be required to undertake a compulsory induction on Thursday 30 August 2018 prior to the event taking place.**
7. I shall cooperate with the Event Coordinator and/or Volunteer Management Coordinator to ensure a safe, healthy and hygienic team environment.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Volunteer Application Form *(part 2 For Office Use)*

### 10. Induction Record

**Mandatory Volunteers Induction requirements completed (date):** \_\_\_\_\_

- |    |   |                              |                             |
|----|---|------------------------------|-----------------------------|
| 1. | Volunteer Application Form Complete   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | Confidentiality Agreement Completed   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. | Site Tour Completed on <b>Thursday 30 August 2018</b>                                     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. | Emergency Response explained  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. | Incident Reporting Form and Procedures explained  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. | Volunteer Requirements <i>(if Sections 3 &amp; 4 was completed provide details below)</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
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**Volunteer Position Specific Induction requirements completed (date):** \_\_\_\_\_

- |     |  |                              |                             |
|-----|--|------------------------------|-----------------------------|
| 7.  | Reference Checks   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8.  | Police Clearance   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9.  | Working with Vulnerable People Check                       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|     | <i>WWVP Registration No#</i> _____                         | <i>Expiry</i> _____          |                             |
| 10. | Driver's Licence   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|     | <i>Licence No#</i> _____                                   | <i>Expiry</i> _____          | <i>Class</i> _____          |
| 11. | Other Photo ID – Type & No# _____                          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 12. | PPE Required   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 13. | Other Specific Department requirements <i>Detail Below</i> |                              |                             |
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**1. Volunteer Management / WHS Coordinator confirmation Induction has been completed**

**VM / WHS Coordinator** Signature \_\_\_\_\_ Date \_\_\_\_\_

## VOLUNTEER CONFIDENTIALITY AGREEMENT

This agreement is made between the Volunteer and Break O'Day Council (BODC). The Volunteer agrees to the terms of this Confidentiality Agreement.

1. BODC acknowledges that, in the course of their engagement at BODC and in future, the Volunteer may have access to certain confidential information concerning BODC or its business affairs.
2. The Volunteer hereby agrees that he or she will make all reasonable efforts to at no time, during or after the term of engagement, disclose or divulge to others, any such confidential information.
3. At the end of the engagement, the Volunteer shall immediately return to BODC, retaining no copies, all documents and property relating to BODC, including, but not limited to, any original work, process, design and other materials, obtained by the Volunteer during engagement.
4. The Volunteer must not make improper use of any information acquired in the performance of any of his or her functions to gain directly or indirectly an advantage for the Volunteer or to cause detriment to BODC or any other person.
5. Volunteers will advise BODC as soon as possible if it is known or suspected that a Volunteer has released confidential information.
6. Breaches of this agreement will be treated seriously and, depending on the circumstances, BODC may pursue legal action.

I acknowledge that I have read the information above and understand my responsibility to respect and maintain the confidentiality of all records and information to which I have access.

**Volunteer Name:** \_\_\_\_\_

**Volunteering Event:** One Night Stand – Triple J

**Volunteer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_