



2 - 4 May 2024  
Community Group Volunteer  
Job Description

# Litter Patrol Car Parks & Site Roadways

## Outline of Duties

This package is ideally suited to youth organisations wishing to be part of Agfest.

The role involves picking up litter (drink containers, papers etc.) from the ground. The litter will be collected in bags and the bags disposed of in rubbish bins on-site.

## Age Restrictions

Due to the nature of the work being carried out all volunteers must be physically fit to undertake the described tasks and must be supervised at a ratio of no less than one adult (over 18) to eight Junior Volunteers. The age range for Junior Volunteers shall be 10 – 16.

## Clothing

Volunteers shall be required to maintain a good standard of dress while carrying out duties during the event, including wearing enclosed footwear. Volunteers must wear any clothing/identification provided by the Agfest Committee. Volunteers must provide their own High Visibility Vest, sun, cold and wet weather protection clothing as required during the event.



### Donation

The donation the Agfest Committee has nominated for Community Groups to undertake this volunteer package is \$350 per area.

Payment of donation will be made on the receipt of a tax invoice, which must be received no later than the 31 May. Please note reduction of donation may be made if requirements are not fulfilled by the community group.

### Reporting

Prior to the 31 May 2024, the Community Organisation is requested to provide a written report detailing any incidents that occurred, and any further ideas or comments you think may be useful when planning future events.

**No payment to your community group will be made until a report and tax invoice is presented.**

### Schedule of Volunteers Required and Areas:

Day	East Car Park & North Road Area	North Car Park & Main Road Area	South Car Park & South Road Area
<b>Sunday 5 May</b>	Min 5.0 hours Min 10 Volunteers	Min 5.0 hours Min 10 Volunteers	Min 5.0 hours Min 10 Volunteers

### Time Required

Report on site at 9:00am, please note gates open at 8:30am.

### Shift Leader

For each "shift" worked by volunteers, one volunteer must be nominated as the "Shift Leader". The Shift Leader shall be responsible for the conduct of other Volunteers and shall be the contact for the Agfest Committee.

### Primary and Secondary Contacts

Each Community Group must identify a primary contact person for liaison between the Community Group and the Agfest Committee prior to and following Agfest. A secondary contact must be nominated in case the primary contact is unavailable.



### **Agfest Committee Contacts**

Your primary on-site Agfest Committee contact will be the – Agfest Vice Chairman. Your secondary Agfest Committee contact will be the Agfest Operations Manager. The contact details of these two people will be provided in your Letter of Offer.

### **Food/Refreshments**

The Community Groups or individual volunteers must supply their own refreshments. There will be drinking water available on site at the time this task will be undertaken.

### **Duties and responsibilities**

- Using rubbish bags and gloves provided by the Agfest Committee, pick up litter from the ground.
- “Litter” includes, but not limited to, cans, bottles, paper, wrappers, bottle tops, plastic cutlery, cable ties etc. Generally, items that can be picked up in one hand.
- “Litter” excludes boxes of/pile of rubbish created by others, items that cannot be picked up in one hand.
- Collected litter shall be placed in rubbish bins as directed by the Agfest Operations Manager.
- Advise your Agfest Committee contact of any issues that need attending to by the Agfest Committee.

