



2 - 4 May 2024

Community Group Volunteer Job Description

Litter Patrol – General Site (Event Days)

Outline of Duties

This role involves ensuring the Agfest site is kept clean of rubbish through the collection and disposal of litter (drink containers, papers etc.) from across the site. Volunteers will be required to collect litter in rubbish bags and dispose of these in skip bins onsite. Wheelie bins in the four Quercus Taste food areas will need to be swapped out for empty ones as necessary, with full bins being taken to the skip bin for emptying. You will not be required to empty the wheelie bins into the skip bins.

- Using rubbish bags and gloves provided by the Agfest Committee, pick up litter from across the Agfest site.
 - Litter includes, but is 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 / piles of larger items that cannot be picked up in one hand.
- Collected litter shall be disposed of in skip bins as directed by the Agfest Operations Manager.
- Wheelie bins in the four Quercus Taste food areas to be swapped out for empty bins, taking the full bins to the skip bin for emptying.
- Advise your Agfest Committee contact of any issues that need attending to by the Agfest Committee.

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 8 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 \$550.00 for each day.

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 Group 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

Day	Static Site Area
Thursday 2 May	3.5 hours – 11.30am to 3pm Min 6-8 Volunteers
Friday 3 May	3.5 hours – 11.30am to 3pm Min 6-8 Volunteers
Saturday 4 May	3.5 hours - 11.30am to 3pm Min 6-8 Volunteers

Report for Duty Time

Report on site to the Agfest Vice Chairman at **9.00am**.





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/drinks.

