



CAMP OVEN FESTIVAL - VOLUNTEER INFORMATION

Welcome to Camp Oven Festival 2023 volunteer crew and thank you for volunteering your time to help us deliver a safe and enjoyable event.

This document contains both useful information and terms & conditions that will form your working agreement with us. Please read it carefully.

Volunteer inductions will take place at **5.00pm on Thursday 8th June** and **11.00am on Friday 9th June** at Nymboida Camping & Canoeing Front Office.

At the induction you'll be asked to sign the final page of this agreement to receive your wristband. If you can't make it to the induction meeting, please get in touch ASAP.

We're looking forward to working together as a team.

Phil Nicholas / **Event Manager** / 0412 273 004 / phil@eventsdelivered.com.au

ARRIVING ON SITE / CAMPING

Please check in at the Front Office on arrival to collect your festival wristband. Volunteer camping, unless you have made alternative arrangements, is located behind the Front Office (see Nymboida Camping & Canoeing site map below) and includes a toilet & shower block.

VOLUNTEER HUB / MEALS

The Volunteer Hub is located at the Front Office (see site map below). This will be your base for signing on and off shifts during the festival. Complimentary tea, coffee and biscuits will be available from the Front Office.

On Sat, Sun & Mon, volunteers are entitled to a free breakfast available from The Big Shed kitchen. Collect your meal vouchers from the Front Office.








Please note, we do not sell bottled water – bring your own bottle and fill it from the taps. All other meals are at your own cost.

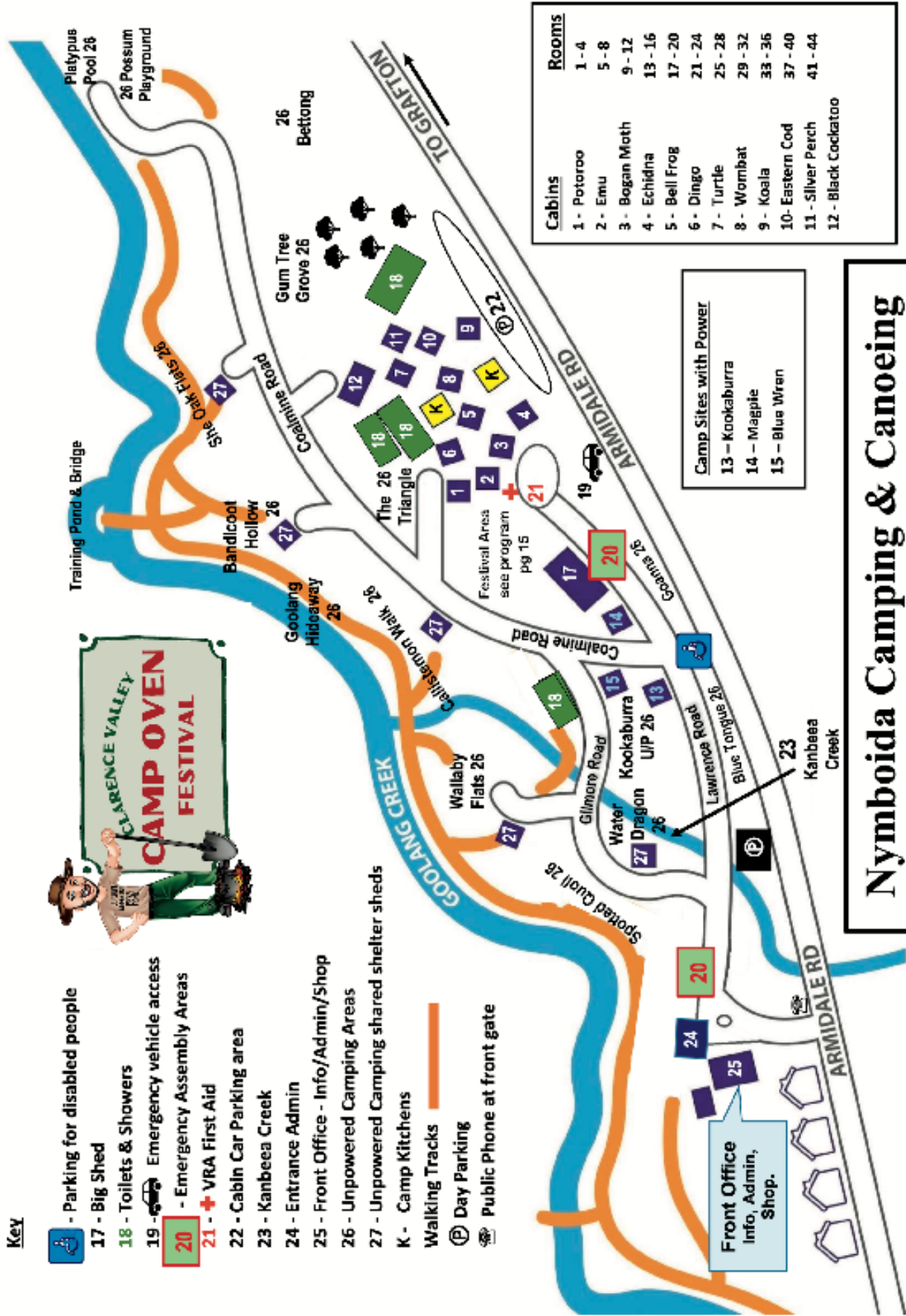
VOLUNTEER ROSTER

Please report to the Volunteer Hub at least 10 minutes prior to your shift to sign on and receive any information regarding changes to duties, health & safety etc.

The full roster will be displayed at the Volunteer Hub and your shifts will be emailed to you in advance. It is important that you complete all your shifts – if you are unable to complete your shifts due to illness/injury or emergency, you must contact the Event Manager as soon as possible.

Key

-  - Parking for disabled people
- 17 - Big Shed
- 18 - Toilets & Showers
- 19 -  Emergency vehicle access
-  - Emergency Assembly Areas
- 21 -  VRA First Aid
- 22 - Cabin Car Parking area
- 23 - Kanbeea Creek
- 24 - Entrance Admin
- 25 - Front Office - Info/Admin/Shop
- 26 - Unpowered Camping Areas
- 27 - Unpowered Camping shared shelter sheds
- K - Camp Kitchens
- Walking Tracks 
-  Day Parking
-  Public Phone at front gate



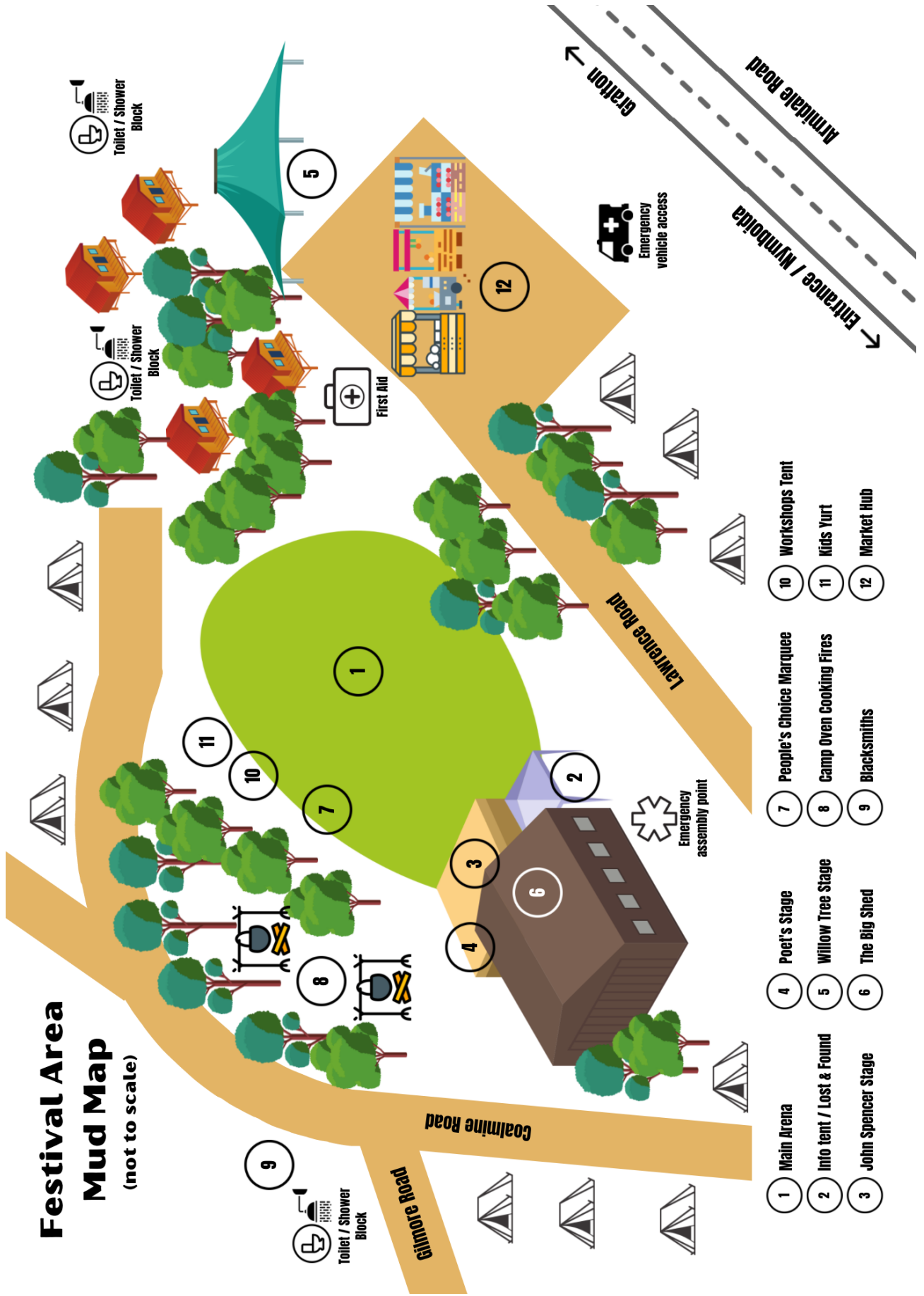
Cabins	Rooms
1 - Potoroo	1 - 4
2 - Emu	5 - 8
3 - Bogan Moth	9 - 12
4 - Echidna	13 - 16
5 - Bell Frog	17 - 20
6 - Dingo	21 - 24
7 - Turtle	25 - 28
8 - Wombat	29 - 32
9 - Koala	33 - 36
10 - Eastern Cod	37 - 40
11 - Silver Perch	41 - 44
12 - Black Cockatoo	

Camp Sites with Power
 13 - Kookaburra
 14 - Magpie
 15 - Blue Wren

Nymboida Camping & Canoeing

Festival Area Mud Map

(not to scale)



- 1 Main Arena
- 2 Info tent / Lost & Found
- 3 John Spencer Stage
- 4 Poet's Stage
- 5 Willow Tree Stage
- 6 The Big Shed
- 7 People's Choice Marquee
- 8 Camp Oven Cooking Fires
- 9 Blacksmiths
- 10 Workshops Tent
- 11 Kids Yurt
- 12 Market Hub

HEALTH AND SAFETY INDUCTION

Reading, understanding and agreeing to the guidelines below constitutes your work health and safety induction.

A site-related safety induction will be given at the volunteer induction meetings. You may not work until you have completed both this paper induction and the site induction.

Our commitment to you:

- provide you with orientation and induction
- provide you with a healthy and safe workplace
- provide insurance coverage for you, whilst acting as a Camp Oven Festival volunteer
- welcome and value your feedback

In return we ask that you:

- Are reliable
- Arrive at least 10 minutes before the start of each shift
- Sign the volunteer register before and after each shift
- Carry out agreed tasks
- Work safely and adhere to the Work Health & Safety policies
- Ask for help if it is needed
- Remain calm and cheerful under pressure
- Do not verbally harass or abuse any person or use foul language
- Respect confidentiality
- Refrain from consumption of alcohol or drugs prior to or during your shifts
- Uphold the standards and values of Camp Oven Festival

Emergency procedure

In the event of an emergency, trained personnel, plans and resources are in place to safely manage the situation. If such a circumstance should arise, we rely on all event personnel to remain calm and follow the instructions given by Festival Management.

In case of an emergency, remember:

1. Always remain calm and walk rather than run.
2. The emergency assembly point is located adjacent to The Big Shed (see Festival Event Area Mud Map).
3. Stay at the Festival site. You will be directed to leave once it is safe to do so. If it is deemed unsafe to leave the site, a No Evacuation status will be announced.
4. Keep all roads and tracks clear throughout the festival for emergency vehicles.
5. You will be kept fully informed via the main stage speakers and trained personnel.
6. Always follow instructions from trained personnel and assist them by guiding patrons.
7. Look out for yourself, your friends and others at all times.

Electrical Safety

Only qualified electrical contractors are permitted to repair and test electrical equipment. No persons other than the appointed Festival electricians may connect cords to generators.

Any employee who identifies or suspects equipment is live, unsafe or faulty is to cease using the equipment. If safe to do so, switch it off and disconnect it from the power supply. Immediately alert the Event Manager, who will then contact Festival Production.

Hazard Identification and Reporting

A hazard is anything that has the potential to cause injury or illness, or damage to equipment or property.

Hazard identification is the process of identifying such situations or events. Regular visual checks are essential in identifying potential hazards. Immediately report any hazard and potential hazards to the Event Manager, who will then contact Festival Production.

Manual Handling Procedure

Be aware that inappropriate manual handling techniques may lead to injury. Ensure you use correct manual handling techniques when lifting and carrying; bend your knees, keep your back straight and use your leg muscles to lift the weight. Always ask for help if the item is too heavy, or if you need guidance.

First Aid / Medical

First Aid is located near the Food Village and is provided by Copmanhurst Fire Brigade. Please look out for the fire truck and familiarise yourself with this location.

Register of Injuries

ALL INJURIES MUST BE REPORTED. Anyone at the Festival who sustains an injury as a result of work activities is responsible for notifying the Event Manager.

Sexual Harassment

Sexual harassment is unwelcome sexual advances, unwelcome requests for sexual favours, unwelcome conduct or activity, language or printed material of a sexual nature. If you feel you are being sexually harassed please speak to the Event Manager to make a report.

Sun Protection Procedure

Over-exposure to the sun can cause sunburn, headaches, dehydration, fatigue and skin cancer. Make sure you wear a hat, long sleeve shirt and sunscreen. Carry a water bottle and rehydrate frequently. The Event has tried to provide as much shade as possible, but it's not practically possible for all work areas. Take regular breaks from the sun and rest in the shade.

Personal Protective Equipment

Personal Protective Equipment (or PPE) is available from the Event Manager. This includes high visibility vests, gloves and litter pickers.

Patron Issues and Injuries

If a patron approaches you with an issue that you are unable to, or feel uncomfortable resolving, immediately notify the Event Manager. In the event of medical assistance being required, remain calm, and assist with transferring the patron to First Aid.

Climbing on Structures

Climbing trees, fences and other structures is strictly prohibited. Please stay alert and notify the Event Manager should you see a patron attempting to climb any structure.

Security

Security guards from Valley Protective Services operate across the festival site from 6.30pm to 10pm Fri-Sun. Please assist guards by showing your wristband accreditation if/when requested. If you need security assistance in your area, contact the Event Manager.

VOLUNTEER AGREEMENT / TERMS AND CONDITIONS

To indicate your willingness to participate as a Volunteer at Camp Oven Festival, we will ask you to agree to abide by our guidelines. In particular you agree to the following:

Code of Conduct

1. I agree to abide by the Camp Oven Festival Volunteer Agreement.
2. I understand that as a Camp Oven Festival Volunteer, I am a representative of Camp Oven Festival and agree to conduct myself in a friendly and professional manner at all times.

Voluntary Basis

1. I acknowledge that my appointment is on a voluntary basis and that I am volunteering my services freely of my own choice.
2. I acknowledge and agree that I am not an employee, agent, or contractor of Camp Oven Festival.

Termination of Appointment

1. I understand that, if I fail to follow directions by Camp Oven Festival staff my Volunteer role may be terminated.
2. I understand that these consequences apply primarily to the responsibilities of maintaining a respectful environment, of showing up for scheduled performance and of not being under the influence of drugs or alcohol.

Sign-in / Sign-out / Insurance

1. I understand I am covered by Camp Oven Festival Volunteer Insurance for all volunteer work carried out during my scheduled shifts, on the condition I 'sign-in' and 'sign-out' of the workplace.

Roles & Tasks

1. I agree to fulfil the duties as required by Camp Oven Festival Staff within the role that I have agreed to.
2. I agree to perform in a responsible and conscientious manner and to the best of my ability.
3. I agree to follow the rules and directions of Camp Oven Festival staff at all times.

Confidentiality

1. I agree to maintain strict confidentiality and ensuring that I do not disclose confidential information or materials that I may acquire because of my Volunteer appointment to any third party except with the express permission of Camp Oven Festival.

Work Health & Safety

1. I understand that under Work Health and Safety legislation I have an obligation to promote a healthy and safe work environment for myself or others and I agree to fulfil this obligation.

Comply with the Law & Guidelines

1. I agree to observe all legislative and regulatory requirements and comply with all relevant Camp Oven Festival policies, procedures, guidelines and role descriptions as outlined as/or given to me by my supervisor.

Representation to Third Parties

1. I agree to at no time represent to any third party that I am an employee or agent of Camp Oven Festival but clearly making it known that I am a Volunteer.

2. I agree to refrain from public criticism of fellow artists, volunteers, staff, decisions of Camp Oven Festival Management, or Camp Oven Festival's policies and practices.

Media

1. I understand that unless otherwise authorised by Camp Oven Festival, I am not to make any statements or comments to the media and, if approached, I am to advise that all media enquiries should be directed to the media department.

Drugs & Alcohol

1. I agree to not being under the influence of drugs or alcohol, or engage in any illegal activities, at any time.

Authority to use image

1. I agree to Camp Oven Festival recording my voice and image (including but not limited to, taking photographs and video images) and using such recordings at any time for any lawful purpose, such as event promotion.

Personal Items

1. I understand that Camp Oven Festival will not accept any responsibility for the loss of any personal items whilst I am serving as a Volunteer at Camp Oven Festival.

Equipment

1. I agree to return all equipment provided by Camp Oven Festival for the performance in good working condition.
2. I agree to ensure resources are used ethically, effectively, efficiently and carefully in the course of my duties and must not use them for private purposes unless a lawfully authorised and proper payment is made where appropriate

Signature

I declare that I have read, understood, and agree to the terms of Camp Oven Festival Volunteer Agreement. I agree I have had the opportunity to ask questions. I will strive to fulfil my responsibilities to the best of my ability.

**Emergency
contact
name:**

**Emergency
contact
mobile:**

Your name:

**Your
signature:**

Date:
