

Summer in Maitland

Volunteer Prospectus



maitland

EVENT BACKGROUND

There is a diverse range of activity and events that happen over the summer period in Maitland. However, the perception of the summer season in Maitland is that there isn't much to do at all, with Maitland people heading to the coast.

The purpose of Summer in Maitland is to showcase the variety of things that there are to do in the city over these months, using the consistent identity of Summer in Maitland to group the activities and events. Each event or activity will carry the Summer in Maitland identity along with its own branding. Being able to group activities under this umbrella will assist in identifying to the community the scale of activity occurring which in turn will help in shifting perceptions.

OBJECTIVES

- To shift community perception of summer activity in Maitland from a low season to a period with vibrant event calendar.
- To create a visual identity for Summer in Maitland for Council and event organisers to use across various communication mediums.
- Offer businesses and event organisers an opportunity to promote their event or activity under the umbrella of Summer in Maitland.

WHAT IS 'SUMMER IN MAITLAND'?

Summer in Maitland is a collection of events and activities, both from Maitland City Council and other event operators which will take place between November 2017 and February 2018 in the Maitland Local Government Area (LGA). These activities will be promoted and recognised collectively as taking place during Summer and highlighting the broad selection of activities for residents and visitors at that time of year.

Some examples include the Christmas activities in The Levee, New Year's Eve flagship event, The Levee One Day Sale, Riverlights, school holidays programs run by the Gaol, Libraries and MRAG, The Gaol's 20 Years On celebrations, local Christmas carols and more.

Summer in Maitland activities will be collated and promoted through appropriate web channels, social media and traditional mail. The campaign should not be confused as a brand but seen as an overarching campaign similar to Destination NSW's It's On! Cooperative campaign.



CHRISTMAS AT THE LEVEE

Beginning Thursday 16 November and running through to Saturday 23 December, a range of activities including free Santa photos and child focused activities will take place. These activities will be held on Thursdays between 3.00pm and 7.00pm. Saturdays between 10.00am and 2.00pm and Sundays between 10.00am and 2.00pm.

MAITLAND GAOL 20 YEARS ON

The 28 January 2018 will mark 20 years since the decommissioning of Maitland Gaol as a correctional institute. To celebrate this milestone, a series of events and exhibitions will be held at the Gaol from December 2017. For more information please visit maitlandgaol.com.au

RIVERLINK LAUNCH

Planning and preparation is underway for an official opening of the Riverlink Building in early 2018. Activities and entertainment will be spread throughout The Levee Shared Zone and through the Riverlink Building to the Riverside Walk. There will be a range of food options to boost the café and restaurant offerings already available. There will be an official opening of the building as well as an iconic performance towards the end of the evening.

NEW YEARS EVE

The New Year's Eve celebration is one of Maitland's seven flagship events for the City presented by the Events Team of Maitland City Council.

The celebrations will take place in Maitland Riverside Car Park off St Andrews Street, Central Maitland on Saturday 31 December 2017 and will run from 5.00pm and conclude at 9.30pm. The event typically attracts an audience of between 10,000 – 12,000 people during the evening. The event is free and includes a range of children's activities, live entertainment, food and beverage stalls and finishes with a fireworks display at 9.00pm.

AUSTRALIA DAY

The Maitland Australia Day celebrations are one of the seven flagship events for the City presented by the Events Team of Maitland City Council.

Held in Maitland Park, the event typically attracts an audience of around 6,000 people. The event is free and includes a program of activities that is centred around the Official Australia Day Ceremony, children's activities, entertainment and food stalls. The event will run from 7.30am starting with a free BBQ breakfast from the Lions Club and finishing at 3.00pm.

PLACE ACTIVATION

Throughout the month of January to draw people to the river and Central Maitland, a number of activations including nightly food truck get togethers, games and performances will be held across multiple sites for all to enjoy. Keep an eye out at sites including the Lorn riverside, The Levee Shared Zone and the Library grounds.

SUMMER IN MAITLAND VOLUNTEER FORM

APPLICANT DETAILS

Persons must be aged 14 years and 9 months or older to be eligible to apply.

Contact name: _____

Postal address: _____

Town/City: _____ State: _____ Postcode: _____

Phone Number: _____ Mobile: _____

Email address: _____

DO YOU HAVE ANY MEDICAL CONDITION/S WE SHOULD BE AWARE OF? Yes / No

If yes, please detail: _____

PLEASE SUPPLY DETAILS OF AN EMERGENCY CONTACT:

Contact name: _____

Phone Number: _____ Mobile: _____

FIRST TIME VOLUNTEERS

Following is a series of questions we would like you to complete. If you don't have experience in any of these areas please continue to submit your application as we use this as a guide only to place volunteers in the most appropriate positions.

FESTIVAL/EVENT EXPERIENCE: Yes / No

If yes, please detail: _____

CUSTOMER SERVICE EXPERIENCE: Yes / No

If yes, please detail: _____

CASH HANDLING EXPERIENCE: Yes / No

If yes, please detail: _____

SALES EXPERIENCE: Yes / No

If yes, please detail: _____

VOLUNTEERING DETAILS

HAVE YOU VOLUNTEERED FOR MAITLAND CITY COUNCIL PREVIOUSLY: Yes / No

DO YOU HAVE A CURRENT CERTIFICATE IN ANY OF THE FOLLOWING?

- RSA
- First Aid
- Working with Children

If yes, please provide copies with this application

PLEASE PROVIDE SHIRT SIZE FOR THE VOLUNTEER T-SHIRT. (Please circle)

S M L XL 2XL 3XL 4XL 5XL

SUMMER IN MAITLAND EVENTS

Please tick your preferred event/s for the duration of Summer in Maitland. Every attempt will be made to suit your request however depending on the number of volunteers required at each event, we may ask to allocate people across a number of events during Summer in Maitland.

- Christmas at The Levee
- Maitland Gaol 20 Years On
- Riverlink Launch
- New Year's Eve
- Australia Day
- Place Activation

Upon receipt of your volunteer application form, you will be contacted by a member of staff to discuss dates and availabilities or for each of the Summer in Maitland events you have requested to volunteer for.

If you have any questions prior to sending in your form, please contact Tori Evans on 02 4931 2874 or email Tori.Evans@maitland.nsw.gov.au.

PLEASE RETURN COMPLETED FORM TO TORI EVANS:

Maitland City Council
PO Box 220, Maitland NSW 2320

f 02 4936 6483 **e** tori.evans@maitland.nsw.gov.au **t** 02 4931 2800 (for more information)

PRIVACY AND PERSONAL INFORMATION NOTICE

PURPOSE OF COLLECTION

To determine appropriate work and safety environments to perform a volunteer function.

INTENDED RECIPIENTS

Council staff and Council's authorised agents.

SUPPLY

Information is supplied on a voluntary basis.

CONSEQUENCE OF NON PROVISION

A consequence of non-provision may result in ineligibility for the volunteer program.

STORAGE

Council will take all reasonable steps to protect the personal steps to protect the personal information it holds from misuse, unauthorised access and modification.

RETENTION PERIOD

Council will retain your personal information for qa period that is in accordance with the State Records General Disposal Authority.10 (GDA10).

VOLUNTEER TERMS AND CONDITIONS

I agree to act as a volunteer on behalf of Maitland City Council. I understand that if I am accepted as a volunteer I will be required to attend a compulsory Volunteer Induction Training Session where I will receive the event volunteer manual and that I will be required to comply with all conditions outlined in the Training / Manual. I understand that upon receipt of the Training / Manual if I am unable or unwilling to comply with all conditions that I can choose to withdraw my application.

Personal information obtained from volunteers by Council is governed by the Privacy and Personal Information Protection Act 1998 (PPIPA).

This legislation provides direction for the collection, protection, storage, disposal, access and use of personal information by Council.

If you are volunteering to work with the elderly, people with disability, youth and/or children, you may be required to consent to Council undertaking a criminal record check. Are you willing to give permission to undertake the check?

YES / NO

Signature: _____ Date: _____

If you are under the age of 18 years you must have a parent or guardian sign the application form below to advise that they are aware of your application to volunteer with Maitland City Council:

Signature of parent/guardian: _____

Print name: _____ Date: _____





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events

Maitland City Council

t 02 4931 2800

welcome@mymaitland.com.au

mymaitland.com.au