**Volunteers Agreement**

**Introduction**

Volunteers make themselves available for varying periods of time to assist the Christchurch City Council (Council) in the provision of services to the community and to contribute to the goals and objectives of the Council. Volunteers have no expectation of remuneration or reward and are not remunerated or rewarded. Further, they are neither employees of, nor contractors to, Council.

**Parties to agreement**

This volunteer agreement is made between Christchurch City Council and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. It is accepted by both parties that the nature of this agreement does not give rise to an employment relationship.

**Commencement**

This agreement will commence on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This agreement will continue until such time as it is terminated by either party.

**Volunteer role**

The volunteer role will be TAG SPOTTER [ ]

TAG REMOVER [ ]

The principal tasks in this volunteer role will be discussed with your Graffiti Volunteer Coordinator and will be outlined in a volunteer task list. It is accepted that the Council may change these tasks without consultation.

You may receive copies of relevant Council internal publications and invitations to relevant volunteer and / or employee functions.

**Hours and location of volunteer work**

You agree to volunteer as and when suits you.

The main location of the volunteer work will be in the volunteer’s local area, or of the volunteers own choice. Any requirement that the Council has for volunteer work to be carried out outside of this location will be discussed with you in advance.

**Remuneration**

You agree that you do not expect to be remunerated or rewarded for the work you perform as a volunteer, nor will you receive such remuneration or reward.

Any reimbursements for actual or reasonable expenses, incurred in the course of volunteer duties, will have been authorised in advance by Council.

**Termination of Volunteer Relationship**

You may end your service with the Christchurch City Council by giving at least one day’s notice.

The Council may end the volunteer relationship by giving at least one day’s notice.

No reason need be given and no process followed by either party.

To ensure volunteer activity and engagement is maintained, volunteers who do not respond to emails, texts or phone calls for a period longer than 3 months, will be placed on hold until the Graffiti Programme hear otherwise.

**Expectations**

As a volunteer representative of the Christchurch City Council,Graffiti Programme you agree to adhere to the Graffiti Programme’s relevant policies and procedures.

You will follow all lawful and reasonable instructions given to you by Council in the performance of your duties.

You agree to police vetting / Vulnerable Children Check for the tasks being performed, for example, working with vulnerable people, if required. At present volunteers under the banner of the Graffiti Programme do not have to have police vetting

Professional behaviour and attitude is expected in your dealings with Council employees, customers and other volunteers.

An appropriate standard of dress is required at all times.

You are expected to report your volunteer hours to the graffiti programme each month (*within five days of receiving text/email reminder).*

**Health and Safety**

You agree to keep yourself and others safe while at work, comply with instructions, cooperate with Council’s health and safety policy and procedures and wear protective clothing and use equipment provided.

As a volunteer you understand that you are not covered by the Council’s ACC Accredited Employer Programme but can seek cover through normal ACC processes.

**Feedback**

Feedback on performance will be provided by the Graffiti Programme Volunteer Coordinator. The volunteer coordinator will make a minimum of one face to face meeting a year. We encourage you to offer feedback to the Council.

**Training**

You are required to participate in on the job training and may be required to attend training offered by the Council that is relevant to the volunteer work.

**Confidentiality**

Where you have access to confidential information in the course of your duties, you will not, without prior authorisation by the Council, disclose that information to other parties, or make use of for your own benefit either during the continuation of your volunteer work, or after its termination.

You agree to read and sign a separate confidentiality agreement, if required.

**Proprietary rights**

Unless prior written agreement is obtained from the Council, copyright and similar proprietary rights in all work done as a volunteer with the Council will belong to the Christchurch City Council.

**Security and Equipment**

You accept that at all times Council property under your care must be safeguarded against any loss. You will ensure that all reasonable steps are taken to protect it.

You accept that it is your responsibility to return all Council equipment issued to you for use during the volunteer work you perform at the conclusion of the volunteer assignment. A failure to return any such equipment or property, or a failure to reasonably maintain it, may result in you being liable for its repair or replacement.

**Resolution of problems**

Any problems can be raised with the Graffiti Programme Volunteer Coordinator. If the matter is not resolved to the satisfaction of either party, you can contact the Team Leader of the Graffiti Programme on 03 941 6614

As you are not an employee of Council, you have no ability to raise a personal grievance pursuant to the Employment Relations Act 2000.

**Previous arrangements**

This agreement replaces all previous agreements whether express or implied.

*I have read and understood the volunteer agreement. I accept the volunteer agreement, all relevant Christchurch City Council policies and procedures and other volunteer documentation. I confirm that I have had a reasonable opportunity to seek my own independent advice before signing this agreement.* [ ]

I/we (on behalf of the group if applicable) have read and agree to abide by the guidelines and best practices for safe tagging removal set out by the Christchurch City Council Graffiti Programme, and understand that not adhering to them will mean the Christchurch City Council will discontinue providing its support or resources for the individual or group. [ ]

**Volunteer**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer role \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Graffiti Team Representative**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Statistical Purposes Only (Optional)**

Gender:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ethnicity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disability: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteers Details**

Name/name of group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next of kin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intended geographical location to cover:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteers Task Agreement**

**Tag Spotter:**

Spot and report graffiti vandalism incidents that require removal by the Christchurch City Council contractors.

Report any visible graffiti vandalism that is on public or private property (i.e. Christchurch City Council property such as footpaths, playground equipment, lamp posts, etc, or a residential fence that borders a footpath). Note down all the details: location, surface/structure that's been tagged, method used (e.g. marker pen, spray paint), what the graffiti says, colour for repainting. Reporting can be done via phone, email, post or the Snap Send Solve App. This role is flexible in that you choose the hours and time commitment that suits you.

Tag spotters must report their volunteer hours to the graffiti programme each month (*within five days of receiving text/email reminder).*

**Tag Remover:**

Graffiti removal in an area(s) of your choice. This role is suitable for both individuals and groups of all sizes. Training, paint and other resources provided.

Tag removers must report their volunteer hours to the graffiti programme each month (*within five days of receiving text/email reminder).*

[ ]  I understand that both positions will be subject to an annual review.

**Volunteers Other Commitments**

The volunteer coordinator will visit you at least once a year.

Please indicate how much notice you require for this meeting to happen and tick which time of day you prefer:

**Notice required**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time of day:**

Morning [ ]  8:00 – 12:00

Afternoon [ ]  12:00 – 15:00

**How would you like to be contacted:**

Email: [ ]

Telephone: [ ]

**What is the best time to make contact:**

Morning [ ]

Afternoon [ ]

Evening [ ]

**Volunteers Guidelines**

**Please read the guidelines carefully below.**

1. Register your intention with the Christchurch City Council Graffiti Programme and state the geographical area you will be working in. A post-registration process will be implemented following your registration.
2. If you see tagging on Council property please report to the Christchurch City Council as soon as possible.Tagging sites can include signs, seats, statues, bus shelters/seats, footpaths, legal art and existing murals. · Refer all tagging on Council property to the Christchurch City Council on 941 8999 or info@ccc.govt.nz
3. Ensure that prior to removal you have contacted the property owner either by delivering a copy of the clean-up notice or by approaching property owners directly for consent.
4. Always have consideration for property owners:
	* 1. Match the paint colour as closely as possible
		2. Your job needs to be neat and tidy, with straight lines and even borders
		3. Protect all surfaces with a drop cloth
		4. Take the time to do it right
5. Your safety is paramount – please ensure that: ·
	* 1. You don’t take any unnecessary risks
		2. Please do not reach out to inaccessible areas or climb on a structure (keep your feet on the ground at all times)
		3. You remain off the road
		4. A clear passage is maintained on the footpath at all times
		5. Any injuries and incidents are reported to the Graffiti Volunteer Coordinator as we want to prevent the same injury happening again. Medical treatment for injuries is covered by ACC as a non work injury
		6. The public is protected from wet paint at all times
6. If any of your volunteers are children or young people (under 17 years of age) a permission slip is needed from their parents and supervision is necessary. Please refer to the enclosed participation consent form at the end of this agreement.
7. It is good practice to re-check the areas that you have painted as taggers like their work to be seen and can often return several times before they give up and move elsewhere.
8. If possible, take a photograph of the tagging as this will assist the police and the Graffiti Programme.Information on particular tags, tagging trends and other data can also help us in identifying the tags and the offender(s). Please email to: graffitiprogramme@ccc.govt.nz
9. Report volunteer hours to the graffiti programme each month (*within five days of receiving text/email remainder).*
10. ***You are entering into a partnership with the Christchurch City Council and you must adhere to these guidelines.***

**Volunteers Guide to reporting & removing graffiti vandalism**

**Best practice for safe tagging removal**

Rapid removal is the key to combatting tagging. Equally important is good workmanship. Here are some tips to help you with your fight against tagging.

1. *Removal within 24 hours*

Quick removal is very important. Taggers like their work to be seen so if you remove it as quickly as possible, taggers will realise that you are not going to put up with it and move away.

1. *Reporting*

 There are a number of ways to report tagging for removal:

* + Phone: 941 8999
	+ Email: info@ccc.govt.nz
	+ Use the Christchurch City Councils App; Snap, Send Solve
1. *Patience and persistence*

It is good practice to recheck the areas you have painted over as taggers like their work to be

seen and can often return several times before they give up or move somewhere else.

1. *Photograph the tags*

If possible, take a photograph of the tagging as this will assist the police and the Graffiti

Programme. Information on particular tags, tagging trends and other data can also help us in identifying the tags and the offender(s).

* Please email graffitiprogramme@ccc.govt.nz
1. *Good workmanship*

When painting over the tag you need to have clean, straight lines to discourage the taggers

from returning.

1. *Match the paint*

Matching the paint as closely as you can will deter taggers from returning.

**Guide to reporting graffiti vandalism (tagging)`**

If property has been tagged and you are unable to remove it yourself, it is important to report this as soon as possible so that arrangements can be made to have it removed.

When you report the graffiti you will need the following information:

• Your contact details

• The location of the tags, ie. a physical address such as 2 Tag Street, Linwood, Christchurch

• What surface the tag is on, ie. a concrete wall, a wooden fence

• Colour for repainting

• Method of tagging, ie. marker pen, spray paint

• A photo of the tag if possible

**Volunteers Health & Safety Guidelines**

**Health & Safety Guidelines**

Everyone has a part to play in ensuring that work is done in a healthy and safe way, and to make sure nothing they do or fail to do harms themselves or anyone else.

Please read and follow these guidelines.

• Wear your high visibility vest at all times

• If you feel your safety is compromised – walk away

• Call Police on 111 if necessary

• Wear appropriate clothing – footwear, gloves, mask, cap etc.

• Use Sunscreen

• Keep your feet firmly on the ground

• Take your time

• Be aware of your surroundings – ensure it is safe

• Protect all surfaces with a drop cloth

• Ensure the public is protected from wet paint – use wet paint signs/tape if needed

• Remain off the road

• Ensure all tools and equipment are removed on completion

• Clean up paint spillage immediately

• Be mindful of vehicles

• Be aware of uneven surfaces

• Know the appropriate actions for natural disasters

• Refrain from entering the rail corridor

• Wash brushes and rollers after use

• Don’t tip paint down storm water drains

• Store tools and paint out of reach of children

• Keep paint lids sealed

• Report any accidents or injuries to a member of the Graffiti Team

• If inclement weather – do not report or paint graffiti

*We look forward to your support.*

**Reporting Hazards, near miss and incidents.**

In the case of any injury or incident to yourself or a member of the public please

* Seek or administer First Aid
* Remove any potential hazards
* Report it to the Graffiti Volunteer Coordinator
	+ offthewall@ccc.govt.nz
	+ (03) 941 6655 any injury or incident to yourself or a member of the public please

**Volunteers Privacy Statement**

**Pursuant to Principles 3 & 10 of the Privacy Act 1993**

1. The information is being collected to enable the Council to maintain records.
2. The intended user and holder of the information is Graffiti Programme, Christchurch City Council.
3. You have the right of access to and correction of any personal information held about you by the Council.
4. The personal information is not required by law, however, if refused, the council may decline your application to become a volunteer.
5. Your personal information will not be shared with any units of the council who are not involved in processing your application or attending to any matters relevant to your

volunteering.

**End of service permission**

The Privacy Act (1993) is a legal act that protects people’s personal information. Before we can collect, store, or use data about an individual, the law requires us to ensure that we have that individual’s consent to do so.

I do/do not (please circle one) give permission for Off The Wall – Graffiti Volunteer Programme to hold my personal information on record after I have resigned from the programme and understand that it will not be shared with any third parties.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Consent Form for Under 17 yrs**

If you are under 17 years of age and you wish to participate in the Off the Wall programme as a volunteer, you are required to get consent from a parent/guardian or caregiver.

I do/do not not give permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to volunteer with the Off the Wall programme.

**Volunteer role:**

Tag spotter: [ ]

Graffiti remover: [ ]

Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_