

President: Stewart Witchard
Snr Vice President: Peter Rosten
Vice Presidents: Robert Baker;
Montana Osborne
Treasurer: Terry Witchard
Directors:
Ray Walkden; Wendy Whitten; Wade
Francis; Maxine Mackenzie; Melissa
Zwieg; Dallas Kemp
Administrative Assistant:
Michelle Abrahamse
YWOTY Coordinator: Peter Rosten
Publicity Officer: Montana Osborne
Trade Site Coordinator:
Ray Walkden
Sponsorship Coordinator:
Montana Osborne
Chief Beef Steward:
Stewart Witchard
Chief Dairy Steward: Wade Francis
Chief Goat Steward: Melissa Zwieg
Chief Hall Steward:
Maxine Mackenzie
Chief Horse Steward: Robert Baker
Chief Poultry Steward: Terry Burley

Life Members

- ◆ Fran Wale
- ◆ Dallas Kemp
- ◆ Peter Rosten

***THANK YOU AGAIN FOR
JOINING OUR TEAM OF
VOLUNTEERS!***



KEMPSEY SHOW SOCIETY

Volunteer's Guide



Kempsey Show Society

19 Sea Street,
West Kempsey, NSW, 2440
Phone: 02 6562 4178
E-mail: secretary@kempseyshow.com.au
www.kempseyshow.com.au

Welcome

Thank you for Volunteering at the Kempsey Show Society.

Volunteers are critical to the smooth running of the Show, and we appreciate and welcome all volunteers. This handbook contains information you'll need to get started and to make your time enjoyable and rewarding.

Practicalities

It is important that you have completed a Volunteer Registration Form to ensure we have your correct contact details and other relevant information. This information will only be used for the Kempsey Show Society purposes.

Failure to register may mean that you are not covered by insurance as you will not be an authorized volunteer.

Sign in/out procedure:

Please remember to sign in and sign out after each volunteer shift. The attendance book is in the Secretary's office.

Volunteer's role:

- * A full description of your role/duty will be communicated by the **Chief Steward**
- * Before accepting your role ensure that you have the relevant experience and competency for that role/task.
- * Volunteers are not to ask someone to assist with their role unless that person is a registered volunteer.

What to expect from us

- * Be treated with respect and equal to others
- * Receive help and/or training for you to learn and develop skills
- * Be given clearly defined tasks that match your interest and skills
- * Be provided with safe working conditions
- * Be thanked and recognized for your efforts

What we expect from you

- * Complete the Volunteer Registration form
- * Treat everyone with respect, and be polite
- * Follow the rules and procedures as provided by your supervisor
- * Ask if there is anything you don't understand
- * Inform your supervisor if anything is damaged or broken
- * Be reliable and let relevant people know if you can't come and/or will be late
- * Ask for support when needed and raise any concerns you may have
- * Report any accidental/illness/near miss to your supervisor immediately.

Volunteers may choose to leave at any time; however, we do ask for as much notice as possible if leaving earlier than arranged.

The Kempsey Show Society also reserves the right to terminate a position if for justifiable reasons the person is considered unsuitable for the role.

Facility locations:

It is important that you are aware of the following locations before you begin your role:

- ⇒ Toilets / Amenities
- ⇒ First Aid facilities
- ⇒ Fire Exits and Emergency Assembly points

Workplace health and safety is everyone's responsibility

Policies, Principles & Procedures

It is important that you have read our various policies prior to the start of your volunteer shift. These can be found on our website: www.kempseyshow.com.au

- * Reporting procedures for hazards, accidents and first aid
- * Emergency procedures, marshalling points
- * Site specific hazards
- * OH&S policies. E.g., lifting policy, biosecurity policy
- * Safe work systems
- * Policy on smoking
- * Social Media Procedure
- * Complaint Handling Procedure
- * Emergency Evacuation Procedures
- * Lost Child Response Guide

Concerns or Complaints

If an issue or grievance arises during your time volunteering, we will endeavour to resolve this as soon as possible. If you have a concern or complaint, you should:

- * Speak directly to the person around which the complaint is directed, or
- * Speak to the Chief Steward of your section, or
- * Speak to the President, **Stewart Witchard**.

Safety and liability

If a volunteer is injured during the course of volunteer service, the **President must be notified**, and the appropriate incident report forms need to be completed at the Show