

Volunteering with Off the Wall

Off the Wall is a volunteer-based graffiti vandalism reporting and removal programme with the Christchurch City Council. This pack provides you with supportive information to assist your decision in becoming a volunteer with the **Off the Wall Volunteer Programme**.

You can nominate an area that you prefer to work in and how frequently you can volunteer, at the time of your registration.

The **Off the Wall Volunteer Programme** offers different components of volunteering:

1. **Tag Spotting**

We need individuals to spot and report graffiti vandalism in all areas of Christchurch. As a Tag Spotter you will keep your community feeling safe and looking beautiful by regularly reporting graffiti vandalism to the Christchurch City Council for removal. Reporting is done via the Snap, Send, Solve app, phone or email.

2. **Tag Remover**

We need individuals to assist with graffiti removal in various areas in Christchurch. As a Tag Remover you will receive a brief message with the details and location of the graffiti. Simply reply if you are available to help. The site will be allocated to a remover from the responses. We provide all the paint or removal wipes, tools and safety equipment needed. Removers will be responsible for their own transport, providing after photos and ensuring resources are returned clean.

3. **Group Volunteering**

We need groups of all sizes for one-off and regular volunteering opportunities in all areas of Christchurch. As a group you will be directed to a site to remove graffiti from, or an area to report graffiti incidents to the Christchurch City Council for removal. We provide all the paint or removal wipes, tools and safety equipment required. Groups will be responsible for their own supervision, transport, providing after photos and ensuring resources are returned clean. Reporting is done via the Snap, Send, Solve app and will require the use of a smartphone.

4. **Art Mentors**

We need mentors to share their artistic flare with the community as they complete mural projects around **Christchurch**. As a mentor you will offer advice and hands on support to help design and paint murals with schools and community groups. Mentoring opportunities are also available working with young graffiti artists to provide inspiration technique development and to demonstrate how graffiti art can create future career pathways.

Regardless of the amount or frequency of tagging that occurs within your area, we appreciate any amount of time that you can give to help keep Christchurch beautiful.

If you wish to join the Graffiti Programme and reduce **the impact of graffiti vandalism on the residents of Christchurch City**, please complete the attached volunteer application and return it to the Graffiti Volunteer Coordinator in the enclosed pre-paid envelope, who will make contact with you to complete the process.

If you require any further information please contact the Graffiti Volunteer Coordinator on 941 6655 or email offthewall@ccc.govt.nz

Many thanks

Graffiti Volunteer Coordinator

Off the Wall

Graffiti Programme

Volunteer Application

Contact Information

For Internal Use

Name:	Date of Birth:
Address:	Email Address:
Phone:	Mobile:
Preferred method of contact: phone/email/mobile/text	

Volunteer Position Information

Role: Tag Spotter/Directed Tag Remover/Art Mentor (Circle)	Preferred Area:
Please tell us why you are interested in volunteering:	
Weekly Availability: <input type="checkbox"/> >30 mins <input type="checkbox"/> 30mins <input type="checkbox"/> 1 hour <input type="checkbox"/> 2 hours <input type="checkbox"/> 2+ Hours	
Length of Commitment: <input type="checkbox"/> >3 months <input type="checkbox"/> 3 Months <input type="checkbox"/> 6 months <input type="checkbox"/> 12months <input type="checkbox"/> Other _____	

Emergency Contact Information

Name:	Phone:
Relationship to Volunteer:	

Is there anything else you would like us to know about you to support your application?

For Statistical Purposes only (Optional)

Age Group	Employment Status	Ethic Identity	Gender
<input type="checkbox"/> Under 20	<input type="checkbox"/> Part Time Employment	<input type="checkbox"/> European	<input type="checkbox"/> Male
<input type="checkbox"/> 20-24 Years	<input type="checkbox"/> Full Time Employment	<input type="checkbox"/> Maori	<input type="checkbox"/> Female
<input type="checkbox"/> 25-29 Years	<input type="checkbox"/> Retired	<input type="checkbox"/> Pacific Peoples	<input type="checkbox"/> Other
<input type="checkbox"/> 30 - 39 Years	<input type="checkbox"/> Seeking Paid work	<input type="checkbox"/> Asian	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> 40-49 Years	<input type="checkbox"/> Registered with WINZ	<input type="checkbox"/> Other	
<input type="checkbox"/> 50 - 59 Years	<input type="checkbox"/> Other	<input type="checkbox"/> English is not my first language	
<input type="checkbox"/> 60 +	<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Prefer not to say	

Graffiti Programme Admin Only

Initial Meeting Date/Place:	
Volunteer Agreement Signed: <input type="checkbox"/>	Date:
Additional Info:	
Resources Provided:	CCC Customer ID:

Volunteer Code of Conduct

The purpose of this Code is to inform volunteers of the standards of conduct required at Christchurch City Council (the Council). Volunteers are expected to act honestly, conscientiously, reasonably and in good faith at all times when carrying out their duties and in their relationships or interactions with other people.

Expected Behaviours

At all times, we expect volunteers to:

- ≈ Be present at the agreed times and tell us if you are not able to volunteer;
- ≈ Carry out duties and responsibilities in a safe, efficient and competent way;
- ≈ Comply with lawful and/or reasonable direction, instructions and policies;
- ≈ Neither use, nor allow the use of, the Council's property, resources, information, intellectual property or funds other than for authorised purposes;
- ≈ Maintain the confidentiality of any information obtained while volunteering; and
- ≈ Observe safety procedures including:
 - Keeping yourself and others safe at all times;
 - Notifying the Council about hazards or potential hazards in the working environment;
 - Notifying the Council about any accident, incident or property damage; and
 - Complying with New Zealand laws.

Volunteers will not:

- ≈ Create any liability for the Council without authorisation;
- ≈ Act in a way that may bring our organisation into disrepute (including use of email, social media and other internet sites, engaging with media etc.);
- ≈ Seek or accept any offers, gifts, rewards or benefits;
- ≈ Engage in any activity that may or causes physical or mental harm (such as verbal abuse, physical abuse, assault, sexual or racial harassment, bullying, safety of yourself and others);
- ≈ Be affected by alcohol, medication or non-prescription drugs while volunteering;
- ≈ Engage in any activity that may damage our property;
- ≈ Have unauthorised possession of property belonging to anyone else; or
- ≈ Engage in any criminal activity in our workplace.

Conflicts of Interest

Volunteers should avoid situations that may lead to conflicts of interest by:

- ≈ Consulting with your manager/supervisor before undertaking other roles in organisations whose goals, purposes or activities conflict with our organisation;
- ≈ Making sure your other commitments do not conflict with the performance of your duties at our organisation; and
- ≈ Advising your manager/supervisor immediately if a conflict of interest exists, occurs or could possibly occur.

Breaches of the Code of Conduct

Breaches of the Code of Conduct may lead to a notification of unacceptable behaviours and a warning or the immediate end to your services as a volunteer. Repeated breaches of the Code of Conduct will lead to the immediate end of your services as a volunteer.

Privacy Statement

Pursuant to Principles 3 & 10 of the Privacy Act 1993

- 1) The information is being collected to enable the Council to maintain their records.
- 2) The intended user and holder of the information is The 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. Please contact the Volunteer Coordinator for details.
- 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.

Volunteer Agreement

Introduction

Volunteers make themselves available for varying periods to assist the Christchurch City Council in the provision of services to the community and to contribute to the goals and objectives of the Council.

Parties to agreement

This volunteer agreement is made between Christchurch City Council and **VOLUNTEER**. 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 **DATE SIGNED**. This agreement will continue until either party terminates it.

Volunteer Roles

Registered Casual
Tag Spotter Tag Remover Group Artist Mentor

Remuneration

You agree that you do not expect to be remunerated or rewarded for the work you perform as a volunteer.

Termination

Either party may end service with the Christchurch City Council by giving at least one-day's notice. No reason need be given and no process followed by either party.

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

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.

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 during the continuation of your volunteer work, or after its termination.

Equipment

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 may result in you being liable for its repair or replacement.

Training

As a volunteer it is an expectation that you attend an annual training session during National Volunteer Week (Mid June) each year.

Consent for Under 17

If you or any members of your group are under 17 and wish to participate as a volunteer, you are required to get consent from a parent/ guardian or caregiver.

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, please contact the Team Leader of the Graffiti Programme on 03 941 6614

Name:

Customer ID:

Declaration and Agreement

Agreement

You are entering into a partnership with the Christchurch City Council and you must adhere to all guidelines

- I have read, understood and accept the volunteer agreement
- I have read, understood and accept the role guidelines and relevant best practice
- I have read, understood and accept the code of conduct
- I have read, understood and accept the privacy statement
- I agree to spot and report a minimum of 12 graffiti incidents per month (tag spotter)
- I understand that if I make less than 12 reports a month I will be moved to casual status
- I agree to only remove graffiti from sites directed by the graffiti team (tag remover)
- I agree to provide after photos of the directed removal site (tag remover)
- I understand that all roles will be subject to an annual review.
- I confirm that I have had a reasonable opportunity to seek my own independent advice before signing this agreement.
- I will be using Snap Send Solve
- I have received the volunteer handbook

I **do/do not** (please circle) 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.

Consent for Under 17yrs

I **do/do not** give permission for **VOLUNTEER NAME** to volunteer with Off the Wall – Graffiti Volunteer Programme as a

Tag Spotter Tag Remover Artist/Mentor

Signature: **SIGNATURE** Relationship to Volunteer: **RELATIONSHIP TO VOLUNTEER**

Declaration

I understand that not adhering to the above agreement will mean the Christchurch City Council may discontinue providing its support or resources