



Volunteer

Information and Registration Booklet

24 – 26 February 2020



Australia's largest conference for people with disability

Deakin University | Waterfront Campus | 1 Gheringhap Street, Geelong





Dear Volunteers!

VALID and the Local Reference Committee invites you to play a vital part in the upcoming 21st annual Having a Say Conference at Deakin University, Geelong Waterfront Campus from 24th to 26th February 2020.

The Having a Say Conference attracts hundreds of delegates from across Australia and overseas. The conference provides opportunities for people with disabilities to experience new things, to participate, learn, present, perform and celebrate achievement. Being a part of this conference is a wonderful experience for all involved and many delegates and volunteers come every year .

The conference is not a profit-making exercise and we aim to run the conference at a low cost to participants. In order to do this we rely on the support of volunteers and local organisations. VALID are looking for volunteers who are:

- who are available a few hours, a day or the whole conference!
- able to attend a short orientation session prior to the Conference
- committed to furthering the inclusion of people with disabilities in the community

Information about the 2020 conference is included in this booklet, along with a list of potential tasks and relevant information for prospective volunteers. If you are interested in being part of the conference as a volunteer, **please fill out and return the Registration Form** in the middle of this booklet as soon as possible. Send you form to VALID (address below).

Regards

Christine Scott
VALID Inc.

Christine Scott

VALID

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Post 130 Cremorne Street, Richmond Vic 3121

www.valid.org.au

VOLUNTEERS



WE NEED YOU

Who runs the conference?



About VALID

The Victorian Advocacy League for Individuals with Disability (VALID) is a not for profit organisation that supports people with intellectual disability and their families.

Mission Statement

The mission of the VALID Advocacy Service is, to protect and defend the human rights of people with an intellectual disability, and to champion their rights as citizens to:

- Community Presence
- Choice
- Respect
- Community Participation
- Self Determination



Aims



The VALID Advocacy Service aims to empower people with intellectual disability at a range of levels, from the individual to systemic to:

- exert control and influence over the decisions and choices which affect their lives
- inform and influence the policies, processes and practices of disability service agencies, governments and other authorities
- exercise their human rights and citizenship status within their local communities



VALID Advocacy Support Service

VALID is funded by the Victorian State Government as a peak providing advocacy support for adults with intellectual disability and their families/ carers across Victoria.

VALID's advocacy helps people resolve difficulties they are facing such as finding appropriate information or assistance to resolve complaints up to more complex support.

About the Having a Say Conference

What is it?



The Having a Say conference is a national conference held each year in Geelong, Victoria. It aims to give people with disabilities the opportunity to not only attend a conference, but also to be involved in planning and running a conference.



For the past 20 years the Having a Say Conference has been supporting people to find their voice. *To speak up, be heard and be respected.*

This is the conference where people listen to each other, not just to the speakers on stage. This is the conference where people respect each other's views and opinions, and celebrate their common cause.

What Happens at the Conference?

The conference program is usually very busy, but it has choices for everyone and lots of time to meet people from around Australia and overseas.

The topics for speakers are based on issues of interest that people with disability have nominated. Most sessions break into small group discussions so that everyone can have a say. If people need support to participate volunteers assist them to write or draw their comments.

There are other activities that participants can choose which are fun things that give people a chance to socialise and try something new. In 2019 we will have Come and Try activities such as sports games, floristry and jewellery making. They are a great way to break up the day in between workshops.

Who runs the Conference?



VALID is the organiser of the conference and runs the conference on a break-even basis (i.e. not for profit). A Local Reference Committee is set up to support the planning and running of the conference. This Group comprises people with disabilities, VALID representatives, local services and other interested people.



The Conference aims to provide people with a disability:

- the opportunity to 'have a say' about issues that affect their lives
- opportunities to celebrate ability and achievement
- to be heard by politicians, government and service providers
- the opportunity to participate
- support to be part of developing strategies to address issues and recommendations made at the conference





Principal Sponsors

Department of Health and Human Services, Victoria (DHHS) and the Disability Services Commissioner (DSC)

General Information

Local involvement

A range of agencies from the Geelong region support VALID to plan the conference, they include, City of Greater Geelong, SCOPE Barwon, Encompass dal and genU.

Times

Volunteers are needed to assist with the conference sessions which are held from



- Monday 10.30am to 4.00pm
- Tuesday 9.30am to 4.00pm
- Wednesday 9.30am to 1.15pm



The Conference Dinner and Disco will be held at The Pier on Tuesday evening, 25th February from 6.30pm to 10.30pm.

Participants in the Self-Advocacy Conference

Most of the self-advocacy conference participants:

- come from areas across Victoria, some from interstate and overseas
- will have a support person (either staff from a service they attend or a carer) who has accompanied them to the conference
- will be people with a variety of disabilities (intellectual, acquired brain injury, physical injury including sensory)



Venues

1. **Conference** main venue is located at Costa Hall, Deakin University, Waterfront Campus, Gheringhap Street, Geelong.
2. **Dinner and Chat** is at Wah Wah Ghee Restaurant, on the Pier, Geelong.
3. **Disco** is at the The Pier Geelong, located on Cunningham Pier, Western Beach Foreshore Road, Geelong.
4. **Come and Try activities** venues vary according to the type of activity - some will be on-site at Deakin, some off-site at various locations.

Program

The Conference Program consists of three main types of activities:



- Presentations, Info Sessions and Workshops
- Performances
- Come and Try activities

Please note: Not all volunteer expressions of interest will be accepted. Volunteers will be assigned to activities at the organiser's discretion. Most presentations are delivered by people with disability.

Photographs



VALID would appreciate photos that you take, be provided for our Conference Report. Delegates give their permission to be in photos with the exception of delegates wearing a name tag with an orange band.

Volunteer Perks and Quirks

Volunteer Uniform

Having a Say Volunteer T-shirts



To make sure that volunteers are easily identifiable, all volunteers will be offered a t-shirt to wear while they are volunteering at Having a Say. The t-shirts are a light blue in colour and are available in a range of sizes. You will be allocated one when you report for your first day at the Conference.

We will need to use these t-shirts again next year so you will need to **return** them at the end of the conference. However, we will give people who volunteer for one day or more, a free conference T-shirt (colour is your choice).

Having a Say Volunteer Hats



Some volunteers who will be supporting conference participants in outdoor Come and Try Activities. Hats are available for volunteers to wear to protect them from the sun.

Orientation & Training



People who attend the Orientation will learn about the conference details and be supplied with the Volunteer Coordinator contact details, maps of the conference venue, volunteer handbook and other important information.

Orientation Sessions

Volunteers are required to attend the orientation session that will be conducted

1. **Tuesday 11th February 2020** from 10.30am to 12.30pm at the VALID office, 130 Cremorne Street, Richmond (morning tea provided)
2. **Wednesday 12th February 2020** from 11am -1pm with lunch provided at Deakin University, Waterfront Campus, Gheringhap Street, Geelong.



Volunteer Registration Form

First Name: Last Name:

Organisation (if applicable):

Address:

..... Postcode:

Telephone: Mobile:

Email:

Do you have any special dietary requirements?

Please list allergies (*not dislikes*) e.g. coeliac, vegetarian, diabetic etc

.....

.....

I would like to attend the dinner/disco

(Conditions apply see page 6)

☐ Yes

☐ No

I will be attending the volunteer orientation on:

VALID Office on **Tues 11th February 2020**

☐ Yes

☐ No

Deakin Uni on **Wed 12th February 2020**

☐ Yes

☐ No

IMPORTANT (need more information, refer to page 8)

Do you have a current police check?

☐ Yes

☐ No

Copy of Police Check Certificate enclosed

☐ Yes

☐ No

Police Check Application enclosed

☐ Yes

☐ No

Police Certificate previously provided for the 2019

Having a Say conference

☐ Yes

☐ No

I have read and agree to abide by the Code of Conduct and Safety rules of the Having a Say Conference. I will notify VALID if I am convicted of a crime prior to the conference.

Signed: Date :



Volunteer Expression of Interest

Task	What	Interest Yes / No	Day/s Available M, T, W
Come & Try	General supervision during activities. Assisting people with participation in activities such as art, dancing, jewellery making.		
General Support	A couple of people will be rostered all the time to support with general tasks as they crop up, e.g. show speakers to the rooms. Support self-advocate presentations if required. Directing delegates to sessions, come & try activities.		
Hospitality	Tea & coffee will be self serve, but some delegates may require support with this. Overall we require assistance to ensure that supplies are maintained & tidied after each break.		
<p>Please note: There are limited volunteer placements in each of the tasks. The volunteer coordinator will contact you prior to the conference to confirm your role at the conference.</p>			

List any specific skills or qualifications that you think are relevant to the roles you are interested in:

.....

.....

.....

You will need a Police Check

All volunteers of the Having a Say Conference are required to have a current National Police Check. If you have a Police Check Certificate already you need to send a copy with your volunteer registration application. Police checks need to be renewed every three years.



If you do not have a Police Check Certificate, contact Brenda at the VALID office for more information on how to apply for a certificate. Phone: 03 9416 4003 or email: brenda@valid.org.au (VALID will pay for the Police check.)

Disability Worker Exclusion Scheme (DWES)

All volunteers are now required to fill out the Disability Workers Exclusion Scheme form (opposite) and return it to VALID with your volunteer registration.

Disability Worker Exclusion Scheme

Consent and Acknowledgment Form

I am aware that the Department of Health and Human Services (the department) operates a Disability Worker Exclusion Scheme and has a Disability Worker Exclusion List (the List).

I consent to my personal details being provided to the department for the purpose of checking against the List.

I consent to the department collecting personal information and sensitive personal information about me, including information relating to any criminal, disciplinary and employment history of mine, for the purposes of the department compiling and maintaining the List.

I accept that if my name is on or is placed on the List, I will be prevented from being engaged by a disability service provider (as defined in the *Disability Act 2006*) as:

A Disability Worker, being a person engaged by a disability service provider who:

- (i) provides, or supervises or manages a person who provides, direct support to a person with a disability, and
- (ii) has direct contact or access to a person with a disability

and excluded from any work at the disability service that falls within the definition of:

Excluded Work being work at a disability service:

- (i) as a Disability Worker, or
- (ii) that involves regular direct contact with or access to a person with a disability.

I agree that the department may inform any disability service provider or authorised labour hire agency that has engaged me that I am on the List, or that I am the subject of a Notification by a disability service provider.

I agree to inform VALID of the name and address of any other disability service provider I am, or intend to be, engaged by.

Full Name	
Address (inc postcode)	
Telephone	
Email	
Tick applicable	<input type="checkbox"/> Staff <input checked="" type="checkbox"/> Volunteer <input type="checkbox"/> Student
Date of Birth	
Signature	

Disability Worker Exclusion Scheme

Information sheet for disability workers – 20 October 2017

About the Disability Worker Exclusion Scheme

The Disability Worker Exclusion Scheme (the Scheme) is an employment screening safety check designed to protect the safety and wellbeing of Victorians living with disability. The Scheme excludes people who pose a threat to the health, safety or welfare of people with disability from work as a disability worker in a disability service.

In response to the *Parliamentary inquiry into abuse in disability services*, the Victorian Government has expanded the scope of the Scheme to further protect people with a disability.

Services the Disability Worker Exclusion Scheme applies to

As of 1 November 2017, the Scheme applies to all disability services (as defined in the *Disability Act 2006*).

Disability service is defined as a service specifically for the support of persons with a disability which is provided by a disability service provider.

Disability service provider is defined as:

- a) the Secretary to the Department of Health and Human Services (department); or
- b) a person or body registered on the register of disability service providers.

This includes all disability service providers which provide services under the National Disability Insurance Scheme that are registered under the *Disability Act 2006*.

The Scheme applies to every disability worker (as defined under the Scheme) who is engaged in a disability service in the following ways:

- full-time, part-time or casual employees;
- contractors;
- persons engaged through labour hire agencies;
- students on placements; and
- volunteers.

Under the Scheme, the terms **Disability Worker** and **Excluded Work** are given the following meanings:

Disability Worker means a person engaged by a disability service provider who:

- provides, or supervises or manages a person who provides direct support to a person with a disability; and
- has direct contact or access to a person with a disability.

Excluded Work means work at a disability service:

- as a Disability Worker, or
- that involves regular direct contact with or access to a person with a disability.

Criteria for placement on the List

The Disability Worker Exclusion List Criteria as outlined in the *Disability Worker Exclusion Scheme Instruction for disability service providers October 2017* are:

- (a) Where a person has been found guilty of any offence, regardless of whether they are imprisoned, which:
- Involves bodily harm;
 - Involves violence or threats of violence;
 - Is of a sexual nature;
 - Involves dishonesty; or
 - Involves neglect of a person in their care.
- (b) Where a person's engagement has previously been terminated or a person has been removed from the role of a Disability Worker for conduct which includes abusing a client, sexual misconduct with a client or otherwise placing a client at risk of serious harm (including financial harm), including where such conduct occurred in an area outside disability services, for example in a school or a nursing home, regardless of whether there was a criminal prosecution.
- (c) Where a person has been the subject of a workplace investigation because of an allegation relating to conduct falling within the scope of the criteria, but has resigned before that investigation has been concluded.
- (d) Where there are reasonable grounds to consider that the engagement of a person in a disability service as a Disability Worker would represent an unacceptable risk to the health, safety or welfare of a person with a disability.

A person only needs to fall within one of the criteria to be considered for placement on the List

Falling within one of the criteria means that a person will be considered for placement on the List but does not mean that the person will be automatically placed on the List.

Notification of placement on the List

Prior to a worker's name being placed on the List they will be advised in writing that a notification has been made to the Disability Worker Exclusion Scheme Unit. They will be provided with an opportunity to show cause why their name should not be placed on the List. If a worker's name is placed on the List after their show cause is received and considered, they will have the opportunity to appeal this decision. Persons on the List can also seek a review of their placement on the List once every three years.

Effects of being placed on the List

If your name is placed on the List, you will not be permitted to undertake Excluded Work (as defined by Scheme) at a disability service (as defined in the *Disability Act 2006*).

DWES and the National Disability Insurance Scheme

The Victorian Government has committed to continue existing Victorian quality and safeguards during transition to the National Disability Insurance Scheme. The Scheme will remain in place while the Victorian Disability Worker Accreditation and Registration Scheme and the NDIS worker screening arrangements are being developed.

More information

More information about the Scheme is available on the [DWES page of the department's website](http://providers.dhhs.vic.gov.au/disability-worker-exclusion-scheme) <<http://providers.dhhs.vic.gov.au/disability-worker-exclusion-scheme>>. Or you can contact the Disability Worker Exclusion Scheme Unit on 9096 3203 or [email the unit](mailto:dwesu@dhhs.vic.gov.au) <dwesu@dhhs.vic.gov.au>

Code of Conduct



At Having a Say everyone needs to behave in a good way to each other.

The 'Code of Conduct' is provided to guide people as to what is okay and what is not okay. It is consistent with VALID's values (pg 3), human rights and Australian laws.

Acceptable Conduct

The following **rules** apply to EVERYONE who is involved with the Having a Say Conference including:



- Participants, families, workers, support staff and carers
- Volunteers
- VALID staff
- Guests
- Exhibitors and presenters



Unacceptable Behaviour



While the good (acceptable) behaviour is listed on the next page, to make it clear what is not okay (acceptable), the following examples are given.

Behaviour that is NOT acceptable from any person involved with VALID includes:



- harassing or bullying any individual, including members of the public
- any act of violence or crime toward another person or to property
- any act that discriminates against another person
- inappropriate touching of any other person
- stealing and/or touching other people's belongings
- suggestive remarks or action of a sexual nature



- physically or verbally abusing others eg. yelling at or saying things to others that make them feel bad
- swearing at others in an aggressive or offensive manner
- any crime, e.g. stealing, vandalism



Reporting Misconduct

If you see someone behaving in a bad way, volunteers are required to report this misconduct to one of the following:

- Volunteer Coordinator
- Registration Desk or any VALID staff member



Code of Conduct

Your Responsibilities

VALID expects **everyone** to behave and treat others with respect and in a way that reflects positively on VALID, including:



- respecting the rights of others, including privacy, confidentiality, dignity and diversity



- acting ethically, that is doing the right thing and being honest
- contributing to a happy, safe and successful event



- taking individual responsibility to contribute actively to their role or to an activity



- being reliable (e.g. turn up on time)
- respecting cultural, ethnic, gender and religious differences



- being courteous, sensitive, and fair in how we communicate (e.g. talk or write) and act



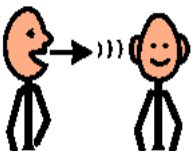
- caring about the interests, rights, safety and welfare of others - such as smoking only in smoking areas



- making decisions fairly and not using your position to gain advantage for yourself or for any other person

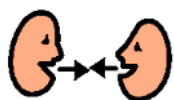
- supporting the personal and professional development of others

- working together with others to achieve common goals and to get along in a happy, harmonious manner



- listening to and seeking to understand different points of view (this does not mean you have to agree with what the other person says, just be respectful)

Breaking the Code of Conduct



If someone breaks this Code of Conduct - that is they break the rules around behaviour - then VALID would need to take some action, this may include:



1. The relevant VALID Coordinator will talk to the individual about their behaviour and discuss what is acceptable and what is not okay.
2. If a person has support staff or a carer with them, they would be involved in this discussion.
3. It is hoped that an agreement could be found about how the individual could continue to participate in the activity e.g. conference
4. If agreement cannot be found or if the individual continues to break the code of conduct (rules) the VALID CEO would be asked to become involved (if not already).
5. An individual who continues to break these rules, especially where their actions are upsetting or putting others at risk, may be asked to leave an event or activity
6. Where an individual has committed a crime and broken the law, VALID may have no choice about reporting this to police.
7. VALID understands that some individuals' behaviour may be due to their impairment or disability. This will be considered as part of making decisions about whether they are able to continue to be part of VALID activities.



At any time an individual or their advocate can choose to make a complaint about the process. This will then be dealt with through the VALID Complaints Policy available on the VALID website.

VALID Response to Misconduct

Where an incident (abuse, neglect, bullying etc.) occurs during a VALID event or activity to an individual in the care of staff from another service, VALID management should ensure that the agency involved takes appropriate action, including reporting and responding to any incidents or allegations according to government regulations.

Where misconduct results in an incident, VALID will follow its incident reporting process and any other relevant regulations. e.g. DHHS incident reporting

Being Safe at the Conference

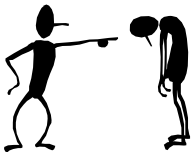
We want everyone to be safe at the conference.

So we ask that all volunteers, organisers and staff be aware and ensure that they follow basic OH&S (Occupational Health & Safety) rules.



General Rules for all volunteers

- If you are involved in or see an accident report it to the registration desk or a VALID staff member / organiser immediately. You will be asked to fill out an incident report
- Report any injuries to St John Ambulance staff.
- St John Ambulance are located near the Registration Desk
- Report any hazards that you see, including spills
- All volunteers have a duty of care to ensure that they work in a way that is not harmful to their own health and safety and the health and safety of others
- If you see someone being bullied or abused, please report this immediately to a VALID staff member or the registration desk
- Volunteers are not expected to lift heavy items or anything that they feel uncomfortable moving
- Volunteers are not expected to provide person care to delegates. There are paid Attendant Carers available to do this.



Catering Volunteers

- Always wash hands using soap and running water before any contact with food
- Use the food handling gloves provided when preparing or handling food
- Tasks are allocated by the Catering Coordinator & volunteers should not undertake tasks that they have not been approved for eg. cutting up fruit
- Any injuries (finger cut) or concerns should be reported to the Catering Coordinator



