

# VOLUNTEER APPLICATION FORM



## FOR SEC 355 MANAGEMENT COMMITTEES

**PERSONAL DETAILS:**

Name: ..... D.O.B: .....

Address: .....  
(Volunteers must be residents of Wollondilly Shire)

Phone (H): ..... (M) .....

(B): ..... (E-Mail) .....

Emergency Contact: ..... (P).....

Drivers Licence No ..... Licence Class.....

**COMMITTEE DETAILS:**

Which Management Committee are you volunteering for : .....

Which Group are you representing: .....

Type of Work : .....

Proposed Start Date: ..... Proposed end date (if applicable) .....

The information that Council is collecting from you is personal information under the Privacy and Personal Information Protection Act 1998 ("the Act"). The intended recipients of the personal information are:

- Members of the public requiring contact information in relation to your Management Committee.
- Council Officers and other Council Committee Members.

Council is collecting this personal information from you in order to maintain a contact list for members of the public, Council Officers and other Council Committee Members who may need to make contact with the appropriate members of the Committee. Council will store this information on its Electronic Document Records Management System (TRIM). Once collected by Council, the information can be accessed by you and may also be available to third parties pursuant to the Government Information (Public Access) Act 2009

Please read the conditions of engagement on the reverse side of this document before signing below. If you do not understand any of the information please check with Council or the President of the Management Committee.

☐

**Yes, I have read and understood the conditions of engagement as set out on the back of this page.**

Signature: .....

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

## CONDITIONS OF ENGAGEMENT

### **Scope**

These conditions of engagement apply to all volunteers.

### **Insurance**

Council carries Personal Accident Insurance cover for volunteers who may suffer an injury or an illness as a result of the voluntary activities undertaken. Conditions apply, for more detail please contact Councils Risk Management Officer.

### **Resources**

Council will provide adequate resources for volunteers to safely and efficiently conduct activities, including, information, instruction, training and resources such as tools, materials and some personal protective equipment (PPE).

### **Future Paid Employment**

Engagement and service as a volunteer is not to be construed as providing any advantage, access to, right or consideration for future paid employment with Wollondilly Shire Council.

### **Obligations of Volunteers**

- Volunteers are expected to maintain the same standards of confidentiality, courtesy, discipline and compliance with Councils Code of Conduct and other policies and procedures as are required of paid employees.
- Undertake a Working with Children Check (if applicable)

### **Health and Safety**

- Before starting work, volunteers must participate in an induction program that familiarises you with the health and safety requirements, rules and procedures of the area of activity.
- Volunteers must comply with all reasonable directions given to them by a Council Officer and ensure that as far is reasonably practicable, work is conducted in a manner that is safe and without risk to yourself or others.
- All Incidents, accidents or near misses are to be reported to the volunteer coordinator as soon as possible.
- Wear appropriate clothing, footwear and/or other PPE as directed/required at all times.

### **Reimbursing out of pocket expenses**

Volunteers are entitled to claim for reasonable out of pocket expenses incurred that were directly related to the activity being undertaken (excluding travel to and from the place of volunteering). Receipts must be provided to verify any expenses being claimed.

### **Attendance**

Attendance is at all times at the discretion of the volunteer, however if prior arrangements and/or commitments have been made, volunteers are encouraged to contact their activity coordinator as soon as possible if you are unable to attend.

### **Discontinuing Service**

Should you wish to suspend or cease being a volunteer, please inform your volunteer coordinator as soon as possible.

Council reserves the right to discontinue an activity or the services of a volunteer at any time as deemed necessary.

### **Variation**

Council reserves the right to review, vary or revoke any of the above conditions of engagement.