

**Privacy**

The personal information being voluntarily supplied on this form is collected by Wollondilly Shire Council for the purpose of assessing your application to be a Volunteer. In completing this form, you will be providing “personal information” as defined under the Privacy and Personal Information Protection Act 1998. This information will be stored in Councils Electronic Document Records Management System and accessed by the processing officer and will only be used for the purpose for which it was collected and will not be disclosed to any other organisation, unless required to do so by law or for the purposes of claims management or insurance.

**Please select the desired area of participation:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Landcare / Bushcare Group | <input type="checkbox"/> Animal Shelter | <input type="checkbox"/> Community Nursery  |
| <input type="checkbox"/> Library Services          | <input type="checkbox"/> Advisory Group | <input type="checkbox"/> 355 Committee..... |
| <input type="checkbox"/> Tahmoor DNA Park          | <input type="checkbox"/> Other.....     |   |

**Personal Details;**

Name: ..... D.O.B: ..... Age:.....  
Please Note: The Animal Shelter has a minimum age requirement of 16.

Address: .....

Phone (H): ..... (M) ..... (E-Mail) .....

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

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

Relationship: .....

**Availability:**

Please tell us why you would like to become a Volunteer?  
 .....  
 .....

Days of week/times available: .....

Do you have any special needs, limitations or medical conditions that would limit your ability to do certain jobs?  
If yes, please provide a detailed explanation as this will assist us with placing you in an area where your health and safety will not inadvertently be put at risk.  
 .....  
 .....

Do you have any experience or formal qualifications in the area of work you are interested in?  
 .....

Are you a member of any club or organisation related to the area of work you are interested in?  
 .....

## CONDITIONS OF ENGAGEMENT

### Scope

These conditions of engagement apply to all volunteers.

### Insurance

Personal Accident Insurance cover is provided for volunteers aged 18 - 90 who may suffer an injury or an illness as a result of the voluntary activities undertaken. Conditions and limits apply for persons aged under 18 or over 90, for more detail contact Councils Senior Corporate Governance and Risk 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, respectful behaviour, discipline and compliance with Councils Code of Conduct and other policies and procedures as are required of paid employees.
- Undertake a Volunteer 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 as 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.

**I have read and understand the conditions of engagement as set out above:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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