



Volunteer Application Form

355 Management Committees

Confidential

We thank you for your interest in becoming a volunteer with Wingecarribee Shire Council.

Completed applications can be returned to:

Wingecarribee Shire Council
PO Box 141
MOSS VALE NSW 2577
mail@wsc.nsw.gov.au



Volunteer Application Form

Purpose / Intent of the Volunteer Application form

Thank you for your interest in becoming a volunteer with Wingecarribee Shire Council. This form is to be completed by persons who are applying to undertake voluntary activities on behalf of, or in consultation with, Wingecarribee Shire Council.

The personal information voluntarily provided by you in this form is being collected strictly in accordance with Council's Privacy Management Plan and the Privacy and Personal Information Protection Act. This information is necessary in order for us to undertake an effective assessment of your suitability for the volunteer work identified. The information will only be accessed by designated Council staff for the sole purpose of assessing your application and in relation to the work you are volunteering to undertake.

The information will be retained in accordance with Council's Privacy Management Plan. You are entitled to request access to correct or vary the personal information.

The Government Information (Public Access) Act permits third parties to request access to Council information. However, personal information such as that provided to Council on this form is generally restricted from access and requires your consent prior to release. Council WILL NOT release your personal information to anyone without first consulting you.

355 Management Committees

Contact details are usually distributed to members of your Management Committee, members of other 355 Committees and depending on your position on the Committee in relation to the hire and use of the facility.

Bushcare

Contact details for Bushcare Convenors are shared with members of their Bushcare Group.

If you have a complaint, concern or require further information about the collection and use of personal information, please contact Council's Privacy Officer on (02) 4868 0874.

Completed Applications can be returned to Council by mail, email or hand-delivered to our Customer Service Staff.

Mail:

Wingecarribee Shire Council
PO Box 141
MOSS VALE NSW 2577

Email: mail@wsc.nsw.gov.au

In person:

Civic Centre
68 Elizabeth Street
MOSS VALE NSW 2577

If you require any information regarding your application please contact:

- 355 Committees – Committee Co-ordinator on (02) 4868 0704
- Bushcare Volunteers – Environmental Officer Bushcare & Citizen Science on (02) 4868 0772
- Committees of Council – Group Manager Corporate & Community on (02) 4868 0874
- Wingecarribee Animal Shelter – Team Leader Shelter Operations on (02) 4868 1520

Applicant Details

SURNAME: FIRST NAME: TITLE:

NAME OF COMMITTEE OR GROUP:

POSITION ON COMMITTEE/ GROUP: DATE OF BIRTH:

MALE FEMALE

Postal Address	Residential Address
Post Code	Post Code

Phone: (Work)..... (Mobile)..... (Home).....

EMERGENCY CONTACT

In the event of an emergency, please nominate a contact person.

Name: Phone Number:

Your Email address:

PROOF OF IDENTITY

Council is required to sight and verify your identity and age prior to the commencement of any volunteering duties. Please provide a suitable form of identification that allows Council to verify this information.

Verified by: Position:

PERSONAL REFEREE

For 355 Management Committees /Committees of Council

Please supply the name and contact details of a referee who can confirm your suitability for the committee position you are seeking. If you have been a registered volunteer with Council in the last 2 years, referee details are not required.

Name: Phone Number:

PHOTOGRAPHIC PERMISSION

Do you give permission for your photograph (image only, and without your name) to be used by Council in promoting volunteer activities such as in brochures, newsletters, displays and/or on the Wingecarribee Shire Council website?

YES NO

Applicant Declaration

By completing this application for volunteering with Wingecarribee Shire Council, I acknowledge the following:

- I acknowledge that this is not an offer for employment;
- I have read and understood the physical requirements of my volunteer position with Council and agree that by participating, I will accept the inherent risks involved in such activities;
- I understand and can perform the physical requirements essential to participate in volunteer activities;
- I agree to advise Council of any health issues or pre-existing conditions that may affect my ability to undertake tasks and to take reasonable care for my own health and safety;
- I agree to take reasonable care that my acts or omissions do not adversely affect the health and safety of others;
- I agree to advise Council if I am unable to meet the physical requirements to participate in voluntary activities;
- I agree to my referee being contacted (355 Management Committee and Committees of Council)
- I agree not to undertake activities under the influence of alcohol or drugs that will prevent me from performing duties in a safe manner;
- I agree to report to Council as soon as practical any hazards, incidents, accidents, illnesses, or near misses which relate to health and safety of the voluntary activity;
- I agree to report to the appropriate person as soon as practical any matter which could affect the safe undertaking of the activity;
- I agree to use plant, equipment, substances and personal protective equipment in accordance with the correct procedures and instruction as identified in the suitable duties register;
- I understand that I am not to use my own tools and equipment unless authorised by Council;
- I agree to comply with Councils Code of Conduct;
- I agree to comply, so far as reasonably able, with any reasonable instruction given by Council to allow Council to comply with its legal obligations;
- I agree at all times to abide by the policies, procedures and regulations as defined by Wingecarribee Shire Council;
- I agree to Council verifying that probity checks have been undertaken (where appropriate) in accordance with current Child Protection (Working with Children) regulations;
- I agree to complete any training identified as relevant to my volunteering activities;
- I understand that Council may terminate my volunteering services or take disciplinary action for non-conformance issues;
- I agree to inform Council when I no longer wish to continue or be considered for further volunteering activities; and
- I understand that I am volunteering my services to Council and will not receive remuneration for my services. Payment to a volunteer is not permitted except for the reimbursement of out of pocket expenses (when authorised).
- I will refer to the latest version of the Volunteer Management Manual for information.

I hereby certify that the information given by me in this application is true and correct at the time of completion.

Name: Signed: Date:

Duties Register - 355 Management Committees

Job/Position	Tasks	Lifting (KGs)	Push/Pull (KGs)	Bending	Squatting	Twisting	Walking	Sitting	Driving	Tasks above shoulder height	Frequency of Task	Additional Information
Attendance at Committee Meetings	Set up/pack up tables and chairs	<10kg	<10kg	Yes	Yes	Yes	Yes	No	No	No	Monthly/Bi Monthly or Quarterly	
	Prepare and serve light refreshments/ tea and coffee	2-5kg	<1kg	Yes	No	Yes	Yes	Yes	No	Yes	Monthly/Bi Monthly or Quarterly	Tasks above shoulder height dependent on how high kitchen shelving is
	Washing up dishes / Loading dishwasher	<1kg	N/A	Yes	Yes	Yes	No	No	No	Yes	Monthly/Bi Monthly or Quarterly	Tasks above shoulder height dependent on how high kitchen shelving is
	Cleaning up spills with mop and bucket	<10kg	<10kg	Yes	No	Yes	No	No	No	No	Monthly/Bi Monthly or Quarterly	
	Sweeping floor	<1kg	<1kg	Yes	No	Yes	Yes	No	No	No	Monthly/Bi Monthly or Quarterly	
	Conflict Resolution	N/A	N/A	No	No	No	No	Yes	No	No	Monthly/Bi Monthly or Quarterly	Be respectful at all times with members

Job/Position	Tasks	Lifting (KGs)	Push/Pull (KGs)	Bending	Squatting	Twisting	Walking	Sitting	Driving	Tasks above shoulder height	Frequency of Task	Additional Information
Administrative Duties	Administration	<1kg	<1kg	Yes	Yes	Yes	No	Yes	No	Yes		Dependent on where the volunteer is carrying out their duties to be mindful of correct posture and manual handling
	Computer Use	<1kg	<1kg	Yes	No	No	No	Yes	No	No		As above
	Device Use	<1kg	<1kg	Yes	No	No	No	Yes	No	No		As above
	Customer Service	N/A	N/A	No	No	No	No	Yes	No	No		Be respectful of internal and external customers



Job/Position	Tasks	Lifting (KGs)	Push/Pull (KGs)	Bending	Squatting	Twisting	Walking	Sitting	Driving	Tasks above shoulder height	Frequency of Task	Additional Information
Orientation of Hirers at the Facility (primarily the Booking Officer)	Showing prospective hirer the facility	N/A	N/A	No	No	No	Yes	No	Yes	No		
	Working in isolated environment	N/A	N/A	No	No	No	No	Yes	Yes	No		Advise someone where you are, take mobile phone when at the centre. If you don't feel comfortable with any person at the facility excuse yourself, pack up and leave. Park your car so that is easy for you to make an exit from the centre.
	Administration	<1kg	<1kg	Yes	Yes	Yes	No	Yes	No	Yes		Dependent on where the volunteer is carrying out their duties to be mindful of correct posture and manual handling
	Customer Service	N/A	N/A	No	No	No	No	Yes	No	No		



	Conflict Resolution	N/A	N/A	No	No	No	No	Yes	No	No		Be respectful of internal and external customers
Job/Position	Tasks	Lifting (KGs)	Push/Pull (KGs)	Bending	Squatting	Twisting	Walking	Sitting	Driving	Tasks above shoulder height	Frequency of Task	Additional Information
Events/Activities other than Committee Meetings	Set up/pack up tables and chairs	<10kg	<10kg	Yes	Yes	Yes	Yes	No	No	No		
	Set up/pack up other equipment	<10kg	<10kg	Yes	Yes	Yes	Yes	No	No	No		
	Prepare and serve light refreshments/ tea and coffee	2-5kg	<1kg	Yes	No	Yes	Yes	Yes	No	Yes		
	Alcohol (either served by the Committee or through members' BYO)	<1kg	<1kg	Yes	No	Yes	Yes	Yes	No	Yes		Responsible service of alcohol
	Cleaning up spills with mop and bucket	<10kg	<10kg	Yes	No	Yes	No	No	No	No		
	Sweeping floor	<1kg	<1kg	Yes	No	Yes	No	No	No	No		
Rubbish removal	<10kg	<10kg	Yes	Yes	Yes	No	No	No	No		Use of gloves is encouraged when handling rubbish.	

