



Volunteer Application Form

Bushcare/Rivercare Program

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/Rivercare

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 0822.

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:

- Coordinator S355 Committees – (02) 4868 0704
- Bushcare Volunteers – Environment Officer, Bushcare and Citizen Science (02) 4868 0772
- Committees of Council – Group Manager, Corporate and Community (02) 4868 0822
- 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:

PHOTOGRAPHIC PERMISSION

Do you give permission for your photograph to be used by Council in promoting volunteer activities such as in brochures, electronic or paper newsletters, displays and 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 am willing 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 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 – Bushcare/Rivercare

SITE / LOCATION: **BUSHCARE SITES** (various)

JOB / POSITION:	TASKS:	LIFTING KGS:	PUSH / PULL KGS:	BENDING	SQUATTING	TWISTING	WALKING	SITTING	DRIVING	TASKS ABOVE SHOULDER HEIGHT	FREQUENCY OF TASK	ADDITIONAL COMMENTS / INFORMATION
General Bushcare volunteer	1. Weeding	<10 kgs	<10 kgs	yes - frequent	yes - frequent	yes	yes	yes - if preferred	N/A	yes - infrequent	Predominately work involves walking to site and bending and squatting; weekly / monthly working bees	Volunteers work in pairs or in teams and support each other where needed. Volunteers are advised to work in shade where practical, keep hydrated and take adequate breaks. Volunteers are issued with PPE (gloves, hat, sunglasses) where needed and have access to well-maintained tools and guidance / support.
	2. Lopping /pruning	2-5 kgs	2-5 kgs	yes - frequent	yes - frequent	yes	yes	no	N/A	yes - occasional		
	3. Carrying, dragging & stacking branches & weeds	<10 kgs	<10 kgs	yes - frequent	yes - frequent	yes	yes	no	N/A	yes - occasional		
	4. spot application of herbicide	<2 kgs	<2 kgs	yes - frequent	yes - frequent	yes	yes	yes - occasional	N/A	yes - infrequent		
	5. Spreading mulch	<10 kgs	<10 kgs	yes	yes	yes	yes	no	N/A	no		
	6. Planting	<10 kgs	<10 kgs	yes	yes	yes	yes	yes - occasional	N/A	no		
	7. Plant maintenance (tree guarding, watering)	<10 kgs	<10 kgs	yes	yes	yes	yes	yes - occasional	N/A	no		
	8. Drilling woody weeds (with cordless drill) and applying herbicide	<2 kgs	< 2 kgs	yes - occasional	yes - occasional	yes	yes	yes - occasional	N/A	no		
	9. Seed collection	<2 kgs	< 2 kgs	yes - infrequent	yes - infrequent	yes	yes	no	N/A	yes - infrequent		
	10. Site monitoring	N/A	N/A	yes - infrequent	yes - infrequent	yes	yes	no	N/A	no		

SITE / LOCATION: HOME OFFICE (Convenor) / Bushcare sites / Council offices

JOB / POSITION:	TASKS:	LIFTING KGS:	PUSH / PULL KGS:	BENDING:	SQUATTING:	TWISTING:	WALKING	SITTING:	DRIVING:	TASKS ABOVE SHOULDER HEIGHT	FREQUENCY OF TASK:	ADDITIONAL COMMENTS / INFORMATION
Bushcare convenor	1. Record keeping and reporting	<5 kgs	N/A	Yes	N/A	N/A	Yes	Yes	N/A	N/A	Varies from group to group; Generally 1-7 hours / month	See Wingecarribee Bushcare Policy - Roles and duties of Bushcare Convenors
	2. Facilitate new volunteer registration and site inductions	<5 kgs	N/A	yes - occasional	yes - occasional	yes - occasional	Yes	Yes	N/A	N/A		
	3. Manage risk control and HIRAC compliance	<5 kgs	N/A	yes - occasional	yes - occasional	yes - occasional	Yes	Yes	N/A	N/A		
	4. Group promotion and recruitment	<5 kgs	N/A	yes - occasional	N/A	N/A	Yes	Yes	N/A	N/A		
	5. Group goal setting & action planning	<5 kgs	N/A	yes - occasional	N/A	N/A	Yes	Yes	N/A	N/A		
	6. Group facilitation (phone calls, meetings)	<5 kgs	N/A	yes - occasional	N/A	N/A	Yes	Yes	N/A	N/A		
	7. Community & Council liaison	<5 kgs	N/A	yes - occasional	N/A	N/A	Yes	Yes	N/A	N/A		



SITE / LOCATION: COMMUNITY NURSERY

JOB / POSITION:	TASKS:	LIFTING KGS:	PUSH / PULL KGS:	BENDING:	SQUATTING:	TWISTING:	WALKING:	SITTING:	DRIVING:	TASKS ABOVE SHOULDER HEIGHT	FREQUENCY OF TASK:	ADDITIONAL COMMENTS / INFORMATION
Community Nursery volunteer	1. Sowing seed to trays	2-5 kgs	2-5 kgs	yes	no	yes	yes	yes - occasional	N/A	no	Once / month or less depending on season and taskload	Volunteers work in a team situation and support each other where needed. Volunteers generally work in shade or under cover when weather is inclement.
	2. Pricking out seedlings from trays to tubes	2-5 kgs	2-5 kgs	yes - occasional	no	yes	yes	yes - occasional	N/A	no		
	3. Maintaining nursery plants (weeding, watering)	2-5 kgs	2-5 kgs	yes - frequent	yes - frequent	yes	yes	yes - occasional	N/A	no		
	4. Preparing potting mix	<10 kgs	<10 kgs	yes - frequent	no	yes	yes	no	N/A	no		
	5. Cleaning and storing seeds	2-5 kgs	2-5 kgs	yes - occasional	no	no	yes	yes - frequent	N/A	no		
	6. Preparing plant orders	<10 kgs	<10 kgs	yes - frequent	yes - occasional	yes	yes	no	N/A	no		

