

355 Management Committees

# Volunteer Application Form

CONFIDENTIAL

*We're with you*

## 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 1998 (PPIPA)*. This information is necessary 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. For further information regarding Council's privacy obligations, see [Council's Privacy Guidelines](#).

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 2009* 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.**

You may make an application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIPA.

Your personal information is being collected and will be held by: Wingecarribee Shire Council, Civic Centre,

68 Elizabeth Street, Moss Vale NSW 2577 and/or the relevant Section 355 Management Committee. This form will be placed on a relevant file and/or recorded in Council's electronic document and records management system.

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.

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 0888.

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](mailto: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 Facilities and Bookings Coordinator on (02) 4868 0704.

## APPLICANTS DETAILS

Surname:		First Name:		Title:
Name of Committee or Group:				
Position on Committee/Group:				
Date of Birth:		<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Postal Address:	Post Code:			
Residential Address:	Post Code:			
Phone (work):	Home:	Mobile:		
Email:				

## EMERGENCY CONTACT

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

Name:	Phone Number:
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## 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:
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## 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:
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## 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?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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## Applicant Declaration

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

- 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 *Children Protection (Working with Children) Act 2012*;
- I agree to complete any training identified as relevant to my volunteering activities including volunteer induction training within my first year of volunteering;
- 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 355 Committee 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	Yes	No	No	Yes	Monthly/ Bi Monthly or Quarterly	Tasks above shoulder height dependent on how high kitchen shelving is designed.
	Cleaning up spills with mop and bucket	<10kg	<10kg	Yes	Yes	Yes	Yes	No	No	No	Monthly/ Bi Monthly or Quarterly	Task may include wiping areas with a cloth.
	Sweeping floor	<1kg	<1kg	Yes	Yes	Yes	Yes	No	No	No	Monthly/ Bi Monthly or Quarterly	Tasks include using the dust pan & broom.
	Conflict Resolution	N/A	N/A	No	No	No	No	Yes	No	No	Monthly/ Bi Monthly or Quarterly	Be respectful at all times towards members.
Administrative Duties	Administration	<1kg	<1kg	Yes	Yes	Yes	Yes	Yes	No	Yes	As required.	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

Job/Position	Tasks	Lifting (KGs)	Push/Pull (KGs)	Bending	Squatting	Twisting	Walking	Sitting	Driving	Tasks above shoulder height	Frequency of Task	Additional Information
	Device Use	<1kg	<1kg	Yes	No	No	No	Yes	No	No		As above
	Customer Service	N/A	N/A	No	No	No	Yes	Yes	No	No		Be respectful of internal and external customers
Orientation of Hirers at the Facility (primarily the Booking Officer)	Showing prospective hirer the facility and how to operate equipment.	N/A	N/A	No	No	No	Yes	Yes	Yes	No		Task may include sitting and explaining paperwork and / or the operation of equipment in the facility.
	Working in isolated environment	N/A	N/A	No	No	No	Yes	Yes	Yes	No		Advise someone, in your home or another committee member where you are going, what time and who you will be meeting. Take a mobile phone when at the facility. If you don't feel comfortable with any person at the facility excuse yourself, then pack up and leave. Park your car so that is easy for you to make an exit from the facility at any time.

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Orientation of Hirers at the Facility (primarily the Booking Officer)	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	Yes	Yes	No	No		
	Conflict Resolution	N/A	N/A	No	No	No	No	Yes	No	No		Be respectful of customers. Committee member, contactors and council staff.
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		
Events/Activities other than Committee Meetings	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	Yes	Yes		Responsible service of alcohol.
	Cleaning up spills with mop and bucket and Cloth.	<10kg	<10kg	Yes	Yes	Yes	Yes	No	No	No		

Job/Position	Tasks	Lifting (KGs)	Push/Pull (KGs)	Bending	Squatting	Twisting	Walking	Sitting	Driving	Tasks above shoulder height	Frequency of Task	Additional Information
	Sweeping floor	<1kg	<1kg	Yes	Yes	Yes	Yes	No	No	No		Task may include using a dust pan and broom.
	Rubbish removal	<10kg	<10kg	Yes	Yes	Yes	Yes	Yes	Yes	No		Task includes the use of gloves when handling rubbish. Task includes taking rubbish to be disposed of responsibly.
Committee meetings / Events / activities that are being conducted during a Pandemic	Health of participants / committee members	<1kg	<1kg	No	No	No	Yes	Yes	No	No	<1kg	During a health crisis you must adhere to the health advice from the Australian Government Department of Health <a href="http://www.health.gov.au">www.health.gov.au</a> and the NSW Government <a href="http://www.nsw.gov.au">www.nsw.gov.au</a> .
	Social distancing	<1kg	<1kg	No	No	No	Yes	Yes	No	No	<1kg	
	Hygiene and cleaning	<1kg	<1kg	Yes	Yes	No	Yes	Yes	No	No	<1kg	
	Record keeping	<1kg	<1kg	No	No	No	No	Yes	No	No	<1kg	