

Attachment A

**TEMORA SHIRE COUNCIL
APPLICATION TO WORK WITH COUNCIL AS A VOLUNTEER**

**EXPLANATION OF PURPOSE OF VOLUNTEER APPLICANT & PERSONNEL
PARTICULARS FORM**

This form is to be completed by persons who are applying to undertake voluntary activities on behalf of or in consultation with Council.

It is designed to elicit appropriate information from the volunteer to assist Council in determining the suitability of the volunteer for the task. It also assists in identifying the training and safety equipment required in accordance with Councils Risk Management strategies and Occupational Health & Safety requirements.

The Council employee signing the form on behalf of the Council is to ensure that any training, protective clothing (e.g. hat, sunscreen, safety vest, etc), and tools required are issued prior to the volunteer commencing the task. When volunteers are using their own tools and or personal equipment this must be inspected and certified by the project manager (or delegate) and recorded on the volunteer tool register.

Applicant details

Name: _____ Phone: _____

Address: _____

Note: if applicant is under the age of 18 a parent or guardian must co-sign this application and the volunteer must be supervised at all times by a responsible adult.

Close relative to be contacted in case of emergency:

Name: _____ Phone: _____

Type of volunteer work application is made for: _____

Skills held in relation to this task: _____

Referees

Name: _____ Phone: _____

Name: _____ Phone: _____

Work details

(To be completed by Council employee in charge of work area)

Location of work: _____

Type of work: _____

Proposed work duration: _____

Training required: _____

Tools and protective equipment required for work:

Identify which (if any) tools or equipment are to be provided by volunteer:

Volunteers are not to use their own tools or protective equipment unless it has been inspected and certified by the project manager (or delegate), any such inspection and certification should be recorded on the accompanying form.

Attachment A

Applicant Declaration

- I agree to council conducting probity checks (where appropriate) in accordance with the protection of children legislation
- I agree to referees being contacted in relation to this application to provide voluntary services to Council.
- I agree to work under the guidance and supervision of the Council employee responsible for the area of work for which I have applied
- I agree to use the tools and protective equipment specified in this application.
- I agree to contact the Council employee designated if I intend to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking.
- I understand that Council may terminate my volunteering services if I do not comply with any aspect of this agreement.
- I agree to inform Council of any injuries sustained whilst undertaking volunteering activities.
- I understand that all claims for any medical costs incurred as a result of my volunteering activities will be made upon my own medical fund.
- I am willing to undertake any training deemed necessary by Council in relation to my volunteering services to ensure that I comply with all policies and legislative obligations of Council.
- I understand that as a volunteer I am expected to maintain the same standards of confidentiality courtesy and organisational discipline as Council's paid employees.
- I agree to work in a constructive and cooperative way with Council staff, and comply with any safety procedures requested.
- I understand that I am volunteering my services to council and will not receive remuneration for my service, and that I will inform council when I no longer wish to be considered for further volunteering activities.

Signed: _____ Date: _____

Office Use Only

Protective tools & equipment to be provided by Council: _____

Traffic management plan provided by Council: _____

The applicant is approved for the work specified in the form.

Signed: _____ Date: _____

- Manager or Director in charge of work area
- Signed copy of form to be returned to applicant and placed on file.
- Traffic Management Plan Supplied
- Form posted to applicant
- Form placed on file
- Volunteer tools and protective equipment register completed.

Signed: _____ Date: _____