

To be completed by members applying for a Volunteering Position with Greater Hume Shire Council

The following information is needed to process your volunteer application and to ensure we cover you under our insurance policy and offer you appropriate support services.

The information we receive from you will be kept confidential in line with our Privacy Policy.

Please complete and return to: Human Resources at PO Box 99, Holbrook or

Email: mail@greaterhume.nsw.gov.au or Fax: 02 6036 2683

Applicant Details

Name _____

Address _____

Postal Address _____

Contact Phone _____ **Mobile** _____

Email _____

Date of Birth _____

Volunteer Position _____

Licence Details *If required to use a vehicle while volunteering*

Licence Number _____ **Class** _____ **Expiry Date** _____

Vehicle Details *If you will be using your vehicle during volunteering hours*

Make _____ **Model** _____ **Registration Number** _____

Vehicle Insurance *Do you have comprehensive insurance?*

Yes **No**

Medical Details *Are there any medical problems and/or are you taking any medication which may affect your volunteering that we need to know about?*

Yes **No**

Details _____

Emergency Contact

Name _____

Contact Phone _____ **Mobile** _____

Relevant Skills Interests and Work Experience. *Please attach CV if necessary.*

Availability. *Please tick one or more of the following.*

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----------|--------|---------|-----------|----------|--------|----------|--------|
| Morning | | | | | | | |
| Afternoon | | | | | | | |
| All Day | | | | | | | |

Attention Applicant - Privacy Notification Form

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ("the Act"). The information may only be made available through this or other relevant Acts and Regulations that may apply.

The intended recipients of the personal information are:

- officers within the Council;
- agents or data service providers engaged by the Council.

The supply of the information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application.

Council is collecting this personal information from you in order to officially register your work as a Volunteer or Committee Member.

If elected to a committee

- Your name may be printed in the reports of Committees and published on Council's web page.
- Your name and contact details will be made available to other committee members and general public unless otherwise advised.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be addressed to the General Manager of Council. Council is to be regarded as the agency that holds the information.

Applicant Signature _____ **Date** _____

Attention Applicant – Police Check *If Applicable*

I will provide/or have provided my details for a Police check if applicable to my volunteering position:

Applicant Signature _____ **Date** _____

Attention Applicant – Working With Children Check *If Applicable*

Do you have a current working with children check? **Yes** **No**

Number _____ **Expiry Date** _____

Conditions Applicable to a Volunteer of Greater Hume Shire Council

The efforts of community members who contribute to the betterment of their Shire are appreciated and Council acknowledges the personal sacrifices made as a volunteer of Council.

As a volunteer of Greater Hume Shire Council the following conditions apply:

1. No payment will be made to you by Council, unless otherwise resolved by Council.
2. Only while you are assisting Council as a volunteer with the above department/service and while your assistance is approved/controlled and/or known by Council, you will be covered for Public Liability Insurance.
3. While acting as a volunteer, a limited personal accident insurance cover will be affected by Council subject to the terms and conditions for the policy:
 - a) Volunteers who are officially appointed as a volunteer with Council are covered within the terms and conditions of the Council's Public Liability Insurance policy for third party personal injury or damage to property caused by an occurrence in connection with the business of the Council.
 - b) The policy does not cover committee members whilst driving their own vehicles. Council strongly recommends that all volunteer staff using private vehicles are covered by their own comprehensive insurance policy.
 - c) Council does not pay insurance costs for private vehicles and will not cover costs incurred by committee members driving uninsured/unregistered vehicles.
 - d) If the volunteer requires assistance from their friends and relatives, they will need to be registered volunteer and their details are to be provided to Council to be covered by Public Liability Insurance while carrying out their task.
4. Should any injury occur to you while you are acting as a volunteer of Council you must notify Council's RISK/WH&S Coordinator immediately, or as soon as practicable.
5. Any incident which occurs in which injury or property damage to other parties may arise must be reported immediately or as soon as practicable to Council's RISK/WH&S Coordinator.
6. Under the terms of the Work Health and Safety Act 2011, you must follow all established practices, procedures and instructions of Council which apply to the tasks you have volunteered to perform.

7. You are expected to perform the task you have volunteered to perform with all due care, skill and diligence.
8. Greater Hume Shire Council's Code of Conduct sets the minimum requirements of conduct for "Council officials" (as defined in the Code of Conduct "includes volunteers of Council"). In signing this form you:
 - a) Acknowledge that you have received a copy of Council's Policy, Model Code of Conduct (either hard copy or electronic version).
 - b) Agree, when carrying out your duties as a Volunteer, to comply with the Code of Conduct.
 - c) Agree, when carrying out your duties as a Volunteer, to abide Council's Volunteer Manual.
 - d) Agree that a failure to comply with the Code of Conduct could result in your removal from your volunteering position.

I confirm that I have read and understood the abovementioned conditions.

Volunteer Name _____ *Please Print* _____ **Date** _____

Volunteer Signature _____

Witness Name _____ *Please Print* _____ **Date** _____

Witness Signature _____

A copy of this form will be kept on Council's records and a copy will be provided to you once registered on Council's filing system.

Please advise Council at any time if any information changes.