



# CARRATHOOL SHIRE COUNCIL

Form: 173  
Doc Id: 339855

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## Application to Work with Council as a Volunteer

*Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. 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 legislation. Council is to be regarded as the agency that holds the information. Enquiries can be addressed to Council by telephoning 02 6965 1900.*

Volunteer Details			
Name			
Address			
Contact Number/s			
Type of volunteer work application is made:			
Skills held in relation to this task:			
Close Relative to be Contacted in Case of Emergency			
Name			
Relationship			
Contact Number/s			
Referees			
Name			
Contact Number/s			
Name			
Contact Number/s			
<i>Note: If applicant is under the age of 18 please include details below, the above applicant must be over the age of 18. The below volunteer/s must be supervised at all times by a responsible adult.</i>			
Volunteers Under the Age of 18			
Name		Age	

### 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 Council Risk Management strategies and Work 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 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 services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

Signature		Date: / /
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