

## VOLUNTEER REGISTRATION FORM

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

### Duties

As a volunteer your Project Manager (Council Officer in Charge) will outline the duties for which you are volunteering.

### Responsibilities

It is important that all Council volunteers are aware of the role they play in assisting Council in providing an appropriate level of service to local residents. For this reason you will be trained in tasks and procedures relevant to your volunteer employment and your performance of these tasks may be reviewed from time to time.

### Privacy and Confidentiality

Your volunteer work for Council may involve access to confidential information. You should not discuss sensitive information with members of the public, other staff or other organisations. You should not use information gained in the course of your volunteer duties to cause harm or detriment to the Council, any person or body.

### Section 1 - Details of Voluntary Contribution

To be completed by the Project Manager (Council Officer in Charge)

Activity or Event:

Specific tasks and/or responsibilities assigned:

Location:

Project Manager/Council Officer in Charge:

Hours of Work:

Day(s) of work:

Expected total time spent volunteering in this role:

If you are unable to work the above hours we request that you inform your Project Manager as soon as possible.

### Section 2 - Volunteer's Details

To be completed by the Volunteer.

Title:  Mr  Mrs  Ms  Miss

Name:

Postal address:

Locality:

State:

Postcode:

Phone:

Fax:

Mobile:

Email:

Preferred method of correspondence:

Mail

Email

Do you have your own transport?.....  Yes  No

Do you have a current driver's licence?.....  Yes  No

Do you have Comprehensive Third Party Motor Vehicle Insurance?.....  Yes  No

do you have a "Working with Children" Card?.....  Yes  No

Do you have any medical condition that may affect your capacity to volunteer?.....  Yes  No

If so, please specify:

**Terms and Conditions**

1. By definition of a volunteer, no payment (monetary or otherwise) will be made to you by Cook Shire Council.
2. You will be covered by Cook Shire Council’s Public Liability Insurance only while you are assisting Council in the abovementioned clearly defined activity, and while your assistance is approved/controlled and/or known by Council.
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.
4. Should any injury occur to you while you are acting as a volunteer of Council you must notify your Project Manager 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 your Project Manager.
6. Under the terms of the Occupational 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.

**Section 3 - Execution**

As a volunteer of Cook Shire Council, I confirm that I have read and understand the abovementioned conditions, and all information provided by me is true and accurate to the best of my knowledge.

Volunteer

Name:

Signature:

Date:

Project Manager

Name:

Signature:

Date:

**Cook Shire Council Privacy Statement**

Cook Shire Council considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual’s right to privacy. Council will comply with the Information Privacy Principles as set out in the Information Privacy Act, 2009. Council has in place a standard operating procedure that sets out the requirements for the management and handling of personal information.

**Dispute Procedure**

If you have a dispute or grievance relating to your voluntary employment with Council you should discuss the matter with your Project Manager.

If you are dissatisfied with the resolution to the problem, or if the matter is such that you consider that direct discussion between you and your Project Manager would be inappropriate you should raise the matter with the Divisional Director and the matter will be addressed in accordance with Council’s Dispute Resolution Policy.

Thank you for offering your assistance to be a volunteer for Cook Shire Council.