

Volunteer Registration

New Registration or Amendment

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.

New registration **Amendment of details**

Duties:

Your Project Manager (Council Officer in Charge) will outline your duties.

Responsibilities:

As a Council volunteer it is important that you are aware of your responsibilities and how they assist Council to provide an excellent level of service to Cook Shire constituents. For this reason you will be trained in tasks and procedures relevant to your volunteer contribution. 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 must not discuss sensitive information with members of the public, other staff or other organisations. You must not use information gained in the course of your volunteer duties to cause harm or detriment to the Council, any person or body.

VOLUNTEER CONTACT

Title Mr Mrs Ms Miss Other

Full name

Postal address

Locality/Suburb State Postcode

Phone Mobile

Email

Preferred method of correspondence Phone Mail Email

VOLUNTEER DETAILS

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 current 'Working with Children' Blue Card? Yes No

If yes, please provide the number

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

If yes, please provide more information:

DETAILS OF VOLUNTARY ACTIVITY

Activity or event

Specific tasks and/or responsibilities assigned

Location

Locality/Suburb State Postcode

Project Manager/Council Officer in Charge

Days and hours of volunteering

Expected total time that will be spend volunteering in this role

TERMS AND CONDITIONS

1. As per your role as 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 effected by Council and coverage will be subject to the terms and conditions of that 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 *Work Health and Safety Regulation 2011*, you must follow all established practices, procedures and instructions of Council which apply to the tasks you have volunteered to perform.

You are expected to perform the task you have volunteered to perform with all due care, skill and diligence.

DECLARATION

As a volunteer of Cook Shire Council, I confirm that I have read and understand the conditions listed above, and to the best of my knowledge all the information on this form is correct.

Volunteer Full Name

Signature Date

You are providing personal information which will only be used for Council business activity specific to your enquiry, request, or application. Your personal information is managed in accordance with the *Information Privacy Act 2009*, will only be handled by persons authorised to do so and will not be disseminated unless you have given Council permission to do so or the disclosure is required by law. 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.

LODGEMENT

Cook Shire Council
10 Furneaux Street
PO Box 3
COOKTOWN QLD 4895
Phone: 07 4082 0500
Email: mail@cook.qld.gov.au
Website: www.cook.qld.gov.au

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

OFFICE USE ONLY

Project Manager

Signature Date