

## Privacy Statement

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.

Sections marked with an asterisk are required to be completed.

Thank you for volunteering within Hindmarsh Shire Council. This form can be used when you are seeking to volunteer on behalf of Hindmarsh Shire Council. Volunteer opportunities include our Volunteer Taxi Team, Libraries and assisting Community Asset Committees within facilities like halls, homesteads and museums.

## Your contact details

Name\*:

If you are under 18 years old, name of parent or guardian:

Email Address\*:

Contact Number\*:

Address:

Town:

Post Code:

## Your emergency contact details:

Name\*:

Contact Number\*:

Volunteer Group\* (Committee/Event/Service)

Project Manager/Council Contact (if known):

- |  |     |                          |    |                          |
|--|-----|--------------------------|----|--------------------------|
| Do you have a current driver's license*?                             | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Do you have comprehensive motor vehicle insurance cover?             | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Do you have a medical condition that may impact your volunteer work? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

## Conditions of Appointment

As a volunteer of Council, the following conditions apply:

1. No payment will be made to you by Council.
2. While you are assisting Council in the abovementioned clearly defined Council business activity, 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 of 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 is practicable, after the injury occurs.
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 2004, 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. A Police Check must be provided to Council prior to formal commencement of volunteer activity. You may also be required to provide a valid Volunteer Working with Children Check.

## Insurance Acknowledgment

Please complete this if you are intending to drive your own vehicle on behalf of Council business:

I understand that the motor vehicle I own, which I will use to conduct volunteer work on behalf of Council, must have comprehensive motor vehicle insurance. I understand that if this insurance is to lapse, then I will no longer drive my vehicle on behalf of Council and I agree that I will inform the Council immediately so that alternative arrangements can be made.

I agree to the above:                      Yes

I confirm that the information I have provided is correct and that I have read and agree to the conditions of my volunteer appointment.

I understand that I will need to complete Police Check prior to commencing any work on behalf of Council and acknowledge that I am not covered by Council's insurance for any volunteer work I undertake on behalf of Council until I have passed a Police Check.

I understand that I may be required to hold a valid Working with Children Check (WWCC) and will apply for one/supply one if I am required to.

Signature\*:

Name\*:

Date\*:

 /  / 

## Police Check and Working with Children Check

Hindmarsh Shire Council is responsible for ensuring the safety of our community through all of our services, projects, events and committees. It is a requirement that all volunteers complete a Police Check prior to undertaking any volunteer responsibilities. Depending on your volunteer role, you may be required to hold a valid Working with Children Check (WWCC). Once you have submitted your form, someone from our team will reach out to you about any additional requirements.

We greatly appreciate your contributions in making Hindmarsh a safe and healthy community.

## Next Steps

Your volunteer registration form will be considered. If approved, we will notify you via letter and let you know of any additional requirements for your volunteer position. We will provide you with a timeframe that you will need to provide these requirements, along with your WWCC and Police Check information, to Council by.

## Submission

Please submit this form to [volunteering@hindmarsh.vic.gov.au](mailto:volunteering@hindmarsh.vic.gov.au), or return to any Customer Service Centre or Library. If you have any questions relating to this form, you can email the address above or call (03) 5391 4444.