



Ku-ring-gai Council
APPLICATION TO WORK AS AN ENVIRONMENTAL VOLUNTEER

1. Applicants Details:		
Name:		
Email:		
Address:		
Daytime contact number:		
Mobile number:		
Date of birth:		
2. Emergency Contact Details: Ensure you have this person's consent to have their information included on form		
Name:		
Relationship:		
Daytime contact number:		
3. Availability: Indicate when you are available for volunteer work (select more than one if applicable).		
<input type="checkbox"/> Week days please specify	M T W TH F	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
4. Program:		
<input type="checkbox"/> Bushcare, Streetcare, Parkcare	<input type="checkbox"/> Propagation Shed - Nursery	<input type="checkbox"/> Eastern Pygmy Possum
<input type="checkbox"/> Wildthings – Native Bee	<input type="checkbox"/> Streamwatch	<input type="checkbox"/> Other
<input type="checkbox"/> Community Garden	<input type="checkbox"/> Trailcare	
5. Skills and Abilities: Please provide information on any relevant skills or qualifications		
Languages spoken other than English:		
Environmental or Conservation qualifications:		
Other:		
6. Health and Fitness : Please complete section A or B		
A) Fit for duty		
I _____ (Print name) understand the tasks and responsibilities included in the Volunteer Role Statement and certify that I have no medical or other condition which would prevent me from completing those tasks safely		
Sign _____		Date _____
B) Known medical or other condition		
If you have any disabilities, medical conditions or allergies Council may require medical clearance for your participation in the volunteer program. These conditions do not necessarily prevent you from participating in volunteer programs but will need to be discussed with Council.		
<input type="checkbox"/> Please tick the box if you require follow up in regards to a medical or other condition prior to volunteering		

Please return completed form to:
Environmental Volunteer Programs, Reply Paid 88097, Ku-ring-gai Council, Locked Bag, GORDON, 2072



**LOVING
LIVING**
KU-RING-GAI

Sustaining Sydney's green heart



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7. Applicant Declaration

1. I have read, understand and will comply with the requirements of the Volunteer Role Statement.
2. I agree to work under the guidance and supervision of the council employee or their representative.
3. I agree to work in a constructive and cooperative way with council staff and comply with any safety procedures requested.
4. 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.
5. I agree to contact the council employee designated if I intend to vary the nature of the work specified in this application or if I experience any problems with the work I am undertaking.
6. I understand that council may terminate my volunteering services if I do not comply with any aspect of this agreement.
7. 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.
8. I agree to use appropriate protective equipment, not to spray herbicide and not to use power tools except after consultation, appropriate training and agreement reached with council staff.
9. I agree to inform council of any injuries sustained whilst undertaking volunteering activities.
10. 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.
11. I understand that council may require additional information to be provided.

8. Applicant Signature: If applicant is under 18, a parent/guardian must co-sign this application.

Name

Signature

Date

9. Parent/Guardian: If applicant is under 16, they must be supervised by a responsible adult at all times.

Name

Signature

Date

10. Volunteer for Nature E-News : Tick to subscribe and keep up to date with relevant news and stories

Privacy Information

In completing this form you will be prompted to supply information that is personal for the purposes of the Privacy and Personal Information Protection Act 1998. The supply of this information is voluntary. If you cannot provide, or do not wish to provide the information sought, Ku-ring-gai Council may be unable to process your application. Council is required under the Act to inform you about how your personal information is being collected and used. If you require this or any further information please contact Council's Privacy Officer, 9424 0000

Purpose of Collection: To record contact details and program status

Intended Recipients: Council's staff and Council's insurers

Supply: Voluntary – however Council is unable to process your application without the details requested

Storage: Council's Administration Building

The information may be corrected or updated by contacting Council, 9424 0000

Administration only: Volunteer number: Site number:

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Volunteer Role Statement



Position Title: Environmental Volunteer

Bushcare, Streetcare, Parkcare.....

Native Bee Program.....

Propagation Shed.....

Program Trailcare.....

Eastern Pygmy Possum.....

Streamwatch.....

Please tick all that apply

Purpose of Position Assist Council with stewardship of Ku-ring-gai's natural environment and/or support the delivery of Ku-ring-gai's environmental programs

Hours of Work: Varies

Department: Strategy & Environment

Section: Environment & Sustainability

Position Reports to: Environmental Volunteer Programs Coordinator

Approved by: Jacob Sife

CONTACTS

Key contacts within Strategy & Environment Department:

- Environmental Volunteer Programs Coordinator 9424 0179
- Environmental Volunteers Programs Officer 9424 0811
- Environmental Programs Officer 9424 0618
- Natural Areas Program Leader 9424 0819

Key Contacts in Other Departments:

- Coordinator Bushland Services 9424 0402

Key Contacts Outside Council

- Emergency Services 000

VOLUNTEER DECLARATION

I will comply with the requirements of this Role Statement.

Name:

.....

Signature:

.....

Date:

.....



ESSENTIAL CRITERIA

Ability to undertake field work including

- Walk short distances on steep uphill/downhill slopes on loose and/or uneven trails
- Sitting and/or kneeling
- Use of trail rake and other hand tools
- Access to technology, including smart phone and/or camera and internet
- Ability to attend induction/training workshops
- Ability to follow procedures as stipulated in training workshops
- Manual handling < 10 kg

PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR ROLE

Supplied

- High visibility vest
- Gloves
- Hat

Not supplied

- Sturdy closed in shoes
- Eyewear - sunglasses
- Long sleeved shirt
- Long trousers
- Sunblock

AUTHORITY

There is no authority level assigned to this role

GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
 - Maintain a safe work area
 - Identify and report all Hazards for your area
 - Wear required Personal Protective Equipment (PPE)
 - Participate in the development and review of Risk Assessments
 - Adhere to control measures and safe systems of work
 - Report all Incidents and Near Misses
 - **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
 - Act to prevent workplace harassment, discrimination and bullying
 - Report known incidents of workplace harassment, discrimination and bullying
 - **Comply with Council's Code of Conduct and Values**
 - Comply with Council's Code of conduct
 - Behave ethically and transparently
 - Lead by example
 - Support sustainable programs and activities
 - Learn and comply with Council's strategies, policies and procedures
 - Act with care for the local environment and community
 - Take responsibility for your actions
 - Care for Council's people, assets and finances
 - **Perform as a Team Member**
 - Productively contribute to the outcomes of work teams
 - Work cooperatively with team members and supervisor
 - Maintain an attendance record that contributes positively to team productivity
 - Carry out allocated tasks to standards required
 - Use good judgement and problem solving skills
 - Obey all lawful instructions
 - Attend and positively contribute to team meetings
 - Regularly review with supervisor own performance against required outcomes
 - **Complete required learning and development programs**
 - Learn and share knowledge
 - Complete Training/induction workshop
 - Complete job-specific training programs
 - Complete relevant legislative-based training
 - Apply learning, knowledge and skills to enhance team performance
- Maintain Workplace Security**
- Adhere to procedures for securing tools and equipment