



# Volunteer – Expression of interest

Complete this form and return to Fraser Coast Regional Council to register your interest for volunteering.

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address : \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please select your area of interest (number in order of preference):**

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Animal Centre HB                    | <input type="checkbox"/> Bond Store          | <input type="checkbox"/> Brolga Theatre       | <input type="checkbox"/> Cemeteries                     |
| <input type="checkbox"/> CEP - Community Environment Program | <input type="checkbox"/> Coastal Areas South | <input type="checkbox"/> Community Nursery HB |   |
| <input type="checkbox"/> Custom House                        | <input type="checkbox"/> Gatakers Artspace   | <input type="checkbox"/> Halcro St Seniors    | <input type="checkbox"/> Halcro St Gardens              |
| <input type="checkbox"/> Library Burrum Heads                | <input type="checkbox"/> Library HB          | <input type="checkbox"/> Library Howard       | <input type="checkbox"/> Library MB                     |
| <input type="checkbox"/> Library Tiaro                       | <input type="checkbox"/> Orchid House HB     | <input type="checkbox"/> Queens Park MB       | <input checked="" type="checkbox"/> Regional Gallery HB |
| <input type="checkbox"/> Rose Garden MB                      | <input type="checkbox"/> Showgrounds MB      | <input type="checkbox"/> Story Bank MB        | <input type="checkbox"/> Toy Library MB                 |

Specific location, section or project: \_\_\_\_\_

Do you hold a current drivers licence?  Yes  No Type: \_\_\_\_\_

Do you hold a current Blue, Yellow or White card?  Yes  No Type: \_\_\_\_\_

What is your motivation for volunteering in this area? \_\_\_\_\_

What skills/experience do you have (eg. truck licence, admin, horticulture certificate, cash handling)?

Do you have a medical condition that would limit your capabilities (eg. ailments, allergies)?  Yes  No

If yes, please explain\*: \_\_\_\_\_

**Please indicate your availability (please tick ✓ appropriate boxes)**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Anytime  School hours  Business hours  Other: \_\_\_\_\_

**Privacy Notice:** In providing personal information such as name and contact details, this information will be used for the purpose of volunteer engagement within the relevant area of Council. Your personal information will be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.



Thank you for expressing an interest in volunteering for Fraser Coast Regional Council (FCRC / Council). We appreciate your willingness to offer assistance to our organisation and to support your community.

With your Expression of Interest, you will receive a role statement clearly defining the expectation of the role. If required for the position you are applying for you may also received a medical statement on the role description which declares you as fit for the role and/or a Blue Card application form. Please complete all forms and return them to your area of interest. Some of our volunteer roles are more strenuous than others and may require a functional capacity test.

We would like to advise each department have a limit of required volunteers. We will review our current volunteer rosters and contact you in due time. All expression of interest forms are kept for 6 months prior to either engagement or being archived.

Once availability is identified, you will be asked to an interview and with success, be provided with additional volunteer engagement paperwork, this will need to be completed before commencement. An orientation and site induction will need to be completed prior to commencing any volunteering activities.

As a volunteer, you will be engaged under a mutual arrangement to undertake reasonable activities on behalf of the FCRC. The organisation in return will provide a welcoming, professional and safe working environment free from discrimination. You will be provided with supervision and training within your area of interest and periodic training will be required.

Where your volunteering activities are part of a roster, you should notify your supervisor if you are unable to attend on any day. Either party may discontinue the voluntary arrangement at any time by notification to the other party.

While volunteering for FCRC you are a representative of the organisation and will be advised of the code of conduct, appropriate dress code and the Volunteers handbook. Volunteers are to be courteous at all times and deliver themselves professionally within the role or throughout the duration of the project. Volunteers will be privilege to council information and must not breach privacy or confidentiality provisions at any time. If speaking with media, engaging with social media or making a public comment, it should be made clear these are your personal views and do not represent the views of Council.

Volunteers must take reasonable care for health and safety of oneself, others (including other volunteers, workers and members of the public) and the environment. Volunteers are to follow safe work policies and procedures and carry out tasks in a safe way, in the appropriate manner. Pending on the area you are volunteering for, you will be issued with personal protective equipment other than safety shoes, as defined in the role statement.

While undertaking tasks under the direction of FCRC, you will be indemnified by the Fraser Coast Regional Council's Public Liability Insurance for any injury or damage caused by your actions, other than where you wilfully or deliberately cause that injury or damage. You will be provided more information once appointed.

Volunteering for our organisation will be mutually beneficial and rewarding. FCRC is grateful for your positive contribution, in sharing your experience and will support you in training within your area. You will be provided opportunities to develop personally, act on your values, make new friends and learn new skills. We hope you enjoy volunteering with us.