

Application for Co-Opt Appointment to a Greater Shepparton City Council Section 86 Committee of Management

1. Which Committee of Management are you applying to be appointed to?	
Name of Committee of Management	

2. Applicant details				
First Name				
Surname				
Date of Birth				
Address				Postcode
Telephone Numbers	AH	BH	Mobile	
Email				
Emergency Contact	Name:		Relationship:	
	Address:			Phone (bh):
				Phone (ah):
				Mobile:
Do you have a current Police Check that has been verified within the last 6 months?	Yes		No	
Would you be prepared to undergo a Police Check if required?	Yes		No	
Do you have any medical condition that might affect your ability to undertake volunteer work?	Yes- please specify		No	
Are you currently: (please tick)	Retired		Home Duties	
	Student		Employed full-time	
	Self Employed		Employed part-time	
	Other			

Privacy Statement

The personal information contained in this form is collected to provide information pertaining to the appointment of individuals to a Special Committee of Council. This information may be disclosed to other areas of Council or third parties for the purposes of appointment in accordance with the *Privacy and Data Protection Act 2004*. The names of successful applicants will be included in the agenda and minutes of the Council Meeting at which they are appointed.

3. Please outline below any relevant qualifications, skills and experience that you could contribute to the management, development and operation of the Committee of Management.

4. Terms, conditions and responsibilities

I confirm that:

- I have read and understand the relevant Instrument of Delegation and Guidelines appropriate to this Section 86 Committee of Management;
- I understand that as a co-opt member I have no voting rights at committee meetings;
- am over 18 years of age;
- I am not insolvent (unable to pay debts as they become due and payable);
- I have not been convicted of any indictable offence (a serious crime that is tried by a judge);
- have not been convicted of fraud (convicted by a court of obtaining of material advantage by unfair or wrongful means or an intentional dishonest act done with the purpose of deceiving);
- I have not committed any other act or omission that might render or be seen to render them unfit for them to be a member of the Committee of Management; and
- I do not have any criminal convictions, financial or taxation dealings that might render or be seen to render them unfit for office.

I understand that as a volunteer of Greater Shepparton City Council that the following conditions apply:

- The Council will make no payment to me.
- Only whilst I am assisting the Council in the above mentioned clearly defined Council business activity, and whilst my assistance is approved/controlled and/or known by the Council, will I be covered by the Council's Public Liability Insurance Policy.
- While acting as a volunteer, a limited personal accident insurance cover will be affected by the Council subject to the terms and conditions of the policy.
- Should any injury occur to me whilst I am acting as a volunteer of the Council I will notify my Council contact immediately.
- Any incident, which occurs in which injury or property damage to other parties may arise, will be reported immediately or as soon as practicable to my Council contact.
- Under the terms of the *Occupational Health and Safety Act 2004*, I will follow all established practices, procedures and instructions of the Council which apply to the tasks I have volunteered to perform.
- I am expected to perform the task I have volunteered for with all due care, skill and diligence.
- I have declared all medical conditions that may affect my volunteer work.
- I understand and will comply with all aspects of the *Employee Code of Conduct* for Greater Shepparton City Council.
- I understand and will comply with all aspects of the *Information Privacy and Data Protection Act 2014* and all information learnt by me in my role as a volunteer remains confidential.

Privacy Statement

Volunteer rights

Under the National Standards for Volunteering, as a Volunteer you have the right:

- To work in a healthy and safe environment (refer various Occupational Health Safety Act[s]);
- To be interviewed and engaged, in accordance with equal opportunity and anti-discrimination legislation;
- To be adequately covered by insurance;
- To be given accurate and truthful information about the organisation for which you are working;
- To be reimbursed for out-of-pocket expenses;
- To be given a copy of the organisation's volunteer policy and any other policy that affects your work;
- Not to fill a position previously held by a paid worker;
- Not to do the work paid staff would normally do during industrial disputes;
- To have a job description and agreed work hours;
- To have access to a grievance procedure;
- To be provided with orientation to the organisation;
- To have your confidential and personal information dealt with in accordance with the principles of the *Privacy and Data Protection Act 2014*; and
- To be provided with sufficient training for you to do your job.

Volunteer insurance

Volunteer workers who are delegated Section 86 Committee of Management members are covered by the terms and conditions of Greater Shepparton City Council's Personal Accident Insurance Policy when undertaking the duties detailed in the Instrument of Delegation and Guidelines for their relevant Committee of Management.

This policy does not cover Volunteers whilst driving their own vehicles. Therefore, the Council strongly recommends that all Volunteers using private vehicles be covered by their own comprehensive insurance policy. Volunteers should note that the Council does not pay insurance costs for private vehicles. Council will not cover costs incurred by Volunteers driving uninsured vehicles.

If Volunteers wish to take helpers (e.g. friends or relatives) to assist with volunteer duties, these individuals will not be covered within the terms and conditions of the Council's Personal Accident Insurance Policy. Volunteer parents who take their children along whilst they, the parents, participate in volunteer work, must be prepared to do so at their own risk.

Please contact your Supervisor/Manager/Council Officer immediately should any of the following incidents occur while you are volunteering for Council:

1. You suffer an injury.
2. Any incident occurs in which injury or property damage occurs to third parties.
3. Any incident that occurs with your own or third party vehicle

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5. Applicant acknowledgement

I confirm that I have read, understand and accept the above-mentioned terms, conditions and responsibilities and agree to abide by the Code of Conduct.

I confirm that all information provided in this application is true and correct.

Applicant Name:
(please print)

Applicant Signature:

Date:

Witness Name:
(please print)

Witness Signature:

Date:

Please return to Greater Shepparton City Council:
Post: Locked Bag 1000, Shepparton 3632
Email: council@shepparton.vic.gov.au
In Person: 90 Welsford Street, Shepparton.
For more information please contact Council on (03) 5832 9700.

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