

Details

Organisation name _____

Description of services _____

Website _____

Email _____

Phone number _____

Contact's position title _____

First name _____ Last name _____

Address _____

Suburb _____ Postcode _____

State _____

Insurance

Public liability insurance company _____

Policy number _____ Expiry date _____

Personal accident insurance _____

Policy number _____ Expiry date _____

Please return completed form with a copy of the organisation's Volunteer or Public Liability Insurance certificate of currency to a minimum value of \$10,000,000 (ten million dollars) is to be returned to Volunteer for Knox. **Return all forms to PO Box 7041, Upper Ferntree Gully VIC 3156.**

Organisation

How did you find out about Volunteer for Knox:

- | | |
|--|---|
| <input type="checkbox"/> Knox business e-bulletin | <input type="checkbox"/> Volunteering Victoria |
| <input type="checkbox"/> Other service | <input type="checkbox"/> Community Space at Westfield Knox |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Knox City Council |
| <input type="checkbox"/> Website | <input type="checkbox"/> Coonara Community House |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Other neighbourhood houses in Knox |
| <input type="checkbox"/> Other. Please specify _____ | |

Service focus:

- | | |
|---|---|
| <input type="checkbox"/> Animal Welfare | <input type="checkbox"/> Family Services |
| <input type="checkbox"/> Arts and Culture | <input type="checkbox"/> Health |
| <input type="checkbox"/> Community Services | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Disability Services | <input type="checkbox"/> Human Rights |
| <input type="checkbox"/> Disaster Relief | <input type="checkbox"/> Indigenous Australians |
| <input type="checkbox"/> Drug and Alcohol Services | <input type="checkbox"/> Mentoring and Advocacy |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Migrant Services |
| <input type="checkbox"/> Emergency Response | <input type="checkbox"/> Museums and Heritage |
| <input type="checkbox"/> Environment and Conservation | <input type="checkbox"/> Other |

Number of Volunteers needed: _____

Registration date: _____

Class:

- | | |
|---|---|
| <input type="checkbox"/> Volunteer Involving Organisation | <input type="checkbox"/> Private Partner or Corporate |
| <input type="checkbox"/> Volunteer Resource Centre | <input type="checkbox"/> Business or Supplier |

Incorporation type:

- | | |
|--|---|
| <input type="checkbox"/> Commonwealth Government | <input type="checkbox"/> State Government |
| <input type="checkbox"/> Local Government | <input type="checkbox"/> Incorporated |
| <input type="checkbox"/> Not incorporated | <input type="checkbox"/> Other |

Organisation

Please give details about the role for which you need volunteers.

Role title: _____

Brief description of the role:

Does this role require a working with children's check? Yes No

Does this role require a police check? Yes No

Would you like Volunteer for Knox to post this role on SEEK Volunteer? Yes No

Signature and declaration

Rights and obligations

The organisation is a not-for-profit.

The organisation carries its own volunteer insurance.

The organisation will arrange an appropriate induction session for the volunteer to ensure the volunteer:

- Is aware of necessary protocols for the organisation
- Understands any safety issues and procedures
- Receives the necessary and appropriate training or instruction to complete the volunteering opportunity

The organisation is aware of its obligations under government legislation and will ensure the volunteer:

- Has a healthy and safe workplace, which is also free from discrimination, bullying and harassment
- Access to a grievance procedure

A volunteer will be reimbursed for any expenses incurred at the request of the organisation

Any information obtained about the volunteer will be handled in accordance with Privacy Legislation, and the Privacy Policy of the organisation

A job description will be provided and agreed work hours negotiated with the volunteer/s, such as the Volunteer Policy, Complaints and Appeals Policy, Privacy Policy

The volunteer/s will not fill a position previously held by a paid worker

The volunteer/s will not do the work of paid staff during industrial disputes



***Rights and obligations taken from Volunteering Australia:
www.volunteeringaustralia.org/resources/national-standards-and-supporting-material***

Signature and declaration

Privacy statement and acknowledgement

Volunteer for Knox will not give any personal information about you to anyone else without your written permission. This is the law known as the Privacy Act, (2001).

We understand that Volunteer for Knox is required to provide the Knox City Council, through the Community Development department, with volunteer and training activity data which may include information I provide in this registration form. The Volunteer for Knox team and Knox City Council may use the information provided to it for planning, administration, policy development, program evaluation, communication, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Knox City Council may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

For more information in relation to how volunteer information may be used or disclosed please contact Volunteer for Knox team on 0429 968 822 or office@volunteerforknox.com.au.

On behalf of the organisation I am authorised to acknowledge and agree to the terms described in this privacy statement.

I hereby declare that the information provided in this registration form is complete and accurate.

Signature _____ Date ____ / ____ / ____

Position _____



Please sign, scan and email this Organisation Registration form to office@volunteerforknox.com.au along with a copy of your current Volunteer or Public Liability Insurance Certificate of Currency.



Did you know you can upload your advertisements directly to the Volunteer Database Viktor linked with Seek and Go Volunteer. Contact us to find out how!

Office use

The following are for office use only. Please do not fill out.

Date details recorded _____ Organisation ID _____

Staff operator initials _____