



# VOLUNTEERING

## Become a volunteer today

### Personal details

Full name: \_\_\_\_\_

Current residential address: \_\_\_\_\_

Daytime contact number: \_\_\_\_\_

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

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### Who to contact in an emergency

Emergency contact name: \_\_\_\_\_

Emergency contact number: \_\_\_\_\_

*Volunteer location:* Woodburn Visitor Information Centre (Tourism)

Your interests and background:

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**Availability – Hours and Days:** \_\_\_\_\_

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### Your volunteering requirements

Do you have your own transport?  Yes  No

Do you have a current driver license?  Yes  No

Do you have comprehensive motor vehicle insurance cover?  Yes  No

Do you have any pre-existing medical conditions or special needs which may affect the type of work you do as a volunteer?  Yes  No

*If yes, please outline condition/s and restriction on work:* \_\_\_\_\_

Name and phone number of two referees: \_\_\_\_\_

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*As a volunteer the following conditions apply:*

- No payment will be made to you by Council.
- Only while you are assisting Council in the abovementioned clearly defined volunteer role, and while your assistance is approved and/or known by Council, you may be covered for Public Liability Insurance.
- Should any incident or near miss (resulting in injury or damage to property or any other parties) occur to you while you are acting as a volunteer of Council, you must notify your Program Coordinator immediately, or as soon as practicable.

**I confirm that I have read and understand the above conditions.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Completed forms can be posted or emailed to:**

Workplace Relations  
Richmond Valley Council  
Locked Bag 10  
Casino NSW 2470

email: [tourism@richmondvalley.nsw.gov.au](mailto:tourism@richmondvalley.nsw.gov.au)  
phone: 6660 0300