

DPIPWE Volunteer Management Framework

Volunteer Registration Form

For temporary use only - the volunteer management system will be utilised to record registrations once available

Personal details (for volunteers over the age of 18 Years)

First name:	Click or tap here to enter text.	Surname:	Click or tap here to enter text.
Home telephone:	Click or tap here to enter text.	Mobile:	Click or tap here to enter text.
Email:	Click or tap here to enter text.	Address Line 1:	Click or tap here to enter text.
Address Line 2:	Click or tap here to enter text.	Suburb:	Click or tap here to enter text.
State:	Click or tap here to enter text.	Post code:	Click or tap here to enter text.
Emergency contact:	Emergency contact phone number(s):		
What program are you applying for or interested in?			
Are you currently a member of a community volunteer group/association?	Yes	If so, please advise which group and/or associations you are a member of:	Click or tap here to enter text.
	No		Click or tap here to enter text.
Do you have a drivers licence?	Yes No	Do you have any other relevant licences or certifications?	Click or tap here to enter text.

Parental consent (for volunteers under the age of 18 years)

Parent/Guardian's first name:	Click or tap here to enter text.	Parent/Guardian's surname:	Click or tap here to enter text.
Home telephone:	Click or tap here to enter text.	Mobile:	Click or tap here to enter text.
Email:	Click or tap here to enter text.	Address Line 1:	Click or tap here to enter text.
Address Line 2:	Click or tap here to enter text.	Suburb:	Click or tap here to enter text.
State:	Click or tap here to enter text.	Post code:	Click or tap here to enter text.

Consent

As the Parent / Legal Guardian, I provide my consent for
to volunteer for the Department of Primary Industries, Parks, Water and Environment.

Health and fitness

The majority of DPIPWE volunteer roles are field based activities within a range of terrains, with varying accessibility arrangements, climates and at times in remote locations where immediate access to health services may not be readily available.

DPIPWE seeks to assist the Tasmanian community to access volunteering opportunities, taking into consideration that a reasonable level of physical fitness and health is required. We therefore encourage you to consider your personal circumstances before making an application to volunteer with the Department.

- Do you have any accessibility needs, or any other disability requirements that might require consideration and/or supports?
- Do you have any health condition(s), medical management plan(s) or a COVID-19 action plan that might require consideration by the Department prior to your participation?

Yes:

No

If you have answered yes to any of the above questions, we may require you to communicate with us further to understand how we might be able to support your participation with reasonable adjustments, or alternatively, whether you are able to safely participate, so that your health and wellbeing, and that of others, is not adversely affected.

Screening

Certain volunteering roles with DPIPWE require a National Police Check or Working with Vulnerable People Registration.

I am willing to undertake screening checks (if required): Yes No

Should you already have current certification, we encourage you to provide these as part of your volunteer registration.

Skills and qualifications

Please provide us with any relevant skills or qualifications relevant to volunteering with DPIPWE e.g. professional or practical skills, languages, interests, qualifications such as coxswains, first aid or whale rescue training.

Past volunteering experience: *Please provide us with any relevant past volunteering experience.*

Communication preferences

I would like to be kept informed with volunteering information from DPIPWE by SMS and/or email:

Yes No

Privacy statement

I understand that any personal information I provide is collected by DPIPWE for the purpose of managing volunteer involvement. Personal information may be disclosed to contractors and agents of DPIPWE, law enforcement agencies, courts and other organisations authorised to collect it. I understand that DPIPWE will manage any personal information in accordance with the Personal Information Protection Act (2004).

Terms and Conditions

- *The information that I have provided is both true and correct.*
- *I agree to abide by any relevant DPIPWE policies and procedures, with the understanding that this information will be made available to me (where required).*
- *I will attend to authorised volunteer duties only and undertake these in accordance with the DPIPWE Volunteer Code of Conduct. I understand that any significant breach of the code, could result in the cancellation of my volunteer relationship with DPIPWE.*
- *I understand that I am required to maintain appropriate confidentiality with regards to any DPIPWE information I acquire or obtain through the course of volunteering duties with DPIPWE and the State Service.*
- *I have read the terms and conditions of the insurance cover for volunteers as provided by the Tasmanian Risk Management Fund. I understand that liability to me is limited and if necessary, will review my own personal circumstances and action accordingly.*
- *I will participate in a safe manner, following all reasonable WHS&WB instructions, including reporting any incidents and hazards and disclose any relevant personal circumstances or medical conditions that could impact either my own, or others safety.*
- *I will ensure that I have undertaken any necessary training and induction activities prior to participating, including reading the DPIPWE Volunteer Induction and Participation Manual.*
- *I understand that at times, DPIPWE may need to cancel volunteer activities due to operational issues, or where other circumstances have deemed the cancellation necessary.*
- *I understand that this is not an offer of employment and at any stage, either party can terminate the arrangement.*
- *In the event of a dispute, I will be provided with access to the DPIPWE Issues and Grievance resolution process.*
- *I understand that I cannot participate in a volunteer program until I have been appointed to fill a vacancy.*

I agree to all of the volunteer participation terms and conditions (as noted above).

Submitted by:

Date:

Received by:

(On behalf of the Department of Primary Industries, Parks, Water & Environment)

Date:

Completed forms are to be emailed to the relevant DPIPWE Representative and volunteering@dpiuwe.tas.gov.au