

## **District Council of Loxton Waikerie**



### **Volunteer Application Form**

There is a range of volunteering opportunities available through the District Council of Loxton Waikerie (DCLW).

Council values and appreciates the expertise, time and energy volunteers provide to the various projects and programs which ultimately benefit the Loxton and Waikerie communities.

This document outlines the variety of volunteering opportunities, terms & conditions.

Further details and availability of placements should be discussed with the DCLW Community Development Officer.

Phone: 8584 8000

Email: [council@lwdc.sa.gov.au](mailto:council@lwdc.sa.gov.au)



## District Council of Loxton Waikerie **VOLUNTEERING OPPORTUNITIES**

### Loxton Christmas Lights

#### **Christmas Tree Festival**

Contribute to the planning and actioning of new displays and on-going improvements for the festival.

Assist with the preparation of the CWA Hall for the staging of tree exhibit by community groups and Schools. Assist with the preparation of the RSL Hall for the staging of the Annual Craft Fair.

#### **Fundraising**

Assist the Loxton Christmas Lights Committee various in fundraising opportunities. Assist with the co-ordination of and collection of raffle tickets, bookings, street stalls, prizes, winner notification and prize delivery.

#### **Garden Display**

Assist with manual preparation of garden scenes, allocation, delivery and collection of garden scenes to residents participating in Santa's Walk.

#### **Maintenance**

Assist maintenance staff with various routine day-to-day and annual maintenance projects and storage of property.

#### **Street Decorating**

Participate in the design and construction of new Christmas street decorations. Assist with the collection, loading, installation and dismantling of street decorations. Assist with preparing a float for the Annual Loxton Mardi Gras.

#### **Tour Guide**

Co-ordinate and assist the visiting coach companies with bookings as required. Deliver and/or commentate local information to visiting tourists.

### Loxton Library Services

#### **Home Service Delivery**

Assist Library staff in the selection and circulation of library materials based on individual or group client profiles. Collect, deliver and return selected library materials to client's home or other nominated locations. Communicate specific reading, information needs and client feedback to the Library Manager or relevant staff on behalf of the client. Assist the client in the selection of suitable library materials. Support the promotion of the Library services.

#### **Library Technology Tutor (iPad)**

Provide iPad tuition to participants and adapting tuition to participants at different learning levels. Provide encouraging feedback to help participants become independent in the use of iPad technology.

#### **Local History**

Assist the Library Services by scanning and documenting local history materials held in the local collections to make more accessible to customers

#### **Local Library Administration**

Provide support by sorting, filing, shelving, book covering, program preparation, material unpacking and preparation.

### Waikerie Library Services

#### **Home Service Delivery**

Assist Library staff in the selection and circulation of library materials based on individual or group client profiles. Collect, deliver and return selected library materials to client's home or other nominated locations. Communicate specific reading, information needs and client feedback to the Library Manager or relevant staff on behalf of the client. Assist the client in the selection of suitable library materials. Support the promotion of the Library services.

#### **Library Technology Tutor (iPad and Broadband for Seniors)**

Provide iPad tuition to participants and adapting tuition to participants at different learning levels. Provide encouraging feedback to help participants become independent in the use of iPad technology.

#### **Talking River News – Editor**

Assist to edit River News stories and provide River News readers with an edited hard copy which can be produced using a telex duplicator for distribution to vision impaired individuals in Waikerie and the surrounding district.

#### **Talking River News – Reader**

Assist to read edited stories to produce a high quality master tape of the River News on a weekly basis for distribution to vision impaired individuals in Waikerie and the surrounding districts.

#### **Local Library Administration**

Provide support by sorting, filing, shelving, book covering, program preparation, material unpacking and preparation.

### Parks and Gardens

#### **Loxton Tree Carer Group**

Assist Council staff to plant and water trees and erect protective tree guards. Maintain tree trimming, staking and mulching.

#### **Loxton Rose Carer Group**

Maintain the health and character of the Colin Hentschke Memorial Rose Garden and Pioneer Rose Garden grounds. Assist with pruning, replanting, and deadheading roses.

#### **Waikerie Gardener/Nursery Worker/Cemetery**

Assist to maintain the character and amenity of cemetery and civic grounds. Undertake raking and removing of leaf debris and litter.



District Council of Loxton Waikerie  
**VOLUNTEERING OPPORTUNITIES**

**Loxton Visitor Information Centre**

**Administration**

Provide efficient, effective and comprehensive information services for visitors, local tourism businesses and the community. Represent the District Council of Loxton Waikerie and promote local and regional tourism options. Provide excellence in customer service to a diverse range of visitors.

**'The Pines' Loxton's Historic House and Garden**

**Customer Service/Tour Guide Volunteer**

Provide efficient and courteous service as the first contact to patrons utilizing 'The Pines' Loxton's Historic House and Garden. Assist in the promotion of 'The Pines' Loxton's Historic House and Garden.

**Event Coordinator**

Provide efficient and courteous service to patrons and promote 'The Pines' as a tourist attraction in the Riverland. Coordinate all aspects of event planning and management.

**Hospitality/Food Preparation/Catering/Bar Tender**

Provide efficient and courteous service to patrons and to promote The Pines as a tourist attraction in the district.

**Fundraising and Quilting**

Assist 'The Pines' Loxton's Historic House and Garden Committee in various fundraising opportunities. Assist with the co-ordination of and collection of raffle tickets, bookings, street stalls, prizes, winner notification and prize delivery. Assist making quilts as raffle prizes for fundraising. Assist in the promotion of 'The Pines' Loxton's Historic House and Garden.

**Cleaner**

Assist to clean 'The Pines' Loxton's Historic House on a fortnightly/monthly basis and as required when other cleaning staff are on leave or as directed by the Management Committee to accommodate special functions.

**Gardener/Nursery Volunteer**

Assist by ensuring the character, amenities, house and grounds are enhanced for the benefit and enjoyment of the visitors and the residents of the District Council of Loxton Waikerie. Assist in the promotion of 'The Pines' Loxton's Historic House and Garden.

For Further information on Volunteer programs please contact the Community Development Officer on 8584 8000



# DISTRICT COUNCIL OF LOXTON WAIKERIE

**Principal Office:** 29 East Terrace, Loxton  
Telephone (08) 8584 8000 Fax: (08) 8584 6622  
**Branch Office:** Strangman Road, Waikerie  
Telephone (08) 8541 0700 Fax: (08) 8541 3777

## VOLUNTEER APPLICATION FORM

### Personal Details

First Name:	Last Name:
Title: <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Rev <input type="checkbox"/> Sir	
Date of birth:	Application Date:
Preferred name:	
Address:	
Town/Suburb:	Postcode:
Postal Address (if different from above):	
Phone number:	Mobile:
Email address:	
Aboriginal or Torres Strait Islander	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Language(s) spoken other than English:

### Drivers Licence:

Only required if you elect to volunteer in the following programs, library home delivery program, Christmas lights garden display program, Loxton tree carers, the pines (Capri management) which requires you to drive a council owned vehicle. **A photocopy of your Drivers licence is to be provided for your personnel file**

Driver's Licence: <input type="checkbox"/> Yes <input type="checkbox"/> No	Driver's Licence Number:
Class of licence:	Drivers Licences Expiry date:

### Emergency Contact

(1) Full name:	
Relationship to applicant:	
Home telephone:	Mobile:
(2) Full name:	
Relationship to applicant:	
Home telephone:	Mobile:

### Referee Details

Please provide the name and contact number of two people who are willing to act as referees for you and who have known you either personally or professionally for at least 12 months.

Name:	Phone:
Name:	Phone:

### Employment/Qualifications/Skills

#### What is your current employment status?

<input type="checkbox"/> Employed	<input type="checkbox"/> Student Employed	<input type="checkbox"/> Centerlink
<input type="checkbox"/> Unemployed	<input type="checkbox"/> Retired	<input type="checkbox"/> Other

#### If you answered 'Centerlink' please tick the relevant programme below:

<input type="checkbox"/> Mutual Obligation	<input type="checkbox"/> New Start	<input type="checkbox"/> Volunteer Work Initiative
<input type="checkbox"/> Disability Pension	<input type="checkbox"/> Other	

**Do you have a First Aid Certificate?** ☐ Yes ☐ No

If yes state the date of your most current qualification

First Aid level, (i.e. Emergency/Senior etc.):

<b>Other Skills/Interests:</b>			
What is your main interest in becoming a volunteer and briefly describe what personal skills and attributes you will bring to the volunteer program at the DCLW:			
Public Speaking	<input type="checkbox"/>	Literature Search	<input type="checkbox"/>
Administration	<input type="checkbox"/>	Photography	<input type="checkbox"/>
Landcare/Gardening	<input type="checkbox"/>	Statistics	<input type="checkbox"/>
Computer	<input type="checkbox"/>	Graphics/Art	<input type="checkbox"/>
Video	<input type="checkbox"/>	Other _____	<input type="checkbox"/>
<b>Preferred volunteer program:</b>			
Loxton Library	<input type="checkbox"/>	Loxton Christmas Lights	<input type="checkbox"/>
Loxton Tree Carers Group	<input type="checkbox"/>	Loxton Rose Carers Group	<input type="checkbox"/>
The Pines House and Garden	<input type="checkbox"/>	Visitor Information Centre	<input type="checkbox"/>
Waikerie Public Library	<input type="checkbox"/>	Other _____	<input type="checkbox"/>
Waikerie Parks and Gardens	<input type="checkbox"/>		
<b>Availability</b>			
As part of the volunteer application process an interview will be required and organised with the Volunteer Coordinator, please list your availability/preferred time for a meeting/interview.			
Do you agree to undertake the required appropriate training course with the DCLW including WHS, Induction, Orientation, program specific training & 'On-the-Job' training before commencing any volunteer activities?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

<b>Medical Conditions/Task Limitations</b>		
Do you have any special requirements or health conditions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any allergies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'yes' please provide details.		
Any previous injuries? If so please provide details.		
Do you suffer any medical condition and/ or disability that may affect your fitness to carry out your volunteer role, E.g. effects to vision, hearing, balance and touch, etc	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Council may require your GP to state in a letter to us that you are able to carry out your tasks.		
If 'Yes' please state special needs and any medical conditions that may affect the range of work you can undertake; or advise particular tasks that you are unable to undertake.		
If required would you be willing to undertake a medical examination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I consent to a referee check?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a National Police Check?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'yes' – what date was this obtained?		
If 'no' – are you willing to undergo a mandatory Police check?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## TERMS & CONDITIONS

1. No payment will be made to you by Council. If you incur costs these must have prior approval and will be reimbursed upon the production of appropriate receipts.
2. All tasks undertaken will only be at the direction of the Council, its agent or representative and you agree to follow directions given in relation to the safe performance of tasks and undertake to perform these tasks in a way that does not endanger your safety or the safety of others.
3. While undertaking tasks under the direction of the Council, its agent or representative you will be covered by Public Liability Insurance and by a limited Personal Accident Insurance, subject to the terms of the policy details are available upon request).
4. Should you suffer an injury while acting as a volunteer or you become aware of an injury to another party or of damage to property you must notify Council, its agent or representative immediately.
5. Under the Work, Health and Safety Act 2012 you must follow reasonable direction given by Council, its agent or representative in regard to safety practices and procedures. Under the Act you are also expected to take reasonable responsibility for your own health and safety as well as the health and safety of others.
6. If you are unsure of tasks to be performed or how these tasks are to be performed, you will seek clarification from the representative or agent of Council.
7. Whilst undertaking Volunteer tasks for Council, you agree to be courteous and helpful towards other workers and respect the property and rights of Council, its officers and customers.
8. You accept that Council retains the right to use your services or to not use your services as a Volunteer, as it sees fit.
9. A National Police Check is a requirement for your Volunteer role.
10. You must attend Council's Volunteer Induction and acknowledge that you have read and understood all of Council policies prior to commencement of your placement.

## ACKNOWLEDGEMENT by Volunteer Applicant

I have read and understood the above-mentioned Terms and Conditions concerning Volunteering with the District Council of Loxton Waikerie and hereby acknowledge and agree to them in full. I declare that the information I have given is true and correct and I agree to notify the District Council of Loxton Waikerie of any changes to my circumstances that may affect my volunteering role.

<b>(Name)</b>	<b>(Signature)</b>	<b>(Date)</b>
We respect your privacy and this information will be kept strictly confidential.		
<p><b>Parent/Guardian – Where a Volunteer Applicant is Under 18 years of Age the application will only be accepted with the agreement of their Parent or Guardian.</b></p> <p>I acknowledge and have understood the Terms and Conditions within this application relating to the roles and responsibilities of a Volunteer. I am the legal parent/guardian of the Applicant and agree to their participation in regard to the performance tasks as described and under the conditions stated.</p>		
<b>(Name)</b>	<b>(Signature)</b>	<b>(Date)</b>

### Please return form to:

Community Development Officer  
District Council of Loxton Waikerie  
29 East Terrace (PO Box 409)  
Loxton SA 5333

If you have any questions or require any further information please contact:

Sue Schultz, Community Development Officer, District Council of Loxton Waikerie.  
Phone: 8584 8000      Email: [council@lwdc.sa.gov.au](mailto:council@lwdc.sa.gov.au)

Thank you for your interest in volunteering with the District Council of Loxton Waikerie