



District Council of  
**Loxton Waikerie**

# **Volunteer Management 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)



## **VOLUNTEERING OPPORTUNITIES**

### Parks and Gardens

#### 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 design and construction of new Christmas street decorations. Assist with 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

##### **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.

#### Waikerie 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.

##### **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.

#### '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 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.



## VOLUNTEER APPLICATION FORM

### PERSONAL DETAILS

First Name											Last Name																			
Title (Select Box)	Dr		Mr		Mrs		Ms		Miss		Rev		Sir																	
Date of Birth											Application Date																			
Preferred Name																														
Address																														
Town											Postcode																			
Postal Address (if different from above)																														
Phone number											Mobile number																			
Email address																														
Gender	Male		Female		Language(s) spoken other than English																									
This section is only required if you elect to volunteer in the following programs – Christmas Lights Garden Display, Loxton Tree Carer or the Pines (Capri Management) programs which requires you to drive a vehicle. <b>A photocopy of your driver's licence is to be provided for your personnel file</b>																														
Drivers Licence	Yes		No		Licence Number																									
Class of Licence											Licence Expiry Date																			

### EMERGENCY CONTACT

(1) Full Name																								
Relationship to Applicant																								
Home telephone											Mobile Number													
(2) Full Name																								
Relationship to applicant																								
Home telephone											Mobile Number													

### 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 Number										
Name											Phone Number										

### EMPLOYMENT/QUALIFICATIONS/SKILLS

What is your current employment status?	Employed		Student Employed		Centrelink																			
	Unemployed		Retire		Other:																			
If you answered 'Centrelink' please tick the relevant programme below	Mutual Obligation		New Start		Volunteer Work Initiative																			
	Disability Pension		Other (Specify):																					
Do you have a First Aid Certificate?											Yes		No											
If yes, state the date of your most current qualification																								



## VOLUNTEER APPLICATION

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 DCLW

Other Skills/Interests	Public Speaking		Literature Search		Administration	
	Photography		Landcare/Gardening		Statistics	
	Computer		Graphics/Art		Video	
	Other (Specify)					
Preferred Volunteer Program	Loxton Public Library		Loxton Christmas Lights			
	Loxton Tree Carers Group		Loxton Rose Carers Group			
	The Pines House and Garden		Waikerie Public Library			
Availability	As part of the volunteer application process, an interview will be required and organised with the Volunteer Supervisor or Coordinator, please list your availability/preferred time for an interview.					
	Do you agree to undertake the required appropriate training course with the DCLW including Corporate and WHS Induction, Site Induction and any program specific training and 'On-the-Job' training before commencing volunteer activities? <input type="checkbox"/> Yes <input type="checkbox"/> No					

### MEDICAL CONDITIONS/TASK LIMITATIONS

Do you have any special requirements or health conditions?	Yes		No	
Do you have any allergies?	Yes		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 (vision, hearing problems etc.)? <i>Council may require a letter from your GP stating you will be able to carry out tasks</i>	Yes		No	
If yes, please state any 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?	Yes		No	
I consent to a referee check?	Yes		No	
Do you have a current National Police Check? (within the last 12 months)	Yes		No	
If 'yes' – what date was this obtained?				
If 'no' – are you willing to undergo a Mandatory Police Check	Yes		No	



## TERMS AND 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 Screen 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 Terms and Conditions on volunteering with the District Council of Loxton Waikerie and hereby acknowledge and agree to them fully. 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.

Name			
Signature		Date	

### Parent/Guardian

**Where a volunteer applicant is under the age of 18 years the application will only be accepted with the agreement of their Parent or Guardian.**

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 regarding the performance tasks as described and under the conditions stated.

Name			
Signature		Date	

**Please return form to:**

Community Development Officer  
District Council of Loxton Waikerie  
35 Bookpurnong 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**