



# Gannawarra Shire Council L2P

## Volunteer Application Form



| Personal Details   |                      |
|--------------------|----------------------|
| Surname:           | First Name:          |
| Home Address:      | Post Code:           |
| Email:             |                      |
| Home Phone Number: | Mobile Phone Number: |
| Work Phone number: | Date of Birth:       |

| Emergency Contact  |                      |
|--------------------|----------------------|
| Name:              |                      |
| Home Address:      |                      |
| Home Phone Number: | Mobile Phone Number: |

| Other Information                         |              |
|---|--------------|
| Victorian Drivers Licence Number:         | Expiry Date: |
| Learner Driver Preference: M / F / Either |              |

Please provide details of two professional/work, study/community based referees who you authorise for us to contact who can provide a character reference. (Referees must have been known by the applicant for 12 months and must not be family members).

|   | Name | Organisation | Position/Relationship | Phone |
|---|------|--------------|-----------------------|-------|
| 1 |      |              |                       |       |
| 2 |      |              |                       |       |

Please indicate your availability for volunteering:

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
|        |         |           |          |        |          |        |

|  |     |    |
|--|-----|----|
| I agree to undertake all training relevant to the L2P program (paid by program)                          | Yes | No |
| I agree to undertake a Working with Children Check (paid by program)                                     | Yes | No |
| I agree to undertake a Police Check (paid by program)  | Yes | No |
| I give permission for the L2P Project Officer to undertake a VicRoads Drive History Report on my behalf. | Yes | No |
| I give permission for my information to be shared with VicRoads for reporting purposes.                  | Yes | No |

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

*The personal information in this form is for the purpose of registering you as a volunteer with the L2P program. The information will be used for this purpose only and will not be disclosed to other organisations unless required to do so by law.*

## Mentors Code of Conduct

All L2P program mentors should understand and agree to work in accordance to the following code of conduct. Any violation of this contract may result on termination of the position.

In choosing to participate in the L2P program I agree to:

- 1) Follow all rules, guidelines and code of conduct outlined by the Project Coordinator and in this L2P Handbook.
- 2) Undertake a 'Working With Children Check' a 'Police Check' and a VicRoads 'Driver History Report' – All Costs associated with these will be met by the program.
- 3) Keep all information discussed between myself and my Mentee in strict confidence unless it contravenes the Child Protection Legislation.
- 4) Maintain moral and ethical standards.
- 5) Treat all people with dignity and respect.
- 6) Never consume alcohol, tobacco or controlled substances in the presence of my Mentee. Whenever supervising a learner driver, your blood alcohol level must be 0.00.
- 7) Not lend money, or receive gifts (other than small gifts of chocolate or flowers).
- 8) Be a positive role model to my Mentee and be reliable, consistent, honest and be tolerant of individual differences, values and viewpoints.
- 9) Notify the Project Coordinator if I have any changes in address, phone number, or employment status.
- 10) Participate in a closure process when/if required with my Mentee.

I \_\_\_\_\_ acknowledge and agree to abide by the code of ethics stated above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Being a Member of Gannawarra Shire Council L2P program, the purpose of the Program is supervising / mentoring L plate drivers aged between 16 and 21 years of age.

The Gannawarra Shire Council offers it's thanks to you for offering your services as a volunteer.

As a volunteer of Council the following conditions apply:

1. No payment will be made to you by Council.
2. The task you have volunteered for is: supervising L plate drivers and mentoring these young people.
3. Your L2P Program Coordinator is: Phillip Tennant.
4. Only while you are assisting Council in the above mentioned clearly defined Council business activity, and while your assistance is approved/controlled and/or known by Council, you will be covered for Public Liability Insurance.
5. While acting as a volunteer, a limited personal accident insurance cover will be affected by Council subject to the terms and conditions for the policy.
6. Should any injury occur to you while you are acting as a volunteer of Council you must notify your Program Coordinator immediately, or as soon as possible.
7. Any incident, which occurs in which injury or property damage to other parties may rise, must be reported immediately or as soon as practical to your Program Coordinator.
8. Under the terms of the Occupational Health and Safety Act 2004, you must follow established practices, procedures and instructions of Council, which apply to the tasks you have volunteered to perform.
9. You are expected to perform the task you have volunteered to perform with all due care, skill and diligence.

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- a) I authorise the Gannawarra Shire Council staff/representatives to seek emergency medical treatment for me in case of accident, injury or illness.
  - b) I agree to abide by all relevant Council Policies and Procedures and relevant direction from the volunteer coordinator during the period as a volunteer.
  - c) I confirm that I have read and understand the abovementioned conditions and the information sheet.

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