



# APPLICATION FOR MEMBERSHIP

I, (full name) \_\_\_\_\_

of (address) \_\_\_\_\_

Hereby apply to become a member of Manning Coastcare Group Inc. In the event of my admission as a member I agree to be bound by the rules of the incorporated association for the time being in force.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Contact details of applicant: Email: \_\_\_\_\_

Phone / mobile: \_\_\_\_\_ / \_\_\_\_\_

Location/s in which I would like to work: \_\_\_\_\_

**Proposer:** I \_\_\_\_\_ a financial member of the association, nominate the applicant for membership.

Signature of proposer: \_\_\_\_\_ Date: \_\_\_\_\_

**Secunder:** I \_\_\_\_\_ a financial member of the association, second the nomination of the applicant for membership.

Signature of seconder: \_\_\_\_\_ Date: \_\_\_\_\_

**Membership for the current financial year can be paid to Manning Coastcare Group Inc.**

**Acct 0337 5588** at St George Bank: **BSB 112 879**

Please quote "your name – membership" - as the payment reference

Tax Invoice	Amount	
1 x Annual Membership Fee	\$1.00	
Paid by bank transfer <input type="checkbox"/>  Paid cash <input type="checkbox"/> (tick one)	<b>Subtotal</b>	\$0.91
	<b>GST</b>	\$0.09
	<b>Total</b>	\$1.00

Please send your completed application to Manning Coastcare Group Inc. 120 Wharf Road Johns River NSW 2443 or scan and email it to [secretary.manningcoastcare@gmail.com](mailto:secretary.manningcoastcare@gmail.com)

OFFICE USE ONLY Approval by (subcommittee or committee / date approved)	
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# VOLUNTEER INFORMATION SHEET

MCCG 12.09.2018  
TEMPLATE VERSION 2 | 31/07/2024



## Welcome

Thank you for agreeing to be a volunteer with Manning Coastcare Group Inc. Volunteers have an important part to play within Coastcare and this Volunteer Information Sheet has been developed to ensure that volunteers fully understand their rights and responsibilities.

The times when you volunteer for Manning Coastcare Group will be mutually agreed between yourself and your local group leader.

You will be provided with the training and ongoing support needed to successfully undertake your work as a volunteer. If you feel you need additional training or support, please discuss this with your local group leader and our Local Landcare Coordinator.

As a volunteer, you are a representative of Manning Coastcare Group and agree to uphold its principles and standards and agree to abide by the Policies of Landcare NSW and Manning Coastcare Group, which may be found on our website.

## Work Health & Safety (WHS)

Volunteers have a responsibility to take reasonable care of the health and safety of themselves and of others, and to cooperate with any health, safety or welfare requirements. This includes abiding by all WHS Policies and Procedures of Manning Coastcare Group.

As a Manning Coastcare Group volunteer, you commit to not do anything to compromise the safety of yourself or of others and to understand that there may be risks associated with providing particular voluntary services. It is a duty of volunteers to notify their local group leader and our Local Landcare Coordinator of a situation that is, or may be, a health or safety concern for themselves or others.

If you are injured through an accident in the course of your work as a volunteer, please immediately report the matter to your local group leader and our Local Landcare Coordinator and fill in an Incident Report. This form is part of the WHS Policy on our website.

Manning Coastcare Group has Voluntary Workers Personal Accident Insurance for volunteers. Volunteers are not provided with any cover under Workers Compensation, which is established for the purpose of paid staff only.

## Conduct & Ethics

Manning Coastcare Group has established a Code of Conduct that outlines the standard of behaviour expected of our team. While volunteering with Manning Coastcare Group, you are required to be aware of this Code and to observe its principles. The Code is available on our website.

Manning Coastcare Group's Grievance Policy may be obtained from our website. If you have a dispute or grievance relating to your voluntary work or involvement with Manning Coastcare Group, you are encouraged to inform the Local Landcare Coordinator.

The activities you perform as a volunteer for Manning Coastcare Group may involve access to confidential information. You should not discuss sensitive information with members of the public, other volunteers, staff members, media representatives or other organisations. Also, you should not use information gained in the course of your volunteer placement to cause harm or detriment to the Manning Coastcare Group, any person or body.

## Copyright & Money

As a volunteer you will not receive a wage or salary. No expenses will be reimbursed unless approved by Manning Coastcare Group. As a volunteer, you grant non-exclusive permission to Manning Coastcare Group for any materials produced, during the period of your engagement as a volunteer, to become the property of Manning Coastcare Group upon submission.

## Manning Coastcare Group Contacts

**Local Landcare Coordinator** – Helen Kemp, [coast@midcoast2tops.org.au](mailto:coast@midcoast2tops.org.au), 0410 606 463

**Secretary** – Anne Rorke, [secretary.manningcoastcare@gmail.com](mailto:secretary.manningcoastcare@gmail.com), 0409 345 161

**Local Group Leaders** – Harrington/Crowdy Head: Genevieve Godwin 0412 533 626; Hallidays Point: Peter Bell 0427 655 288; Old Bar: Anne Rorke 0409 345 161; Wallabi Point: Tony Wales 0403 054 660

**Web:** [www.midcoast2tops.org.au/manning-coastcare](http://www.midcoast2tops.org.au/manning-coastcare)

**Facebook:** <https://www.facebook.com/manningcoastcare>