Work Placement / Volunteer Registration Form

The Phillip Island Nature Park volunteer program is designed to assist Nature Park staff manage the parks natural assets and provide a safe and enjoyable destination for visitors. By signing this form you indicate that you have read and understood your responsibilities and filled in the online Occupational Health and Safety (OHS) induction at http://inductions.penguins.org.au/ PINP will endeavour to provide work that is enjoyable and that your health, safety, and privacy are protected.

Name: _______________________________________________ ____________________________
DOB: __________________________
Postal Address: _____________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Post Code: ______________
BH: __________________________ Mobile: __________________________
AH: __________________________ Fax: __________________________
E-mail: __________________________

Background – Fill in the relevant section(s)
Tertiary Institution: ____________________________________________________________
Course: _____________________________________________________________________
Community group: _____________________________________________________________
Other: _____________________________________________________________________

Area of Involvement
Nature Park Holiday Program □ Hooded Plover Watch □
Koala Conservation Centre □ Shearwater Protection □
Churchill Island □ General Operations □
Other □

Duration Of Work Placement/Availability: __________________________________________

For occupational health and safety reasons is there any medical condition that you feel our staff should be aware of for your health and safety while undertaking volunteer activities?

Volunteer Responsibilities
• Completed online OHS induction? Yes / No
• Always act in a safe and responsible manner
• Report any incidents or injuries to Project Coordinator or Nature Park staff
• Participate in orientation and safety briefings, and wear PPE as required
• Represent Phillip Island Nature Parks in a professional manner
• Would you undergo a police check if required? Yes / No

Emergency contact:
Name: ____________________________________________
Address: ____________________________________________
Telephone: __________________________ Relationship: __________________________

Signature: __________________________ Date: __/__/____

Return to:
Phillip Island Nature Park
PO Box 97, Cowes, Vic 3922.
Fax: 59568394 e-mail: penguins@penguins.org.au
Phillip Island Nature Park - Privacy Policy

Phillip Island Nature Park is committed to protecting any personal information as set out in the Victorian Information Privacy Act 2000.

The Privacy Policy applies to all areas of the Phillip Island Nature Park.

Collection of Personal Information:
- Phillip Island Nature Park only collects information of a personal nature that is voluntarily provided by you.
- Some areas may require you to provide personal information. This information is only collected when it is necessary for the function or activity of the particular area.
- Phillip Island Nature Park may collect anonymous information. Information such as date, time and visit would be collected for statistical purposes only in order to improve our service.

Use of Collected Information
Any information collected from the individual is not disclosed for a secondary purpose but only for the primary purpose unless:
- The secondary purpose is related to the primary purpose of the collection and, if the personal information is sensitive information then only for the primary purpose of collection;
- The individual would reasonably expect the Phillip Island Nature Park to use or disclose the information for the secondary purpose or
- The individual has consented to the use or disclosure
- Such disclosure is authorised by law

Data Quality
Phillip Island Nature Park will take reasonable steps to ensure that the personal information it collects uses or discloses is accurate, complete and up to date.

Data Security
Phillip Island Nature Park will take reasonable steps to protect the personal information of the individual from misuse and loss, unauthorised access, modification or disclosure, and will take reasonable steps to destroy or permanently de-identify personal information which is no longer required for any purpose.