

Voluntary work organisation to complete


10 Read this before answering the following question.

Voluntary work can only be approved as an activity for the purpose of mutual obligation requirements if the organisation and voluntary work position meet the requirements under the social security law.

To be approved, voluntary work organisations must be:

- not for profit and community based, or
- a government sector agency (for example, a school or hospital).

Does your organisation meet the above criteria to be approved for voluntary work purposes?

No  Your organisation is not eligible for approval. **Do not** complete this form.

Yes **Go to next question**

11 Read this before answering the following question.

Appropriate insurance includes public liability cover of at least \$5 million, as well as personal accident/voluntary workers cover. There is no minimum amount of personal accident/voluntary workers insurance to be held, and organisations should seek professional advice in determining what level of cover is appropriate.

Does your organisation have current appropriate public liability and personal accident/voluntary workers insurance?

No  Your organisation is not eligible for approval. **Do not** complete this form.

Yes **Go to next question**

12 Voluntary work organisation name

Voluntary work organisation ABN

13 Organisation contact person

Full name

Position held

14 Organisation contact person details

Phone number (including area code)

Mobile number

Fax number (including area code)

Email

Website

15 Description of voluntary work position

Voluntary work positions cannot replace a paid position and should provide the participant with the opportunity to gain skills which will directly improve their employment prospects.

16 For the period

From (DD MM YYYY)

To (DD MM YYYY)

17 How many hours of voluntary work will the person named at question 2 be doing per fortnight?

 hours

Privacy notice

18 You need to read this

Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We collect this information to provide payments and services. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to servicesaustralia.gov.au/privacypolicy

Declaration

19 I declare that:

- paid positions are not being replaced by the use of volunteers.
- we have appropriate insurance which includes public liability cover of at least \$5 million, as well as personal accident or voluntary workers cover.
- we will advise Services Australia **within 14 days** if our insurance or other circumstances change.
- we agree to verify the volunteer's attendance if required.
- we operate on a 'not for profit' basis.
- we verify that the information provided in relation to hours and dates of voluntary work is correct.
- the information I have provided in this form is complete and correct.

I understand that:

- information about my organisation may be disclosed if required or authorised by law.
- I can report fraud and/or concerns to servicesaustralia.gov.au/fraud
- giving false or misleading information is a serious offence.

Signature of organisations authorised representative

Date (DD MM YYYY)

See **Returning this form**, on page 1.