

Better Impact Application Form Training Guide



What to expect

The information collected on the application will build your volunteer profile. The form includes questions about your preferred contact information, availability, previous volunteer experience, your skills and strengths and why you want to volunteer with us.

Information collected on the application form will not be shared and is only accessible to Northern Grampians Shire Council staff.

Special Notes

This form needs to be completed in one sitting. Once you have begun the process you are not able to stop and resume. As such we recommend that you complete your application when you have roughly 30 minutes free from interruption.

You will be required to complete a Working With Childrens check and a Police Check. For these you will need:

1. Full Birth Certificate or current Australian Passport
2. Drivers Licence
3. Medicare Card
4. Debit/Credit Card

It is recommended that you compile these documents in advance.

The Application Form



Application Form - Visitor Services

I am new to MyImpactPage.com

You will need to enter a unique username to identify yourself to the system. You should select something that is easy for you to remember such as your email address or your name. Your username must be at least 6 characters long. If the name you enter is already in use by someone else, you will be prompted to choose another username.

Username

Email Address

Verify Email Address

[Save and Continue](#)

I already have a username

If you have signed up with this organisation before, or are a member of another organisation that uses MyImpactPage.com, you can use the same login to access all organisations with which you are associated.

Username

Password

[Login and Continue](#)

Already use MyImpactPage.com to volunteer with this organisation?
[Go to volunteer login](#)

If you have a Better Impact account with another organisation you can use that login to access your NGSC profile.

This is the page you will see when you click the 'Apply to volunteer' link

Better Impact Application Form Training Guide



Application Form - Visitor Services

Step 1: Create a unique username for your Better Impact account (be sure to record it somewhere)

Steps 2/3: Enter and verify your email address

Step 4: Click 'Save and Continue'

The screenshot shows a form titled "I am new to MyImpactPage.com". Below the title is a paragraph of instructions: "You will need to enter a unique username to identify yourself to the system. You should select something that is easy for you to remember such as your email address or your name. Your username must be at least 6 characters long. If the name you enter is already in use by someone else, you will be prompted to choose another username." Below the text are three input fields: "Username", "Email Address", and "Verify Email Address". To the right of each field is a small "Pw" icon. Below the input fields is a dark grey button labeled "Save and Continue". Four orange arrows with numbers 1 through 4 point to the Username field, Email Address field, Verify Email Address field, and the Save and Continue button, respectively.

1 Username Pw

2 Email Address Pw

3 Verify Email Address Pw

4 Save and Continue

Contact Information

- ✓ First and Last name
- ✓ Home address
- ✓ Email address
- ✓ Phone numbers (work, home, mobile)
- ✓ Phone preference (a dropdown list where you can identify the best number)

Be sure to fill out all the 'Required' fields

ACCOUNT

Username Required

Password Required

Confirm Password Required

NAME FIELDS

First Name Required

Last Name Required

ADDRESS

Address line 1 Required

Address line 2

Suburb / City Required

Country Required

State Required

Post Code Required

Email Address Required

PHONE NUMBERS

Required Please enter at least one phone number

Home Phone

Work Phone

Work Extension

Mobile

Phone Preference

Better Impact Application Form Training Guide



You need to complete all fields flagged ([Ⓜ]) as required on this page and on the next one. If you don't fill in all required fields and click save on the next page, your application will not be submitted to Visitor Services.



Save and Continue

When all fields are filled, click on 'Save and Continue'

Better Impact Application Form Training Guide

General Availability

Please note, we only require volunteers for morning and/or afternoon shifts. We do not have any evening or night shift volunteer roles.

	<input type="checkbox"/> Mornings	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Evenings	<input type="checkbox"/> Nights
<input type="checkbox"/> Monday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Friday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate days that you may be available to volunteer.

Normal shift times are:

Morning: 10.00am - 1.00pm

Afternoon: 1.00pm - 4.00pm

PRIVACY COLLECTION STATEMENT

Personal information requested on this form will only be used by Council to carry out its functions and activities and will not be disclosed without your consent except where authorised by law. If you do not provide all or part of the personal information required we may not be able to process your request in an effective and efficient manner. You have the right to seek access and correction of your personal information.

Yes I agree to the privacy statement



Read and agree to the [privacy statement](#).

ABOUT YOU

Why would you like to volunteer with us?

Do you have your own transport?

Do you have a current drivers licence?

If YES, please upload a photo of your drivers licence here:

 No file chosen

Briefly explain why you would like to volunteer with us.

Please upload a photo of your drivers licence.

Better Impact Application Form Training Guide

POLICE CHECK. Council has regulatory requirements and a duty of care to the public and its assets to ensure employees do not have a criminal record which may adversely affect these obligations

You will need to apply online for a Police Check. It's simple, and paid for by us - just [click here](#). You will need to upload identity documents and it is very easy to miss the tick box for this! Please select the tick box on the second page of the CrimCheck application to enable you to upload the following documents on the following page. - DO NOT press Continue until the tick box is selected.

1. Full Birth Certificate or current Australian Passport
2. Drivers Licence
3. Medicare Card
4. Debit/Credit Card

If you do not have any of the above, please check the list of documents on the CrimCheck site in the first instance. If you are still unable to meet the identification requirements, please contact me.

I understand a satisfactory police check is required prior to commencement in a volunteer position with council.



Council requires all employees and volunteers to complete a police check. It is paid for by us. Please click the link and complete the form on the Crimcheck website.

When you have submitted your police check return here to continue.

Better Impact Application Form Training Guide

WORKING WITH CHILDREN CHECK - It is a legislative requirement of all our employees, including volunteers, to undergo and maintain and Victorian Working with Children Check.

Lastly, all employees are required to have an up-to-date working with children check (WWCC). Please note this check is free for volunteers. If you hold a current WWCC, you will need to register your employer as Northern Grampians Shire Council.

Please visit: <http://www.workingwithchildren.vic.gov.au/>

Make sure to select **Volunteer** and under 'Organisation Details' section it will ask the following questions:

Do you know which specific organisation(s) you will be doing paid and/or Volunteer child-related work for? Answer: **Yes**

Organisation name: **Northern Grampians Shire Council**

What is the postal address of the organisation? **PO BOX 580 Stawell 3380**

Phone: **03 5358 8700**

Occupational Fields 1: **50 Educational - some adult education providers offering VCE and/or VCAL subjects**

Occupational type: **Employee**

If you already have a current WWCC - you will need to login at the address above and click on 'update my details' to reflect Northern Grampians Shire Council as your employer using the steps above. Please provide a screenshot of your updated employer details.

Do you have a current Working with Children Check? ¹⁸

Please upload a copy of your Working with Children Check here (if applicable) No file chosen

Council requires all employees and volunteers to have a current Working with Children Check. It is free for volunteers. Please visit this website to apply for the check.

When you have submitted your WWC return here to continue.

If you already have a WWC check you can upload it here.

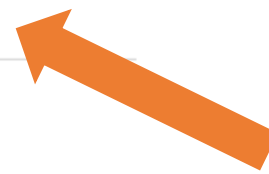
Better Impact Application Form Training Guide

COVID-19 Vaccination From 26 November 2021, it is a requirement for all local government employees and volunteers in Victoria to be fully vaccinated.

Have you received two COVID-19 vaccinations? ▼ ¹⁰

Please upload a copy of your COVID
Vaccination Certificate here (if applicable)

No file chosen



Council requires all employees and volunteers to have had at least two COVID-19 vaccinations

Please upload a photo of your COVID-19 Vaccination certificate.

Better Impact Application Form Training Guide

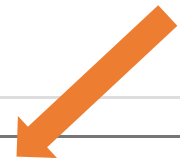
Council has a duty of care to protect your health and wellbeing while you are a volunteer. Your answers to the following questions will assist this process

Do you have any medical or physical conditions that may impact on your volunteer role? (To understand this more, please select the information button >>)



If YES, please specify here:



Read and agree to the volunteering conditions.

AGREEMENTS & CONSENTS - As a volunteer of Council I understand the following conditions apply:

No payment will be made to me by Council. *Y/N*

I will only be covered for Public Liability Insurance only while volunteering in my assigned volunteer role with Council. *Y/N*

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. *Y/N*

Should any injury occur to me while I am acting as a volunteer of Council I must notify my direct supervisor immediately, or as soon as practicable. *Y/N*

Any incident which occurs in which injury or property damage to other parties may arise must be reported immediately, or as soon as practicable, to your supervisor. *Y/N*

Under the terms of the Occupational Health and Safety Act 2004 you must follow all established practices, procedures and instructions of Council which apply to the tasks you have agreed to perform. *Y/N*

You are expected to perform the task you have volunteered to perform with all due care, skill and diligence. *Y/N*

Volunteers are required to comply with Council's *Y/N*

Read and answer the questions pertaining to Council's Conflict of Interest Policy

CONFLICT OF INTEREST DECLARATION

Northern Grampians Shire Council volunteers declare and avoid conflicts of interest to help maintain community trust and confidence.

A conflict of interest can be actual, potential or perceived. This relates to circumstances where the volunteer is or could be directly influenced, or where it is perceived the volunteer might be influenced.

Northern Grampians Shire Council volunteers ensure their personal or financial interests do not influence or interfere with the performance of their role. They seek to ensure the interests of family members, friends, or associates do not influence or could be perceived to influence their performance in the job.

If a volunteer is unsure about a possible conflict of interest they should seek advice from their Supervisor who in turn should seek advice from the Governance Team.

What is a Conflict of Interest?

A conflict of interest occurs when a volunteer has a personal, professional or business interest that is likely to either influence their decisions or interfere with the proper performance of their duties. Conflicts of interest are not wrong in themselves but such conflicts must be disclosed and effectively managed.


A **perceived** conflict of interest occurs when it may appear to others that personal, professional or business interests have the potential to interfere with the proper performance of official duties (in some circumstances, the appearance of a conflict of interest could itself jeopardise public integrity and must be recorded).

Interests are defined as those interests that can bring benefit or disadvantage to volunteers as individuals, or to others (for example family and friends) whom volunteers may wish to benefit or disadvantage.

Please read Council's Conflict of Interest Procedure.

Better Impact Application Form Training Guide



Please note that your application will not get submitted until you fill in all fields flagged () as required on this page and click the Submit Application button. You'll know your application was successfully submitted if when you click the 'Submit Application' button, it takes you to another screen. If you stay on this screen, it means you missed a required field and your application has not yet been submitted.

Submit Application

Submit your application



Better Impact Application Form Training Guide

Next Steps

A member of our volunteer department will be in touch shortly to provide the next steps.

In the meantime, if you have any questions or feedback, please feel free to contact us at: julie.gibson@ngshire.vic.gov.au

Thank you for your interest in volunteering with Northern Grampians Shire Council

Better Impact Application Form Training Guide

