



Voluntary Work Request for Organisation Approval

Purpose of this form

The information on this form is collected for the purpose of approving 'not for profit' community organisations who wish to engage unemployed customers in voluntary work. The information will be stored on a Centrelink data base.

Please return the completed form to Centrelink, details below.

1 Centrelink Customer Service Centre

2 Postal address

 Postcode

Organisation to complete

3 Is your organisation a national or state organisation?

No

Yes

4 Are you seeking approval for more than one office or branch?

No **Go to next question**

Yes Please complete Questions 5–18 for EACH branch you are seeking approval for (copy pages 1 and 2 as many times as necessary).

5 Organisation name

6 Organisation permanent address

 Postcode

7 Organisation postal address (if different to above)

 Postcode

8 Organisation contact person

Mr Mrs Miss Ms Other

Full name

Position held

9 Organisation contact details

Phone number ()

Fax number ()

Email

@

Website

10 Postcode(s) of areas serviced

11 What type of voluntary work position(s) do you have available?

12 Would you be prepared to accept direct referrals from Centrelink?

No **Go to 19**

Yes **Go to next question**

13 Please read this before answering the following questions.

Questions 14 to 18 are to assist Centrelink staff in making appropriate referrals.



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14 Do you have disabled access?

No

Yes

15 What public transport is available?

Form with three horizontal lines for text entry.

16 What parking is available?

Form with three horizontal lines for text entry.

17 What are your opening hours?

Form with two horizontal lines for text entry.

18 Other relevant information

Form with six horizontal lines for text entry.

If you need more space, attach a separate sheet with details.

19 Is your organisation a 'not for profit' organisation'?

No Go to next question

Yes



Note: Documentation proving that your organisation is 'not for profit' may be requested.

The following are accepted as proof of 'not for profit' status:

- evidence of membership of a state, territory or regional volunteer centre, or
- Articles of Incorporation or Certificate of Incorporation or constitution, or
- verification that your organisation is a charitable trust.

20 Please read this before answering the following question.

'Appropriate' insurance includes public liability cover of at least \$5 million, as well as personal accident cover. There is no minimum amount of personal accident 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 insurance?

No Go to next question

Yes



Note: Copies of insurance policies may be requested.

21 Statement

I declare that:

- the information provided in this form is complete and correct.
- paid positions are not being replaced by the use of volunteers.
- I will advise Centrelink **within 14 days** if our insurance circumstances change or if our insurance expires.

I understand that:

- details may be verified with or provided to other agencies such as the Department of Education, Employment and Workplace Relations and the Department of Families, Housing, Community Services and Indigenous Affairs where required by law or for program administration purposes.
- my organisation's approval status will be communicated to Centrelink customers.
- giving false or misleading information is a serious offence.

Your name

Text input field for name.

Signature

Text input field for signature with a pen icon.

Date

Date input field with slashes for day, month, and year.

22 Returning this form

Please return this form to Centrelink as soon as possible, as approved voluntary work cannot commence until your organisation is approved.

OFFICE USE ONLY

Approved Not approved

CSA's name

Text input field for CSA's name.

Phone number

Phone number input field with parentheses for area code.

Date

Date input field with slashes for day, month, and year.