



**COFFS HARBOUR REGIONAL LANDCARE INC**

ABN: 33917626628

Suites 1-3/103-107 West High St, Coffs Harbour  
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PHONE: (02) 6651 1308  
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Office use:  
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Approved:  
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**MEMBERSHIP FORM 2015-16**

Family name: \_\_\_\_\_ Given names: \_\_\_\_\_

Worksite \_\_\_\_\_ Site Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ P/Code \_\_\_\_\_

Phone : \_\_\_\_\_ (h) \_\_\_\_\_ (mob)

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you wish to receive CHRL's quarterly newsletter by email? Yes/No

**I accept and agree to abide by Coffs Harbour Regional Landcare's code of conduct (see reverse of this form)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Membership Fee Due: \$5 per person**

**Medical & Other Information**

1. Do you have any known medical restrictions that may affect your volunteering tasks or that may affect other volunteers? Yes/No

If yes, please provide details: \_\_\_\_\_

2. Are you taking any medication that may be important for us to know about? Yes/No

If yes, please provide details: \_\_\_\_\_

3. Do you have any known allergies? (eg. bee stings) Yes/No

If yes, please provide details: \_\_\_\_\_

4. Do you hold a current First Aid Certificate? Yes/No Expiry date: \_\_\_\_\_

5. Do you have any particular skill/interests that may be of benefit to CHRL and would you be willing to use these skills to assist CHRL in any capacity? Yes/No

Skills/Interests: \_\_\_\_\_

***N.B. Please be aware that if you intend to conduct on-ground work you will need to work on an approved CHRL worksite and be given a Work Health & Safety induction for that site by the Land manager. If you are unsure please contact the Landcare Officer at CHRL.***

*All members are welcome to attend CHRL general meetings which are held quarterly at the CHRL Office. Thank you for your interest in volunteering with Coffs Harbour Regional Landcare*



# Coffs Harbour Regional Landcare Inc

## Code of Conduct

All members and staff of, and volunteers with Coffs Harbour Regional Landcare will:

- Actively support the objectives of the organisation
- Respect and comply with all the organisation's policies and procedures
- Behave with integrity and honesty in a way that upholds the reputation of the organisation
- Work within the boundaries of their respective position descriptions (staff)
- Work according to the procedures set out in the Volunteer Manual (volunteers)
- Always act with sufficient care to ensure the safety of all, including your own
- Treat everyone with respect and courtesy and without harassment
- Maintain confidentiality and always use appropriately any information obtained whilst undertaking activities on behalf of Coffs Harbour Regional Landcare – even after leaving the organisation
- Disclose and take steps to avoid any conflict of interest
- Use resources and equipment in a safe and appropriate manner
- Speak publicly (including to media) on Landcare matters only in accordance with the Coffs Harbour Regional Landcare Media Relations Policy
- Participate in meetings and training as required
- Perform assigned duties as well as possible taking into account your skills, experience, qualifications and position
- Request assistance when needed to undertake an activity competently
- Comply with lawful and reasonable requests
- Act in accordance with all applicable Australian laws
- Not provide false or misleading information
- Not be under the influence of alcohol or drugs while undertaking assigned duties
- Adhere to all work health and safety procedure and practices of the organisation
- Adhere to all accounting procedures and practices of the group
- Conduct themselves in a politically neutral manner while acting on behalf of or in relation to Coffs Harbour Regional Landcare.