



VCU Office Use only - Project number:

## VOLUNTEER PROJECT NOTIFICATION

**Project Name:**

**Location – Region:**                      **District:**

**Parks and Wildlife division / branch:**

**Nominated volunteer project supervisor:**

**Supervisor contact: Email:**                      .

**Tel:**

**Starting Date:**    /    /                      **Duration:**

**No. of volunteers involved:**

**Project objectives & KPIs:**

**Volunteer role description** (i.e. JDF - what is involved - include tasks, responsibilities and any skills / attributes required):

**Project background information:**

**Project benefits and outcomes:**

**Name of any volunteer group involved:**

**Additional benefits and allowances available to volunteers** (NB: all registered volunteers are included in the Parks and Wildlife volunteer rewards system):

**Additional training requirements** (NB: Local inductions and Health & Safety induction are mandatory):

**Plant and equipment allocated:**

**Role of Parks and Wildlife staff in the project, including type and level of supervision:**

**Comments of local Union representative:** (Name: )

**Comments of project supervisor:** (Name: )

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**Does the project involve hazardous tasks?**

Yes  No

If yes, please attach Job Safety Analysis

**Advertise project on the volunteering opportunities web page?**

(<https://www.dpaw.wa.gov.au/get-involved/volunteering-opportunities/506-current-volunteering-opportunities> )

Yes  No

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**PROJECT SUPERVISOR (AS NAMED OVERLEAF)**

Print name: .....Signature:.....Date: .....

**REGIONAL / DISTRICT / BRANCH MANAGER**

Print name: .....Signature:.....Date: .....

**VCU VOLUNTEER PROGRAM COORDINATOR**

Print name: .....Signature:.....Date: .....