

VOLUNTEER GROUP RESOURCE REQUEST



Return to: Volunteers Coordinator, email volunteers@portstephens.nsw.gov.au
Enquiries: Phone 4988 0202

This form is to be used by volunteer groups to request tools, resources and equipment from Council for your regular scope of works (ie on-ground working bee activities).

To ensure Resource Requests have endorsement from the group, originators of Resource Requests are to copy into their emails one other group member. Where the originator is not the Group Coordinator, the other group member must be the Group Coordinator.

Groups planning a project that is outside of your regular scope of works, such as for new 'assets', approval may be required from the Community and Recreation Assets team, or another section of Council. This includes works such as upgrades to halls, new pathways and garden beds, structures and seating, signs and new sporting facilities. Refer to web page for further information: <https://www.portstephens.nsw.gov.au/live/volunteers/information-for-our-volunteers>

GROUP CONTACT DETAILS	
Group Name	
Group Contact for Ordering	
Email	
Home Phone	
Mobile	

LIAISON WITH COUNCIL	
In keeping with current processes, Groups are required to liaise with a relevant Council Officer (eg Parks Supervisor, Bushland Management Officer, Community and Recreation Officer) in regard to proposed activities and resources, however this may not be required in the case of on-going activities and smaller purchases.	
Has your group discussed resource requirements with a Council Officer?	
If Yes, Who? and When?	

PROPOSED ACTIVITIES
A Group's everyday scope of works includes activities such as planting; mulching; fertiliser and herbicide application; hand weeding; trimming vegetation; use of equipment and tools; litter collection; potting of plants; cleaning of outdoor furniture and signs; painting and sanding; repair of logs, seats and tables; graffiti removal and green waste composting/collection.
Provide a brief outline of activities planned to utilise these resources, as well as timeframe.

RESOURCES REQUIRED

Typical resources include: plants, potting mix, fertiliser, mulch, sandbags, Aquasorb/Wettasol, Personal Protective Equipment, sunscreen, First Aid Kit, gardening and maintenance equipment (eg wheelbarrow, rake, brooms, secateurs, stakes and ties, tool belts, watering can, nuts/bolts, sandpaper, tape, litter collection equipment etc), battery operated hand tools (eg drill, sander), cleaning and painting items, herbicide and hand spraying equipment, barriers and cones, storage boxes.

Items required and description	Quantity	Delivery requirements and instructions

Add extra lines if you need

FURTHER INFORMATION

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TODAY'S DATE		WORK ORDER NUMBER (PSC use only)	
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RETURN OF FORM

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