

EnviTE Project Request Form

1. Organisation:Not for profit Y / N
2. Address:
3. Contact: Job Title
4. Phone: Fax:
5. Mobile: E-mail:
6. Site location:
7. Relevant landowner/management organisation:
8. Works to be undertaken at the project site (attach site plan):
9. Preferred dates: from/...../..... to / /.....
10. Project duration in days:
11. Outline contribution that the group is able to make towards the project (eg materials, labour etc)
12. Give details of people providing technical assistance in the development of the project:

| | | |
|-----------------|--|--|
| Name | | |
| Position | | |
| Organisation | | |
| Phone/Fax/Email | | |

13. What is the benefit of this project to the local community and environment?
14. Outline any existing or potential hazards/risk associated with this site/project.
15. Will work be carried out in the vicinity of children 16 years and under? Yes / No If YES provide details:
16. EnviTE will provide a supervised team of workers to carry out any agreed work. EnviTE will supply basic hand tools required to carry out the work and will transport the team to and from the site. EnviTE teams will not be involved in removal of lead paint, asbestos or any other toxic materials. Risk Assessments are carried out at each site.
17. The Organisation/Landholder will carry out any necessary preparatory work and ensure that materials and equipment etc are on site prior to an EnviTE work team commencing
18. Declaration: I declare that the information given on this form is complete and correct, and that the agency/group is supportive of this project and that all necessary approvals have been obtained. I also declare that the organisation has a current Public Liability Insurance policy. I understand that the information provided may be released for public information purposes.

| | | |
|---------------|--|--|
| Signatures | | |
| Printed Names | | |
| Organisation | | |
| Date/Phone | | |

| | |
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| EnviTE OFFICE USE ONLY | |
| 14. Approval: EnviTE agrees to undertake the above project commencing on |/...../..... |
| Signature: . | Date: |
| Name: | Position: |



Environmental Training and Employment Inc. (EnviTE NSW) is a non profit community organisation operating throughout the North Coast region from Tweed to Bellingen. Established in 1993, EnviTE can provide assistance with community environmental projects.

EnviTE is able to assist community groups by providing a labour force to carry out tasks that would either not be able to be completed by community groups, or by helping groups to complete tasks that otherwise would have been carried out over a long period of time.

Whilst environmental projects are our main activity, there are a number of other areas that we can help including landscaping, painting and light construction to name a few.

EnviTE is able to assist by utilising participants from Work for the Dole and Green Corps programs. These programs have teams of up to 10 people with a supervisor. The supervisor's skills vary, but most are trained in a variety of areas including Bush Regeneration, Horticulture and Landscaping. EnviTE teams come equipped with hand tools suitable for the completion of most environmental jobs.

Occupational Health and Safety

EnviTE teams will not be involved in removal of lead paint, asbestos or any other toxic materials. Additionally, jobs that include a working platform greater than 1.8m in height require safety equipment to be supplied by the organisation such as enclosed scaffolding.

Work for the Dole aims to give young people new opportunities for building confidence and getting some work experience in the community. Participants are usually aged 18 to 39. Projects entail participants working on a part-time basis (usually two days per week) for a six-month period. Project activities can vary in time from one off projects of small duration to projects requiring a larger commitment in time.

Green Corps offers young people aged between 17 to 20 an opportunity to volunteer to participate in significant environmental and cultural heritage projects. Participants gain experience and personal development through accredited and on the job training while being involved in a number of project activities in a range of locations.

Through Work for the Dole and Green Corps programs, EnviTE aims to deliver quality work to assist community activities. It is equally important to achieve works on the ground and provide a positive experience for participants. A community group can help by:

- Preparing a work plan for the project.
- Supplying any specialised tools needed for the project
- Supplying all materials to complete projects, eg trees, mulch, timber etc. and having the site properly prepared before a team arrives.
- A member or members being present when the team first arrives on the site to explain what your group has/or hopes to achieve on the project.
- Working with the team to provide encouragement and recognition.
- Maintaining the work the team has carried out.
- Including information about EnviTE and the Work for the Dole program in media releases and other publicity about your project.