



VOLUNTEER REGISTRATION FORM

To be completed by those wishing to become a volunteer for the
2012 Bendigo Easter Festival

Name			
Postal Address			
Phone No.		Mobile No.	
Email			
Emergency Contact Name		Phone contact No.	

Please indicate with a tick (✓) the roles that you would like to volunteer for:

Stage Assistants	
Parking Assistants	
Site Manager Assistants	
Information Assistants	
Vendor Assistant	
Hidden Creatures Assistants	
Art in the Conservatory Assistants	
Entertainment Activity Assistants	
Ambassadors (Advisory Board Members only)	

Please indicate in order of preference the days that you are available to volunteer, number from 1 -5.
 Include any times you are not available

DAYS	
THURSDAY 5 APRIL (VENDOR ASST ROLE ONLY)	
FRIDAY 6 APRIL	
SATURDAY 7 APRIL	
SUNDAY 8 APRIL	

IMPORTANT NOTICE:

Working With Children Check

In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical or sexual harm. The Working with Children Check (WWCC) creates a mandatory minimum checking standard across Victoria. The WWCC helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

Some roles for the Bendigo Easter Festival are specifically linked to working with children and so a WWCC will be required. To apply for your WWCC please contact your local Australia Post outlet for the appropriate application form.

There is no cost to you as it is free for volunteers.

For further information, please visit website: www.justice.vic.gov.au/workingwithchildren



As a volunteer of Council and the Bendigo Easter Festival the following conditions apply:

1. Council or the Bendigo Easter Festival will make no payment to you.
2. You will be covered by the City of Greater Bendigo Public Liability Insurance only while you are assisting Council and the Bendigo Easter Festival as a registered volunteer at the Bendigo Easter Festival.
3. While acting as a volunteer, a limited personal accident insurance cover will be affected by Council subject to the terms and conditions for the policy.
4. Should any injury occur to you while you are acting as a volunteer of Council and the Bendigo Easter Festival you must notify the Site Manager or Operations Manager immediately, or as soon as practicable.
5. Any incident, which occurs in which injury or property damage to other parties may occur, must be reported immediately or as soon as practicable to the Site Manager or Operations Manager.
6. Under the terms of the Occupational Health and Safety Act 1985, you must follow all established practices, procedures and instructions of Council and the Bendigo Easter Festival which apply to the tasks you have volunteered to perform.
7. Volunteers should be suitably fit and healthy to perform their duties as volunteers.
8. You are expected to perform the task you have volunteered to perform with all due care, skill and diligence.
9. Do you have a Working with Children Check? YES NO
(Attach copy)
10. Do you have a current driver's license? YES NO
(Attach Copy)
11. Do you have any medical condition that may affect your ability to carry out this role? YES NO

If yes, please specify: _____

12. Have you had experience as a volunteer before? YES NO

If yes, please specify: _____

13. Please note that a current police check may be required.



CITY OF GREATER BENDIGO
AND
THE BENDIGO EASTER FESTIVAL

VOLUNTEER INFORMATION SHEET REGARDING INSURANCE ISSUES

→	Volunteer workers who are registered with the City of Greater Bendigo Council and the Bendigo Easter Festival are covered within the terms and conditions of the Council's Public Liability Insurance policy for third party personal injury or damage to property caused by an occurrence in connection with the business of the Council and the Bendigo Easter Festival.
→	This policy doesn't cover volunteers whilst driving their own vehicles. Therefore, the Council and the Bendigo Easter Festival strongly recommends that all volunteer staff using private vehicles be covered by their own comprehensive insurance policy.
→	Volunteers should note that the Council and the Bendigo Easter Festival does not pay insurance costs for private vehicles. The City of Greater Bendigo and the Bendigo Easter Festival will not cover costs incurred by volunteers driving uninsured vehicles.
→	If volunteers wish to take helpers (e.g. friends or relatives) to assist with volunteer duties, these individuals must also be registered with the City of Greater Bendigo to be covered by Public Liability Insurance.
→	<p>Please contact the Volunteer Coordinator immediately should any of the following incidents occur while you are volunteering for Council and the Bendigo Easter Festival:</p> <ul style="list-style-type: none"> • You suffer any injury. • Any incident occurs in which injury or property damage occurs to other parties (Third Parties).



I confirm that I have read and understand the conditions above.

If you are under 16 years of age please indicate below and have your legal guardian read and sign the form as well.

Signature: _____ Date: _____

Age: (if under 16 years) _____

Guardian Print Name: _____

Signature: _____ Date: _____

REFEREE

Name:

Organisation: _____

Address: _____

Phone BH: _____

Return This Form To:

Major Events Unit Attn: Easter Volunteer Coordinator

PO Box 733 BENDIGO VIC 3552

or drop into the Council Offices, Cnr Myer and Mundy Streets, Bendigo.

Email a.downing@bendigo.vic.gov.au **Enquiries/Telephone** 4408 6510 or 0458 008

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Fax 5434 6473

