



# Volunteer Registration Form

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the Privacy and Data Protection Act 2014. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436.

**This form is to be completed by each volunteer and returned to the Committee.**

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## Section One: Volunteer Details

Name	Address	Name of Committee
Start Date	End Date	

Baw Baw Shire Council thanks you for offering your services as a volunteer.

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## Section Two: Conditions:

As a volunteer of Council the following conditions apply:

1. No payment will be made to you by Council.
2. The task you have volunteered for is
3. Your Supervisor is
4. You are covered by the Council's Public Liability and Professional Indemnity Insurance only whilst carrying out an approved activity or task as specified by your supervisor.
5. The Council will compensate you for personal accident and/ or the loss of or damage to personal property including your motor vehicle (refer Clause 10) whilst carrying out an approved activity or task. The level of cover will be as specified by the Council's Insurer.
6. Should any injury or property damage to you or other parties occur while you are acting as a volunteer you must notify your Supervisor immediately, or as soon as practicable.
7. If volunteers wish to take helpers (e.g. friends or relatives) to assist with volunteer duties, these individuals must also be registered with Council to be covered by insurance. Parents who take children along whilst they, the parents, participate in volunteer work, must be prepared to do so at their own risk.
8. Under the terms of the *Occupational Health and Safety Act 2004* (and amendments) you must follow all established practices, procedures and instructions of Council which apply to the tasks you have volunteered to perform.
9. You are expected to perform the task you have volunteered to undertake with all due care, skill and diligence.
10. The Council will compensate registered volunteers for the loss of their no claim bonus and the amount of the excess where their vehicle is damaged whilst undertaking an approved activity or task. This compensation will only be paid to those volunteers with current comprehensive motor vehicle insurance relevant to the vehicle damaged and where the vehicle is required to be used as part of the approved activity or task. Compensation will not be paid where the vehicle is used purely to transport the volunteer to the location of the approved activity or task. Where the damage is less than the excess to cover, the Council may compensate the volunteer the full cost of the damage to their vehicle. Compensation may not be paid in circumstances where the volunteer contravenes the Road Traffic Regulations.
11. The Council provides cover for damage to private vehicles whilst being used on Council business but not whilst driving to and from the location of the volunteer service. This cover provides for the loss of a no claim bonus, payment of the excess and, where the damage is less than the excess, the cost of the damage. To be eligible for this cover, you must have a current comprehensive motor vehicle insurance policy. You also must be in compliance with the road traffic regulations at the time of the damage.

12. Do you have your own transport?

13. Do you have a current driver's license?

14. Do you have Comprehensive Motor Vehicle Insurance Cover?

15. Please provide details of any medical conditions that may affect your volunteer work:

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**Section Three: Declaration**

I confirm that I have read and understand the above mentioned conditions on this information sheet prior to signing it.

Signed

Date

**Committee of Management**

Name

Position

Signed

Date