

# Volunteer Registration Form



Name: .....

Address: .....

Phone: .....

Email: .....

Being a Northern Midlands Council Volunteer as a member of the:

.....

The purpose of the Committee is to manage, maintain and operate the .....

The Northern Midlands Council offers its thanks to you for offering your services as a volunteer, for the period from ..... to .....

## As a volunteer of Council the following conditions apply:

1. No payment will be made to you by Council.
2. Your Council Supervisor is: **Amanda Mason**.
3. Only while you are assisting Council in the abovementioned clearly defined Council business activity, and while your assistance is approved/controlled and/or known by Council, you will be covered for Public Liability Insurance.
4. 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. Council retains ownership of the policy and retains discretion in terms of any benefits payable under the policy.
5. Should any incident, injury or property damage occur while you are acting as a volunteer of Council you must notify your Council Supervisor immediately, or as soon as practicable.
6. Under the terms of the Work Health and Safety Act 2012, you must follow all established practices, procedures and instructions of Council which apply to the tasks you have volunteered to perform, including compliance with the Northern Midlands Council Volunteer Handbook.
7. You are expected to perform the task you have volunteered to perform with all due care, skill and diligence. You must only operate machinery and equipment that you are trained and certified (where applicable) to operate.
8. Do you have your own transport?  Yes  No
9. Do you have a current driver's licence?  Yes  No
10. Do you have Comprehensive Motor Vehicle Insurance Cover?  Yes  No
11. Do you have any medical condition that may affect your volunteer work?  Yes  No

If yes, please specify: \_\_\_\_\_

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## Insurance Information for Volunteers

- Volunteer workers who are registered with Northern Midlands Council 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.
- This policy doesn't cover volunteers whilst driving their own vehicles. Therefore, Council strongly recommends that all volunteer staff using private vehicles are covered by their own comprehensive insurance policy.
- Volunteers should note that Council does not pay insurance costs for private vehicles. Northern Midlands Council will not cover costs incurred by volunteers driving uninsured vehicles.
- If volunteers wish to take helpers (eg. Friends or relatives) to assist with volunteer duties, these individuals must also be registered with Northern Midlands Council to be covered by public liability insurance, refer to your Council Supervisor.
- Volunteer parents who take children along whilst they, the parents, participate in volunteer work, must be prepared to do so at their own risk. Refer to your Council Supervisor Officer.
- Please contact the Council Supervisor/Liaison Officer Amanda Mason on telephone no. 6397 7303 immediately should any of the following incidents occur while you are volunteering for Council:
  - You suffer any injury.
  - Any incident occurs in which injury or property damage occurs to other parties (Third Parties).

By signing this form, I acknowledge that I have reviewed, read and understood its contents and agree to abide by the conditions outlined herein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Council Executive Officer \_\_\_\_\_

Date: \_\_\_\_\_