Volunteer Information Sheet  
(To be completed by Council volunteers)

There are some hard words in this form. The hard words are in blue. You can read what the words mean on page 2.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Committee Name: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Address:</td>
<td>Postcode</td>
</tr>
<tr>
<td>Phone Number: Home:</td>
<td>Work:</td>
</tr>
<tr>
<td>Date/s of Volunteering Activities: <em><strong><strong>/</strong></strong></em>/_______ to <em><strong><strong>/</strong></strong></em>/_______</td>
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What activities have you volunteered for? ____________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

Council Supervisor/Contact Person:

Do you have your own transport? [ ] Yes [ ] No

Do you have a current driver’s licence? [ ] Yes [ ] No

Do you have comprehensive motor vehicle insurance? [ ] Yes [ ] No

Do you have a medical condition that may affect your volunteering? [ ] Yes [ ] No

If yes, please specify: ____________________________________________________________________

______________________________________________________________________________________

I agree that all information in this form is correct and I will follow the rules of volunteering with East Gippsland Shire Council.

<table>
<thead>
<tr>
<th>Signature:</th>
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<tbody>
<tr>
<td>Name:</td>
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</table>
Volunteer Information Sheet

Rules for Volunteering

1. Council will not pay you any money.

2. Council’s public liability insurance will only cover you while you are doing the named activity.

3. There will be a personal accident insurance policy applied to any volunteering activities by Council. Council own this policy and control any benefits payable.

4. You must tell Council straight away if there are any injuries, damage or other accidents while you are volunteering.

5. You must understand and follow Council’s risk management programs for Council facilities and general public liability. This is to make sure all staff, volunteers and public are safe.

6. As per the Occupational Health and Safety Act 1985, you must follow all rules, practices and procedures from Council relating to the volunteering activity.

7. You are expected to perform all volunteering activities with care.

Insurance Information

1. You will be covered by a public liability insurance policy covering third party injury and property damage that may happen while volunteering for Council. You will only be covered if you are registered as a volunteer with East Gippsland Shire Council.

2. The public liability insurance does not apply to motor vehicles. Council strongly recommends that all volunteers using private vehicles are covered by their own comprehensive insurance policy.

3. Volunteers should note that the Council will not pay insurance or related costs for private vehicles

4. Individual volunteers (not groups) must each complete and return a Volunteer Information Sheet in order to be registered with East Gippsland Shire Council and covered by Council’s public liability insurance.

5. Volunteers are responsible for making sure that children in their care are supervised at all times during the volunteering activities.

6. Please tell the Council supervisor or contact person as soon as possible in the event of any injury, property damage or other incident in relation to your volunteering activities. If you don’t, you may not be covered by Council’s public liability insurance.

Hard Words

Comprehensive: motor vehicle insurance which covers damage to your car and a third party’s car.
Submitting your application:

<table>
<thead>
<tr>
<th>Method</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail</td>
<td>Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 Bairnsdale VIC 3875.</td>
</tr>
</tbody>
</table>
| Electronic | Fax to 03 5153 9576  
Email to feedback@egipps.vic.gov.au |
| In Person | Bring the completed form and supporting documents to any of the following locations;  
Service Centre Opening Hours: 8:30am to 5:00pm. Monday to Friday.  
Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm, Wednesday, Thursday, Friday 2.00pm to 5.00pm |

Bairnsdale Corporate Centre: 273 Main Street.  
Bairnsdale Service Centre: 24 Service Street.  
Bairnsdale Business Centre: 34 Pyke Street.  
Lakes Entrance Service Centre: 18 Mechanics Street.  
Omeo Service Centre: 179 Day Avenue.  
Orbost Service Centre: 1 Ruskin Street.  
Paynesville Service Centre: 55 The Esplanade.  
Mallacoota Service Centre: 70 Maurice Avenue