



## Volunteer Registration Form Christmas in the City 2017

Thank you for registering your interest to volunteer at the City of Bunbury's (CoB) Christmas in the City event, to be held on Sunday 10 December 2017 at Bicentennial Square, Blair Street.

Volunteer shifts will run for *3 hours, between 12pm and 9pm* and duties may include; set-up and pack-down, distributing event merchandise, information and maps/programs to patrons, assisting with the running of activities, and keeping areas clean and tidy. Prior to the event you will be issued with a brief role description and map. *Please note: Your role may change on the day.*

*To volunteer, you will need to be at least 15 years of age and be comfortable in a busy working environment.*

### PERSONAL DETAILS

Full name \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post code \_\_\_\_\_

Email address \_\_\_\_\_ Contact number \_\_\_\_\_

Availability on Sunday 10 December 2017

Midday shift (3 hours)      12pm – 3pm

Afternoon shift (3 hours)      3pm – 6pm

Evening shift (3 hours)      6pm – 9pm

If other, please specify (you are able to choose longer hours if you wish):

Preference of type of role you are interested in (*ie behind the scenes set-up, in a team running activities etc*)

\_\_\_\_\_

Do you have a Working With Children Check (*not compulsory*)

Yes

No

*If you have a WWCC, please submit this with your registration form.*

## EMERGENCY CONTACT DETAILS

Full name \_\_\_\_\_ Contact number \_\_\_\_\_

Relationship \_\_\_\_\_

## REFERENCE DETAILS

Please provide details of a referee who can be contacted to verify you are suitable for volunteer duties.

Referee name \_\_\_\_\_ Contact number \_\_\_\_\_

## MEDICAL INFORMATION

*Under the WA OSH Act 1984 Local Government has a duty of care to ensure the safety and health of any members of the public that have access to Local Government sites – this includes volunteers. Answers to the following questions will ensure that you are engaged for voluntary work that is appropriate to your fitness for work and ensure the safety and health of those in our volunteers care.*

Do you have any medical conditions that may affect your volunteer work? Yes No

If yes, please provide details of your condition \_\_\_\_\_

How serious is this condition if aggravated? \_\_\_\_\_

How could we recognise if your condition has occurred or has been aggravated? \_\_\_\_\_

## ADDITIONAL COMMENTS

## ACKNOWLEDGEMENT

By signing this form, you agree to the following:

I will not receive payment for volunteering at this event

I will comply with policies and procedures put in place by the Event Organisers and/or Volunteer Supervisors

I will act in a responsible manner at all times

The information contained in this application is true and correct

That while you are assisting the CoB at the 2017 Christmas in the City event and while your assistance is approved/controlled and/or known by the Event Organisers and/or Volunteer Supervisors, you will be covered by the CoB Personal Accident Insurance Policy and Public Liability Insurance

Volunteer name \_\_\_\_\_ Date \_\_\_\_\_

*Volunteers under 18 years of age must also provide a signature from their parent or guardian.*

Parent/Guardian name \_\_\_\_\_ Date \_\_\_\_\_

*Please complete the Volunteer Registration form and return via email to [records@bunbury.wa.gov.au](mailto:records@bunbury.wa.gov.au) with the subject line: Christmas in the City - Volunteer Registration Form before a deadline of 5pm, Friday 17th November 2017. This information is collected for the purposes of registering you as a volunteer for the 2017 Christmas in the City event and it will be used to develop a volunteer roster for the event. This information will not be distributed to any other organisation unless required to do so by law.*