

3. Your Co-ordinator is: **Catherine O'Flynn**
4. Only while you are assisting RBCF in the above mentioned clearly defined RBCF business activity, and while your assistance is approved/controlled and/or known by the festival committee, will you be covered for Public Liability Insurance.
5. While acting as a volunteer, a limited personal accident insurance cover will be affected by Insurance (RAV Regional Arts Victoria) subject to the terms and conditions of the policy. The RBCF committee through membership of RAV retains ownership of the policy and retains discretion in terms of any benefits payable under the policy.
6. Should any injury occur to you while you are acting as a volunteer of the RBCF you must notify the Co-ordinator immediately, or as soon as practicable.
7. Any incident which occurs in which injury or property damage to other parties may arise must be reported immediately or as soon as practicable to your Co-ordinator.
8. Under the requirements of the Occupational Health & Safety Act 2004, you must follow all established practices, procedures and instructions of the RBCF committee which apply to the tasks you have volunteered to perform.
9. You are expected to perform the task you have volunteered to perform with all due care, skill and diligence.

- Yes No
 Yes No
 Yes No

10. Do you have any medical condition that may affect your volunteer work? Yes No

If yes, please specify:

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11. If your voluntary work involves working with children please attach copy of your current Working With Children Check. Yes No

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

Signed: **Date:**
 (Volunteer)







If volunteer is under 18 years of age a parent or guardian must also sign

Signed: **Date:**
 (Parent or Guardian)

Signed: **Date:**
 (Program Co-ordinator)

Personal information collected by the RBCF committee on this form will be used for "Administration of the Volunteer Program". The personal information will be used solely by RBCF for these purposes and/ or directly related purposes. The RBCF committee may disclose this information to other organisations if required by legislation. The applicant understands that the Personal Information provided is for the above purposes and that he or she may apply to RBCF committee for access to and or amendment of the information. Requests for access and or correction should be made to the RBCF co-ordinator..

VOLUNTEER INFORMATION

QBE Insurance Issues for Volunteers Regional Arts Victoria (RAV)	
	Volunteer workers who are registered with the Tuniversal Music Group Inc. – RBSF the Insured party with RAV are covered within the terms and conditions of the RAV – PRORISK Insurance as a Volunteer.
	RAV – PRORISK Insurance maintains limited Personal Accident Insurance for volunteer workers over the age of 15 and up to the age of 90 who are registered with the RBCF committee. Any claims will be subject to the terms and conditions of this insurance policy. Retains ownership of the policy and discretion in relation to any benefits payable under this policy.
	RAV- PRORISK policy doesn't cover volunteers whilst driving their own vehicles. Therefore, the RBCF committee strongly recommends that all volunteer staff using private vehicles are covered by their own comprehensive insurance policy.
	Volunteers should note that the RAV –PRORISK Insurance does not pay insurance costs for private vehicles and 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 RBCF committee to be covered by Public Liability Insurance, refer to Festival Co-ordinator.
	<p>Please contact the Festival Co-ordinator Catherine O'Flynn Telephone 5593 1332 or 0407 056 126 immediately should any of the following incidents occur while you are volunteering for the RBCF committee.</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).