



Latrobe City Council Volunteer Information Form

To be completed by (Latrobe City Council) Volunteers

Name: _____

Address: _____

Job offer / position for Volunteer work: _____

The purpose of this committee is: _____

Your duties will be: _____

Latrobe City Council congratulates you for offering your services as a volunteer,
from the period _____ to _____

As a volunteer of the Latrobe City Council the following conditions apply:

1. No payment will be made to you by Latrobe City Council.
2. Your Latrobe City Council Supervisor / Liaison Officer is _____
3. Only whilst you are assisting Latrobe City Council in the abovementioned clearly defined Latrobe City Council business activity, and while your assistance is approved/controlled and/or known by Latrobe City Council, you will be covered for Public Liability Insurance.
4. While acting as a volunteer, a limited personal accident insurance cover will be effected by Latrobe City Council subject to the terms and conditions of the policy. Latrobe City Council retains ownership of the policy and retains discretion in terms of any benefits payable under the policy.
5. Should any injury occur to you while you are acting as a volunteer of Latrobe City Council you must notify your Supervisor/Liaison Officer immediately, or as soon as practicable.
6. 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 Supervisor/Liaison Officer.
7. Under the terms of the Occupational Health & Safety Act 2004, you must follow all established practices, procedures and instructions of Latrobe City Council which apply to the tasks you have volunteered to perform.
8. You are expected to perform the task you have volunteered to perform with all due care, skill and diligence.

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

Signed: _____ Date: _____

Please file within your Department in case of future reference.