Beechworth Chinese Cultural Centre

Volunteer's Application

This form is to be completed by (Council) Volunteers

Mr / Mrs / Miss / Ms .....
(First Name) (Family Name)

.....
(Postal Address) (Suburb/Town) (Postcode)

.....
(Phone No.) (Mobile) (Email)

Which days suit you best for volunteering: ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday ☐ Monday

What hours best suit you: ☐ 10.00 am to 1.00 pm ☐ 1.00 pm to 4.00 pm ☐ 10.00 am to 4.00 pm ☐ Other: .....

.....

The Chinese Cultural Centre's opening times are Wednesday to Monday, from 10.00 am to 4.00 pm. However, there may be times when we are required to open outside these hours to accommodate groups of visitors, or for family research purposes.

INFORMATION (please note that the following questions are optional):

Reasons for volunteering: .....

Do you speak any other language:..... If so, which: .....

Skills/hobbies:.....

.....

As a volunteer of the Council (Beechworth Chinese Cultural Centre), the following conditions will apply:

1. No payment will be made to you by the Council (Beechworth Chinese Cultural Centre)
2. The task you have volunteered for is.....
3. Your Council (Cultural Centre) Liaison is Iris Mannik & Kathryn Chivers
4. Only while you are assisting Council (Beechworth Chinese Cultural Centre) inthe above mentioned clearly defined Council (Beechworth Chinese Cultural Centre) business activity, and while your assistance is approved/ controlled and/or known by Council, will you be covered for Public Liability Insurance.
5. While acting as a volunteer, a limited personal accident insurance cover will be effected by Council subject to the terms and conditions of the policy. Council 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 voluteer of Council you must notify your Supervisor/Liaison Officer immediately, or as soon as practicable.
7. Any incident which occurs in which injry or property damage to other parties may arise must be reported immediately or as soon as practicable to your supervisor/Liaison Officer.
8. Under the terms of the Occupational Health and Safety Act 1985, you must follow all established practices, procedures and instructions of Council which apply tot he 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.

I confirm that I have read and understood the above-mentioned conditions on this information sheet prior to signing it.

Signed:..... Date: .....

Beechworth Chinese Cultural Centre
PO Box 113, Beechworth Vic 3747 :: Phone: 03 5728 2866