



**VOLUNTEER REGISTRATION FORM**

Name: Mr, Mrs, Miss, Ms.....  
Address .....  
Postcode..... Date of birth.....  
Phone No :.....( home).....  
(Mobile)  
Email.....

Do you have any existing medical conditions or take medication of which we should be aware of for your safety? Yes/No If yes, please provide details:

\_\_\_\_\_  
\_\_\_\_\_

In signing this registration form I understand the following:

- I have read and agree to the AI3DE Volunteer Policy
- I have read and agree to the AI3DE Code of Practice
- I have read and agree to the AI3DE Occupational Health & Safety Policy
  
- As a volunteer, I may be asked to participate in a range of activities. All activities are optional and I have a right to decline.
  
- AI3DE normally does not work with minors under 18 years of age, however, if this is required for specific projects, a police clearance may be required. This will be discussed with each volunteer prior to any activity.

Signature\_\_\_\_\_date / /2007

Applicants under the age of 18 years need the permission of their parent or guardian to volunteer.

Signature\_\_\_\_\_date / /2007  
(Parent/Guardian)

## **AI3DE Volunteer Policy**

Volunteers are recognised as an essential part of our organization, performing many different roles. Ai3de will endeavour to acknowledge their commitment, their efforts and their dedication.

### **Volunteer rights**

Unlike paid staff, volunteer staff are not covered by award conditions or workplace agreements. Volunteers, however, do have rights, such as the right to:

- Work in a healthy and safe environment
- Be interviewed and employed in accordance with [equal opportunity legislation](#)
- Be adequately covered by insurance
- Be given a copy of this policy and any other policy that affects their work
- Have a job description and agreed working hours
- Have access to a grievance procedure
- Be provided with orientation to the organisation
- Have confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988
- Be provided with sufficient training to do the job
- Work in an harassment free environment

### **Volunteer Protection Act (2001)**

The intent of this legislation is to provide protection to individual volunteers from personal liability for loss, injury or damage caused as a result of an act or omission on their part while undertaking their volunteering duties on behalf of an incorporated organisation.

The Act does not provide the Volunteer with personal accident cover.

## **AI3DE Code of Conduct for employees and volunteers**

All employees (paid and unpaid) of AI3DE are expected to observe the highest possible standards of behaviour, ethics and integrity as a condition of their employment.

The standards expected include:

- compliance with all company policies, procedures, rules, and contractual obligations;
- compliance with all relevant industry legislative requirements in the performance of all duties;
- compliance with all reasonable and lawful instructions of managers/supervisors;
- observation of occupational health and safety rules, responsibilities and practices at all times;
- adherence, to the confidentiality of any information, records or other sensitive material acquired, during the course of employment and/or after the cessation of employment with AI3DE
- honesty and fairness in all dealings with customers, clients, co-workers, volunteers, management and the general public;
- respect for AI3DE equipment, supplies and property;
- not to make any unauthorized statements to the media about AI3DE business (requests for media statements must be referred to the appropriate manager/supervisor or responsible person);
- no unlawful discrimination, harassment, offensive language and/or behaviour in the workplace;

A breach of this Code of Conduct by any employee or volunteer will result in disciplinary action being taken.

## Privacy Policy

AI3DE is covered by the 10 National Privacy Principles (NPP), as set out in the Privacy Act 1988 (amended by the Privacy Amendment (Private Sector) Act 2000).

AI3de recognises the importance of protecting personal information, which it may be required to collect from individuals who become associated with its business. The purpose of this Policy is to ensure that any individual who provides information to AI3de is protected according to the requirements of the Privacy Amendment Act (Private Sector) 2000.

For the purpose of this Policy, “**information**” is described as:

“**Personal information**” means information relating to an individual, including an opinion, which may be provided to AI3DE as part of its operations, either in material form or not, and whether true or not. Such information may personally identify an individual or make the person’s identity reasonably apparent.

“**Sensitive information**” means information or an opinion about an individual’s racial or ethnic origin, political opinions, membership of a political association, religious beliefs, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual practices, criminal record or health information.

AI3DE takes its obligations under the Privacy Act seriously, and as such, will take all reasonable steps in order to comply with the Act and protect the privacy of personal information that it holds.

### Collection and Use of Information

AI3DE may require the collection of personal information from individuals to enable *it to provide AI3DE aims and objectives as listed in Adelaide Horse Trials Management Inc constitution.* The reasons for the collection of personal information include, but are not limited to, AI3DE for the purposes of membership, programs and for taxation purposes.

AI3DE may collect and hold personal information, such as, but not limited to, names of employees and proprietors of organisations, addresses, telephone numbers, facsimile numbers, e-mail addresses, titles and professional affiliations. These details are collected for the purpose of providing AI3DE services to customers and clients, and the selling and marketing of our products and extended range of services. AI3DE may also use such information to apply customer/member satisfaction surveys and events such as “loyalty” programs. AI3DE will not disclose this information to any other organisation, nor will it send any information overseas for any purpose whatsoever.

In the event that sensitive information is collected by AI3DE it will not be used for any purpose without the express permission of the individual. The collection, use and disclosure of information will be in accordance with AI3DE Collection Statement.

## **Storage, Access and Retention of Personal Information**

All personal information collected by AI3DE will be retained as part of a database, which will be securely monitored and maintained by AI3DE. The data will not be made available to a third party, unless it is legally required and verified, without the authority of the individual who provided the personal information.

AI3DE will make available for inspection all personal information, based on the information supplied by the individual, that it holds in relation to an individual, provided reasonable notice is given. In the event that any part of the personal information that the individual inspects is determined to be incorrect and requires alteration then AI3DE will make such alteration in compliance with the corrected advice provided by the individual.

AI3DE will take all reasonable steps to protect the security of the personal information that it holds. This includes appropriate measures to protect electronic materials and materials stored and generated in hard copy.

Where information held by AI3DE is no longer required to be held, and the retention is not required by law, then AI3DE will destroy such personal information by a secure means.

## **Compliance**

If an individual has any concerns regarding the privacy of personal information, then the individual may make a complaint to AI3DE EVENT DIRECTOR who will then endeavour to resolve the complaint.

## **Sources of Information**

Where possible, AI3DE will collect the information directly from individuals, customers and clients. In some instances, AI3DE may collect personal information from press reports or published mediums, in the case, it will endeavour to verify such details with the person concerned.

HORSE SA acknowledges that there is no obligation for an individual to provide it with personal information. However, if an individual chooses not to provide AI3DE with personal details, it may not be able to provide the individual with a full range of services or reduce the ability of servicing the individual's organisation direct.

Should any employee or volunteer require further information in relation to privacy, please visit [www.privacy.gov.au](http://www.privacy.gov.au).

## **AI3DE Occupational Health, Safety & Welfare Policy**

The most valuable asset to is AI3DE its employees and volunteers whose health, safety and welfare ranks equally with all other financial and operational considerations.

All persons who work at AI3DE have responsibilities for observing occupational health, safety and welfare requirements.

Management:

- has a responsibility to ensure, as far as reasonably practicable, that employees, whilst at work, are safe from injury and risk to health;
- are responsible for the effective implementation of this Occupational Health, Safety and Welfare Policy;
- must be positively committed to the consultation process; and
- are responsible for ensuring adequate information, instruction, training and supervision of all employees.

Employees and volunteers:

- have a duty to take care of their own health and safety, and that of others who may be affected by their actions or failure to act whilst at work.

Active consultation will be undertaken in order to ensure the best possible resolution for health, safety and welfare issues at AI3DE

In all instances, AI3DE will seek to implement best practice solutions for health, safety and welfare concerns and is committed to ensuring compliance with current legislation.

AI3DE will endeavour, through regular review of systems, to strive for continuous improvement to bring about an ongoing improvement of occupational health, safety and welfare performance with the aim of eliminating all unwanted work-related hazards and work-related injuries.