



Canberra Nara Candle Festival: Saturday 26 September 2009

Volunteers Registration Form

Personal Details
Title: Mr Mrs Ms Miss (please circle) Given Name: Surname: Date of Birth: Mailing Address: Contact Phone: (BH) Mobile Number: Email:
Emergency Contact Person
Do you have any medical conditions that should be made aware of? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please advise us..... Emergency Contact name: Phone: Mobile:
Volunteer Role
If you wish to volunteer for more than one duty, order your preferences and indicate the shift you can attend. € Candle display set Up and placement (11am-1pm) € Candle Lighting (4pm-7pm) € Candle Pack-up and collection pack-up and collection (9pm-10.30pm) € Information Tent attendant (3pm -6.pm) (6pm-9pm) € Event Evaluation surveys (4pm-6.30pm) (6.30pm-9pm) Are you willing to perform more than one duty? <input type="checkbox"/> Yes <input type="checkbox"/> No
Volunteer Briefing Session
A <u>compulsory</u> Volunteer Briefing Session will be held on Thursday 17 September in Canberra Nara Park. Please indicate your attendance: <input type="checkbox"/> Attending <input type="checkbox"/> Not attending Please email events@act.gov.au if you are unsure at this stage.

Please complete the Registration Form and sign the Code of Conduct and return by **Friday 11 September 2009.**

Events Officer, Special Events
Chief Minister's Department
GPO Box 158, Canberra City ACT 2601
Email: events@act.gov.au
Fax: 02 6207 0163



CHIEF MINISTER'S DEPARTMENT

Volunteer Code of Conduct

The Volunteer Code of Conduct sets the standard for behaviour required of volunteers with the Chief Ministers Department. Volunteers must:

- at all times behave in a way that upholds the values of the ACT Government, and the integrity and good reputation of the ACT Government;
- behave with honesty and integrity in the course of volunteering with the Chief Ministers Department;
- undertake volunteer duties with care and diligence;
- treat everyone with respect and courtesy, and without harassment;
- when undertaking volunteer duties comply with all applicable ACT and Australian laws;
- comply with any lawful and reasonable direction given by a person having the authority to give the direction;
- maintain confidentiality about any information acquired through volunteering duties, including not making statements to the media unless authorised to do so;
- disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with volunteering for the ACT Government;
- endeavour to use resources in an appropriate and economical manner;
- endeavour not to provide false or misleading information in response to a request for information from a member of the public or ACT government employee ; and
- not make improper use of the volunteer position in order to gain, or seek to gain, a benefit or advantage for the volunteer or for any other person.

Declaration

I declare that I have read and understood the Chief Minister's Department's Code of Conduct and give my assurances that I will comply with it as part of my duties for the 2009 Canberra Nara Candle Festival.

Signed.....

Dated.....