

2018 HHCD REGISTRATION AND INSURANCE APPLICATION GUIDE

***Please read this Information Sheet prior to completing the attached HHCD
Registration and Insurance Application:***

REGISTRATION DETAILS:

- 1. Agency:** This is the primary organisation/ government department with whom you are employed
- 2. Sub Agency:** Your units title within your organisation (this helps with our administration)
- 3. Service Offer:** The specific details of the task / role that you will provide on the day
- 4. Contact Person:** Full name and title of person completing this section of the form.
- 5. Hub Preference:** There are 12 Hubs as follows;

CATERING	LIBRARY & LITERACY
ENTERTAINMENT	OPPORTUNITIES (Employment & Training)
FAMILIES	PETS
HEALTH SCREENING & INFORMATION	SPORT & RECREATION
HOUSING & ACCOMMODATION	WELLBEING (Hair / Massage / Chiropractor)
LEGAL & FINANCIAL	YOUTH

NB: You may have services appropriate to more than one hub if so indicate which hub(s) that you wish to operate in. Each one of these hubs has a volunteer Hub Leader who will be in contact with you as soon as they receive the approved numbered Registration Form from the HHCD Coordinator. The Hub Team Leader is responsible for ensuring that your attendance at the HHCD is as seamless as possible so it is important that you both work closely together.

INSURANCE DETAILS:

It may be that these details are best completed by the organisations Chief Financial Officer or their equivalent in your organisation.

If you are a self -insured Government Agency then you are not required to supply insurance details.

Please make sure that the Insurance Certificate of Currency expiry date is after 25 July 2018.

Thank you
Michelle Faithfull
HHCD Coordinator