

2019 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 Offering:** 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 13 Hubs as follows;

CATERING	OPPORTUNITIES (Employment & Training)
CONNECTIONS (Library / TAFE)	PETS
ENTERTAINMENT	SOCIAL WORK
FAMILIES	SPORT & RECREATION
HEALTH SCREENING & INFORMATION	WELLBEING (Hair / Massage / Chiropractor)
HOUSING & ACCOMMODATION	YOUTH
LEGAL & FINANCIAL	

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 in the lead up to the event to ensure you all of your requirements are met. The Hub Leader is responsible for ensuring that your attendance at 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 6 August 2019.

Thank you
Michelle Faithfull
HHCD Coordinator