



Australian Government

Attorney-General's Department

National Security

Capability Development Division

Workshop Nomination Form

What to do with your application form

- Ensure all sections of the application form are complete
- Sign the form (Applicant's Signature)
- Fax to AEMI, Attention Nominations, (03) 5421 5272

What happens next?

When your nomination arrives at Australian Emergency Management Institute, it will be processed and an email acknowledging receipt of your nomination will be forwarded to you within 5 working days.

Late nominations

Nominations received late will only be considered if vacancies still exist or become available.

Please note:

AEMI workshops may be cancelled or rescheduled at short notice. AEMI will not be held liable for any expenses incurred due to cancellations or rescheduling of workshops.

Code of Conduct

Purpose: To define the responsibilities for those people attending the Institute.

Scope: This policy applies to all people attending the Institute.

Definitions: **Institute** means Australian Emergency Management Institute, Mt Macedon

Staff means an employee of Australian Emergency Management Institute or their contractor

Misconduct means any behaviour contrary to the Code of Conduct. This may mean that behaviour has been prejudicial to the good order and running of the Institute, impairs the freedom of other person/s, or may bring the Institute into disrepute.

Property means the buildings, contents of the buildings, grounds and equipment

Code

All attendees will act in accordance with any reasonable direction from a member of staff relating to their behaviour.

Australian Emergency Management Institute expects that attendees will **not**:

- use language or behaviour that may cause offence to other people
- engage in behaviour that may be seen as discriminatory which includes but is not limited to sexual, religious, racial, or gender
- bring onto site any alcohol or illicit drugs (as defined by the *Crimes Act 1958* and the *Controlled Substances Act 1981*)
- wilfully or negligently damage, or remove any property
- harass others (either physically or verbally)
- cheat or plagiarize in respect to assessment

Anyone feeling offended by the actions of another person attending AEMI has the right to ask for the actions to stop. If this person's actions do not cease, you should notify an AEMI staff member.

Australian Emergency Management Institute reserves the right to remove any person for misconduct and notify their employer/State Authority of their behaviour and seek recompense for any damage incurred.

I have read this document and understand my rights and responsibilities.

Signed

Print name

Date

Workshop Nomination Form

Client Number:
(AEMI use only)
Vendor Number:
(AEMI use only)

Activity Number

Start Date

Finish Date

Activity Name

Personal Details

Name:

Title	Surname	Other Names

Preferred Name:

--

Date of Birth:

Gender

Male

Female

Agency / Workplace
Name

Agency / Workplace
Address

Suburb

State

Postcode

Email:

Phone (Home)

Phone (Bus)

Fax

Mobile

Home Address

Suburb

State

Postcode

Next of Kin

Contact

Are you a volunteer?

Organisation

Home Airport (Volunteers only)

Emergency Management Role

How long have you been in this role?

Are you from an Aboriginal or Torres Strait Islander background?

Yes

No

Additional information

Do you require assistance with your studies because of:

Disability? Language / literacy issues?

Do you have any specific dietary requirements? Yes (please provide details below) No

Do you have any medical conditions? Yes (please provide details below) No

Should you require non urgent medical assistance, Australian Emergency Management Institute will assist in making an appointment at the nearest medical facility and arranging for your transport to and from the medical facility by taxi. All costs and charges associated with the transport and medical appointment and subsequent prescriptions are to be borne by the requesting individual.

Why would you like to participate in this activity?

The Institute will not disclose the information provided by you on this form to third parties except to other educational institutions, to government bodies, as required or authorised by law or in accordance with the Institute's Code of Practice Policy and the Commonwealth Privacy Act 1988. You may obtain access to your personal information held by the Institute by contacting AEMI Administration on (03) 5421 5100 and submitting the required authorisation.

Applicant's Signature:

Office use only

ADMIN	ADDEL