

# Volunteer Request Application Form



**Privacy Notice:** Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. A copy of this application may be provided to external agencies if volunteering for an organisation not managed by Council. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

**This form is to be completed when applying to volunteer at a Council venue or event. Submitting this form does not guarantee a volunteering position. Applicants will be required to attend a face-to-face interview. Refer to the Volunteer Policy and Procedure for further information.**

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## Applicant Details

Contact name:

Date of birth:

Gender:

Male

Female

Residential address:

Postal address: *(if different)*

Preferred mobile number:

Alternate contact number:

Email:

## Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability and acknowledge that I will adhere to the below conditions.

- I agree to Council conducting probity checks (where appropriate).
- I agree to work under the guidance and supervision of the Council employee responsible for the area of work for which I have applied.
- I agree to contact the Council employee designated if I wish to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking.
- I understand that as a volunteer I have the same responsibilities as an employee of Council to comply with the Code of Conduct, relevant policies and legislative obligations of Council particularly in respect to workplace health and safety, discrimination, bullying, confidentiality and organisational discipline.
- I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.
- I understand that Council may terminate my volunteering services if I do not comply with any aspect of this agreement.
- I agree to inform Council of any injuries sustained whilst undertaking volunteering activities.
- I give permission for my photograph to be taken and reproduced in Council publications, including on Council's website and social media pages.

Name:

Signature:

Date:

## Declaration by Legal Guardian of Applicant (under 18)

I declare that I am the legal guardian of the applicant and give consent for the applicant to volunteer at the Rockhampton Regional Council at the venue/event as nominated on this form.

Name:

Signature:

Date:

**OFFICE USE ONLY**

Date received:

Responsible officer:

Database no:

Interview organised: Y / N

Date:

Applicant approved: Y / N

Date:

## Volunteer Work

Term of volunteering:  1-6 months  Over 6 months  One off event

Preferred hours:	Monday		to
	Tuesday		to
	Wednesday		to
	Thursday		to
	Friday		to
	Saturday		to
	Sunday		to

## Venue (please complete this section if applying to volunteer at a Council venue)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Rockhampton Botanic Gardens  | <input type="checkbox"/> Rockhampton Zoo         | <input type="checkbox"/> Nursery                      |
| <input type="checkbox"/> Rockhampton Regional Library | <input type="checkbox"/> Rockhampton Art Gallery | <input type="checkbox"/> Rockhampton Heritage Village |
| <input type="checkbox"/> Pilbeam Theatre              | <input type="checkbox"/> Archer Park Rail Museum | <input type="checkbox"/> Mount Morgan Railway Museum  |

Preferred volunteer work (please refer to the Council Volunteer Opportunities Fact Sheet for types of volunteer tasks available):

## Event (please complete this section if applying to volunteer at a Council event)

Event name:

Preferred volunteer work  
(please refer to the Council Volunteer Opportunities Fact Sheet for types of volunteer tasks available):

## Experience (please list the relevant licences/skills/experience held by the applicant in relation the proposed volunteer work to be undertaken)

Trade or qualifications:

Language/s other than English spoken:

Drivers licence - car	Type/number:	Expiry date:
Drivers licence – bus	Type/number:	Expiry date:
Drivers licence – truck	Type/number:	Expiry date:
Positive notice blue card for child related employment	Type/number:	Expiry date:
White card (construction)	Type/number:	Expiry date:
Responsible service for alcohol	Type/number:	Expiry date:
Justice of the peace or commissioner for declarations	Type/number:	Expiry date:
First aid certificate	Type/number:	Expiry date:
CPR certificate	Type/number:	Expiry date:
Other licences	Type/number:	Expiry date:

## Emergency Details

### Emergency Contacts

Name:

Address:

Preferred contact number:

Alternate contact number:

Name:

Address:

Preferred contact number:

Alternate contact number:

**Medical Details** *(some positions require that your supervisor has evidence of your physical capacity to undertake certain jobs e.g. driving vehicles, lifting items, electrical testing and tagging)*

Are you physically able to undertake the nominated tasks?

Yes

No

If no, please provide details:

Do you have any conditions which may impact your role as a volunteer that Council should be made aware of?

Yes

No

If yes, please provide details:

### Medical Practitioner

Doctor's name:

Contact number:

Address:

## Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

Resume or curriculum vitae *(optional)*

# FACT SHEET

## Council Volunteer Opportunities

### Where can you volunteer at Council?

#### Rockhampton Regional Library

Exciting opportunities exist for volunteers to assist with some Library events. A major event the CapriCon Steampunk and Pop Culture convention is held at the Library in April each year, and opportunities exist for people to assist with set up and delivery.

#### Rockhampton History Centre

Volunteers with a passion for history, interest and experience in research can provide valuable assistance in a range of areas at the History Centre at the Rockhampton Regional Library. These may include general research, indexing, data entry and supervised conservation work or digitisation projects.

#### Library Technology Centre

Volunteers with digital skills can provide support in the Regional Library's Technology Centre, delivering free community training courses or assisting learners. Opportunities for assisting with computing skills at other Library branches may also be possible. We are also seeking volunteers with specialist skills in coding, robotics, 3D printing and sound to share their passion with the community.

#### Rockhampton Heritage Village

Volunteers with a passion for preserving heritage memorabilia from vintage cars to household items as well as gardening, catering, caring for livestock and participating as tour guides will enjoy volunteering at Rockhampton Heritage Village. The Village is open seven days per week (excluding public holidays) and also acts as an information centre for other tourist attractions within the Region.

#### Rockhampton Art Gallery

Rockhampton Art Gallery volunteers assist in bringing art experiences to visitors from our Region and from around the world. Volunteers can learn about contemporary and modern art, while assisting with front of house duties including shop sales, collection of daily statistics, and answering visitor enquiries.

#### Rockhampton Zoo

Volunteers with a range of practical skills and interests can provide support to the zoo keepers at Rockhampton Zoo. The Zoo is open seven days a week, so assistance on weekends and public holidays is generally most welcome. There are opportunities for assisting with food preparation, servicing enclosures, general gardening and horticulture, manufacture of enrichment items and participating in/completing observations of animal behaviour.

#### Rockhampton Botanic Gardens

Rockhampton Botanic Gardens (RBG) is one of the oldest in Queensland, having been proclaimed as a Reserve for Botanic Gardens in 1869. Much of the volunteering at RBG is carried out through the "Friends of the Gardens" group who are interested in the well-being and public appreciation of the Gardens. Opportunities are available to assist with horticultural, botanical and arboricultural activities and assisting visitors to the Gardens as an attendant in the Visitor Information Centre.

#### Rockhampton Region Plant Nursery

The local branch of Native Plants Queensland (also known as the Society for Growing Australian Plants Queensland) has a number of members who actively pursue their passion at the nursery. Activities include plant propagation, potting on and seed collection.

#### Rockhampton Regional Cemeteries

Volunteers with a range of practical skills and interests can assist in the Regions Cemeteries (Bajool, Gracemere, Mount Morgan, North Rockhampton, South Rockhampton and Rockhampton Memorial Gardens). Activities include general gardening and horticulture, assisting with research and genealogy enquiries, data collection on the graves and memorials, and general working bees to improve presentation.

# FACT SHEET

## Council Volunteer Opportunities

### Rockhampton River Festival

July is Rockhampton River Festival and it's our wonderful volunteers that help make the Festival magic happen. If you have an interest in the arts and events, and can spare a few hours during the month of July, we'd love for you to join our team. We are looking for volunteers to assist as venue ushers, artist liaisons, information booth attendants, administration assistants and everything in-between. Please find further information here:

<http://www.rockhamptonriverfestival.com.au/>

### Friends of the Theatre

The Friends of the Theatre Rockhampton Inc is an independent organisation providing volunteers that act as front of house (ushers), bar and candy bar staff at the Pilbeam Theatre.

When you complete the Volunteer Request Application Form, this information will be provided to the Friends of Theatre organisation and you will be contacted by a representative of the group to discuss the volunteering opportunities that exist at the Pilbeam Theatre.

### Friends of the Archer Park Rail Museum

The Friends of the Archer Park Rail Museum is an independent organisation contracted to Council to develop and operate the Archer Park Rail Museum. This group provides volunteering opportunities that include rolling stock maintenance and operation, conservation and restoration work and general museum and customer services roles at the Denison Street site.

When you complete the Volunteer Request Application Form, this information will be provided to the Friends of Archer Park organisation and you will be contacted by a representative of the group to discuss the volunteering opportunities that exist at the Archer Park Rail Museum.

### Disaster Volunteer Work

The Volunteer Request Application Form is not to be completed for when a member of the public wishes to volunteer to assist the community after a disaster.