

# Volunteer Request Application Form



**Privacy Notice:** Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*. 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: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Residential address: Street number and name City State Postcode		
Postal address (if different):		
Preferred mobile number:	Alternative contact number:	
Email:		
Declaration		
<p>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:</p> <ul style="list-style-type: none"><li>I agree to Council conducting probity checks (where appropriate).</li><li>I agree to work under the guidance and supervision of the Council employee responsible for the area of work for which I have applied.</li><li>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.</li><li>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.</li><li>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.</li><li>I understand that Council may terminate my volunteering services if I do not comply with any aspect of this agreement.</li><li>I agree to inform Council of any injuries sustained whilst undertaking volunteering activities.</li><li>I give permission for my photograph to be taken and reproduced in Council publications, including on Council's website and social media pages.</li></ul>		
Name:	Signature:	Date:
Declaration by Legal Guardian of Applicant (under 18)		
<p>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.</p>		
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)*

- Rockhampton Botanic Gardens  Rockhampton Zoo  Nursery  
 Rockhampton Regional Library  Rockhampton Art Gallery  Rockhampton Heritage Village  
 Pilbeam Theatre  The Spire Visitor Information Centre

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 to 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

### Contact One

Name:

Address:

Street number and name

City

State

Postcode

Preferred contact number:

Alternate contact number:

### Contact Two

Name:

Address:

Street number and name

City

State

Postcode

Preferred contact number:

Alternate contact number:

**Medical Details** *(some positions require your supervisor to have 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:

Street number and name

City

State

Postcode

## 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

The Rockhampton River Festival is held in July each year 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/>

### The Spire Visitor Information Centre

The Spire Visitor Information Centre is located at the Tropic of Capricorn Spire on Gladstone Road in Rockhampton. This accredited visitor information centre offers a one stop shop for travel information including maps, brochures, and itineraries. Staffed by skilled and knowledgeable volunteers, The Spire Visitor Information Centre can provide advice on the things to see, things to do and where to eat.

### 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.

### 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.