

# Volunteer Request Application Form



**Privacy Notice:** Council deals with 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.

P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Applicant Details		
Contact name:	Date of birth:	
Preferred mobile number:	Alternative contact number:	
Email:		
Residential Address		
Street number and name:		
Suburb:	State:	Postcode:
Postal address (if different):		
Volunteer Work		
Term of volunteering:	<input type="checkbox"/> 1 – 6 months <input type="checkbox"/> Over 6 months <input type="checkbox"/> One off event	
Preferred Hours		
Day	Start time	Finish time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Venue <small>(please complete this section if applying to volunteer at a Council venue)</small>		
<input type="checkbox"/> Rockhampton Botanic Gardens	<input type="checkbox"/> Rockhampton Zoo	<input type="checkbox"/> Rockhampton Region Plant Nursery
<input type="checkbox"/> Rockhampton Regional Library	<input type="checkbox"/> Rockhampton Museum of Art	<input type="checkbox"/> Rockhampton Heritage Village
<input type="checkbox"/> The Spire Visitor Information Centre	<input type="checkbox"/> Rockhampton History Centre	<input type="checkbox"/> Library Technology Centre
<input type="checkbox"/> Rockhampton Region Cemeteries	<input type="checkbox"/> Waste and Recycling activities	<input type="checkbox"/> Friends of the Theatre
<input type="checkbox"/> Other <small>(please specify):</small>		

OFFICE USE ONLY	Date received:	Responsible officer:	Database no:
	Interview organised: Y / N	Date:	Applicant approved: Y / N

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:

Licence/Certificate	Type/number	Expiry date
<input type="checkbox"/> Drivers licence – car		
<input type="checkbox"/> Drivers licence – bus		
<input type="checkbox"/> Drivers licence – truck		
<input type="checkbox"/> Positive notice blue card for child related employment		
<input type="checkbox"/> White card (construction)		
<input type="checkbox"/> Responsible service for alcohol		
<input type="checkbox"/> Justice of the peace or commissioner for declarations		
<input type="checkbox"/> First aid certificate		
<input type="checkbox"/> CPR certificate		
<input type="checkbox"/> Other licences		

## Emergency Details

### Contact One

Name:

Street number and name:

Suburb:

State:

Postcode:

Preferred contact number:

Alternative contact number:

### Contact Two

Name:

Street number and name:

Suburb:

State:

Postcode:

Preferred contact number:

Alternative 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:

Street number and name:

Suburb:

State:

Postcode:

## Supporting Documentation

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

Resume or curriculum vitae *(optional)*

## 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:

# FACT SHEET

## Council Volunteer Opportunities

### Where can you volunteer at Council?

#### Rockhampton Botanic Gardens

Rockhampton Botanic Gardens is one of the oldest in Queensland, having been proclaimed as a Reserve for Botanic Gardens in 1869. Much of the volunteering at the Gardens 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 arboriculture activities and assisting visitors to the Gardens as an attendant in the Visitor Information Centre.

#### 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 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 and seed collection.

#### 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 Museum of Art

Rockhampton Museum of Art 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 playing a vital role interacting with visitors as they enter the Museum of Art and our exhibition spaces, assisting with front of house operations and the delivery of all engagement and learning programs, tours, workshops and all events from exhibition openings, member exclusive programs and Philanthropy Board events.

#### 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 the Rockhampton Heritage Village. The Village is open seven days a week (excluding public holidays) and also acts as an information centre for other tourist attractions within the Region.

#### 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.

#### 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 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.

# FACT SHEET

## Council Volunteer Opportunities

### Rockhampton Region 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.

### Waste and Recycling Activities

The Waste and Recycling Team are responsible for delivering Council's ambitious goal of zero waste by 2050 for our Region. A team of enthusiastic volunteers is required to support our waste education plan, including:

- Maintain and direct public use of correct bins at events;
- Conduct neighbourhood kerbside bin surveying; and
- Waste auditing.

Our Recycling Heroes School Program is also seeking to train volunteers to assist in school bin waste audits and delivery of small group activities in the classroom.

### 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 when a member of the public wishes to volunteer to assist the community after a disaster.