

VOLUNTEER REGISTRATION FORM



**THE UNIVERSITY
OF QUEENSLAND**
AUSTRALIA

VOLUNTEER DETAILS			
Title:	Given Names:	Surname:	
Home Address:			
Email Address:			
Telephone Number:		Date of Birth:	
Next of Kin (Please Provide Full Name and Contact Number):			
Organisational Unit:		Property and Facilities Division	
Supervisor Name and Contact Number:		Michael Wardle and Victoria Holder (Community Garden Coordinators)	
Details of duties undertaken:		General Community Garden Activities	
Period of volunteer work From: 01.01.22 To: 31.12.22			

The University appreciates the contribution to its work made by people who provide their services to the University in a voluntary capacity.

Volunteers – Policy

1. Purpose and Objectives

This policy provides the basis of engagement of members of the community who provide their services to the University in a voluntary capacity.

2. Definitions, Terms, Acronyms

Regulated activity – activity regulated by the [Commission for Children and Young People and Child Guardian Act \(Qld\) 2000](#)

Volunteer – person who willingly offers to provide their services on an unremunerated basis

3. Policy Scope/Coverage

This policy applies to members of the community who donate their services in a voluntary capacity to the University without expectation of remuneration. Volunteers include those undertaking work on fundraising and community-oriented projects, tertiary students wishing to gain exposure to particular University functions, among others.

4. Policy Statement

The University supports the use of volunteers on projects that benefit the relationship between the University and the community, provided that volunteers are not used to replace paid workers.

Volunteers must not be directed to perform work that would normally be undertaken by University staff. Volunteers are not staff of the University and hence are not subject to *The University of Queensland Enterprise Agreement 2014 - 2017*, however they are subject to various legislative requirements including the *Work Health and Safety Act (Qld) 2011* and the *Child Protection Act (Qld) 1999*

.Volunteers are covered by the University's Public Liability insurance policy for damage they may accidentally do to other people or property in the course of their work for the University. As with all insurance policies there are numerous exceptions to the cover.

Volunteers must act responsibly in the use, maintenance and custody of all University resources, and will observe the normal practices of the University. The University provides only limited personal accident insurance for volunteers. Volunteers should be aware of the advantages of having personal accident cover and are encouraged to arrange cover prior to undertaking any work. Under the *Work Health and Safety Act (Qld) 2011*, visitors, including volunteers, are regarded as staff whilst on University grounds. The Head of organisational unit is responsible for ensuring that all volunteers are made aware of the organisational unit's relevant [OH&S](#) policy and procedures, and of the University's [OH&S website](#).

5. Duties

The duties of a volunteer must be carried out under the supervision of the Head of the organisational unit or a staff member nominated by the Head of the organisational unit. Where the duties of the volunteer involve a regulated activity, the volunteer must be in possession of a 'blue card' prior to offering their services ([PPL 1.60.07 Working with Children](#) policy).

	NAME	SIGNATURE	DATE
VOLUNTEER (COPY OF THIS FORM TO BE PROVIDED TO VOLUNTEER)			
APPROVAL FROM AUTHORISED OFFICER (ORIGINAL FORM RETAINED BY ORGANISATIONAL UNIT AS A RECORD OF WORK UNDERTAKEN)			

Note: Details of the volunteer should be provided to the University Insurance Officer, or to Human Resources Division, on request. **Volunteers are not entered onto Aurion.**

Image Consent – Release Form

I give THE UNIVERSITY OF QUEENSLAND (ABN 63 942 912 684), a body corporate established under *The University of Queensland Act 1998*, of Brisbane, Queensland, 4072, its assigns, successors, licensees, legal representatives, employees and agents (“UQ”) the irrevocable right to use my name/photograph/image/audio recording/video recording and likeness in all forms and manner (“My Image”) for the purposes of advertising, media publicity, publication, general display or for any other university purposes in whole or in part, including but not limited to publication on internet web sites, broadcasts and any other publications as released to or by UQ (“Publication”).

I waive any interest that I may have in the copyright to My Image now or at any future time and acknowledge that I am not entitled, nor shall in the future be entitled, to receive any payment or consideration in respect of it and agree to make no claim against UQ for any payments for the Publication of My Image.

I understand UQ cannot control unauthorised use of My Image by persons not associated with UQ upon the Publication of My Image. I forever waive any right to inspect or approve any Publication of My Image by UQ. I release and indemnify UQ from any loss, damage, costs, expense, or claim (including consequential loss) connected with the Publication of My Image, including action for defamation, libelous material, breach of privacy, or copyright.

Signature: _____ Date: _____

Name: _____

Telephone: _____ Email: _____

Note: If you are under 18 years of age, your parent or guardian must fill in this section

Parent/Guardian
Signature: _____ Date: _____

The personal information on this form is requested in order to obtain your consent for the use as outlined above. The information will be used by UQ for the purpose of verifying that proper consent has been provided in accordance with the *Information Privacy Act 2009* and UQ’s *Privacy Management Policy and Procedures* (PPL 1.60.02).

Identifier (e.g. red top, blue hat):

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