

Hunter Region Botanic Gardens Volunteer Application Form

PERSONAL INFORMATION

Title (e.g. Mr, Mrs, Ms, etc): _____ Family Name: _____

First Name: _____ D.O.B.:(optional) _____

Address: _____

_____ Post Code: _____

Phone (Landline): _____ Mobile: _____

Car Rego: _____ E-mail address: _____

Gender: Female Male Is your Tetanus Immunisation current? Yes No Unsure

Medical Information (**OPTIONAL**), i.e. diabetes, epilepsy, allergies, disability, etc.: _____

Qualifications / Work Experience: _____

Certificates Current (e.g. Work Cover, First Aid): _____

Interests (Can include other volunteer work): _____

EMERGENCY CONTACT PERSON AND THEIR DETAILS:

Name: _____ Relationship: _____

Phone (Landline): _____ Mobile: _____

VOLUNTEER'S SIGNATURE: _____ **Date:** _____

VOLUNTEER CO-ORDINATOR TO COMPLETE

HRBG Volunteer Information Package issued: Temporary Badge issued: Date: _____

Referred by: _____ JSP: _____

Centrelink: No Yes Required hours per week: _____

Allocated Work Area: _____ Secondary Work Area: _____

Days and hours of Work: _____

Start date: _____ Scheduled Generic Induction Date & Time: _____

Hunter Region Botanic Gardens - Volunteer Induction

1. Personal protection - (<i>outdoors</i>) i.e. <i>hat, sunscreen, insect repellent (supplied), clothing & enclosed footwear, gloves</i>	
2. Café Staff - dress code & training requirements i.e. <i>clothing, shoes, hair, apron & I'm Alert Food Safety Training</i>	
3. Tetanus Immunisation - <i>Refer to current guidelines. Booster may be required</i>	
4. Insects and animals on-site - <i>snakes, goannas, ticks, ants, mosquitos, wallabies</i>	
5. Location of First Aid Kits - <i>Front Office, Herbarium, Works Compound, Nursery and vehicles</i>	
6. Reporting of accidents, hazards and safety incidents – <i>Report promptly to Supervisor and Volunteer Coordinator</i>	
7. Become familiar with the location of on-site fire extinguishers and fire hydrants	
8. No smoking or vaping is allowed anywhere on the Botanic Gardens site	
9. All volunteers are required to record each attendance and sign the attendance register	
10. Evacuation drills - Siren and Emergency Assembly Point - responsibilities and requirements	
11. Allocated Work Area and agreed working days and times - requirements for making a change	
12. Car parking and driving within the grounds – Observe roundabout, speed and parking rules	
13. Meal breaks and volunteer facilities – Garden Room, Works Compound	
14. Staff identification badges – Volunteers and staff required to wear name badges	
15. Volunteer and member discount – Café, Gift Shop, Plant Stall of 10%	
16. Location and importance of HRBG Volunteer Notice Board – <i>recommend weekly checking of same</i>	
17. Approach supervisor as the first point of contact if there are any issues/ queries or concerns	
18. Adhere to the principles and expectations outlined in the Gardens' Code of Conduct	
19. Notification of Absences (<i>sick, holiday, etc.</i>) - your responsibilities, the contact process and holiday leave form	
20. Resignation – Promptly notify Supervisor and Volunteer Coordinator	

Volunteer's Name: _____

Volunteer's Signature _____ Date: _____

Inductor's Name: _____

Inductor's Signature: _____ Date: _____

Allocated Work Area Induction conducted by: _____
Date: _____

Allocated Work Area Induction received by: _____ Date: _____

OFFICE USE ONLY: Entered to database by: _____

Signature: _____ Date: _____