

# VOLUNTEER REGISTRATION FORM



VOLUNTEER DETAILS	
<b>Title:</b>	<b>Given Names:</b> _____ <b>Surname:</b> _____
<b>Home Address:</b> _____	
<b>Email Address:</b> _____	
<b>Telephone Number:</b> _____	<b>Date of Birth:</b> _____
<b>Next of Kin (Please Provide Full Name and Contact Number):</b>	_____
<b>Organisational Unit:</b>	Faculty of Engineering, Architecture and IT
<b>Supervisor Name and Contact Number:</b>	Kellie King, Principal Development and Communications Coordinator - 07 3365 1393
<b>Details of duties undertaken:</b>	As an EAIT Women in Computing Student Leader, the main duties will include providing advice at key recruitment events and facilitating tours, workshops and presentations to high schools.
<b>Period of volunteer work</b>	From: November 2024 To: December 2025

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 be due 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
<b>VOLUNTEER</b> (COPY OF THIS FORM TO BE PROVIDED TO VOLUNTEER)			
<b>APPROVAL FROM AUTHORISED OFFICER</b> (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.**