

## Friends of Conservation Role Description

### ROLE DETAILS:

<b>Role Title:</b>	Friends of Conservation Volunteer
<b>Location:</b>	Tannum Sands Nursery and the surrounding Gladstone region

### ROLE OVERVIEW:

The Friends of Conservation Volunteer will work as part of a team to undertake a range of conservation activities within the natural environment, including: weed removal and control, litter collection, tree planting and other associated revegetation tasks. The Volunteer will undertake general nursery duties, such as: plant propagation, weed removal, fertilising and watering, pest and disease management, and other plant care related activities in the Council Tannum Sands Nursery. In addition, the Volunteer will assist the GRC Conservation Team with associated community events within the Gladstone region.

### PRIMARY DUTIES:

The main duty of the Volunteer is to learn about the different aspects of conservation and participate in activities throughout the Gladstone region whilst being friendly, professional and supportive for other volunteers.

### WORKPLACE HEALTH AND SAFETY:

- Perform all work and associated functions in a safe manner that will not cause endangerment to self, other employees or members of the general public;
- Comply with all documented WH&S policies, procedures, work instructions and verbal instructions issued by any authorised persons;
- Correctly and consistently use and maintain all personal protective clothing and equipment supplied by Council;
- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards in the workplace, where possible, and/or report hazards and risks in accordance with WH&S procedures;
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Council property generally;
- Report and assist with the investigation of all incidents within the workplace, including minor injuries, near misses and property damage;
- Attend any team meetings or specific training supplied by Council;
- Be familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures; and
- Report workplace health and safety concerns to the Supervisor.

### POSITION REQUIREMENTS:

- Be able to walk at a moderate pace;
- Be able to donate approximately three hours of your time once a week;
- Display a professional and friendly manner at all times;
- Be able to find your own means of transport to and from the work site; and
- Be willing to obtain a Blue Card to work with children if you currently do not have one (this is arranged through the GRC at no cost to you).

**VOLUNTEER ACKNOWLEDGEMENT:**

By signing this form, I confirm that the above information is true and correct to the best of my knowledge and does not contain misleading or incorrect information at the time of signing this declaration.

<b>Volunteer Name:</b>			
<b>Volunteer Signature:</b>		<b>Date:</b>	

**Collection Statement:** *The Gladstone Regional Council is collecting the personal information provided above for the purpose of processing this form. This personal information may be accessed and used by authorised employees of Council. This personal information will not be used for any other purpose without your permission, unless authorised or required by law.*

**MAIL COMPLETED FORM TO:**  
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 Fax: 4975 8500  
 Email: [info@gladstonerc.qld.gov.au](mailto:info@gladstonerc.qld.gov.au)