



Office Use:

Sheltermate ID:

Volunteer Wildlife Hero Personal Details Form

PERSONAL DETAILS

Mr / Mrs / Ms / Miss / Dr / _____
(please circle)

Last Name:

First Name:

Preferred Name:

Address:

Suburb:

Postcode:

Phone (H):

Phone (W):

Phone (M):

Email:

Date of Birth: ____/____/____
(must be over 18 years of age)

CARER PERMIT DETAILS (IF APPLICABLE)

Carer Group:

Permit Number:

Species:

Expiry:

LICENCES

Do you hold a current drivers licence? Yes No

Do you hold any other licences that may be relevant? e.g. Firearm, Euthanasia:

HEALTH ASSESSMENT

Do you have any limitations or medical conditions that would prevent you from doing certain tasks? Yes No

If yes, please provide detailed explanation on the functions you cannot perform to allow us to assist where possible with your health & safety. If additional space is required, please attach a separate page.

Have you had a tetanus vaccination within the last 10 years? Yes No Date:

Have you had any of these vaccinations within the last 5 years?

 Q Fever Rabies Other: _____ Date: _____ Titre level: _____ Booster Date: _____

Availability – Please tick the boxes regarding your availability to assist with injured wildlife

 Monday Tuesday Wednesday Thursday Friday Saturday Sunday Mornings Afternoons Business Hours During the Night Anytime Other :

Areas in which I can rescue:

I agree to allow RSPCA Qld to provide my name and contact information to local and state regulatory authorities, the State Emergency Service and other disaster response agencies, for the purposes of assisting with the rescue, care and management of distressed, sick, injured or at-risk wildlife during disasters and emergencies that involve risk to wildlife.

 Yes No

DECLARATION

I declare the statements made above by me are true, complete and correct.

Volunteer Name: _____

Volunteer Signature: _____

Date: ____/____/____ (Please turn over to read and sign the acceptance)

Office use only: Sheltermate record updated

Your privacy is taken very seriously. RSPCA Qld is guided by the National Privacy Principles in all its dealings with members, volunteers, staff, supporters and the public. Your personal information will be published on our internal system 'Sheltermate' for record keeping purpose(s) & general access within the RSPCA. Your personal information will not be used for any marketing purposes, nor disclosed to a third party without your consent. If you prefer not to be listed on Sheltermate please contact us.

This Acceptance acknowledges you have volunteered your time and efforts to assist the RSPCA. This Acceptance is made between RSPCA Qld and _____ (volunteer's name) as a Volunteer Wildlife Hero subject to the following terms and conditions.

Duties: The Volunteer Wildlife Hero (Wildlife Rescue Volunteer) shall carry out the discussed duties as mutually agreed.

Insurance: RSPCA Qld will provide Public Liability and Personal Accident Insurance cover for RSPCA-approved and inducted Volunteers. The Volunteer agrees, however, to take necessary caution as outlined in 'Duty of Care' to ensure their own safety and the safety of those working around them.

Duty of Care: Every volunteer agrees to exercise their 'Duty of Care'. Duty of Care is the personal responsibility each individual has to ensure their own safety, and the safety of those around them. This includes complying with all instructions that are given to each volunteer regarding Workplace Health & Safety; the appropriate use of personal protective equipment if supplied by RSPCA Qld; the agreement to not wilfully place at risk the Workplace Health & Safety of any persons at or associated with RSPCA Qld; and the need to report all workplace hazards and workplace injuries or illnesses arising from workplace activity.

Further to this, in accordance with 'Duty of Care' legislation, the volunteer agrees to not willingly place themselves in a rescue (or otherwise) situation whereby their safety is jeopardised (e.g. climbing trees and jumping fences). The volunteer also agrees to not handle any animal that they have not been trained in handling, or any animal that may be unsafe in accordance with the level of the volunteer's experience. If the volunteer chooses to do any of the above, they do so at their own risk and take full responsibility. The RSPCA will not be liable for these decisions. In the event of accident or personal injury, however, RSPCA Qld's Insurance agreement comes into play where possible.

Termination of Acceptance: This Acceptance may be terminated by either party, at any time and for any reason. It is requested that you give as much notice as possible prior to leaving your volunteer role within the RSPCA. This is primarily to assure the continuation of care and necessary treatment for any animals that may be affected at the given time of termination.

Representation of the RSPCA: As a representative of the RSPCA, you agree to abide by internal policy on media and public contact and to positively represent the RSPCA and/or its positions/campaigns. You agree that the RSPCA's acceptance of your offer of voluntary assistance does not and is not intended to create any relationship of agency or employment between yourself and the RSPCA (within the ordinary meaning of these terms or as defined by statute, and to the extent permitted by law). You must not hold yourself out as being authorised to exercise any responsibilities for or on behalf of the RSPCA other than as provided by this arrangement. You acknowledge that the RSPCA will not make any payments to you in respect of your voluntary assistance, public holidays, annual leave, parental leave, personal/carer's leave, long service leave or termination of this arrangement.

Vaccinations: You must also understand it is a requirement that before handling animals at the RSPCA you have an up-to-date tetanus vaccination. You must also understand that it is your responsibility to keep your tetanus vaccination current during your time volunteering with the RSPCA. The volunteer also agrees not to handle any animal without the relevant vaccine should one apply (e.g. rabies vaccination for bats).

Policies and Procedures: All volunteers agree to read and abide by the processes as outlined in the 'RSPCA Wildlife Rescue' brochure. If the volunteer is uncertain about a process or procedure surrounding the care and handling of an animal, they agree to contact the RSPCA Wildlife Department. The RSPCA accepts the assistance from you as a volunteer, subject to you agreeing to comply with the RSPCA's rules and Code of Conduct.

Your Declaration:

I understand and agree to the above terms and conditions and I understand the following Workplace Health & Safety concerns & requirements (as discussed in more detail during recruitment / orientation training):

- Correct and safe manual handling techniques.
- Importance of adhering to all information and advice given by the RSPCA and RSPCA staff in regards to handling any animals (either on the property or off the property), while participating in a Volunteer Program with the RSPCA Qld. This is to ensure the safety of all volunteers and animals and to minimise the risk of spreading infection and the subsequent cross-contamination to other animals (including personal pets).
- I also understand that the above is not a complete list and I am required to follow reasonable instructions and directions by RSPCA Qld staff and management.
- The implications of 'Duty of Care' and that I have a 'Duty of Care' to myself, my team-mates, the animals I come into contact with, members of the public and the RSPCA in the way I conduct myself.

I also understand the importance of confidentiality within the RSPCA, and by signing below I am indicating my complete adherence to RSPCA privacy and confidentiality policies and procedures.

_____	Date: ____/____/____	Return form to: RSPCA Qld Locked Bag 3000 Sumner Park BC, QLD 4074 Fax 07 3848 1178 Email 1300animal@rspcaqld.org.au
Volunteer Signature		
_____	Date: ____/____/____	
RSPCA Wildlife Coordinator		